

**MANUAL**

**FOR**

**UNDERGRADUATE PROGRAMS**

**B.TECH.**  
**INTEGRATED M.TECH.**  
**DUAL DEGREE**  
**DOUBLE MAJOR**  
**MINOR**

**PROCEDURES & REQUIREMENTS**



**INDIAN INSTITUTE OF TECHNOLOGY**  
**(Indian School of Mines), Dhanbad**

*Approved by the Senate in its 23<sup>rd</sup> meeting held on 16 June 2022  
(Updated as on 18 August 2023)*

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The Indian Institute of Technology (Indian School of Mines) Dhanbad offers a number of undergraduate (UG) programs leading to award of a 4-year B.Tech. degree or 5-year Integrated M.Tech. The UG program students can also be provided an opportunity to enroll for additional programs such as Dual Degree/Double Major or Minor as mentioned in Para 1.5. This manual broadly provides the details of the procedures and requirements of UG program being offered by the Institute. The Institute admits students to its UG program through JEE (Advanced).

## **1.1 Academic Programs**

### **1.1.1 Bachelor of Technology (B.Tech.)**

This is a 4-year academic program offered by the Institute and leads toward of a B.Tech degree in any of the following disciplines:

1. Chemical Engineering
2. Civil Engineering
3. Computer Science and Engineering
4. Electrical Engineering
5. Electronics and Communication Engineering
6. Engineering Physics
7. Environmental Engineering
8. Mechanical Engineering
9. Minerals and Metallurgical Engineering
10. Mining Engineering
11. Mining Machinery Engineering
12. Petroleum Engineering

### **1.1.2 Integrated M.Tech.**

This is a 5-year academic program offered by the Institute and leads to award of an Integrated M.Tech. degree in any of the following discipline:

1. Applied Geology
2. Applied Geophysics
3. Mathematics & Computing

In accordance with the Statutes, the Senate can recommend to the Board of Governors (BOG) of IIT (ISM) Dhanbad for starting any new academic program or phasing out any existing academic program.

## **1.2 Admission to UG Programs**

Admission to the UG Program is usually done in the month of July through the Joint Entrance Examination (Advanced) [JEE (Advanced)] conducted on All-India Level by the IITs. The procedure and other requirements for admission are specified in the applicable Information Brochure of JEE (Advanced) hosted on its website, which must be read in conjunction with the applicable Business Rules of the Joint Seat Allocation Authority (JoSAA).

## **1.3 Reservation of Seats**

Reservation policy is applicable as per the Government of India norms.

## **1.4 Validity of Admission and Its Cancellation**

A candidate is admitted to a UG program, if s/he is/has:

- (a) eligible for admission to a specified program;
- (b) completed all the steps laid down under the procedure for admission; and

(c) deposited the prescribed fees.

All such candidates are required to submit pertinent documents, such as copies of their marks/grade sheets, passing certificate, provisional certificate of the qualifying examination, category certificate, if under reserved category, in the prescribed format on or before the last date of submission as specified.

All admissions to the Institute are subject to approval of the Senate. The admission of a student can be cancelled by the Senate, if it is found that the student has failed to submit all the documents by the due date specified in the Academic Calendar or has not met other specifications. The admission of a student can also be cancelled by the Senate at any time during the program, if it is found that the student has submitted wrong/forged document(s) or has given a false declaration.

## **1.5 Additional Choices for the Enrolled Students**

Keeping in view the challenges in the evolving areas of STEM, flexibility in pursuing academic curriculum is the need of the hour for students. Therefore, to provide better opportunities in technology and science, students are given opportunities to pursue additional academic programs (Dual Degree, Double Major, Minor) along with the regular undergraduate academic programs. Students are allowed to pursue additional academic programs subject to fulfilment of the prescribed eligibility criteria. Details of all such additional academic programs are elaborated in Chapter 6.

### **1.5.1 Dual Degree Program**

This is a 5-year program in which a student earns a Bachelor's (B.Tech.) and a Master's (M.Tech./MBA) degree. The dual degree program has three categories:

**Category-A:** B.Tech. & M.Tech. Degree in the same Discipline/Department.

**Category-B:** B.Tech. Degree in the parent Discipline/Department and the M.Tech. Degree in a different Discipline/Department.

**Category-C:** B.Tech. Degree in the parent Discipline/Department and the MBA Degree.

### **1.5.2 Double Major Program**

This is a 5-year program with major in two departments/disciplines that offer B.Tech. Degrees. B.Tech. in parent department and Second Major degree in other Department. The First Major is in the parent department, while the Second Major is in the department to which the student opts for this purpose after the 4th semester.

### **1.5.3 Minor**

Specialization in a department other than the parent department as a Minor by doing extra courses as prescribed by the offering department. The student has to complete the requirement for 'Minor' within the stipulated time-frame of the program in which s/he is enrolled.

## **1.6 Non-Degree Students**

A Non-degree student is one who is registered for a degree in a recognized Institute (other than IIT (ISM) Dhanbad) or a University in India or abroad, and who is officially sponsored by other Institute/University to complete a part of her/his academic program at IIT (ISM) Dhanbad. For that purpose, the non-degree student may carry out research, take courses for credit or otherwise, or may use other academic facilities at IIT (ISM) Dhanbad. An official transcript of work done at IIT (ISM) Dhanbad, along with grades obtained, if any, would be given to the non-degree student for her/his use as s/he may deem appropriate. However, any credits earned at the Institute by a non-degree student cannot be counted towards any degree program of IIT (ISM) Dhanbad at any time.

A candidate will be admitted as a non-degree student on the basis of a sponsored application to the Dean (Academic) through the Departmental Undergraduate Committee (DUGC), who will recommend admission of the candidate on the approval of the Chairman, Senate. A non-degree student may be admitted for a maximum period of two semesters and the summer semester (a maximum of one year). There will be no bar on the number of non-degree students being admitted to a program.

A non-degree student shall be registered on payment of all applicable fees depending upon the status, program and nationality. All such students admitted shall be governed by the Code of Conduct for the students, and the regulations & discipline of IIT (ISM) Dhanbad.

The Senate in its 10<sup>th</sup> meeting held on 20.08.2019 has approved the modification in the existing branch change rules to allow the branch toppers (two places of decimal) to be eligible for branch change irrespective of the department strength requirement. In case of tie, the student with higher JEE-Advanced Rank will get preference. In addition, it was also decided that change of branch will be allowed to the top 1% of eligible students (Rule iii), irrespective of strength restrictions. Accordingly, the updated rules for Change of Branch/ program for all students shall be as follows:

1. A student (B.Tech & Integrated M.Tech.) may be allowed change of branch / program subject to her/his academic performance in the first two semesters of the branch/program, and the strength constraint of the branch/program as detailed below. Change of branch/program is a matter of privilege, and not a right.
2. A student who has foreign nationality and/or has been either sponsored by her/his Government and/or by the Government of India, under any bilateral or other program, to pursue a course of study in a particular branch/program, will NOT be allowed branch/program change.
3. Eligibility Criteria:
  - (i) A student will be eligible for branch/program change if s/he has passed all the courses prescribed in the program template of the First Year in the first attempt.
  - (ii) The student must not have been punished by the Institute for any misdemeanor/ offence.
  - (iii) Subject to fulfilling condition as stated in (i) and (ii) above, a student is eligible to change her/his branch/program to any other branch/program, if s/he is in the top 1% of all the eligible students. If the need arises, supernumerary seats may be created.
  - (iv) Subject to fulfilling the conditions as stated in (i) and (ii) above, a student is eligible to seek branch change provided that her/his CGPA at the end of 2<sup>nd</sup> semester is:
    - (a)  $\geq 8.0$ : for General and OBC Category students;
    - (b)  $\geq 7.0$ : for SC/ST/PD Category Students.

*Provided that the maximum number of students in a branch/program does not exceed 110% of the sanctioned strength in that branch/program, and that the minimum number of students in a branch/program does not deplete below 80% of the sanctioned strength in that branch/program. This means that the maximum increase shall not exceed 10% or the maximum decrease shall not exceed 20% of the sanctioned strength of a branch/program, because of branch/program change.*

*However, branch toppers (two places of decimal) of each branch/program will be eligible for branch change irrespective of the department strength requirement.*

4. Change of branch/program shall be carried out strictly in order of merit. The guidelines and the eligibility criteria stipulated in (i) to (iv) above and the reservation policy in force in the Institute, shall apply in all cases, subject to the availability of vacant seats. In case of a tie in the order of merit, the student with a higher JEE (Advanced) rank will be considered to be in the higher order of merit in all cases.
5. Notice for application for branch change will be issued by Dean (Academic).
6. A student fulfilling the above eligibility criteria can seek change in her/his branch/program by filling an online application through MIS of the Institute and the same will be considered by the Chairman/JEE (Advanced), IIT (ISM).
7. A student, who has applied and has been allowed for branch/program change, will NOT be permitted to revert back to his original branch, under any circumstances.
8. Reservation policy to be adopted for Branch Change



Change of branch/program shall be carried out following the “Guidelines for Change of Branch/program for all students admitted through JEE (Advanced) from 2018–19 Academic Session”, circular no. IIT(ISM)/Acad/Senate 3.12/2018 dated 02.06.2018. Detailed guidelines are as follows:

- (i) The additional seats in a branch, limited to the maximum of 10% of the sanctioned strength of the branch, will be defined as “unreserved” or open to all. These seats will be allocated strictly in order of merit.
- (ii) The seats, in category X in branch A, that remained vacant after admission in the previous year, will be reserved for that category X in the branch A.
- (iii) A vacant seat in Branch B, when allocated to a student in branch A belonging to category X, will create a vacant seat in branch A of type "reserved for category X", which will be available for re-allocation only to students of category X.
- (iv) Category of a student applied for branch change will be same as her/his category at the time of admission.

### 3.1 Components of the Curriculum and Distribution of Credits

- (a) Institute Core (IC): Courses which are compulsory for all UG students.
- (b) Department Compulsory (DC): Theory Courses which are compulsory for students in their parent discipline/department.
- (c) Department Practical (DP): Practical Courses which are compulsory for students in their parent discipline/department.
- (d) Department Elective (DE): Elective Courses which are offered by departments for their own students.
- (e) Engineering Science Option (ESO): These are introductory courses offered by Engineering and Science departments on topics under Institute Core and can be taken by all UG students of the Institute.
- (f) Open Elective (OE): It is an Elective course offered by the Institute including ESO and DE courses. UG students have to clear two mandatory OE courses [one from the department of Management Studies and other one from the department of Humanities and Social Sciences] in any semester during the entire period of UG program as a graduation requirement.

The distribution of credits for B.Tech. program is shown in Table 1:

Table 1: Credit Distribution for B.Tech. Program

Course type	Number of courses		Credit	
	Min	Max	Min	Max
Institute core (IC)			109	109
Department Compulsory (DC) [including UG Projects]	12	12	102	110
Departmental Practical (DP)	08	10	16	20
Department Elective (DE)	04	04	36	36
Open Elective (OE) [including 1-MS & 1- HSS]	09	09	81	81
ESO [2 – Guided & 2- Open]	04	04	36	36
DC/DE	01	01	09	09
DC/OE	01	01	09	09
Internship/Training	01	01	00	00
<b>Total Credits</b>			<b>398</b>	<b>410</b>

Semester wise Minimum numbers of credit as per Approved UG course structure is shown in Table 2:

Table 2: Semester-wise Credit Distribution for B.Tech. Program

Semester	Credit
I & II	109
III	49
IV	49
V	49
VI	49
VII	51
VIII	42

The following flexibilities are given to the Departments:

- (i) To add up to two more practical courses (DP) with a maximum additional credits of 4.
- (ii) Adding up to maximum of four tutorial classes to DC courses with a maximum additional credit of 08 in any semester between 3<sup>rd</sup> to 7<sup>th</sup>.

The policies and procedures laid down for course numbering system is given in Annexure-III.

The distribution of credits for Integrated M.Tech. program is shown in Table 3:

Table 3: Credit Distribution for Integrated M.Tech. Program

Course type	Number of courses		Credit	
	Min	Max	Min	Max
Institute core (IC)			109	109
Department Compulsory (DC)	16	16	144	144
Departmental Practical (DP)	06	14	12	31
Department Elective (DE)	03	08	27	27
Open Elective (OE) [including 1-MS & 1- HSS]	04	09	36	36
ESO [2 – Guided & 2- Open]	04	04	36	36
DE/OE	05	05	45	45
Thesis			54	54
Internship/Training	01	01	00	00
<b>Total Credits</b>			<b>463</b>	<b>482</b>

Semester wise Minimum numbers of credit as per Approved UG course structure is shown in Table 4:

Table 4: Semester-wise Credit Distribution for Integrated M.Tech. Program

Semester	Credit
I & II	109
III	49
IV	49
V	49
VI	49
VII	49
VIII	49
IX	36
X	36

The following flexibilities are given to the Departments:

- (i) To add up to four tutorial classes to DC courses with additional credit of 08 (eight) in any semester between 3<sup>rd</sup> to 10<sup>th</sup>.
- (ii) To add up to four practical classes (DP) with a maximum additional credits of 8 .
- (iii) 2-3 field excursion/field visit (S/X) courses may be added as per requirement.

Academic program of the Integrated M.Tech. Students, in their IX & X semester, will be governed as per the PG manual.

The policies and procedures laid down for course numbering system is given in Annexure-III.

### 3.2 Credits

The following formula is to be employed to calculate the credits of a course:  $C = 3L + 2T + P$ , where, C is the number of credits, L is the number of lecture hours, T is the number of tutorial hours, and P is the number of laboratory/practical hours per week in a course.

### 3.3 Modular Course

A modular course will run exactly for half a semester and will have only one examination at the end with at least one quiz in addition to this examination. Modular courses will either be offered before mid-semester examination or after mid-semester examination. However, the students will have to register for all such courses during the pre-registration period along with other courses of that semester. The examination period for a modular course will coincide with the mid-semester examination /end-semester examination.

### 3.4 Institute Core (IC) Courses

Each student is required to clear the Core Curriculum i.e., Institute Core Courses (IC), irrespective of his/her chosen discipline/department and all such IC courses are specified in Table 5.

Table 5: Details of Institute Core (IC) Courses

Subject Name	L-T-P	Credit
Mathematics - I	3-1-0	11
Mathematics - II	3-1-0	11
Physics	3-0-0	9
Physics Practical	0-0-2	2
Chemistry	3-0-0	9
Chemistry Practical	0-0-2	2
Basics of Electrical Engineering (Modular)	3-0-0	4.5
Electrical Engineering Practical (Modular)	0-0-3	1.5
Basics of Electronics Engineering (Modular)	3-0-0	4.5
Electronics Engineering Practical (Modular)	0-0-3	1.5
Numerical methods (Modular)	2-2-0	5
Computer Programming (Modular)	2-1-0	4
Computer Programming Practical (Modular)	0-0-2	1
Engineering Graphics	1-0-3	6
Engineering Mechanics	3-1-0	11
Earth Sciences (Modular)	2-0-0	3
Environmental Sciences (Modular)	2-0-0	3
Manufacturing Processes	2-0-3	9
Communication Skills	1-0-2	5
Engineering Economics and Finance	2-0-0	6
<b>Total</b>		<b>109</b>

### 3.5 Academic load in a regular semester

The academic load of a student will be governed as per her/his academic status in a regular semester. Detailed guidelines which needs to be followed for academic load are given in Table 6:

Table 6: Academic Load in a Regular Semester

<b>Regular Semester</b>		
Academic status of the student	Prescribed credit Limits	
	Minimum	Maximum
Students without any academic deficiency	36 Credits#	54 Credits
Students placed on warning (WR)	27 Credits	45 Credits
Students placed on academic probation (AP)	27 Credits	36 Credits
<b>Summer Semester</b>		
For all UG/PG students*	One course	Two courses

\* Students of graduating batch whose academic program is expected to be completed by the end of summer semester may register for up to three courses irrespective of the number of credits.

# This requirement shall be relaxed for final year students if they complete some of the required courses prior to the start of their final year. A prior approval from Dean (Academic) will be required after the recommendation of the respective DUGC for allowing that relaxation to a UG program student.

#### 3.5.1 Exceptions in Academic Load Requirements

The following are exceptions in the above cited academic load requirements:

- A. Under load: A student in the final semester or an extended degree student may register for credits less than the minimum limit of 27 credits if;
  - i. The credits that are required for the completion of academic program are less than 27.
  - or
  - ii. Any course(s) is/are not being offered in the concerned semester.
- B. Overload: Any student with a CGPA of 7.5 or higher may request registration for up to 65 credits in a semester. The rules regarding such registration are as follows:
  - 1) A student has to declare which course s/he intends to register as an overload (beyond the courses prescribed for the particular semester) at the time of add/remove period.
  - 2) The extra credits & weightage of these additional courses will be counted towards satisfying their graduation requirement.
- C. Extra Course: In addition, students are given an opportunity to take extra courses (within the 65 upper credit limit) beyond the graduation requirements as per their interest for the enhancement of their knowledge.

The rules regarding registration for an extra course are as follows:

- (i) Such extra course(s) may only be taken with the consent of the Convener, DUGC.
- (ii) Students should submit the application for taking of the extra course(s), duly recommended by the Convener DUGC to the Academic Office during add/remove period.
- (iii) The letter grade (A-F) received in such extra course(s) will be shown in the grade sheet but the weightage of the courses will not be counted at the time of calculation of the SGPA/CGPA/OGPA.

**4.1 Academic Session/ Year**

Academic Session of the Institute is also called the Academic Year and spans a period, generally from August to July (including summer semester) of the next year as specified in the Academic Calendar.

**4.2 Duration**

Each academic session comprises of two regular Semesters: Monsoon (August to December) and Winter (January to May) comprising of 13 weeks of classes for each semester; and a Summer semester (May to July).

The total hours of instruction for a course in the Summer Semester are exactly similar to that in the regular semester. The exact duration of each semester is specified in the Academic Calendar.

Each week comprises of five working days for instruction, from Monday to Friday. Classes are normally avoided on Sundays and holidays. However, if for some reason, any working day(s) is lost, it may be compensated by any other day of the week (preferably Saturday).

**4.3 Academic Calendar**

The Academic Calendar, as approved by the Senate, is a schedule for all academic activities including semester registration, first and the last days of classes, examinations period, semester break, deadline for final grade submission, result declaration, vacation period etc.

No deviation from the Calendar is allowed except for some unforeseen and unavoidable reasons. In all such cases, approval of the Chairman, Senate is necessary and the same is to be reported in the subsequent Senate meeting.

