

POST GRADUATE RULES AND GUIDELINES

2014

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
ALLAHABAD**

TABLE OF CONTENTS

<u>Sl. No.</u>	<u>Topics</u>
1	INTRODUCTION
1.1	Postgraduate Programmes
1.2	The Senate
1.3	Senate Post - Graduate Committee (SPGC)
1.4	Office of the Dean of Academic Affairs
1.5	Waiver of Requirements in Special Cases
2	ACADEMIC SESSION& ADMISSION
2.1	Academic Calendar
2.2	Admission
2.3	Eligibility for Admission and Reservation of Seats
2.3.1	M.Tech. and M. Tech. – Ph. D. dual degree programmes
2.3.2	M.B.A. and M.B.A. – Ph. D. dual degree programmes
2.3.3	Ph.D. in Engineering
2.3.4	Ph.D. in Sciences
2.3.5	Ph.D. in Management
2.4	Admission Procedure
2.5	Admission to External Registration Programme for M.Tech. and Ph.D. (Engg.)
2.6	Admission of Sponsored Candidates
2.7	Admission to Part-Time Programmes
2.8	Admission of Non-Degree Students
3	FINANCIAL ASSISTANCE
4	REGISTRATION
4.1	Late Registration
4.2	Academic Advising
4.3	Semester Load Requirements
4.4	Adding/Dropping of Courses and Withdrawing from Courses
4.5	Change of Registration from M.Tech. Programme to Ph.D. Programme
4.6	Change of Registration from Part-Time to Full-Time Programme
4.7	Change of Registration from Full-Time to Part-Time Ph.D. Programme
5	LEAVE RULES
5.1	Vacation and Casual Leave
5.2	Medical Leave
5.3	Maternity Leave
5.4	Semester Leave
5.5	Medical Certificate
5.6	Absence for a Minimum of 4 Weeks during the semester
5.7	Absence without Sanctioned Leave
6	PERMISSION TO PROCEED FOR ACADEMIC WORK OUTSIDE IITA
6.1	Permission to proceed to other academic institutions as a non-degree student
6.2	Permission to proceed for academic activities

7	ACADEMIC REQUIREMENTS
7.1	Minimum Residence, Maximum Duration and Academic Requirements
7.2	Extension of Programme
7.3	Audit Courses
7.4	Advance Standing at IITA
7.5	Residence Outside IITA
7.6	Credits, Grades, Semester and Cumulative Grade Point Index
7.6.1	Computation of the Semester Grade Point Index (SGPI) and Cumulative Grade Point Index (CGPI)
7.7	Academic Performance Requirement
7.8	Exit from Ph.D. in Engineering
7.9	Appeal Against Termination
8	COMPREHENSIVE EXAMINATION OF Ph.D. STUDENTS
9	CANDIDACY FOR THE Ph.D. DEGREE
10	STATE OF ART SEMINAR
11	THESIS AND THESIS EXAMINATION
11.1	Appointment of Thesis Supervisors of M Tech. and Ph.D. Students
11.2	Open Seminar of Ph.D. Students
11.3	Constitution of Committee/Board for Thesis and Oral Examination
11.3.1	M. Tech. Thesis Oral Examination Committee
11.3.2	Ph.D. Thesis Board
11.3.3	Ph.D. Oral Board
11.4	Submission of Thesis
11.4.1	M.Tech. Thesis
11.4.2	Ph.D. Thesis
11.5	Processing of Thesis
11.5.1	M Tech. Oral Examination
11.5.2	Ph.D. Thesis Evaluation by the Thesis Board
11.5.3	Ph.D. Oral Examination
12	GRADUATION REQUIREMENTS

ANNEXURES

ANNEXURE I	POSTGRADUATE COMMITTEES
ANNEXURE II	RESERVATION OF SEATS
ANNEXURE II.1	Format of SC/ST Certificate
ANNEXURE II.2	Format of OBC Certificate
ANNEXURE II.3	BREAK-UP OF SEATS
ANNEXURE III	ACADEMIC CALENDAR
ANNEXURE IV	POSTGRADUATE COURSES

1. INTRODUCTION

The objectives of the postgraduate programmes offered at the Indian Institute of Information Technology Allahabad are:

- *To equip students with state of art knowledge and skill in Information Technology and related fields*
- *To produce manpower with outstanding quality for teaching, research and industry*
- *To create future leaders of industry and profession*
- *To add to the existing intellectual pool of young minds to meet the growing demands of the nation in Science, Engineering and other related areas and*
- *To lay a foundation for lifelong learning ability, penchant for innovation and a capacity for adaptation in the ever changing world*

Our postgraduate programmes aim to achieve these objectives by molding young talents into free creative persons who can recognize and solve problems in different technical and social domains. The main emphasis of the programmes is to instill inquisitive thinking and curiosity with a sense of service to the nation and society at large; and with a capacity to recognize the need for a change and drive the change to make the world a better place to live.

To achieve these objectives, the postgraduate programmes are designed to include courses of study that allows specialization and diversification, seminars and project/thesis through which a student may develop his/her concepts and intellectual skills.

The procedures and requirements stated in this manual embody the philosophy of the postgraduate education and ensure a high standard of performance at the Institute. Within this general framework, subject to the approval of the *Senate Postgraduate Committee (SPGC)*, the various departments and programmes may impose such additional requirements as will serve their particular academic goals.

1.1 Postgraduate Programmes

IIITA offers

- a) **Two Year Programmes– Master of Technology (M.Tech.):**
 - i. M.Tech. (IT) which is Master of Technology in Information Technology (IT),with specializations in :
 1. Software Engineering
 2. Wireless Communication Engineering(Inter disciplinary programme (IDP))
 3. Intelligent Systems
 4. Robotics
 5. Human Computer Interaction
 6. Bio Informatics (Inter disciplinary programme (IDP))
 7. Cyber Law & Information Security
 - ii. M.Tech. (ECE) which is Master of Technology in Electronics & Communications Engineering with specialization in:

1. Microelectronics
- b) **Two Year Programme – Master of Business Administration (M.B.A.)**
- c) **Doctor of Philosophy (Ph.D.) Programmein:**
 1. Information Technology,
 2. Electronics & CommunicationEngineering,
 3. Management ,
 4. Sciences (Physics, Mathematics, Chemistry, Biology etc.)
- d) **Master of Technology – Doctor of Philosophy (M. Tech. – Ph. D.) (Integrated) dual degree program**
 - (i) Information Technology
 - (ii) Electronic and Communication Engineering
- e) **Master of Business Administration – Doctor of Philosophy (M. B. A. – Ph. D.) (Integrated) dual degree program**

The students of M. Tech. – Ph. D. and M.B.A. – Ph. D. and MBA- Ph D dual degree programmes should be treated as students of M. tech programme till the completion of M. Tech./MBA. They shall then be considered Ph D students. All rules as applicable to M. Tech. & Ph. D. programmes shall be applicable without any modifications.

The seat matrix of the programmes is given in **Annexure I**.

1.2 The Senate

The Senate is the principal academic body of the institution and, subject to the provision of the Rules, has the control over and is responsible for the maintenance of standards of teaching, research and training, approval of syllabi, coordination of research activities, examinations and tests within the institution and exercises such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the Institution.

1.3 Senate Post - Graduate Committee (SPGC)

The Senate Post-Graduate Committee (SPGC) is a standing committeeof the Senate. The composition of the SPGC and the process of election of its Chairperson is as prescribed by the Senate. TheChairperson of the SPGC convenes and presides over themeetings.

The SPGC has jurisdiction in the following matters concerning thepostgraduate programmes of the institute:

- *approval of new courses of instruction,*
- *desirable modifications of courses already approved,*
- *credit valuation of courses,*
- *approval of the admission of first year students and others with advance standing,*
- *recommending grant of degrees,*
- *policy matters related to examinations,*
- *evaluation of academic performance, and*

- *such other related matters as may be referred to it by the Senate.*

The functions of the SPGC consist primarily of general policy determination, coordination and review, but, the Senate retains the power of final review and decides such matters as may be brought in appeal before it. In discharging its responsibilities, the SPGC shall make use of the appraisals and recommendations of the various departmental postgraduate committees (DGPCs) concerned.

The DPGC consists of a Convener (a faculty, nominated by the Head of the Department in consultation with the faculty of the Department), the Head of the Department, a minimum of four (04) and a maximum of eight (08) faculty members, and two student representatives (chosen by postgraduate students of the Department) for a one-year period. The tenure of the faculty members shall be two years, half of them retiring each year. In the first year, lots will be drawn to decide on the retiring members. The DPGC advises the students in their academic programmes and makes recommendations to the SPGC in all academic matters.

The constitution, jurisdiction and functions of the SPGC and the DPGC are given in **Annexure II**.

