

PDPM

**Indian Institute of Information Technology
Design & Manufacturing (IIITDM) Jabalpur**

**Manual of Procedures and Guidelines
for the Postgraduate Programmes**

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PREAMBLE

The goals of the postgraduate programmes, Master of Technology (MTech), Master of Design (MDes) and Doctoral of Philosophy (PhD) at Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design & Manufacturing (PDPM IITDM) Jabalpur are:

The development of scientific and engineering manpower of the highest quality, to cater to IT driven design and manufacturing needs of the industry and R & D organizations, and to produce manpower to fulfill the growing need of highly qualified faculty members at institutes of higher learning with a broad grasp of the fundamental principles of engineering design and engineering methods, an innovative ability to solve new problems, a capacity to learn continuously and interact with multidisciplinary groups and a deep understanding of the area of specialization. Above all, the students should have a capacity for free and objective enquiry, courage, integrity, awareness and sensitivity to the needs and aspirations of the society.

With these goals in view, the postgraduate programmes at PDPM IITDM Jabalpur are designed to include courses of study, seminars, thesis and teaching of undergraduate classes through which a student may develop his/her concepts and intellectual skills.

The procedures and requirements stated in this manual embody the philosophy of the postgraduate education and ensure high standards of performance at the Institute. Within this general framework, subject to the approval of the *Senate* the various faculty/disciplines may impose such additional requirements as will serve their particular academic goals.

As per its Memorandum of Association, the Senate of the Institute has constituted Postgraduate Committee of the Senate (PGCS), to administer all aspects of the postgraduate programmes of the Institute.

1. PROGRAMMES AND THE ADMISSION CALENDAR

- 1.1 The Indian Institute of Information Technology, Design & Manufacturing Jabalpur, hereafter referred to as the Institute, offers (i) *Four-semester Masters programme*, i.e. Master of Technology (M Tech) and Master of Design (M Des) programmes and (ii) *Doctoral of Philosophy (PhD) programmes*,
- 1.2 Postgraduate students in the Institute are admitted under the following categories:
- (i) Regular,
 - (ii) Sponsored

As program stabilizes and becomes mature, other categories like Self-sponsored, Externally Registered, Part-Time and Indian Nationals Residing Abroad [INRA] & Foreign Nationals, and Non-degree students may be considered in future after appropriate discussion in Senate.

- 1.3 In each postgraduate programme, seats shall be reserved as per prevalent Government of India norms. However, the total number of seats in a given programme of a discipline under the categories of Self-sponsored, Sponsored, Externally Registered, Part-Time and INRA & Foreign Nationals shall not exceed 10% of the total number of approved seats of that discipline.
- 1.4 Based on the recommendation of the Senate, the Institute may admit students to its postgraduate programmes in either or both of its regular semesters of an academic session. On behalf of the Senate, the calendar for the schedule of events pertaining to such admissions shall be laid down by the Postgraduate Committee of the Senate [PGCS].

2. ADMISSIONS

2.1 Eligibility for Admissions

- 2.1.1 Eligibility for Master and Doctoral programmes in a given discipline shall be laid down by the faculty of concerned discipline, which may prescribe further requirement(s) over and above the *specified minimum*. The eligibility criteria for each programme of a discipline shall require the approval by the PGCS before its implementation. (minimum is specified in 2.1.3 below)
- 2.1.2 Exceptionally bright students with a through-out excellent academic record including those who are already in the master programme in the institute and has shown outstanding performance in the course work, may be given the *direct admission* into the Doctoral programme on the basis of the eligibility requirements for the admissions in the Master's programme in the same discipline.
- 2.1.3 A minimum of 55 percent marks OR a CPI/CGPA of 5.5 (on the scale of 10.00) shall be required in the qualifying examination (BTech / BDes / MTech or equivalent) as the *specified minimum* for admission in a postgraduate programme.
- 2.1.4 Candidates belonging to a reserved category, who have obtained the basic qualifying degree, shall be eligible to apply on the basis of a relaxed criteria.

2.2 Admission Procedure – General Aspects

- 2.2.1 Applications for admission in a postgraduate programme, submitted by applying on the prescribed form, shall only be considered.
- 2.2.2 While candidates for a Doctoral programme may apply at any time throughout the year, only those applications for Master's programme shall be considered which have been received before the specified last date for doing the same.

- 2.2.3 All admissions in different postgraduate programmes shall be recommended by the duly constituted selection committees. Such selection committees shall be appointed by the PGCS and approved by the Chairman, Senate.
- 2.2.4 Admissions to different Master level programmes may be recommended solely on the basis of the performance in the qualifying examination (see 2.1.3) and GATE/CEED score of the candidate(s) . In addition, a given Selection Committee may deem it fit to call some or all the candidates for the written test and/or interviews.
- 2.2.5 Applications of those students who have obtained their qualifying degree from any of the Indian Institutes of Technology (IIT) and have obtained a CPI \geq 8.0 may be considered for direct admission without appearing in GATE.
- 2.2.6 To encourage reserved category candidates to pursue postgraduate degrees, the requirements for their admissions to the postgraduate programme will be set separately as per the guidelines of GOI.
- 2.2.7 Recommendations of the selection committees will be submitted to the Convener PGCS and will require the approval by the Chairman Senate before offering admission letters to the selected candidates.
- 2.2.8 Applicants receiving the admission letters would be required to accept the offer of admission by paying the prescribed fee on or before the specified last date. In case a candidate does not accept the offer by paying the prescribed fee by the specified last date, the offer of admission may stand withdrawn and will be offered to the candidates in the waiting list, if any, in the order of merit.
- 2.2.9 The offer of admission may also stand withdrawn if the candidate who has accepted the offer by paying his/her fee but fails to register in the programme by the last date of registration.
- 2.2.10 The selected candidates who have completed all the formalities of their previous degree, including project/ thesis examination/ viva voce, before the last date of registration but are unable to produce the certificate in proof of having passed and secured the minimum specified qualifying marks, may be *provisionally registered* in the programme. However, if registered provisionally, a student shall be required to produce the evidence of his/her having passed qualifying degree/ examination with minimum specified marks by *the last date for document submission* as specified in the academic calendar (usually about 8 weeks from the date of registration) failing which his/her provisional registration may be cancelled.
- 2.2.11 In exceptional cases, a student admitted in the programme, who has paid his/her fee but is unable to register within the *late registration date* due to valid reasons, may request for the *deferred admission*. On the recommendation of the concerned faculty/discipline, the Chairman Senate may allow the deferment of admission for the duration not normally exceeding by one semester. However, all cases of *deferred admissions* shall be required to be ratified by the Senate and may stand cancelled otherwise.

