Rules, Procedures and Guidelines for Academics at IISER Mohali

IISER Mohali

August 2021

1 Terminology

This manual describes *rules*, *procedures* and *guidelines*. The following terminology is used to clarify the applicability of various clauses herein:

Mandatory The use of the word "must" indicates a *mandatory* clause for a rule or procedure. Failure to follow such a clause requires explicit permission from the Senate.

Prescriptive The use of the word "should" indicates a *best practice*. Deviation from such a clause requires adequate preparation. Normally prior intimation to the Head of the Department, Dean Academics and/or the Chairperson, Senate of such deviation is expected.

Optional The use of the word "may" indicates an *optional* clause. This clause indicates alternative or additional approaches for Academics that keep the broad philosophy of the programmes in mind.

This choice of terminology is meant to reflect the adaptability and flexibility of academic activity at IISER Mohali within the ambit of the structure and philosophy of academic programmes as envisaged by the Senate.

2 Governance

This section describes in brief, the philosophy and structure of governance of academics at IISER Mohali so as to provide a context for the current document.

The statutes of IISER Mohali provide the authoritative source.

2.1 Senate

All Academic programmes at IISER Mohali are governed by the Senate of IISER Mohali as authorized by the statutes and the Board of Governors of IISER Mohali.

2.2 Senate Documents

The documented proceedings of the Senate (minutes) are the authoritative source for the governance of Academics at IISER Mohali. The current documents are provided as a form of summary of the proceedings of the Senate.

The *Courses of Study: IISER Mohali* book provides the outlines for courses taught at IISER Mohali and the course structure for the academic programmes.

The current document reflects the rules, procedures and guidelines that the Senate has laid down for academic programmes at IISER Mohali.

Where the interpretation of these documents is considered ambiguous, the order of escalation is from student to instructor, from instructor to Head of the Department and Dean Academics, from Dean Academics to the Senate. The Chairperson, Senate may, on occasion take an executive decision which is later presented for discussion and ratification by the Senate.

2.3 Dean Academics

The Dean Academics, IISER Mohali is responsible for the enforcement of the rules, the implementation of the procedures and the compliance to guidelines for academics at IISER Mohali. This includes but is not limited to:

- Maintenance of all records with reference to academics, viz., teaching assignments, registration, leave, grades, scholarships, awards, graduation, warning, probation and termination of programs.

- Scheduling of time-tables and preparation of the calendar for admissions, classes, laboratory sessions, examinations and award of grades.

- Issuance of public and individual notices as required for the functioning of academics at IISER Mohali.

- Maintenance and dissemination of this document, the courses of study book and other documents pertaining to academics at IISER Mohali.

As and when required, the Dean Academics may constitute committees to carry out some of these tasks.

2.4 Associate Dean Academics

The Associate Dean Academics supports the work of Dean Academics in all aspects. The associate dean takes primary responsiblity for matters related to Int.PhD and PhD students. The Associate Dean Academics is the acting Dean Academics in absence of the Dean.

2.5 Head of the Department

The Head of each Department assists the Dean Academics in coordinating teaching assignments, preparation of time table for major mandatory and elective courses, assignment of teaching assistants and the first level of monitoring of teaching related activities.

The Head of each Department also coordinates discussions within the department on proposals related to rules and guidelines.

2.6 Instructors

After the preparation of the teaching assignment for each semester, the task of conducting classes, laboratory sessions, tutorial sessions, assigments, tests, examinations and all other forms of instruction and evaluation devolves to the designated instructor of a course.

In the matter of scheduling of these events, the instructor should adhere to the time-table prepared by the Dean Academics. The instructor may schedule additional events beyond those scheduled by the Dean Academics, keeping in mind the expected number of mandatory contact hours per week for the given course.

The instructor of a course should involve all designated tutors, lab instructors and lab tutors in the instruction and evaluation of a course.

Except as specifically delineated later, the designated co-ordinators of seminar courses and the designated guides for project courses shall be treated as instructors of the corresponding courses.

2.7 Students

The registered students of a course shall follow the instructions of the designated instructor (and tutors and lab instructors) of the course in all academic matters related to the course.

Students should be active participants in the dissemination and learning process associated with a course. They should undertake the evaluation process in a manner that ensures that a just measurement can be made of the extent to which they have participated in the course and grasped its contents.

3   Academic Sessions

Course work at IISER Mohali is carried out in a semester system.[1]

3.1   Semesters

The August (or Monsoon, or odd) Semester starts on August 10 and the January (or Spring, or even) Semester starts on January 5.[2] In case these days fall on Friday or a holiday, the semester will start one day earlier. Any deviation from this requires an explicit approval of the Senate.

