

POSTGRADUATE MANUAL

Guidelines and Regulations



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**Indian Institute of
Science Education and Research Bhopal**

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1. Introduction

The aim of postgraduate (PG) education at IISER Bhopal is to integrate science education and research by attracting motivated faculty members and bright students. To fulfill this aspiration, PG education at IISER Bhopal is designed to include course work, comprehensive examination, state-of-the-art seminar, and research work in the form of a dissertation and oral defense of the research work. These activities will provide PG students with an opportunity to enhance their conceptual understanding of research topics enabling them to express their academic skills. Besides these primary objectives, the students will be encouraged to participate in several professional activities such as seminars, workshops and review meetings. All PG students are expected to participate in the teaching programme of the Institute as a part of their training.

Following are the guidelines and regulations that the Institute will follow in order to impart superior postgraduate education. Besides these general requirements, approved by the Senate, different departments may impose additional requirements to achieve their specific goals.

1.1. Postgraduate Programmes

At present, IISER Bhopal is offering Ph.D. programmes in the following five disciplines.

- Biology
- Chemistry
- Earth and Environmental Science
- Mathematics and
- Physics

Provisions exist in the Institute to start any new discipline and that will be added to the list in section 1.1

1.2. The Department Postgraduate Committee (DPGC)

This committee consists of a Convener (nominated by the Head of the Department in consultation with the faculty members of the Department), the Head of Department, 2 other faculty members and two student representatives (elected by the postgraduate students of the department) for a period of one year. The job of the DPGC is to advise students in their academic programmes and make recommendations to the Coordinator/Dean of Academic Affairs in all academic matters.

Functions: Following are the functions and duties of the DPGC

- Formal recommendation of new courses of instruction
- Desirable modifications of courses already approved
- Credit valuation of courses
- Evaluation of academic performance

Functions of the DPGC consist primarily of general policy determination, coordination and review of guidelines and regulations. However, the Senate retains powers of final review and such matters as may be brought in appeal before it. In discharging its responsibilities, the Coordinator/Dean of Academic Affairs shall make full use of the appraisals and recommendations of the various academic departments concerned.

1.3 The Senate Postgraduate Committee (SPGC)

This committee consists of the Conveners, DPGC of each discipline and is headed by the Coordinator/Dean of Academic Affairs. It assists the Coordinator/Dean of Academic Affairs with the academic issues pertaining to postgraduate students, including those to be taken to the Senate for consideration.

1.4. Office of the Dean of Academic Affairs

The office of the Dean of Academic Affairs (DOAA) is called the Academic Section. Its responsibilities are to implement the decisions taken by the Academic Senate and the Dean/Coordinator of Academic Affairs. These include:

- Receiving, processing and maintaining all records related to the PG programmes including curricula, courses offered during the academic year, academic calendar, registration, leave, examinations, grades and award of degrees and prizes.
- Disseminating information pertaining to all academic matters.
- Issuing necessary memoranda/orders.
- Acting as a channel of communication between students, instructors, departments and the Dean/Coordinator of Academic Affairs. The PG office of the Academic Section assists DPGC and its subcommittees in their tasks.

1.5. Waiver Requirements in Special Cases

The procedures and requirements mentioned in this manual, other than those mentioned in section 2.3 (Eligibility for Admission) and section 9.3 (Academic Performance Requirement) may be waived in special circumstances by the Dean/Coordinator of Academic Affairs on the recommendation of the DPGC. All such waivers should be reported to Senate.

2. Admissions

2.1. Academic Session:

The academic session for PG students consists of two semesters.

- The first semester will be from last week of July to last week of November.
- The second semester will be from last week of December to last week of following April.

1st and 2nd semesters each consist of 17-18 weeks including

Mid-term break	:	One week
Mid-semester examination	:	4-5 days
End-semester examination	:	5-7 days

Regular semester classes and end semester examinations in general will start on a Monday. Thus the duration of the regular semesters is approximately 14-15 weeks.

2.2. Admission Schedule

- Admission to the Ph.D. programme will be made twice a year; once between May and July and the second selection will be between November and December. Head of the department concerned may decide in this regard.
- Admission for Ph.D. programme will be advertized by the academic office, as advised by the heads of each Department, between March and April for the 1st semester and in September for the 2nd semester.
- Besides this, individual departments may also admit students to the Ph.D. programme during the course of a semester on a continuous basis following stipulated guidelines. But, students thus admitted during the course of a semester will have to register for their course work/dissertation in the following registration schedule.

2.3. Eligibility for Admission and Reservation of Seats

- The applicant must have a master's degree or equivalent as required by the department concerned. Besides the students of the BS-MS dual degree

programme, students with a master's degree in science from other universities/ institutes will also be admitted to the Ph.D. programme.

