

BITS PIlani

Academic Regulations



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ACADEMIC REGULATIONS



**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE
PILANI (RAJASTHAN) 333 031**

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ACADEMIC REGULATIONS

1. General

The educational programmes of the Birla Institute of Technology & Science, Pilani (BITS Pilani), hereinafter referred as the Institute are conducted on-campus at any of its campuses as well as off-campus at various collaborating organisations. The programmes for which instructions, except Practice School/Thesis/Seminar/ Dissertation, are given on-campus at Pilani, Dubai, Goa or Hyderabad are classified as “on-campus” programmes. The “off-campus” programmes are either structured collaborative programmes conducted at collaborating organisations or are work integrated learning programmes without structured collaborative programmes. These regulations govern “on-campus” as well as “off-campus work integrated learning and collaborative” programmes (hereafter referred to as “off-campus” programmes), unless specifically stated otherwise. 1.00

Every academic year shall be divided into two **regular semesters** known as the first semester and the second semester. The maximum number of units, a first degree student can register is twenty five and a higher degree student can register is up to maximum of twenty units excluding deficiency/Audit course(s) [for unit see Section 1.05]. Number of deficiency/Audit course for a higher degree student may not exceed 2 in a semester. 1.01

The programme of studies leading to a degree consists of prescribed courses sequentially distributed over the required number of semesters. Whenever summer months are used, either for academic or for administrative purposes, recourse is always to be taken through what is known as **Summer Term**. 1.02

Summer term normally consists of eight weeks, provides for a special accelerated pace and requires that the number of courses in which any student is permitted to register cannot be more than three(subject to availability), provided the total number of units is not more than 10 unless the semester wise pattern differs. Nevertheless, certain courses like Practice School II, Thesis/Seminar, and Dissertation in the first and second tiers, all components of the M.E. (Collaborative)/M.Phil. (Applied) and other courses specifically so mentioned in the Bulletin cannot, by their very nature, be offered as a single entity in an accelerated pace during the summer term. See section 7.05 for further details about summer term. 1.03

While each programme has a normal duration indicated either in the Institute Bulletin or prescribed by an appropriate authority, the eligibility for a degree is always determined on the basis of number of courses or units completed. While the regulations stipulate certain minimum number of units for each programme, for actual requirement of any programme the Bulletin/appropriate committee has to be consulted. The minimum stipulated number of units for various degree programmes are given below: 1.04

Integrated First Degree	141
Higher Degree	
M.E./M.Pharm.	64
M.S./M.B.A./M. Tech./M.P.H.	60
M.Phil.	50
Ph.D.(Thesis)	40

There is no specific stipulation of minimum number of units for the diploma programmes at various levels.

A unit (Academic credits) is a convenient device to anticipate the number of hours per week of total effort including the class work of a student, as the system recognise only the formal contact hours in the class room and laboratory as a means for sustained self-study. While the structuring of the courses in terms of classroom hours, lab. hours etc. is done through the timetable each semester/term, the total hours of work for each unit is approximately three hours per week. In the case of Ph.D. thesis, whatever may be the number of units for which a student registers, the student has to devote all the available time for the thesis work. The semester wise programme consists of a prescribed set of courses described in the Bulletin, adding to a certain total number of units in each semester, for an anticipated normal progress through the programme. This number is called the normal load for that semester for that programme. Normal load is a mere reference point for construction of a programme and would carry no other significance in these regulations. 1.05

The academic objectives of a programme require a proper sequencing of not only individual courses but also of a cluster of courses. For each programme, the **Semester wise pattern** presented in the Bulletin conveys a sense of what comes first and what comes later. Nonetheless particular attention is required in respect of local points of monitoring; namely: (a) **prerequisite** of an individual course (see 3.13) and (b) the **prior preparation** before registering in an individual course or a group of courses (see 3.14 & 3.15). 1.06

These regulations demand of the system certain operations which have to take place during pendency of a student's progress through the programme. These are: monitoring the pace of his/her progress (see 5.02), amendment/revision of the original registration in each semester (see 3.26 & 3.27), registration of students who depart from the normal pace (see 3.25), etc. These can be done only with reference to a 'prescribed programme'. The **prescribed programme** is defined as the whole series of courses required of students that unfold as a package of courses in the requisite number of semesters. The **prescribed semester courses** are those courses which appear in each of the above unfolding of successive semesters. 1.07

Whenever these regulations and the Bulletin provide for policies, regulations, or operations governing the programmes to be worked out, an Academic Governing Committee (AGC) will work out the same within the broad guidelines given. The Academic Governing Committee will consist of 1.08

Dean, Instruction (ID)¹, Dean, Academic Registration & Counselling (ARC), Dean, Practice School (PS), Dean, Academic Research (AR), Dean Work Integrated Learning Programmes (WILP), Dean, Admissions (AD) and Dean, Academic & Resource Planning (ARP). The Convenorship of the Committee will rotate amongst these members depending on the item to be discussed. The Committee may form sub-committees to address specific academic matters either as standing committees or on an ad-hoc basis. The Committee may also co-opt any other member of the faculty for discussion on any particular topic. Generally the details to be worked out would be related to admission with advance standing, admission with marginal deficiency, dual degree programmes, transfer operations etc.

All academic matters regarding - first degree or higher degree programmes including the curriculum, listing or categorization of courses, pre-requisites of courses, are to be worked out by the cross-campus Departmental Committee on Academics (CCDCA) of the respective Department(s). They may approach the Dean, Academic & Resource Planning for approval by the Senate. All other operational matters regarding a student's access to certain courses, exemptions/deviation from a student's prescribed path to graduation, etc. may be worked out by the Departmental Committee on Academics (DCA) of the respective Department. To resolve any inter departmental or institute level issues, the proposal submitted by CCDCA may be referred to Academic Governing Committee (AGC) through Dean, ARP before submitting to senate for approval.

1.08a

A committee known as the Doctoral Counselling Committee (DCC), will look after the academic/operational details and also perform certain specific function in respect of Ph.D. students. The committee will consist of Dean, AR (Convener), Dean, Sponsored Research and Consulting, Associate Deans AR of four campuses, one faculty member from each campus to be nominated by the Senate for a period of two years.

1.08b

For the anticipated normal population the prescribed programme is the semester wise pattern as described in the Bulletin. For various categories of students who use the flexibilities of the system (see section 7) the prescribed programme is given to him at the time of commencement of the flexibility. For students who are permitted by these regulations to follow a pace other than normal, appropriate clauses are to be consulted.

1.09

It cannot be overemphasised that the sequence of courses, semester after semester, should be followed in the order presented in the Bulletin. Whenever it is detected that this order has been upset and at a certain point of reckoning a **backlog of courses** (see 3.25) has accumulated, timely correction is imperative in order for the student to quickly fall into the line of orderly progress in the programme. In the absence of this correction the student may suffer from an illusion of progress; He/she might have to pay dearly in terms of total time spent for his/her programme and the total

1.10

¹Any reference to Dean, Instruction (or Dean ARC) within this document also refers to the Associate Dean in the respective campuses.

academic objective of sequencing might also be permanently vitiated. These regulations, therefore, prescribe procedures by which making up for the backlog can be done simultaneously with a controlled forward movement on a course by course basis. When the student is unable to respond to this task and his/her backlog becomes large, He/she comes under the purview of Academic Counselling Board (ACB) (see 5.03).

To operate a system providing certain flexibilities within broad boundary limits, these regulations ensure supervision and monitoring at some keypoints. One such keypoint is the beginning of every semester when the student has to go through the requirement known as the **registration procedure** to work out his/her programme for the semester. No student is permitted to attend classes, without completing the appropriate registration procedure. 1.11

Another keypoint is the end of the semester, when the student's performance in each course is pronounced in terms of **letter grades** or **non-letter grades** or **reports** (see 4.11 & 4.12). The letter grades have points associated with them in a quantified hierarchy, whereas the non-letter grades describe a qualitative hierarchy. The reports are not to be misconstrued as grades. All such grades and reports and other pertinent information for a semester are given in a **grade sheet** (see 4.22). Chronologically organised information from the grade sheets of a student with the necessary explanation constitutes his/her **transcript** which is issued at the time He/she leaves the Institute or at an intermediate point on request. 1.12

The grade sheet also contains the **Cumulative Grade Point Average** (CGPA). It is an overall performance as calculated by the method described in clause 4.21. It is also used for the declaration of division as per clause 9.04 when the programme/composite programme is completed. 1.13

While registration with the approval of the appropriate authority consistent with these regulations is a token of permission to pursue studies, the grade sheet is a complete record of the outcome of what was intended in the original/amended/ revised registration. The various grades and reports in clauses 4.11 & 4.12 would be appropriately used to tally the grade sheet with the original/ amended/revised registration. It would be evident that this tally between what was registered for and what was obtained in terms of grades and reports will apply to all courses except for any course which was originally registered for, but subsequently replaced by another course through substitution. 1.14

The tally is made on a course by course basis at the conclusion of the semester to determine which of the courses have been cleared. A course is deemed to have been **cleared** if the student obtains a grade in the course. However, mere clearing of the prescribed courses on a course by course basis is not tantamount to fulfilling the requirements of graduation, for which see clauses 9.01 and 9.02. 1.15

Every registration in a semester in a course must terminate in an outcome which is a grade earned or report given. The completion of this linkage is defined as **performance** in the course for the semester. In a future 1.16

performance in a course which has been already cleared, the status of clearing of the course would be determined by the latest performance. The consequence of obtaining a grade which is **inadequate** to fulfil the prerequisite conditions of a later course should be seen in clause 3.13. The consequences of the various reports are described in clauses 4.13 to 4.20 with well-defined subsequent courses of action. Thus a course cleared and subsequently subjected to multiple registration may lose the status of clearing at a point of reckoning.

1.17 These regulations do not stipulate a minimum percentage of attendance before a student is permitted to appear in any test/examination. But the Institute being a fully residential university with internal and continuous evaluation system, these regulations clearly expect every student to be responsible for regularity of his/her attendance in class rooms and laboratories, to appear in scheduled tests and examinations and fulfil all other tasks assigned to him in every course. The system has adequate resilience to accommodate unforeseen situations through withdrawal, make-up, feedback from examinations and interaction with teachers. When in spite of all these facilities a student fails to cooperate with the teacher in the discharge of his/her part of the contract to such an extent that the teacher is unable to award any grade, the teacher is authorised by these regulations to give a '**Not Cleared**' (NC) report (see 4.19). The teacher concerned in a course or associated with a course is defined, for the purpose of these regulations, as **Instructor or Instructor-in-charge** (see 4.02).

