



PG Manual

1. Introduction

1.1 Background

IIT Bhilai offers a semester-oriented undergraduate, postgraduate and research programs with an objective of imparting best quality science and engineering education. The campus of IIT Bhilai is spread over 450 acres of land and is equipped with state-of-the-art infrastructure, including modern classrooms, labs, and research facilities.

The institute has a strong focus on research and innovation, and its faculty and students are involved in cutting-edge research in various fields of engineering and science. IIT Bhilai has collaborations with various industries and research institutions, which provide students with opportunities to work on real-world problems and gain hands-on experience. The institute has a vibrant campus life, with a range of extracurricular activities, including sports, cultural events, and clubs and societies that cater to various interests.

1.2 Disciplines

Discipline is an academic unit offering two or more programs (undergraduate &/or postgraduate programs). The names of disciplines, associated department(s) and their discipline codes are given in Table 1.

Table 1: Academic Disciplines

S. No	Discipline	Associated with department(s) of	Discipline code
1	❖ Bioscience and Biomedical Engineering ❖ Bioengineering	Bioscience and Biomedical Engineering	BM
2	Chemistry	Chemistry	CY
3	Computer Science and Engineering	Computer Science and Engineering	CS
4	Data Science and Artificial Intelligence	Computer Science and Engineering	DS
5	Electric Vehicle Technology	Electrical Engineering	EV

6	<ul style="list-style-type: none"> ❖ Electrical Engineering ❖ Power Systems and Power Electronics ❖ Control and Instrumentation 	Electrical Engineering	EE
7	Electronics and Communication Engineering	Electronics and Communication Engineering	EC
8	Liberal Arts	Liberal Arts	LA
9	Materials Science and Metallurgical Engineering	Materials Science and Metallurgical Engineering	MM
10	<ul style="list-style-type: none"> ❖ Mathematics ❖ Mathematics and Computing 	Mathematics	MA
11	<ul style="list-style-type: none"> Mechanical Engineering ❖ Design and Manufacturing ❖ Thermal and Fluids Engineering 	Mechanical Engineering	ME
12	Mechatronics Engineering	Mechatronics Engineering	MT
13	Physics	Physics	PH

The admissions are carried out in Bachelor of Technology (BTech) program, Master of Science (MSc) program, Master of Technology (MTech) program and Doctor of Philosophy (PhD) program. A student of an MSc or MTech program shall be eligible for conversion to the MSc/MTech-PhD dual degree program. If the conversion is permitted by the Institute, the student shall get PhD degree as well as MTech or MSc degree after successful completion of program requirements. A student of BTech program whose program is converted to MTech program will also be eligible for conversion to PhD program. However, such student shall get two degrees only i.e. BTech and PhD.

1.4 Admission Procedure

Admission to MSc program in all disciplines offered by the Institute shall be made through Joint Admission Test for MSc (JAM). The admission shall be made in the Monsoon semester of each academic year. Admission to MTech and PhD programs in all disciplines offered by the Institute will normally be made in the Monsoon Semester of each academic year. Institute may also offer admission to such programs in the Winter Semesters. Each department offering such admissions will declare the admission procedure as per the academic calendar.

1.5 Roll Number Scheme

A candidate upon his acceptance of the admission offer to any of the program offered by the institute shall be assigned with a roll number. All registered students shall be issued with an ID card with same roll number. The unique ID number shall be 8 digits wide with the following structure.

D1	D2	D3	D4	D5	D6	D7	D8
Denotes program type	Year of admission in YY format		Denotes code of the Discipline		Serial no starting from 001		

Various fields of the ID number are described below.

- i. Digit **D1** represents the program in which student is enrolled as per the following encoding.

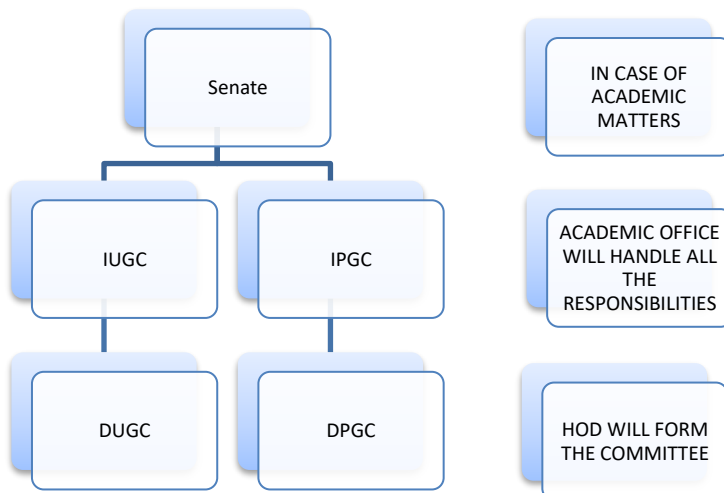
Code	Program
B	BTech
M	MTech
P	PhD
S	MSc

- ii. Digits D2 and D3 denote the year of admission for students in YY format.
- iii. Digits D4 and D5 denote the code of the discipline to which the student is admitted e.g. ME- Mechanical Engineering, CS- Computer Science and Engineering, etc.
- iv. Digits **D6** to **D8** shall be the serial number assigned to each student starting from 001 in each group.

ID card shall be reissued with revised coding for students who are recommended for discipline change and program conversion.

2. Academic administrative structure

2.1 Postgraduate committee (*Academic Advising /faculty advisor for specialization in the field (new proposal, representative for each specialization)*)



Senate: The Senate shall act as the highest authority to decide in all such matters related to academic activities. The Director of the institute shall be the ex-officio chairperson of the Senate.

Institute Post-Graduate Committee (IPGC): IPGC shall be responsible for dealing with the issues related to the PG program. The chairman of IPGC is appointed by the chairman of the Senate.

Department Post-Graduate Committee (DPGC): DPGC shall look after the activities related to the PG program of the department. The Head of the Department shall appoint the committee. The committee shall be composed of a minimum of two faculty members from the department and at least one PG student representative (invited member) from the department nominated by CoSA. One of the faculty members shall be appointed as convenor of the committee by the Head of the department. Convenor-DPGCs shall be members of IPGC.