1.4 Office of the Dean of Academic Affairs

The office of the Dean of Academic Affairs is responsible for the implementation of the decisions taken on academic matters by the Senate. It

- i. receives, processes and maintains all records relating to the postgraduate programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees and prizes,
- ii. disseminates information pertaining to all academic matters,
- iii. issues necessary memoranda/orders, and
- iv. acts as a channel of communication between the students, instructors & departments/interdisciplinary programmes.

Students can get information for various academic programmes, rules and regulations from the office of the Dean of Academic Affairs. The Dean of Academic Affairs will be an ex-officio member of SPGC.

1.5 Waiver of Requirements in Special Cases

The procedures and requirements stated in this manual, other than those in section 2.3 (Eligibility for Admissions) and section 7.7 (Academic Performance Requirement) may be waived in special circumstances by the SPGC on the recommendation of the DPGC. All such exceptions shall be reported to the Senate.

2. ACADEMIC SESSION & ADMISSION

The academic session normally begins in the first week of July every year and ends in June. It is divided into two parts:

Odd Semester: July - December

Even Semester: January - June

Each of the two semesters consists of about twenty one weeks with one week of mid-semester break. The last two-three weeks of each semester are used for the end- semester examination and two weeks period during the semesters is utilized for the one mid-semester examination. Thus, there are 14 working weeks in each semester.

2.1 Academic Calendar

The exact dates of all important events, such as orientation, registration, late registration, commencement of classes, submission of documents, examinations, submission of grades, vacation, mid-semester recess, etc., during the Academic Session are specified in the Academic Calendar of the Institute are approved by the Senate.

The Academic Calendar 2014-15 is given in **AnnexureIII**.

2.2 Admission

1. The admissions to the M.Tech.,M.B.A. dual degree M. Tech. – Ph. D. and M.B.A. - Ph. D. programmes are made once in a year for the odd semester. The admission to the Ph.D. programmes may be made in either or both of the two semesters.

2. Admissions to the Ph.D. programmes are normally made in April-May for the odd semester and in November- December for the even semester. Admissions to the MBA programme are normally made in March-April for the next academic session. Admissions to the M. Tech. programme are normally held in June-July for the odd semester. The Dean of Academic Affairs will notify the admission calendar each semester. The requirement of GATE is waived off for MBBS candidates seeking admission in M Tech (BI) programme.

3. In addition, the department may process applications for admissions to Ph.D. Programmes on a continuous basis and admit students as per the existing procedure. The candidates admitted during the course of a semester, would be required to register for proportionately reduced credits.

2.3 Eligibility for Admission and Reservation of Seats

1. The eligibility conditions given below are the absolute minimum. Departments may prescribe any requirements over and above these, subject to the approval of the SPGC.

2. The “specified minimum” marks/CGPI (Cumulative Grade Point Index), referred to in subsequent sections, implies a minimum of 55 percent marks / 6.5 (on a 10 point scale) as long as it is not less than the minimum pass marks/CGPI; otherwise, the “specified minimum” marks/CGPI implies the minimum pass marks/CGPI.

3. Applicants having qualifications equivalent to the ones stated in sections 2.3.1 to 2.3.5 may also apply for admission to the appropriate programme.

4. The number of admission that can be made to any programme shall be as decided by the Senate

from time to time.

5. Reservation of seats for various reserved categories shall be as prescribed by the Board of Governors. Annexure II provides the details of the reservations approved by the Board.

6. Candidates belonging to the Scheduled Castes/Scheduled Tribes who have passed the basic qualifying degree as stated in sections 2.3.1 to 2.3.5, are eligible to apply irrespective of the marks/CGPI and will be considered for admission.

2.3.1 M.Tech. and M. Tech. – Ph. D. dual degree

The applicant must have a valid GATE score card in the relevant branch of engineering viz. Electronics Engineering, Computer Science, Information Technology etc., bachelor's degree in engineering or a master's degree in science with marks/CGPI not below the specified minimum. For admission into M.Tech. (IT) programme with specialization in Bioinformatics, applicants having bachelor's degree in pharmacy/medicine with marks/CGPI not below the specified minimum may also be considered. The requirement of a GATE score is waived for M.B.B.S. degree holders.

2.3.2 M.B.A. and M. B. A. – Ph. D. dual degree

An applicant must have a valid CAT score and Bachelor's degree in Engineering with minimum 60 % marks/ 7.0CGPI.

or

An applicant with valid CAT score and M. Sc. (Operations Research, Computer Science, Information Technology, Statistics, Mathematics, Physics)/ MCA with minimum 65% marks/7.5 CGPA.

2.3.3 Ph.D. in Engineering

An applicant from CFTI (Centrally Funded Technical Institutes) with CGPI of at least 7.5/75% in his/her B.Tech.

or

An applicant with a master's degree in engineering with marks/CGPI not below the specified minimum with a GATE score.

or

An applicant with a bachelor's degree in engineering with a minimum of 75 percent marks/7.5 CGPI with a GATE score.

2.3.4 Ph.D. in Sciences

The applicant must have a master's degree in the relevant subject with a minimum of 65 percent marks/7.5 CGPI in the master's degree, first division in the bachelor's degree and UGC-CSIR NET JRF/LS/ GATE.

2.3.5 Ph.D. in Management:

An applicant with a master's degree in management, science (Operations Research, Computer Science, Information Technology, Statistics, Mathematics, Physics) or an allied area, satisfying each of the following criteria:

- (a) a minimum of 65 percent marks/ 7.5 CGPI in the master's degree,
- (b) first division in bachelor's degree in science/engineering, and
- (c) GATE/CAT/GMAT/UGC-CSIR NET/JRF or any other national level exam

or

An applicant from CFTI (Centrally Funded Technical Institutes) with CGPI of at least 7.5/75% in his/her B.Tech. in relevant field.

or

An applicant with a master's degree in engineering/technology with marks/CGPI not below the specified minimum

or

An applicant with a bachelor's degree in engineering with a minimum of 75 percent marks/7.5 CGPI

2.4 Admission Procedure

The applicants must apply for admission on prescribed forms, which must be sent directly to the Convener, DPGC of the department concerned.

1. All admissions will be made on approval by the Chairman, Senate on the recommendations of the duly constituted selection committees and the Chairperson, SPGC. A selection committee will consist of faculty members, one of whom will be from another department. The constitution of the selection committee will be proposed by the DPGC and approved by the Chairperson, SPGC.
2. Separate selection committees may be appointed to select candidates belonging to different categories, viz., sponsored, regular etc.
3. Admission to the M.Tech. and M. Tech. – Ph. D. dual degree programme will be made directly based on the GATE scores through CCMT.
4. Admission to the MBA and M. B. A. – Ph. D. dual degree programme will be made based on the CAT score and performance in the interview and/or group discussion, of the shortlisted (section 2.3) candidates.
5. Admission to the Ph.D. programmes will be based on written tests and/or interviews of the candidates shortlisted by the DPGC of the department concerned.
6. The admission of Scheduled Castes/Scheduled Tribes candidates will be decided without comparing them with the general category candidates.
7. The selected candidates who have completed all the examinations including project/thesis examination and the viva voce before the date of registration but are unable to produce the certificate in proof of having passed and secured the minimum specified qualifying marks, may be considered for provisional admission. However, if admitted provisionally, they will be required

to produce the evidence of their having passed the qualifying degree examination with minimum specified marks by the last date for document submission as specified in the academic calendar (usually about 8 weeks from the date of registration), failing which the admission may be cancelled.

8. The provisions in para 7 shall not be applicable in the case of M.Tech./MBA students of the institute, who have been provisionally selected for admission to a Ph.D. programme. These students will be admitted to the Ph.D. programme subject to the condition that they must successfully complete all the prescribed requirements including acceptance of their thesis in a particular semester by the late registration date as specified in the academic calendar.

9. On approval by the Chairman, Senate, the departments will issue the admission letters to the candidates who will be required to accept the offer of admission by depositing the prescribed fee before the specified date.

10. In case a candidate does not accept the offer by paying the prescribed fee by the specified date, the offer of admission may stand withdrawn, and the admission offered to the candidates in the waiting list, if any, in order of merit.

11. The offer of admission may also stand withdrawn if the candidate who has accepted the offer fails to register by the date for late registration.

2.5. Admission to External Registration Programme for M.Tech. and Ph.D. (Engineering)

1. A candidate working in an R & D establishment which is equipped with the necessary research and library facilities may be considered for admission to the M.Tech. and Ph.D. (Engineering) programmes. Such a candidate must be sponsored by his/her employer and must have been in employment with the sponsoring organization for at least 2 year at the time of admission. The employer must expressly undertake to pay full salary to the candidate and relieve him/her to stay on the campus to enable the candidate to complete his/her residence requirement (specified in section 7.1).

For employees of research labs, centers of excellence, and other organizations such as DRDO, CSIR, DAE, DoS, DIT, DST, DBT, ICMR, ICAR etc., fully funded by the government (national/state), the minimum employment requirement will be only one year. The reduced employment requirement will also be applicable to employees of public sector unit (PSU) and central and state universities fully funded by the government.