2.3 Admission Requirements for Different Categories of Students

2.3.1 Regular Students

Regular students who fulfill the requirements of the eligibility criterion of a discipline, as per Clause 2.1 shall be considered for admission as per Section 2.2.

2.3.2 Sponsored Students

- 2.3.2.1 Candidates who are employed in reputed R&D establishment/ organization/ company associated with design and/or manufacturing of engineering products, may apply for the admission in the Masters/Doctoral programme under the category of *sponsored*

candidates. On being recommended by the PGCS, the Senate shall approve the list of reputed R&D establishment/ organization/ company associated with design and/or manufacturing of engineering products for the purpose of carrying out Masters or Doctoral research work in a specific area under the sponsored category.

- 2.3.3.2 Applicants for the admission under the sponsored category will be required to apply through the employer and must fulfill the requirements of the eligibility criterion, as per Clause 2.1.1 or 2.1.2 and 2.1.3 as the case may be.
- 2.3.3.3 At the time of applying for admission in Master or Doctoral programme, a *sponsored* candidate must be in the regular employment of the sponsoring organization. In addition, the sponsoring organization must specifically undertake to relieve him/her for the full duration of the programme.
- 2.3.3.4 Fulfillment of the requirement of valid GATE/CEED score for admission in the Masters programme may be waived for the candidates applying under the category of *sponsored students*. However, such candidates who have not cleared GATE/CEED, if shortlisted, shall be called for the interview and may, in addition, be asked to appear in the written test.

3. SEMESTER REGISTRATION

- 3.1 Semester registration, as per Institute's academic calendar, shall solely be the responsibility of the student.
- 3.2 To ensure that the appropriate unit of courses/thesis are registered for in a given semester, all students, irrespective of the category they belong to, except non-degree students, shall be required to register for all the semesters till the completion of the programme excluding the semester in which they are on an authorized leave from the Institute.
- 3.3 In very exceptional cases based on valid reasons, the Chairman Senate may permit a student to register beyond the date of late registration. In such a case, the student shall be allowed to register only for credits against the thesis work.
- 3.4 A student who is likely to submit his/her thesis within two weeks of the last date of registration in a given semester need not register himself/herself in that semester.
- 3.5 For a student who has completed (i) all the experimental/computational work and (ii) the analysis related to his/her thesis work and (iii) is on authorized leave from the Institute, the PGCS may allow the submission of the thesis without his/her registration in the concerned semester.
- 3.6 A new entrant in the postgraduate programme, who is awaiting the results of his/ her qualifying examination, shall be allowed to register *provisionally* on submission of a certificate from his/her institution certifying that he/she has appeared in the final of the qualifying examination including all papers in theory, practical, project, oral, etc.
- 3.7 A student in the External Registration Programme must complete the minimum residence requirements, as laid down by Clause 4.3.2, before the beginning of the semester in which he/she wishes to register for his/her thesis credits to be further done at his/her organization.
- 3.8 Provided that the grades of the preceding semester have been awarded, a student in the External Registration Programme, who has completed the stipulated residence requirement, can register for the subsequent semester during the period starting from one week from the end of the preceding semester till the date of late registration.
- 3.9 The registration requirements in a semester are considered to be complete only when the student has
 - (a) Submitted the duly signed Academic Registration Form giving details of the course numbers, titles and credits of each registered course including that of the thesis,

- (b) Submitted the documentary evidence that the semester fee and the mess fee has been paid for and outstanding dues, if any, have been cleared,
- (c) Signed in the Semester Registration Roll of the Institute.

4. ACADEMIC REQUIREMENTS

4.1 Thesis Supervisor(s)

- 4.1.1. A student shall not normally have more than two supervisors at any given time.
- 4.1.2. Thesis supervisor(s) of a student shall normally be chosen from amongst the faculty members/senior research personnel employed by the Institute. Master's students must join in a thrust area/research group and choose a supervisor from the research group.
- 4.1.3 Master's as well as Doctoral candidates can either (a) resister for four courses and choose a supervisor before the registration of second semester or (b) choose a supervisor at the time of joining the institute.
- 4.1.4 On the recommendation of the faculty/discipline and approval of the Chairman Senate, a student may have a co-supervisor from outside the Institute in exceptional cases.
- 4.1.5. If a student's supervisor proceeds on long leave, resigns/retires or otherwise ceases to be a faculty member of the institute, the supervisor has the responsibility to appoint a co-supervisor or a supervisor in consultation with the student. Nevertheless, in such a case, the supervisor is required to inform the Convener PGCS. In this case the number of supervisors may be more than two if an external supervisor already exists. In this case the entire responsibility of the student lies with co-supervisor or the new supervisor, as the case may be..