Registration for courses is completed on the last working day prior to the start of classes. Semesters have 12 weeks for teaching along with a one week mid-semester break and time for mid-sem exams. An additional week may be added to compensate for loss of time due to holidays. There should be two mid-semester examinations (spread over three days each) with about an one month gap between them. End-Semester examinations are held during the week immediately after the last day of classes. Results are declared after a Grade Finalisation meeting that is held $5-7$ days after the last end-semester examination.

3.2   Summer Semester

Whenever possible, a summer semester is organised for students who have an 'F' grade *in theory core courses.* Such a semester runs for 8 weeks during the summer that lies between the end of the spring semester and the start of the monsoon semester. In a summer semester, there is only one mid-semester examination and one end-semester examination. Instructors may schedule quiz at regular intervals to ensure continuous evaluation. Other than that, the structure is similar to a regular semester. In particular, the number of contact hours for a course taught in summer is the same as the number of contact hours for a course taught in a regular semester.[3] Thus the number of contact hours per week in each course is double that in a usual semester. A student can register

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[1]§07.02.05. Here and elsewhere the number indicates the reference number of the section of the senate minutes which is incorporated here.

[2]§08.04.11, 21.47.31. The nomenclature for semesters was changed from odd/even semester to monsoon/spring semesters by the senate §20.41.17.

[3]§09.05.11

for at most two courses in a summer semester[4].

4   Courses

A course at IISER Mohali runs for a full semester. The course contents for each course are described in the *Courses of Study* book as released periodically. Each course carries credits (weightage) based on the number of contact hours and other factors. Evaluation of performance is based on continual assessment and takes into account all aspects of the course.

4.1   Theory Courses

In a theory course, an instructor has contact hours per week that equals the number of credits. Some of the sessions may be used for tutorial sessions. The division is usually prescribed in the course outline for the course. In addition, there may be unit tests or quizzes.

A theory course should have two mid-semester examinations and one end-semester examination. The latter should have a weightage of about 50% in the evaluation process.[5]

4.2   Laboratory Courses

Each laboratory course should have one or more laboratory sessions per week. The expected number of contact hours for a lab is about three times the number of credits. It is expected that preparation of lab reports will be done within this time. In some lab courses there may also be a lecture to introduce the experiment to be conducted. Students are required to maintain an up to date record of the work done in the laboratory.

A student will be evaluated on her/his laboratory record, the quality of her/his work in the laboratory and a viva for each experiment. The last session of each laboratory course can also

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[4]§09.05.11
[5]§07.02.04

be used for an end-semester examination which should have a weightage of about 30% in the evaluation process.[6]

4.3   Seminar Courses

There are three types of seminar courses at IISER Mohali during each regular semester. Two master's seminar courses are for attending and delivering seminars, respectively. The PhD seminar course requires students to attend *and* deliver seminars.

All students at the appropriate level are required to participate in these seminars. Evaluation will be based on participation and on the quality of the talk or poster (in the case of seminar delivery courses).

Evaluation of these courses should be completed before the start of the end-semester examination week.

4.4   Courses with micro-credits

The Senate has approved offering of courses with one or two credits to permit focussed courses. Such courses may be offered at any time without being restricted to the semesters. Courses taken in GIAN courses may also be considered to be added to the grade card[7].

4.5   Project Courses

Final-year students in the BS-MS program are required to undertake a two-semester project under the supervision of a designated guide. Students may opt to spend on semester of the project in another university or institute if their thesis work is part of a larger research project with one of the faculty members at IISER Mohali as a collaborator with the mentor at the other university/institute[8]. Students need to take an overload in the semester that they are present in

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[6]§08.04.05
[7]§19.35.16 & §15.19.18
[8]§17.27.21 (3)

IISER Mohali to compensate for the missed open elective course. Such an overload may also be taken in the 8th semester[9].

Students in the Integrated PhD program must undertake at least one semester long project. They may extend the scope of this project by registering for additional credits in lieu of an elective course. In some departments more than one semester long project is mandatory.

In each case, the project guide will serve as the instructor for the purpose of coordinating the evaluation process.

The evaluation of these projects will be carried out on a semester-by-semester basis. The manner of evaluation may vary between disciplines but should be consistent for all students within each discipline.