The senate may add the organizations as if it feels necessary.

2. A candidate applying for admission to the external registration programme must provide detailed information about the research facilities available at his/her organization and a certificate that these would be available to him/her for carrying out research. He/she should also provide the biodata of the prospective supervisor who would supervise the candidate's work at his/her organization.

3. On the recommendation of the DPGC, the SPGC will approve an organization for carrying out M.Tech./Ph.D. research in a specified area. An application for admission from a candidate working in the approved organization will be considered only if he/she wishes to work in the specified area.

2.6. Admission of Sponsored Candidates

1. A candidate who is sponsored by his/her employer and who meets the additional conditions specified below may be admitted through a separate selection committee appointed specifically for the purpose.
2. A sponsored candidate must have been in service of the sponsoring organization for at least two years at the time of admission. The sponsoring organization must specifically undertake to provide full salary to the candidate and to relieve him/her to pursue the programme for its full duration.
3. Fulfillment of GATE eligibility requirement may be waived for such candidates. However, the sponsored candidates seeking admission to the M.Tech. programme who have not taken GATE will be called for interview and may in addition be asked to take a written test.

2.7. Admission to Part-Time Programmes

1. The Institute also offers part-time postgraduate programmes leading to the M.Tech./Ph.D. degrees for local professionally employed personnel such as working engineers, scientists and teachers who can, while employed, attend regular classes as per schedule of the Institute.
2. The applicant must be an employee of a recognized organization with at least two years of service at the time of admission and be engaged in professional work in the area to which admission is sought. For an employee of IITA (project or regular) with a valid GATE score at the time of seeking admission, may be waived. An application for the part-time studies forwarded by the employer should be sent to the Convener, DPGC of the department concerned.

2.8. Admission of Non-Degree Students

1. A non-degree student is a student who is registered for a degree in a recognized institute or university in India or abroad, and who is officially sponsored by that institute or university to complete part of his/her academic requirements at IITA. For that purpose the non-degree student may carry out research or take courses for credit or otherwise or may use other academic facilities. However, any credits earned by a non-degree student cannot be applied for any degree programme at IITA at any time.
2. A candidate will be admitted as a non-degree student on a duly sponsored application to the Dean of Academic Affairs who will recommend admission on the advice of DPGC and SPGC to the Chairman Senate for approval. The strength of non-degree students in any programme should not be more than 5% of the programme strength.
3. Students so admitted will be governed by all rules, regulations and discipline of the Institute.

3. FINANCIAL ASSISTANCE

1. The Institute may provide to postgraduate students, financial assistance in the form of teaching or research assistantships (referred to as Institute Assistantship). Assistantships are awarded on a semester to semester basis for a period of up to 22 months for M.Tech. students and up to four years

for Ph.D. students. The stipend for the assistantship is paid at the approved rates. A student is expected to devote up to eight hours per week towards job(s) assigned to him/her. The renewal of assistantship is contingent on the student's satisfactory performance in the academic programme and in the discharge of assistantship duties.

2. A student on teaching/research assistantship is also reimbursed for some contingency expenses as per the approved terms and procedures to be notified from time to time. The reimbursement for a M.Tech. student is done twice on annual basis, and for a Ph.D. student annually for the first four years of his/her programme, if he/she is on an Institute Assistantship.

3. Some financial assistantships in the form of research assistantships may also be available from sponsored research projects. Additional assistantships in the form of scholarships, fellowships, etc. may be available through other organizations, such as, the Council of Scientific and Industrial Research (CSIR), Department of Atomic Energy (DAE), etc.

4. Some financial assistance may also be available towards registration fee and travel expenses for

- (i) Attending national international conference, workshops/short term programme etc.
- (ii) Publication charges for SCIE/SSCI journals, if required.

The financial assistance may be given on the recommendation of the supervisor and approval of the DPGC.

4. REGISTRATION

1. A student is required to register for the odd semester and even semester for the courses/thesis credits that he/she intends to pursue in that semester/term. The registration process involves:

- i. submitting a duly approved course programme to be followed in the semester,
- ii. payment of fees for that semester and clearance of any outstanding dues and
- iii. signing the registration roll with the office of Dean of Students Affairs.

2. A new entrant (to the postgraduate programme) who is awaiting the results of the qualifying examination, will be allowed to register "provisionally" on submission of a certificate from his/her institution certifying that he/she has appeared in the final qualifying examination (including all papers in theory, practical, project, oral, etc.). The candidate will submit attested copies of the certificates of having passed the qualifying examination by the last date for document submission as specified in the academic calendar (usually about 8 weeks from the date of registration), failing which the admission may be cancelled.

3. All students who are not on authorized leave must continue to register in the following semester/term till they submit their thesis. If, however, a student is likely to submit his/her thesis within two weeks from the commencement of classes, he/she need not register in that semester/term. This period will not be extended in any case.

4. Ph.D. students who have submitted their thesis and are waiting for the defence of the thesis will register for zero credits. They may, however, apply for leave from the Institute with permission to defend thesis while on leave.

5. In very special cases, students who have completed all the experimental work and analysis

related to the thesis and are on sanctioned leave, the SPGC on the specific recommendations of the DPGC may allow submission of thesis without registration.

6. On the recommendation of the DPGC and the approval of the SPGC, the employees of IIT A registered for the Ph.D. programmes who have completed the course and thesis unit requirements and the prescribed residence period, may not register in the following semester, provided they have completed experimental work related to their thesis. However, they will be required to submit their thesis within the prescribed maximum period (specified in section 7.1).

7. If maternity leave (granted before the date of registration) extends beyond the date of late registration and expires before the end of seven weeks from the specified date of registration in a given semester the student will be allowed to register only for thesis credits. The number of credits that a student will be allowed to register will be worked out on a prorata basis.

8. A student in the external registration programme must complete the residence requirements (laid down in section 7.1) before the beginning of the semester in which he/she wants to register for thesis credits for the first time.

9. The student in the external registration programme who has completed the residence requirement can register during the period starting from one week prior to the end of the previous semester till the late registration date provided he/she has been awarded grades for the previous semester.

4.1. Late Registration

1. If for any compelling reason like illness, a student is unable to register on the day of registration, he/she will be allowed to register on the day of late registration specified in the academic calendar (which is about one week from the date of registration). Any student registering late will be required to pay the specified late registration fee.

2. In exceptional cases, the SPGC on the recommendation of the DPGC may consider registration beyond the date of late registration. In such a case, the student will be allowed to register for thesis credits only.

4.2. Academic Advising

1. A student will be advised in the selection of courses by the registration adviser appointed by the DPGC of the concerned department. A student registering for thesis credits must have a thesis supervisor assigned to him/her.

2. A student may be permitted to repeat or substitute courses in which he/she has obtained F grade. Permission to repeat/substitute a course will be governed by the guidelines laid down in section 7.6. The request for repeat or substitution of a course must be given in writing duly endorsed by the DPGC at the time of registration.

4.3. Semester Load Requirements

1. A semester load is defined as equivalent of 16 credits. Most courses carry 4 credits, while a few modular courses carry 2, 3 or 5 credits (see annexure IV for explanation). Thus, a student who has

registered for a full semester load solely by course work is expected to attend 4 courses. For a well-merited case, the SPGC may permit a student to register for a maximum of 20 credits or a minimum of 11 credits.

2. The normal semester load for a part-time student is equivalent of 8 credits. For a well-merited case, the SPGC may permit a student to register for a maximum of 16 credits and a minimum of 07 credits during a regular semester.

3. A student in the external registration programme when registering for thesis research, to be carried out at his/her organization can register for a maximum of 12 credits or a minimum of 4 credits during the regular semester.

4. Notwithstanding the provisions of Para 1, a semester load is defined as equivalent of 24 credits for an MBA student. For a well-merited case, the SPGC may permit a student to register for a minimum of 16 credits.

4.4 Adding/Dropping of Courses and Withdrawing from Courses

1. Adding and dropping of courses after registration is permitted only if the student's request is endorsed by the instructor of the course that he/she is adding or dropping and is also endorsed by the Convener DPGC. The last dates of applying for adding and dropping of courses are specified in the academic calendar.

2. A student may be required to drop a course at any stage if it is determined that he/she does not fulfill the prerequisites for the course, or if a timetable clash exists which does not permit him/her to attend all the meetings of the course, or any rule in this manual which forbids him/her to take the course(s) that he/she has registered for.

3. The DPGC in consultation with the instructor and with the approval of the SPGC may allow a student at his/her request to withdraw from one or more courses during the semester, if he/she has been sick for considerable time and has submitted a certificate to the satisfaction of the DPGC, but the reduced load shall not be less than the minimum semester load (specified in section 4.3).