1.18 A student who is duly registered in a semester or has been permitted, after registration, to **withdraw** from the semester or has been given prior permission to stay away from the Institute for the semester or has been asked to stay away is considered to be **on the rolls** of the Institute for that semester. While such a student retains the nominal advantage of being on the rolls of the Institute the loss of time from studies and its consequences cannot be helped by the Institute. If for any valid reason a student is unable to register in a semester, He/she must seek prior permission of Dean ARC to drop the semester. If such a permission has not been requested or after a request the permission has been denied, the student will be treated under clause 1.21 whereby his/her name would be struck off the rolls of the Institute.

1.19 Any appropriate Board/Committee of the Institute authorised by senate, such as Academic Counselling Board (ACB), Examination Committee (EC), Disciplinary Action Committee (DAC) may require a student to stay away from the Institute for a semester or more when the authority is satisfied that by doing so the student will improve his/her overall progress, performance and conduct after He/she comes back.

1.20 When a student who has been permitted to stay away from the Institute for a semester or more comes back, his/her subsequent programme would be normally governed by the current academic structure and regulations. He/she cannot, ipso facto, claim to be governed by his/her earlier academic structure and regulations if in the meantime these have changed.

When a student fails to register in a semester without any prior permission to stay away, his/her name would be **struck off the rolls** of the Institute and He/she would no longer be a student of the Institute. His/her case will be automatically processed and the file will be closed. If, however, such a person, after his/her name has been struck off the rolls of the Institute, is permitted to come back, his/her case can be treated as in clause 1.20 above with the proviso that all his/her previous records as a former student are revived under the current structure, regulations and schedule of fees. 1.21

These regulations incorporate many unusual flexibilities to allow innovations in education, and can accommodate many worthy educational goals. These flexibilities should, however, not be misconstrued to accommodate highly personalised ambitions inconsistent with these goals. Although they are available, it should be understood that they are not for the asking; they are awarded on a competitive basis and there are always limits to the total quantum of flexibilities. 1.22

No application of these regulations will automatically entitle a student to any refund of fees except what is validated by the schedule of fees in force from time to time. On the other hand, certain implementation of these flexibilities may require additional fees. 1.23

The Institute may enter into collaboration with other universities whereby students of those universities take courses within the framework of these regulations according to mutually agreed guidelines. Such students will be known as External Students. Reciprocally, BITS students may be permitted to take courses in collaborating universities on a transfer of credit basis. 1.24

These regulations will apply uniformly to all on-campus and off-campus programmes except where otherwise indicated (see clause 1.00). Some additional regulations for off-campus programmes are given in Section 10. 1.25

2. Some Structural Features

The education at BITS is in three levels, called **tiers**, the first tier being the integrated first degrees, the second being the higher degrees and the third being the Ph.D. degree. The academic structure in each of these tiers is unfolded by various components in a semester wise pattern. 2.01

First Tier

A reference to the Bulletin will show that various programmes are bunched in different **Groups**. Without going into the details it is necessary to touch upon the subject to obtain a better understanding of the regulatory process controlled by these regulations in respect of operation within such Groups and across them. 2.02

There may be some restrictions from time to time in terms of flexibilities like transfer or dual degree concerning the degree programmes within the groups and among the groups. This will be notified in the bulletin as per periodic decision of the Senate. All operational matters concerning this will be controlled by Academic Governing Committee (AGC). 2.03

The various courses prescribed for a programme of study may be **categorised** in terms of their academic affinity or their functional objectives. Depending on overall educational goals of programmes, it is possible to have fixed named courses in a particular category, to have fixed number of electives; to have a range of named courses in a particular category, to have a number of electives within a range. Named courses are those indicated by course number and course title in the semester wise pattern prescribed for a programme. 2.04

For first degree students the named courses include all mandatory courses under the General Institutional Requirement and the Discipline specific Core courses for the program(s). The Elective courses fall under three categories: Discipline Electives, Humanities Electives and Open Electives. Open Electives enable students to pursue courses that are not part of the discipline requirement nor part of the Humanities requirement. Normally any elective course will be treated as an Open Elective once the student's requirement under Discipline Electives and Humanities Electives have been accounted for. Open elective requirement of Dual degree students is met by counting the Discipline electives of one degree as Open Electives of the other degree. A first degree student may also choose, where permitted, upto a certain prescribed maximum of his/her elective courses from the offerings in the second tier (i.e. higher degree), subject to the approval by the DCA (see clause 1.08(a)) and the prerequisite requirements and clause 3.18 regarding overpreparedness and underpreparedness. Provided that, if such a student after graduation is admitted to a higher degree programme his/her total requirement in the latter cannot ipso facto be reduced. A student may choose his/her Open Elective courses in a cogent way to meet the requirements of a minor program. (see clause 7.37 for minor programs). The Bulletin lists currently available minor programs and their requirements in detail. 2.05

The prior preparation required of a student who intends to choose courses from a higher degree programme of the Institute for the fulfillment of his/her elective requirement(s) are given in clause 3.15. 2.06

In a programme all courses outside the elective categories are defined as **named courses**, in view of the fact that they have already been named in the semester wise patterns in the Bulletin or have been named by an appointed authority through subsequent operation on the basis of guidelines given in the Bulletin. The electives are, on the other hand, selected by the student himself from outside the named courses in his/her programme. The intended regions where He/she goes for the search will be designated as **host regions**. Certain specialised courses described in section 6 do not conform to the pool of courses which can serve as host regions in the elective category. These courses are named courses for some specific programmes and they are debarred to other students as electives in the same way as they are debarred to students who wish to take them on audit (see 7.33). 2.07

For each programme the number of electives, under each of the categories (see 2.05), required to be taken by a student will be prescribed 2.08

either through the Bulletin or through an appropriate committee. Over and above the prescribed number of electives, a student of an integrated first degree programme will be allowed to take, on his/her own option, upto a maximum number of four electives. In extraordinary cases, the number may be increased by the DCA without violating limit mentioned in 1.01. For the purpose of eligibility for degree (s), a student should get valid grades in at least the prescribed number of electives – under each of the categories, of his/her programme(s). The student above a particular CGPA as prescribed by AGC will be allowed to register in maximum of one higher degree course per semester. This will be counted as open elective unless the course is listed in pool of discipline elective for his/her programme.

Once a first degree student is declared to have fulfilled the requirements of graduation the student may be permitted to register for at most one additional semester with prior permission of his/her Head(s) of Department and Dean, Instruction. Any first degree student who is interested in pursuing open elective(s) above the graduation requirements and/or completing a minor program He/she is pursuing and if that necessitates overstay, He/she should obtain permission from Dean, Instruction at least one semester before the start of the overstay period. The overstay period can be at most one semester during which the student must register for at least three new courses of at least 9 units. In case a student withdraws from one or more of his/her courses or otherwise is found not to be pursuing his/her courses in all earnestness Dean Instruction in concurrence with the student's Head(s) of Department is authorized to get him/her graduated and evacuate the student from the campus.

The structure contains a category of courses such as **Practice School (PS)/Thesis (TS)**, which attempts a synthesis of earlier courses and gives a glimpse of the application of these courses. They carry a large number of units and are to be pursued when student can ensure sufficient time and attention throughout the allotted period. In particular, the Practice School components are to be pursued exclusively full time throughout the allotted period. There is no provision for taking other courses along with a Practice School component courses except as provided in Section 6. In case of a Thesis a student may choose between 9 units worth of Thesis work or 16 units worth of Thesis work with the concurrence of his/her supervisor. A student pursuing a 16 unit Thesis must pursue it exclusively full time throughout the allotted period and there is no provision for taking other courses along with it. A student pursuing a 9 unit Thesis may concurrently pursue at most 3 courses (totaling at most 9 units) and will not be allowed to pursue any other course/component.

Second Tier

At higher degree level, structure of the programme is classified into courses, like, Research Practice, Technical Communication, Core/Elective/General/Special Courses, Dissertation, Practice School, Internship, etc. Registration in Practice School/Internship can be done only after all other required courses have been completed. In the case of Dissertation, while normal registration can be done only after completion of all other courses, in extraordinary cases, the DCA may allow registration in

Dissertation, spread over various semesters, alongwith other courses. A student of higher degree programme can register up to a maximum of one elective more than those prescribed in a semester. This additional elective can be from the pool of electives of the concerned degree or named/electives courses from other disciplines' with the permission of DCAs – namely the DCA of the student's Department and the DCA of the Department offering the course that the student wants to pursue. The grade obtained in such additional electives will also be counted towards the CGPA. Each course in the Core Requirement or in the List of Electives must be a graduate level (5th or 6th level) course or an advanced under-graduate course (4th level) with the restriction that a student may use at the most two 4th level courses to meet the requirements in above.

While a defined semester programme exists for M.E. (Collaborative) a case by case identification of courses is done in M.Phil. (Applied) programmes. For all other higher degrees, the semester wise programme is drawn up by the cross-campus DCA concerned (see 1.08(a)) ensuring distribution of prescribed units into Practice School/Dissertation/Research Practice/Technical Communication and other courses including Core/Elective/General/Special courses earmarked for any particular degree.

Third Tier

The Ph.D. programme is designed for the student to achieve a broad competence before research begins. He/she is required to clear certain course work, if not already cleared, and pass the Qualifying Examination to satisfy the Institute that his/her spectrum of knowledge is such as to enable him to undertake the demands of interdisciplinary research. Working knowledge of a modern European language, wherever specified, Teaching Practice, Research Methodology and specified units of Thesis course and Seminar are significant components of the Ph.D. programme. The pursuit of research through the Thesis-Seminar course will continue and terminate in a thesis which meets the standard and requirement of the comity of scholars. University-Industry linkages that have been fostered over the years by the Institute have resulted in the Ph.D. programme moving into domains of up-to-date technology of national relevance, also enabling professionals of collaborating, associating and sponsoring organisations to pursue Ph.D. research of the Institute.