**4.4 Semester Registration**

Each admitted student must register herself/himself in person before the commencement of each regular semester (compulsory) / summer semester (optional) on the date specified in academic calendar. The students who are admitted to the first year of different academic programs and who are awaiting the final result of the qualifying examination are allowed to register provisionally, provided that they submit a certificate from the last institution to the effect that they have appeared in the final of the qualifying examinations (both theory and practical). Such students must submit all documents showing that they have passed the qualifying examination on or before the last date specified in the Academic Calendar. The admission of such students, who have not submitted the required documents by the due date, shall be cancelled.

Students are required to complete the following parts of the semester registration process sequentially:

- i. Academic Registration (Pre-registration).
- ii. Administrative Registration (Fee payment & Physical Registration/Reporting).

Students who fail to register for a semester (by missing any or all the three steps to be completed for semester registration i.e. Pre-registration, Fee payment and Physical Registration/Reporting) will be dropped from the semester and will be able to register only in next semester.

#### **4.4.1 Pre-Registration**

Each student is required to pre-register for the next semester online through the institute's Management Information System (MIS)/Parent Portal on or before the last date specified in the Academic Calendar for Window 1.

In principle, students cannot take two courses having similar contents and floated by different departments with different course code/subject name. Academic Page of the Institute website may be checked for the details of courses of all the programs.

The elective courses will be allotted as per the following guidelines:

- (a) At the time of pre-registration, students will be given an option to submit a priority list of up to 15 courses of their choice against each elective course.
- (b) Allotment of elective courses (ESO/DE/OE) will be based on the current CGPA (i.e., CGPA at the time of pre-registration).
- (c) If the number of interested students are more than the available seats in a course, then the allotment of seats (as per the priority list submitted by the student) for that course will be based on the following:
  - (i) First 70% seats of each such courses will be allotted based on the CGPA of the current semester.
  - (ii) Remaining 30% seats of each such courses will be allotted in random order.

If no course is allotted based on the above mentioned allotment guidelines (point c) and the student has not given a choice of 15 (fifteen) courses against that elective course, then the random allotment will take place.

In case, if the elective course(s) is/are not allotted to the students due to constraints in the number of seats, then the students will be given an opportunity to choose the elective course(s) from the list of remaining elective courses having vacant seats. The students will have the option to select the elective courses during the period when the option is given to those students who opts the Dual Degree/Double Major/Minor for adding/removing the pre-registered courses.

A student may select the number of courses and the course load under the regulations, while ensuring that there is no time-table conflict amongst the courses. One or more courses with a time-table clash will be rejected from the registration form of the student, either during registration or if found at a later stage. When all the courses planned to be taken by the students in the next semester are finalized, the same is to be verified at the time of physical registration/reporting. The discrepancies, if any, must be reported to the Office of the Dean (Academic) in writing until the next working day from the date of physical registration/reporting. No request will be entertained in this regard after the deadline cited above and students will not be allowed to add any course(s). However, student may drop the course during the semester on or before the last date specified for the purpose in the academic calendar.

#### **4.4.2 Pre-Registration with Late fine**

If a student is unable to complete the pre-registration by the due date or her/his pre-registration is cancelled due to any reason, s/he will be given two more opportunities to complete the pre-registration with a late fine:

- (i) Window 2: The window for Pre- registration and Fee payment with late fine of Rs. 5000/- will be re-opened during the period specified for the purpose in the Academic Calendar.

- (ii) Window 3: The window for Pre- registration and Fee payment with enhanced late fine of Rs. 10,000/- will be re-opened during the period specified for the purpose in the Academic Calendar.
- (iii) As the allotment of electives will be done after the pre-registration closes after Window 1, the students who register late (either in Window 2 or 3) will have to choose electives only from the electives where seats are available.

If any student misses to complete pre-registration during windows 1/2/3, the student will be dropped from the semester.

Late pre-registration fine may be waived off, if the student has taken prior permission from Dean (Academic) for the late registration. Such waive-off shall not be a general rule but will be considered on case-to-case basis only.

#### 4.4.3 Fee Payment

All students who have completed their pre-registration process within the specified duration must pay the semester registration fee within the stipulated period mentioned in the Academic Calendar.

#### 4.4.4 Fee Payment with Late Fine

If a student is unable to complete the fee payment by the due date, s/he will be given two more opportunities to complete the fee payment with a late fine:

- (i) Window 2: The window for Pre- registration and Fee payment with late fine of Rs. 5000/- will be re-opened during the period specified for the purpose in the Academic Calendar.
- (ii) Window 3: The window for Pre- registration and Fee payment with enhanced late fine of Rs. 10,000/- will be re-opened during the period specified for the purpose in the Academic Calendar.

If any student misses to complete the fee payment during windows 1/2/3, the student will be dropped from the semester.

#### 4.4.5 Physical Registration/Reporting

1. All students who have completed their academic & administrative registration process within the specified duration, must physically be present for physical registration/reporting. It is **mandatory** to do the physical registration/reporting as per the timeline specified in the Academic Calendar.
2. Completion of this registration/reporting requires:
  - (a) Verification of the registered list of courses.
  - (b) Verification of fee payment and clearing all outstanding dues, if any.
  - (c) Signing the registration roll **in person** in the office of the Dean of Students Welfare (DSW).
3. The physical registration/reporting will be permissible only during the respective slots allotted to individual batch/program, which will be notified by the Office of Dean (SW).
4. Any registered student who misses the scheduled date of physical registration will be allowed to join up to 2 weeks after commencement of classes. No fine for late physical registration would be imposed up to 1 week of commencement of classes. Thereafter a fine of Rs. 5000/- will be imposed on students reporting later than the end of 1<sup>st</sup> week and up to the end of 2<sup>nd</sup> week. After



2 weeks of commencement of classes, no physical registration will be allowed. The minimum attendance requirement for the semester will not be relaxed in case of late reportees. The leave entitlement for the semester of students reporting after start of classes will be adjusted accordingly.

5. Undertaking, if required to be submitted for academic warning/probation, will be submitted by the student in academic section along with a copy of the physical registration slip issued by the DSW Office.
6. All pending dues (fines, library dues etc.) must be cleared by the students on annual basis (during physical registration for the Monsoon Semester) through MIS.

**Note:** *In case, any Integrated M.Tech./Dual Degree students pursue with an approved Research Internship (Thesis related work) in India or abroad without any course work in that particular semester, then there will be no need to present in person on the physical registration/reporting date. However, for getting prior permission for absence on the date of Physical Registration/Reporting should be obtained by sending an email, at least one week before the schedule of the physical registration/reporting date to the DSW office.*

#### **4.4.6 Semester Drop / De-Registration from the Academic Program**

- (i) Students who fail to register for a semester (by missing any or all the three steps to be completed for semester registration i.e. Pre-registration, Fee payment and Physical Registration) will be dropped from the semester and will be able to register only in the next semester.
- (ii) If a prior approval for semester drop had not been obtained from Dean (Academic) in the previous semester, a fine of Rs.10,000/- will also be imposed during the registration for the subsequent semester.
- (iii) Dropping two semesters without any prior approval from Dean (Academic) shall lead to automatic de-registration from the academic program. The Students who have been de-registered will require an approval from the Chairman, Senate through DPGC and Dean (Academic) before re-registration for a semester is allowed to them. The period of drop/de-registration will be counted in the maximum duration required to complete the program by such students.
- (iv) In case of an approved Semester Drop or approved Semester Leave, no hostel facility will be provided and no fee is required to be paid by the students for that semester.
- (v) The dropped semester(s) will be counted in the maximum duration required to complete the program.

### **4.5 Cancellation of Registration**

#### **4.5.1 Cancellation of Semester Registration**

Registration of a student in all the courses in a Semester shall be cancelled, if a student remains absent from all academic activities for more than twenty (20) working days during a semester, even with an approved leaves (including medical grounds) or initiation of any disciplinary action against the student. In such cases, the student shall be granted a semester drop. However, fee paid for the semester will not be refunded.

#### **4.5.2 Cancellation of Registration in a Course**

Registration of a student in a course may be cancelled at any stage, if it is found that there is a clash in time-table, even one lecture of two courses chosen by the student or if it is found that s/he is not eligible to register for that course for any other reason. Initiation of any disciplinary action against the student may also lead to de-registration of course(s).

#### **4.6 Academic Registration for Summer Semester**

A student may register for the summer semester as per the Academic Calendar to:

- (a) Clear the backlog/dropped courses, if offered.
- (b) Meet the graduation requirements a semester in advance.
- (c) Complete the requirement of Minor in Product Development Internship (PDI).
- (d) Take extra courses beyond the graduation requirements as per their interest for the enhancement of their knowledge.
- (e) Take courses offered under Artists in Residence program.

##### **4.6.1 Modalities for offering courses in Summer Semester**

- (a) The academic section will send a request to the HODs for providing the list of courses to be offered during the summer semester of each Academic session.
- (b) HOD in consultation with the faculty members of the department will provide the list of the courses to be offered during summer semester to the academic section. No DC/DP courses will be offered during summer semester.
- (c) Number of classes has to be the same as in the regular semester (typically 39 classes for a 9 credit course).
- (d) A minimum of five students are required to run a course in the Summer Semester. However, this limit may not be applicable if the course is offered for completing the graduation requirement of the final year students.

##### **4.6.2 Guidelines for opting courses in Summer Semester**

- (a) The maximum number of courses that can be registered in the summer semester by non-graduating students of the session will be limited to two full courses. One modular course will be equivalent to half of a full course.
- (b) Students of the graduating batch whose academic program is expected to be completed by the end of summer semester may register for up to three courses irrespective of the number of credits.
- (c) Students may also choose DE/OE/ESO courses from the list of offered courses to satisfy the credit requirements of the remaining semesters in advance. By doing so, they may be able to meet their graduation requirements a semester in advance. That is within the specified maximum limit (as indicated in a & b) prescribed for the summer semester. No DC/DP courses will be offered during summer semester.
- (d) Students must choose the offered courses required to complete the requirement of Minor in PDI. That is within the specified maximum limit (as indicated in a & b) prescribed for the summer semester.
- (e) Classes will be conducted regularly irrespective of the number of registered students.
- (f) The attendance requirement will be the same as that of regular semesters.
- (g) At the time of grading of the summer courses, the existing relative grading system of the Monsoon and Winter semesters will be followed.

The DUGC shall review the academic performance of students at the end of each regular semester. A deficient student may be placed on Warning or Academic Probation or Termination. A student on Academic Probation is required to adhere to the following conditions:

- i. That the student shall register with higher priority for those courses (or their substitute) in which grade F/X is obtained. The student under academic probation shall register for one theory course less than the normal load or as specified by the Senate.
- ii. That the student shall not hold any post/position in the hostel, Students Gymkhana or any other organizational body of the Institute.
- iii. That the student will abide by such conditions as laid down by the SUGC/Senate.  
A student under warning will adhere to the conditions given in (ii) and (iii).

A letter of academic warning/probation will be issued to a student by the office of the Dean (Academic) with a copy to the concerned Convener DUGC/HoD. The parent/guardian of the student will be informed in writing about the academic warning/academic probation status of the student. A list of the deficient students placed on Warning and Academic Probation to be reported to the Senate at the end of every semester.

The criteria for placing students on Warning / Academic Probation / Termination depends on SGPA / CGPA and is described in the following sub-sections:

### **5.1 Criteria for Warning**

Students will be placed on warning if

SGPA < 4.0 and CGPA  $\geq$  4.0

(OR)

SGPA > 4.0 and CGPA < 4.0

(OR)

SGPA  $\leq$  4.0 and CGPA < 4.0 (Only once and on the very first time\*)

\*On the very first time of getting SGPA  $\leq$  4.0 and CGPA < 4.0, a UG student will be placed on "Warning".

### **5.2 Criteria for Academic Probation**

Students will be placed on probation if

SGPA  $\leq$  4.0 and CGPA < 4.0.

### **5.3 Criteria for Termination**

Academic termination is applicable to those students who are placed under academic probation for two consecutive semesters.

### **5.4 Appeal against Termination**

A student may appeal to the Chairman, Senate [Form A5 is applicable] for reinstating her/him in the program. In the case of termination due to inadequate and unsatisfactory academic performance, the student must clearly explain the reasons for the poor performance, including how those reasons will not adversely affect her/his performance in the future. The Senate shall take a final decision after considering the inputs from DUGC and SUGC.

A student may re-appeal, if her/his previous appeal was rejected. However, the re-appeal will be admitted for consideration by the Senate only if it is found that some new inputs are provided on

the reasons for which the academic program of the student was terminated but it was not provided by the student in her/his appeal.

Appeals of the terminated students will be considered and reinstated only after one semester i.e., if academic program is terminated for Monsoon or Winter Semester, then appeal will be considered and reinstated only in the next Winter or Monsoon semester, respectively.

## 6.1 Dual Degree Program

This is a 5-year program in which a student earns a Bachelor's (B.Tech.) and a Master's (M.Tech./MBA) degree. The dual degree program has three categories:

Category-A: B.Tech. & M.Tech. Degree in the same Discipline/Department.

Category-B: B.Tech. Degree in the parent Discipline/Department and the M.Tech. Degree in a different Discipline/Department.

Category-C: B.Tech. Degree in the parent Discipline/Department and the MBA Degree.

### 6.1.1 Eligibility Criteria

- (a) B. Tech with a minimum CGPA of 7.0 at the end of the fourth semester may apply for the same. However, the Department will have the prerogative to increase the CGPA for allowing the student to opt the Dual Degree program for all the categories.
- (b) Only one chance will be given for opting the Dual Degree program in the entire period of academic program i.e., at the end of fourth semester.
- (c) Student should not have any backlog at the time of applying for Dual Degree Program.
- (d) There is no limit on the number of available seats in Dual Degree (Category-A) as all the students who opt the program are of the same department.
- (e) For the Dual Degree (Category - B & C), additional eligibility criteria, such as interview and/or written test may be imposed. The additional eligibility criteria shall be decided by the offering department. However, the number of admitted students should not exceed 20% of the existing batch strength of the M.Tech/MBA program of the department.
- (f) Student, who opts the Dual Degree program, will not be allowed to do the Double Major Program.

### 6.1.2 Application Process

- (a) The students can apply for the Dual Degree program (Category-A, B & C) during the pre-registration process for the fifth Semester.
- (b) Student may submit the form only for one Category (A/B/C).
- (c) For Category-B, student should apply for their preferred choice of programs from multiple departments. No change will be permitted once the program is allotted.
- (d) Once the request for opting the Dual Degree Program of a particular category is accepted, the student will not be allowed to change the Category.
- (e) The allotment of Dual Degree will be made only after the declaration of the fourth semester result. Student will be able to view the allotted Dual Degree program on their MIS.
- (f) If a student is allowed for a Dual Degree program, s/he may change the pre-registered courses according to the requirement of the Dual Degree program during the add/drop period of the fifth semester.

### 6.1.3 Academic Road-map for Dual Degree Program

(Details of Dual Degree course work will be available in the Course Structure of each department)

- (a) Student, who opt the Dual Degree program in Category-A, B & C may be allowed to take overloads for completion of the Dual Degree program, if required, within the maximum duration of 10 semesters.
- (b) The following requirements are to be fulfilled for obtaining M.Tech. Degree under Dual Degree program:
  - (i) **Category - A:** At least six PG level courses (Total 54 credits) with the combination of the DC/DE/OE are to be cleared along with 54 credits of thesis. However, DC courses should not be more than two in the prescribed course structure.
  - (ii) **Category – B & C:** At least four DC courses of UG level of the offering department where student will pursue the M.Tech. program are to be cleared. But for pursuing MBA and M.Tech. where the department does not have any Undergraduate Program, instead of four DC courses of UG level student will take four DC/DE/OE courses of PG level.

In addition, at least six PG level courses with the combination of the DC/DE/OE along with 54 credits of thesis are to be cleared. However, the DC courses for M.Tech./MBA part should not be more than two.

- (c) Four DC courses (UG level) of the second department are prescribed in the course structure of the Dual Degree program (Category - B & C). Waiver in OE credits (at least 36 credits) of B.Tech. Degree of the parent department will be given to the students in order to complete the four DC courses (UG level) of the second department.
- (d) No academic adjustment is permissible for completion of the Dual Degree program except waiver in the OE credit (at least 36 credits) for Category - B & C.
- (e) Migration from B.Tech. Part to the M.Tech. Part under Dual Degree program will be allowed for doing thesis work only when the student completes all the mandatory credits of IC and DC courses at the end of seventh semester.
- (f) A Dual Degree student will be governed by the existing rules of the UG Manual until s/he officially migrates to the Masters part of the program. In the PG part of the program, academic program of the student will be governed by existing rules of the PG Manual.

### 6.1.4 Assistantship to Dual Degree Students of All Categories

- (a) Dual Degree students are eligible for Assistantship in the 5<sup>th</sup> Year (9<sup>th</sup> and 10<sup>th</sup> Semester) for a maximum period of twelve months or the date of completion of Dual Degree program whichever is earlier.
- (b) The students who opt the Dual Degree must secure the minimum CGPA of 8.0 at the end of the 8<sup>th</sup> semester for availing the Assistantship or qualify the GATE Examination.
- (c) The student must clear all courses prescribed in the course structure up to 8<sup>th</sup> semester.
- (d) The Assistantship of a student having backlog courses will be withheld and may be subsequently released only after clearing the backlog courses and secure the CGPA of 8.0.
- (e) Assistantship will be paid from the month of 1<sup>st</sup> June to 31<sup>st</sup> December (seven months in 9<sup>th</sup> semester) and 1<sup>st</sup> January to 31<sup>st</sup> May (five months in 10<sup>th</sup> semester). However, Assistantship will be released with the arrear, if any, subject to completion of the registration process i.e., after the last date of registration in every semester.

- (f) The admissible amount of the Assistantship will be paid as per the guidelines of the MOE (Ministry of Education) Government of India.
- (g) The Dual Degree students receiving Assistantship will not be entitled for any vacation during summer and winter semesters. A pro-rata deduction from the amount of the Assistantship will be made if student avails any leave beyond the admissible period.
- (h) The Dual Degree students in their 5<sup>th</sup> Year (9<sup>th</sup> and 10<sup>th</sup> semesters) will not be eligible for any other Undergraduate Scholarship including MCM Scholarship or any other Financial Assistance.
- (i) All the above cited eligibility criterion and guidelines may be changed from time-to-time subject to the direction of the MOE (Ministry of Education) Government of India.

### **6.1.5 Withdrawal from the Dual Degree Program**

A student who has opted Dual Degree program may withdraw from the Dual Degree program only at the end of his Sixth semester. For withdrawing from the Dual Degree program, the student needs to submit an application with the reasons addressed to the Chairperson, SUGC. The application should be recommended by Convener, DUGC and if the student is pursuing Dual Degree (Category B & C), then recommendations will be given by the Convener, DUGC of both the departments, parent department as well as the second department.