3. Academic Programs

3.1 Postgraduate programs, MSc, MTech, PhD, dual degree and conversion (part-time full-time, regular, sponsored, external)

Program	Offered in Discipline	Offered by department(s)
Master of Science (MSc)	Chemistry	Chemistry
	Mathematics and Computing	Mathematics
	Physics	Physics
Master of Technology (MTech)	Bioengineering	Bioscience and Biomedical Engineering
	Computer Science and Engineering	Computer Science and Engineering
	Data Science and Artificial Intelligence	
	Control and Instrumentation	Electrical Engineering
	Power Systems and Power Electronics	
	Electric Vehicle Technology	
	Electronics & Communication Engineering	Electronics & Communication Engineering
	Materials Science and Metallurgical Engineering	Materials Science and Metallurgical Engineering
	Design and Manufacturing	Mechanical Engineering
	Thermal and Fluids Engineering	
Mechatronics Engineering	Mechatronics Engineering	
Doctor of Philosophy (PhD)	Bioscience and Biomedical Engineering	Bioscience and Biomedical Engineering
	Chemistry	Chemistry
	Computer Science and Engineering	Computer Science and Engineering
	Data Science and Artificial Intelligence	
	Electrical Engineering	Electrical Engineering
	Electric Vehicle Technology	
	Electronics & Communication Engineering	Electronics & Communication Engineering
	Liberal Arts	Liberal Arts
Materials Science and Metallurgical	Materials Science and Metallurgical	

	Engineering	Engineering
	Mathematics	Mathematics
	Mechanical Engineering	Mechanical Engineering
	Mechatronics Engineering	Mechatronics Engineering
	Physics	Physics

3.2 Min. Duration (in terms of credits), Max. Duration and Acad. Requirements

Program	Credits
MSc	72
MTech	54
PhD (Engineering discipline)	72 (Students with a PG degree in Engineering)
	84 (Students with a UG degree Engineering or PG in Science)
PhD (Science or Liberal Arts discipline)	72

MSc Program-

The MSc program offered at IIT Bhilai is a fully residential program with a nominal duration of 2 years (i.e., four semesters). Accordingly, the minimum credit requirements for students in various categories of courses to become eligible for the award of an MSc Degree from IIT Bhilai is as follows.

Course Category	Credits
Program core (PC) courses	33 to 48
Program elective (PE) courses	3 to 15
Project/Program elective (PE)/Open elective (OE) courses	0 to 18
Thesis	0 to 24
Minimum Credit Requirement	72

Credit requirements for various categories of courses can be different for different MSc programs. Program-specific requirements can be found in the Course of Study booklet.

MTech Program-

The MTech program at IIT Bhilai had a nominal duration of two years (i.e., four regular semesters) with a minimum residential requirement of two regular semesters. The minimum credit requirements for students in various categories of courses for the award of an MTech Degree from IIT Bhilai is provided in the following table.

Course Category	Credits
Program core (PC) courses	12 to 15
Program elective (PE) courses	9 to 12
Project/Program elective (PE)/Open elective (OE) courses	0 to 3
Thesis/ Project/Program elective (PE)/Open elective (OE) courses	3 to 9
Thesis	24
Minimum Credit Requirement	54

Credit requirements for various categories of courses can be different for different MTech programs. Program-specific requirements can be found in the Course of Study booklet.

PhD Program-

Candidates are admitted to PhD program in IIT Bhilai either after completion of Undergraduate (UG) or Postgraduate (PG) program subject to fulfilling the other eligibility criteria defined by the Institute. The minimum credit requirements for students in various categories of courses for the award of PhD Degree from IIT Bhilai is provided in the following tables:

PhD (Engineering discipline)-

Course Category	Minimum Credits (Students with PG degree in Engineering)	Minimum Credits (Students with UG degree in Engineering or PG in Science)
Program elective (PE) courses	-	12
Project/Program elective (PE)/Open elective (OE) courses	12	12
Thesis/ Project/Program elective (PE)/Open elective (OE) courses	06	06
Thesis	54	54
Minimum Credit Requirement	72	84

PhD (Science or Liberal Arts discipline)

Course Category	Minimum Credits (Students with PG degree in Science/LA or UG/PG in Engineering)
Project/Program elective (PE)/Open elective (OE) courses	12
Thesis	60
Minimum Credit Requirement	72

Credit requirements for various categories of courses can be different for different PhD programs. Program-specific requirements can be found in the Course of Study booklet.

Application categories for PhD admission: Applicants meeting the eligibility criteria may apply for admission to the PhD program under any of the following categories.

- A. Institute Fellowship
- B. Sponsored full-time.
- C. Sponsored part-time.
- D. External full-time.
- E. External part-time.
- F. Project Staff

A. Institute Fellowship: Applicant applying under this category has to be a full-time scholar at IIT Bhilai and needs to be present on the campus for the duration of PhD program as per the rules of IIT Bhilai. A student enrolled in this category (i.e., category A) receives the Institute Fellowship as per the norms defined by the Ministry of Education, Govt. of India.

- B. Sponsored full-time:** An applicant who is either an awardee of a research fellowship from some recognized funding agency (CSIR/ UGC/ NBHM/ DBT/ ICAR/ ICMR/ ICPR etc. or DST INSPIRE Fellowship) or is sponsored by his/her employer for the duration of PhD tenure may apply under this category. A sponsored full-time student needs to be present on the campus for the entire duration of PhD and be involved in full-time research as per the rules of IIT Bhilai. A certificate/declaration of sponsorship from the sponsoring body must be submitted by the applicant at the time of applying for admission. In case the applicant is employed by an organization, he/she shall submit an undertaking of the employer endorsing that he/she shall be relieved for staying on the campus for the nominal duration of the program.
- C. Sponsored part-time:** Professionally employed personnel (with minimum of 2 years of experience in the same organization) such as working engineers, scientists, and teachers who can, while employed, attend regular classes as per the schedule of IIT Bhilai may apply for admission to PhD program under the sponsored part-time category. The applicant must be an employee of a recognized organization and be engaged in professional work in the relevant area. The organization must be situated within the close proximity of 75 Km radius of IIT Bhilai. The student must be available in person on a regular basis for discussion/meeting with the supervisor. The applicant shall give an undertaking at the time of application duly endorsed by the employer (No Objection Certificate) that he/she will be relieved for the course work.
- D. External full-time:** An applicant working in a reputed and recognized industry / academic establishment/research laboratory (Outside of IIT Bhilai) having R&D facilities for a period of minimum of 2 years may apply under this category. An external full-time student needs to be involved in full-time research at the organization employing the student. Such a student is expected to carry out all/major part of the research work in the organization employing the student. The employer must explicitly undertake to relieve the applicant for staying on the campus to complete the required coursework. A certificate (No Objection Certificate) to that effect from the sponsoring organization must be provided by the applicant at the time of applying for admission. The applicant shall provide the CV of the prospective supervisor(s) who would supervise the applicant's work at his/her organization. Students shall have a supervisor (see the guidelines) from his/her parent organization and a co-supervisor from IIT Bhilai.
- E. External part-time:** An applicant working in a reputed and recognized industry / academic establishment / research laboratories having R&D facilities for a period of minimum of 2 years may apply for admission to PhD programs under this category. An external part-time student may be involved in his/her regular job assignments along with the research for PhD. Such a student is expected to carry out all/major part of the research work in the organization employing the student. The employer must explicitly undertake to relieve the applicant for staying on the campus to complete the required course work. A certificate (No Objection Certificate) to that effect from the sponsoring organization must be provided by the applicant at the time of applying for admission. Student shall have a supervisor (see the guidelines) from IIT Bhilai and a co-supervisor from his/her parent organization. The applicant shall provide the CV of the prospective co-supervisor(s) who would supervise the applicant's work at his/her organization.
- F. Project Staff:** Only candidates working on an externally funded project at IIT Bhilai shall be eligible for this category. Also, the remaining duration of the project at the time of admission should be at least one year. They should submit a No Objection Certificate from the Dean-