- Under special circumstances, exceptionally bright students with B. Tech/ B.E/B.S. (4- year) degree will also be considered for admission.
- Candidates admitted to the Ph.D. programme must have a minimum of 55% marks in M.Sc. from other universities or 5.5 CPI (Cumulative Performance Index) in the BS-MS dual degree/2-years M. Sc. programme on a scale of 10 as long as it is not less than the minimum pass marks/CPI; otherwise the "specified minimum" marks/CPI shall be the minimum qualifying criteria.
- Candidates should have also qualified a national level entrance test such as: GATE/NET/DBT/JEST/ICMAR (or any other national level examination that IISER Bhopal Senate decides to recognize from time to time) and will be selected through an interview process. However, this requirement is exempted for the institute BSMS students. The eligibility criteria for the institute BSMS students seeking admission into the PhD programme will be decided by the academic senate.
- The number of seats available for admission to each department will be decided by the Senate from time to time.
- Candidates belonging to the Schedule Castes (SC)/Schedule Tribes (ST), who have qualified in the examinations mentioned above are eligible to apply irrespective of the marks/CPI (provided they have been awarded the qualifying degree). In each programme, seats will be reserved according to the Central Government norms (i.e. 15% for SC, 7.5 for ST candidates and 27% for other backward classes (OBC)).

2.4. Admission Procedure

- Candidates must apply for admission on the prescribed form available at the PG office or via www.iiserb.ac.in along with the required documents, to the Convener DPGC of the concerned department.
- Candidates will be selected by the concerned department selection committees duly constituted by the Head of the Department. The committee will consist of faculty members of the department. The Chairman, Senate on the recommendation of the Dean/Coordinator of Academic Affairs, will formally approve the admission.
- Selection of the candidates for admission to Ph.D. programmes will be based on written tests and/or interviews of short-listed candidates.
- Admission of the SC/ST candidates will be separately selected/admitted (i.e., they will not be compared with general category candidates).
- Selected candidates, who have fulfilled all the requirements for admission, i.e. clearing qualifying examinations including project/dissertation as well as the viva-voce before the due date of registration but cannot produce the certificate in proof of having passed and secured the minimum specified qualifying marks, may be considered for provisional admission. However, students thus admitted will have to produce evidence of their having passed the qualifying degree examination with minimum specified marks by the last date for document submission in the academic calendar (generally 8 weeks from the date of registration), failing which the admission may be cancelled. The Senate may also cancel the admission at any later stage if it is found that the student had supplied false information or suppressed relevant information while seeking admission. Further, the Institute has the right to cancel the admission of any

student and ask him/her to leave his/her studies at any stage of his/her career on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.

- The criterion mentioned in the fifth paragraph shall not be applicable in case of BS-MS students of the Institute, who have been provisionally selected for admission to a Ph.D. programme. These students will be admitted to the Ph.D. programme subject to the condition that they must successfully complete all the prescribed requirements including acceptance of dissertation in a particular semester by the late registration date as specified in the academic calendar. The procedure for their admission to Ph.D. programme of institute will be decided by the Senate.
- On approval by the Chairman, Senate, each department will issue the admission letters to the candidates who will be required to accept the offer of admission by depositing the prescribed fee before the specified date.
- In case a candidate does not accept the offer by paying the prescribed fee by the specified date, his/her offer of admission to the desired programme stands cancelled and the admission offer may be made to the candidates in the waitlist, if any, in order of merit.
- The offer of admission may also stand withdrawn if the candidate who has accepted the offer fails to register by the date of late registration.

3. Academic Calendar

The exact dates of all the important events in the semester, e.g. orientation, registration, late registration, commencement of classes, add and drop of courses, submission of documents, examinations, submission of grades, vacation and mid-semester recess during the academic session are specified in the academic calendar. The Academic Senate

approves it. The academic calendar for the whole calendar year is released every year in the month of December.

4. Financial Assistance

- Every Ph.D. student will be provided financial assistance in the form of teaching/research assistantships (referred to as Institute Assistantship). Assistantship is awarded on a semester-to-semester basis for a period of four years from the date of joining. The period of assistantship will be extendable for one year more on the recommendation of the doctoral committee of the student. A student is expected to devote up to eight hours per week towards job(s) assigned to him/her by the respective department.
- The fellowship amount will be fixed from time to time as per the Ministry of Human Resource Development (MHRD) guidelines.
- Some financial assistantships in the form of research assistantships may also be available from sponsored research projects.
- Additional assistantships in the form of scholarships, fellowships may be available through other organizations, such as, the Council of Scientific and Industrial Research (CSIR), Department of Atomic Energy (DAE), University Grant Commission (UGC) and Indian Council of Medical Research (ICMR).

5. Registration

Every student is required to register in each semester for the courses to be taken by him/her during that semester on the dates given in the academic calendar. It is the duty of the student to ensure that he/she has completed all the pre-requisites, if any, required to register for a course.

Registration of the students will be carried out under the supervision of the Head of the Department.

The student is entirely responsible for registration of appropriate courses.

5.1. Registration Procedure

The list of courses to be offered in each semester will be displayed on the notice board and/or the website of the Institute. The list will also be made available to each department.