4. A student may withdraw from a maximum of one course, one month prior to the end semester exam on the recommendation of the DPGC and approval of the SPGC but the reduced load shall not be less than the minimum semester load (specified in section 4.3).

4.5 Change of Registration from M.Tech. Programme to Ph.D. Programme

A student registered for the M.Tech. programme may be allowed in the beginning of the second / third / fourth semester to change his/her registration to that of the Ph.D. programme in Engineering or Management on the recommendation of DPGC and with the approval of SPGC. Since this is a change of programme, Section 2.3 rules are not automatically applicable. Instead, one of the following two conditions must be satisfied:

(a) The student satisfies the relevant eligibility criteria of Section 2.3 and has completed one/two/three semesters of the M.Tech. programme with a minimum of 12 credits through course work, and has a CGPI of at least 7.0.

(b) The student does not satisfy the relevant eligibility criteria of Section 2.3; however, he/she has

completed two/three semesters of the M.Tech. programme as well as has completed course requirements of the M.Tech. programme with a CGPI of at least 7.0. Such a change of registration shall be reported to the Senate. Students in part-time M.Tech. programme are not permitted to change over to part-time Ph.D. programme.

4.6 Change of Registration from Part-Time to Full-Time Programme

A student admitted to a part-time programme may be allowed to change his/her registration to full-time (regular) studies at the beginning of a semester upon the recommendation of the DPGC and with the approval of the SPGC. For the purpose of determining the maximum period of stay (specified in section 7.1), one-half of the period spent as a part-time student will be counted.

4.7 Change of Registration from Full-Time to Part-Time Ph.D. Programme

1. A student admitted to a full-time Ph.D. programme may be permitted to change to a part-time Ph.D. programme. A student requesting such a conversion must:

- i) have completed the coursework, passed the comprehensive examination, given the "State of Art" seminar which is adjudged as satisfactory, and completed the residence requirements,
- ii) get the request endorsed by the supervisor(s) and the DPGC,
- iii) produce a "No Objection" Certificate from the Head of the institution/organization, which he/she proposes to join.

2. Such conversion, if approved by the SPGC, will be subject to the following conditions:

- i) The student must complete his/her thesis within 7 years counted from the date of his/her first registration in the programme,
- ii) provision of conversion from full-time to part-time status can be availed of only once by the student during his/her programme, and
- iii) the status of the student will be reviewed by the supervisor and the DPGC at least once every two semesters after the conversion, and his/her continuation on part-time status will be subject to his/her making satisfactory progress towards completing the Ph.D. thesis.

5. LEAVE RULES

Students may be granted leave under sections 5.1 and 5.2 on application to the Head of the Department concerned through the DPGC. Leave under sections 5.3 and 5.4 will be sanctioned by SPGC on the recommendation of DPGC. Applications must be submitted well in advance of the date of commencement of the leave requested. Leave for a period longer than that specified in sections 5.1, 5.2 and 5.3 may be sanctioned by SPGC on the recommendation of DPGC and it will entail loss of financial assistantship for the extended period.

5.1. Vacation and Casual Leave

1. A postgraduate student may take a maximum of 30 days vacation leave in an academic year. This leave may be taken during the Institute's vacation period (as defined in the academic calendar), or during the mid-semester recess period (up to maximum of 4 days)
2. In addition, a student may be allowed casual leave for up to 6 days per semester subject to the condition that such leave will not be allowed for longer than 5 days at a time during a semester. The casual leave cannot be combined with any other kind of leave, and will not be carried over.
3. There will be no loss of financial assistantship for students going on vacation or casual leave.

5.2. Medical Leave

Leave on medical ground, duly supported by a medical certificate, may be granted to a student for up to 8 days per semester. Un-availed leave may be carried over to the next semester up to a maximum of 8 days. However, at a stretch, the medical leave shall not exceed 15 days during the semester. Such leave shall not entail any loss of financial assistantship.

5.3. Maternity Leave

A female student may be granted maternity leave for a maximum of 3 months. Leave up to 6 weeks can also be granted for miscarriage including medical termination of pregnancy, if supported by a proper medical certificate. Such leave can be combined with any other leave due and will not entail any loss of financial assistantship.

5.4. Semester Leave

Semester leave for up to a maximum of two semesters for M. Tech., Ph.D. students may be sanctioned for bonafide reasons. Except for medical reasons, such leave would not normally be sanctioned before a student has completed his/her residence requirements and in no case before the student has spent two semesters. However, on medical considerations such leave may be sanctioned after his/her stay of one semester. Leave for more than one semester at a time will not be granted.

5.5. Medical Certificate

If a student falls ill while on the IIITA campus, the medical certificate must be obtained from the Institute's medical officer. If he/she falls ill outside the campus while on sanctioned leave, the medical certificate must be obtained from a registered medical practitioner.

5.6. Absence for a Minimum of 4 Weeks during the semester

If a registered student is absent on sanctioned leave for a period of 4 weeks or more during a semester, SPGC may decide to convert the leave to a semester/term leave, or reduce the thesis credits (in blocks of 01 credits) appropriately, in case the student is registered only for thesis credits.

5.7 Absence without Sanctioned Leave

Absence without sanctioned leave (section 5.1-5.6) will entail loss of financial assistantship for the period of absence, and may result in the termination of the student's programme on the recommendation of the DPGC and approval of SPGC.

6. PERMISSION TO PROCEED FOR ACADEMIC WORK OUTSIDE IITA

6.1 Permission to proceed to other academic institutions as a non-degree student

In order to help-students broaden their horizons and enrich their cultural and academic experience, provision to proceed to other academic and research institutions in India or abroad as nondegree students is available. Rules and procedures to be followed for availing this provision are as follows:

i) An M.Tech. or a Ph.D. student who satisfies the minimum conditions laid down in para (ii) below may proceed to another academic institution in India or abroad with prior permission of the SPGC on the recommendation of the DPGC.

ii) Only those postgraduate students who have spent at least two semesters and have a CGPI of at least 8.0 are eligible to proceed as non-degree students elsewhere.

iii) For permission to spend time as a non-degree student elsewhere, an eligible student will make an application to the SPGC through the DPGC, duly supported by a statement of purpose to undertake the proposed work and sufficient information about the department/institution for the purposes of para (iv) below.

iv) The DPGC will consider the student's application and will determine if the proposed programme of work is of such a nature that waiver for at least 12 credits per regular semester is possible. The SPGC may approve the application on the recommendation of the DPGC. In all such cases, the student will be informed about the requirements he/she must fulfill to apply for academic credit on his/her return.

v) Permission to proceed to an institution as a nondegree student does not imply that the student will automatically get any waiver from the academic requirements of IITA.

vi) The student after completion of the work, will apply for waiver from requirements of his/her programme at IITA supported by an official transcript of the grades obtained and whatever material the DPGC may require for the purpose given in para (vii) below.

vii) The concerned DPGC will evaluate the work done by the student and will make recommendations to the SPGC after determining by whatever means it deems fit, the equivalent IITA courses/requirements for which the student may be given a waiver. However, academic work outside IITA will not be treated as thesis work, Credits to be earned through research cannot be waived off.

viii) On the recommendation of the DPGC, the SPGC may allow the waiver for a maximum of 16 credits. Against each requirement for which a waiver is granted, a W would appear on the transcript with an explanatory note that W stands for waiver for work done at the Institution concerned. All such requirements will be deemed to carry zero weight for SGPI/CGPI calculations.

ix) The minimum residence requirement for the students who avail of this provision will remain unchanged for Ph.D. students but may be reduced by one semester for M. Tech students, provided they spend at least one semester of 16 weeks duration or two quarters of at least 11 weeks duration

each as non-degree students elsewhere with prior permission.

x) Those students who are selected by the Institute using a Senate-prescribed procedure to proceed on any institutional exchange programme, except for the students going under the a special fellowship programme, will also have to go through the procedure and rules for the transfer of credits as outlined in para's (vi), (vii), (viii) and (ix) above.

6.2 Permission to proceed for academic activities

The PG students can be permitted to proceed for academic activities outside IITA to carry out field work, library work, computational work, experimental work, and Lab works, and also to attend conference, courses and to undertake other research work etc. as recommended by the department. Permission for a duration upto 30 days be sanctioned by the department with an intimation to SPGC and more than 30 days by the Chairperson- SPGC on the recommendation of the Department.

7. ACADEMIC REQUIREMENTS

7.1. Minimum Residence, Maximum Duration and Academic Requirements

The following table lists the minimum residence and maximum duration allowed in the programme, and credits requirements for graduation in the various programmes:

"Course Work" includes only postgraduate course credits unless otherwise stated. To satisfy the "Minimum Residence" requirements, registration must be over consecutive semesters; exception will be made only if the student is on authorized leave. "Maximum Duration" is counted from the student's first registration date. SGPI/CGPI will be calculated on the basis of all postgraduate courses taken by the student.