4.2 Minimum Credit Requirements

- 4.2.1 All students of the postgraduate programme are required to earn a minimum number of credits by doing (a) course work and (b) thesis research work before submitting their thesis.
- 4.2.2 Minimum requirements for successfully completing the postgraduate programme at the Institute are given in the following Table:

	MTech/ MDes	PhD [after MTech/ME]	PhD [after B Tech/BE]
Minimum total number of credits	70	74	98
Minimum number of credits through the course work	24	16	40
Minimum number of credits through Graduate/Progress Seminar	04	06	06
Credits through Teaching Work	02	04	04
Minimum number of credits through thesis research	28	32	32
Minimum number of courses to be cleared	06	04	10
Minimum number of postgraduate courses to be cleared	04	02	06
Maximum number of undergraduate courses of Level 3 or above	02	02	04
Minimum courses from the discipline	03	03	Nil

- 4.2.3 On being recommended by his/her thesis supervisor, the PGCS may grant an exemption up to 50% of the minimum credit course requirement for a student who has partially completed such or similar programme at another reputed institute, recognized by the Institute.
- 4.2.4 In exceptional cases, students with CPI \geq 8.0 may be allowed to register for up to 20 credits in a given semester.
- 4.2.5 No student is allowed to register in a semester for credits $< \sim$ 12.
- 4.2.6 Most postgraduate level lecture courses offered by the Institute carry 4 credits while a few of them carry 2 - 5 credits respectively. Thus, a student, who wishes to register for the full Academic Load in a semester solely by the course work, shall be required to register for a minimum of 4 courses running for the full semester, i.e. 14 weeks OR equivalent number of courses of shorter duration.
- 4.2.7 For selecting the courses to be registered in a semester, the student shall be advised by his/her thesis supervisor/ registration advisor appointed by the PGCS.
- 4.2.8 If a student wishes to register for credits against doing the thesis work in the first semester itself, it shall be mandatory for him/her to have his/her thesis supervisor(s) appointed at the time of the registration. Thesis can be registered for in a semester in terms of units of 4 credits each. Thus, depending on the number of lecture courses registered for by a student in a given semester, he/she can register for 4, 8, 12 or 16 credits of thesis.
- 4.2.9 *Graduate Seminar and Progress Seminar* carry 2 credits each and are required to be registered by all Master's and Doctoral students respectively in different semesters of their programmes. Guidelines for (a) delivering graduate seminar (by Master students) and Progress Seminar (by Doctoral students) and (b) evaluating the performance of a student in the same, shall be framed by the concerned faculty of the discipline and approved by PGCS.
- 4.2.10 All Master's students shall be required to earn a minimum of 4 credits against Graduate Seminar I and II by registering themselves in any two semesters from the second semester onwards of their programme.
- 4.2.11 All Doctoral students shall be required to earn a minimum of 6 credits against Progress Seminar I, II and III by registering themselves in any three semesters of their programme after successfully completing the comprehensive examination.

4.3 Electives In Modular Form (EMF)

- 4.3.1 Institute curriculum for the postgraduate program has the provision of Professional Electives and Open Electives. The Institute may offer these electives in the format of a full course (40-42 Lecture hours) or Electives in Modular Formats (EMFs).
- 4.3.2 The duration of an EMF shall be of 12 – 14 lecture hours. Three EMFs will be equivalent to one Normal Elective Course. Each of the EMF will have a weightage of 2 credits. Postgraduate students may opt for EMFs against electives by registering for the equivalent number of EMFs with the consent of the thesis supervisor(s).
- 4.3.3 Regular faculty members, Guest/Adjunct faculty and professionals working in the industry/ R&D Organizations and Labs who wish to offer an EMF shall be required to propose, at least the lecture-wise schedule of the course, if not the written notes for the same at the time of the course proposal. Course contents of all EMFs shall require a formal approval by the Senate. The curriculum vitae of the proposed Instructor In-charge shall also be a part of the proposal for an EMF for its approval.
- 4.3.4 Students registered in a given EMF will be provided the Lecture Notes of the concerned course during the period of its running.

- 4.3.5 Running of EMFs shall be coordinated by the PGCS. The PGCS shall announce all EMFs running in a semester.
- 4.3.6 Barring the scheduled examination period, EMFs may run for any duration of the semester in which they are offered. Efforts shall be made to ensure that they are offered in two or more parts and only in very specific cases, it will be run in contiguous manner. However, (i) the Title and the Course Number, (ii) Dates of Lectures, (iii) the Course Content and (iv) the Name of the Instructor(s), for them shall be compulsorily announced at the time of the Semester Registration.
- 4.3.7 Students registered in an EMF shall be graded on the basis of marks obtained in assignments, one or more quiz, final examination and regularity of attendance. The Instructor will announce at the beginning of the course the break-up of marks for regularity of attendance, assignments, quizzes, exam, etc. Grading shall be done by the Instructor and submit it to the Convener, PGCS or its nominee.

4.4 Minimum and Maximum Requirements of (i) Residence and (ii) Programme Completion

- 4.4.1 The minimum residence duration in the Institute for all students, shall be of 4 semesters for both Master's and Doctoral programmes.
- 4.4.2 The Minimum residence duration for students registered under *External Registration Programme* shall be of 2 semesters for Masters programme and 1 semester for Doctoral programme.
- 4.4.3 The maximum duration under which the Masters programme is to be completed, irrespective of the category of the student, shall be 4 years and for the Doctoral programme, irrespective of the category of the student, shall normally be of 6 years.

4.5 Adding and Dropping of Courses

- 4.5.1 Adding and/or dropping of courses after the registration is permitted only if the request of the student is accepted by the instructor of the course and is endorsed by his/her registration advisor/thesis supervisor. However, the adding and dropping of courses must be done within the last dates specified for them in the *Academic Calendar* of the Institute.
- 4.5.2 A student may be required to drop a course at any stage of a semester if it is established that (a) the prerequisites for the same have not been fulfilled and/or (b) there exists a time-table clash thus not permitting the student to attend all the lectures/tutorials/lab sessions associated with the course.
- 4.5.3 On valid medical reasons of serious sickness over a considerable time period in the semester, endorsed by doctor(s) authorized by the Institute, a student may be allowed to withdraw from one or more courses during the semester. However, in such a case, the reduced semester load shall not be allowed to be lower than the minimum semester load.