3. Registration

It has been described in Section 1 how every student once admitted to the Institute must pursue the prescribed programme which consists of a set of courses in successive semesters. Because of the structural flexibilities in the Bulletin and the flexibilities inherent in these regulations, the semester courses are not always predetermined. One of the objectives of the registration process is to name these courses at the beginning of each semester after allowing for the student's options and working out the permissible details within the limits prescribed by the rules and the announced **Timetable**. The Institute will always be in its rights to refuse to

initiate the registration process if a student, without valid reasons or without prior approval of the concerned Dean, has dues outstanding against him or has not paid his/her semester fees in advance.

Registration is not merely a routine event but it is a process which guides a student through the complexities of a flexible system. While these regulations provide a guidance to a student, registration advisors, the teachers and the Deans in terms of all necessary detailed specifications of action, it is to be appreciated that Dean ARC is in overall charge of the entire process. It is in this capacity that He/she should be able to do all that is necessary and permitted in these regulations to make the registration process always a vital component and an instrument for furthering the cause of an innovative educational system. 3.02

The registration process is controlled by and is completed with the prior approval of Dean ARC for on-campus programmes and Dean WILP for off-campus programmes; however, for the Ph.D. programme, and for the Thesis, Seminar and Dissertation courses they are guided by Dean, Academic Research; wherever necessary for PS courses they are guided by Dean PS; and for Teaching Practice/Practice Lecture Series they are guided by Dean Instruction. Dean ARC is assisted by a team of registration advisors who are appointed by him. 3.03

Registration for the semester programmes for every individual student, whether newly admitted or already on rolls, will be at the beginning of each semester on dates to be announced. Every student is required to register for his/her semester programme in person and to get his/her registration properly completed at his/her own responsibility, failing which He/she shall not be permitted to attend any classes or use any of the facilities of the Institute. The registration must be done at the location where the student pursuing his/her semester of study. 3.04

To meet unusual circumstances, Dean ARC is vested with the discretionary authority to determine whether a late registration can be permitted on a case by case basis and also to determine whether such a late registration can be done with or without payment of requisite fine. In case of courses like PS, courses of off-campus programmes, Thesis, and Dissertation, and courses of all the three tiers when conducted at off-campus centres, or whenever Dean PS or Dean AR, as the case may be, faces practical difficulty of maintaining proper coordination between the campus and these centres, they will make suitable recommendations to Dean ARC. 3.05

Whenever a late registration is contemplated beyond one week of the beginning of class work, in all the above cases, the concurrence of Dean Instruction should be obtained for making the contemplated late registration possible. 3.06

The registration in a semester, when altered at the initiative of a student (see 3.26) will be called an **amended registration**. On the other hand when a registration already done is altered by other events, it will be called a **revised registration** (see 3.27). For the purpose of reference the first registration in a semester will be hereafter referred to as **original registration** to distinguish it 3.07

from subsequent amendments or revisions, if any.

While drawing up the registration programme for the semester and subsequent amendments and revisions, if any, the student, registration advisor and Dean ARC will pay particular attention to the conditions listed in the clauses as under: 3.08

- A. Original Registration: All students (see 3.09 to 3.20)
- B. Original Registration: Additional regulations for students departing from normal (see 3.21 to 3.25).
- C. Amendment to Original Registration: All students (see 3.26).
- D. Revision of Original/Amended Registration: All students (see 3.27).

A. Original Registration: All students

A student is not permitted to register in a semester if (i) He/she has dues outstanding to the Institute, hostel, or any recognised organ of the Institute, or (ii) his/her grade sheet in his/her immediately preceding semester is withheld, or (iii) He/she has an 'Incomplete' report 'I' in his/her grade sheet in his/her immediately preceding semester or (iv) He/she has been specifically debarred or asked to stay away from that semester 3.09

Where a 'Grade Awaited' (GA) report (see 4.15) appears in his/her grade sheet in his/her immediately preceding semester, Dean ARC will act in the matter of registration, according to provisions of clause 4.16. 3.10

Certain exigencies of situations may occur like registration in PS I, etc., where the closing of the previous semester and the registration in such a course invariably has a very thin time gap. In such situations, when the Dean has reasonable evidence of good faith on the part of the student that nothing under clause 3.09 will prevent registration, the registration in such a course will be permitted, which will be subject to cancellation without notice if the student is discovered later on to be suffering from any of the conditions of clause 3.09. 3.11

A student should not without sufficient justification depart from the normal semester pattern as applicable in his/her case. The semester pattern of various programmes and combination of programmes are presented in the Bulletin or would be made available at the time of admission for cases not available in the Bulletin. 3.12

Before a student can register in a course, He/she should have fulfilled the prerequisite conditions attached to this course. 3.13

Clause 1.06 has stated that before registering in certain courses or a group of courses, a specified prior preparation is required. These requirements are described in the following table where the second column describes the courses to be cleared by the student prior to the registration in course or courses given in the first column, the two columns having a one-to-one correspondence (Read in conjunction with clause 2.07 for definition of 'named courses' and clause 6.08 for the effect of delay of PS I on Core Courses. 3.14

(a) For first degree students:

- (i) PS I for single/dual degree (i) Normally all courses in the

semesters preceding PS I for his/her programme/composite programme.

- | | |
|---|--|
| (ii) PSII/TS for single/dual degree | (ii) All named courses of his/her programme/composite programme, other than TS/PS-II. |
| (iii) For any other prescribed semester of single/dual degree | (iii) All named courses in semesters and terms preceding this set of courses in his/her programme. |

However in case of (iii) above, the DCA may examine the case of a student who has not cleared at most two courses out of the prior-preparation package and if the “not cleared courses” has no direct bearing on the Core courses, a modified semester wise pattern may be recommended by the DCA so that the student meets the prior-preparation requirements and is able to register in the prescribed semester courses. As much as feasible, in the modified semester wise pattern the backlog course(s) must be given first. In modified semester wise pattern, the pre-requisite conditions must still be fulfilled. However the finalization of the semester wise pattern is subject to availability and other operational constraints on courses and therefore will be the prerogative of the Dean, Instruction.

Clauses 2.09 give the student an opportunity to choose courses to fulfil the elective category. In the search for courses the student may go to the general course pool of the Institute offerings in that semester outside his/her own discipline(s) and outside the Humanities Electives pool as well. However, before He/she is permitted to register in any course from the above pool the following conditions have to be remembered:

3.15

- | | |
|--|---|
| (a) General conditions: overpreparedness & underpreparedness | Prerequisites (see 3.13), (see 3.18), |
| (b) Additional further conditions presented in the second column for the host regions described in the first column in the following table on a one-to-one correspondence. (Read in conjunction with clause 2.07 for definition of 'host region' and with clause 3.14 for prior preparation for core courses): | |
| (i) Discipline (Core or Elective) course of a degree other than student's own degree(s) | (i) Must have completed the prior-preparation of the third year first semester of his/her own programme. |
| (ii) Courses of a higher degree of his/her own discipline(s) | (ii) After clearing first set of his/her own Discipline core courses in the case of single degree. After clearing the first set of his/her Discipline core courses of the corresponding degree in the case of dual degree. Note |

that the first set of Discipline core courses are prescribed in the second year of the semester wise pattern of a single degree student; in the second year for the first degree and in the third year for the second degree of a dual degree student.

However, special vigilance should be exercised by all concerned before registration is done. 3.16

Further the appearance of any report like NC (see 4.19) or the outcome of a course in which a student had registered even after obtaining a grade should be examined for appropriate actions. 3.17

Unless specifically permitted by these regulations (see 3.25II) no student can register in a course if He/she is considered to be overprepared or underprepared in relation to the contents of the course. 3.18

The semester programme drawn up finally should be free from any Timetable conflict. 3.19

If these regulations mandatorily require a registration for a specific course and in the meantime the course has ceased to be offered, Dean Instruction will name, for this limited purpose, another academically similar course from the current offerings and assign to it the same units as that of the specific course. 3.20

B. Original Registration: Additional regulations for students departing from normal

The departures from the normal pattern are to be pinpointed and quantified by making a tally of courses in what is known as **eligibility sheet**. The eligibility sheet of the student is updated at the conclusion of every semester by entering against each course his/her performance in that course in that semester (grade or report). This process when carried out every semester gives also the multiple performances, if any, in a course over the semesters. The courses a student has repeated under clause 3.25 II or has been **required to register again** by appropriate authority would thus be easily identified from the eligibility sheet. Before doing a semester registration a student is first located in the proper point of reckoning (which is invariably the beginning of a semester/term in the semester wise pattern of his/her prescribed programme). For students admitted with advanced standing this location is done on a notional basis. On the other hand, for students in single degree, dual degree, students admitted with marginal deficiency, students admitted in the second semester and students who have gone through one or more transfers, this is done with reference to the student's date of entry into the Institute. Now, this semester of operation is designated as **current semester** for the student. All courses which appear in 3.21

the current semester are called **prescribed semester courses**, to be denoted by (PSC). Any course appearing before the (PSC) is said to be a course appearing in the **past region**. Any course which appears later than the (PSC) is said to be a **higher level course** (named course or elective slot). The identification of (PSC) and the higher level courses, however, is subject to occasional switching of courses between adjoining semesters as announced by Dean Instruction through the Timetable.

A student may at his/her own responsibility depart from his/her (PSC) when feasible and permissible in these regulations. The pattern and the pace such a student follows for himself cannot be offered as a modification of his/her prescribed programme (see 1.07). 3.22

A student with an intelligent understanding of the application of these rules can make a plan to graduate earlier or later than the time visualized in the Bulletin. However, any student who departs from the normal pace should in his/her own interest ensure that He/she remains outside the provisions of the sanctions described in clause 5.02 and will be well advised to seek guidance from the Registration Advisors or Dean ARC to make suitable prior planning, consistent with predictable information on Timetable constraints, prerequisite requirements, and other registration procedures, so that his/her overenthusiasm or lack of application does not cause him avoidable disappointment. 3.23

A student departs from his/her normal pattern whenever (i) He/she repeats a course He/she has already cleared (see 3.25 II), (ii) takes a higher level course concurrently with his/her current semester courses (see 3.25 III), (iii) accumulates a **backlog** (see 3.25 I), (iv) decides to take the electives earlier or later than where they are located in his/her programme. 3.24

The original registration in a semester and its subsequent amendment, if any, for such students are subject to additional conditions attached to each item of departure listed as under : 3.25

- (i) Clearing the backlog with controlled forward movement (clauses (a) to (g) in 3.25 I)
- (ii) Repeating a course (clauses(h) to (l) in 3.25 II)
- (iii) Taking a higher level course (clause (m) in 3.25 III)
- (iv) Deciding when to register for electives (clause(n) in 3.25 IV)

But in all cases a student has to first take up the task of 3.25 I before He/she takes as an additional burden of either 3.25 II, III or IV or a combination thereof. However, the computation of (BL) and (PSC) is further subject to clause (n) in 3.25 IV.