Table 7.1

Programme	Minimum Total Credits	Credits Through Course Work (Minimum)	Credits Through Research (Minimum)	Minimum Number of Courses	Minimum Residence	Maximum Duration
M.Tech.	56	24	24	08	4 Sem	4 Years ⁴
M.B.A.	96	96	-	24	4 Sem	4 Years ⁴
Ph.D. (Engineering) students with B.Tech.	96	32	32	08 ²	6 Sem ³	7 Years
Ph.D. (Engineering/Management) students with M.Tech./M/Pharm./M.D.	48	16	32	04 ²	4Sem ³	6 Years ⁴
Ph.D. (Management) students with M.B.A. (with M.Sc./B.Tech.)	48	16	32	04 ²	4 Sem ³	6 Years ⁴
Ph.D. (Management) students with M.B.A. (with B.Sc.)	80	24	32	06 ²	4 Sem	6 Years ⁴
Ph.D. (Management) students with M.Sc./B.Tech.	96	32	32	08 ²	6 Sem ³	7 Years
Ph.D. (Sciences) students with M.Tech.	48	16	32	04 ²	4 Sem	6 Years ⁴
Ph.D. (Sciences) students with B.Tech./B.Pharm./MBBS/M.Sc.	80	24	32	06 ²	4 Sem	6 Years

1. May include one undergraduate course (permitted by the DPGC).

2. May register for undergraduate courses as a special case: these courses will be deemed to have zero credits and will be awarded an S/X grade. A student may take additional post graduate courses and will be awarded S/X grades unless the student requests for a course to be used for computing his/her CGPI at the time of registration.
3. Students in the External Registration Programme will be required to stay on the campus at least as long it takes to
 - (i) complete the required course work and pass the comprehensive examination and
 - (ii) get a written proposal (prepared in consultation with his/her supervisor and co-supervisor) outlining the work proposed to be done for his/her thesis.
4. Add an additional year in case of part-time/external students.
5. Department may specify minimum credits through courses over and above given in table 7.1.

A department may prescribe, with prior approval of the SPGC, additional credits of courses/thesis over and above the minimum specified in the above table.

7.2. Extension of Programme

1. No student who has completed the prescribed maximum duration in the programme shall be allowed to register in the subsequent semester unless he/she has been granted extension of the programme by the Senate on the recommendations of the DPGC and the SPGC.
2. However, those Ph.D. students who have submitted their thesis and are waiting for the defence will be treated automatically as registered unless they apply for leave.

7.3. Audit Courses

The students are permitted to audit courses, but such courses shall not be shown either on the registration form or on the grade transcript.

7.4. Advance Standing at IITA

On the recommendation of the DPGC and approval of the SPGC, a student admitted to a postgraduate programme after partial completion of such or similar programme elsewhere may be granted an exemption up to 50 percent of the minimum course credits requirements. A Ph.D. student who has completed the twoyear M.Tech./MBA programme at this institute can transfer a maximum of 08 postgraduate course credits earned during the M.Tech./MBA programme towards fulfillment of his/her course requirement for the Ph.D. programme on the recommendation of the DPGC and approval of the SPGC, provided these credits were in excess of the minimum requirement for earning the M.Tech./MBA degree. Further a student granted advanced standing at IITA may get an exemption of one semester from the residence requirement on the recommendation of the DPGC and approval of the SPGC.

7.5. Residence outside IITA

Students registered in the postgraduate programmes may count for residence and credit requirements, research or field work undertaken outside the institute under the supervision of the Institute supervisor(s), if facilities for such work are not available at this institute. Such cases must be recommended by the DPGC and approved by the SPGC before the student proceeds to the place of assignment.

7.6. Credits, Grades, Semester and Cumulative Grade Point Index

1. In each course a student is registered (except courses covered under footnote 2 of clause 7.1), he/she earns certain approved credits and is awarded a letter grade indicating his/her overall performance in that course. There are *eleven* letter grades: A+, A, B+, B, C, D, E, F, S, X and I. The correspondence between grades and points (on a 10-point scale)/rating is given below:

A+	Outstanding	10
A	Very good	9
B+	Fair	8
B	Satisfactory	7
C	Below Average	6
D	Poor	5
E	Exposed	2
F	Fail	0
S	Satisfactory	0
X	Unsatisfactory	0
I	Incomplete	0

2. If a student does not complete all the requirements for a course for a genuine reason, the instructor may award grade I (Incomplete). An I grade must be converted by the instructor to a regular letter grade by the last date for such conversion specified in the Academic Calendar, failing which it is automatically converted to an F grade.
3. A student getting an E or F grade in a course must either repeat it or substitute it by another course as suggested by DPGC.
4. A student getting a D grade in a course may be allowed to repeat it or substitute it by another course, provided:
 - i) his/her CGPI is less than the prescribed minimum and the student is allowed to continue in the programme (as per provisions of section 7.7), or the repetition/substitution is for a maximum of one course in the programme such that it does not lead to any increase in the semester load, and
 - ii) he/she has completed all the courses as prescribed by the department

In case a course is repeated or substituted, the old grade will also appear on the transcript although it will not be taken into account while computing the CGPI/SGPI.

5. Seminars will be graded as satisfactory (S) or unsatisfactory (X) and will carry zero credits.
6. A student earns 9 credits for each M.Tech., Ph.D.thesis unit he/she is registered for in a semester. The grade S or X will be awarded for thesis credits as follows:

At the end of the semester, the project/thesis supervisors(s) will assess the student's progress towards the thesis work during the semester and will award the grade S for each unit if the

work is *satisfactory* and an X for every *unsatisfactory* unit. Thus a student registered for 4 credits can get one of the following five combinations SSSS, SSSX, SSXX, SXXX, XXXX.

Format for the M.Tech./Ph.D. thesis grades in student's transcripts

Thesis Credits	Grading Options
4	4S, 3S1X, 2S2X, 1S3X, 4X
3	3S, 2S1X, 1S2X, 3X
2	2S, 1S1X, 2X
1	1S, 1X
0	-

7. If a student is on leave for a part of the semester or submits his/her thesis in the middle of a semester, the SPGC may reduce his/her thesis credits appropriately.

7.6.1. Computation of the Semester Grade Point Index (SGPI) and Cumulative Grade Point Index (CGPI)

The semester grade point Index (SGPI) is the weighted average of the grade points earned by a student in all the courses credited and describes his /her performance in a semester. If the grade points associated with the letter grades awarded to a student are $g_1, g_2, g_3, \dots, g_n$ in all courses and the corresponding credits are $c_1, c_2, c_3, \dots, c_n$ the SGPI is given by

$$SGPI = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

In the above computation, courses with S and X grades are ignored. Similarly, the CGPI indicates the cumulative academic performance in all the courses taken including those taken in the current semester. It is computed in the same manner as the SGPI, considering all the courses say, k over all the previous semesters, and is given by

$$CGPI = \frac{\sum_{i=1}^k c_i g_i}{\sum_{i=1}^k c_i}$$

7.7. Academic Performance Requirement

1. The minimum CGPI requirement for continuing in the programme or for graduation is given below.

/M.Tech./MBA programme :	6.5.
Ph.D. programme :	7.0.

2. In the first semester in which the student registers, the minimum CGPI (SGPI) may be relaxed to 6.0 and the student may be allowed to continue in the following semester on the recommendations of the DPGC and with the approval of the SPGC. A warning will be issued.

3. If an M.Tech./MBA student secures a CGPI between 6.0 and 6.5 or a Ph.D. student secures a CGPI between 6.5 and 7.0, he/she may be allowed to continue in the following semester on the recommendation of the DPGC and with the approval of the SPGC. A warning will be issued

4. A student will normally not be allowed to continue in the M.Tech./MBA programme if

- i) his/her CGPI is below 6.0.
- ii) his/her CGPI is below 6.5 in two consecutive semesters (however, SPGC may consider continuation as per provisions of para 3).
- iii) he/she obtains two Fs in the same or different courses.
- iv) he/she accumulates three or more Xs towards thesis grades.

5. A student will normally not be allowed to continue in the Ph.D. programme if

- i) his/her CGPI is below 6.5 (below 6.0 in the case of first semester student).
- ii) his/her CGPI is below 7.0 in two consecutive semesters (however, SPGC may consider continuation as per provisions of para 3).
- iii) he/she obtains two Fs in the same or different courses.
- iv) he/she accumulates eight or more Xs towards thesis grades.
- v) he/she accumulates six or more Xs towards thesis grades in two consecutive semesters.
- vi) he/she secures Xs in all the thesis credits registered for in two consecutive semesters.

6. A warning will be issued to a Ph.D. student when he/she accumulates two or more Xs.

7. The DPGC will keep a watch on the progress of every student and whenever a student fails to meet the requirements, will intimate the SPGC. If a student's programme is terminated, the Head of the Department will issue the letter of termination.