4.6 Auditing of Courses

- 4.6.1 The Institute encourages extra learning by auditing for additional number of courses. However, auditing of course(s) is permitted
 - (a) only after a student has satisfactorily completed minimum credit of the course work,
 - (b) the student has not exceeded the limit of undergraduate courses registered for in his/her programme and a given course of his/her interest has been running in the institute.

- 4.6.2 Adding of an audit course is permitted only up to the last date of adding of courses, as given in the Institute's *Academic Calendar*. Dropping of an audit course, however, can be done at any time of the semester by filing a formal application for the same through the thesis supervisor.
- 4.6.3 Grades when obtained B or above for courses registered for as audit courses shall be displayed on the Grade Sheet of the student for the semester (See clauses 4.6.1 and 4.6.3). Grades, when below B and above F will be displayed as S grade. Grades, when F, the course will not be displayed on the grade sheet. However, the grades obtained in courses registered as audit courses shall not be counted for the calculation of the Semester Performance Index (SPI) or the Cumulative Performance Index (CPI).

4.7 Grades and Performance Indices

- 4.7.1 For the purpose of indicating the relative performance of a Master's student in a given course, the Institute awards letter grades in each course it offers for its students. These letter grades, along with their *correspondence points* on a 10 points-scale are given below:

A+ = 10, A = 9.0, B+ = 8.0, B = 7.0, C+ = 6.0,
C = 5.0, D+ = 4.0, D = 3.0, F = 2

However, for a Doctoral students in a given credit course, the Institute awards the following letter grades:

A = 10, B = 8.0, C = 6.0, D = 4.0, F = 2

where the letter grade F indicates that the students has failed in a given course.

- 4.7.2 If, due to genuine reasons, a student does not complete all the requirements of a credit course within the specified time period, the Instructor may award I grade (incomplete). However, the instructor shall be required to convert an I grade to the proper letter grade on or before the last date for such a conversion, as specified in the *Academic Calendar*, failing which it shall automatically be converted to F grade.
- 4.7.3 The grade S implies *satisfactory performance* and the grade X implies *unsatisfactory performance*. Both S and X grades have no correspondence points. Similarly, grade W implies waiver in a given course.
- 4.7.4 The course mentioned as Thesis and Teaching Work is not awarded any letter grade but is given as *satisfactory* (S) or *unsatisfactory* (X).
- 4.7.5 At the end of each semester, thesis supervisor(s) of a student registered with him/her/them shall assess the progress made towards the thesis work and shall award either S (*satisfactory*) or X (*unsatisfactory*) for every 4 credits of thesis registered for. A student registered for 16 credits of thesis in a semester can get one of the following five combinations: SSSS, SSSX, SSXX, SXXX, XXXX.
- 4.7.6 At the end of each semester, faculty member(s) with whom a student is associated as Teaching Assistant shall assess his/her performance towards the teaching work and shall award either S (*satisfactory*) or X (*unsatisfactory*) grade. A student associated with 'n' number of courses as Teaching Assistant in the entire tenure of his/her programme should secure a minimum of 0.75n S grades (i.e. 75% of the grades secured for teaching work should at least be S) in his/her entire programme to earn 2 credits of teaching work in order to fulfill minimum requirement for his/her degree.
- 4.7.7 If a student is on leave for a part of the semester OR submits his/her thesis in the middle of a semester, his/her thesis credits shall be reduced appropriately in a proportionate manner.
- 4.7.8 The courses *Graduate Seminar* and *Progress Seminar* carry 2 credits and shall be awarded letter grades.
- 4.7.9 The Semester Performance Index (SPI) of a student is an indicator of his/her overall

academic performance in all the courses he/she registers for during the semester, is computed as follows:

$$SPI = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + \dots}{C_1 + C_2 + C_3 + \dots}$$

where G_1, G_2 are the letter grades in courses of credits $C_1, C_2 \dots$ respectively.

- 4.7.9 While calculating the SPI, courses (i) with S and X grades and (ii) registered as audit courses are not counted.
- 4.7.10 The Cumulative Performance Index (CPI) indicates the cumulative academic performance of a student in all the courses taken including those taken in the last semester.

4.8 Comprehensive Examination of Doctoral Students

- 4.8.1 Students registered in the Doctoral programme must pass a Comprehensive Examination designed to test the overall comprehension of the student in various subjects relevant for his/her field of specialization. A student can appear in the Comprehensive Examination only after he/she has completed the minimum course requirements and satisfied the minimum specified CPI requirement.
- 4.8.2 Students may appear in the Comprehensive Examination at the earliest at the end of the first semester but latest by the end of fourth semester from the admission and registration in the Doctoral programme. The above time limits are exclusive of the period of sanctioned leave, if any.
- 4.8.3 The Comprehensive Examination shall be conducted as written and/or oral as per policy of the discipline approved by the PGCS.
- 4.8.4 The Comprehensive Examination Board of a Doctoral student shall consist of
 - (i) At least three but not more than five faculty members from the discipline of the student including his/her supervisor (s) and
 - (ii) One faculty member from a different discipline.

In consultation with the thesis supervisor(s) the constitution of the Board shall be recommended by the Convener of the PGCS and shall require the approval of the Chairman, Senate. The thesis supervisor of the student shall be the Convener of the Comprehensive Examination Board.
- 4.8.5 A student shall be considered to have passed the Comprehensive Examination if all members of the Board, except at the most one member, are satisfied with student's performance in the examination. The convener of the Comprehensive Examination Board shall be responsible to send the report of the Comprehensive Examination to the Convener, PGCS within eight weeks of the date of *approval* of the Board.
- 4.8.6 If a student fails in the Comprehensive Examination in his/her first attempt, a second Comprehensive Examination shall be conducted by the same Board that was constituted earlier unless otherwise changed by the Chairman, Senate on the recommendation of the Convener PGCS. A student shall be recommended for termination if he/she fails to pass the Comprehensive Examination even after two attempts. All such cases shall be brought to the notice of the Senate.