### **6.1.6 Termination from Dual Degree Program**

- (a) The PG part of the Dual Degree program will be terminated if a student falls short of 36 or more credits of the total credit requirements of the B.Tech. Degree at the end of the eighth semester.
- (b) If the Dual Degree program is terminated in eighth or higher semesters, B.Tech Degree may be awarded to the student upon completion of all graduation requirements of the said degree.
- (c) If the Dual Degree program of a student is terminated, waiver in 36 OE credits will not be given for the requirements of completion of the B.Tech. program, to the students who opted Dual Degree (Category-B). But if any course(s) of the Dual Degree program is cleared by the student then the credits of all such courses will be counted towards the requirement of the OE credits.

## **6.2 Double Major Program**

This is a 5-year program with major in two departments/disciplines that offer B.Tech. degrees. B.Tech. in parent department and second major degree (B.Tech.) in other Department. The first major is in the parent department, while the second major is in the department to which the student is admitted for this purpose after the 4th semester.

### **6.2.1 Eligibility Criteria**

- (a) Student (B. Tech) should have a minimum CGPA of 8.0 at the end of fourth semester. However, department will have the prerogative to increase the CGPA or introduce additional eligibility criteria, such as interview and/or written test for allowing the student to opt the Double Major program.
- (b) Only one chance will be given for opting the Double Major program in the entire period of academic program i.e., at the end of fourth semester.
- (c) Student should not have any backlog at the time of applying for opting the Double Major Program.

- (d) The number of admitted students should not exceed 20% of the existing batch strength of the B.Tech. program of the offering department.
- (e) Student, who opts the Double Major program, will not be allowed to do the Dual Degree program.

### **6.2.2 Application Process**

- (a) Students can apply for the Double Major program during the pre-registration process for the fifth Semester.
- (b) For Double Major, a student should apply with their preferential choice from multiple departments. No change will be permitted once the program is allotted.
- (c) The allotment of Double Major program will be made only after the declaration of the fourth semester result. Student will be able to view the allotted Double major program on their MIS.
- (d) If a student is allowed to opt Double Major program, s/he may change the pre-registered courses according to the requirement of the Double Major program during the add/drop period of the fifth semester.

### **6.2.3 Academic Road-map for Double Major Program**

(Details of Double Major course work will be available in the Course Structure of each department)

- (a) Students will be allowed to take overloads for completing the Double Major program, within the maximum duration of 10 semesters, if required.
- (b) No academic adjustment is permissible for completion of the graduation requirements of B.Tech. in parent department and Double Major program in other department.
- (c) For obtaining the degree of the second major under Double Major program, the total credits requirement will be minimum of 108 with a maximum of 124.
- (d) The distribution of credit requirement is:
  - (i) Eight DC courses (72 credits) of the offering department.
  - (ii) Two guided ESO (18 credits) which will also be counted towards the ESO requirements of B.Tech. Degree in parent department.
  - (iii) Four Departmental Electives (36 credits) of the second major department.
  - (iv) All practical courses associated with the offered DC courses. The Credit may vary from 0-16.

### **6.2.4 Withdrawal from the Double Major Program**

A student who has opted Double Major program may withdraw from the Double Major program only at the end of his Sixth semester. For withdrawing from the Double Major program, the student needs to submit an application with the reasons addressed to the Chairperson, SUGC. The application should be recommended by the Convener, DUGC of both the departments, parent department as well as the second department.

### **6.2.5 Termination from Double Major Program**

- (a) The Double Major program will be terminated if a student falls short of 36 or more credits of the total credit requirements of the B.Tech. Degree at the end of the eighth semester.



- (b) If the Double Major program is terminated in eighth or higher semesters, B.Tech degree of the parent department will be awarded to the student upon completion of all graduation requirements of the said degree.
- (c) If a student is terminated from a Double Major program, credits of all the courses cleared for completion of Double Major, will be counted only for the requirements of OE credits in their regular academic program.

### **6.3 Minor**

Specialization in a department other than the parent department as a MINOR by doing extra courses as prescribed by the offering department. The student has to complete the requirement for 'minor' within the stipulated time-frame of the program in which s/he is enrolled.

#### **6.3.1 Eligibility Criteria**

- (a) All the undergraduate students including 5-Year Integrated M.Tech. are eligible for opting the Minor.
- (b) Students can apply for the minor while doing the pre-registration for the fifth Semester.
- (c) For Minor, the student can apply with their preferred choice from multiple departments. No change will be permitted once the minor is allotted.
- (d) The allotment of Minor will be made only after the declaration of the fourth semester result. A student can see the allotted Minor on their MIS.

Details of the Minor program are as given below:

- (a) If the first course of the Minor program in a department is a compulsory departmental course, then the number of the students should not be more than 20% of the department's existing batch strength. If the first course is not a departmental compulsory course, then department may accommodate more than 20% of the existing batch strength.
- (b) A Minor entails the completion of 27 credits. All the course work and credit requirements of Minor should be completed within the minimum duration stipulated for completion of the Undergraduate Program and no extra semester will be given.
- (c) No academic adjustment will be allowed for fulfilment of the requirements of the Minor.
- (d) In general, for opting Minor, no specific eligibility criteria need to be fulfilled.
- (e) A student can do more than one Minor, if s/he fulfils the requirements.
- (f) Student may take the courses required for Minor from their Fifth semesters onwards. However, if any prescribed course(s) of Minor are cleared by the student in their 4<sup>th</sup> and earlier semesters that will be counted towards completion of the Minor.
- (g) All the courses required for obtaining a Minor will be prescribed by the respective department with the combination of Departmental Core (DC), Departmental Elective (DE) & ESO along with the TITLE of each Minor.
- (h) Department may offer more than one Minor with different course combination and Title of the Minor.
- (i) Students who are pursuing Double Major Program and Dual Degree (Category-A, B & C) are also eligible for Minor of any other departments except that particular department where they are pursuing Double Major and Dual Degree (Category-B & C).

- (j) Students may select those OE courses which will fulfil the requirements for completing the Minor. The credits of all such courses of the Minor will also be counted towards the OE credit requirements of the B.Tech./5-Year Integrated M.Tech. program.
- (k) If any DC course is prescribed by a department for completion of Minor, student may take that DC courses in that particular semester, if the timing is not clashing with the DC course of the parent department. Otherwise, DC course for completion of Minor will be cleared in seventh or eighth semester only.
- (l) Since the credits of the Minor courses will fulfil the OE credit requirements of undergraduate program, all such courses will be appeared in the student's Final Grade Sheet denoted by "M" that means courses cleared for completing a Minor.

### **6.3.2 Procedures for Claiming of Minor after Completion of the Requirements of Minor**

- (a) After clearing of all the required courses of a Minor, student must claim for Minor during their final semester only.
- (b) Student will fill up an application form by giving the requisite information and the same must be submitted in their Final Semester within the specified schedule to the Office of the Dean (Academic).
- (c) If any student fails to submit the application form within the specified period and after receiving the degree student claims for Minor in future that claim will not be accepted.
- (d) After completion of the requirements of the Minor, a certificate of the Minor will be given at the time of conferment of Degree only. No certificate or any kind of document will be provided during the entire period of academic program against the Minor.

### **6.3.3 Minor Program in Product Development Internship (PDI)**

To create a dynamic product development ecosystem by engaging students through an internship program focusing on converting innovative ideas into a product or process.

#### **6.3.3.1 Program Details**

- Naresh Vashisht Centre for Tinkering and Innovation (NVCTI) of IIT (ISM) offers a Minor program in Product Development Internship (PDI) for the UG students of this institute.
- All UG students who have completed at least two regular semesters in the institute, are eligible for the minor in PDI.
- The courses under PDI will be floated in every Monsoon, Winter and Summer semesters. The students are having following options to complete the Minor program in one year in three consecutive semesters (including summer):
  - Monsoon, Winter, and Summer
  - Winter, Summer, and Monsoon
  - Summer, Monsoon, and Winter
- Minor in PDI will begin from the date of the start of each semester and continue for a period of one year, subject to satisfactory performance of the student.
- The students will have to register in each of the three semesters (one course in each semester in the series). Each course will be of 9 credits.
- There will be no registration fee for the course.
- A student must earn total of 27 credits in three consecutive semesters to obtain the Minor in Product Development Internship.

- Depending on the performance of students in the registered courses, letter grades will be awarded and displayed on the Grade Sheet of the respective semester. However, the credit will not be counted towards the calculation of SGPA and CGPA.
- The list of the courses are available in Annexure – IV.

### **6.3.3.2 Application Process**

- NVCTI will invite applications from the UG students at the beginning of the Monsoon, and Winter and Summer semesters as per the following timeline (preferably).
  1. May-June (For Monsoon Semester)
  2. October-November (For Winter Semester)
  3. February-March (For Summer Semester)
- Students may apply for the program in the subject areas of the Technology Clubs of the institute by submitting a project proposal in the prescribed format within the announced timeline, well before the commencement of the semester (Monsoon, Winter, or Summer).
- Students can apply individually or in a team consisting of a maximum of three students. While applying, the role and responsibility of each team member must be clearly specified.
- The proposal must be novel, innovative, and original. An undertaking is required to be submitted by the applicants regarding the originality of the proposal.
- The maximum intake for the Minor in PDI will initially be capped at a total of 50 interns per semester.

### **6.3.3.3 Shortlisting Process**

- It is advisable that the project proposal is endorsed by a faculty mentor (having expertise in the domain area) before submission.
- Applications will be shortlisted by a committee comprising of HOC, FICs of NVTIL, and Club Faculty In-charges.
- A list of shortlisted applications will be released by the end of July (For the Monsoon Semester), November (For the Winter Semester) and April (For the Summer Semester).

### **6.3.3.4 Facilities, Stipend, and Progress Evaluation**

- The student(s) will be allowed to use the NVCTI lab facilities during the internship period. Additionally, if needed, students will also be allowed to access any other laboratory/workshop of the institute with permission from the concerned lab-in charge/HoD.
- Consumables/Contingencies will be provided to the students from NVCTI as and when required.
- During the PDI, a stipend of INR 6000/- per month will be admissible to the students for a maximum of 12 months period. The stipend will be released at the end of each month.
- Registered students will be kept on probation initially for a period of two months. The same may be extended depending on performance in the project. Due internship amount will be released only after the completion of the probation period.
- A student registered under the program can avail of internship/fellowship/financial support only from one source at a time during the course duration.

- The progress will be evaluated at the end of every month during the entire course duration. The progress will be monitored by a committee comprising the FICs of NVTIL and the student's faculty mentor (or a team of students) and chaired by the HoC/NVCTI. Committee will submit a report stating the nature of progress either 'Satisfactory' or 'Unsatisfactory'.
- In a Semester, after the first unsatisfactory report, the student will get a warning note. After two consecutive unsatisfactory reports, the internship will be temporarily stopped. After three unsatisfactory reports, the internship will be terminated, and the student will get an "F" grade in the enrolled semester.
- Undisciplined activities reported during the internship period will also result in the termination of the internship and assignment of the "F" grade.

#### **6.3.3.5 IP, Product Commercialization, and Incubation (EIR)**

- NVCTI through its pool of industry-based mentors/collaborators will help in the commercialization of a product developed. Moreover, interested inventors and mentors will also be supported to incubate the start-ups at the institute's incubation Centre with active support from industry-based mentors/collaborators in fundraising, scaling, and acceleration.
- All Intellectual Property created under the PDI shall belong to IIT (ISM) Dhanbad. The IPR policy of the institute will be applicable for the uses of IP by inventors/owners.

### 7.1 Medium of Instruction and Duration of Classes

The medium of instruction and evaluation in the Institute is English. Therefore, the answers written in languages other than English language will not be taken cognizance of and the part written in language other than English may not be graded. Duration of a class is normally fifty (50) minutes. However, depending on the need, the duration of the class may be of 75 minutes.

### 7.2 Offering a New Course

The process for offering a new course(s) is presented below:

- (i) A new course can be proposed, in the approved format, by a faculty member.
- (ii) The proposal should be sent to DUGC Convener of the respective department for its consideration. The Convener will present the same in the DAC for the necessary consideration.
- (iii) As per the approved guidelines of the Senate and decision of the DAC, the Course Content will be finalized by the DUGC in consultation with the concerned course instructor(s).
- (iv) Convener, DUGC will circulate the proposal through email among the faculty members of the Institute for comments/feedback.
- (v) The finalization of course content in consultation with DAC based on comments/ feedback received.
- (vi) DUGC will send the final course proposal to the SUGC for consideration. The DE/OE courses will be approved by the SUGC.
- (vii) For IC/ESO/DC courses the approval from the Senate through SUGC is mandatory.
- (viii) The HoD will implement the approved courses in the academic curriculum.

The approval for any new course to be offered in a semester must be taken 30 days before the start of pre-registration for that semester.

### 7.3 Courses to be offered in a given Semester

The list of courses to be offered by a department under an academic program in the subsequent academic year is to be finalized at least Thirty days prior to the starting of the Pre-registration for next semester by the Head of the Department through the Departmental Advisory Committee (DAC). All the requirements of the course structure are to be considered before deciding the courses to be offered in a regular semester.

### 7.4. Conduct of Courses

Each course is preferably conducted by a single instructor with the assistance of Teaching Assistants (TAs). The instructor is responsible for instruction, giving home assignments, holding quizzes and examinations, evaluating the performance of the students, and awarding and submitting the grades. In certain cases, faculty from other departments may have to provide tutors for tutorial, laboratory work, grading etc.

Course Coordinators who are conducting courses with a large number of students in multiple sections will be assisted by Instructors and TAs. The Coordinator is responsible for planning the course instructions, giving home assignments, holding quizzes and examinations, evaluating the

performance of the students, and awarding and submitting the grades. Tutorial classes should not be converted to lecture classes.

### **7.5 Minimum Number of Students in an Elective Course**

A minimum of ten students is required to run an elective course. The maximum numbers of students in an elective course may be one hundred or more depending on the need. The minimum number below the criteria may be approved by the Chairman, Senate.

### **7.6 Attendance in Class**

All students are required to attend every lecture, tutorial and practical classes. Minimum 75% attendance is compulsory for all the students for appearing in the semester examinations. All approved leaves (including leave on medical grounds) availed by the student during the semester comes under the rest of 25% attendance.

The Course Coordinator/Instructor taking the class is required to upload the attendance regularly on MIS. Each student is expected to check and keep a record of her/his attendance through MIS. In case of non-availability of the attendance on MIS or any discrepancy in uploaded attendance, the student should approach the Instructor/Head of Department immediately for availability/rectification.

If any student has a shortage of attendance, s/he will not be allowed to appear in the examination.

If a student remains absent from all academic activities for more than 20 working days in a semester, even with an approved leave (including medical ground), her/his registration for all the courses in that semester will be cancelled resulting in a semester drop.

### **7.7 Evaluation**

The evaluation of the performance of a student in a course is a continuous process. The performance in a course is evaluated through a mid-semester examination, an end-semester examination, quizzes / short-tests announced or surprise ones, assignments, laboratory work (if applicable), etc.

Only the registered students will be evaluated for each courses. Even though the student have attended all the classes of a course and somehow also appeared for quizzes, mid semester examination of that course, s/he will not be evaluated if that is not a registered course(s) for her/him.

The Course Coordinator/Instructor must do the following on the very first day of the class:

1. Uploading of the lecture plan, in approved format, on MIS. It should also include prescribed text/reference books.
2. Informing the details of lecture plan to the students.
3. Informing about the mode of examination: Closed Book / Open Book. In case of Open Book examination, an intimation to be sent to the office of Dean (Academic) within 7 days from the commencement of the classes.
4. Informing the weightage of each component of evaluation, for e.g., examination, quizzes, assignments etc., which are used to determine the final grade in the course. The following guidelines to be adopted for the same:

- a. For Regular Course:  
The grade may have the following percentage of weightage:
    - (i) 70-80% in mid-semester and end semester examination. The proportion in mid semester and end semester will be 4:6.
    - (ii) Remaining 20-30% weightage may be based on quizzes, case studies, assignment etc.
  - b. For Modular Course: The weightage for various components for the Modular courses may be 30-40% weightage for Quiz (at least 1) and 60-70% for the End-semester Examination.
5. Any other useful information.

## 7.8 Examinations

The arrangement for mid-semester and end-semester examinations are made by the Academic Section during the period as specified in the Academic Calendar. No deviation is allowed in the examination schedule and location, without the specific written permission of the Dean (Academic).

The Course Coordinator/Instructor may take an open-book or closed book examination in a given course. In case of open-book examination of any course, the instructor must inform the scholar on the very first day of the class.

The following conditions are applicable for the open book examination:

- (a) Laptops, mobile phones, and other such digital media are generally not permitted for such examinations.
- (b) Laptops may be allowed for the courses in context of programming/statistics/data mining where respective course instructor may want to assess by giving data based example. All such examination will be conducted at the computer lab (without Internet connectivity). The course instructor should ensure the availability of the required data sets/software well in advance (i.e., at least a week before the date of examination). In such case an intimation to be sent to the office of Dean (Academic) well in advance (i.e., at least a week before the date of examination).
- (c) Exchange of any examination materials like books, notes, laptop etc. during the examination are not permissible.
- (d) The examination duration will remain unchanged for open book examination.

### Note:

1. *If reports of any unfair means adopted during the mid-semester and/or end-semester examination of a course is submitted by the course instructor/invigilator, 'F' Grade will be awarded in the relevant course of the particular semester for the first offence. On the subsequent offence(s) during the entire period of her/his academic program, the student will be declared as failed in all the courses for which s/he has registered in that particular semester.*
2. *In case of entering in the Examination Hall with mobile phone or any other electronic gadgets or keeping it surrounding the area of Examination Hall (even in Washroom) it will be seized*

*and as a fine an amount of Rs.5000/- will be charged. The mobile phone and the electronic gadget will be returned to the student/scholar only after depositing the fine.*

### **7.8.1 Guidelines for Setting of Question Papers**

- (a) The question paper may comprise of different difficulty levels, such as 50% of average level, 30% of moderate level and remaining 20% of high difficulty level. At least 30-40% numerical problems may be given in Engineering, Science and Management courses, wherever possible.
- (b) The questions of mid-semester and end-semester examinations normally cover the syllabus proportionately, i.e. the end semester question paper must include at least 60 percentage covered after mid semester and the remaining 40% may be divided between the portions before and after mid semester examination.
- (c) The course instructor must set descriptive type questions for the examination. MCQs/Fill-in-the-blanks/True-False are not allowed.