- The registration procedure involves:
 - Completing the registration form mentioning all courses to be credited in a semester.
 - Payment of fees and clearance of dues, if any
 - Signing of the registration roll in the office of the Dean of Students Affairs.

- New entrants to the PG programme who are awaiting the final results of their qualifying examination, will be allowed to register “provisionally” on submission of a certificate from their Head of the Institution certifying that they have appeared in the final qualifying examination (including all papers in theory, practical, project and viva-voce). Candidates will submit the attested copies of the certificates of having passed the qualifying examination by the last date of submission as specified in the academic calendar, failing which their admission will be cancelled.

- All students who are not on authorized leave must register every semester until they submit their dissertation. If a student is likely to submit his/her dissertation within two weeks from the start of a new semester, he/she need not register in that semester. The two-week grace period will not be extended.

- Ph.D. students who have submitted their dissertation and are waiting for the oral defense can register for zero units. They may, however, apply for leave from the Institute with permission to defend their dissertation while on leave.
- For students who have completed all experimental work and analysis related to their dissertation and are on sanctioned leave, the Dean/Coordinator of Academic Affairs, in very special cases and on the recommendation of the DPGC, can allow the submission of dissertation without registration.
- If maternity leave (approved before the date of registration) extends beyond the date of late registration and expires before the end of seven weeks from the specified date of registration in a given semester the student will be allowed to register only for dissertation units. The number of units that a student will be allowed to register will be calculated on a prorata basis.

5.2. Late Registration

If due to compelling reasons (e.g., illness) a student is not able to register on the due date, as mentioned in academic calendar, he/she can register at a later date by paying a fine of Rs. 1000/-. The deadline for late registration will also be mentioned in the academic calendar. Under genuine circumstances, with prior permissions, the Dean of Academic Affairs can exempt the student from late registration fee.

5.3. Adding and Dropping Courses

A student may add or drop a course(s) in which he/she is registered within two weeks of the start of the semester or by the last date announced in the academic calendar with the permission of the Dean/Coordinator of Academic Affairs.

In order to obtain permission, a student has to fill in the appropriate form available in the undergraduate office and follow the instructions therein. The completed form must be submitted to the PG office for approval.

A student may drop course(s) till 7 days after the mid-semester examination subject to the following conditions.

- Maximum number of courses to be dropped after the due date of add/drop should be such that they do not exceed six credits.
- Dropping of courses should not result in a net registration of less than 12 credits per semester. Rest of the course load should be compensated by research credits.
- The request to drop course(s) must be approved by the instructors-in-charge and the convener, DPGC.

A student may be required to drop a course at any stage if it is found that he/she does not meet the pre-requisites of the course, or if there is any clash in his/her time table preventing him/her from attending the course, or if he/she is found not entitled to register for that course for any other reason.

5.4. Academic Advising

- The Convener (DPGC)/Research guide of the concerned department will advise a student on the selection of courses. Students registering for research credits must have a dissertation guide assigned to them.
- Student may be allowed to repeat or substitute a course in which they have obtained 'D' or 'F'. Permission to repeat/substitute a course will be governed by the guidelines laid down in section 8.3. Students have to submit a written request duly signed

by the Convener DPGC to the Academic Office before the registration.

5.5. Semester Load Requirements

A semester load is defined as equivalent to 16 credits. It could be either course work or combination of course work and research work or research work only. One research workload carries 4 credits. Most courses carry 4 credits, while a few courses may carry less or more credits. Thus a student who has registered for a full semester load solely by course work is expected to attend 4 such four-credit courses. Under exceptional circumstances, the Senate may permit a student to register for a maximum of 20 credits or minimum of 12 credits. A student registered for a full semester load solely by research work is expected to register for 4 units of research work.

5.6. Cancellation of Registration

Registration of a student from all the courses will be cancelled automatically if he/she remains absent for a period of four weeks during a semester without obtaining prior permission from the Dean, Academic Affairs.

6. Leave Rules

Application for leave of absence should be addressed to Dean, Academic Affairs in the PG Office with a medical certificate, if applicable. Leave should not usually be availed without prior permission of the Dean, Academic Affairs.

6.1. Vacation and Casual Leave

Leave of absence during the semester is discouraged for all registered students. However, for genuine reasons, a student may be granted leave of absence during the semester as mentioned below:

- PG students are entitled to avail vacation leave during any period of the Institute's vacation or during the mid-term recess up to a maximum of 15 days per semester. In exceptional circumstances, students may avail a maximum of 30 days vacation at a time in a year with prior approval. Leave not availed in any semester may be carried over to the next semester up to a maximum of 15 days.
- Besides the vacation leave, a student is also entitled to 8 days of casual leave in a year subject to the condition that the maximum period of casual leave at a stretch should not be more than 5 days. Casual leave cannot be combined with any other kind of leave and will not be carried over.
- Casual leave can be sanctioned by the Head of the concerned department on the recommendation of the dissertation guide and Convener, DPGC. There will be no loss of financial assistantship for students on vacation or casual leave.