4.9 Candidacy for the Degree

- 4.9.1 A student enrolled in the Master's programme is formally admitted to the candidacy for the Master's degree after he/she has completed the minimum credit requirements for the degree by completing the minimum credit requirements of each of the following
 - (i) Course work
 - (ii) Teaching work

- (iii) Graduate seminars and
- (iv) Thesis work,

with at least the minimum required CPI, as stipulated in Section 4.11.2.

Only such students who are admitted to the candidacy shall be allowed to submit their Master's theses in accordance with the guidelines laid down in section 4.10.1.

- 4.9.2 A student enrolled in the Doctoral programme is formally admitted to the candidacy for the Doctoral degree after he/she has completed the minimum credit requirements for the degree by (a) completing the minimum credit requirements of each of the following:

- (i) Course work
- (ii) Teaching work
- (iii) Progress Seminars and
- (iv) Thesis work

and (b) has passed the comprehensive examination, with at least the minimum required CPI, as stipulated in section 4.11.2.

Only such students who are admitted to the candidacy shall be allowed to submit their Doctoral theses in accordance with the guidelines laid down in section 4.10.2.

4.10 Open Seminar by Doctoral Students

- 4.10.1 Before proceeding to finalize the thesis, each Doctoral student shall be required to deliver an Open Seminar. The seminar, which will be delivered to the faculty and students of the concerned discipline(s), shall deal with research work done by the Doctoral candidate with the objective of obtaining comments and criticism, if any, which may be incorporated in his/her thesis before its submission.

- 4.10.2 The thesis supervisor/ programme coordinator shall constitute a committee for open seminar. The committee shall comprise of

- (i) The thesis supervisor(s)/ programme coordinator of the student;
- (ii) One faculty member from the discipline of the candidate other than thesis supervisor(s)/ programme coordinator;
- (iii) One nominee of the convener PGCS.

The thesis supervisor/programme coordinator shall act as the Convener of the committee.

- 4.10.3 A notice of the Open Seminar, along with the title of the thesis topic, shall be displayed by the thesis supervisor(s) at least four days in advance of the Open Seminar.

- 4.10.4 The intimation that the Open Seminar has been satisfactorily given by the candidate shall be communicated to the Convener on the prescribed format, PGCS by the thesis supervisor(s) of the student.

- 4.10.5 A Doctoral thesis can be submitted only after satisfactorily giving the Open Seminar.

4.11 Submission of Thesis and Oral Examination

4.11.1 Master's Thesis

- 4.11.1.1 After a student is formally admitted to the candidacy of Master's degree, the thesis supervisor(s)/ programme coordinator shall communicate a list of outside experts through the Convener PGCS for its approval by the Chairman Senate. The thesis will be sent to one of the recommended members as per the order of preference as decided by the Chairman Senate. To be globally competitive, it is expected that the thesis may be sent to the international experts in the field. The selected expert should be the part of the Thesis Defense Board. After an expert accepts thesis for evaluation, the thesis supervisor/ programme coordinator may request for the constitution of the Thesis Defense Board for the approval by Chairman Senate, at least three weeks in

advance of the likely date of the Defense Examination.

4.11.1.2 The Thesis Defense Board shall comprise of

- (i) The thesis supervisor(s)/ programme coordinator of the student;
- (ii) At least one faculty member from the discipline of the candidate other than thesis supervisor(s)/ programme coordinator;
- (iii) One faculty member of the Institute but not from the discipline of the candidate;
- (iv) One expert from outside the Institute but from within the country.

The thesis supervisor/programme coordinator shall act as the Convener of the Thesis Defense Board.

4.11.1.3 The student shall be required to submit

- (i) Two hard copies of the Synopsis of approximately 250 words along with a soft copy of the same;
- (ii) Unbound copies of the thesis report, one for each examiner of the Thesis Defense Board, in the Academic Section.

The Academic Section shall arrange so that the copies of the thesis reach to the respective members of the Board at least two weeks before the defense of the thesis.

4.11.1.4 In consultation with the members of the Board and the student, the thesis supervisor(s)/ programme coordinator shall announce the date of the thesis defense and intimate the Academic Section about the same at least two weeks before the scheduled date.

4.11.1.5 The defense of a thesis shall be required to be necessarily conducted within four months from the date of thesis submission. If the concerned student fails to appear for the defense within this period, his/ her programme would be deemed to have been terminated. Request for the reinstatement in the programme by such a student, if made to the Chairman Senate, may be considered by the Senate. In case the Senate accepts the request it shall also specify the requirements to be subsequently fulfilled by the student for the award of the degree.

4.11.1.6 The Thesis Defense Board shall (a) evaluate the thesis and (b) conduct the defense of the student. The Convener of the Board shall send a report of the examination, on the prescribed format, to the Academic Section.

4.11.1.7 A Master's thesis shall be considered to have been accepted only if all members of the Thesis Defense Board recommend its acceptance. A thesis, which is not accepted, may be considered to have been rejected.

4.11.1.8 If a thesis is rejected along with a recommendation for resubmission after incorporating any modifications/ corrections suggested by the Thesis Defense Board, defense of the re-submitted thesis shall be conducted by the originally constituted Board, unless a different Board is approved by the Chairman Senate. If the re-submitted thesis is also rejected, the matter shall be reported to the Senate for an appropriate action.

4.11.1.9 After the thesis has been accepted, the student shall be required to submit a soft copy of the thesis along with the abstract with a report from the thesis supervisor(s)/ programme coordinator authenticating that all the suggestions of the Thesis Defense Board have been incorporated in the revised copy.