### **7.8.2 Conduct of Examinations**

- (a) Duration of the mid-semester examination is 2 Hours and end-semester examination is of 3 Hours.
- (b) Students are not allowed to bring any bag/book/notes/paper/mobile phones etc. **inside the premises** where examination halls are situated.
- (c) Entry of students into the examination premises will be closed after 10 minutes of the start of a two-hour examination, and after 15 minutes of the start of a three-hour examination.
- (d) Students will be allowed to leave the examination hall only after one-hour of the start of an examination.
- (e) The examination (mid-semester & end-Semester) schedule will be declared by the academic section in line with academic calendar.
- (f) The sitting arrangement for mid-semester and end-semester examinations will be made by the Academic Section during the period as specified in the Academic Calendar.
- (g) The examination materials (except question papers) will be provided by the academic section.
- (h) The course instructor should bring the required number of question papers during the examination.
- (i) The MIS generated updated attendance sheet for mid-semester and end-semester examinations must be brought by the concerned course instructor for using the attendance purpose, and retained with the course instructor for records.
- (j) The invigilators should verify and sign against the course of examination in the Hall Tickets. In case of any discrepancy between the attendance sheet & the hall tickets, the same to be reported to the academic section along with report of conduct of the examination.
- (k) The course coordinator is required to submit a hard copy of the Examination Conduct Report [**Form F2 is applicable**] to the office of the Dean (Academic) within 24 hours after completion of examination.
- (l) In Closed Book examination, Mobile phones, Smart Watch, Laptops, Tablet, Blue-tooth device etc. are not allowed for the students inside the examination hall during the examination. The possession of the same during the examination shall be considered as adoption of unfair means (UFM). Only in Open Book examination this restriction may be waived off with some terms and conditions.



- (m) Any kind of adoption of unfair means (UFM) has to be reported by the invigilators in the separate envelope with the following:
  - i. Answer Booklet of a student.
  - ii. Device, Chit etc. or Photograph of the prohibited material found in possession.
  - iii. Declaration from the student with the remarks/feedback of the invigilator.
- (n) Guidelines given in the **Annexure-V** to be followed for conducting examinations of PwD/DA students.

### **7.8.3 Mid-Semester Examination**

Appearing in the Mid Semester Examination is mandatory. If a student is absent in the mid-semester examination and does not appear for the Make-Up examination, s/he will be awarded Zero marks in the mid semester irrespective of her/his performance in end-semester examination and other internal evaluation.

In case of absence during the mid-semester examination due to the medical reason or for any exceptional circumstances such as family calamity or any kind of exigency, the Make-up of Mid-semester examination may be conducted preferably within two weeks from the date of completion of the mid-semester examination period.

### **7.8.4 End-semester Examination**

To clear a course, appearing in the end-semester examination is mandatory.

If a student is absent in the end-semester examination and does not appear for the Make-Up examination, s/he will be awarded “F” grade in the course irrespective of her/his performance in mid-semester examination and other internal evaluation.

### **7.8.5 Make-up Examination**

In principle, students are allowed for Make-up Examination for Mid-semester/End-semester Examination only on medical grounds. However, in exceptional circumstances such as family calamity or any kind of exigency students/scholars may be allowed for Make-up Examination after considering the reason on a case-to-case basis.

If a student fails to appear in the mid-semester/end-semester examination in one or more course(s) due to above cited reason(s) then s/he may submit an application [**Form A4 is applicable**] to the Dean (Academic) for a make-up examination as per the below mentioned timeline:

- (a) For Mid-Semester Make-up Examination: As specified in the academic calendar.
- (b) For End Semester Make-up Examination: As specified in the academic calendar.

The application must be submitted by stating the reasons for failure to appear in the examination along with the supporting documents. In case of an illness, a certificate from the Medical Officer of the Institute’s Health Center must be submitted.

Dean (Academic) may consider the application and take a decision on a case-to-case basis.

### 7.8.6 UG Project Evaluation

Project evaluation will consist of two parts (i) Evaluation by project guide and (ii) Evaluation by an Oral Examination Committee (excluding the marks of project guide). Each part is having equal (50%) weightage in the final grade.

- (a) The HOD, in consultation with the DUGC, will allot project guide to all concerned students of the department after the declaration of 6<sup>th</sup> semester result.
- (b) The project will be examined by the oral examination committees constituted by the HOD in consultation with the DUGC.
- (c) The committee shall consist of four members comprising of three faculty members preferably of the same specialization of the department (including project guide) and one member from the Sister Department.
- (d) Multiple committees may be constituted for the evaluation.
- (e) The oral examination will be primarily based on project work carried out by the student.
- (f) In case of multiple committees, the final marks will be normalized by the DUGC based on the average marks given by the individual committee, without modification in the mark given by respective project guide.
- (g) Grading criteria will be decided by the DUGC based on the normalized marks obtained by the students.
- (h) Convener, DUGC will upload the marks and perform grading on MIS.
- (i) If the student gets 'F' grade in the Oral Examination, then s/he has to register in the course in regular/summer semester.

**Note:** *The thesis evaluation guidelines as per PG Manual will be followed for the evaluation of thesis credit of Integrated M.Tech & Dual Degree students.*

### 7.8.7 Relative Grading

Relative grading will be used to award grades. Grading will be template free for all programs. However, A, A+ should not exceed 25% and D, F should not exceed 10% as indicated in Table 7. For the non-contact and practical courses, grading will be made template free, like Table 8.

Table 7: For Theory Courses

Table 8: For Non-contact and Practical courses

Grades	% of Students		
A+, A	Max 25 %		Template Free Grading
B+, B, C+, C	65 to 100%		
D, F	Max 10%		

A course in which a student gets F grade will be considered as '0' grade point for SGPA and CGPA calculation.

### 7.8.8 Letter Grades and Weightages

At the end of the semester, students are awarded a letter grade in each registered course(s) by the concerned course coordinator taking into consideration their performance in various examinations, quizzes, assignments, laboratory work (if any), etc., and their regularity of

attendance in classes (if applicable). The grades will be awarded on the basis of total marks obtained in a course. The Project grades will be awarded as per Section 7.8.6.

The letter grades, their descriptions, and the numerical equivalents on a 10-point scale (called Grade Points) are as shown in Table 9:

Table 9: Details of Letter Grades

Grade	Grade Point	Description
A+	10	Outstanding
A	9	Excellent
B+	8	Very Good
B	7	Good
C+	6	Above Average
C	5	Average
D	4	Pass
F	0	Fail
S	0	Satisfactory
X	0	Unsatisfactory
I*	0	Incomplete

*\*To be converted in Pass/Fail grade after completion of the required process of that semester.*

In certain courses such as physical education, internship, etc., Satisfactory (S) / Unsatisfactory (X) grade is awarded. Grade 'X' implies that the student has failed in the course. S / X grades are not used in the calculation of SGPA/CGPA.

'I' grade shall be awarded to a student in case s/he is unable to appear in the regular end-semester examination and has been allowed for the make-up examination. In this case, "I" grade will be converted to a letter grade depending on her/his performance in the make-up examination. Otherwise, all "I" grade will be converted in to "F" grade automatically at the time of publication of result of that respective semester.

If a student's make-up end-semester examination of a course is evaluated after the regular grades of the same course has been submitted, then the student should be assigned a grade based on the cut-off marks for the regular grades and will be considered supernumerary.

### 7.8.9 Results of Examinations and Quizzes

The final grades of all the registered students in a course must be submitted as per the timeline given in Table 10:

Table 10: Timeline for submission of Grades

Sl. No.	Student registrations for a course	Time to show answer scripts (days*)	Mark submission & Grading (days*)	The hard copy of Grading Details & Statistics is to be sent to the Academic Section by (days*)
1	Up to 25	3	4	5
2	26 to 100	6	7	8
3	101 to 150	8	9	10
4	Above 150	9	10	11

\* To be counted from the date of examination (excluding the exam date).

Answer books for mid-semester and end-semester examinations must be shown to the students at a mutually convenient time, within the specified period as mentioned in academic calendar. Answer books for quizzes must be shown to the students within seven working days from the date of the quiz. The written comments of the students may be considered before assigning the final grades.

Solutions to examinations/quizzes with stepwise marking for each question must be uploaded in MIS before showing the answer books to the students. Students are responsible to be present to see the answer books, assignments, etc. at the time specified by the Course Coordinator/Instructor.

All answer books shall be preserved for one year from the date of examination by the concerned course instructor.

#### 7.8.10 Semester Grade Point Average (SGPA)

The following formula may be used for calculating the Semester Grade Point Average (SGPA):

$$SGPA = \frac{TCP}{TC} = \frac{G_1C_1 + G_2C_2 + G_3C_3 + \dots}{C_1 + C_2 + C_3 + \dots}$$

where,  $G_1, G_2$ , etc. stands for the Grade Point obtained in the specified courses and  $C_1, C_2$ , etc. stands for the Credits of the respective courses. TCP stands for Total Credit Points and TC stands for Total Credits. SGPA stands for the Semester Grade Point Average and will be calculated up to 2 places of decimal.

S and X grades shall not be considered in the calculation of SGPA. Whenever a student is allowed to repeat or substitute a course, the new letter grade awarded in the course shall be substituted in place of the old letter grade. The new letter grade shall be used in the calculation of SGPA.

#### 7.8.11 Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) indicates the cumulative academic performance of a student. It is computed in the same manner as the SGPA, except that all the courses registered up to and including the latest completed semester are considered in the calculation of CGPA, as indicated below.

The CGPA (Cumulative Grade Point Average) at the end of the second semester onwards until the program is completed shall be calculated on the basis of the Total Credits for courses of each semester as indicated below:

$$CGPA = \frac{TCP_1 + TCP_2 + TCP_3 + \dots}{TC_1 + TC_2 + TC_3 + \dots} = \frac{\sum_{i=1}^n TCP_i}{\sum_{i=1}^n TC_i}$$

where, 'i' is the number of the semester. Along with the SGPA, the Cumulative Grade Point Average (CGPA) shall also be shown in the Grade Card / Report of every semester of the program. Whenever a student is permitted to repeat or substitute a course and a new letter grade is awarded, the new letter grade will be substituted for the old letter grade and will be used in the computation of the SGPA/CGPA. However, both grades shall be mentioned in the Grade Card.

#### **7.8.12 Overall Grade Point Average (OGPA)**

The graduating CGPA is called the OGPA.

#### **7.8.13 Conversion of OGPA to Percentage**

The graduating OGPA multiplied by 10 will give the graduation marks in percentage.

#### **7.8.14 Declaration of the Final Result**

The grades earned by a student in each semester examination can be seen and downloaded from the MIS. A Final Grade Sheet shall be issued to each student on completion of the academic program. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

#### **7.8.15 Withholding of Grades**

The grades of a student may be withheld, if s/he has not paid the dues, or if there is a case of misconduct / unfair means / non-submission of semester feedback / disciplinary action pending against her / him, or for any other appropriate reason as per the directives of the Senate.

#### **7.8.16 Change of an already Awarded Grade**

A grade once awarded shall be final. However, upon a request from the Course Instructor [**Form F1 is applicable**] routed through the Head of the Department, the Chairman, Senate in consultation with the Dean (Academic) may allow the revision of grades with proper justification.

The change of grade request should contain the proper justification about the request and that should include:

- (a) Existing details of marks distribution against each course component.
- (b) Corrected details of marks distribution against each course component.
- (c) Highlighting the portion of the answer scripts (if any), which has affected the marks/grade awarded.

No request for a change of grade(s) shall be considered, if the request is made after six weeks of the declaration of the result.

### **7.9 Course Feedback**

The students will give feedback against all the registered courses of every semester and the instructors involved in teaching those courses through MIS, within the specified duration given in the Academic Calendar.

This is mandatory for the students to give the feedback. If any student fails to give the feedback within the specified duration then the result of the student will not be declared of that particular semester and the grade card of the student will not be generated on the MIS portal. In addition, the student will not be eligible for participating in the branch change and getting any kind of financial assistance. A fine of Rs.1000/- may also be imposed on the defaulters.

## CHAPTER 8 ACADEMIC REQUIREMENTS FOR THE AWARD OF DEGREE

### 8.1 Minimum and Maximum Duration

The minimum and maximum duration permitted for various undergraduate programs are shown in Table 11:

Table 11: Minimum-Maximum Duration

Academic Program	Minimum Duration (Semesters)	Maximum Duration (Semesters)
B.Tech.	7	12
Integrated M.Tech.	9	14
Double Major	9	14
Dual Degree	9	14

The minimum and maximum duration will include any regular semester(s) (Monsoon/Winter) in which a student is registered at IIT (ISM). Moreover, the student may have the option to do extra course works in the Institute or some other Institute while still pursuing the said academic program at IIT (ISM), Dhanbad.

The Senate may relax the prescribed minimum residency period of a student, if it is considered that the credits earned by her/him in the Institute or at other Institute satisfies the graduation requirement of the program to award the degree.

After completion of the maximum duration, the academic program of the student will be terminated automatically. However, the student may make an appeal for reinstatement. At the time of appeal, the following needs to be submitted by the student to the Convener, DUGC along with the application [**Form A5 is applicable**]:

- (i) A proper justification for the reason for which the academic program has not been completed within the stipulated period.
- (ii) An undertaking that the pending courses/credits will be completed/earned within the extended period failing which the academic program will be terminated automatically and no further appeal for reinstatement will be entertained.
- (iii) An academic roadmap to be submitted that should include the plan to complete/earn the pending courses/credits required for the completion of the academic program.

All such appeals will be considered by the Chairman, Senate on case-to-case basis and maximum two semesters (one year) may be given to the student, beyond the specified maximum duration prescribed for completion of the academic program. And accordingly the academic program of the student will be reinstated.

Semester registration and fee payment is mandatory during the extended period. And no semester leave is permitted during the extended period.

No further extension will be permissible after completion of the extended period whatever the reason may be and the academic program of the student will be terminated automatically at the end of the extended duration.

During the extended period (one year) i.e., beyond the maximum duration, no financial support will be granted to the Integrated M.Tech & Dual Degree students.

## **8.2 Minimum Academic Requirement**

In order to graduate, a student must clear all courses prescribed in the course structure, satisfying the minimum credit requirement in each course category. In addition, the students must obtain a minimum OGPA of 4.0. In exceptional circumstances, the Senate may grant any other relaxation / restriction in the minimum academic requirements.

## **8.3 Graduation**

A student is deemed to have completed the requirements for graduation, if s/he has;

- (a) fulfilled the minimum duration and other academic requirements as prescribed,
- (b) satisfied additional requirements suggested by the concerned department, if any,
- (c) cleared all dues, and
- (d) no case of misconduct / unfair means / indiscipline is pending against her/him.

A student graduating with an OGPA of 8.5 or above is certified to have graduated with distinction in the given program. The final grade card / report of the student shall record the “distinction”.

## **8.4 Award of Degrees**

A student, who has completed all the requirements for graduation as specified in sub-section 8.3, shall be recommended by the Senate to the Board of Governors (BOG) for the award of the appropriate degree in the ensuing convocation. The degree will be awarded subject to the approval of BOG.

## **8.5 Withdrawal of the Degree**

Under exceptional circumstances, where gross violation of graduation requirements is detected at a later stage or the awardee of the degree has been convicted by a court of law for moral turpitude.

In all such cases, the Senate may recommend to the Board of Governors for withdrawal of the degree already awarded to the person.



Leave of absence during the semester is discouraged for all registered students. However, for bona fide reasons or for any extenuating circumstances such as illness, accidents or serious family problems, a student may apply for leave through MIS (Leave Application Portal). Leave is not a right, it is a privilege given to the students.

Undergraduate students are entitled to avail the mid-semester break, winter and summer vacations as specified in the Academic Calendar without seeking any permission.

The Undergraduate (UG) students are eligible for availing the following leaves during the entire period of their academic program and s/he may apply through MIS (Leave Application Portal):

- A. Short Leave
- B. Medical Leave
- C. Semester Leave:
  - (i) On Medical Ground,
  - (ii) Other Reasons
- D. Academic Leave
  - (i) For Academic Activities: Proceeding to other Institute/University for pursuing academic activities
- E. Special Leave (SPL)
- F. Extra Ordinary Leave (EOL)

**Details of the leaves are cited below:**

Sl. No.	Leaves	Maximum Duration	Procedures & Guidelines
<b>A</b>	Short Leave	Five (05) working days in a regular semester and Three (03) working days in the summer semester	(a) Leave will be sanctioned only for a bona fide reason. (b) No leave is permissible during the period of Mid-Semester and End-Semester Examinations. (c) To be applied through leave module of MIS prior to availing the leave with station leave permission, if require for going out of station.
<b>B</b>	Medical Leave	Ten (10) working days in a regular semester and Five (05) working days in the summer semester	(a) To be applied through leave module of MIS on the very same day when the Doctor of Institute Health Center advised the rest. (b) Leave will be sanctioned based on the medical certificate issued by the Institute Health Centre. (c) Intimation to the Convener, DUGC is mandatory. (d) If a student is out-of-station (on approved leave) and fall sick and willing to extend the leave period on medical ground, then s/he needs to inform the Convener, DUGC for further processing of sanctioning of leave, if deemed fit.
<b>C</b>	Semester Leave		
(i)	On Medical Ground	Two Semesters in the entire academic program	(a) Prolonged physical and mental illness; (b) Recommendation from the Institute’s Medical Board will be mandatory;

			(c) Application to be submitted before the semester registration.
(ii)	Other Reasons	One Semester	<ul style="list-style-type: none"> <li>• Serious family calamity</li> <li>• If the compulsory course(s) is (are) left for completion of the academic program but not offered in that particular semester.</li> </ul>
<b>D</b>	Academic Leave		
(i)	Academic Activities	Two Semesters in the entire academic program	Refer Chapter- 10 of the UG Manual for detailed information about the academic leave for pursuing academic activities in other institutions as a Non-degree students.
<b>E</b>	Special Leave (SPL)	As per approval	<ul style="list-style-type: none"> <li>• Special Leave can be approved only for representing the institute at various Sports/Cultural/Tech Fest events upon nomination/approval for the same by the institute.</li> <li>• No waiver in attendance requirement of 75%.</li> <li>• The duration of special leave includes Saturday, Sunday &amp; Holiday (excluding the prefix and suffix).</li> </ul>
<b>F</b>	Extra-Ordinary Leave (EOL)	As per approval	<ul style="list-style-type: none"> <li>• Extra-Ordinary Leave can be approved only in extraordinary circumstances and only if all entitled leaves are exhausted.</li> <li>• No waiver in attendance requirement of 75%.</li> <li>• The duration of Extra-Ordinary Leave includes Saturday, Sunday &amp; Holiday (excluding the prefix and suffix).</li> </ul>

**NOTE:**

- (i) *The student will be de-registered from all the registered courses of a semester, if s/he remains absent from all academic activities for more than 20 working days during a semester, even with an approved leave (including medical ground, SPL, EOL). For appearing in the examination of a particular course a minimum of 75% attendance is mandatory.*
- (ii) *Absence without sanctioned leave or leave longer than the prescribed leave rules will entail loss of financial assistantship (Dual Degree/Integrated M.Tech. students) for the period of absence and may result in the termination of the academic program automatically due to unauthorized absence.*

## CHAPTER 10 PERMISSION TO PROCEED FOR ACADEMIC WORK AT OTHER INSTITUTE/ORGANIZATION

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### 10.1 Permission to proceed to other Institutions as a Non-Degree Student

A student may be permitted by the Chairman, Senate to proceed to other academic institutions in India or abroad as a non-degree student so as to broaden her/his horizons and gain course-work experience. The following guidelines and procedures shall apply for this purpose:

- (a) A student, who satisfies the minimum eligibility conditions given below, may spend up to two regular semesters in any academic institution of repute in India or abroad.
- (b) The semester spent as a non-degree student will be counted as a part of the time spent in the pursuit of the degree and the same will be counted towards the minimum-maximum duration.