R&D, IIT Bhilai, along with the application. The application without a No Objection Certificate will NOT be considered. They shall be treated as part-time students. However, they can convert their program category to full-time during their program with the permission of their thesis supervisor/Pis/DPGC if their thesis work is aligned with the objectives of the externally funded research project. Applicant applying under the project staff category DOES NOT receive institute fellowship.

4. Academic regulations

4.1 Extension of Programme

- a) No student who has completed the prescribed maximum duration (MTech and MSc 6 semesters; for PhD 15 semesters) in the program shall be allowed to register in the subsequent semesters unless he/she has been granted an extension of the program by the Senate on the recommendations of the DPGC and the IPGC.
- b) A student may apply for an extension to the Chairman Senate through the proper channel in the last semester according to the maximum duration of his/her programme, not later than the last instructional day.
- c) If a student fails to apply for an extension as per clause 6.1. (b), his/her program will be auto-terminated from the last day of the grades submission. However, the student may appeal to the Chairman Senate for the reinstatement of his/her programme within 15 days from the last day of the grades submission of that semester.
- d) PhD students who have submitted their theses and are waiting for their defense will be treated automatically as registered unless they apply for leave.

4.2 Advance Standing

- a) On the recommendation of the DPGC and approval of the IPGC, a student admitted to a postgraduate program after partial completion of such or a similar program elsewhere may be granted an exemption up to 50 percent of the minimum course credits requirements of IIT Bhilai.
- b) A PhD student who has completed the two-year MSc/M. Tech program at IIT Bhilai can transfer their PG course credits (*level 5 & above*) earned during the MSc/M.Tech program, towards the fulfillment of his/her course requirement for the PhD program on the recommendation of the DPGC and approval of the IPGC, provided these credits were in excess of the minimum requirement for earning the MSc/MTech degree.

4.3 Credits, Grades, Semester, and Cumulative Performance Index

- a) In each course a student is registered, he/she earns certain approved credits and is awarded a letter grade indicating his/her overall performance in that course. There are ten letter grades: A+, A, A-, B, B-, C, C-, D, FS, F, S, X and I. The correspondence between grades and points (on a 10-point scale)/rating is given below: A+: 10 (outstanding); A: 10; A-: 9; B: 8; B-: 7; C: 6; C-: 5; D: 4;; FS: 0; F: 0; S: Satisfactory; X: Unsatisfactory; I: Incomplete.
- b) The thesis and candidacy for the PhD students shall be graded as satisfactory (S) or

unsatisfactory (X). MTech and MSc thesis shall be graded from the letter A, B, C, and F as mentioned in 6.3 (a).

- c) The PhD thesis grades shall be given by the thesis supervisor (s) at the end of each semester. MTech and MSc thesis grades shall be given by the departmental committee.
- d) All students shall appear in all examinations (including the mid-semester and end-semester examinations). Failure to appear in any examination will cause 0 (zero) marks to be awarded in that examination and the grading to be carried out accordingly. A student who fails to appear in any written examination (mid-semester or end-semester examination) due to genuine medical or unavoidable reasons may be permitted by the course instructor to take make-up examination subject to certification by the Institute doctor on the severity of the medical condition. The student should make a request for this purpose supported by all documents. Such a request shall reach the course instructor within two days of last date of mid-semester examination or end-semester examination (whichever exam is missed by the student). In exceptional circumstances, course instructors may also allow students to appear in the make-up examination to provide them with an additional chance to improve their performance. Students who are permitted to appear in the make-up examination shall be awarded FS grade. If the student fails to appear in the make-up examination as per the academic calendar, the FS grade is converted to regular grade. The make-up examination shall be used to substitute the marks of the examination missed by the student and the grading shall be carried out by the instructor as per the regular class grading.
- e) If a student does not complete all the requirements for a course for a genuine reason, the instructor may award a grade I (Incomplete). An I grade must be converted by the instructor to a regular letter grade by the last date for such conversion specified in the Academic Calendar, failing which it is automatically converted to an F grade.
- f) A student getting an 'F' grade in a course must either repeat it or substitute it, depending upon the nature of the course (core or elective), by another course as suggested by DPGC/Thesis Supervisor.
- g) A student getting a grade less than or equal to C in a course (excluding thesis course) may be allowed to repeat it or substitute it with another course, depending upon the nature of the course (core or elective), by another course as suggested by DPGC/Thesis Supervisor, provided that:
 - i. his/her CGPA is less than the prescribed minimum, and the student is allowed to continue in the program (**as mentioned in the table 12.1**) or the repetition/substitution is for a maximum of one course in the program such that it does not lead to any increase in the semester load.
 - ii. In case a course is repeated or substituted, the old grade will also appear on the transcript, although it will not be taken into account while computing the CGPA/SGPA.
- h) If a student is on leave for a part of the semester or submits his/her thesis in the middle of a semester, the IPGC may reduce his/her thesis/ project credits appropriately.
- i) Computation of the SGPA and CGPA: The SGPA is an indicator of the overall

academic performance of a student in all the courses he/she has registered during a given semester. It is computed as follows: If the grades awarded to a student are G1, G2 etc in courses with corresponding credits C1, C2 etc, the SGPA is given by $SGPA = (C1 G1 + C2 G2 + \dots) / (C1 + C2 + \dots)$.