6.2. Medical Leave

Leave on medical grounds, can be granted to a student for a maximum period of 8 days in a semester. This leave must be supported by a medical certificate from the medical officer of the Institute if a student fall sick within IISER Bhopal campus. If a student falls sick outside the campus, while on sanctioned leave, medical certificate should be obtained from a registered medical practitioner.

- Unavailed medical leave may be carried over to next semester up to a maximum period of 8 days. However, at a stretch, medical leave shall not exceed 15 days.
- Medical leave can be sanctioned by the Head of the concerned Department on the recommendation of the dissertation guide and Convener DPGC. There will be

no loss of financial assistantship for students on medical leave.

6.3. Maternity Leave

A female student may be granted maternity leave for a maximum period of 3 months. Leave up to six weeks can also be granted in case of miscarriage including medical termination of pregnancy, if supported by a proper medical certificate. Such leave can be combined with any other available leave. The Dean/Coordinator of Academic Affairs on the recommendation of the dissertation guide and Convener DPGC will sanction maternity leave. Applications must be submitted well in advance of the date of commencement of the leave requested. There will be no loss of financial assistantship for students on maternity leave.

6.4. Semester leave

A Ph.D. student, for bonafide reasons, can avail a maximum of two semesters leave. Except for medical reasons, such leave will not be normally sanctioned unless a student has completed his/her residence requirements, and in no case before the student has spent two semesters in the programme. However, for medical reasons, such leave may be sanctioned after his/her stay of one semester. Leave more than one semester at a time will not be granted.

This kind of leave will be sanctioned by the Dean/Coordinator of Academic Affairs on the recommendation of the dissertation guide and Convener DPGC. Applications must be submitted well in advance of the date of commencement of the leave requested. Students will lose financial assistantship during the period of such extended leave.

6.5. Absence for a Maximum of 4 Weeks on Sanctioned Leave

If a registered student is absent on sanctioned leave for 4 weeks or more than 4 weeks at a stretch, the Dean/Coordinator of Academic Affairs may decide to convert the leave to semester leave, or reduce the dissertation credits (in blocks of 4 credits) appropriately, if the student has registered only for dissertation credits.

6.6. Absence without Sanctioned Leave

Absence without sanctioned leave will entail loss of financial assistantship for the period of absence and may result in the termination of the student's programme on the recommendation of the Convener DPGC and approval of the Dean/Coordinator of Academic Affairs. Sanctioned leave is allowed on recommendation of the research guide to the Convener, DPGC.

7. Academic Requirements

7.1. Minimum Residence, Maximum Duration and Academic Requirements

The aim of the course work is to strengthen the fundamental understanding in the subject and to prepare them for their specific research area.

- Ph.D. students will have to register for course work comprising minimum of 24 credits (six courses of 4 credits or eight courses of 3 credits or any other combination). For students who have completed their masters from reputed institutes such as IISERs, IITs etc., the Convener DPGC of the concerned department can recommend an exemption of maximum 8 credits from this requirement.

- Ph.D. students will also have to register for a minimum of 32 research credits.
- Ph.D. students should register for a total minimum of 80 credits (coursework plus research work).
- Minimum residency requirement for submission of dissertation is 2.5 years (out of which 1.5 years is for research work). The registration of a student will automatically be cancelled if he/she does not submit the dissertation within 8 years of joining the program. Under exceptional circumstances, the period of registration can be extended beyond 8 years with the approval of the Senate on the recommendation of the DPGC and the Dean/Coordinator of Academic Affairs.
- Besides the above-mentioned minimum requirements, a department may prescribe some additional credits of courses/dissertation approved by the Dean/Coordinator of Academic Affairs.
- Some courses can be reading courses under the guidance of faculty members at IISER Bhopal.
- Under special circumstances, a student can request for exemption of course work up to a maximum of 8 credits based on courses taken at the BS-MS level. Such exemptions will be granted only if a student has registered for courses over and above the minimum requirements for the award of BS-MS degree. The senate on the recommendation of DPGC will grant exemptions.
- The Senate may also allow Ph.D. students to take certain credit courses in other academic Institutions.
- Students conducting a part of their research work at academic institutions outside IISER Bhopal may seek residence and research credits for the time spent outside. However, such work must be carried out under the guidance of IISER Bhopal faculty and his/her research guide will evaluate the progress of this work. Prior to undertaking work outside IISER Bhopal, the student must obtain consent from the Dean/

Coordinator of Academic Affairs after due approval from DPGC.

7.2. Audit of Courses

Ph.D. students are allowed to audit courses, but such courses shall not be shown either on registration sheet or on the grade transcript.

7.3. Extension of Programme

- Ph.D. students who have completed the prescribed maximum duration in the programme will not be allowed to register in the subsequent semesters unless they have been granted extension by the Senate on the recommendations of DPGC and the Dean/Coordinator of Academic Affairs.
- Those Ph.D. students who have submitted their dissertation and are awaiting the completion of oral defense will automatically be treated as registered students unless they apply for leave.