#### 10.1.1 Eligibility

- (a) Completion of 200 credits of course work.
- (b) A minimum CGPA of 7.5.
- (c) No pending backlog (Failed/Dropped).
- (d) There should not be any disciplinary action against the student.

#### 10.1.2 Application Procedure

- (a) The student shall apply to the HOD, giving details of the proposed program and shall submit a statement of purpose with sufficient information about the Institution where s/he has chosen to spend time as a non-degree student [**Form UG2 is applicable**].
- (b) A letter of permission from the host institute/organization should be sought and to be submitted along with the application.
- (c) The DUGC shall examine the student's proposal to determine whether the proposed program is of a similar nature as the program at IIT (ISM) Dhanbad, and that the student will benefit from the exposure and the performance at the outside organization / Institute.
- (d) Approval of Dean (IRAA) is required in case of Course/Research Work in any country other than India.
- (e) On the recommendation of the DUGC, the Dean (Academic) may recommend the proposal to the Chairman, Senate for approval, with leave of absence to the student to proceed as a non-degree student to the selected Institution.
- (f) Any application for waiver of credits at IIT (ISM) Dhanbad or transfer of credits from the other Institution shall be decided in accordance with the procedure given in section 10.1.3.
- (g) AR (UG) will issue Office Memorandum.
- (h) The student will be entitled to leave the institute and join the other institute/organization for course/research work only after issuance of the Office Memorandum from the academic section.

#### 10.1.3 Transfer of Credits and Waiver in-lieu thereof

- (a) The permission to proceed to another institution as a non-degree student does not imply that the student will automatically get a waiver from the academic and other requirements of her/his ongoing UG program at the Institute.

- (b) On return, the student may apply for a waiver of courses from her/his program template which s/he thinks are equivalent to the courses successfully completed at the outside Institute as a non-degree student. The student must submit an official grade sheet obtained by her/him at the outside Institute as a non-degree student and other documents/material that the concerned DUGC may require for verifying the equivalency of the courses at par with the courses prescribed in the course structure of her/his academic program at IIT(ISM).
- (c) The DUGC will consider and determine, in a manner it deems fit, the equivalent courses (credits) and/or requirements for which the student may be given a waiver in her/his UG program at IIT (ISM) Dhanbad.
- (d) On the recommendation of the DUGC and Dean (Academic), the Chairman, Senate may allow a student a waiver for a maximum of 100 credits against the course work completed elsewhere as a non-degree student, subject to relevant mapping of the courses.
- (e) The grades earned at any other Institution will not be used for calculating SGPA/CGPA. However, in such cases, the name of course, credits earned and name of the Institution must be mentioned in the grade sheet.

## **10.2 Permission to proceed for Internship at other Institutions/Industry**

In order to help students broaden their horizons and enrich their cultural and academic experience, provision has been given to the students to proceed to other academic/research institutions/industry in India or abroad.

### **10.2.1 Modalities for Internship at other Academic Institution / R&D Organization / Industry**

- (a) Internship will be facilitated from CDC for the pre-final year students of all UG programs.
- (b) UG students (B. Tech) who will opt Double Major program will be eligible for internship twice [once at the end of 6<sup>th</sup> semester and other one at the end of 8<sup>th</sup> semester].
- (c) UG students are free to undergo internships on their own during vacation period (i.e., end of first/second/third year). HoD may give NOC or letter of introduction (if required).
- (d) Institute fellowship, if any, will be stopped for the duration of paid internship.

### **10.2.2 Procedure to be followed by all Interns before start of Internship**

- (a) Submit an application, along with all relevant documents, to the HoD [**Form UG2 is applicable**].
- (b) HoD may take the help of DUGC to review the academic performance of the students before taking final decision.
- (c) HoD may issue NOC, as required.
- (d) Approval of Dean (IRAA) is required in case of internship in any country other than India.

### **10.3 Admission of Students of other Institutions (Non-degree Students) for carrying out Research or for Course Work**

- (a) A student of any other Indian / foreign Institute / University, may be allowed to study at IIT(ISM), Dhanbad for a maximum period of two semesters including summer semester. They may be allowed for doing course work or for carrying out a part of the research work so as to fulfill the academic requirements of their parent Institute / University. In all such cases, the earned credits at the Institute shall be transferred to the parent Institution.
- (b) All such applicant must be recommended by their parent Institute / University.
- (c) For doing course work or for carrying out a part of the research work, the applicant has to pay the requisite academic fee / hostel fee (depending upon the status, program and nationality) to the IIT (ISM), Dhanbad and other charges, as may be specified at the time of joining this Institute.
- (d) All such students admitted shall be governed by the Code of Conduct for the students and the regulations and discipline of IIT (ISM) Dhanbad.
- (e) The strength of non-degree students in any program should not be more than 10% of the sanctioned strength of the program.

#### **10.3.1 Application Procedure**

- (a) The applicant must submit an application to the Dean (Academic) for seeking admission to the institute.
- (b) All such applications will be scrutinized by the academic section and the same will be forwarded to the HoD of respective department for their recommendation.
- (c) The concerned Head of the Department (HoD), in consultation with the DUGC, will examine the application and recommend the same to the Dean (Academic).
- (d) The recommendation of the department may be considered by the Chairman, Senate for approval.

An official grade sheet against the academic activities done at IIT (ISM) Dhanbad would be given to the non-degree student for her/his use as s/he may deem appropriate. However, any credits earned at the Institute by a non-degree student cannot be counted towards any degree program of IIT (ISM) Dhanbad at any time.

## CHAPTER 11 FINANCIAL ASSISTANCE, SCHOLARSHIPS, AWARDS AND MEDALS

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### 11.1 Financial Assistance

- (a) Integrated M.Tech. students & B.Tech. students (who opted Dual Degree program) are eligible for Assistantship in the 5<sup>th</sup> Year (9<sup>th</sup> and 10<sup>th</sup> Semester) for a maximum period of twelve months or the date of completion of their academic program whichever is earlier.
- (b) Assistantship will be paid from the month of 1<sup>st</sup> June to 31<sup>st</sup> December (in 9<sup>th</sup> semester) and 1<sup>st</sup> January to 15<sup>th</sup> May (in 10<sup>th</sup> semester).
- (c) The admissible amount of the Assistantship will be paid as per the guidelines of the MOE (Ministry of Education) Government of India.
- (d) All such students receiving Assistantship will not be entitled for any vacation during summer and winter semesters. A pro-rata deduction from the amount of the Assistantship will be made if student avails any leave beyond the admissible period.
- (e) The students are required to provide teaching assistance of 8 hours/week.
- (f) The students in their 5<sup>th</sup> Year (9<sup>th</sup> and 10<sup>th</sup> semesters) will not be eligible for any other Undergraduate Scholarship including MCM Scholarship or any other Financial Assistance.

#### 11.1.1 Eligibility Criteria for Availing Assistantship

- (a) The students must secure a minimum CGPA of 8.0 at the end of the 8<sup>th</sup> semester for availing the Assistantship or qualify the GATE Examination.
- (b) The student must clear all courses prescribed in the course structure up to 8<sup>th</sup> semester.
- (c) The continuation of the assistantship during each semester is contingent upon good academic performance and achievement of a minimum Semester Grade Point Average (SGPA) of 6.50 (on a scale of 10) for UR/OBC students and SGPA of 6.25 (on a scale of 10) for SC/ ST/ PwD students.
- (d) The assistantship will be stopped if the criterion mentioned at point (c) above is not fulfilled. The date of publication of semester result will be the key date for the purpose.

All the above cited eligibility criterion and guidelines may be changed from time-to-time subject to the direction of the MOE (Ministry of Education) Government of India.

### 11.2 Scholarships

A number of Merit-cum-Means scholarships, free-ships (i.e. tuition waiver), free basic messing and pocket allowance (for SC and ST categories), and endowment scholarships/fellowships are awarded to the UG students in accordance with the prescribed procedure laid down by the Senate. These scholarships/ fellowships are administered by a designated committee. The details about these scholarships/fellowships can be found from the DSW office/webpage.

#### 11.2.1 Withdrawal of Scholarship

These scholarships are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material facts and/or giving false information. A student leaving the Institute on her/his own accord without completing the program of study may be required to

refund the amount of scholarship received during the academic session in which s/he leaves the Institute.

### **11.3 Awards and Medals**

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Senate awards a number of prizes and medals established by the Institute on its own or through endowments/grants made by donors with the approval of the Board of Governors. All matters related to awards and medals are handled by the Designated Committee.

#### **11.3.1 Award of the President's Gold Medal**

The guidelines for award of Presidents' Gold Medal are given below:

1. The selection for Presidents' Gold Medal awardee will be only from amongst students admitted through JEE-Advanced.
2. This medal will be given to the student of B.Tech /Integrated M.Tech, Dual Degree, Double Major programs who satisfies the requirements of this medal.
3. The medal will be given to the candidate having highest OGPA (TWO decimal places) and has cleared all the prescribed courses in not more than eight regular semesters with his/her batch.
4. For Dual Degree (Category A/B/C), Integrated MTech and Double Major programs, the students shall be competing with those of 4 year B.Tech. admitted along with them. Therefore, their CGPA up to the end of 8<sup>th</sup> semester (4<sup>th</sup> year) only shall be taken into consideration.
5. If the winner of the Presidents Gold Medal is from Dual Degree/Integrated/Double Major program, the medal will be conferred during the student's graduation in the following year.
6. The awardee shall not have a single F/X grade.
7. In case of tie in CGPA (TWO decimal places), the first tie breaker will be the total number of 'A+', the second tie breaker will be total number of 'A', and so on obtained in all semesters, and lastly to the JEE rank.
8. No major disciplinary action was taken against him/her by the Institute during his/her entire academic career in the institute.
9. A committee shall be constituted to recommend the name of the awardee for the Medal to the Senate. The medal will be awarded in the Annual Convocation as per the above guidelines.

#### **11.3.2 Institute / Sponsored Medals**

Institute awards IIT(ISM) Gold medal and IIT(ISM) Silver Medal to students securing the 1st and 2nd rank respectively, in each discipline. The details of such medals are provided in Table 12.

Table 9: List and Rules for award of IIT(ISM) Medals/ Sponsored Awards

Sl. No.	Item	Related Department	Eligibility Criteria	Remarks
1.	IIT(ISM) Gold Medals	All UG/PG	These gold medals will be awarded to the students standing first in order of merit in each discipline (UG/PG). The merits of the students will be adjudged on the basis of overall performance in all semesters where the Number of students in the batch is six or more. However, students having “F” grade in any course shall not be eligible for award of medals.	Medal will be awarded in the Convocation
2.	IIT(ISM) Silver Medals	All UG/PG	These medals will be awarded to the students standing second in order of merit in such discipline of (UG/PG) Courses where the strength of the batch is not below 40.	Medal will be awarded in the Convocation
3.	Presidents Gold Medals	B.Tech/Integrated M.Tech, Dual Degree, Double Major Programs	The medal will be given to the candidate having highest CGPA/OGPA (two decimal places) upto the final semester examination and has cleared all the prescribed courses in not more than eight regular semesters with his/her batch. For Dual Degree (Category A/B/C), Integrated MTech And Double Major Programs the students shall be competing with those of 4 years B.Tech admitted along with them. Therefore, their CGPA upto the end of 8 <sup>th</sup> semester (4 <sup>th</sup> year) only shall be taken into consideration.	Medal will be awarded in the Convocation
4	Prof. S. Srinivasan Memorial Award	B.Tech (Petroleum Engineering)	This will be awarded to best B.Tech student of outgoing batch of Petroleum Engg. Deptt. (based on the Overall GPA). However, students having “F” grade in any course shall not be eligible for the award.	Medal will be awarded in the Convocation
5.	Mata Gurdev Kaur Memorial Award (For the Best Girl Student)	B.Tech and M.Sc. Tech (for girl student only)	Any girl student in B.Tech and M.Sc. Tech classes who secures the highest OGPA. However, students having “F” grade in any course shall not be eligible for the award.	Cash prize of Rs. 500/- a plaque and a Certificate



6.	Late Kaushalya Devi Gold Medal	B.Tech (Mechanical Engg.)	Medal shall be awarded to the 1 <sup>st</sup> Rank Holder of B.Tech (Mechanical Engg.) Eligible student for the award should have never failed, appeared in the supplementary/ carry over in any subject, not taken withdrawal in any semester during his entire period of studies of Indian School of Mines. He/she should get minimum OGPA 8.00 (on 10.00 scale). For awarding the medal for an academic year, it is mandatory that the total strength of the class should not be less than 6.	Medal will be awarded in the Convocation
7.	Late Jagdish Mitter Dhawan Memorial Gold Medal	B.Tech (Mining Engg.)	Medal shall be awarded to the 1 <sup>st</sup> Rank Holder of B.Tech (Mining Engg.) Eligible student for the award should have never failed, appeared in the supplementary/ carry over in any subject, not taken withdrawal in any semester during his entire period of studies at IIT (ISM). He/she should get minimum OGPA 8.00 (on 10.00 scale). For awarding the medal for an academic year, it is mandatory that the total strength of the class should not be less than 6.	Medal will be awarded in the Convocation
8.	Late Mrs. Poonam (Khanna) Singh Memorial Cash Award	1) For B.Tech (Mineral Engg) Students	Medal shall be awarded to the 1 <sup>st</sup> Rank Holder of B.Tech (Mineral Engg.)	Cash Award of Rs. 50,000/- & Certificate
		2) For B.Tech Students	Medal shall be awarded to the 1 <sup>st</sup> Rank Holder of B.Tech students.	Cash Award of Rs. 50,000/- & Certificate
9.	Smt. Sneha Lata Srivastava Memorial Gold Medal	Best Girl Student Graduating from ISM	Medal shall be awarded to the best Girl student graduating in a particular year, who have been admitted to IIT(ISM) through IIT-JEE shall be eligible for the award. The weightages for computing the total marks for the award are Academic Performance – 80%, Extra-curricular Activities – 10% and Conduct – 10%. All the semesters must be considered for computation of the above marks. No.	Medal will be awarded in the Convocation.  (Plaque)

			semester should be left. However, students having “F” grade in any course shall not be eligible for the award. The student with any disciplinary action against her also shall not be eligible for the award.	
10.	Prof. S P Banerjee Gold Medal Award	B.Tech (Environmental Engg.)	Medal shall be awarded to the best B.Tech Student based on his/her total academic performance (based on OGPA) during the entire eight semesters course of B.Tech Environmental Engg. at IIT (ISM), Dhanbad	Medal will be awarded in the Convocation
11.	SBI Awards for Students	IIT (ISM), Dhanbad	Students – The award will be given to (two) 4-years B.Tech students scoring the highest marks i.e., overall grade point average (OGPA) for eight semesters.	The first and second student awardees will be presented a certificate, a plaque and cash prize of Rs. 15,000/- and Rs. 10,000/- respectively
12.	Late Mrs.Chitra Bhattacharya Memorial Gold Medal	Best student of Integrated M.Tech / M.Sc. Tech (Applied Geophysics)	The combined performance of the students of 5 year Integrated M.Tech (AGP) and 3 year M.Sc.Tech (AGP) will be considered for the award. It is based on the academic performance.	Medal will be awarded in the Convocation (Plaque)
13.	Smt. Nirja Sahay Memorial Charitable Trust	B.Tech (All Disciplines)	Medal shall be awarded to the best graduate of the year will be selected on the basis of overall performance including the academic performance.	Medal will be awarded in the Convocation (Plaque)
14.	Smt. Renuka Rajhans Memorial Gold Medal	Best Girl Student of Five Year Integrated program	Medal shall be awarded to only those graduating students who have been admitted to ISM through IIT-JEE. In case of non-availability of eligible girl student under Five Year Int. Program in a particular year, the selection will be made from 2-3 years M.Sc/M.Sc. Tech program and in this circumstances the requirement of admission through IIT-JEE shall not apply. Following shall be the weightages for computing the total marks for the award a) Academic Performance – 80%,	Medal will be awarded in the Convocation (Plaque)

			<p>b) Extra-curricular Activities – 10%</p> <p>c) Conduct – 10%.</p> <p>d) All the semesters must be considered for computation of the above marks. No. semester should be left.</p> <p>However, students having “F” grade in any course shall not be eligible for the medal. The student with any disciplinary action against her also will be debarred from the award.</p>	
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Students of IIT (ISM) Dhanbad are selected from a pool of best talents of the country and abroad through various national/international level of competitive examinations. They come from different parts of the country as well as across the globe. Therefore, their conduct and behavior within and outside the Institute campus should be exemplary and cosmopolitan in a manner befitting her/his association with an Institute of national importance. Details of the conduct and discipline are available in DSW office. Some silent points are as follows:

**12.1 Code of Conduct**

- 12.1.1 Students must always carry their Identity Cards with them, especially when they move out of their hostels.
- 12.1.2 No student shall disobey any order issued by the Institute, Head of Department, Deans, Associate Deans, Chief Warden /Warden of hostels and other functionaries of the Institute. The students must behave with due decorum with their teachers and fellow students. Girl students must be shown due consideration in this respect.
- 12.1.3 Ragging of students (fresher and others) is strictly prohibited both within and outside the campus. No student shall indulge in any form of ragging of students, causing mental or physical agony or inflict monetary loss, physical harm to them, harass them or indulge in any kind of obscenity, vulgarity or violence with them.
- 12.1.4 Students should not indulge in any type of unkind, indecent behavior towards new entrants in hostels, messes, clubs or any other place in the campus and outside.
- 12.1.5 Students have no right to deny mess, club and other facilities to other students. The use of any such facility can be withdrawn only by the appropriate authorities.
- 12.1.6 Students should not indulge in violence of any kind with fellow students, employees including teaching staff of the Institute, and outsiders within or outside the Institute campus. Students must not take the law in their own hands but must report any grievance to the teachers, Head of Department, Chief Wardens, Dean of Students' Welfare, Dean (Academic) or other Officers, as the case may be.
- 12.1.7 Students are not allowed to become members of outside societies or allowed to join discussions of a political nature or to take part in any political activity without prior permission of the competent authority of the Institute.
- 12.1.8 Students are not permitted to consume or take alcoholic drinks and harmful drugs like L.S.D., Charas, etc. within the Institute campus including their hostels or outside in any restaurant/bar in Dhanbad or at any other place or on outside official visits such as training/tour/camp/field work, etc.
- 12.1.9 Students must not incur any debt or commit any irregularity in financial matters. The Institute, however, will in no way be responsible for such debts or irregularities.
- 12.1.10 No meeting of the students, other than those organized under the aegis of the various recognized students' activities, shall be called and held without the prior permission in writing from the Dean of Students Welfare.
- 12.1.11 No meeting/function within the Institute campus at Dhanbad, to which any outsider is invited, shall be organized nor shall any outsider be allowed to address the students without the prior permission in writing from the Dean of Students Welfare/Head of Department.