I. Clearing the backlog with controlled forward movement 3.25 I

- (a) Continuing the procedure introduced in clause 3.21, the total backlog for a student at a point of reckoning will consist of all courses located in the past region of the semester wise pattern which are identified by the following steps of operations:
 - (i) Any course from which the consequences of NC have not yet been removed by the student;

- (ii) Any course in which the student has not yet obtained a grade; and
- (iii) Amongst the remaining courses with grades, any course (say, course No.1) where the latest grade obtained by a student is inadequate to meet the prerequisite requirements of a later course (say, course No.2) and the student has yet to register in course No. 2 now (as part of (BL) or part of (PSC) or in future in view of the fact that course No. 2 suffers from NC or has no grade or has an inadequate grade for the prerequisite requirements of course No. 3, for which the student has to register under the same circumstance described for course No. 2 and so on until the last course of the prerequisite chain has been accounted for (see 3.13).

The total backlog at the beginning of registration in the current semester taken as the point of reckoning would be the union of the above three sets (i), (ii) and (iii) and would be denoted by (BL).

- (b) Every student in a semester must first register in his/her backlog courses. In other words, (BL) is the first charge on his/her registration. Only when He/she so registers in the full component of (BL) He/she can register in his/her (PSC). And only when He/she is also registered in the full component of (PSC) He/she can register in higher level courses/ repeat a course which He/she has already cleared (see 3.25 II & III). Any subsequent amendments (withdrawal or substitution) to the original registration must be done stepwise first on the higher level and repeat courses. Only when higher level and repeat courses are fully removed any amendment can be done on the (PSC). Only when the (PSC) have been fully removed, any amendment can be done on the (BL) courses.
- (c) The general rule enunciated at (b) above for (BL) and (PSC) may not be operable in certain practical situations. The particular course may not be available in the Timetable in the current semester, the student may not have met the prerequisite of some courses even if they are available in the Timetable or the student may have already cleared with adequate grade one of the courses in the current semester as a higher level course in an earlier semester. For the purpose of this practical need, the (BL) will be suitably reduced to the full component of its operative portion called (OBL) and the (PSC) will be reduced to the full component of its operative portion called (OPSC).
- (d) Recognising that there may be Timetable conflict even within the (OBL) and also between a course in (OBL) and a course in (OPSC) which is linked by prerequisite condition with a higher level course, Dean ARC is authorised to name in such a combined situation what the full components of (OBL) and (OPSC) are in which the student must register. In giving his/her decision the Dean will be guided by the overall requirement that an attempt to clear up (OBL) may not create a situation where delay in the above mentioned prerequisite

course of the (OPSC) would generate more backlog in future. Whenever subsequent operations refer to (OBL) and (OPSC), care has to be exercised to find out whether these are the full components of the (OBL) and (OPSC) or they are only effective residues of (OBL), (OPSC) created by the above process.

- (e) It should be obvious from the above that if a student merely remains registered for a part of the (OBL) He/she has no opportunity to register in any other course in that semester. Similarly, a student who has no (OBL) to do and remains registered only in a part of (OPSC) cannot take any other course in that semester. See (d) above for the usage of (OBL) and (OPSC).
- (f) Recalling that the purpose of backlog computation was to determine what controlled forward movement on a course by course basis is possible, computation of backlog has no meaning where even one course as a backlog prevents further registration. In such cases, it is the rule regarding prior preparation which will determine what forward movement is possible. The requirements of prior preparation for registering in PS/TS for single or dual degree scheme situations are available in clause 3.14. A somewhat complicated situation exists in the case of Core Courses for single or dual degree scheme, where the prior preparation is given in the same clause for the first registration in the Core Courses: When Core Courses in a semester coexists with other courses, the backlog computation and its application will apply to only the courses which coexist with Core Courses; and for Core Courses the prior preparation clause will operate. This process determines separately how registration has to be done for these two portions of the semester courses. Further once the clause has been applied to any Core Course for the first time, a subsequent registration in later semesters in any of the Core Courses will take place as if there was no distinction between Core Courses and any other course, as far as the backlog computation is concerned.
- (g) It is to be noted that the emphasis on a need to clear up the backlog also incidentally averts the sanctions of clause 5.02 (iii). When this does not happen, the sanction clause 5.02 takes over and a student goes under the purview of ACB as per provisions of clause 5.03. While a student is under the purview of ACB He/she loses the freedom of operation envisaged in this section. It is therefore very much in the interest of the student to take advantage of the fact that backlog removal and a controlled forward movement are far better than going under the purview of ACB, wherein even this degree of forward movement is heavily reduced in view of the burden which He/she places on ACB.

II. Repeating a course

3.25 II

- (h) If the Institute facilities permit, a student who is still in the process of completing the requirements of a degree, may, at his/her own

option, repeat, with a view to improving his/her grade, a course which He/she has already cleared, provided the course forms part of the current prescribed programme for the student.

- (i) This facility for repeating a course already cleared will automatically cease to be available to a student when He/she has completed the requirements of graduation or He/she is just short of graduation by courses like PS and Thesis-Seminar (in first and second tiers) which cannot be taken concurrently with any other course.
- (j) The Practice School courses, Thesis, Seminar, Internship and other courses of the M.E. (Collaborative)/M.Phil. (Applied), project courses and other courses specifically so debarred in the Bulletin cannot, however, be repeated except when ACB require a student to register again.
- (k) Repeating a course is possible only after the full component of (BL) (if any) and the full component of (PSC) has been registered for in the semester and continues to be so registered. Any subsequent amendment to the original registration can be done only according to clause 3.25 I (b) above. Consult also clauses 3.25 I(c) & 3.25 I (d) for the operative portions of (BL) and (PSC).
- (l) It would be obvious from (k) above and the general requirement of progress from semester to semester, that it is not possible to spend an entire semester exclusively for repetition of courses (see 7.07 for summer term situation).

III. Taking a higher level course

3.25 III

- (m) Registering in a higher level course is possible only after the full component of (BL), if any, and the full component of (PSC) has been registered for in the semester and continues to be so registered. Any subsequent amendment to the original registration can be done only according to clause 3.25 I (b) above. Consult also clauses 3.25 I(c) & 3.25 I (d) for the operative portions of (BL) and (PSC).

IV. Deciding when to register for electives

3.25 IV

- (n) With a view to planning his/her entire quota of courses under the category of electives, a student may, at his/her own responsibility, delay or advance taking the electives with reference to their prescribed appearance in the semester wise pattern. To ensure this privilege the operation of clauses 3.25 I, II and III above will be made after the components of electives have been removed from the packages constituting (PSC) and (BL). It must, however, be understood that this facility is only for the limited purpose of registration as envisaged in these clauses and does not affect the application of any other clause.

C. Amendment to Original Registration:

3.26

Amendments to original registration are invariably initiated by the student himself and are covered by the conditions listed as under:

- (a) Any time within two weeks from the beginning of the semester (or one week from the beginning of the summer term) a student may request the Dean ARC (for on-campus)/Dean WILP (for off-campus) for **Substitution**, by another course, of a course in which He/she has already registered.
- (b) If a student desires to withdraw from a course He/she may submit a formal application for **Withdrawal** from the course to Dean ARC (for on-campus)/Dean WILP (for off-campus) within ten weeks from the beginning of the semester (or five weeks from the beginning of the summer term).
- (c) In exceptional circumstances, a student may be permitted by Dean ARC (for on-campus)/Dean WILP (for off-campus), to withdraw from any course(s) or all courses when the Dean is satisfied as to the genuineness of the extenuating circumstances.
- (d) In the above matter of withdrawal within normal time and withdrawal in exceptional circumstances, Dean ARC will act on the recommendation of Dean WILP for a student who is registered in any off-campus programme; of Dean PS for Practice School courses; of Dean AR for a student who is registered in Thesis/Seminar/Independent study, Dissertation; and of Dean Instruction for a student who is registered in a Teaching Practice/Practice Lecture Series course.
- (e) No amendments through withdrawal or substitution in the original registration can be initiated by the student if the net result of this amendment is to undo the discretionary decision of the Dean concerned at the time of the original registration in regard to certain courses and their interdependence like (BL), (PSC), repeat/higher level course (see 3.25 I(d)).
- (f) A student who has come under the purview of ACB ceases to have any initiative in the amendment of his/her original registration. As provided in clauses 5.03 and 5.04 ACB determines the courses in which a student must register during all the semesters in which He/she remains under the purview of ACB. When any alteration in the original registration is called for it will be done entirely at the discretion of ACB.

D. Revision of Original/Amended Registration: All Students

The revision of original/amended registration can be caused by concerned authority any time during the semester/term as per details listed as under:

3.27

- (a) If the registration of a student in a course is not found to be in accordance with these regulations, his/her registration in that course will be cancelled and the grade obtained, if any, will be rejected.
- (b) The registration of a student in a course or complete set of courses in a semester can be revised through the instrument of RC (see 4.18) by

the concerned authority when He/she is found guilty in cases of unfair means, breach of discipline, etc., or when He/she persistently and deliberately does not pay off his/her dues.

- (c) Dean AR may cause a revision of registration already done to accommodate entry into the Ph.D. programme (see 8.08 and 8.44) or to include Ph.D. Thesis registration (see 8.21) or to cancel a Thesis registration (see 6.23). He/she should, however, ensure that whenever He/she causes such a revision to be made in respect of courses where a grade is required at the end of the current semester, He/she allows adequate time for meaningful grade to emerge.
- (d) Dean PS may cause a revision of registration already done by cancellation of the PS option (see 6.13); Dean WILP by cancellation from the off-campus programmes and in the special situation provided in clause 4.20(e), through the instrument RRA/DP. (For symbols DP, RRA, see 4.12).
- (e) Dean ARC may cause a revision of registration already done, when a student ceases to be on the rolls of the Institute by his/her own action or by the action of the Institute, by cancelling registration in all courses (see 4.18).
- (f) ACB may cause a revision of registration already done of a student who is under its purview (see 5.03 & 5.04).
- (g) Revision of registration already done may be modified by the concerned Dean
 - (i) by allowing students to register in additional courses;
 - (ii) by canceling the registration of a course in which the student has already registered; when the situation warrants.
- (h) If for a student who is already registered, there is a delay for unavoidable reasons in the announcement of decisions on transfer, dual degree, etc. the registration will be revised by an appropriate authority to accommodate these decisions, if necessary.