8. Grades, Seminar, Semester Performance Index (SPI) and Cumulative Performance Index (CPI)

8.1. Grades and Grade Points

Prior to assigning a final letter grade, instructors-in-charge of each course taken by a student must show the answer sheets of all the examinations taken by the student. The letter grades given by the instructors must reflect the progress of the student based on his/her performance in the mid-semester examination, end-semester examination, quizzes, assignments and regular attendance in the classes. Final grades must be submitted to the PG office within the prescribed time limit of 72 hours after the end of end-semester examinations.

(i) Grade

There are five letter grades including 'A', 'B', 'C', 'D' and 'F'. The letter grades and their numerical equivalents on a scale of 10-points (called grade point) are as follows:

Letter Grade:	A	B	C	D	F
Grade Point:	10	8	6	4	2

Besides these grades, there are four other grades, 'O', 'I', 'S', and 'X'. 'O' grade also corresponds to 10 grade points but will be awarded only to students whose performances are extraordinary compared to other students registered in that course. 'I' stands for incomplete. 'S' stands for satisfactory and 'X' for unsatisfactory grades for doctoral research.

(ii) Incomplete Grade

An 'I' (incomplete) grade in any course may be awarded to a student who has missed the End-semester examination because of some genuine reason, but otherwise he/she has completed all other requirements satisfactorily. An 'I' grade in a course should not be given to a student because he/she has failed in it. An 'I' grade must, however, be converted into a proper letter grade by the instructor-in-charge and should be communicated to the PG office by the last date as specified in the academic calendar. If the instructor-in-charge does not intimate the PG office on time, all the 'I' grades awarded will be automatically converted in to 'F'.

(iii) Seminar

Seminar courses will be offered in each semester. These will be delivered by renowned personalities in the students' area of research. Although it is not mandatory to attend

seminars 25% of written/oral comprehensive examination will be from the material covered in the seminars.

(iv) Dissertation Grades

A student earns four credits for each Ph.D dissertation unit he/she has registered. Research guide will monitor the progress towards research credits during every semester and assign the student a letter grade of 'S' or 'X'. For e.g. a student registered for 16 research credits in a semester may be awarded any one of the following grade combinations: SSSS, SSSX, SSXX, SXXX or XXXX. If a student is on leave for part of a semester or submits his/her dissertation in the middle of the semester, the Dean/Coordinator of Academic Affairs may reduce his/her research credits.

(iv) Change of Grade Already Awarded

A letter grade once awarded shall not be changed, unless a request is made by the instructor-in-charge and/or other instructors/tutors of a course and is approved by the Chairman, Senate. Any request for change of grade must be made on the prescribed form (available in the PG office) within six weeks of the start of the next semester.

(v) Semester Performance Index (SPI)

The Semester Performance Index (SPI) is a weighted average of the grade points earned by a student in all courses credited and describes his/her academic performance in a semester. It is given as:

$$SPI = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

where c_i = credit for i th course; g_i = grade point secured by the student. Summation is over all the courses credited by the student in that semester. S and X grades shall not be considered in the computation of the SPI.

(vi) Cumulative Performance Index (CPI)

The Cumulative Performance Index (CPI) indicates the overall academic performance of a student in all courses registered up to and including the latest completed semester. This can be calculated as:

$$\text{CPI} = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

Summation is over all the courses (n) credited by the student in all the completed semesters. Whenever a student is permitted to repeat or substitute a course, the new letter grade replaces the old letter grade in the computation of CPI, but both the grades appear on his/her grade report card.

- If a student is awarded a 'D' grade in any course registered in a particular semester, he/she may be allowed to repeat it or substitute it with another course provided he/she fulfils the requirement.
- The student has completed all course requirements as prescribed by the department.
- His/her CPI is less than the prescribed minimum but he/she is allowed to continue in the programme.
- Repetitions/substitution is for a maximum of one course in the program such that it does not lead to any increase in the semester load.

Incase a course is repeated/substituted the old grade also will be displayed on the grade sheet but it will not be taken for CPI/SPI calculation.

A student earning 'F' grades must repeat the course or substitute it with another course as suggested by the Convener, DPGC in consultation with research guide.

(vii) Grade Report Card

A copy of the Grade Report Card is issued to every student at the end of each semester. A duplicate copy, if required can be obtained on payment of the prescribed fee from the UG office.

(viii) Withholding of Grades

The grades of a student can be withheld if he/she has not paid the dues or if there is a case of indiscipline pending against him/her or for any other reason.

8.2. Academic Performance Requirements

1. A student must attain a minimum CPI of 7.0 in the course work and this is a pre-requisite for the continuation in the Ph.D. programme. However, in the first semester in which he/she registers, SPI (CPI) may be relaxed to 6.0
2. If the CPI of a student lies between 6.5 to 7.0, he/she may be allowed to continue in the programme on the recommendation of the DPGC and with the approval of the Dean/Coordinator of Academic Affairs.
3. A SPI below 7.0 in two consecutive semesters will lead to the termination of the Ph.D. studentship.
4. A student may be terminated from the Ph.D. programme under the following circumstances:
 - His/her CPI is below 6.5 (below a SPI of 6.0 in the first semester).