- j) In the above computation, courses with S and X grades are ignored.

4.4 Exit from PG programs:

- a) A PhD student may exit from the programme with an appropriate degree/diploma as per the institute policy enforced, provided:
- i. a request to this effect is made not before the student has completed two-and-half years (excluding the period of sanctioned leave, if any) in the programme.
 - ii. the request is approved by the Senate on the recommendations of DPGC and IPGC.
- b) A postgraduate student may withdraw anytime from his/her academic programme, provided he/she makes a written request to this effect, and his/her request is endorsed by DPGC and approved by IPGC.

4.5 Policy for registering/ award of grades for NPTEL/ SWAYAM/MOOCs etc.

- a) It is proposed that maximum of **06 credits** (equivalent of two full semester course credits, against 3 credits of PE and 3 credit of OE, incase any department doesn't have the provision of OE may opt for 6 credit PE on approval of IPGC) of course may be earned through online courses offered/available at NPTEL/ SWAYAM/MOOCs and courses offered at other IITs and academic institutions similar in repute to IITs in India and abroad provided:
- b) the prior approval from Chairman IPGC has to be taken for registering a course through online mode.
- i. PG Student(s) who wish to credit a course through online mode shall make a request in the standard format to the convenor DPGC of the respective department.
 - ii. Convenor DPGC, in consultation with the DCRC, shall assess/evaluate the proposed course content, its credit as per the IIT Bhilai norm, its usefulness for the student, and the non-availability of similar courses in the institute. Upon the positive feedback/recommendation of DCRC, Convenor-DPGC shall forward this course approval of Chairman IPGC. After approval only, a student is allowed to register for the online course.
 - iii. In case of large number of proposed online courses, DCRC may recommend to limit the number of courses to be adopted through online mode.
 - iv. Online courses can only earn the credits against the department elective (PE/OE) courses.
 - v. Course performance evaluation must be done by the department as per the institute norms (see policy document).
 - vi. No core course credits and thesis credits in any circumstances shall be allowed

to earn through online mode.

- 4.6 Compensatory time to PwD students: Compensatory time not less than 20 minutes per hour of the examination should be allowed for persons with specified disabilities covered under the definition of Section 2(s) of the Rpwd Act, 2016 but not covered under the definition of section 2(r) of the said Act i.e. persons having less than 40% disability and having difficulty in writing. In case the duration of the examination is less than an hour, then the duration of the compensatory time should be allowed on pro-rata basis. Compensatory time should not be less than 5 minutes and should be in the multiple of 5.
- 4.7 Audit courses: A student has the option of auditing upto 3 credits in a semester with consent from the course instructor(s). Grades obtained in audit courses are not counted for computing SGPA/CGPA although the grade earned by the student is reflected in the grade card or transcript. However, a pass grade (other than F grade) is essential for completing an audit course.
- 4.8 Exchange Semester (exchange programme) in another Institution: Students may be allowed for one semester exchange program in other institute subject to fulfillment of program requirement and approval of the Chairman Senate.

5. Academic Year and Semesters

The academic session of the Institute is divided into two parts: two regular semesters: Monsoon and Winter. The Monsoon semester will normally commence in the last week of July every year, and the Winter in the last week of December. Summer semester is an optional semester for MSc students to clear their backlogs.

6. Academic Calendar

The Office of Academic Affairs shall release the academic calendar mentioning the academic activities of the institute well in advance of the start of the academic year.

7. Change of Program or Nature of Program

Change of Registration from MTech/MSc Programme to PhD Programme: A MTech/MSc student can be allowed to convert his/ her program to dual degree MTech/Msc- PhD as per the institute norms. A detailed policy in this regard shall be formulated in due course of time.

8. Registration

- 1.1 Late Registration
- 1.2 Summer Registration (conditional)
- 1.3 Adding/Dropping of Courses
- 1.4 Change of Registration from Part-Time to Full-Time or *vice-versa (as per the enforced institute policy)*
- 1.5 Concurrent registration of any PG degree at another not allowed etc

9. Residential Requirements

The Institute is essentially a residential one and every student shall reside in the assigned accommodation within the Institute unless otherwise exempted/permitted. The Institute shall provide bachelor's accommodation to all the students. Residents are expected to follow the rules of accommodation in their respective residences.

9.1 Attendance

- iii. Attendance in all classes is compulsory and it is the responsibility of the student to maintain the attendance. Students must also fulfill their assigned duties in the institute.
- iv. Students may take leave by applying through faculty member in-charge of those courses/labs where the student is assigned the responsibility to assist in teaching/labs management, supervisor and DPGC convener. The leave shall be approved as per the rules by the DPGC convener after permissions are given by all stakeholders.
- v. If a student plans to leave the campus, he/she must also provide an address during the leave.
- vi. Before proceeding on medical leave, the institute doctor and DPGC conveners must be informed. Before rejoining the institute, the student should obtain a fitness certificate from the institute doctor and submit it to DPGC conveners.
- vii. Postgraduate students shall be required to mark their attendance daily (twice) in their respective departments or designated places by the Institute.

10. Leave of Absence

10.1 Leave rules

- i. Normally the leave shall be discouraged for those students doing the course work during the semester.
- ii. Postgraduate students who are entitled to vacation leave/casual leave as per the rules, shall be required to take appropriate leave prior to leaving the campus.
- iii. No student shall be allowed more than 9 days of absence from the Institute (including prefix or suffix of the Institute holidays) if part of the duration of absence falls outside of inter-semester or intra-semester break.
- iv. A PhD student who has submitted the thesis and is waiting for defense shall be permitted to go on leave and stay off-campus if he/she so desires.

10.2 Vacation Leave and Casual Leave (Applicable for MTech and PhD students only): Sanctioned or approved by DPGC

10.2.1 A postgraduate student may take a maximum of 30 days of vacation leave in an academic year (including summer-winter break and mid-semester breaks). Leave not availed in one academic year may be carried over to the next academic year up to a maximum of 15 days. However, a student cannot take more than 30 days of continuous leave during the vacations.