4. Teaching and Evaluation

The objective of class room education is to awaken the curiosity of the student, generate habits of rational thinking in him, gear his/her mind to face the unfamiliar and train him to be able to stand on his/her own. While class room instruction helps the student in the organisation and correlation of facts, in comprehension of ideas and the creative use of knowledge, the teacher has the added responsibility to make the student search for knowledge on his/her own and induce him to use the facilities like the library, laboratory and the environment to optimize his/her learning process. Self-study by the student would therefore, be an important factor in the planning of teaching and evaluation. The student is required to cooperate and respond to this challenge. Teaching and evaluation form a unity of function and operate in a climate of mutual understanding and trust. To ensure a shared responsibility, the regulations indicate some formal guidance. 4.01

Every course whether single section or multi-section is conducted by a member of the faculty called instructor-in-charge, with the assistance, where necessary, of the required number of instructors who will be partners with him in meeting the full academic perceptions and organisational needs of teaching the course and evaluating the students. Wherever the instructor-in-charge is mentioned in these regulations it connotes the team of instructors, acting as one entity under his/her captainship. 4.02

The instructor or the team of instructors should make a comprehensive plan in respect of conducting the course even before the semester begins and in a multi-section course remain in continuous interaction in order to ensure a smooth operation of the course. While recognising variations due to personal attitudes and styles, it is important that these are smoothed out so that the operation and grading in the different sections in a course, indeed between courses across the Institute; are free from any seeming arbitrariness. 4.03

Within one week of the beginning of classwork, the instructor-in-charge/instructor must announce to his/her class/section through a hand-out, the necessary information in respect of (i) the operations of the course (its pace, coverage and level of treatment, textbooks and other reading assignments, home tasks etc.); (ii) various components of evaluation, such as tutorials, laboratory exercises, home assignment, several quizzes/tests/examinations (announced or unannounced, open book or closed book), regularity of attendance, etc., (iii) the frequency, duration, tentative schedule, relative weightage etc. of these various components; (iv) the broad policy which governs decisions about make-up; (v) mid-semester grading; (vi) grading procedure (overall basis, review of border line cases, effect of class average, etc.) and (vii) other matters found desirable and relevant. 4.04

The different components of evaluation should be evenly spread out in the semester and would aim to draw out response from the student in regard to various attributes like spontaneous recall, ability to apply known concepts, capacity to work on his/her own, competence in conceptualised arguments, ability to face unknown situations, etc. At least one of the components 4.05

(examination) must be comprehensive enough to include the whole course and will be held at the end of the semester. At least 20% of the evaluation component should be open book for first degree course and 40% for the higher degree course.

The components and the instruments of evaluation in certain courses like PS, Teaching Practice, Research Practice, Thesis, Seminar, Dissertation and courses of off-campus programmes follow a different regimen and methodology. Details in respect of most of them are presented in section 6. 4.06

It shall be the responsibility of the individual student to be in attendance in all classes and to take prescribed quizzes, tests, examinations and to submit properly and promptly all homework. Any student who misses any component of evaluation must immediately approach the instructor-in-charge so that the instructor-in-charge, if He/she is satisfied as to the bonafide of the request, may arrange as soon as possible a make-up approximating as closely as possible the circumstances of the component of evaluation which the student missed. If, on a rare occasion, a student anticipates a genuine difficulty of meeting the date of the component of evaluation, He/she would do well to take his/her instructor-in-charge into confidence prior to the event. The decision of the instructor-in-charge in all matters of make-up shall be final. 4.07

Just as evaluation is done in a continuous manner, feedback should also be available in a continuous manner. Thus the answerscripts must be promptly evaluated, shown to the students for them to obtain any clarification on their own performance and returned to the students whenever practicable. The performance of the students in the examination should be discussed in the class giving as much detail as possible like the highest, lowest and average performances. 4.08

At the conclusion of the semester a student is awarded a grade in each of the courses He/she has taken during this period. The grade awarded to a student in a course will depend on his/her total performance in all the components of evaluation as designed by the instructor-in-charge. Apart from grades the instructor-in-charge also reports by suitable words, certain events/facts and these reports should not be misconstrued as grades (see 4.11 & 4.12). 4.09

The instructor-in-charge is responsible for holding the examinations, awarding final grades and transmitting the grades/reports to Dean ARC within the deadline set by him. This deadline is set in consistence with clause 4.25. 4.10

The list of letter and non-letter grades, their applicability and connotation are given below:

4.11

(a) Letter Grades

Where Applicable	Letter	Qualitative meaning	Grade Point attached
(All courses other than those specified in (b) below)	A	Excellent	10
	A-	Very Good	9
	B	Good	8
	B-	Above Average	7
	C	Fair/Average	6
	C-	Below Average	5
	D	Poor	4
	E	Exposed	2

(b) Non-letter Grades

Seminar/Independent Study	Good Poor
Teaching Practice/Practice Lecture series	Above Average Average Below Average
Internship (of M.E. Collaborative only)	Outstanding Very Good Good Average Poor
Courses taken on Audit; Interim grade for Ph.D. Thesis	Satisfactory Unsatisfactory
Final grade for Ph.D. Thesis	Acceptable Unacceptable

The various reports listed below are elaborated in the subsequent clauses as specified below:

4.12

- (i) **Incomplete 'I'** described in clauses 4.13 & 4.14;
- (ii) **Grade Awaited (GA)** described in clauses 4.15 & 4.16;
- (iii) **Withdrawn (W)** described in clause 4.17;
- (iv) **Registration Cancelled (RC), Required to Register Again (RRA)** and **Discontinued from the Programme (DP)**, all described in clause 4.18; and

(v) **Not Cleared** (NC) described in clauses 4.19 & 4.20.

(vi) **Thesis Grade Awaited** (TGA) described in clause 4.15a.

(vii) **Allowed to Continue** (AC) described in clause 4.15b.

If the instructor-in-charge finds a student to have not fulfilled some of the requirements of a course before the final deadline for transmitting the grade, and He/she is satisfied that He/she is able to transmit some grade or a report with or without this particular fulfillment, but at his/her discretion wishes to give the student an opportunity, He/she may, within the deadline, send a report 'I' (Incomplete) and also inform the student of the same. It shall be the responsibility of the student to contact the instructor-in-charge in time for replacement of the 'I' report within two weeks after the end of the semester (and within one week after the end of summer term, for a summer term course) which may be relaxed by Dean ARC for on-campus programmes and by Dean WILP for off-campus programmes, failing which the instructor-in-charge will communicate whatever grade/report is possible for the situation. Whenever such relaxation is made Dean ARC/Dean WILP will specify at his/her discretion, with the consent of the instructor-in-charge, the date by which 'I' report has to be converted. 4.13

The requirements envisaged in clause 4.13 must be completed within the time allowed by Dean ARC/Dean, WILP. If the extra time given goes beyond the registration in the next semester/term (see 3.04) no registration in the next semester/ term is possible and the student should seek permission to stay away as per clause 1.18. In the event either the instructor-in-charge or Dean ARC rejects the request for the extra time, the provisions of clause 4.13 will operate. 4.14

There are many situations where operational and practical difficulties may cause a delay in the communication of a grade. Certain situations which are visualised in this connection are: (i) where a case of unfair means is pending; (ii) where a case of indiscipline is pending; and (iii) where the courses are being conducted at an off-campus centre for PS students, for off-campus students or for Ph.D. students and where precise coordination between the Institute and these centres may not work in a timely manner. In these circumstances, the Dean concerned (Dean Instruction for (i) Dean Students' Welfare for (ii) and Dean PS/Dean ARD/Dean WILP for (iii)) may make a specific authorization for the instructor-in-charge to report GA (Grade Awaited). The Dean concerned above will also simultaneously advise Dean ARC the estimated time by which the grades will be received. 4.15

Where a Ph.D. Thesis has been submitted and the final evaluation is pending, the Dean ARD/Dean WILP will report TGA. 4.15a

For evaluation of Dissertation course, in case the Dissertation course is offered in split form in more than one semester, with the prior approval of the concerned Dean, student may be given, in semesters other than the final 4.15b

one, an interim report 'AC' (allowed to continue) when the teacher feels that there is satisfactory progress and the student will be allowed to continue the dissertation for the remaining units in the subsequent semesters. For operational purpose the report AC will be same as I or GA. When the final grade in dissertation emerges, it will replace AC report in the previous semesters. However, where the student has not done any work the award of NC will continue to remain. Furthermore this does not apply for the case of Dissertation of extended duration (see 6.16b) wherein the student must be registered in a different(ly numbered) Dissertation course in each of the semesters involved. In the latter case, a valid grade must be awarded for that Dissertation course at the end of each semester.

Whenever the report GA appears in the grade sheet, permission for further registration of such a student will be acted upon by Dean ARC on the recommendation of the concerned authority (see 4.15). 4.16

Whenever a student is allowed to withdraw from a course, the same is recorded in his/her grade sheet as W (Withdrawn). Whenever a semester performance in a course is reported as W, for all operations of these regulations which are dependent on performance the W will be ignored; this means one should go backward to the previous performance, if any, which takes over and this process must be repeated until one reaches a performance which cannot be ignored. 4.17

Where a student's registration for a course has to be cancelled this fact will be reported in his/her grade sheet as RC (Registration Cancelled); however, since an RC by itself may have many meanings, this reporting is subject to the following. If it is clearly known that the student will be required to register again in the same course it will be reported as RRA (Required to Register Again). If the RC amounts to discontinuation from the programme or the programme option it will be reported as DP (Discontinued from the programme), (see also 6.13, 6.23 & 4.20 (e)). If the cancellation of registration is not reported either as RRA or as DP but is reported as RC, it does not necessarily mean that it is free from any constraint. The meaning of the constraint has to be constructed from the context in which RC was reported. An innocuous RC has to be ignored for all purposes of registration and operations of these regulations which are dependent on performance. This means that one should go backwards to a performance which cannot be ignored, as described in clause 4.17 for W. 4.18

Where a student continued to remain registered in a course but gave the instructor inadequate opportunity to evaluate him by absenting himself from quizzes/ tests/ examinations/other components of evaluation, or by appearing in the same for the sake of appearance without applying himself to the task in hand or by submitting a blank script (answer book) this event will be reported as NC (Not Cleared) (also see 1.17). The student so reported would have to register again in the same course as per clause 4.20 as soon as necessary. In the case of courses like Thesis/Seminar/Dissertation etc. where the evaluation may not be arrived at through such formalised structures as quizzes/tests/examinations the periodic task given by the supervisor or 4.19

the instructor would be the basis to determine whether a student is cooperating with him for him to arrive at a grade in any semester/term as provided in these regulations. For consequence of NC report in Thesis/Seminar/Dissertation/Practice School see clause 4.20 (d) & (e).