- His/her CPI is below 7.0 in two consecutive semesters (but he/she may be allowed to continue in the programme as mentioned in para 2).
 - He/she has earned two 'F' grades in the same or different courses.
 - He/she has earned 8 'X' grades in research work.
 - He/ she has earned 6 or more 'X' grades in research work in two consecutive semesters.
 - He/she has earned all 'X's grades in research work in two consecutive semesters.
5. A warning will be issued to a Ph.D. student if he/she earns 2 'X' grades in a semester.
 6. DPGC will monitor the performance of every Ph.D. student and whenever a student falls below the desired requirements of the programme, DPGC will inform the Dean/Coordinator of Academic Affairs. If the student's programme is terminated, the Head of that Department will issue a termination letter.

9. Assignment of Research advisors

1. A student shall not normally have more than two supervisors at any given time.
2. Research advisor of a student will normally be appointed from amongst the faculty members at IISER Bhopal using in accordance with the guidelines of each department. In general, advisors can be chosen anytime before completing the course work. Criteria used for assigning research advisors include students' preference for a research area, his/her performance in the interview, and grades obtained by the students in course work.
3. Under special circumstances the Senate may allow one of the supervisors to be a scientist from another academic institution.
4. The assignment or change of advisor(s) of a student must be intimated to the Dean/Coordinator of

Academic Affairs. Addition or change of advisor is not allowed once the dissertation is submitted.

5. In case an advisor of a Ph.D. student is changed/ added, the student cannot submit his/her dissertation until after six months of the change.
6. If an advisor of a Ph.D. student is away on a long leave, the DPGC will appoint an advisor or a co-advisor in consultation with the advisor and the Ph.D. student. In case the advisor of a Ph.D. student goes on short leave, DPGC will appoint a programme coordinator to fulfill various formalities.
7. In the event that a research advisor proposes to go on leave when a Ph. D student has completed all research work and is only writing his/her dissertation, the DPGC may appoint a programme coordinator. The coordinator takes care of formalities like submission of dissertation, suggesting a list of examiners and conducting the oral examinations.
8. If the research advisor of a Ph.D. student retires, resigns or otherwise ceases to be a faculty member of the Institute the DPGC will appoint a new advisor or co-advisor.

10. Comprehensive Examination

1. After the completion of the coursework and fulfillment of minimum CPI requirements, the student will appear for a comprehensive examination.
2. The comprehensive examination will be conducted by a committee, consisting of three to five faculty members (including the research advisor) from the student's department plus one faculty member from outside the department.
3. The comprehensive board will be proposed by the Convener DPGC in consultation with the Head of Department and the student's advisor. This proposal will be forwarded to the Dean/Coordinator of Academic Affairs who will forward it to Chairman,

- Senate for approval. Research supervisor will be the convener of the comprehensive committee.
4. The comprehensive examination may consist of both written/oral components depending on the guidelines of the department.
 5. Although no grades will be assigned, students will be required to qualify the comprehensive examination.
 6. A maximum of two attempts are allowed to qualify the comprehensive examination. If a student does not qualify in the first attempt, the result has to be submitted to PG office. A second comprehensive examination will be conducted by the same committee unless a new committee is approved by the Chairman, Senate.
 7. Course requirements along with the comprehensive examination have to be completed within a period of four registered semesters from the date of joining the Ph.D. programme.
 8. A student who is unable to complete the coursework and qualify the comprehensive examination within a period of four registered semesters after joining the Ph.D. programme will be terminated.

11. Candidacy for the Ph.D. Degree

A student enrolled for Ph.D. degree will be admitted to the candidacy for Ph.D. degree when he/she completes all the course requirements with the minimum prescribed CPI and has qualified the comprehensive examination. Students who have been admitted to the candidacy for Ph.D. degree will be allowed to submit their Ph.D. dissertation in accordance with the prescribed guidelines.

12. State-of-the-Art Seminar

Every student who has been admitted to the candidacy for Ph.D. degree will have to present a seminar covering recent developments in his/her area of research within six months

of qualifying the comprehensive examination. A satisfactory completion report has to be submitted by the advisor of the student to the Dean/Coordinator of Academic Affairs through the Convener DPGC.

13. Open Seminars of Ph.D. Students

Prior to writing his/her Ph.D. dissertation, a student must present a seminar covering his/her research work to an audience consisting of faculty and students of the Institute. He/she may incorporate comments/criticism obtained from the audience in his/her dissertation. A notice of the open seminar must be displayed 7 days in advance. The dissertation can be submitted only after satisfactorily fulfilling this requirement. Fulfillment of this requirement must be submitted by the research advisor through the Convener DPGC to the Dean/Coordinator of Academic Affairs.