- 12.1.12 No theatrical performance, dance or show of any kind shall be allowed either within or outside the Institute Campus in the name of any society of the students except with the prior permission in writing from the Dean of Students Welfare/or any authorized functionary of the Institute, who may prescribe the terms and conditions for such performance.
- 12.1.13 No student shall
- (a) by words spoken or written or by sign or visible representation or through internet or website or social media platforms, or SMS, WhatsApp, etc., offend or insult a fellow student or any teacher of the Institute or any employee or officer/functionary of the Institute. (Any form of ragging will also constitute an act of insult or offence on the person who is ragged);
  - (b) misappropriate, prefer false claim for financial assistance of any kind (indulge in financial irregularity of any kind), mutilate, disfigure or otherwise destroy or damage any property of the Institute including furniture, books, equipment, apparatus, building etc.
  - (c) use unfair means before, during or after any of the examinations and/or tests, quizzes, etc. or attempt to threaten the staff to get undue advantage or lift someone else's work(s) and insert it in her/his class work submissions, projects, dissertations, reports, etc. without proper acknowledgement, credit and reference.
  - (d) indulge in plagiarism or misconduct in use of printed/audio-video/video material of any kind in the Project, Dissertation, Class Work submission, reports, etc.
  - (e) Keep and/or drive engine driven vehicle (car, motor-cycle, scooter, etc.) for commuting inside the IIT(ISM) campus during her/his stay at IIT(ISM), Dhanbad. However, married students may be allowed to keep and use an engine driven vehicle with the specific approval of the Dean of Students Welfare/or any other authorized functionary of the Institute.
- 12.1.14 Students must take care of and protect all Institute property. Any damage to Institute property due to improper use or negligence will have to be made good by the students concerned. Students must use the Institute furniture and fittings with due care and must not deface buildings, roads, furniture, fittings, etc. in any manner.
- 12.1.15 Students must handle with great care the laboratory equipment and any instrument and machinery that they have to use in the course of their work/project /practical / dissertation. Any damage or breakage of such equipment, instrument, apparatus, etc., due to improper use or negligent handling will have to be made good by the students concerned.

## **12.2 Disciplinary Action and Related matters**

- 12.2.1 Any violation of the Code of Conduct shall invite disciplinary action which may include punishments such as reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute. In certain cases, the student may be barred from applying for a change of branch/program.
- 12.2.2 Students found involved in any form of ragging are liable to severe disciplinary action including their expulsion from the Institute, and besides, they shall be punishable under the provisions of the Indian Penal Code or any other law in force. Involvement of a student indulging in any unseemly behavior towards new entrants will render themselves liable to strict disciplinary action.

- 12.2.3 Indulgence in violence by any student or group of students will render them liable to strict disciplinary action, including expulsion from the Institute.
- 12.2.4 In case of damage to the property of the Institute (Department / hostel or any other place), not only the cost of the damaged Institute property will be recovered from the student(s) concerned, but disciplinary action shall also be taken against the students involved in the damage.
- 12.2.5 If students feel victimized by the conduct, academic or personal, of any other member of the Institute, they may register a complaint to the Head of Department or Dean of Students Welfare/Dean, (Academic) or any other concerned functionary of the Institute.
- 12.2.6 In case of any complaint related to sexual harassment, the matter must be reported to Head of Department, Dean of Students Welfare or any other functionary of the Institute without any delay, who will take appropriate action in the matter through the Chairperson of the Internal Complaints Committee (ICC) of the institute.
- 12.2.7 The Course Coordinator/teacher of a course may debar a student from the examination in which s/he is found to be using unfair means. Besides, the Institute may take any other disciplinary action. The Course Coordinator/teacher may take appropriate action against a student who misbehaves in her/his class. In all such cases, the Course Coordinator/teacher shall inform the Dean (Academic) about the matter with all the relevant details.
- 12.2.8 The Dean of Students Welfare (DSW)/Chief Warden/Warden of a hostel may reprimand, impose fine or take any other suitable measure against a student residing in the hostel, who violates either the Code of Conduct or the regulations pertaining to the concerned hostel. The Chief Warden/Warden shall take prior approval of DSW before imposing any fine.
- 12.2.9 In major cases of indiscipline, the DSW shall constitute an enquiry committee and forward the recommendation of the committee to Chairman, Senate for his approval.

### **12.3 Standing Disciplinary Rules for Students**

The following Standing Disciplinary Action may be applicable depending on the gravity of misconduct

- (a) Warning Letter
- (b) Letter indicating Disciplinary action will be communicated to parents/concerned supervisor/HoDs.
- (c) Enhanced Attendance requirement up to 90%.
- (d) Engaged in Community/Academic Support /Administrative support service for two hours per day up to forty hours per month.
- (e) Restriction in participation in activities of Students clubs/ Gymkhana / Festival etc.
- (f) Restriction in Campus Placement activities.
- (g) Disciplinary Probation for 6 months to entire period of stay at IIT(ISM).
- (h) Suspended Sentence (Disciplinary action is awarded, however, the action will be enforced only after any other incident of indiscipline is reported)
- (i) De-registered from a number of course ranging from one to full semester load.
- (j) Deduction of Fellowship based on report of indiscipline.
- (k) Expulsion from the institute.

Any other action not covered above may be taken with the approval of the Chairman, Senate.

Note: Ragging/Teasing/Molestation/Consumption of Alcohol/Violence/Demeaning Institute's Reputation would be taken very seriously and strict disciplinary action would be taken which may even lead to expulsion from the Institute.

**13.1 Waiver**

The procedures and requirements set out in this manual, other than those in Chapters 1(Admission), Chapter 5 (Deficiency in Academic Performance), Clause 7.8.7 (Relative Grading), and Chapter 8 (Academic Requirements for the Award of Degree) may be relaxed or waived off in special circumstances by the Chairman, Senate. However, all such exceptions are to be reported to the Senate in its subsequent meeting.

**13.2 Amendments**

Notwithstanding anything contained in this manual, the Senate of the IIT(ISM), Dhanbad reserves the right to modify/amend the curricula, procedures, requirements, and rules pertaining to its undergraduate programs without notice.



**ANNEXURE-I**

**B.TECH COURSE STRUCTURE**

Distribution of Course Components

Course type	Number of courses		Credit	
	Min	Max	Min	Max
Institute core (IC)			109	109
Department Core (DC) [including UG Projects]	12	12	102	110
Departmental Practical (DP)	08	10	16	20
Department Elective (DE)	04	04	36	36
Open Elective (OE) [including 1-MS & 1- HSS]	09	09	81	81
ESO [2 – Guided & 2- Open]	04	04	36	36
DC/DE	01	01	09	09
DC/OE	01	01	09	09
<b>Total Credits</b>			<b>398</b>	<b>410</b>

Departments have flexibility (i) in adopting up to two more practical courses (DP) with total credit of 4.0  
(ii) Adding up to maximum four tutorial classes to DC courses with additional credit of 08 in any semester between 3<sup>rd</sup> to 7<sup>th</sup>.

**Monsoon Semester- Group I (Sec A-D)**

1st Semester						
S. No.	Course Type	Course Code	Course Name	L-T-P	Course Category	Remark
1	IC1	MCI101	Mathematics - I	3-1-0	Theory	
2	IC2	PHI101	Physics	3-0-0	Theory	
3	IC3	PHI102	Physics Lab	0-0-2	Practical	
4	IC4	EEI101	Basics of Electrical Engineering	3-0-0 (4.5)	Theory (Modular)	Before Mid Semester
5	IC5	EEI102	Electrical Engineering Lab	0-0-3 (1.5)	Practical (Modular)	Before Mid Semester
6	IC6	ECE101	Basics of Electronics Engineering	3-0-0 (4.5)	Theory (Modular)	After Mid Semester
7	IC7	ECE102	Electronics Engineering Lab	0-0-3 (1.5)	Practical (Modular)	After Mid Semester
8	IC8	CEI101	Engineering Graphics	1-0-3	Theory	
9	IC9	MEI101	Engineering Mechanics	3-1-0	Theory	
10	IC10	MSI101	Engineering Economics and Finance	2-0-0	Theory	
11	IC11	CCS101	Co-Curricular Activity - I	0-0-0 (S/X)	Audit	

**Monsoon Semester-Group II (Section E-H)**

1st Semester						
S. No.	Course Type	Course Code	Course Name	L-T-P	Course Category	Remark
1	IC1	MCI101	Mathematics - I	3-1-0	Theory	
2	IC2	CYI101	Chemistry	3-0-0	Theory	

3	IC3	CYI102	Chemistry Lab	0-0-2	Practical	
4	IC4	EEI101	Basics of Electrical Engineering	3-0-0 (4.5)	Theory (Modular)	After Mid Semester
5	IC5	EEI102	Electrical Engineering Lab	0-0-3 (1.5)	Practical (Modular)	After Mid Semester
6	IC6	ECI101	Basics of Electronics Engineering	3-0-0 (4.5)	Theory (Modular)	Before Mid Semester
7	IC7	ECI102	Electronics Engineering Lab	0-0-3 (1.5)	Practical (Modular)	Before Mid Semester
8	IC8	ESI101	Environmental Sciences	2-0-0 (3.0)	Theory (Modular)	After Mid Semester
9	IC9	GLI101	Earth Sciences	2-0-0 (3.0)	Theory (Modular)	Before Mid Semester
10	IC10	MEI102	Manufacturing Processes	2-0-3	Theory	
11	IC11	HSI101	Communication Skills	1-0-2	Theory	
12	IC12	CCS101	Co-Curricular Activity - I	0-0-0 (S/X)	Audit	

### Winter Semester-Group I (Sec A-D)

2nd Semester						
S. No.	Course Type	Course Code	Course Name	L-T-P	Course Category	Remark
1	IC1	MCI102	Mathematics - II	3-1-0	Theory	
2	IC2	CYI101	Chemistry	3-0-0	Theory	
3	IC3	CYI102	Chemistry Lab	0-0-2	Practical	
4	IC4	CSI101	Computer Programming	2-1-0 (4.0)	Theory (Modular)	Before Mid Semester
5	IC5	CSI102	Computer Programming Lab	0-0-2 (1.0)	Practical (Modular)	Before Mid Semester
6	IC6	MCI103	Numerical Methods	2-2-0 (5.0)	Theory (Modular)	After Mid Semester
7	IC7	ESI101	Environmental Sciences	2-0-0 (3.0)	Theory (Modular)	Before Mid Semester
8	IC8	GLI101	Earth Sciences	2-0-0 (3.0)	Theory (Modular)	After Mid Semester
9	IC9	MEI102	Manufacturing Processes	2-0-3	Theory	
10	IC10	HSI101	Communication Skills	1-0-2	Theory	
11	IC11	CCS102	Co-Curricular Activity - II	0-0-0 (S/X)	Audit	

### Winter Semester-Group II (Sec E-H)

2nd Semester						
S. No.	Course Type	Course Code	Course Name	L-T-P	Course Category	Remark
1	IC1	MCI102	Mathematics - II	3-1-0	Theory	
2	IC2	PHI101	Physics	3-0-0	Theory	
3	IC3	PHI102	Physics Lab	0-0-2	Practical	

4	IC4	CSI101	Computer Programming	2-1-0 (4.0)	Theory (Modular)	After Mid Semester
5	IC5	CSI102	Computer Programming Lab	0-0-2 (1.0)	Practical (Modular)	After Mid Semester
6	IC6	MCI103	Numerical Methods	2-2-0 (5.0)	Theory (Modular)	Before Mid Semester
7	IC8	CEI101	Engineering Graphics	1-0-3	Theory	
8	IC9	MEI101	Engineering Mechanics	3-1-0	Theory	
9	IC10	MSI101	Engineering Economics and Finance	2-0-0	Theory	
10	IC11	CCS102	Co-Curricular Activity - II	0-0-0 (S/X)	Audit	

### Semester III

S. No.	Course Type	Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DC1	Dept. Core	3	0	0	9	3
2	DC2	Dept. Core	3	0	0	9	3
3	DC3	Dept. Core	3	0	0	9	3
4	E/SO1	E/SO	3	0	0	9	3
5	E/SO2	E/SO	3	0	0	9	3
6	DP1	Dept. Practical	0	0	2	2	2
7	DP2	Dept. Practical	0	0	2	2	2
<b>Total Credit</b>						<b>49</b>	19

### Semester IV

S. No.	Course Type	Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	ESO3	ESO	3	0	0	9	3
2	DC4	Dept. Core	3	0	0	9	3
3	DC5	Dept. Core	3	0	0	9	3
4	DC6	Dept. Core	3	0	0	9	3
5	DC7	Dept. Core	3	0	0	9	3
6	DP3	Dept. Practical	0	0	2	2	2
7	DP4	Dept. Practical	0	0	2	2	2
<b>Total Credit</b>						<b>49</b>	19

### Semester V

S. No.	Course Type	Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DC8	Dept. Core	3	0	0	9	3
2	DC9	Dept. Core	3	0	0	9	3
3	DC10/OE1	Dept. Core/Open Elective	3	0	0	9	3
4	OE2	Open Elective	3	0	0	9	3

5	ESO4	ESO/SO	3	0	0	9	3
6	DP5	Dept. Practical	0	0	2	2	2
7	DP6	Dept. Practical	0	0	2	2	2
<b>Total Credit</b>						<b>49</b>	19

### Semester VI

S. No.	Course Type	Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DC11	Dept. Core	3	0	0	9	3
2	DC12/DE1	Dept. Core/Dept. Elective	3	0	0	9	3
3	OE3	Open Elective	3	0	0	9	3
4	OE4	Open Elective	3	0	0	9	3
5	OE5	Open Elective	3	0	0	9	3
6	DP7	Dept. Practical	0	0	2	2	2
7	DP8	Dept. Practical	0	0	2	2	2
<b>Total Credit</b>						<b>49</b>	19

### Semester VII

S. No.	Course Type	Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DE2	Dept. Elective	3	0	0	9	3
2	DE3	Dept. Elective	3	0	0	9	3
3	OE6	Open Elective	3	0	0	9	3
4	OE7	Open Elective	3	0	0	9	3
5	OE8	Open Elective	3	0	0	9	3
6	DC13*	UGP-1	0	0	0	6	0*
7	DC14**	Internship	0	0	0	S/X	0
<b>Total Credit</b>						<b>51</b>	15

\*\* The student will undertake this Internship during summer vacation (after VI Semester) for a minimum duration of 4 weeks. The performance will be evaluated during the VII semester and the grade will be shown accordingly.

### Semester VIII

S. No.	Course Type	Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DE4	Dept. Elective	3	0	0	9	3
2	DE5	Dept. Elective	3	0	0	9	3
3	OE8	Open Elective	3	0	0	9	3
4	OE9	Open Elective	3	0	0	9	3
5	DC15*	UGP-2	0	0	0	6	0*
<b>Total Credit</b>						<b>42</b>	12

\* Please note that there is no fixed time for carrying out the project work. So, it is not to be included in contact hour and hence it is not to be included in time table also. However, the student must carry out work for at least for SIX hours every week, as per the convenience of student and guide. The respective guide is responsible for keeping the record.

One course each of HSS & MS under Open elective category are compulsory as graduation requirement.

### Integrated M. Tech Course Structure

*(Effective for students admitted from 2019-2020 academic session)*

The distribution of credits is given below:

Course type	Number of courses		Credit	
	Min	Max	Min	Max
Institute core (IC)			109	109
Department Core (DC)	16	16	144	144
Departmental Practical (DP)	06	14	12	31
Department Elective (DE)	03	08	27	27
Open Elective (OE) [including 1-MS & 1- HSS]	04	09	36	36
ESO [2 – Guided & 2- Open]	04	04	36	36
DE/OE	05	05	45	45
Thesis			54	54
Internship/Training	01	01	00	00
<b>Total Credits</b>			<b>463</b>	<b>482</b>

- (i) There is a flexibility of the Departments: Adding upto four tutorial classes (1 hr each) to DC courses with additional credit of 08 (eight) in any semester between 3<sup>rd</sup> to 10<sup>th</sup> and four practical classes (2 hr each). Hence the range of credit varies between 463 to 487.
- (ii) 2-3 field excursion/field visit (S/X) courses may be added as per requirement.