- 10.2.2 In addition, a student may be allowed casual leave for up to 8 days for an academic year. The casual leave cannot be carried over.
- 10.2.3 There will be no loss of financial assistantship for students going on personal or casual leave.
- 10.2.4 Weekends or gazetted holidays falling within the period of the leave will be counted if vacation leave is utilized but will not be counted in case of casual leave. Suppose if a student applies for vacation leave from Friday to Monday, then Saturday and Sunday will be counted in the leave period, i.e., a total of four days will be counted as leave. However, if a student applies for casual leave from Friday to Monday, then Saturday and Sunday will not be counted in the leave period, i.e., a total of two days will be counted as leave.
- 10.3 Medical Leave and certificate: Sanctioned or approved by HoD/DPGC
- 10.3.1 Leave on medical ground, duly supported by a medical certificate, may be granted in lieu of the vacation leave.
- 10.3.2 If a student falls ill while on the IIT Bhilai campus, the medical certificate must be obtained from the Institute's medical officer/doctor. If the student falls ill outside the campus while on sanctioned leave, the medical certificate must be obtained from a registered medical practitioner.
- 10.4 Maternity/Paternity Leave: Approved by chairman senate with recommendation of chairman IPGC. It would be adopted and implemented for the students of IIT Bhilai as per the GOI norms for employees.
- 10.5 Semester Leave/Term Leave: Approved by chairman senate with recommendation of chairman IPGC.
- 10.5.1 Semester leave for up to a maximum of two semesters for MTech and PhD students may be sanctioned for bonafide reasons. Except for medical reasons, such leave would not normally be sanctioned before a student has completed his/her minimum total credit requirements and in no case before the student has spent two semesters in the programme. However, on medical considerations such leave may be sanctioned after his/her stay of one semester. Leave for more than one semester /term at a time will not be granted.
- 10.6 Absence without Sanctioned Leave Absence without sanctioned leave may result in the termination of the student's program. Absence without sanctioned leave may also entail loss of financial assistantship/scholarship or loss of academic credits or both for the period of absence or more. All such matters should be reported and discussed in IPGC.

11. Permission for academic and non-acad activity outside the IIT Bhilai

- 11.1 Permission for academic activity outside the IIT Bhilai such as Fieldwork, data collection, equipment access, industrial training, etc.

The PG students can be permitted to proceed for academic activities outside IIT Bhilai to carry out field work, data collection, library work, computational work, experimental work, and Lab works, and to attend conference, short term courses, workshop, as recommended by the

department. The student shall apply at least two weeks before the date of travel for permission. The application shall be made to DOAA through supervisor (if already assigned) and DPGC.

A student may also be permitted to proceed to another academic or research organization or to an industry for carrying out research with if it is in the interest of the research. The student shall apply at least two weeks before the date of travel for permission. The application shall be made to DOAA through supervisor and DPGC.

(Up to 15 days : HoD; more than 15 days and up to 30 days: Chairman IPGC; more than 30 days: Chairman Senate)

11.2 Permission to attend non- academic activities outside IIT Bhilai

The PG students can be permitted to proceed for non-academic activities outside IIT Bhilai to carry participate in training and competition in sports and other extracurricular activities. The student shall apply at least two weeks before the date of travel for permission. The application shall be made to DOAA through supervisor (if already assigned), faculty-in-charge of respective events, and DPGC. Student shall be responsible for academic loss during the period of absence. Absence of this type without permission may lead to serious disciplinary action up to termination of the program. Approved by chairman IPGC or Chairman Senate upon the recommendation of DPGC and HoD.

12. Program Structure

12.1 Minimum SGPA/CGPA requirements

SI No.	Program	Minimum SGPA and CGPA
1	MSc	SGPA ≥ 5.5 and CGPA ≥ 5.5
2	MTech	SGPA ≥ 5.5 and CGPA ≥ 5.5
3	PhD*	SGPA ≥ 7.0 and CGPA ≥ 7.0

*Course work

12.2 Academic probation

- a. If a student in a semester does not fulfill the minimum criteria of CGPA mentioned in 12.1, he/she will be put on academic probation and an intimation has to be sent by the academic office to the department where the student is registered. He/she will be allowed to register for the next semester only if his/her CGPA ≥ 4.0 for MSc, MTech, PhD on the recommendation of DPGC and with the approval of IPGC. A letter of warning will be issued to the student by the HoD regarding the academic probation if his or her CGPA falls in the range of $4.0 \leq \text{CGPA} < 5.5$) for MSc/MTech and $4.0, \leq \text{CGPA} < 6$ for PhD, and the same is intimated to the academic office.
- b. During the academic probation period, a student is not allowed to represent the institute/department in any extracurricular activities being organized outside of the institute. If it is found that the student has represent the institute/department in any of such events, his program will be terminated.

- c. A student will normally not be allowed to register and program will be auto terminated if
 - i. his/her CGPA falls below 4.0 for MSc, MTech and PhD
 - ii. his/her CGPA falls below 5.5 for MSc, and MTech and 7.0 for PhD for two consecutive semesters.
 - iii. a MSc student accumulates more than 2 'F' grades and a M.Tech student accumulates more than 3 'F' grades in thesis units during the program.
 - iv. a PhD student accumulates 8 or more thesis unit 'X' grades in the program or 6 or more thesis unit 'X' grades in two consecutive semesters.
 - v. a PhD student secures 'X' in all thesis units in two consecutive semesters.

12.3 A letter of warning will be issued to students by the Head of the Department of the student whenever he/she accumulates an X grade in the thesis unit. Subsequent warnings will be issued if this further accumulates.

12.4 There is a provision for a student who is terminated from her/his program to appeal for reinstatement of the program. Appeals, if any, should be addressed to the Chairman, Senate, IIT Bhilai. The concerned student may submit an appeal along with all supporting documents to the office of DoAA. However, such an appeal has to be made within one month of his termination order. If the student is sending his/her appeal by post, it is his/her responsibility to ensure that appeals are delivered before the deadline mentioned. All such requests should be sent by Chairman, IPGC to the department for the recommendation.

12.5 Candidacy examination for PhD

12.5.1 Students registered in the PhD programme must pass a candidacy examination designed to test the overall comprehension (analytical and research comprehension) of the student in various subjects.