14. Submission of Ph.D. Dissertation, Constitution of Board for Evaluation and Oral Examination

14.1. Submission and Evaluation of Ph.D. Dissertation

1. On completion of all of the requirements mentioned above, a student will submit adequate number of hard-bound copies of the dissertation. The number of copies can vary between six and eight (i.e. one for each dissertation examiners and one for each oral board examiners).
2. The dissertation will be evaluated by a board. The board, approved by the Chairman Senate, shall consist of two members in addition to the research advisor(s). Members of the board should be very well recognized in the field and should be from other institutes/universities/research organizations. The procedure of constitution of the dissertation board is as follows:

- (i) The board may be proposed at most 4 weeks before the submission of Ph.D. dissertation.
- (ii) The research advisor of the student, through Convener DPGC, will submit the list of 8 examiners (within India including himself/herself, with complete contact details, (i.e. email, fax and postal) to the Dean/Coordinator of Academic Affairs along with adequate number of copies of the synopsis.
- (iii) The Chairman, Senate in consultation with the Dean/Coordinator of Academic Affairs will select the names of the dissertation examiners from the list provided by the advisor. The Chairman, Senate may ask for additional list of examiners if required. In case the Chairman Senate is the dissertation advisor, the panel of dissertation examiners is selected by the Dean/Coordinator of Academic Affairs. In case the Dean/Coordinator of Academic Affairs is the research advisor, the Chairman Senate can constitute the panel of dissertation examiners in consultation with Convener DPGC.
- (iv) In all these cases, the names of the dissertation examiners will be kept confidential till the completion of oral exam. However, upon the completion of the evaluation of Ph.D. dissertation, the academic section will inform the research advisor the names of the faculty members of the Institute (if any), as well as, the names of the dissertation examiners from outside the Institute but within India so that they can be included in the oral board.
- (v) After the synopsis (along with a soft copy) has been submitted and the names of the dissertation examiners have been finalized, the Dean of Academic Affairs will send a copy of the synopsis to each examiner for obtaining their consent to act as dissertation examiners. If no

consent is obtained within four weeks (a reminder has to be sent after two weeks), the Dean will approach other examiners in the list, and this exercise continues till adequate number of examiners has consented. In rare circumstances the Dean/Coordinator of Academic Affairs may ask for another list from the research advisor in case the original list is exhausted and the adequate number of examiners is not found.

- (vi) After consent is obtained from the examiners, a copy of the dissertation is sent to each examiner.
 - (vii) In case the Dean of Academic Affairs is the advisor of the Ph.D. student, the above exercise is carried out by Dean, Faculty Affairs.
3. On receipt of the reports and comments from dissertation examiners, the Dean/Coordinator of Academic Affairs will place these reports into the following categories:
- (i) **Category 1:** The examiner has pointed out only grammatical errors like punctuation, spelling mistakes or language problems. The student can choose to incorporate the changes or not at the discretion of research advisor(s).
 - (ii) **Category 2:** The examiner points out some grammatical errors other than those mentioned in category 1/minor technical mistakes/raises queries/suggests some modifications but does not subject the acceptance of the dissertation to the answering of queries/incorporation of suggestions. The student must respond to the query raised by the examiner and submit to the Dean/Coordinator of Academic Affairs through his/her research advisor. Suggested changes must be incorporated in the dissertation to the

satisfaction of the oral board, and a copy must be sent to the examiner(s).

- (iii) **Category 3:** The dissertation examiners reject the dissertation or suggest major technical errors and mention clearly that the dissertation can not be accepted unless he/she is satisfied with the changes made by the student. In this case, the research advisor(s) will communicate the changes carried out in the dissertation, if any, in response to the queries raised by the examiner(s) with a covering note and send it to the examiner through the Dean/Coordinator of Academic Affairs with a request to respond within six weeks. If no response is received within the stipulated period, a reminder will be sent and the wait period will be extended by another six weeks. If no response is received even after twelve weeks further action will be initiated.
4. Copies of the reports from the examiner(s), without their identity, will be handed over to the dissertation advisor(s) and Head of the Department.
 5. If all the reports are positive, the Dean/Coordinator of Academic Affairs in concurrence with the Chairman, Senate, will ask the research advisor to constitute an oral board and conduct the viva-voce examination.
 6. If one of the reports of the examiner is to reject the dissertation, matter will be referred to Chairman, Senate for further action. If two or more than two examiners reject the dissertation, the dissertation will be rejected.
 7. If the dissertation advisor happens to be the Dean/Coordinator of Academic Affairs the complete procedure given from 3 to 6 will be handled by the Dean/Coordinator of Academic Affairs.