#### Monsoon Semester- Group I (Sec A-D) Semester I

1st Semester						
S. No.	Course Type	Course Code	Course Name	L-T-P	Course Category	Remark
1	IC1	MCI101	Mathematics - I	3-1-0	Theory	
2	IC2	PHI101	Physics	3-0-0	Theory	
3	IC3	PHI102	Physics Lab	0-0-2	Practical	
4	IC4	EEI101	Basics of Electrical Engineering	3-0-0 (4.5)	Theory (Modular)	Before Mid Semester
5	IC5	EEI102	Electrical Engineering Lab	0-0-3 (1.5)	Practical (Modular)	Before Mid Semester
6	IC6	ECE101	Basics of Electronics Engineering	3-0-0 (4.5)	Theory (Modular)	After Mid Semester
7	IC7	ECE102	Electronics Engineering Lab	0-0-3 (1.5)	Practical (Modular)	After Mid Semester
8	IC8	CEI101	Engineering Graphics	1-0-3	Theory	
9	IC9	MEI101	Engineering Mechanics	3-1-0	Theory	
10	IC10	MSI101	Engineering Economics and Finance	2-0-0	Theory	
11	IC11	CCS101	Co-Curricular Activity - I	0-0-0 (S/X)	Audit	

**Monsoon Semester-Group II (Section E-H)  
Semester I**

1st Semester						
S. No.	Course Type	Course Code	Course Name	L-T-P	Course Category	Remark
1	IC1	MCI101	Mathematics - I	3-1-0	Theory	
2	IC2	CYI101	Chemistry	3-0-0	Theory	
3	IC3	CYI102	Chemistry Lab	0-0-2	Practical	
4	IC4	EEI101	Basics of Electrical Engineering	3-0-0 (4.5)	Theory (Modular)	After Mid Semester
5	IC5	EEI102	Electrical Engineering Lab	0-0-3 (1.5)	Practical (Modular)	After Mid Semester
6	IC6	ECI101	Basics of Electronics Engineering	3-0-0 (4.5)	Theory (Modular)	Before Mid Semester
7	IC7	ECI102	Electronics Engineering Lab	0-0-3 (1.5)	Practical (Modular)	Before Mid Semester
8	IC8	ESI101	Environmental Sciences	2-0-0 (3.0)	Theory (Modular)	After Mid Semester
9	IC9	GLI101	Earth Sciences	2-0-0 (3.0)	Theory (Modular)	Before Mid Semester
10	IC10	MEI102	Manufacturing Processes	2-0-3	Theory	
11	IC11	HSI101	Communication Skills	1-0-2	Theory	
12	IC12	CCS101	Co-Curricular Activity - I	0-0-0 (S/X)	Audit	

**Winter Semester-Group I (Sec A-D)  
Semester II**

2nd Semester						
S. No.	Course Type	Course Code	Course Name	L-T-P	Course Category	Remark
1	IC1	MCI102	Mathematics - II	3-1-0	Theory	
2	IC2	CYI101	Chemistry	3-0-0	Theory	
3	IC3	CYI102	Chemistry Lab	0-0-2	Practical	
4	IC4	CSI101	Computer Programming	2-1-0 (4.0)	Theory (Modular)	Before Mid Semester
5	IC5	CSI102	Computer Programming Lab	0-0-2 (1.0)	Practical (Modular)	Before Mid Semester
6	IC6	MCI103	Numerical Methods	2-2-0 (5.0)	Theory (Modular)	After Mid Semester
7	IC7	ESI101	Environmental Sciences	2-0-0 (3.0)	Theory (Modular)	Before Mid Semester
8	IC8	GLI101	Earth Sciences	2-0-0 (3.0)	Theory (Modular)	After Mid Semester
9	IC9	MEI102	Manufacturing Processes	2-0-3	Theory	
10	IC10	HSI101	Communication Skills	1-0-2	Theory	
11	IC11	CCS102	Co-Curricular Activity - II	0-0-0 (S/X)	Audit	

**Winter Semester-Group II (Sec E-H)**  
**Semester II**

2nd Semester						
S. No.	Course Type	Course Code	Course Name	L-T-P	Course Category	Remark
1	IC1	MCI102	Mathematics - II	3-1-0	Theory	
2	IC2	PHI101	Physics	3-0-0	Theory	
3	IC3	PHI102	Physics Lab	0-0-2	Practical	
4	IC4	CSI101	Computer Programming	2-1-0 (4.0)	Theory (Modular)	After Mid Semester
5	IC5	CSI102	Computer Programming Lab	0-0-2 (1.0)	Practical (Modular)	After Mid Semester
6	IC6	MCI103	Numerical Methods	2-2-0 (5.0)	Theory (Modular)	Before Mid Semester
7	IC8	CEI101	Engineering Graphics	1-0-3	Theory	
8	IC9	MEI101	Engineering Mechanics	3-1-0	Theory	
9	IC10	MSI101	Engineering Economics and Finance	2-0-0	Theory	
10	IC11	CCS102	Co-Curricular Activity - II	0-0-0 (S/X)	Audit	

**Semester III**

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DC1	Dept. Core	3	0	0	9	3
2	DC2	Dept. Core	3	0	0	9	3
3	DC3	Dept. Core	3	0	0	9	3
4	E/SO1	E/SO	3	0	0	9	3
5	E/SO2	E/SO	3	0	0	9	3
6	DP1	Dept. Practical	0	0	2	2	2
7	DP2	Dept. Practical	0	0	2	2	2
<b>Total Credit</b>						<b>49</b>	19

**Semester IV**

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	ESO3	ESO	3	0	0	9	3
2	DC4	Dept. Core	3	0	0	9	3
3	DC5	Dept. Core	3	0	0	9	3
4	DC6	Dept. Core	3	0	0	9	3
5	DC7	Dept. Core	3	0	0	9	3
6	DP3	Dept. Practical	0	0	2	2	2
7	DP4	Dept. Practical	0	0	2	2	2
<b>Total Credit</b>						<b>49</b>	19

### Semester V

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DC8	Dept. Core	3	0	0	9	3
2	DC9	Dept. Core	3	0	0	9	3
3	DC10	Dept. Core	3	0	0	9	3
4	OE1	Open Elective	3	0	0	9	3
5	ESO4	ESO/SO	3	0	0	9	3
6	DP5	Dept. Practical	0	0	2	2	2
7	DP6	Dept Practical	0	0	2	2	2
<b>Total Credit</b>						<b>49</b>	19

### Semester VI

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DC11	Dept. Core	3	0	0	9	3
2	DC12	Dept. Core/ Dept. Elective	3	0	0	9	3
3	OE2	Open Elective	3	0	0	9	3
4	DE1	Dept. Elective	3	0	0	9	3
5	DE2/OE3	Dept. Elective/ Open Elective	3	0	0	9	3
6	DP7	Dept. Practical	0	0	2	2	2
7	DP8	Dept. Practical	0	0	2	2	2
<b>Total Credit</b>						<b>49</b>	19

### Semester VII

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DC13	Dept. Core	3	0	0	9	3
2	DC14	Dept. Core	3	0	0	9	3
3	DE3	Dept. Elective	3	0	0	9	3
4	OE4	Open Elective	3	0	0	9	3
5	DE4/OE5	Dept. Elective/Open Elective	3	0	0	9	3
6	DP9	Dept. Practical	0	0	2	2	2
7	DP10	Dept. Practical	0	0	2	2	2
<b>Total Credit</b>						<b>49</b>	19

### Semester VIII

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DC15	Dept. Core	3	0	0	9	3
2	DC16	Dept. Core	3	0	0	9	3
3	DE5	Dept. Elective	3	0	0	9	3



4	OE6	Open Elective	3	0	0	9	3
5	DE6/OE7	Dept. Elective/Open Elective	3	0	0	9	3
6	DP11	Dept. Practical	0	0	2	2	2
7	DP12	Dept. Practical	0	0	2	2	2
			<b>Total Credit</b>			<b>49</b>	19

Academic program of the Integrated M.Tech. Students, in their IX & X semester, will be governed as per the PG manual.

#### Semester IX

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DC17	Thesis	0	0	0	36	0
2	DC18**	Internship (S/X)	0	0	0	0	0
			<b>Total Credit</b>			<b>36</b>	0

\*\* The student will undertake this Internship during summer vacation (after VIII Semester) for a minimum duration of 4 weeks. The performance will be evaluated during the XI semester and the grade will be shown accordingly.

#### Semester X

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DE7/OE8	Dept. Elective/Open Elective	3	0	0	9	3
2	DE8/OE9	Dept. Elective/Open Elective	3	0	0	9	3
6	DC19	Thesis	0	0	0	18	0
			<b>Total Credit</b>			<b>36</b>	6

One course each of HSS & MS under Open elective category are compulsory as graduation requirement.

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**Constitution and functioning of DUGC and SUGC**

**1.1 Departmental Under Graduate Committee (DUGC)**

The Department Undergraduate Committee (DUGC) is a statutory committee constituted in the department level for governing and monitoring all the issues related to the Undergraduate Academic Programs and its activities. This committee shall be responsible for all matters connected with the UG program(s) of the department. For interdisciplinary program involving more than one Department, a DUGC shall also be constituted consisting of the faculty members of both the department.

**1.1.1 Constitution of DUGC**

- (a) A Convener, (other than the Head of the Department, HoD) to be nominated by the DAC of each department.
- (b) HoD - Ex-officio Member.
- (c) Not less than four, but not more than eight faculty members, to be nominated by the DAC of each department.
- (d) Two student members from UG programs of the department. The student members shall be nominated by the UG students of the department.
- (e) For interdisciplinary UG programs, the DUGC shall be formed by the Heads of the Departments which are participating in the program. The student nominees of the committee shall be from amongst the UG students of the interdisciplinary programs to be nominated by the Students Senate.

**1.1.2 Term of the Membership**

- (a) Term of the faculty members, including the Convener, shall be two years with effect from the date of their nomination.
- (b) About 50% of the faculty members of the DUGC shall vacate their membership and their vacancies shall be filled by new faculty members.
- (c) The term of the student members shall be one year from the date of their nomination or until they cease to be students of the Institute, whichever is earlier.
- (d) In case of vacancy in the membership, another person may be nominated for the remaining period of the term and the manner of such nomination shall be the same as before.

The student members of the DUGC shall abstain from the meeting of the DUGC, when the matter pertaining to academic evaluation of one or more students are to be considered. This, however, does not preclude them from giving their opinion to the Convener of the DUGC a priori, before the meeting of the committee.

**1.1.3 Functions and jurisdiction of the Convener, DUGC/DPGC**

The DUGC is a standing committee of the department. This committees are constituted to look after the academic related matters of the students of their respective departments. In principle, all academic policy and routine matter comes under the purview of the Convener of the DUGC. The committee is responsible to follow the Senate approved rules and regulations along with guidelines prescribed in the Manuals.

Details of the functions and the various issues which comes under the purview of the Convener, DUGC as well as the committee (DUGC) and Head of the Department are provided at the appropriate place in the manual. However, some of the specific responsibilities which are to be carried out on a regular basis are also given below:

**A. Academic Curriculum:**

<b>Sl. No</b>	<b>Issues</b>	<b>DUGC (Role and Responsibilities)</b>	<b>Convener, DUGC (Role and Responsibilities)</b>	<b>Head of the Department (Role and Responsibilities)</b>
1.	Preparation of Course Curriculum	As per the approved guidelines of the Senate, the Course Curriculum will be prepared.  The final courses curriculum will be sent to the Senate through SUGC.	The proposed course curriculum will be presented in the DAC for its consideration.	The HoD implements the Senate approved curriculum.
2.	Changes/Modifications in the existing Course curriculum	As per the approved guidelines of the Senate, the changes/modifications in the Course Curriculum will be proposed.  The modified courses curriculum will be sent to the Senate through SUGC.	The proposed changes/modifications in the course curriculum will be presented in the DAC for its consideration.	After getting the approval of these proposed modifications, the HoD will do the needful for implementation of all such modifications.
3.	Preparation of Course Structure	As per the approved Course Curriculum & guidelines of the Senate, the Course Structure to be prepared.  The final course structure will be sent to the Senate through SUGC.	The proposed course structure will be presented in the DAC for its consideration.	The HoD will offer all the courses prescribed in the approved Course Structure.
4.	Any changes in the Existing Course (Course Code/ Course Name/Course Contents/Course Credit)	Will prepare the comparison of the existing & proposed changes.  The modifications will be sent to the SUGC.	Any changes/modifications in the existing course, proposed by the course instructor, will be presented in the DAC for its consideration.	HoD will do the needful for the implementation of modified course.
5.	Discontinuation of any DC Course	Such changes will be sent to the Senate through SUGC.	Any discontinuation of the existing DC course, will be endorsed by the DAC with a suitable approved alternate course as per the respective course structure.	

**B. Offering of New Courses:**

Sl. No.	Issues	DUGC (Role and Responsibilities)	Convener, DUGC (Role and Responsibilities)	Head of the Department (Role and Responsibilities)
1.	Institute Core Courses (IC)	<ul style="list-style-type: none"> <li>As per the approved guidelines of the Senate and decision of the DAC, the Course Content will be finalized.</li> <li>The final courses content will be sent to the Senate through SUGC.</li> </ul>	<ul style="list-style-type: none"> <li>The proposed course content will be shared with the faculty member of the Institute for comments/ feedback.</li> <li>Finalization of course content in consultation with DAC based on comments/ feedback received.</li> </ul>	The HoD implements the Senate approved courses in the academic curriculum.
2.	Engineering Science Optional Courses (ESO)			
3.	Departmental Compulsory Courses (DC)			
4.	Elective Courses (DE/OE)	<ul style="list-style-type: none"> <li>As per the approved guidelines of the Senate and decision of the DAC, the Course Content will be finalized in consultation with the concerned course instructor(s).</li> <li>The final courses content will be sent to the SUGC for approval.</li> </ul>	<ul style="list-style-type: none"> <li>The proposed course content will be shared with the faculty member of the institute for comments/ feedback.</li> <li>Finalization of course content in consultation with DAC based on comments/ feedback received.</li> </ul>	

**C. Registration related issues:**

Sl. No.	Issues	DUGC (Role and Responsibility)	Convener, DUGC (Role and Responsibility)	Head of the Department (Role and Responsibility)
1.	Courses to be offered in a semester	Program-wise list of the courses to be prepared for offering in the academic year.	<ul style="list-style-type: none"> <li>The proposed course structure will be presented in the DAC for its consideration.</li> </ul>	<ul style="list-style-type: none"> <li>The HoD will assign the Course Instructor, Coordinator in consultation with the DAC.</li> <li>Name of Course Instructor(s) &amp; Coordinator to the Office of the Dean (Academic) as per the defined timeline in every semester.</li> </ul>
2.	Assigning Course Instructor(s) & Coordinator for all courses to be offered.			
3.	Status & Monitoring of Academically Deficient Students	Responsible for monitoring of the students as assigned by the Convener, DUGC in	<ul style="list-style-type: none"> <li>Batch-wise distribution of the students (on receipt of the list of academically deficient</li> </ul>	The HoD will provide consultant faculty to all such deficient students based on input from the Convener, DUGC.

		consultation with the HoD.	students from the academic section) among the members of DUGC for monitoring.	
4.	Considering the request for Overload / Under load	May assist Convener, DUGC as and when required.	<ul style="list-style-type: none"> <li>Interested student will make such request to the Convener, DUGC.</li> <li>Checking the validity of the request as per the prescribed rules for overload/under load.</li> <li>Forwarding the request to the Academic Section for the necessary action.</li> </ul>	No Specific role.
5.	Replacement of DC Courses	May assist Convener, DUGC as and when required.	<ul style="list-style-type: none"> <li>The student, having backlog in the DC course and that is discontinued, will make a request to the Convener, DUGC for an alternate DC Course.</li> <li>Suggesting a suitable alternate DC course as the replacement of DC course which is discontinued.</li> <li>Forwarding the request along with details of alternate DC course through HoD to the academic section for necessary action.</li> </ul>	Will ensure the offering of the alternate DC course [with assignment of the Course instructor(s)] in a particular semester.
5.	Course Waiver	All requests for giving waiver in the requirements for completion of the academic program will be considered in the DUGC meeting before sending the recommendations to the SUGC for the consideration.	Request of the students/scholars to waive off any requirements for completion of the academic program (in case of Ph.D. program DSC's recommendation is mandatory), the Convener examine and forwarded that with the specified comments/ feedback to the DUGC.	HoD cannot recommend for giving any kind of waiver in completion of the academic program.

**D. Specific matters related to the Integrated M.Tech. and Dual Degree Students of the department to be followed in 9<sup>th</sup> & 10<sup>th</sup> semester:**

Sl. No.	Issues	DPGC (Role and Responsibility)	Convener, DPGC (Role and Responsibility)	Head of the Department (Role and Responsibility)
1.	Allotment of Supervisor	The committee will assist Convener, DPGC.	May assist HoD in allotment of Supervisor as per institute norms.	The HoD will send the list of students with the name of allotted Supervisor/Co-Supervisor to the Office of the Dean (Academic) as per the defined timeline for the same.
2.	Thesis Evaluation Committee	The committee will assist Convener, DPGC.	The constituted Thesis Evaluation Committee will be recommended to the Dean (Academic) for approval.	The HoD will constitute the thesis evaluation committee, in consultation with the DPGC, for all PG students of the department.
3.	Endorsement of all prescribed forms (PG1, PG2 etc.)	The committee will assist Convener, DPGC.	<ul style="list-style-type: none"> <li>Forwarding/recommending of all the applications of the PG Students by the Convener are mandatory.</li> </ul>	Forwarding/recommending of the applications, if required.
4.	Submission of Thesis Credit	The committee will assist Convener, DPGC.	<ul style="list-style-type: none"> <li>Responsible for collecting the thesis credits of all PG students from the Thesis Evaluation Committee and timely uploading of the same on the MIS.</li> <li>Submission of uploaded grades to the academic section for the record purpose.</li> </ul>	No Specific role.

**E. Specific matters related to the Undergraduate Students of the department:**

Sl. No.	Issues	DUGC (Role and Responsibility)	Convener, DUGC (Role and Responsibility)	Head of the Department (Role and Responsibility)
1.	Allotment of Project Guide	The committee will assist HoD.		The HoD, in consultation with the DUGC, will allot project guide to all concerned students.
2.	Evaluation of Project	<ul style="list-style-type: none"> <li>In case of multiple committees, the final marks will be normalized by the DUGC based on the average marks given by the individual committee, without</li> </ul>	Convener, DUGC will upload the marks and perform grading on MIS.	The project will be examined by the oral examination committees constituted by the HoD in consultation with the DUGC.

		<p>modification in the mark given by respective project guide.</p> <ul style="list-style-type: none"> <li>Grading criteria will be decided by the DUGC based on the normalized marks obtained by the students.</li> </ul>		
3.	Admission of Non-Degree Students	Applications should be considered in DUGC for the recommendation.	All application received to be verified by the Convener, DUGC.	The HoD will assign mentors to the student as per requirement.