The PRJ501 & PRJ502 courses for BS-MS students is evaluated by a thesis committee of at least three faculty members (including the supervisor in the two semesters. The evaluation for the final semester of the project course of a BS-MS student must be based on a detailed examination of the MS thesis by this committee, a viva-voce examination and a public presentation of the work done. The evaluation of the MS thesis work by BS-MS students is divided into two 8 credit evaluations per semester[10]. In case an external supervisor is involved, their inputs should be taken on the relevant form.

The protocol for submission of thesis involves submission for evaluation by a stipulated deadline, and submission of the final version after evaluation and incorporating suggested corrections, if any. A three week period is provided to the committee for evaluation of the thesis[11].

Only one final bound copy is to be provided to the Dean Academics office to be placed in the library[12]. An electronic copy of the thesis in PDF format must also be submitted. An abstract of the thesis (PDF file) is to be submitted. The abstract of the thesis is shared online by the library. The thesis may be held under an embargo for online sharing on request from the supervisor[13]. Evaluation of the student will not be considered complete in the absence of these submissions.

Evaluation for these courses should be completed before the start of the end-semester exam-

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[9]§17.27.21 (3)
[10]§19.35.15
[11]§20.41.10
[12]§16.21.21, §20.41.09, §20.43.25
[13]§20.43.25

ination week.

5   Registration

Every student must register for courses that she/he undertakes to complete during a semester. Registration should be completed on the last working day prior to the commencement of classes for each Semester.

5.1   Course Structure

The course structure as laid in the *Courses of Study: IISER Mohali* should be adhered to by students while registering for courses. Some common exceptions to this are detailed below.

Students may register to repeat courses in which they have earlier received 'F' grades. They may also register for courses that they have missed from an earlier semester for any reason.

The course structure lists a number of electives for students who have already selected their Majors. Students can use such a slot to register for any major course at the same or lower level. In other words, they can register for a 3xx course in their third year or later, a 4xx course in their fourth year or later etc. Students may also register for an elective course at a level higher than their level provided they obtain the consent of the course instructor. Such registrations will be subject to approval by Dean Academics.

Int.PhD students can follow a similar schema for the course structure prescribed in the relevant department.

5.2   Credit and Course Limits

Credit limits for each semester are mentioned in the courses of study. Any additional credits in a given semester count as an overload.

A student who registers for a summer semester can register for at most two courses during that semester[14].

Overload for the purpose of clearing F grades or pending courses may be permitted on request. Students who are on academic probation are not permitted to overload[15].

Well performing students may request for an overload to do additional courses during semester $8-10$[16]. For students who complete more than the minimum required credits (203), CPI will be computed from the total credits completed. The total number of credits is to be counted after replacement of courses in which a student has obtained an F grade. Such a replacement can be done within a category, e.g., core electives, department electives, open electives, etc. There is no course replacement for mandatory courses in any category. Course replacement is done following a request for the same from the student. The request is to be made before the end-semester exam of the last semester for each student.

5.3   Procedure

Students should pre-register online using the academic module of the campus management software.

Once the time-table for classes is announced, students will be permitted to change their choices for courses that have a time-table clash.

Students must obtain approval of the corresponding instructor when they choose an elective course or a repeat course. Instructors should use the academic module of the campus management software to grant approval online.

Students should complete online registration prior to the last date announced in the academic calendar. The registration form should be printed and signed by the student and submitted to the Dean Academics office. **For students requesting an overload, or repeat of courses, the student must obtain signatures of her/his faculty mentor/Academic advisor/HoD prior to submission to the office of Dean Academics.**

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[14]§09.05.11
[15]§20.39.11
[16]§20.39.15

In exceptional cases where the software is unable to handle registration, a paper-based registration form may be submitted along with an explanation of the difficulties faced with the software. The acceptance of such registration is subject to approval by the office of Dean Academics.

5.4   Late Registration

Students may be permitted to register late with the deadline being specified in the academic calendar. Such registration must be accompanied by an explanation for the delay as well as a late fee as notified from time to time.

5.5   Add/Drop of Courses

A student may add or drop courses until the relevant deadline specified in the academic calendar. This can be done by modifying selected courses on ERP. In exceptional cases where software is unable to handle the request, this may be done by filling up the appropriate form which must be signed by the student, the instructor of the course added and the faculty mentor.

5.6   Registration of Choices for Major

Towards the end of the Spring Semester each year, a BS-MS student who has completed Core Courses during that semester should submit a form indicating her/his preferential choices for Major. The Dean Academics will announce the deadline for the submission of the forms and the alloted choices after the completion of the process.