12.5.2 The candidacy examination must be passed as early as possible but only after finishing the coursework requirement with a minimum CGPA as mentioned in 17.1. A student must appear for candidacy at least once in the subsequent semester after completing the coursework requirements.

12.5.3 In case of backlog in a course when the minimum coursework requirement is not fulfilled, the student can register for thesis credits in the subsequent semesters; limited to the credits, that remain after taking the due course works against fulfilling the minimum coursework requirement. For example, if N credits worth of coursework is remaining to fulfill the minimum coursework requirement of a student, then the student may be allowed to register for a maximum of 12-N (9-N in case of part-time) thesis credits.

12.5.4 The candidacy examination shall be conducted in written and/or oral test mode.

12.5.5 The committee of candidacy examination will consist of 3 faculty members, out of which a maximum of 1 faculty members may be from the outside of the department/discipline of the student. The Convener, DPGC shall propose the committee to the head for approval.

The approval of the committee shall be intimated to the academic office for record keeping.

12.5.6 When a student has not passed the candidacy examination in his/her first attempt, a second candidacy examination will be conducted (within six months from the date of the first candidacy exam) by the same committee that was constituted earlier unless otherwise approved by the Chairman, IPGC. A student will not be allowed to appear in the candidacy examination more than twice. All such cases shall be brought to the notice of the Senate with a clear recommendation from the IPGC about the action to be taken. The normal action would be to terminate the PhD programmes of all such Students who fail to clear the candidacy in two attempts.

12.6 State of the art seminar for PhD

12.6.1 Every PhD student who has passed the candidacy examination and the minimum thesis credit load of one regular semester is required to give a general seminar in the department covering the State of Art of the area of research and propose the research problem(s) of his/her PhD thesis.

12.6.2 This seminar must be given before the end of the fourth semester from the date of first registration. For part time students the seminar must be given before the end of the fifth semester from the date of first registration. A report of satisfactory completion of this requirement is to be communicated to the Chairman, IPGC by the thesis supervisor through the Convener, DPGC.

12.6.3 A PhD student who has passed the candidacy exam but fails to give the state of the art seminar by the end of the fourth semester, an extension of 3 months can be provided by the Chairman, IPGC. There should be proper justification from the student and thesis supervisor to seek the extension. The extension request should be forwarded by the Convener, DPGC to the Chairman, IPGC.

12.6.4 Failing to give the state of the art seminar within the time even after the extension will automatically terminate the PhD program.

12.6.5 The state of the art seminar shall be evaluated by the Research Progress Committee (RPC). Refer 12.10.1.1 for the more details regarding RPC.

12.7 Assignment of Thesis Supervisor(s) and/or administrative supervisor:

12.7.1 In general, supervisor and co-supervisor(s) shall be allocated with the approval of Head of the Department on the recommendation of DPGC/DUGC convener. The supervisor should have at least remaining services of three years prior to his/ her superannuation.

12.7.2 In case of interdisciplinary/multidisciplinary research work, Co-supervisor(s) may also be allocated to a PhD scholar from within the same department or other departments of the institution with the approval of Head of the department of the student on the recommendation of DPGC/DUGC convener.

12.7.3 If required, a co-supervisor from outside the institute may be allocated with the approval of the Dean of Academic Affairs based on the recommendation of the Head of the department. DPGC/DUGC convener shall forward such applications to the Head of the

department for further recommendation. In the case of a PhD student, an external co-supervisor can be allowed under the following conditions:

- i. Proposed co-supervisor holds PhD degree.
- ii. He/she belongs to a reputed Academic/Research institute or industry.
- iii. Justification from the Supervisor of the student for involving external co-supervisor.
- iv. There is no age constraint for external co-supervisor.

12.7.4 Visiting/emeritus faculty members of the institute shall not be allowed to be the sole Supervisor of any student. However, they shall be treated as external co-supervisors.

12.7.5 In case of allocating an external co-supervisor(s) to a PhD scholar, consent of the concerned faculty member(s) along with NOC from his/her parent organization or department shall be required.

12.7.6 External co-supervisor(s) from outside the institute shall not be involved in the grading of the thesis work.

12.7.7 In case the supervisor of a PhD student permanently leaves the institute, he/she may become an external co-supervisor of the student based on his/her consent and NOC from his/her organization. Para 12.7.6 is not applicable in this case.

- i. If any PhD student working under such a faculty member is in the advanced stage of PhD thesis submission (thesis submission within 6 months), an administrative supervisor shall be allocated to the PhD scholar instead of a regular supervisor from the institute. The administrative supervisor shall be responsible for fulfilling the administrative formalities of the institute.
- ii. If any PhD student working under such a faculty member is in the early stage of PhD thesis submission (within one year of successful completion of state of the art seminar/ Research Proposal Seminar, as applicable), then the student shall be allocated a supervisor from the institute who will be guiding the student along with the external co-supervisor. If expertise is unavailable in the institute, an administrative supervisor shall be allocated to the PhD scholar instead of a regular supervisor from the institute.

12.7.8 In case the supervisor of a student is not available on campus for a period of more than 3 months for any reasons such as various kinds of leaves, deputation, etc, an administrative supervisor shall be allocated to the student who shall be responsible for fulfilling the administrative formalities of the institute for the said student.

12.7.9 Change of supervisor(s) shall be considered only in a very exceptional case. Any change in supervisor(s) after initial allocation shall be recommended by the concerned Head of the Department in consultation with the concerned faculty members (both) along with DPGC convener. Such matters shall be discussed in IPGC for further consideration.

12.7.10 The DPGC convener shall inform the office of academic affairs about the initial supervisor allocation and subsequent changes, if any.

12.8 Thesis and Thesis Examination

12.8.1 PhD Program

12.8.1.1 Research Progress Committee

A Research Progress Committee (RPC) should necessarily be formed for each PhD student within two weeks after he/she passes the candidacy exam. The RPC shall be formed by DPGC in consultation with the supervisor. The RPC for each PhD student should comprise of his/her supervisor(s), at least one faculty member of the department/discipline and one faculty member of the institute outside the department. The student must submit an annual progress report and present it before the RPC in an Annual Progress Seminar (APS) every year in the month of January/August based on which the RPC submits its recommendation on the progress of the work of the student. The student shall give his/her first APS after completing four regular semesters or after six month of successfully delivering the state of the art seminar, whichever is later. If the progress of the student is found to be unsatisfactory then he/she shall have to reappear for the APS within six months as per the recommendation of the RPC.