4.11.1.10 Acceptance of the thesis shall be reported to the Senate for approval.

4.11.2 Doctoral Thesis

4.11.2.1 After a student is formally admitted to the candidacy of the Doctoral degree, the Thesis Evaluation Board for the student shall be constituted by the Chairman Senate comprising of (i) the thesis supervisor(s)/ programme coordinator and (ii) three more

experts in the field with at least one of them from within India.

- 4.11.2.1 For the purpose of constituting the Thesis Evaluation Board, the thesis supervisor(s)/ programme coordinator of the student shall submit to the Chairman Senate
- (i) Adequate number of copies of Thesis Synopsis, prepared as per the format prescribed by PGCS;
 - (ii) A list of names of tentative examiners along with their designations and addresses, in addition to the names of thesis supervisor(s)/ programme coordinator, with at least three extra names over and above the required minimum number of members for the Thesis Evaluation Board.
- 4.11.2.2 The proposal for the constitution of the Thesis Evaluation Board shall be proposed at the most 4 weeks before the submission of the thesis.
- 4.11.2.3 The Chairman Senate, in consultation with the Convener, PGCS, shall select the members of the Thesis Evaluation Board from the proposed list. If considered necessary, the Chairman Senate may require additional names of experts to be submitted. In case Convener, PGCS himself/herself happens to be the supervisor of the student concerned, the Chairman Senate may consult other faculty member(s) for the purpose of constituting the Thesis Evaluation Board.
- 4.11.2.4 After the Thesis Evaluation Board has been constituted, the Convener, PGCS shall send a letter to each member of the Board enclosing a copy of the synopsis and requesting him/her to serve as an examiner for the thesis. If anyone of the examiners refuses or no response is received within eight weeks, with a reminder having sent after four weeks, steps shall be taken to appoint another examiner from the suggested list.
- 4.11.2.5 It shall be the responsibility of the Convener, PGCS and the Academic Section that the names of the members of the Thesis Evaluation Board are kept confidential till successful completion of the thesis defense of the candidate.
- 4.11.2.6 A candidate shall be allowed to submit his/her Doctoral thesis only after the Thesis Evaluation Board has been duly approved and the intimation of the satisfactory completion of the open seminar has been received by the Academic Section. The thesis submission will require bound copies of the Doctoral thesis, prepared according to the format prescribed by the PGCS, one for each member of the Board with an additional number for the members of the Thesis Defense Board. The Academic Section shall arrange to send the copies of the thesis to the respective members of the Thesis Evaluation Board.
- 4.11.2.7 Reports of thesis evaluation from the members of the Board, received in the Academic Section of the Institute, shall be placed before the Convener PGCS who shall categorize them in one of the following three categories:

Category I:

If an examiner suggests corrections regarding punctuation, grammar, spelling or language, the report shall be considered of Category I. In such a case, thesis supervisor(s) may use his/ her/ their discretion regarding incorporation of such suggestions.

Category II:

If an examiner points out typographical errors other than those in (i) above, or minor technical mistakes, raises some queries or suggests modifications but does not imply that the acceptance of the thesis is subject to removal of these defects to the examiner's satisfaction, the report shall be considered Category II. In such a case

- (a) The supervisor shall communicate to the Convener, PGCS the student's response to the queries raised,

- (b) The same shall be incorporated in the thesis to the satisfaction of the Thesis Defense Board, and
- (c) The examiner(s) concerned shall be informed by the Convener PGCS of the changes made on the basis of his/ her/ their suggestions.

Category III:

If an examiner ~~outright rejects the thesis~~ or raises technical points or suggests modifications which must be answered/ carried out to the examiner's satisfaction before the thesis is accepted the report shall be considered of Category III. In such a case, the supervisor shall communicate to the Convener, PGCS the changes made in the thesis, if any, in response to the examiner's comments along with an explanatory note which will be sent to the examiner with a request to respond within six weeks. If the examiner's response is not received within this period, a reminder shall be sent and if no reply is received within six weeks, further action will be initiated.

- 4.11.2.8 If one of the examiners outright rejects the thesis, the matter shall be referred to the Chairman Senate for deciding the further course of action. If two or more examiners reject the thesis, the thesis shall be outrightly rejected.
- 4.11.2.9 Copies of the categorized reports, without revealing the identity of the examiners shall be sent to the thesis supervisor(s).
- 4.11.2.10 On completion of the process detailed above and if all the examiners recommend acceptance of the thesis, the Convener, PGCS shall obtain the concurrence of the Chairman Senate for the constitution of the Thesis Defense Board and intimate the supervisor(s) with a request to initiate the constitution of the same.
- 4.11.2.11 In case Convener, PGCS himself/ herself happens to be the supervisor of the student concerned, the processing in the above clauses (from clause 4.10.2.5 to clause 4.10.2.11) shall be done by another faculty member appointed by the Chairman Senate for the specific purpose.
- 4.11.2.12 On completion of the Doctoral thesis evaluation by the Thesis Evaluation Board, the Academic Section shall send the name(s) of the member(s) of the Thesis Evaluation Board from India to the thesis supervisor(s) so that the same may be intimated about the possible dates for the defense of the Doctoral thesis.
- 4.11.2.13 The Thesis Defense Board, proposed by the thesis supervisor(s)/ programme coordinator through the Convener PGCS and approved by the Chairman Senate, shall consist of
 - (i) The thesis supervisor(s)/ programme coordinator of the student;
 - (ii) One of the Indian members of the Thesis Evaluation Board.
 - (iii) At least one faculty member from the discipline of the candidate other than thesis supervisor(s)/ programme coordinator;
 - (iv) One faculty member of the Institute but not from the discipline of the candidate;
- 4.11.2.14 The Doctoral thesis defense shall be an open examination. The supervisor(s)/ programme coordinator, in consultation with the student and members of the Thesis Defense Board, shall fix the date of the defense and intimate the same to the Academic Section.
- 4.11.2.15 If a member of the Thesis Defense Board communicates his/ her inability to be present in advance or fails to be present on the specified date and time, the Chairman Senate may appoint a substitute in consultation with the thesis supervisor(s)/ programme coordinator and Convener PGCS.
- 4.11.2.16 Each member of the Thesis Defense Board shall be given a copy of the thesis along with the entire technical correspondence with the Thesis Evaluation Board at least one week prior to the date of the defense.
- 4.11.2.17 The Thesis Defense Board shall