Completion of core is defined as taking all the core courses and a CPI of 4.0 or higher, with at most two F grades.[17]

Students are not allowed to choose a subject as a major if they have a pending F grade in a core course in that subject[18].

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[17]§13.13.20
[18]§20.39.10

5.7 Minors

Senate has approved the minors program[19] for BS-MS students. A minor consists of courses taken as open electives. Core electives may also be used in a minors basket. A student is required to complete 16 credits from the basket for minors unless specified otherwise. In some cases, a minors basket may include some mandatory courses for completion of the minor.

Students need to have a CPI of 6.0 in order to claim a minor. The CPI in the minors basket should also be 6.0 with no F grades in courses for the minors basket. A student can claim a minor at the end of their last semester in the program. A student may submit an intent form at any time before the start of their 9th semester, however this is optional.[20]

List of minors, rules, etc. are incorporated in the course of studies booklet and will be updated from time to time.

5.8 Registration of Choices for MS Project Guide

During the last month of the Spring (Even) Semester each year, BS-MS students who will be completing her/his Mandatory Major Courses during that semester should submit a form indicating her/his preferential choices of project guide for final-year thesis research. The Dean Academics will announce the deadline for the submission of the forms and the alloted guides after the completion of the process.

As it is desired that the MS thesis work be started after most of the course requirements have been completed, only students who have completed 163 credits with at most two F grades are permitted to start work on MS thesis. Relaxation of up to 8 credits may be given on account of overloads in two semester on request.

During the last month of the semester, an Int-PhD student who will be completing the second or the third semester of course work can register her/his preferential choices for her/his fourth semester research project guide. The Dean Academics will announce the deadline for the submission of the forms and the alloted guides after the completion of the process.

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[19]§19.36.04
[20]§21.46.06

5.9 Registration of Choices for PhD/Integrated Phd Thesis Supervisor

Each PhD/Integrated PhD student will submit a form indicating her/his preferential choices for PhD Thesis Supervisor after successfully completing the Comprehensive Examination. The Dean Academics will announce the deadline for the submission of the forms and the allotted supervisors after the completion of the process.

6 Academic Conduct Rules

Decorum and discipline must be maintained within the academic premises at all times. Institute property such as books, notebooks, laboratory equipment, laboratory notes, and so on, must be treated with due care and diligence. Use of mobile phones is not permitted during classes, laboratories, and/or examinations.

6.1 Class Schedules

A schedule for all classes and laboratories will be announced at the beginning of each semester. Changes to this may be announced from time to time as necessary.

Registration for courses with a time table clash is not permitted.

Classes and laboratory sessions will usually be held as per the announced schedule and will start and finish at the designated times. Instructors may re-schedule a few classes after giving adequate notice to the entire class.

6.2 Honour Code

All students must adhere to an honour code to ensure that the evaluation of learning and research can be carried out in a fair manner. At the start of each semester each student will affirm the acceptance of this honour code by affixing her/his signature to the code in the prescribed format.

Students must not use unfair means to increase their marks/grades. The seating plan which is announced for each examination must be followed. No notes and books are allowed to be present with a student during examinations except as specifically permitted by the instructor. Violations of these rules will be brought before the duly constituted Prevention of Academic Misdemeanor Committee (PAMC).

6.2.1 Plagiarism

Plagiarism is defined as the copying of material from other sources without attribution and/or acknowledgment and presented as one's own contribution.

IISER Mohali considers plagiarism a serious offence. Any evidence of plagiarism in term papers or in theses (or in any other context of learning, exposition and research) will be dealt with severely after a thorough investigation by a committee constituted on a case-by-case basis by the Senate (or by the Chairperson, Senate on behalf of the Senate).

6.3 Contact Information

During the semester, communication from the office of Dean Academics to the student will take place over the Institute-assigned e-mail address or other emails. Students must ensure that their e-mail account is accessible, and that they receive e-mails sent to the relevant student lists. Students should request the computer centre to rectify any problems with these, as well as access to ERP and Moodle. Students must supply an up-to-date postal address for their parents or legal guardian for out-of-semester communication.

6.4 Attendance and Leave

Students must attend *all* classes for *all* courses that they are registered for unless they have obtained leave of absence after applying for it by citing a specific reason.

Students who receive scholarships via the Institute may find that their scholarship is deducted on a pro-rata basis in the case of absence without leave.

BS-MS students undertaking course work are permitted a maximum of five days of leave of absence for non-medical reasons. In case of illness, a student can obtain medical leave providing that a certificate is obtained from an authorised medical practitioner for the entire period. Such a certificate must be counter-signed by the Institute Medical Officer.