A PhD student must receive satisfactory recommendation in atleast two APS to proceed for open synopsis seminar.

As far as possible, any subsequent committees of a PhD student should include at least one RPC member other than supervisor(s).

12.8.1.2 Open synopsis seminar

Before proceeding to finalize the thesis, each PhD student must deliver a seminar open to faculty members and students in which the research work will be presented. The open synopsis seminar shall be evaluated by RPC. Notice of the seminar must be communicated to all concerned by the supervisor at least one week in advance. A thesis can be submitted only after the satisfactory fulfillment of this requirement. The intimation that the open seminar has been given should be communicated by the thesis supervisor through the Convener, DPGC to the Academic Section. The maximum time duration for the submission of the thesis after the delivery of the open seminar will be four months. In exceptional circumstances, the students may request to DoAA through DPGC for an extension up to two months with proper justification with the recommendation of the supervisor. However, if the thesis is not submitted within the desired period including the extension, the open seminar already delivered will stand cancelled and the student will be required to give a fresh open seminar before he/she submits his/her thesis.

12.8.2 MTech and MSc Program: A departmental committee should necessarily be formed for each MTech and MSc student. This committee shall be formed by DPGC in consultation with the supervisor and should comprise of his/her supervisor(s) and at least two faculty members of the department/discipline. This committee shall evaluate the thesis work of the student and award grades for the thesis registered by the student in each semester.

12.9 Submission and processing of Thesis to the academic office

12.9.1 General guidelines

- i. The thesis should contain a signed “Declaration” by the student about the work to be plagiarism free. The “Declaration form” will be provided soon.
- ii. Soft copy of the thesis is subjected to a plagiarism check by Turnitin/any other license software provided by the institute. Only if the similarity index (excluding the similarity with papers published by the student) is below a minimum threshold of 20% or the supervisor certifies that the index cannot be meaningfully reduced below 20%, a clearance form will be issued by the Chairman, IPGC upon getting recommendation from DPGC convener. No thesis will be allowed to be submitted without this clearance form.
- iii. The thesis must follow the Institute recommended formatting guidelines, with particular adherence to consistency across the entire thesis. Detailed guidelines for the same are available in the institute website under notice section of academics intranet.

PhD thesis can be submitted only after the thesis board (as per 12.11) has been duly approved and the intimation of the satisfactory completion of the open seminar has been received. One soft copy of the PhD thesis should be submitted to the academic office. The Academic office will arrange to send the thesis to the examiners over email.

MTech/MSc thesis can be submitted only after MTech/MSc Wholesome Thesis Evaluation (WTE) committee has been Constituted (as per 12.11). A soft copy of the thesis should be submitted to the DPGC Convener with an intimation to the academic office. Constitution of Committee/Board for Thesis and Wholesome Thesis Evaluation (WTE)

12.10 PhD Thesis Board (Thesis examiners)

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

The procedure for constituting the thesis board is given below.

- a) The thesis board may be proposed at the most 4 weeks before the submission of the thesis.
- b) The thesis supervisor(s) in consultation with the Head of the Department shall propose a list of examiners (in addition to the thesis supervisor(s)) consisting of at least five extra names (external examiners) over and above the required number of members for the thesis board. This list along with a copy of synopsis (preferably not exceeding 20 pages) shall be forwarded by the supervisor to Chairman, IPGC.
- c) The Chairman, Senate in consultation with the Chairman, IPGC will select the members of the thesis board from this list. If considered necessary, the Chairman, Senate may require additional names of experts to be submitted. In case Chairman, Senate is the supervisor/co-supervisor of the student concerned, Chairman, IPGC will select the members of the thesis board. In case Chairman, IPGC is the supervisor of the student concerned, Chairman, Senate may consult Associate DoAA for the selection of the thesis board.

- d) The names of the members of the thesis board shall be kept confidential till successful completion of the oral examination.

12.11 Wholesome Thesis Evaluation Committee (PhD, MTech, MSc)

MTech/MSc Thesis

The thesis will be examined by the Wholesome Thesis Evaluation committee formed by the DPGC convener in consultation with the Head of the Department. It must be approved by the Chairman, IPGC at least a week before the evaluation.

The committee shall consist of the thesis supervisor(s) and at least two but not more than four other members, one of whom should belong to a department other than the student's department. The thesis supervisor will act as the Convener of the Committee.

PhD Thesis

The Wholesome Thesis Evaluation committee shall consist of the following members.

- a) Thesis Supervisor(s)
- b) At least one of the RPC members (from the department) nominated by the DPGC convener.
- c) One of the members of the thesis board (other than the supervisor) outside the institute but preferably within the country.
- d) One nominee of Chairman IPGC.

The Chairman, IPGC shall propose the constitution of the Wholesome Thesis Evaluation committee to the Chairman, Senate for approval.

12.12 PhD Thesis Evaluation process.

12.12.1.1 After the synopsis has been submitted and the thesis board constituted, the Chairman, IPGC will communicate to each member of the thesis board enclosing a copy of the synopsis and requesting him/her to serve as an examiner for the thesis. If the examiner refuses or no response is received for two weeks (with a reminder being sent after one week), then steps will be taken to appoint another examiner.

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

12.12.1.3 An examiner shall place the thesis in one of the following three categories along with his/her detailed report:

- a) Category I: If an examiner suggests corrections regarding punctuation, grammar, spelling or language, the supervisor(s) can use their discretion regarding incorporation of such suggestions.
- b) Category II: If an examiner points out typographical errors other than those in (i) above, or minor technical mistakes, raises some queries or suggests modifications but does not imply that the acceptance of the thesis is subject to addressal of the above to the examiner's satisfaction. The supervisor will communicate the student's response to

the Chairman, IPGC and the same will be incorporated in the thesis to the satisfaction of the WTE committee. The examiner(s) concerned should be informed of the changes made on the basis of his/her suggestions.

- c) Category III: If an examiner outright rejects the thesis or raises technical points or suggests major modifications which must be answered/carried out to the examiner's satisfaction before the thesis is accepted. The supervisor will communicate to the Chairman, IPGC the changes made in the thesis, if any, in response to the examiner's comments along with an explanatory note which will be sent to the examiner with a request to respond within two weeks. If the examiner's response is not received within this period, a reminder will be sent and if no reply is received within one week time, further action will be initiated by the Chairman, IPGC.