Whenever a student gets an NC report in a course irrespective of whether He/she has a grade in the course or not earlier to this event the following will govern further action. It is to be noted that an NC cannot be ignored, except under the situations described in (b) and (c) below: 4.20

- (a) Whenever a student gets an NC report in a course which is in the compulsory package of his/her programme He/she is required to again register in the same course and get a valid grade therein.
- (b) If a student has an NC report in a course taken as elective, He/she can either repeat the course to get a valid grade or ignore it to choose another course (subject to a maximum limit as per clause 2.08). However, a student must get valid grades in at least the prescribed number of electives in his/her programme.
- (c) Whenever a student's record has an NC in a course which remains unaccounted after a process of transfer has been completed (see 7.19), it will not be possible for him to wipe out the NC report in such a course because this course is not a part of his/her programme anymore; and He/she can graduate with this NC.
- (d) If a student is reported NC in Thesis or Seminar or Dissertation, He/she will be required to register in the same for one more semester. Operationally this is to be achieved by requiring him to register once again in as many units of Thesis or Seminar or Dissertation in which He/she was registered when He/she was reported NC.
- (e) It is to be clarified that there cannot be an NC report in the PS courses, M.E. (Collaborative)/ M.Phil. (Applied) courses and some other courses. Clearly it would amount to a breach of professional conduct required in clauses 6.13 & 10.18 and tentative possibility of NC report would be converted into DP and discontinuation from these programmes will take place as provided in these clauses. However when Dean PS/Dean WILP is satisfied that the tentative proposal of NC does not amount to invocation of this clause He/she will cause registration in these courses to be revised by reporting RRA and thus requiring the student to register again in the same.
- (f) If a student is reported NC in a project course, it will be administratively converted to RC by Dean ARC and future registration in project courses will be done only if the Dean ARC is satisfied with the genuineness of the candidate's interest in the course.

The Cumulative Grade Point Average (CGPA) will be used to describe the overall performance of a student in all courses in which He/she is awarded letter grades, since his/her entry into the Institute upto and including the latest semester/term as per the procedure given in this clause. It is also used for the declaration of division when the programme is completed. It is the weighted 4.21

average of the grade points of all the letter grades received by the student from his/her entry into the Institute and is computed as follows:

$$\text{CGPA} = \frac{u_1g_1 + u_2g_2 + u_3g_3 + \dots + u_n g_n}{u_1 + u_2 + u_3 + \dots + u_n}$$

where $u_1, u_2, u_3, \dots, u_n$ denote units associated with the courses taken by the student and $g_1, g_2, g_3, \dots, g_n$ denote grade points of the letter grades awarded in the respective courses. Since multiple performance in a course in which the student has already received a grade is possible, whenever through such a process a new grade is obtained, it will replace the earlier one in the calculation of CGPA. On the other hand, if through this process merely a report emerges, this event by itself will not alter the CGPA. A first degree student pursuing a minor program will be awarded an additional CGPA specifically for the minor program. This will not affect the inclusion of the grades of the courses related to the minor program in the calculation of the CGPA for the student in the degree program(s) He/she is enrolled in.

A student's grades, reports, CGPA, etc. at the end of every semester/term will be recorded on a grade sheet, a copy of which will be issued to him (see 1.12). The grade sheet will be withheld when a student has not paid his/her dues or when there is a pending case of breach of discipline or a case of unfair means against him. 4.22

The instructor-in-charge is also responsible for maintaining the full records of each student's attendance, performance in different components of evaluation, section/ class average, mid-semester grading, copies of question papers and any record of evaluation which were not returned to the students. Such records should be maintained for at least two semesters after completion of the course. The instructor-in-charge is also required to submit to Dean Instruction for permanent record in the Institute a requisite number of copies of all question papers and all hand-outs (see 4.04) given to the students. By the same token, convener of respective DRC will forward to Dean Instruction the question papers of the Ph.D. Qualifying Examinations together with connected course content given to the students. If a scrutiny or statistical analysis becomes necessary the above records and any other pertinent information should be made available by the instructor-in-charge of the course. 4.23

In a flexible system designed to give the responsibility to the student and which authorises certain Deans to monitor this system, it is not practical to write rules as to how the individual teacher should play his/her own role. The teacher's role must always remain active. It is only He/she who can detect incipient problems and identify great promise. Moreover there are several courses like Thesis, Seminar etc. where the structuring of the operation is open ended. Whenever found necessary, individual teachers may send their recommendations to the appropriate Dean suggesting changes as provided by these regulations in the registration of a student. 4.24

The content and contours of certain courses like PS, Thesis, Seminar, Dissertation not only attempt an institute-wide meaning, but they are also 4.25

conducted and pursued in various PS stations and off-campus centres of BITS as well as outside these. In order to achieve the unusual educational thrust as well as maintain PS interfacing with the world outside the campus, these regulations provide that Dean PS will be the instructor-in-charge for all PS courses and Dean WILP for all M.E. (Collaborative)/M.Phil. (Applied)/off-campus programmes. Similarly, it provides that Dean AR will be the instructor-in-charge for all Thesis, Seminar, Independent study and Dissertation courses. By the same approach, Dean Instruction is named the instructor-in-charge of all Teaching Practice, Practice Lecture Series, Research Practice courses which are conceived and operated in such a way that the student gets a practical experience in the art of teaching and communication.

Dean Instruction has the responsibility for the offering of appropriate courses in a semester, for scheduling of examinations, and for an overall monitoring to ensure the effective fulfillment of the contract envisaged in these regulations between the teacher and the taught in each course. Dean Instruction, has further, the discretionary authority to devise acceptable procedures for obtaining a feedback from teachers as well as students about the status and progress of a course. 4.26

To ensure proper and full coverage of the syllabus, the date of late registration of a student as well as the date of departure of a Ph.D. student before the completion of the semester, even when permissible under these regulations, would have to be fixed with the prior concurrence of Dean Instruction. 4.27

5. Minimum Academic Requirements

The educational philosophy of the Institute interlinks and at the same time distinguishes between the performance of a student in a single course and his/her overall cumulative performance. Accordingly the expected minimum academic requirements for the integrated first degree programmes and the higher degree programmes are described in clause 5.02 of this section. The corresponding requirements for the Ph.D. programme are to be inferred from the clause 8.35. While the Doctoral Counselling Committee (DCC) deals with the defaulting students in the third tier (see clause 8.38), students in the first two tiers are placed under the direct academic supervision, control and tutelage of the Academic Counselling Board (ACB), consisting of Dean ARC (Chairman), Dean Student Welfare, Dean Instruction, two faculty members and two students nominated by the Senate. The ACB takes immediate charge of such a student and requires him to follow a specific path so that He/she could be rehabilitated at the earliest. Failing the efforts that are described in the succeeding clauses of this section, the student would be required by ACB to leave the Institute. It should be understood that ACB which has, over the years, developed various internal procedures and techniques to achieve the objective of steering the student out of ACB, is not necessarily bound by the procedures of the past and would continue to innovate in order to maintain academic standards of the Institute and arrive at a quickest method by which the student either 5.01

meets its rigours or leaves the Institute.

At the end of every semester/term the following minimum academic standards have to be achieved by the students in various programmes: 5.02

- (i) A student should not have secured more than one 'E' grade in the case of integrated first degree/first level diploma and any 'E' grade in the case of higher degree/higher level diploma, in that semester.
- (ii) A student should have CGPA of at least 4.50 in the case of integrated first degree/first level diploma and at least 5.50 in the case of higher degree/higher level diploma.
- (iii) A student should have at least cleared as per his/her latest performance, such courses (counted from the point of his/her entry into the Institute) as are prescribed for a period that corresponds to two-thirds of the number of semesters spent by him since his/her entry into the Institute with reference to his/her current programme. This means that at any stage of reckoning the student should not have spent more than 50% extra time than what is prescribed for him upto that stage.
- (iv) While a minor program is optional for a student and a student who is admitted to a minor program may graduate without completing the same, the completion of a minor program requires the student to maintain a minimum CGPA of 4.5 in the courses applied to the minor.

The requirements (i), (ii) & (iii) of clause 5.02 above are minimum requirements that every student should meet at the end of every semester. Failure to meet even one of these requirements is called 'an affliction'. One or more of these afflictions will automatically bring him under the purview of ACB or a designated authority. During the pendency of this purview, the student will lose all his/her options in regard to the various features permitted during the process of registration, namely, option of naming courses, choice of courses under electives, repetition of courses, taking a higher level course, departure from the normal, etc.; and will also lose all his/her options for amendment to his/her original registration namely, substitution and withdrawal. However, ACB will be fully in its rights to revise the original registration at any time during the semester. Indeed, his/her entire semester courses will be determined by ACB and will have to be followed to the satisfaction of ACB. If his/her performance in the course package prescribed by ACB in each semester suffers from NC report or lacks the efforts to remove the affliction(s) of clause 5.02 for which He/she came under the purview of ACB, it would be construed that He/she is not working to the satisfaction of ACB. It should be his/her single minded objective to fulfil the requirements of clause 5.08 thus enabling himself to go outside the purview of ACB. 5.03

- (a) Recognising that the student comes under the purview of ACB on account of one or more afflictions of clause 5.02, ACB is charged with the responsibility to steer him out of ACB. The minimum conditions for this will be fulfilled whenever application of 5.04

clause 5.02 shows in a future semester that the student no longer suffers from any of the disabling conditions of clause 5.02. This however, will be the minimum requirement. ACB may prescribe more than the minimum requirement as permitted in clause 5.08 (also see 5.04(c) below). It is obvious that ACB will be burdened with cases which may not only combine all the three disabling conditions of clause 5.02, but also be burdened with heavy backlog. Thus, ACB will have to prepare tailor-made remedies for each case or a set of similar cases. It is to be clarified that ACB creates no new regulations nor prescribes special PSC. ACB still functions within the broad confines of these regulations and for registration of a student in each semester during the pendency of the student's purview under ACB, draws its general authority from section 3 with special guidance from clauses 3.25 I, II and III. To act with promptness and to meet certain specific minimum goals, ACB is freed from the restriction of following the sequence and the special tags attached to courses in clause 3.25. In this context, therefore, the familiar terminology such as backlog, higher level courses, repetition of courses, under-loading or over-loading etc. will lose their usual meanings.