Students who are carrying out PhD Thesis research are subject to the leave rules governing their individual fellowships.

Students should be aware that there will be no make-up classes, tutorials, quizzes or laboratory sessions conducted for the period when they are on leave. (For examinations, see below.)

Each instructor is expected to announce an attendance policy for the course in the first week. This policy is expected to outline any punitive measures for students who do not attend sessions regularly[21].

Attendance of students who are on academic probation will be taken into account for appeals against termination[22].

Prolonged absence without leave may lead to termination or suspension of the student's program or scholarship.[23]

7   Examinations

Each theory course usually has two mid-semester examinations and one end-semester examination in addition to continuous evaluation. Each laboratory course usually has one end-semester examination in addition to continuous evaluation.

Mid-Semester examinations are held over three days during the term. These examinations are separated by about a month on each side. End-Semester examinations for laboratory courses are held in the last laboratory session of the semester, during the last week of classes. End-Semester examinations for theory courses are held in the week after the last week of classes.

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[21]§20.39.09
[22]§20.39.09
[23]§13.14.22(b)

Classes and Laboratory sessions continue during the rest of the semester. There is no concept of "study leave" for examinations.

7.1 Absence During Examinations

Leave of absence during examinations is only granted to a student for medical reasons as certified by an authorised medical practitioner and counter-signed by the Institute Medical Officer or for factors beyond the student's control where leave of absence is applied for and granted.

In the case of mid-semester examinations there will be no make-up examinations. In place of the score of a mid-semester examination, the score of the rest of the evaluation will be extended on a pro-rata basis to replace the score for the missed examination.

In the case of end-semester examinations, the student can be awarded an I (or Incomplete) grade. The student must then appear for the end-semester examination for incomplete grade as scheduled. The score of this examination will be used in place of the missed examination.[24]

Make up exams may be scheduled in days immediately following end-semester exams or in the week before the start of the next semester.[25]

7.2 Comprehensive Examination

A student of the Integrated PhD program or the PhD program must appear in a Comprehensive Examination after the completion of course-work requirements (see below) in order to be permitted to take up research work towards a PhD under a faculty supervisor[26].

During the comprehensive examination of an Integrated PhD student, the decision may be taken to complete only a one-year Master's thesis in lieu of a PhD thesis[27]. Students with a CPI of 6.0 or more in the course work may choose to take the comprehensive exam or move towards an

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[24]§08.04.04, 13.13.16
[25]13.13.16
[26]§11.10.13 and §08.03.08(3)
[27]§11.10.13

exit with an MS degree after completing the MS thesis[28]. Students with CPI in the interval (5.0 $\geq$ CPI < 6.0) must exit the program with an MS degree after completing the MS thesis[29].

At most two attempts at clearing the Comprehensive Examination are permitted with a gap of at least two months and at most six months between the examinations[30]. The Comprehensive Examination must be cleared before the completion of two years in the PhD program (three years in the Integrated PhD Programme)[31].

An Int.PhD student who successfully completes the comprehensive exam and starts work on the PhD but wishes to take an MS exit at a later stage, after completing three years in the program, then the student must inform the Dean Academics office of this. The student can exit after submitting an MS thesis. The thesis can be submitted no sooner than six months after the initial intimation[32].

8   Evaluation and Grading

At the start of every theory course, the instructor will give a break-up (weightage) of the evaluation for the course into scores for assignments, quizzes, term-papers, mid-semesters and end-semester examinations. For a laboratory course, the instructor will similarly provide a weightage for experiments, project reports and for the end-semester examination.

Each student of a course will have a chance to see each one of the answer books and the scores awarded to her/him prior to the finalisation of the grade. In the spirit of continuous evaluation, instructors should share the results of all evaluations with students promptly.

The instructor will partition the scores of all the students undertaking a course in a strictly monotonic order to award letter grades 'A', 'B', 'C', 'D' and 'F' with the meanings Excellent, Good, Satisfactory, Pass and Fail respectively[33].

The 'I' or (Incomplete) grade may also be awarded by the office of Dean Academics in case

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[28]§16.22.14
[29]§16.22.14
[30]§08.04.05, 21.48.27
[31]§11.10.13 and §08.03.08(3)
[32]§16.22.14
[33]§07.02.04 Annexure III

of a medical (see above) or other emergency for which there is sufficient cause for the grade award to be delayed. Such a grade must be converted to a regular grade (A-F) before the start of the next semester[34].

The award of grades will be finalised at a meeting held for this purpose within a few days of the completion of the end-semester examinations[35].