**F. General Guidelines to be followed:**

1. It will be the responsibility of the Convener, DUGC to examine whether the request of the student is as per the existing rules and regulations prescribed in the Manuals or not. If s/he feels that accepting of the request of the student is necessary then it may be forwarded with appropriate comments/feedback to the authority/committee. At the time of forwarding any application of the student/scholar, the Convener, DUGC must provide her/his own observation/comment instead of writing the word **Forwarded/Recommended**.
2. Any academic related matters which are neither in line with the approved guidelines of the Senate nor as per the rules and regulations prescribed in the Manuals then Convener, DUGC will place the matter before the DUGC for the consideration. All such matters should be considered by the DUGC and recommendation to be sent to the office of the Dean (Academic)/SUGC.
3. For any policy matter of the department related to academics, then recommendation of the DUGC is mandatory, for which a meeting must be convened by the Convener. All academic policy matter will be considered by the DUGC before sending the recommendation to the office of the Dean (Academic)/ SUGC. If the approved policy matter is related to the academic issue of the department then HoD will do the needful for implementation.
4. Based on the recommendations of the DUGC, the decisions taken by the SUGC/Senate, the Convener will communicate to the HoD for implementation.
5. HoD will ensure proper record keeping (including all minutes the DUGC meeting) at the department level. This is specific to the policies related to the academic matters, where DUGC have made specific recommendation to the Dean (Academic)/SUGC/Senate.
6. All leave request of students/scholars should be forwarded by the Convener, DUGC.
7. All appeals of the terminated students/scholars should be recommended by the Convener, DUGC in consultation with the DUGC.

**1.2 Senate Under Graduate Committee (SUGC)**

Senate Undergraduate Committee (SUGC) is a standing committee of the Senate. All the academic matter related to the Undergraduate academic program comes under the purview of the SUGC.

### 1.2.1 Constitution of SUGC

- (a) The SUGC shall consist of the following:
  - (i) A Chairperson, who shall be nominated by the Senate from amongst its internal members;
  - (ii) Associate Dean (Academic - UG) - Vice Chairperson, ex-officio.
  - (iii) All Conveners of the DUGC of various departments;
  - (iv) Two nominees of the Senate.
  - (v) Four nominees of the Students Senate: Three from B.Tech. program, and one from Integrated M.Tech. program if any; provided that at least two nominees are girls.
  - (vi) Assistant Registrar (Academic - UG) / Deputy Registrar, who shall act as the Secretary.
- (b) The term of the Chairperson and the Senate members are two years from the date of their nomination. The term of the Senate members shall be co-terminus with that of her / his Senate membership. The term of the nominees of the Students Senate shall be a maximum of one year with effect from the date of their nomination. The membership shall stand terminated either on the completion of the term or the termination of the registration, whichever is earlier.
- (c) The SUGC shall be fully responsible to the Senate which has the statutory jurisdiction on all academic matters, including those which have been dealt with by the SUGC, subject to the conditions imposed by the Act / Statutes.

### 1.2.2 Functions of SUGC

Since the SUGC is a standing committee of the Senate, the SUGC works as a sub-committee of the Senate, based on the recommendations of the DUGC. All academic related issues of the UG programs are considered by the SUGC either for approval or sending the recommendations to the Senate for further consideration.

The jurisdiction and functions of the SUGC which are followed for governing the undergraduate academic programs of the Institute cited below:

- (i) All the academic policy matters of the department are to be considered by the SUGC before sending the recommendation to the Senate for its approval.
- (ii) To coordinate the functioning of Departmental Under Graduate Committee(s) (DUGCs) of different Departments;
- (iii) To review the academic curriculum of the UG Program and the courses prescribed in the course structure of the various Departments;
- (iv) Based on the recommendation of the DUGC, the SUGC considers and approves all the new courses except IC/DC course. If it is an IC/DC course then the SUGC will recommend it to the Senate for its approval.
- (v) Any modification, including addition/deletion of the approved courses in the course structure will be considered by the SUGC and recommendation will be sent to the Senate for approval.
- (vi) Any modifications in the existing approved courses or replacement of a course from the existing course structure will be considered by the SUGC either for approval or sending recommendation to the Senate for its approval.



- (vii) To assess the contact hours assigned to the various units of courses according to the course contents.
- (viii) To evaluate the academic performance of all the registered student at the end of every semester (including summer). After verification of the academic requirements of the final year students for obtaining the degree, the SUGC will send the recommendation to the Senate for awarding of the degree.
- (ix) To constitute Sub-Committees, as and when it will be necessary for looking after various issues to assist the SUGC for discharging its duties and responsibilities;
- (x) The SUGC will report, to the Senate, all those issues for which Senate is the approving authority. However, the Senate may review the decisions which are taken by the SUGC.

## ANNEXURE III

### Course Numbering System: Policies and Procedures

A Course Code (or course number) shall consist of **6 characters** containing **3 Alphabets** and **3 Numbers** as given below:

**Course Code =ABC LXX**

- ‘**AB**’: represents two-letter alphabetical code that reflects “Department” as per Table-1[AB].
- ‘**C**’: represents single letter alphabetical code for “Type of Course” as per Table-2[C]
- ‘**L**’: represents one-digit numeric code that indicates general level of difficulty of a course as defined in Table-3.
- ‘**XX**’: represents two-digit numeric code that represents a **sequential number** that reflect the serial number of “Type of course listed as Code-C (Table-2)” from first year to last year in the course structure and syllabus.

**Table-1 [AB]: List of two-letter alphabetical codes for individual Departments**

Serial No.	Departments	Department Code
1	Applied Geology	GL
2	Applied Geophysics	GP
3	Chemical Engineering	CH
4	Chemistry	CY
5	Civil Engineering	CE
6	Computer Science & Engineering	CS
7	Electrical Engineering	EE
8	Electronics Engineering	EC
9	Environmental Science and Engineering	ES
10	Fuel, Minerals and Metallurgical Engineering	FM
11	Humanities and Social Science	HS
12	Management Studies	MS
13	Mathematics and Computing	MC
14	Mechanical Engineering	ME
15	Mining Engineering	MN
16	Mining Machinery Engineering	MM
17	Petroleum Engineering	PE
18	Physics	PH
19	Physical Education /Co-curricular activities/ NSS/ NCC	CC
20	Centre for Innovation Incubation and Entrepreneurship	IE
21	Office of the Dean Student Welfare (DSW)	SW

**Table-2 [C]: List of single-letter alphabetical code for describing the nature of Course**

Serial No.	Type of Course	Code for Course Type
1	Institute Core	I
2	Department Core	C
3	Department Elective	D
4	Open Elective	O
5	Engineering Science Option (ESO) Elective	E

6	S/X course (Seminar, Field work, Summer/Winter Training, Co-curricular Activities)	S
7	Non-credit Course	N

**Note:** *Practical, Viva-voce etc. comes under Dept. Core*

**Table-3[L]: Represents one-digit numeric code that indicates its general level of difficulty for an Undergraduate (UG), postgraduate (PG) or a Ph.D. level course.**

Serial No.	Course level number	Course levels details
1	0	For Preparatory level/ Summer/Winter Training, Internship, and Co-curricular Activities etc.
2	1	Basic UG level: All introductory theory/practical courses for UG students, offered for first year students as Institute Core Course.
3	2	a) Institute core courses in 2 <sup>nd</sup> Year UG b) All Engineering Science Option (ESO) offered in 2 <sup>nd</sup> year UG c) All department core courses offered to 2 <sup>nd</sup> year UG.
4	3	a) All Department Core courses offered to 3 <sup>rd</sup> year UG. b) All Department elective courses offered to 3 <sup>rd</sup> year UG
5	4	a) All Department Core courses offered to 4 <sup>th</sup> year UG. b) All Department elective courses offered to 4 <sup>th</sup> year UG
6	5	PG & Ph.D. level a) All <i>Dept. core courses</i> offered to Ph.D. & PG programs b) All <i>open elective</i> courses offered to Ph.D. & PG programs c) All Department <i>electives</i> offered to Ph.D. & PG programs
7	6	Advanced/basic level Online Course/Self Study Course or Open Course or MOOC (massive open online course).

**Note:**

- Codes 1 to 4 are reserved for UG courses. Thus, 100-199, 200-299, 300-399 and 400 - 499 series courses are UG courses.
- For integrated M.Tech., Dual Degree programs, the first 4 years will be considered as UG and 5<sup>th</sup> year will be treated as PG course.
- Codes 5 is reserved for PG and Ph.D. courses. Thus, 500-599 series courses are PG and Ph.D. courses.
- Code 6 is reserved for online courses. Thus, 600-699 series courses are online courses.

**ANNEXURE IV**

**List of Courses for Minor in Product Development Internship (PDI)**

Sl. No.	Course Code	Name of the course	L-T-P
<b>SERIES - I</b>			
1.	IEN601	Smart Manufacturing-1	0-0-9
2.	IEN602	Robotic Technology-1	0-0-9
3.	IEN603	Electronics and IoT-1	0-0-9
4.	IEN604	Data and Software Technology-1	0-0-9
5.	IEN605	Animation and Game Design-1	0-0-9
6.	IEN606	Electric Mobility-1	0-0-9
7.	IEN607	Finance Technology-1	0-0-9
8.	IEN608	Aeronautics and Space Technology-1	0-0-9
<b>SERIES - II</b>			
1.	IEN609	Smart Manufacturing-2	0-0-9
2.	IEN610	Robotic Technology-2	0-0-9
3.	IEN611	Electronics and IoT-2	0-0-9
4.	IEN612	Data and Software Technology -2	0-0-9
5.	IEN613	Animation and Game Design-2	0-0-9
6.	IEN614	Electric Mobility -2	0-0-9
7.	IEN615	Finance Technology-2	0-0-9
8.	IEN616	Aeronautics and Space Technology-2	0-0-9
<b>SERIES - III</b>			
1.	IEN617	Smart Manufacturing-3	0-0-9
2.	IEN618	Robotic Technology-3	0-0-9
3.	IEN619	Electronics and IoT-3	0-0-9
4.	IEN620	Data and Software Technology -3	0-0-9
5.	IEN621	Animation and Game Design-3	0-0-9
6.	IEN622	Electric Mobility -3	0-0-9
7.	IEN623	Finance Technology-3	0-0-9
8.	IEN624	Aeronautics and Space Technology-3	0-0-9

## ANNEXURE V

### Guidelines for conducting examinations of PwD/DA students

1. The PwD students with benchmark disabilities, as per the RPwD Act 2016, who are eligible for availing the facility of Scribe / Reader/ Lab Assistant as per the conditions laid out in point 2 given below, will be provided a compensatory time of 20 minutes for each hour of examination whether they use the facility of scribe or not. However, all eligible PwD students who wish to avail the benefit of compensatory time will have to submit their application in Form A18 to the Office of Dean (Academic) within 10 days of physically joining the Institute. In case the duration of examination is less than an hour, the compensatory time will be given on pro rata basis. The compensatory time should not be less than 5 minutes in any case and should increase in the multiples of 5 after the initial 5 minutes.
2. The facility of Scribe / Reader/ Lab Assistant will be provided to any PwD student with benchmark disability who has limitation in writing including that of speed if so desired by him / her subject to fulfilment of the following conditions:
  - (a) Such students will submit an application in Form A18 to the Office of Dean (Academic) within 10 days of physically joining the Institute. A copy of a valid PwD certificate issued by the competent authority will also be required to be attached with the application of the student.
  - (b) In case of PwD students with benchmark disabilities **other than** those in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, a duly filled **Appendix-I** (enclosed) signed by Chief Medical Officer / Civil Surgeon/ Medical Superintendent of a Government health care institution will also be required to be submitted along with the application of the student.
  - (c) In case of PwD students with benchmark disability in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, there is **no need to submit** Appendix-I.
  - (d) In case a PwD student is allowed to have the facility of the Scribe / Reader/ Lab Assistant, the student will be given an option to choose a Scribe / Reader/ Lab Assistant from the approved list of Scribes / Readers/ Lab Assistants provided by the Institute. A panel of such Scribes / Readers/ Lab Assistants will be prepared by the Institute with the help of the HoDs. The student will be allowed to meet the scribe two days before the examination or earlier to check his/her suitability, if required, in a meeting scheduled in the Institute. A suitable date and time will be intimated to the PwD students by the Institute in advance for attending such meetings. All such meetings will be conducted in working hours in the presence of Institute staff.
  - (e) The qualification of the Scribe / Reader/ Lab Assistant to be taken help of should not be more than the level (UG / PG / Ph.D) of the examination for which the PwD student is appearing. However, the qualification of the Scribe / Reader/ Lab Assistant will always be matriculation or above.
  - (f) The PwD student may take the help of different scribes for different courses. However, only one scribe may be allowed per course.
  - (g) In case the chosen Scribe / Reader/ Lab Assistant does not turn up at the scheduled time after prior confirmation, or cancels his visit with prior intimation on short notice, the Institute may assign the available Scribe / Reader/ Lab Assistant from the panel to the affected student.
  - (h) The Scribe / Reader/ Lab Assistant whose help is taken by the student may be paid a suitable amount as honorarium by the Institute (Rs.500/- per examination or as decided by the competent authority). No separate TA/DA will be paid to such Scribe / Reader/ Lab Assistant.

- (i) The examination may be video recorded by the Institute in case the use of Scribe / Reader/ Lab Assistant is allowed. The CCTV footage/ video recording may be kept for up to a period of 1 month after the declaration of semester result.
3. Persons with benchmark disabilities will be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or by recording the answers. The option will be required to chosen at the time of filling the form [**Form A18 is applicable**].
  4. In case the persons with benchmark disabilities are allowed to take examination on computer system, they may be allowed to check the computer system one day or more in advance, if required. On prior request, use of enabling accessories such as special keyboard, customized mouse etc. may be allowed for computer based examinations. A request needs to be made in this regard at the time of filling the form [**Form A18 is applicable**].
  5. The disability certificate issued by the competent medical authority at any place in India will be accepted. However, the Institute may, if there is a need, get the claim of disability examined by the medical board at health center of the Institute.
  6. PwD students may be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, braille measuring tape and augmentative communication devices like communication chart and electronic devices used for the purpose, on prior request. A request needs to be made in this regard at the time of filling the form [**Form A18 is applicable**].
  7. The seating arrangement (preferably on ground floor) of PwD students will be made prior to the commencement of Mid-Semester/ End-Semester Examinations to avoid confusion and distraction during the day of the examination. The time of giving the question papers will be marked accurately in case of PwD students and a timely supply of supplementary papers will also be ensured to such students.
  8. As far as possible, the Institute will provide the reading material in Braille or E-Text or on computers having suitable screen reading software for open book examinations. Similarly, online examinations will be in accessible format i.e. webpage, question papers and all other study material should be accessible as per the international standards laid down in this regard.
  9. Alternative objective questions in lieu of descriptive questions will be provided for Hearing-Impaired students. Moreover, alternative questions in lieu of questions requiring visual inputs will be provided for students with Visual Impairment.
  10. Based on the documents and information submitted by the PwD students in Form A18, their requests can be accepted fully, partially or may also be rejected. The decision of the Institute will be communicated to the concerned students on their email id provided by the Institute.

The above mentioned Appendix-I and Form A18 are attached, herewith.

**CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO  
WRITE**

This is to certify that, I have examined Mr / Ms / Mrs \_\_\_\_\_  
\_\_\_\_\_ (name of the PwD student), a person with \_\_\_\_\_  
\_\_\_\_\_ (nature and percentage of disability as mentioned in the  
certificate of disability), S/o/D/o \_\_\_\_\_,  
a resident of \_\_\_\_\_  
(Village / District / State) and state that he/she has physical limitation which hampers his / her  
writing capabilities owing to his / her disability.

Signature

Chief Medical Officer / Civil Surgeon / Medical Superintendent of a  
Government Hospital / Health Care Institution  
Name & Designation  
Name of Govt. Hospital / Health Care Centre with Stamp

Place:  
Date:

**Note:**

Certificate should be given by a specialist of the relevant stream / disability (eg. For Visual Impairment – Ophthalmologist, For Locomotor disability – Orthopaedic / Physical Medicine and Rehabilitation (PM&R) Specialist etc.)



**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD  
OFFICE OF THE DEAN (ACADEMIC)**

**FORM FOR ADDITIONAL FACILITIES IN EXAMINATIONS  
(APPLICABLE ONLY FOR PWD STUDENTS)**

1.	Name of Student			
2.	Admission No.		Program	
3.	Department		Branch (if any)	
4.	Institute Email ID			
5.	Contact Number			
6.	Nature of disability (as per RPwD Act 2016)			

*(Also attach a copy of the valid PwD certificate with this form)*

Sl. No.	Facilities Requested for Examination	Yes (Please √)	No (Please √)	Remarks (In case the request is accepted)
1.	Extra Time as applicable			
2.	Scribe for Examinations			To be provided by the Institute
3.	Lab Assistant for Examinations			To be provided by the Institute
4.	Reader for Examinations			To be provided by the Institute
5.	Choice of Mode for taking Exam –			
	(a) In Braille			To be provided by the Institute
	(b) On Computer with screen reading software			To be provided by the Institute
	(c) In large print			To be provided by the Institute
	(d) By recording answers			To be provided by the Institute
	(e) Use of E- Text			To be provided by the Institute
6.	To Check the Computer system one day or before the Examination			
7.	Use of Enabling Accessories such as –			
	(a) Special keyboard			To be arranged by the student
	(b) Customized Mouse			To be arranged by the student
	(c) Others, please specify –			To be arranged by the student
8.	Use of Assistive Devices like -			
	(a) Talking Calculator (if allowed)			To be arranged by the student
	(b) Tailor frame			To be arranged by the student
	(c) Braille slate			To be arranged by the student
	(d) Abacus			To be arranged by the student
	(e) Geometry Kit			To be arranged by the student



	(f) Braille measuring Tape			To be arranged by the student
	(g) Augmentative Device like Communication Chart			To be arranged by the student
	(h) Any other Augmentative Electronic Device (please specify)			To be arranged by the student

I understand and agree that in case the services of a scribe / lab assistant or a reader are provided to me, or in case I am allowed the use of assistive devices, the examination may be video recorded by the Institute.

Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

.....

**FOR OFFICE USE ONLY**

<p><b>Verification:</b> The student satisfies;</p> <p>➤ the necessary requirements      <b>YES</b> <input type="checkbox"/> / <b>NO</b> <input type="checkbox"/></p> <p>➤ the PwD eligibility criteria      <b>YES</b> <input type="checkbox"/> / <b>NO</b> <input type="checkbox"/></p> <p><b>Observations, if any:</b></p> <p>_____</p> <p>_____</p> <p>Date: _____</p> <p style="text-align: right;">_____ Signature of Dealing Assistant</p>	<p>Permission for <b>facilities</b> listed in the form may be</p> <p><b>Granted</b> <input type="checkbox"/> / <b>May Not be Granted</b> <input type="checkbox"/></p> <p><b>(Except for facilities mentioned at) Remarks, if any:</b></p> <p>_____</p> <p>_____</p> <p>Date: _____</p> <p style="text-align: right;">_____ Signature of Dealing Assistant</p>
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**Approved by**

Dean (Academic)

Date