- (b) ACB will estimate the degree by which a student falls short of the minimum academic requirements of clause 5.02, will draw a time frame (i.e. number of semesters), determine a package of courses for his/her registration in each of the semesters and a specific task to be fulfilled in each semester within the time frame and lay down necessary stipulations. If it so happens that a summer course becomes available ACB will also have the power to require a student to register during the summer term to ease the pressure partially.
- (c) While the minimum academic standard as per clause 5.02 is monitored at the end of each semester, the requirement of graduation as enunciated in clause 9.01 monitors an up-to-date integrated performance from the beginning, and it is possible for a particular student to seemingly fulfil clause 9.01 but have failed to meet the requirements of clause 5.02 (i) at the end of a particular semester and thus come under the purview of ACB. ACB is authorised to review the entire history of the academic record of such a student and either declare him immediately out of its purview to facilitate operation of clause 9.01 and clause 9.03 or retain him further under its purview.
- (d) Since the only objective of ACB is to steer the student out of ACB, neither the student's sojourn in ACB nor the responsibility of ACB towards the student can be confused with any other ambition on either side.
- (e) Whenever a student falls into the habit of going in and out of ACB at frequent intervals or when a student has given an evidence of perpetual misadventure, ACB will keep him under its purview, if necessary, for even a longer time than it would otherwise keep him.

- (f) For each student under its purview ACB will pronounce the number of semesters within which afflictions are to be removed and additional requirements, if any, are to be fulfilled; name the courses that He/she has to take in each semester to the extent it is possible to do so ahead of time; and lay down necessary stipulations for achieving intermediate targets after each semester. When once the specific tasks have been so spelt out, the student should fulfil these to the satisfaction of ACB. ACB will assess at the end of each semester the student's progress towards the twin objectives of overcoming the affliction of clause 5.02 which brought him into ACB and at the same time not falling into other disabling provisions of clause 5.02. ACB will also measure the extent to which the student is making progress towards the ultimate goal. If it is discovered that the student is not reaching the intermediate targets set for him even at the end of the first semester under the purview of ACB, ACB is authorised to completely jettison the earlier declared plan of action, reassess the situation and give only one more semester as a final semester. At the end of this semester either He/she should come through and re-establish his/her credibility or, in the alternate situation of his/her remaining unresponsive, He/she will be required by ACB to leave the Institute.
- (g) ACB may propose entirely at its own discretion as an alternative to leaving the Institute, a transfer to a programme which is less exacting and which is less sought after; provided ACB has, before making the offer, obtained a prior concurrence, through timely action, of the appropriate authority who decides on all transfer cases, consistent with conditions attached to each request for transfer.
- (h) ACB cannot be used as a parking place by the student either to stagnate or to postpone the inevitable. The best use a student can make of ACB is to follow its instructions implicitly to rehabilitate himself in his/her own programme, failing which seek a berth in a programme with which He/she can cope or leave the institute before any further loss of time. In any case, while He/she is in ACB He/she has simultaneously to remove his/her backlog, overcome the afflictions of clause 5.02 and still move forward as stipulated in these regulations, through a combination of operations as instructed by ACB. All instructions of ACB must be taken as conditions to continue in the Institute in order to fulfil the task within the semesters assigned for the purpose. ACB will be under no obligation to either lay down any probationary condition or to obtain a written guarantee. Every instruction, stipulation and condition laid down from the first day would be binding.

ACB consistent with the basic principles of these regulations and policies enunciated in clauses 5.01 to 5.04 can devise internal procedures of its own; but in the overall interest of the student and academic standards of the Institute, ACB will have to come to concrete decisions without undue loss of time or without a prior obligation to go through a sequence of steps. In order to meet

5.05

these objectives ACB may use the instruments of revision of registration, if and when required, even sometimes after the grades are awarded.

If however the student is not responsive to the efforts of ACB, ACB is authorised to require the student to discontinue from the Institute. 5.06

To be effective, ACB will need the necessary time in order to establish proper coordinates with the student and his/her teachers. Therefore, the mere fact that ACB has not been able to counsel or act before the date of registration does not preclude it from intervening after registration. 5.07

Once a student has been placed under the purview of ACB, He/she would continue to be under its direct guidance until ACB, after being satisfied with his/her overall progress and performance, declares him to be outside its purview. 5.08

All decisions of ACB shall be final. 5.09

As far as the minimum academic requirements of the Ph.D. programmes are concerned, refer to clause 8.35. 5.10

As far as the minimum required academic standard and the academic monitoring of students on off-campus, Work integrated Learning and Collaborative Programmes are concerned, refer also to clauses 10.24 and 10.25. 5.11

6. Some Special Courses and Programmes

To capture a special educational flavour and goals of the various programmes the structures provide for certain courses which must be pursued only after certain academic base has been achieved. To ensure these objectives, the registration and operation of these courses are to be specially regulated. While the features, of these regulatory procedures are described in the following clauses, it is to be noted at this stage that these courses and programmes have not only been a hallmark of the Institute's innovative thrust but they diligently span the campus and the professional world. Therefore, apart from the routine operation, even though unusual, a theme and vision have to be continuously nurtured and expanded to meet this unusual challenge and responsibility. Dean PS is overall in-charge for Practice School courses and will cause all that has to be done within the framework of these regulations to sustain and move further in these tasks. Dean WILP is in-charge of all off-campus Programmes (see section 10 for details). Similarly, Dean/Associate Dean AR who is in-charge of Thesis-Seminar, Dissertation will make all efforts to move into mission-oriented interdisciplinary research of national relevance conducted in the campus as well as outside the campus and take all necessary steps to give meaning and shape to the Institute's vision. 6.01

(a) Practice School Courses

PS and TS are alternative options available in the integrated first degree programmes and PS and dissertation are alternative options in the higher degree programmes. The PS option of integrated first degree programmes consists of two courses PS I and PS II. These courses form a controlled 6.02

simulation of the real life whereby the circumstance of a link with environment is created. They require that students undergo the rigour of the professional world in form as well as substance, thus providing them an opportunity to apply their class-room knowledge to live situations.

In all PS courses also the concept of continuous evaluation enunciated in clause 4.05 will be followed. Since the educational processes in the PS courses seek out and focus attention on many latent attributes which do not surface in the normal class-room situation, the process of evaluation in the PS courses should be designed with care so that information on a continuous basis on the following attributes becomes available: intellectual ability; team work; leadership; initiative; personality; professional judgment; common sense; problem solving ability; sense of responsibility; decision making ability; art of guesstimation; punctuality; ability to meet deadlines; ability to communicate through oral and written presentations; etc. 6.03

Each student will also be given at the time of graduation a **Practice School Transcript** which contains, among other things, a rating sheet summarising the assessment of the student's professional personality obtained by the above process by the PS faculty resident at the practice station. 6.04

PS I can be taken by a student of first degree programme normally after prior preparation visualised in the Bulletin. PS II, however, can be taken by such a student only after all named courses (including PS I) of the programme have been cleared. Regarding the prior preparation for PS I and PS II in the dual degree schemes, and PS for higher degree programmes see clause 3.14. 6.05

While registering for any PS course no student can simultaneously register in any other course. 6.06

Dean PS has the authority to assign PS courses appropriate term/semesters at various PS stations. Even when He/she asks for options and choices from the students his/her decision in these matters shall be final. 6.07

In view of many practical difficulties Dean PS is further authorised to advance/delay PS I by one year just as He/she has the authority to advance/delay PS II by one semester as seen from the point of view of a particular student. But acting within his/her authority Dean PS will have to take note of the fact that a specific prior preparation for the Core Courses is prescribed for PS option which includes PS I. Thus when He/she delays PS I He/she may have to simultaneously authorise that the counting of the prior preparation in the case of Core Courses in such a case would not include PS I. Likewise, to accommodate admission with advanced standing with PS option or a late transfer into the PS option, Dean PS may have to give the same dispensation. If delay of PSI/PSII occurs due to student's own inability to follow up on the allotment because of illness or any such genuine reason then, while the same dispensation as above can be given by the Dean PS, He/she may also take this case separately, if the situation so warrants, in the further allotment procedure. 6.08

If a student disregards the allotment of any PS course at the time made by Dean PS for him, He/she may forfeit the PS option entirely. The consequential effect of such an event will be to seek transfer to Thesis/Dissertation option as 6.09

the case may be.

In view of the preponderance of the PS option, all students admitted to the various integrated first degree and higher degree programmes may be allotted to this option. Any student of integrated first degree, however, is free to move out of this option and seek, from Dean PS, a transfer to the Thesis option before He/she is allotted a seat in PS I. If a higher degree student wants to move out of the PS option, He/she should seek the transfer not later than the completion of first semester of his/her degree programme, through Dean PS. Once Dean PS gives his/her permission, the case will be referred to Dean ARC for transfer to the Thesis/Dissertation option. The usual rules of transfer will operate (see section 7(d)). The decision of Dean PS in this matter will be final. 6.10

If a student wants to move out of the PS option after attending PS I, He/she should seek the transfer not later than the completion of one semester after PS I, through Dean PS. After the above date, it would normally not be possible for a student to seek such a transfer except where Dean PS agrees to the transfer in view of extenuating circumstances. 6.11

A student who has once opted out of the PS option should not expect automatic permission to get back to the PS option at a later stage unless He/she satisfies Dean PS that these actions of opting out and seeking to opt in are based on bonafide reasons. 6.12

Since the PS programme interfaces with the world outside the campus and is heavily committed, whenever the progress of a student in any PS course is found unsatisfactory and his/her conduct unworthy of the professional world, He/she may be required to discontinue from his/her programme with PS option without any reasons being assigned. However, He/she will be free to seek a transfer to the Thesis/ Dissertation option as soon as possible. His/her current registration will be cancelled and the grade sheet will show DP (see 4.20 (e)). 6.13

A dual degree student who is required to discontinue from a PS course at anytime will thereafter have to complete his/her degree(s) with thesis option only after taking necessary actions for his/her transfer to the thesis option. 6.14