After this meeting, a review of an awarded grade will only be considered after a formal application for the same is received along with a nominal fee. All documents relevant to a course need to be kept for six months after the completion of the course.

8.1 Re-evaluation

Requests for re-evaluation can be made by students at any time after declaration of result within six months of the end-semester examination for that course. This request must be made to the Dean Academics office. Re-evaluation must follow the original grading policy that was announced at the start of the course. Re-evaluation can only be done as a review of work done during the semester and exams. No new material can be considered while re-evaluating performance of a students after the finalization of grades by the instructor.[36]

9 Student Feedback

Towards the end of every course, students will fill in forms designed to collect their opinion about the way the course was run. The collation of data from these forms will take place *after* the completion of the grading process and will be carried out in a way that does not reveal the identity of the students whose input has been sought.

The data generated will be used as a feedback mechanism so as to improve the quality of instruction over time.

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[34]§08.04.04, 13.13.16
[35]§07.02.04, §20.41.12
[36]§21.47.17

Interim feedback may also be collected, especially for core courses, before the first mid-sem exam in order to check if corrective measures are required on the part of the instructors[37].

10 Repeat Courses and Backlogs

A student who obtains an 'F' grade in a course, may repeat the course in a later semester. If this is not a summer semester, the course will then take the place of some other course taught in that semester (usually an elective). The latter course then becomes a backlog and must be undertaken at a later stage.

The core course structure of the BS-MS program is designed for 2 years. However, the rules permit a student to take up to 3 years to complete the core courses of the BS-MS programme[38].

The course structure for the BS-MS program is designed for 5 years. However, the rules permit a student to take up to 7 years to complete the program in order for backlogs to be completed[39].

Similarly, the Integrated PhD course work is for two years, but the rules permit a total of three years within which the comprehensive examination (see above) must be cleared[40].

The PhD course work is for one year, but the rules permit a total of two years within which the comprehensive examination (see above) must be cleared[41].

11 Performance Indices

Each course in the *Courses of Study: IISER Mohali* has been assigned a number of credits. These credits are used as weights to compute a weighted average as follows.

Letter grades are given points as per the association A:10, B:8, C:6, D:4, F:0. The weighted

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[37]§17.27.21 (2)
[38]§08.04.04 (B)
[39]§08.03.08(2)
[40]§11.10.13
[41]§08.03.08(3)

average of points obtained in all courses in a given semester is called the Semester Performance Index (SPI). The weighted average of all courses completed (excluding repeated courses — see below) is called the Cumulative Performance Index (CPI). The CPI and SPI are only recorded up to the first place of decimal except when additional places of decimal are used to break degeneracy of awards[42].

11.1   Requirements

The Cumulative Performance Index (CPI) is the primary index of performance in course work at IISER Mohali.

A BS-MS student must maintain a CPI of 4.0 to stay in the programme. When the CPI falls below 4.0, the student is put on Academic Probation and a warning is issued. When the CPI goes below 4.0 for the second consecutive semester, the program of the student is terminated[43].

A BS-MS student must have a CPI of at least 4.0 and not more than two 'F' grades to opt for a Major[44]. If these requirements are not met in three years then a termination notice will be served[45]. A student will not be awarded a major if they have an F grade in a subject[46].

A BS-MS student must complete the required course work (as detailed in the *Courses of Study*) with a CPI of 5.0 and not more than two outstanding 'F' grades to graduate from the programme[47]. *If a student meets the graduation requirements then they cannot continue in the program to clear any remaining F grades.*

An Integrated PhD student must maintain a CPI of 5.0 in order to stay in the programme[48].

An integrated PhD student must complete all required 88 credits of course work (as per the course structure outlined in the *Courses of Study*) with a CPI of 6.0 to appear for the PhD comprehensive examination[49]. An Integrated PhD student, who at the end of 2nd year has CPI

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[42]§07.02.04 Annexure III
[43]§08.04.04(B)
[44]§08.04.04(B) and §13.13.20
[45]13.13.20
[46]§20.39.10
[47]§08.03.08(2),§13.13.06 and §13.13.19
[48]§11.10.13
[49]§11.10.13

less than 6.0 (but more than or equal to 5.0), only has the option of pursuing a Masters degree[50].

A PhD student must complete 24 credits of course work with a CPI of 7.0 to appear for the PhD comprehensive examination[51].

A PhD students who claims to be familiar with the contents of a mandatory course may be given a test and can be allowed to replace mandatory courses with elective courses if they pass the test.[52]

A PhD student who has done relevant course work at a reputable institute may apply for course waiver for a certain number of credits not exceeding 14[53].