14.2. Ph.D. Dissertation Oral Examinations

- After having received satisfactory reports from the dissertation examiners, the student has to defend his dissertation work in the presence of an oral board. Oral board will be proposed by the research advisor(s)/programme coordinator to Dean/Coordinator of Academic Affairs (through the Convener DPGC), who in turn will forward it to the Chairman Senate for approval. The oral board consists of four members in addition to advisor(s)/programme coordinator. Of the four members, three shall be from among the faculty members of the Institute (including those, if any, on the dissertation board) and one shall be from among the members of the dissertation board within the country but outside the Institute. Of the three members from IISER Bhopal at least one shall be from a department which is different from the student's own.
- The Ph.D. oral examination is an open examination. The advisor/programme coordinator will be the Convener of the oral board and he/she will fix the date of the oral examination and will intimate the academic section.
- If a member of the oral board intimates the research advisor his inability to be present at the date and time in advance, the Chairman Senate can appoint another member in consultation with the advisor and Head of the Department.
- Each member of the dissertation board will be given a copy of the dissertation along with all the technical correspondence with the dissertation examiners at least one week in advance of the date of examination.

The duties of the oral board are:

- To examine the dissertation reports

- To examine whether necessary modifications suggested by the examiners have been satisfactorily incorporated by the student.
- To authenticate the work as the student's own.
- To judge if the presentation of the research work by the student and the answers to question asked during the viva-voce have been satisfactory, and
- To report the outcome of the oral examination which is to be communicated by the advisor/programme coordinator to the Dean/Coordinator of Academic Affairs through the Convener DPGC.
- If all, except at the most one member, declare the student as passed, the student shall be deemed to have passed.
- If the student has not passed the oral examination the oral board will suggest whether:
 - The candidate has failed.
 - The candidate should be given another chance to appear for the exam. In case it is yes, date and time should be specified to the student. If another chance is given the original board will examine the student unless it is changed with prior approval from the Chairman Senate. After the second oral examination, no further examinations will be conducted.and the oral board has to declare the student passed or failed.
- Once the student is declared passed by the oral board and report is received by the Dean/Coordinator of Academic Affairs, the student will be recommended to the Senate for the award of Ph.D. degree.
- If a candidate has failed, the Dean/Coordinator of Academic Affairs will bring the matter to the Senate for further action.

15. Code of Conduct

Each student should conduct himself/herself in such a manner as appropriate to a student of a reputed Institute. Further, he/she should not indulge in such an act that may bring disrepute to the institute. He/she is expected to show courtesy and respect to teachers, administrators, officers and employees of the Institute. They are expected to pay courtesy to visitors to the Institute, residents of the campus and maintain good neighborly relations with fellow students.

A student who behaves with lack of courtesy and decorum, indulges in unbecoming activities (both inside and outside the Institute) causes willful damage and/or removal of Institute property or belongings of fellow students, disturbs others in their studies, adopts unfair means during examinations, breaches rules and regulations of the Institute, behaves in an unseemly fashion will be considered to be in violation of the code of conduct for students. Strong disciplinary actions will be taken against him/her.

Ragging in any form is strictly prohibited and is considered as a serious offence.

Involvement of a student in any form of ragging may lead to his/her expulsion from the Institute.

Disciplinary Actions and Related Matter: Disciplinary action will be taken against a student who violates the code of conduct. Disciplinary action includes punishment such as: reprimand, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute.

The warden-in-charge of a hostel has the power to reprimand, impose fine or take any other suitable measures against a resident who violates either the code of conduct

for students or rules and regulations pertaining to the concerned hostel.

All the major acts of indiscipline, which may have serious repercussion on the general body of students, and/or which may warrant a uniform as well as more formalized nature of investigation, shall be forwarded to the Standing Committee appointed by the Board of Governors. The standing committee consists of ex-officio and other members including:

- Academic coordinator/senior Professor of the Institute – Chairman
- Warden of the hostel of which the student concerned is a boarder - Member
- One faculty member nominated by the Director, by rotation for two years- Member
- Students' representative – Member
- The assistant registrar (Academic) – Member secretary

Besides these members, the Chairman may invite any other person(s) to be associated with the proceedings of a particular case, if his/her participation is considered necessary in disposing off the matter.

The instructor-in-charge of a course shall have the power to debar a student from the examination in which he/she is detected to be using unfair means. The instructor/tutor shall have the power to take appropriate action against a student who misbehaves in his/her class.

In case the matter goes beyond control, cases of adoption of unfair means in an examination shall be dealt with by the committee on malpractice consisting of the following members:

- A senior Professor - Chairman
- Head of the Department to which the reported student's script belongs – Member
- The invigilator reporting the case – Member
- The instructor-in-charge if different from the invigilator – Member
- The academic coordinator – Member
- The assistant registrar (Academic) – Secretary

The recommendation for any action, including expulsion of a student from the Institute shall be referred to the Senate for its final decision.

A student who feels aggrieved with punishment awarded may, however, appeal to the Chairman, Senate stating clearly the case and explaining his/her position, and seeking reconsideration of the decision.

The Senate may not recommend a student, who is found guilty of some major offence, to the Board of Governors for the award of a degree even if he/she has satisfactorily completed all the academic requirements.

16. Amendments

Notwithstanding anything contained in this manual, the Senate of the Indian Institute of Science Education and Research Bhopal reserves the right to modify/amend without notices the curricula, requirements, and rules pertaining to its postgraduate programmes.