Policy for the Master's Programme Admissions

1. **Selection committee**
   Online interviews to be carried out by a committee formed by the Head of the discipline (minimum 50% of the discipline faculty strength or three, whichever is higher).
2. **Shortlisting of the applicants for interview**
   a. Shortlisting of the eligible candidates for interview to be carried out purely based on the GATE/CEED score as provided in the google form by the candidate.
   b. *It will be responsibility of the candidate to provide correct information about his candidature, as required in the application. If a candidate provides false information and gets selected based on the false information, his candidature will be automatically cancelled and the semester and other fees deposited will be forfeited.*
   c. The cutoff for OBC will be relaxed by 10% of the cutoff for open category (as per the Govt. of India norms)
   d. For SC/ST candidates, cutoff may be decided by the committee to have sufficient number of candidates of each category. Normal practice is to set the cutoff 25% lower than the cutoff for open category.
   e. For EWS, the cutoff will be same as open category (as per the Govt. of India norms)
   f. The list of shortlisted candidates along with the shortlisting criteria to be sent to the academic office for uploading on the website and mailing to the candidates.
3. **Interview process**
   a. The committee will shortlist the candidates and arranges them in the order of interview.
   b. Shortlisted candidates will be informed by email and through the website of the institute. They have to appear for interview through online mode, preferably through ZOOM platform.
   c. The candidates shall be allotted a particular date and time interval so that they need not wait for long. Normal practice is to first interview SC/ST, followed by OBC, followed by EWS and finally open category candidates.
   d. The convener of the committee will send invite to the candidates along with the particular time slot of their interview.
   e. Candidates will be waiting in the waiting room and convener will join them one at a time in the order already provided to the candidates.
   f. The duration of the interview will be decided by the committee.
   g. The meeting to be recorded and recording to be retained for at least six months.
   h. Each member of the committee will give marks out of 100 to each candidate. Evaluation is to be carried out based on the academic record, GATE/CEED score and performance in the interview. For M.Des. portfolio presentation will be additional component for evaluation.
   i. The marks will be averaged to get final marks in the interview.
   j. In case the connection fails, the interview can be rearranged on some other date, within the given window for conducting interviews.
   k. In case a candidate is not able to attend the online interview, It is required for the student to take the prior permission for the non availability of online facility. His/ her case will be consider in the next semester I.e session to be starting from

jan2021. He need not to reapply for the admission in Jan2021. The result of this session will be announced as per the schedule.

4. **Document verification**

   Online documents submitted by candidates are available on google drive. The committee will cross check the data entered by the candidate with the documents uploaded to verify the eligibility.

5. **Final Selection**

   a. Final selection will be based on the merit list prepared and cutoff for open category to be decided by the committee (normally 50%).
   b. For OBC: 10% relaxation in cutoff marks will be given
   c. For SC/ST: 25% relaxation in cutoff marks will be given
   d. For EWS: Seats are reserved as per the seat matrix. No other relaxation is applied.

6. **Selection committee report:**

   The committee will submit the report in the prescribed format through Head of the discipline to PIC Academic. The report should be supported by the attendance sheet (based on the virtual presence), details of marks for all candidates, the selection criteria and recording of the interview process.

Policy for the Ph.D. / Integrated Ph.D. admissions

1. **Selection committee**
   Online interviews to be carried out by a committee formed by the Head of the discipline (minimum 50% of the discipline faculty strength or three, whichever is higher).

2. **Shortlisting of the applicants for interview**
   a. Shortlisting of the eligible candidates for interview to be carried out based on the GATE/CEED score as provided in the google form and based on the statement of purpose submitted by the candidate.
   b. *It will be responsibility of the candidate to provide correct information about his candidature, as required in the application. If a candidate provides false information and gets selected based on the false information, his candidature will be automatically cancelled and the semester and other fees deposited will be forfeited.*
   c. The cutoff for OBC will be relaxed by 10% of the cutoff for open category (as per the Govt. of India norms)
   d. For SC/ST candidates, cutoff may be decided by the committee to have sufficient number of candidates of each category. Normal practice is to set the cutoff 25% lower than the cutoff for open category.
   e. For EWS it will be same as open category (as per the Govt. of India norms)
   f. The list of shortlisted candidates along with the shortlisting criteria to be sent to the academic office for upload on the website and mailing the candidates.

3. **Interview process**
   a. The committee will shortlist the candidates and arranges them in the order of interview.
   b. Shortlisted candidates will be informed by email and through the website of the institute. They have to appear for interview through online mode, preferably through ZOOM platform.
   c. The candidates shall be allotted a particular date and time interval so that they need not wait for long. Normal practice is to first interview SC/ST, followed by OBC, followed by EWS and finally open category candidates.
   d. The convener of the committee will send invite to the candidates about the particular time.
   e. Candidates will be waiting in the waiting room and convener will join them one at a time in the order already provided to the candidates.
   f. The duration of the interview will be decided by the committee.
   g. The meeting to be recorded and recording to be retained for six months.
   h. Each member of the committee will give marks out of 100 to each candidate.
   i. The marks will be awarded based on the following components:
      i. Academic record of the candidate
      ii. Discussion on the statement of purpose
      iii. Presentation/ answering style
      iv. Answer to queries and fundamentals
   j. The marks given by all committee members will be averaged to get final marks in the interview.
   k. In case the connection fails, the interview can be rearranged on some other date, within the given window for conducting interviews.

l.   In case a candidate is not able to attend the online interview, It is required for the student to take the prior permission for the non availability of online facility. His/ her case will be consider in the next semester I.e session to be starting from jan2021. He need not to reapply for the admission in Jan2021. The result of this session will be announced as per the schedule.

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    Online documents submitted by candidates are available on google drive. The committee will cross check the data entered by the candidate with the documents uploaded.

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    b. For OBC: 10% relaxation in cutoff marks will be given
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