A student who is admitted to the PhD program after BS-MS program from another IISER will be exempted from the course work requirements.[54]

A PhD student who was working with a supervisor in another institution, and whose supervisor joins IISER Mohali as a faculty member, is to be given complete waiver of coursework if they have completed the coursework and comprehensive exam in their former institution. All rules, including those pertaining to admission of PhD students and residency requirements will apply to such students.[55]

11.2   Probation

Under the following conditions, a student is put on Academic Probation for one semester[56].

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[50]§16.22.14
[51]§08.03.08(3)
[52]§21.47.29
[53]§08.03.08(3) and §12.12.14(b)
[54]§12.12.14(b)
[55]§21.47.30
[56]§08.04.04(B), §08.04.05(C), §11.10.13 and §13.13.20

Program	Limit
BS-MS	CPI below 4.0
BS-MS	Not completing core in three years
Int-PhD	CPI below 5.0
PhD	CPI below 7.0

A student on Probation must sign an undertaking in a prescribed format as verified by the office of Dean Academics at the beginning of the semester. Moreover, the student must only register during that semester for a list of courses approved by the Dean Academics. A student on probation who is unable to raise her/his academic performance to meet the limits as listed above at the end of the semester will have her/his program terminated.

If a student does not complete core within three years with a CPI of 4.0 or greater, and with less than two F grades, then the same route will be followed.[57] A student who has a CPI of 4.0 or greater but has more than 2 pending F grades in core at the end of three years must take the BS-degree exit option and leave the program after five years or completion of requirements for a BS-degree exit, whichever is later.[58]

11.3   BS-degree exit option

A student of the BS-MS program can opt to leave the program with a BS degree, after five years in the program, provided[59]

(i) the student has received a grade in all the core courses,

(ii) the student has received a grade in a list of courses whose credits total up to not less than 139, and the weighted grade-point average in these courses is not less than 5.0.

A student who chooses this exit option, will not be allowed to return to the BS-MS program.

A student who does not meet the requirements for the BS-MS dual degree at the end of seven years in the program will be asked to leave the program with the BS degree[60].

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[57]§13.13.20

[58]§21.48.13

[59]§16.23.10

[60]§16.23.10

Any student who has not completed the requirements of BS exit at the end of five years will be placed on academic probation and must work towards fulfilling the requirements for BS exit.[61]

A student who has a CPI of 4.0 or greater but has more than 2 pending F grades in core at the end of three years must take the BS-degree exit option and leave the program after five years or completion of requirements for a BS-degree exit, whichever is later.[62]

12   PhD Thesis Research Evaluation

After successful completion of the Comprehensive Examination, a PhD thesis supervisor is allotted. The PhD candidate then pursues research work under the guidance of this supervisor[63].

The PhD supervisor proposes the names of two other colleagues who will serve on a monitoring committee (Doctoral Committee). The Doctoral Committee is then appointed by the Chairman Senate to provide periodic reports (with a gap not exceeding one year between reports) on the progress of the research of the candidate towards a PhD thesis[64].

The minimum residency requirement for PhD candidates is 2.5 years with at least one year of this after the assignment of a supervisor. The minimum residency requirement for Integrated PhD candidates after the assignment of a supervisor is 1 year. The registration of a student will get automatically canceled if he/she does not submit the thesis within 8 years of joining the PhD program[65].

Once the monitoring committee reports that the candidate is ready to write a thesis, this committee indicates its approval of a Title and Synopsis for the thesis. It also recommends the names of at least eight scientists to serve on the Thesis Evaluation Committee. A public pre-submission seminar has to be given by the candidate at any time up to 90 days before submission of the thesis. Synopsis and the list of potential examiners has to be submitted at most 45 days before the submission of the thesis[66].

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[61]§20.41.16
[62]§21.48.13
[63]§08.03.08(3) and §08.04.05(c)
[64]§08.04.05(c)
[65]§08.04.05(c) and §11.10.13
[66]§20.39.28

Only one soft bound copy is to be provided to the Dean Academics office[67]. An electronic copy of the thesis in PDF format must also be submitted. This submission must be made no later than 45 days after the acceptance of the title and synopsis of the thesis[68].

The Thesis Evaluation Committee is appointed by the Chairperson, Academic Senate. The committee should consist of the thesis supervisor(s) and three external examiners, of which at least two should be from within India. The members of this committee must examine the thesis and provide reports on the same. At least two positive reports on the thesis must be received from examiners other than the thesis supervisor, in order to proceed for the viva-voce examination. If two positive reports have been received within 60 days then the viva-voce can be scheduled without waiting for the third report[69].