7.8. Exit from Ph.D. in Engineering

A Ph.D. student in an engineering department may exit from the programme with an M.Tech. degree provided

- (i) a request to this effect is made at least six months before the exit but not before the student has completed two-and-half years (excluding the period of sanctioned leave, if any) in the programme;
- (ii) the request is approved by the Senate on the recommendations of DPGC and SPGC; and
- (iii) the student has completed all the requirements of the M.Tech. degree (including a thesis).
- (iv) the duration of such M. Tech. programme will not be less than 4 years.

7.9 Appeal Against Termination

A student whose programme is terminated on account of inadequate academic performance or otherwise has the right to appeal to the Chairman, Senate for reconsideration. While making the appeal against termination, he/she is expected to give reasons for his/her poor academic performance and/or to explain why his/her position merits reconsideration. The Senate shall take a final decision after considering all the available inputs. However, the Senate will not entertain any further appeal for review unless substantial additional information is brought to its notice. The maximum time for appeal against termination is one month from the date of the letter of termination.

8. COMPREHENSIVE EXAMINATION OF Ph.D. STUDENTS

1. Students registered in the Ph.D. programme must pass a comprehensive examination designed to test the overall comprehension of the student in the various subjects. A student can appear in the comprehensive examination only after he/she has completed the course requirements and satisfied the minimum specified CGPI requirement

2. Students admitted with B.Tech. or M.Sc. degrees or part-time students with M.Tech. or equivalent degrees may appear in the comprehensive examination earliest at the end of the second semester, but must pass it before the end of the fifth semester after their first registration. Students admitted with M.Tech. or equivalent degrees may appear in the comprehensive examination earliest at the end of the first semester, but must pass it before the end of the fourth semester after their first registration. The above time limits are exclusive of the period of sanctioned leave, if any.

3. The examination will be in oral form but may be supplemented with a written part. The examination will be conducted by the department in which the student is registered.

4. The comprehensive examination board will consist of at least three but not more than five faculty members of the student's department/IDP plus one faculty member from outside the department/IDP. There may be two faculty members from outside the department/IDP in case the thesis supervisor is from outside the department/IDP. Constitution of the board will be proposed by the DPGC in consultation with the Head of the department/IDP and the thesis supervisor, if already assigned, and will be forwarded to the Chairperson, SPGC who will send it to the Chairman, Senate for approval. The thesis supervisor of the student, if already assigned, will be the convener of the board. In case no thesis supervisor is assigned, the Convener, DPGC will be the convener of the board.

5. A student will be considered to have passed the comprehensive examination if all except at the most one member of the board are satisfied with student's performance in the examination. The report of the comprehensive examination must be sent to the Chairperson, SPGC within 8 weeks of the date of approval of the board.

6. When a student has not passed the comprehensive examination in his/her first attempt, a second comprehensive examination will be conducted by the same board that was constituted earlier unless otherwise approved by the Chairman, Senate on the recommendation of the DPGC and the SPGC. A student will not be allowed to appear in the comprehensive examination more than twice. All such cases shall be brought to the notice of the Senate.

9. CANDIDACY FOR THE PH.D. DEGREE

A student enrolled in the Ph.D. programme is formally admitted to the candidacy for the Ph.D. degree after he/she has completed the course requirements for the degree with at least the minimum required CGPI, and has passed the comprehensive examination. Only such students who are admitted to the candidacy will be allowed to submit Ph.D. theses in accordance with the guidelines laid down in section 11.4.2.

10. STATE OF ART SEMINAR

Every Ph.D. student admitted to the candidacy for the Ph.D. degree is required to give a general seminar in the Department covering the review of literature and frontiers of his area of research. This seminar must be given within six months of passing the comprehensive examination. A report of satisfactory completion of this requirement is to be communicated to Chairperson, SPGC by the thesis supervisor through the Convener, DPGC.

11. THESIS AND THESIS EXAMINATION

11.1. Appointment of Thesis Supervisors of M Tech. and Ph.D. Students

1. A student shall not normally have more than two supervisors at any given time. A student may have one supervisor, two supervisors or a supervisor with a co-supervisor.
2. Thesis supervisor(s) of a student will normally be appointed from amongst the faculty members at IITA using modalities decided by the departments.
3. Under exceptional circumstances, other employees of IITA with the rank of senior scientific officer and above can be appointed as co-supervisors of Ph.D. students. The recommendation of a peer group (appointed by the Head of the Department to which the student belongs) regarding the merit and qualifications of being considered as co-supervisor should be sent to the SPGC through the DPGC for approval. One such co-supervisor can be appointed to only one student at a time.
4. In exceptional cases a student can have a co-supervisor/one of the supervisors from outside the institute on the recommendation of the DPGC and the SPGC and approval of the Chairman, Senate. Such a student cannot have a single supervisor.
5. The appointment or change of supervisor(s) will be communicated to the SPGC by the DPGC. No change/addition of supervisor(s) is allowed after the thesis has been submitted.
6. In case there has been a change/addition in the supervisor(s), the M.Tech.thesis will not be submitted earlier than three months and the Ph.D. thesis will not be submitted earlier than six months from the date of such change.
7. If a student's sole supervisor proceeds on **long leave for more than one year** in case of Ph.D. students, and on leave for more than three months in case of M.Tech. students, the DPGC shall appoint a supervisor or a co-supervisor in consultation with the supervisor and the student. In such a case the number of supervisors may be more than two if an external supervisor already exists. If a student's supervisor proceeds on **leave for not more than one year** in case of Ph.D.students*, and not more than three months in case of M.Tech. students, the DPGC may appoint a programme coordinator to take care of various formalities.

***Note:** Depending on the stage of the thesis of the student, the Comprehensive examination can be conducted by the DPGC Convener or the program coordinator. However, the state of art seminar, Open seminar, Thesis submission & defense etc. might get postponed till the supervisor's return. However, if the student has a co-supervisor, these things can be taken care of.

8. If all research work and related analysis is complete except writing of the thesis, and the sole supervisor proposes to go on leave, the DPGC may appoint a programme coordinator, to take care of the formalities, such as providing the list of examiners, conducting the oral examination, etc.

9. In case a supervisor resigns/retires or otherwise ceases to be a faculty member of the institute the DPGC will appoint a new supervisor or co-supervisor if the concerned faculty member is the sole supervisor.

11.2. Open Seminar of Ph.D. Students

Before proceeding to finalize the thesis, each Ph.D. student must deliver a seminar open to faculty and students. A student must have at least two publications (accepted/published) in Science citation indexed/expanded (SCIE/SSCI) journals before the open seminar. In the open seminar, the research work will be presented by the student to obtain comments and criticism which may be incorporated in his/her thesis. A notice of the seminar must be displayed at least four days in advance. A thesis can be submitted only after the satisfactory fulfillment of this requirement and plagiarism check. The intimation that the open seminar has been given should be communicated by the thesis supervisor through the Convener, DPGC to the Academic Section.

The maximum time duration for the submission of the thesis after the delivery of the open seminar will be six months. In exceptional circumstances, the students may seek an extension up to three months with proper justification. However, if the thesis is not submitted within the desired period including the extension, the open seminar already delivered will stand cancelled and the student will be required to give a fresh open seminar before he/she submits his/her thesis.

11.3. Constitution of Committee/Board for Thesis and Oral Examination

11.3.1. M. Tech. Thesis Oral Examination Committee

1. The thesis will be examined by an oral examination committee formed by the thesis supervisor(s)/programme coordinator in consultation with the Head of the Department/IDP. It must be approved by DPGC.

2. The committee shall consist of the thesis supervisor(s)/ programme coordinator and at least two but not more than three other members, one of who should belong to a department/IDP other than the student's department/IDP. There shall be one external examiner from outside the Institute chosen from a panel approved by the DPGC. The thesis supervisor/programme coordinator will act as the Convener of the Committee.

11.3.2. Ph.D. Thesis Board

1. The thesis board shall consist of three members in addition to the thesis supervisor(s) approved by the Chairman, Senate. Unless some special circumstances make it impractical, at least two members of the thesis board (other than the supervisor(s)) must be from outside the Institute and at least one of these two must be from within the country.

2. The procedure for constituting the thesis board is given below.

- i) The thesis board may be proposed at the most 4 weeks before the submission of the thesis.
- ii) The thesis supervisor(s)/programme coordinator, in consultation with the Head of the Department shall propose a list of examiners (in addition to the thesis supervisor(s)/programme coordinator) consisting of at least three extra names over and above the required number of members for the thesis board. This list along with adequate number of copies of synopsis (prepared according to the format prescribed in Specification and Information Regarding the Preparation of Thesis) shall be forwarded by the DPGC to Chairperson, SPGC.
- iii) The Chairman, Senate in consultation with Chairperson, SPGC will select the members of the thesis board from this list. If considered necessary, the Chairman, Senate may require additional names of experts to be submitted. In case Chairman, Senate is the supervisor/co-supervisor of the student concerned, Chairperson, SPGC will select the members of the thesis board. In case Chairperson, SPGC is the supervisor of the student concerned, Chairman, Senate may consult Chairperson, SUGC for the selection of the thesis board.
- iv) The names of the members of the thesis board shall be kept confidential till successful completion of the oral examination. However, on completion of Ph.D. thesis evaluation (as detailed in section 11.5.2), the Academic Section will send to the thesis supervisor(s) the names of the institute faculty who are the members of the thesis board, as well as that member who is from outside the institute but is from within the country so that these names can be included in the proposed list of the members of oral board.