- (i) Examine the thesis reports,
 - (ii) Examine whether or not necessary modifications suggested by the thesis examiners have been incorporated by the candidate;
 - (iii) Elicit candidate's replies to the questions raised by members of the Thesis Evaluation Board;
 - (iv) Authenticate the work as candidate's own;
 - (v) Judge if the presentation of the work by the candidate and the answers to the questions asked have been satisfactory, and
 - (vi) Give a report of the examination, to be communicated by the thesis supervisor(s)/ programme coordinator to the Convener, PGCS.
- 4.11.2.18 If all, except at most one of the members, declare the candidate as passed, the candidate shall be deemed to have passed in the thesis defense.
- 4.11.2.19 In case a candidate has not been passed, the Thesis Defense Board shall specify whether
- (i) The candidate may be given another chance to appear in the thesis defense and shall specify the approximate date for re-examination. [If re-examination is recommended, the original Thesis Defense Board shall conduct the re-examination unless a different Board has been constituted by the Chairman Senate. In the re-examination, the Board shall declare whether the student has passed or failed as per the criteria laid down above but shall not recommend, in any case holding a third thesis defense.]
 - (ii) The candidate is declared to have failed.
- 4.11.2.20 On receipt of the report that the student has passed the thesis defense, the Convener, PGCS shall recommend to the Senate for the award of the Doctoral degree.
- 4.11.2.21 After the thesis has been accepted, the candidate shall be required to submit also a soft copy of the thesis along with (i) the abstract and (ii) a report from the thesis supervisor(s)/ programme coordinator authenticating that all the suggestions of the Thesis Defense Board have been incorporated in the revised copy.
- 4.11.2.22 If the candidate has failed, the matter shall be brought to the attention of the Senate for further action.

4.12 Graduation Requirements and Minimum Academic Performance

- 4.12.1 A student shall be deemed to have completed the graduation requirements if he/ she has
- (a) Passed all the minimum courses or the courses prescribed for him/ her by the Discipline AND
 - (b) Attained the minimum prescribed CPI for the programme AND
 - (c) Successfully defended the thesis AND
 - (d) Satisfied the minimum academic and residence requirements AND
 - (e) Satisfied all the additional requirements specified by the Discipline, if any, AND
 - (f) Satisfied all the requirements specified in Institute Ordinances and by the Senate
- 4.12.2 The minimum CPI requirements for continuing in the programme are
- (a) 6.5 for Master's programme and
 - (b) 7.0 for Doctoral programme

However, on the recommendation from the PGCS, a deficient student may be allowed to continue in the programme, by issuing a warning, if his/her SPI in the first semester he/she registers for ~ 6.0 but < 6.5 (for Master programme) and ~ 6.5 but < 7.0 (for Doctoral programme).

- 4.12.3 The programme of a Master student is likely to be terminated if

- (a) His/her SPI is below 6.0 OR
 - (b) His/her CPI is below 6.5 in two consecutive semester OR
 - (c) He/she obtains two Fs OR one F and one D in the same or different courses OR
 - (d) He/she accumulates 3 or more Xs towards thesis credits.
- 4.12.4 The programme of a Doctoral student is likely to be terminated if
- (a) His/her SPI is below 6.5 OR
 - (b) His/her CPI is below 7.0 in two consecutive semester OR
 - (c) He/she obtains two Fs OR one F and one D in the same or different courses OR
 - (d) He/she accumulates 5 or more Xs towards thesis credits.
- 4.12.5 A student whose programme has been terminated on academic grounds may appeal to the Chairman Senate requesting the continuation of his/her programme. In exceptional cases, the Senate may allow continuation of such a student provided that (i) the reasons for adverse performance are genuine and are well supported by the documentary evidence AND (ii) he/she has a fair chance to successfully meet the minimum graduation requirements of the Institute.

5. LEAVE RULES

5.1 General Considerations

- 5.1.1 Postgraduate students of the Institute are entitled for (i) Vacation and Casual Leave and (ii) Medical leave. Married students shall also be entitled for Maternity/paternity Leave. Other types of leaves, as given in this Section, may also be granted in special cases.
- 5.1.2 A student may be granted leave on submitting application well in advance. All permissible and duly sanctioned leaves from the Institute shall not entail any financial loss from the Institute Assistantship, if awarded.
- 5.1.3 Absence from the Institute without sanctioned leave shall entail financial loss for the period of unauthorized absence from the Institute Assistantship and may also result in (i) disciplinary action and (ii) the termination from the programme.
- 5.1.4 If a registered students is absent on sanctioned leave for a period of 4 weeks or more, (i) thesis credits registered by him/her may be appropriately reduced in blocks of 4 credits or (ii) his/her leave may be converted to *semester leave*.

5.2 Vacation and Casual Leave

- 5.2.1 A postgraduate student may be allowed *vacation leave* during any period of Institute's vacation or during the mid-semester recess up to a maximum of 15 days per semester. Leave not availed in one semester may be carried over to the next semester up to a maximum of 15 days. The entire duration of vacation leave will not exceed 30 days at a time in any case.
- 5.2.2 In addition, a student may be allowed *casual leave* up to 8 days per semester subject to the condition that such leave will not be allowed to be longer than 6 days at a time. *Casual leave* can not be carried over to next semester or next year.
- 5.2.3 *Casual leave* can not be combined with any other kind of leave.