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

12.12.1.5 On receipt of two positive reports (Category I or II), the third reviewer is given a final deadline to submit his/her report. This deadline will be two weeks from the receipt of the second positive report or the original deadline whichever is later. If the third report is not received within this deadline, permission is sought from Chairman, IPGC to proceed forward with two reports. On the grant of this permission, the subsequent steps are initiated. However, the Chairman, IPGC may ask to wait for the third report based on his assessment of the comments raised in the existing reports.

12.12.1.6 Irrespective of the category marked in clause 12.12.1.3, the student through the supervisor submits a "response to referee comments" along with a soft copy of the revised thesis clearly highlighting the revisions incorporated (e.g. in different font colors/track changes for each of the examiner).

12.12.1.7 On completion of the process detailed above, the Chairman, IPGC will intimate the supervisor the concurrence of the Chairman, Senate, if given, to initiate the constitution of the oral board. This concurrence of Chairman, Senate will be given if all the examiners recommend acceptance of the thesis. If one of the examiners rejects the thesis, the matter will be referred to the Chairman, Senate for further review by another examiner from the approved list of examiners. If two or more examiners reject the thesis, the thesis will be rejected.

12.12.1.8 In case the Chairman, IPGC is the supervisor of the student concerned, above processing (detailed in para 12.12.1.7) will be done by Associate DoAA. In the exceptional case where both the Chairman, IPGC, and Associate DoAA are the supervisor(s) of the concerned student, the above processing will be handled by the Dean of R&D.

12.13 **PhD Wholesome Thesis Evaluation**

- a) The PhD WTE will be an open examination. In consultation with committee members, the supervisor(s) will fix the date of the WTE.
- b) In exceptional situations, if none of the external members (outside the institute) of the thesis board are available to be a part of the WTE, the Chairman, Senate may appoint a substitute in consultation with the Head of the department and Chairman, IPGC.
- c) Each member of the WTE will be given a soft copy of the thesis along with the entire technical correspondence with the thesis examiners at least one week before the date of the WTE. This includes a copy of the report of the thesis examiners (without the

identity of the examiner), a soft copy of the highlighted revised thesis and “response to referees’ comments”.

- d) The WTE committee shall
 - i. examine the thesis reports,
 - ii. examine whether necessary modifications indicated by the thesis examiners have been incorporated,
 - iii. evaluate the candidate's replies to the questions raised by the thesis examiners,
 - iv. authenticate the work as the student's own,
 - v. evaluate whether the presentation of the work by the student and the answers to the questions asked have been satisfactory, and
 - vi. give a report of the examination, which will be communicated by the supervisor(s) to the Chairman, IPGC.
 - vii. If all, except at most one member excluding the external member (outside the institute), declare the student as passed, the student shall be deemed to have passed.
- e) If a candidate has not passed, the WTE committee will specify whether
 - i. the candidate may be given another chance to appear in the WTE and will specify the approximate date for re-evaluation. The original WTE committee will conduct the re-evaluation unless a different committee is approved by the Chairman, Senate. In the re-evaluation, the committee will declare whether the student has passed or failed as per the criteria laid down above but will not recommend holding a third WTE.
 - ii. the candidate is declared to have failed.
- f) On receipt of the report that the student has passed the WTE, the Chairman, IPGC will recommend to the Senate for award of the PhD degree.
- g) If the candidate has failed, the matter will be brought to the attention of the Senate for further action.

12.14 **MTech/MSc Wholesome Thesis Evaluation**

The WTE examination will be conducted within one month from the date of submission of the thesis. If a student does not appear in the WTE within this time period, his/her programme would be deemed to have been terminated. The request for reinstatement in the programme by such a student should be addressed to the Chairman, Senate. The request may be considered by the Senate and in case the Senate grants the request it shall specify the requirements that the student must fulfill for the award of the degree.

The thesis supervisor will intimate the date of the WTE to the Academic Section.

The WTE committee will evaluate the thesis, conduct the WTE and send a report to the Chairman, IPGC.

A thesis will be considered to have been accepted if all members of the WTE committee recommend its acceptance. A thesis, which is not accepted, will be considered to have been rejected.

If a thesis is rejected along with a recommendation for resubmission after incorporating any modification/correction suggested by the WTE committee, WTE of the resubmitted thesis will be conducted by the original committee unless a different committee is approved by the Chairman, IPGC. If the re-submitted thesis is rejected, the matter will be reported to the Senate for appropriate action.

Acceptance of thesis will be reported to the Senate for approval.

12.15 Final submission

The final thesis of all programs shall be submitted to the academic office within one month of WTE through DPGC convener.

13. Code of Conduct of Students

Punishment to the students who indulge in unfair means during quizzes/mid-semester/end-semester examinations: as per enforced institute policy.

14. Plagiarism Policy

Definitions

plagiarism (noun I am running a few minutes late; my previous meeting is running over. 'plā-jə-ri-zəm \): the act of using another person's words or ideas without giving credit to that person

plagiarize (verb \ 'plā-jə-rīz \): to use the words or ideas of another person as if they were your own words or ideas

(<http://www.merriam-webster.com/dictionary/plagiarize>)

Students copying from each other or from any other sources (including Internet, books, monographs, research papers etc.) for their academic activities without giving proper reference to the original source falls under plagiarism. This defeats the purpose of doing academic activities which is to learn and grow academically and professionally. Performing academic activities by copying is counterproductive as students invest time and learn almost nothing. Plagiarism discourages hard work among students and faculty both.

At IIT Bhilai, plagiarism is strictly prohibited. In all respect, students are expected to do their academic work with integrity, and with proper acknowledgement if material from other sources is included in their own work. Plagiarism, whether intended or not, is an act of academic dishonesty and will be penalized as such.

A case of plagiarism will be dealt by DUGC/DPGC and the matter could be referred to the institute wide disciplinary action committee. The committee, depending upon the severity of the case may give FS/F in the related course, suspend the student for a certain period or may expel the student from the institute. A faculty has the right to check the students' submission at any time and take necessary action.

It is the responsibility of students to ensure originality of their work, be aware of this policy and abide by it. If there is any doubt about what constitutes plagiarism, students should consult their instructors to ensure the maintenance of academic honesty in their work.