11.3.3. Ph.D. Oral Board

1. The oral board shall consist of four members in addition to the thesis supervisor(s)/programme coordinator. Of the four, three shall be from among the faculty members of the institute (including those, if any, on the thesis board) and one shall be from among the members of the thesis board within the country but outside the institute. Of the three members from IITA at least one shall be from a department or IDP (or discipline in case of Humanities and Social Sciences) which is different from the student's own.
2. The thesis supervisor(s)/programme coordinator in consultation with the Head of the Department shall propose the constitution of the oral board (forwarded through the Convener, DPGC) to the Chairperson, SPGC who will forward it to the Chairman, Senate for approval.

11.4. Submission of Thesis

11.4.1. M.Tech. Thesis

After the M.Tech. oral examination committee has been constituted, unbound copies of the thesis/project report one for each examiner of the oral board, prepared according to the format prescribed in the pamphlet entitled: Specification and Information Regarding the Preparation of Thesis, will be submitted at least a week before the probable date of oral examination. The Academic Section will arrange to send the copies of the thesis (soft/printed) to the examiners. Two copies (soft and printed) of the abstract (approximately 250 words) should also be submitted along

with the thesis/project report.

11.4.2. Ph.D. Thesis

Ph.D. thesis can be submitted only after the thesis board has been duly approved and the intimation of the satisfactory completion of the open seminar has been received. Bound copies of the Ph.D. thesis (prepared according to the format prescribed in the pamphlet entitled: Specification and Information Regarding the Preparation of Thesis) one for each examiner of the thesis board plus an additional adequate number of copies for the oral board, will be submitted along with softcopies.

11.5. Processing of Thesis

11.5.1. M Tech. Oral Examination

1. The oral examination will be conducted within four months from the date of submission of the thesis. If a student does not appear in the oral examination within this time period, his/her programme would be deemed to have been terminated. Request for reinstatement in the programme by such a student should be addressed to the Chairman, Senate. The request may be considered by the Senate and in case the Senate grants the request it shall specify the requirements that the student must fulfill for the award of the degree.
2. The thesis supervisor/programme coordinator will intimate the date of the oral examination to the Academic Section.
3. The oral examination committee will evaluate the thesis/project, conduct the oral examination and send a report of the examination to the Chairperson, SPGC through the Convener, DPGC.
4. A thesis will be considered to have been accepted if all members of the oral examination committee recommend its acceptance. A thesis, which is not accepted, will be considered to have been rejected.
5. If a thesis is rejected along with a recommendation for resubmission after incorporating any modification/correction suggested by the oral examination committee, oral examination of the re-submitted thesis will be conducted by the original committee unless a different committee is approved by the Chairperson, SPGC. If the re-submitted thesis is rejected, the matter will be reported to the Senate for appropriate action.
6. The marksheet of the student will contain A grade (if the thesis is accepted) or F grade (if the thesis is rejected). The grades are assigned zero credits.
7. Acceptance of thesis will be reported to the Senate for approval.

11.5.2. Ph.D. Thesis Evaluation by the Thesis Board

1. After the synopsis has been submitted and the thesis board constituted, the Dean of Academic Affairs will send a letter by e-mail/fax to each member of the thesis board enclosing a copy of the synopsis and requesting him/her to serve as an examiner for the thesis. If the examiner refuses or no response is received for four weeks (with a reminder being sent after two weeks), then steps will be

taken to appoint another examiner.

2. On receipt of the acceptance of examinership a copy of the thesis along with a thesis evaluation form for the examiner's report will be sent to each examiner.

3. In case Dean of Academic Affairs is the supervisor of the student concerned, above processing (detailed in para's 1 and 2) will be done by the Dean of Faculty Affairs.

4. When an examiner's report is received, the Chairperson, SPGC will place it in one of the following three categories:

i) **Category I:** If an examiner suggests corrections regarding punctuation, grammar, spelling or language, the supervisor(s) can use their discretion regarding incorporation of such suggestions.

ii) **Category II:** If an examiner points out typographical errors other than those in (i) above, or minor technical mistakes, raises some queries or suggests modifications but does not imply that the acceptance of the thesis is subject to removal of these defects to the examiner's satisfaction, the supervisor will communicate to the Chairperson, SPGC the student's response to the above and the same will be incorporated in the thesis to the satisfaction of the oral board, and examiner(s) concerned should be informed of the changes made on the basis of his/her suggestions.

iii) **Category III:** If an examiner outright rejects the thesis or raises technical points or suggests modifications which must be answered/carried out to the examiner's satisfaction before the thesis is accepted, the supervisor will communicate to the Chairperson, SPGC the changes made in the thesis, if any, in response to the examiner's comments along with an explanatory note which will be sent to the examiner with a request to respond within six weeks; if the examiner's response is not received within this period, a reminder will be sent and if no reply is received within six weeks time, and the matter will be referred to Chairperson, Senate for deciding further course of action.

5. Copies of the categorized report (without the identity of the examiner) will be sent to the thesis supervisor(s) and the Head of the Department.

6. On completion of the process detailed above, the Chairperson, SPGC will intimate the supervisor the concurrence of the Chairman, Senate, if given, to initiate the constitution of the oral board. This concurrence of Chairman, Senate will be given if all the examiners recommend acceptance of the thesis. If one of the examiners rejects the thesis, the matter will be referred to Chairman, Senate for deciding further course of action. If two or more examiners reject the thesis, the thesis will be rejected.

7. In case Chairperson, SPGC is the supervisor of the student concerned, the above processing (detailed in paras 4, 5 and 6) will be done by Chairperson, SUGC.

11.5.3. Ph.D. Oral Examination

1. The Ph.D. oral examination will be an open examination. The supervisor(s)/programme coordinator will be the convener of the oral board and will fix the date of the oral examination and intimate the date to the Academic Section.

2. If a member of the oral board communicates his/her inability to be present in advance or fails to be present on the specified date and time, the Chairman, Senate may appoint a substitute in consultation with the thesis supervisor(s)/programme coordinator, Head of the department and Chairperson, SPGC.
3. Each member of the oral board will be given a copy of the thesis along with the entire technical correspondence with the thesis examiners at least one week before the date of the oral examination.
4. The oral board shall
 - i) examine the thesis reports,
 - ii) examine if necessary modifications suggested by the thesis examiners have been incorporated,
 - iii) elicit the candidate's replies to the questions raised by the thesis examiners,
 - iv) authenticate the work as the student's own,
 - v) judge if the presentation of the work by the student and the answers to the questions asked have been satisfactory, and
 - vi) give a report of the examination, which will be communicated by the supervisor(s)/programme coordinator to the Chairperson, SPGC through the Convener, DPGC.
5. If all, except at most one member, declare the student as passed, the student shall be deemed to have passed.
6. If a candidate has not passed, the oral board will specify whether
 - i) the candidate may be given another chance to appear in the oral examination and will specify the approximate date for re-examination. The original oral board will conduct the re-examination unless a different oral board is approved by the Chairman, Senate. In the re-examination, the board will declare whether the student has passed or failed as per the criteria laid down above but will not recommend holding a third oral examination.
 - ii) the candidate is declared to have failed.
7. On receipt of the report that the student has passed the oral examination, the Chairperson, SPGC will recommend to the Senate for award of the Ph.D. degree.
8. If the candidate has failed, the matter will be brought to the attention of the Senate for further action.

12. GRADUATION REQUIREMENTS

A student shall be deemed to have completed the graduation requirements, if the student has

- i) passed all the prescribed courses,
- ii) attained the minimum required CGPI,
- iii) satisfied the minimum academic and residence requirements,.
- iv) satisfied all the requirements specified by the concerned department, if any,
- v) satisfied all the requirements specified by the Senate and the Ordinances..

In addition, the student should have paid all the dues to the Institute and, should have no pending case of indiscipline.

ANNEXURE I

POSTGRADUATE COMMITTEES

The Senate Postgraduate Committee (SPGC) shall consist of one representative from each of the academic departments/interdisciplinary programmes who must be the Convener of DPGC and six additional members of whom one shall be the outgoing Chairperson (if not otherwise a member) and four shall be students, two each from Ph.D. and M.Tech. programmes and nominated for the purpose by the Students Senate. The Dean of Academic Affairs will be an ex-officio member of SPGC.