5.3 Medical Leave

- 5.3.1 In case of medical unfitness, duly supported by a medical certificate, postgraduate students may be granted Medical Leave up to 8 days per semester. Unavailed Medical Leave shall be carried over to the next semester up to a maximum of 8 days. However, the Medical Leave at a stretch shall not exceed 15 days.

5.3.2 If a student develops medical sickness while staying in the campus, the medical certificate is required to be obtained from the Medical Officer of the Institute. On the other hand, if he/she falls sick outside the campus while on sanctioned leave, the medical certificate must be obtained from a registered medical practitioner.

5.3.3 An absence due to Medical Leave exceeding 15 days shall entail financial loss.

5.4 Maternity/Paternity Leave

5.4.1 A married student may avail Maternity/paternity Leave as per policy laid down by the government of India time to time. If supported by a proper medical certificate, leave up to 6 weeks may also be granted to married female student against miscarriage including medical termination of pregnancy.

5.4.2 An absence against maternity/paternity leave beyond the permissible period shall normally entail financial loss.

5.5 Semester Leave

5.5.1 Semester Leave for up to two semesters may be approved for postgraduate students if the reasons for such a request are found to be genuine. Except for medical reasons, the Semester Leave shall not be granted unless the student has completed at least 2 semesters in the programme.

5.6 Duty Leave

5.6.1 Postgraduate students may be permitted to proceed outside the Institute on Duty Leave for carrying out field work, library work, experimental work, laboratory work and for other research/ academic work permitted by the PGCS.

5.6.2 Postgraduate students may also be permitted to proceed outside the Institute on Duty Leave to attend conferences, seminars, short courses, workshops etc.

5.6.3 Period for Duty Leave shall normally not exceed 30 days in a semester. However, in exceptional cases if the period of Duty Leave is required to exceed 30 days, permission would require a *prior* approval from the Chairman Senate.

5.7 Leave for Carrying out Academic Work outside the Institute over an Extended Period

5.7.1 In order to help students broaden and enrich their academic and cultural experience, the Institute permits its postgraduate students to proceed to other academic and research institutions in India and abroad as non-degree students with prior permission from the Senate.

5.7.2 Only those postgraduate students who have completed at least two semesters of the programme and have a CPI of ≥ 8.0 are eligible to proceed to outside the Institute for academic work.

5.7.3 On receiving the application from the student, duly supported by a Statement of Purpose to undertake the proposed work and sufficient information about the proposed institution of work along with the recommendation of the thesis supervisor(s), the faculty members of the discipline shall consider the same and shall determine whether or not the proposed plan of work is of such a nature that waiver for at least 7 units per regular semester be granted. If approved by the Chairman Senate, the student shall be informed about the requirements he/she must fulfill to apply for academic credit on his/her return.

5.7.4 Permission to proceed to an institution as a non-degree student does not imply that the student shall automatically get any waiver from the academic requirements of IIITDM Jabalpur.

- 5.7.5 After the proposed research work is completed, the request made by the student for waiver from academic requirements of his/ her programme, duly supported by an official transcript of the grades obtained during stay in another institute, shall be evaluated by the faculty/ discipline concerned. If recommended favourably, determined by whatever means it may deem fit, the waiver up to a maximum of 16 credits from IIITDM Jabalpur courses/ thesis units, may be recommended. This waiver shall require the approval by the Chairman Senate.
- 5.7.6 Against each requirement for which a waiver is granted, the letter W would appear on the transcript with an explanatory note that W stands for waiver for work done at the Institution concerned. All such requirements shall be deemed to carry zero weight for SPI/CPI calculations.
- 5.7.7 The minimum residence requirement for the students who are granted such a leave may be reduced by one semester provided that they spend at least one semester of 16 weeks duration or two quarters of at least 11 weeks duration each as non-degree students elsewhere with prior permission from the Institute.
- 5.7.8 Students who are permitted to proceed as non-degree students elsewhere on any institutional exchange programme shall also have to go through the procedure and rules for the transfer of credits as outlined in clauses 5.7.5 – 5.7.7.

6. FINANCIAL ASSISTANCE

- 6.1 Institute normally provides financial assistance to postgraduate students on semester-to-semester basis in the form of research/teaching assistantship (referred to as the Institute Assistantship) of amounts approved by the Government of India. The duration of the scholarship shall be up to first four semesters of the programme for Master's student and up to first eight semesters for Doctoral students. The Doctoral scholarship may further be extended for two more semesters after the review of the work done by the student is carried out by the Peer Review Committee.
- 6.2 A student, who has been awarded the Institute Assistantship, is expected to devote up to 8 hours per week towards academic job(s) assigned to him/ her. The renewal of Institute Assistantship is contingent on the student's satisfactory performance in (i) the academic programme and (ii) in the discharge of assistantship duties.
- 6.3 A student on Institute Assistantship is also reimbursed for a limited contingency expenses as per the approved terms and procedures to be notified from time to time.
- 6.4 Financial assistantships, in the form of Research Assistantships, may also be available from sponsored research projects. Additional assistantships in the form of scholarships, fellowships, etc may be available through other organizations, such as, the Council of Scientific and Industrial Research (CSIR), Department of Atomic Energy (DAE), DST etc.

7. WAIVER OF REQUIREMENTS IN SPECIAL CASES

The procedures and requirements stated in this manual, other than those in Section 2.1 (Eligibility for Admissions) and Section 4, Clause 4.11.2, 4.11.3, 4.11.4 (Academic Performance Requirement) may be waived in special circumstances by the duly appointed Senate Committee. All such exceptions, however, shall be required to be reported to the Senate.