If more than one examiner rejects the thesis then the revised thesis can only be submitted after six months or more[70].

The candidate must present the research work in a public seminar. This is to be followed by a viva-voce conducted by members of the thesis committee which should consist of the thesis supervisor(s), the external examiner and the rest of the members of the monitoring committee. The thesis committee must submit its consolidated report and its recommendation for the award of the PhD degree to the candidate. The external examiner may join online for the viva-voce.

The external examiner for viva-voce may be from outside India.[71]

A final hard copy and a soft copy of the thesis is to be submitted after the viva-voce. Abstract of the thesis is also to be submitted (hard and soft copy). The abstract is made available online by the library. The supervisor may request an embargo on making the full thesis available online. The soft copy of abstract and thesis may be given on a CD/DVD drive signed by the supervisor, or may be e-mailed by the supervisor to the Dean Academics office.[72]

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[67]§16.21.21.
[68]§20.39.28
[69]§18.28.7
[70]§20.40.11
[71]21.46.18
[72]§20.43.25 and §21.47.28

13   Awards for BS-MS students

Awards and certificates are given to students of the BS-MS Program based on their performance indices. In case of degeneracy, both indices are calculated up to second decimal place to break the tie.

The student(s) obtaining the highest SPI in the each of the first two semesters of the program are given the CNR Rao award[73].

The student obtaining the highest SPI (with a minimum of 9.0) in the semesters 3 and 4 of the BS-MS program is given an Academic Excellence certificate. In each major program and for each of the semesters 5-8 of the BS-MS programme, the student obtaining the highest SPI (with a minimum of 9.0) is given an Academic Excellence certificate[74].

If more than one student receives a perfect 10.0 SPI in a given semester then all such students will receive the certificate. In all other cases, if multiple students have the same SPI, then the second place of decimal will be used to break degeneracy, if possible. In case the degeneracy persists, the CPI up to the second place of decimal will be used to break degeneracy, if possible. Only the student(s) ranked highest based on this will receive the certificate[75].

The student obtaining the highest CPI (at least 9.0) of the graduating class in each major for the BS-MS program is given an Academic Excellence award. In case of multiple students receiving the same CPI, the second place of decimal of CPI will be used to break degeneracy[76].

Int.PhD students in each department for semesters 1-4 are given academics excellence certificates following the same rules as given above.

13.1   President's Gold Medal

The BS-MS student obtaining the highest CPI (at least 9.0) after completing all the required courses in five years and having no 'F' grades will be the recipient of the President's Gold Medal

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[73]§07.02.06
[74]§09.06.08
[75]§09.06.08
[76]§13.13.06

for the graduating class. In case of multiple students receiving the same CPI, the second place of decimal in the weighted average will be used to break degeneracy[77].

13.2 Professor S N Kaul Medal

The Chairman Senate will constitute a committee to select the awardee for the Professor SN Kaul Medal for the best all-round performance by a graduating BS-MS student. The committee will call for nominations and examine the scholastic, cultural, athletic and other performance of the nominees over the entire five-year period. The committee will then recommend *one* of the nominees for the award[78].

14 Provisional Degree Certificate

Student may apply for Provisional Degree Certificate after completing the rquirements for BS degree and Five-year BS-MS dual degree programme, student has to submit the 'No Dues' form before getting the Provisional Degree Certificate.

Int. PhD and PhD student after successful viva voce may apply for Provisional Degree Certificate. student has to submit the 'No Dues' form before getting the Provisional Degree Certificate.

15 Graduation and Convocation

The list of all students meeting graduation requirements will be presented to the Senate for the award of the degrees. The names of awardees for the various awards listed above will also be presented to the Senate.

The completed grade sheet will be issued by the Dean Academics following the approval of the semester result by the Senate.

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[77]§08.03.08(2), §11.10.11 and §12.11.12(c)
[78]§11.10.11(d)

The recommendations of the Senate will be presented to the Board of Governors.

Degrees will be conferred at a Convocation Ceremony after this approval has been obtained.

The Dean Academics will officiate as Master of Ceremonies at the Convocation. The degrees will be conferred on the candidates by the Chairman, Academic Senate. The Chairman, Board of Governors will affix his approval for the same in the roster of graduates. The President's Gold Medal and the Professor SN Kaul Medal will be presented by the Chairman, Board of Governors.