The Postgraduate Committee shall have jurisdiction in the following matters concerning the postgraduate programme of the Institute: *the formal approval of new courses of instruction, modification of courses already approved, the credit value of courses, the formal approval of admission of postgraduate students, the admission of qualified students to candidacy for degrees, the rules governing the form of presentation and disposal of theses, the conduct of oral and written examinations and in such other related matters as may be referred to it by the Senate.*

The functions of the Committee shall consist primarily of general policy determination, coordination and review, but the Senate shall retain the power of final review. In the discharge of its responsibilities the committee shall make full use of the appraisals and recommendations of the various academic departments concerned. This committee shall be assisted by the Departmental Postgraduate Committees (DGPCs).

Each department/interdisciplinary programme (approved by the Senate) shall have a Departmental Postgraduate Committee consisting of a Convener to be nominated by the Head of Department in consultation with the faculty of the department, the Head of the Department and a minimum of four and a maximum of eight faculty members to be chosen by the Department, and two students, one from the Ph D and other from the M. Tech programme. If an M.Tech. programme does not exist both shall be from the Ph.D. programme. The student members shall be chosen by the postgraduate students of the department for a period of one year.

The student members shall not participate when the cases of academic evaluation of individual students are being considered, although the students' opinion might be sought prior to taking any decision.

ANNEXURE II

RESERVATION OF SEATS

SC/ST Category

In each programme 15 percent seats are reserved for the Scheduled Castes (SC) candidates and 7.5 percent seats are reserved for the Scheduled Tribes (ST) candidates. Such candidates are required to produce at the time of admission an **original certificate** in the prescribed format (see Annexure II.1).

OBC Category

Board of Governors has approved 27 percent reservation for Other Backward Classes (OBCs) candidates (other than those covered under the category of “creamy layer”) in a phased manner commencing from the academic year 2008-09 (ref: BOG 2008.3.16). The reservation is applicable to those OBC candidates who satisfy the following eligibility requirements.

1. They belong to one of the castes listed against the state of their residence on the web-site of **National Commission of Backward Classes (NCBC)**, i.e., they belong to the **central list** of OBC (visit the URL: <http://ncbc.nic.in/backward-classes/index.html>).

2. They are excluded from the Creamy Layer as provided in the OM No. 36012/22/93-(SCT) dated 8th September, 1993 of the Ministry of Personnel, Public Grievance and Pension, Department of Personnel and Training as amended by that department vide OM No. 36033/3/2004-Estt.(Res) dated 9th March, 2004 and any other notification that may take place before the admission. More details on the definition of Creamy Layer are available at the following links: _

<http://ncbc.nic.in/html/creamyayer.html>

http://persmin.gov.in/WriteData/WMS/ScanDocument/36033_5_2004_01April2005.htm

To ensure that the benefit of reservation is given only to the **OBCs excluded from the Creamy Layer** (as per the above-mentioned Office Memorandum), candidates belonging to the OBC category are required to produce at the time of admission an **original certificate** in the prescribed format (see Annexure II.2).

PD Category

In each category of seats (unreserved and reserved), 3 percent seats are reserved for the Physically Disabled (PD) candidates and are to be filled up as per the admission procedure laid down for that category. In case one or more of the seats reserved for the PD candidates in a category remain vacant, those are permitted to be filled up by the other candidates belonging to the same category.

Annexure II.3 gives the break-up of the seats in different categories as approved by the Senate for the academic year 2010-2011.

ANNEXURE II.1

(Format of SC/ST Certificate)

FORM OF THE CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES IN SUPPORT OF HIS/HER CLAIM

1. This is to certify that Shri/Shrimati/Kumari* _____ son/daughter* of _____ of Village/Town* _____ in District/Division* _____ of State/Union Territory* _____ belongs to the _____ Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* under:-

The Constitution (Scheduled Castes) Order, 1950

*The Constitution (Scheduled Tribes) Order, 1950

*The Constitution (Scheduled Castes) (Union Territories) Order, 1951

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002].

*The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956;

*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;

*The Constitution (Dadara and Nagar Haveli) Scheduled Castes, Order, 1962;

*The Constitution (Dadara and Nagar Haveli) Scheduled Tribes, Order,

1962; *The Constitution (Pondicherry) Scheduled Castes Order, 1964;

*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

*The Constitution (Nagaland) Scheduled Tribes Order, 1970;

*The Constitution (Sikkim) Scheduled Castes Order, 1978;

*The Constitution (Sikkim) Scheduled Tribes Order, 1978;

*The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;

*The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;

*The Constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991;

2. This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes* Certificate issued to Shri/Shrimati* _____ father/mother* of Shri/Shrimati/Kumari* _____ of Village/Town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* _____ issued by the _____ dated _____.

3. Shri/Shrimati/Kumari* _____ and/or* his/her* family ordinarily reside(s)** in village/town* _____ of _____ District/Division* of the State/Union Territory* of _____.

Signature _____

Designation _____

(with seal of Office)

Place _____ State/Union Territory* _____

Date _____

***Please delete the word(s) which are not applicable.**

IMPORTANT NOTES

1. The term “ordinarily reside(s)** used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
2. Officers competent to issue Caste/Tribe certificates:
 - (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
 - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
 - (iii) Revenue Officers not below the rank of Tehsildar.
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his family normally reside(s).
 - (v) Administrator/Secretary to Administrator/Development Officer (Lakshdweep Island).
3. Certificate issued by any other authority will be rejected.

ANNEXURE II.2
(Format of OBC Certificate)
Effective 2008-2009

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR ADMISSION TO CENTRAL EDUCATION INSTITUTES UNDER THE
GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kum. _____ Son/Daughter of Shri/Smt.
_____ of Village/Town _____
District/Division _____ in the _____ State belongs to the
_____ Community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri/Smt./Kum. _____ and/or his family ordinarily reside(s) in the
_____ District/Division of _____ State. This is also to
certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the
Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-
Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.

Dated:

District Magistrate/
Deputy Commissioner, etc.

Seal

NOTE:

- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
 - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar' and
 - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

-X-X-X-X-X-X

ANNEXURE II.3

**BREAK-UP OF SEATS IN DIFFERENT CATEGORIES FOR THE ACADEMIC
YEAR 2014-2015**

PhD

Programs	GN	SC	ST	OBC	Total
IT					
ECE					
MBA					
AS					
Total					

M.Tech./MBA

Programs	GN	SC	ST	OBC	Total
IT					
ECE					
MBA					
AS					
Inter disciplinary					
Total	287	86	43	155	571

**ANNEXURE III
ACADEMIC CALENDAR**

ANNEXURE IV

POSTGRADUATE COURSES

Course Number

Each postgraduate course will have a unique number consisting of two parts. The first part will consist of a code to identify the department/programme which will be of 1 to 3 characters of English alphabet and identical for all courses of a particular Department/Programme. The second part will be a three-digit number beginning with 6, 7, 8 or 9. To ensure active participation of the identified department to run an IDP, the nomenclature of the individual courses offered under the programme shall reflect the identity of the department offering the course.

Course Credits

The credits of postgraduate courses will be arrived at as per the table given below. No course will have credits less than 3 or more than 5. For lectures, number of credits will be equal to the number of contact hours per week. One lab session per week shall be of 2 credits. A term paper will be of 1 credit.

Contact hours/week for a course	Credits
Two lecture hours	2
Three lecture hours	3
Two lecture hours + one term paper	3
Two lecture hours + one lab session	4
Three lecture hours + one lab session	5
Three lecture hours + one term paper	4
one lab session + Three lecture hours	5

Approval of a New Course

All postgraduate courses require the approval of the SPGC before being offered. A course should be proposed by an interested faculty member in a prescribed format at least six weeks before the pre-registration dates of the semester in which it is proposed to be offered for the first time. The Convenor, DPGC should e-mail the proposal to all faculty members to elicit their comments and suggestions, and should send a hard copy of the proposal to the Chairperson, SPGC. A minimum period of three weeks should be allowed for such comments to be received. After this period, the Convenor in consultation with the proposer of the course will write to the Chairperson, SPGC for approval with the proposal in its final form after taking into account all comments/suggestions and

making suitable modifications. The comments/suggestions received should be enclosed with the letter to the Chairperson, SPGC. If over 20 percent of the contents have been modified, the proposal should be re-circulated to all faculty members. At least one week should be allowed for the receipt of comments on the revised course proposal.

Discontinuation of Course

Any postgraduate course, which is not offered for three consecutive years, may be discontinued. The Academic Section will inform the department concerned about such course(s) and if a recommendation to keep the course in the list of approved courses is not received within one month, the course will be taken off from the list of approved courses. No course will be permitted to remain in the list of approved courses for over five years without being offered. The Head of the Department or Convener, DPGC can request in writing to the Chairperson, SPGC to remove a course from the list of approved courses for the department.