(b) Thesis-Seminar, Dissertation

Before registration in Thesis a student must complete the prior preparation which differs from tier to tier. In the first tier a single degree student must have cleared all named compulsory courses – this will include all named courses in General Institutional Requirement and all Discipline Core courses. Regarding the registration in Thesis for students in the dual degree schemes see clause 3.14. In the second tier a student should normally have cleared all other courses before He/she registers in Dissertation. In the third tier He/she should have completed the requirement of clause 8.13. 6.15

(a) A Ph.D. student registering in Thesis cannot be simultaneously registered in any other course; this rule will apply even when a student is registered in the Thesis course or the Seminar course in the decoupled 6.16

situation of clause 6.17. Exceptions to this rule are the courses mentioned in clauses 8.08& 8.10, applicable to Ph.D. students

- (b) Concurrent registration in Higher Degree Dissertation with appropriate number of units for higher degree along with other courses may be permitted by DCA of the Department concerned. (see clause 1.08(a)). In specific cases of Higher Degree programs, Dissertation with an extended duration is explicitly mentioned in the semester-wise chart for the program. In such cases students may opt for the same wherein coursework requirement may be reduced (in number of courses and units) as per the chart in compensation for increased units for Dissertation as stated in the chart for the program. However such a decision should be made by the student in the semester prior to the start of the Dissertation in concurrence with the supervisor(s) of the Dissertation and the Head of the Department. Concurrent coursework may be permitted during Dissertation only as stated in the chart for the program.
- (c) A first degree student opting for a Thesis has two options: (i) register for a 16-units Thesis, in which case the student cannot be simultaneously registered in any other course; or (ii) register for a 9-units Thesis, in which the case it may be necessary for the student to take additional elective courses to meet graduation requirements (see clause 6.16(d)) and He/she may be permitted to register in courses simultaneously with the Thesis (see clause 6.16(e)).
- (d) Graduation requirements for a first degree student includes Thesis (16 units) or Practice School I and II (25 units) for each program the student is pursuing. (i) If a single degree student opts for a 9-units Thesis, He/she must complete at least 2 additional elective courses (of at least 6 units) to meet graduation requirements i.e. the Open Electives requirement of such student is assumed to have increased to at least 7 courses and at least 21 units. If such a student pursuing a 9-units Thesis has completed PS-I, the PS-I course and the corresponding units may be accounted towards the modified Open Electives requirement. (ii) If a dual degree student opts for a 9-units Thesis for either one of the two degrees, the modified Open Electives requirement would apply. And as the discipline electives requirement of either degree is accounted as open electives for the other degree in a dual degree program, the student would be deemed to have satisfied the modified Open Electives requirement if the total number and units of discipline electives from the two programs exceed 7 courses and 21 units respectively; if not the student may have to complete additional electives to complete this modified requirement. Of course, if a dual degree student is opting for PS-II in neither of his two degrees but has completed PS-I, He/she may account the PS-I course and the corresponding units towards the modified Open Electives requirement stated above. (iii) If a dual degree student opts for a 9-units Thesis for each of the two degrees He/she is pursuing the Open Electives requirement would be assumed as at least 9 courses and at least 27 units; And the student would be deemed to have

satisfied the modified Open Electives requirement if the total number and units of discipline electives from the two programs and those of PS-I (if completed) exceed 9 courses and 27 units respectively.

- (e) A first degree student registered in a 9-units Thesis may be permitted to simultaneously register in at most 3 courses of at most 9 units total. Such courses are normally accounted under Open Electives category.

Thesis and Seminar courses are permitted to be decoupled in the following situations: 6.17

- (i) when, his/her thesis and Seminar get separated because of the operation of consequential action of NC report on one of them while there is no need to register in the other (see 4.20 (d));
- (ii) when, in the case of a Ph.D. student, he is required to register in Seminar even before he is allowed to register in the Thesis course (see 8.16 (b));
- (iii) When, in the case of a Ph.D. student, he has been specially permitted to register during the summer term.

Whenever a programme does not visualise Thesis or Seminar to be time bound, the time schedule is made elastic until the original tasks in these courses are completed. In such a situation, after the units attached to each course have been fulfilled the student will register in these courses for units as per clauses 8.16 (b) & 8.22. 6.18

When Dean, AR is satisfied that the organisation of the Seminar is not feasible, the student will register in Independent Study in lieu of Seminar for the same number of units. 6.19

In the first two tiers, a student is assigned a topic of research as well as his/her supervisor by DCA giving due consideration to the student's preference, the research goals of the Institute and the equalisation of the work load of the supervisors. The decision of Dean AR shall be final. 6.20

While the student has to be in residence throughout the duration of the programme in the campus, Dean AR may, however, require him to do part or whole of his/her thesis course at any off- campus centres. In such a case, a supervisor can also be drawn from the host organisation. 6.21

For the purpose of these regulations the **thesis/dissertation** are defined as that coherent document which embodies the investigations on the completion of the work and which has been prepared with the approval of the supervisor and which is ready for submission to the examiners. In the first two tiers the student must submit to DCA, two typed copies of his/her thesis which should also incorporate a certificate from his/her supervisor stating that the work has been completed to the satisfaction of the supervisor. The thesis must be written in English. For submission of thesis in the third tier and for the language in which it should be written see clauses 8.12. 6.22

The Thesis/Dissertation course in the first two tiers are visualised to be a time bound activity and must coterminate with the successful completion of the assigned units. The submission of thesis/dissertation must take place within 6.23

the prescribed time failing which, the registration in the last course will be cancelled and his/her grade sheet will show RRA against the course. A student will be required to register for the same number of units in the thesis course for which the registration was cancelled (see 4.18) and for the dissertation course the number of units will be decided by DCA.

For the purpose of evaluating the thesis/dissertation in the first two tiers, DCA will appoint a panel of examiners (not exceeding two) of which the supervisor will be one member. This panel will examine the thesis/dissertation, conduct the viva and recommend a grade as prescribed in these regulations within the specified time. For the third tier see clauses 8.28 to 8.34. 6.24

For details of operation of Ph.D. Thesis also consult Section 8 of these Regulations. 6.25

7. Flexibilities

The various educational programmes of the Institute are distinguished by structural and operational flexibilities to meet as far as possible many worthy goals in a practical way. These regulations make an attempt to convert the concept of flexibilities to reality. All these benefits are to be shared with responsibility and goodwill. It is therefore necessary to enumerate at least some of these flexibilities and describe, where necessary, the broad guidelines in their operation. These flexibilities are: admissions in both semesters, admission with marginal deficiency, admission with advanced standing, transfer, dual degree assignment, admission to a minor program, the option of Thesis/Practice School, electives, repetition of courses, amendment to original registration (withdrawal, substitution), departure from normal pace, auditing of courses, summer term offerings etc. These flexibilities need an administrative decision either through an admission process and/or a registration process. It is to be clarified that any transfer or dual degree assignment will be treated as an admission process. Enjoyment of a flexibility involves acceptance of a responsibility both by the recipient as well as by the donor. This contract must be understood if the system with these unique features is to continue to serve the student and the educational system. 7.01

However, when a student who is under the purview of ACB becomes a candidate for any of the flexibilities such as dual degree and transfer, the Chairman of ACB will be requested for a full report on the student together with useful comments, before the case is processed for award of the flexibility, irrespective of the fact that the student might have been promised such a flexibility at the time of admission. While this promise, if any, will certainly be redeemed, the actual implementation of the flexibility may have to be delayed in order for the student to improve his/her academic standing to cope with the additional burden. 7.02

The various flexibilities are permitted to be worked out on the basis of broad as well as detailed conditions presented in these regulations as well as in the Bulletin. After implementing these flexibilities, the actions will be reported to the Senate specially in connection with admission with advanced standing, 7.03

admission with marginal deficiency, special type of admission in the Ph.D. programmes, award of dual degree programme, decisions on transfers, outcome of ACB actions, offerings of summer courses, etc.

(a) Admissions in both semesters

The Institute makes admission in both the semesters depending upon availability of seats and facilities. In the case of first tier of the formal system the bulk of admissions are made in the first semester. In view of the available structural flexibilities it may be possible to accommodate a small number of equally competitive students in the second semester also, thus making feasible a unique feature of the Institute, namely, admission in the second semester. But there is no guarantee that second semester admissions will always be made. 7.04

(b) Summer Term

As already emphasized in clause 1.02, the only obligation the Institute can recognise during the summer months is to conduct PS and other such courses shown in semester wise pattern, Internship for students who had fulfilled the prior preparation to register in the same. Even in the discharge of this responsibility the Institute has to engage a large number of teachers who are detained for summer duty to meet the commitments of the above courses conducted in various parts of the country. 7.05

However, by further stretching all resources and by a great imposition on teachers, the Institute has been disposed towards accommodating under certain conditions, through summer term, few courses for the benefits of students (see 1.03) may be able to graduate in that summer term. Since overtaxed resources have been already stretched, the Institute will have to ensure that proper use of the summer term is made by these students. Even these courses will be cancelled if the clientele for which these courses were offered withdrew later. Even this position will be continuously reviewed to ascertain whether these students ultimately will benefit in graduation in minimum possible time. 7.06

Once it has been decided, under the above limited voluntary gesture, to offer a set of summer courses, the students outside the above clientele may also be permitted to register in these courses provided the conditions of registration as prescribed in these regulations can be fulfilled by them for any of the courses thus being offered. In this connection it is to be clarified that during the summer term no entity called (PSC) or (OPSC) exists. By the same token backlog cannot be expressed in terms of (OBL). All backlog has to be only expressed in terms of (BL). However, if backlog courses are available the rule regarding (BL) being the first charge will apply. It is also to be remembered that the offering of these courses has been purely fortuitous so far as the other students are concerned and also that they can take only upto three courses. Such a student can register in these courses as a repeat or as a backlog. If the course happens to be a higher level course for a student, He/she can register in it only if He/she had no backlog at the end of the previous semester or He/she had only one backlog which He/she is able to register concurrently with the higher level course in the summer term. Further any amendment to the original registration can be (see 3.26) only done provided subsequent registration 7.07

continues to be consistent with the above enunciation.

While these regulations do not stipulate that a Ph.D. student must register during the summer term, it is really his/her own necessity to so register for purposes of full enjoyment of his/her fellowship. While being sympathetic to this need of the student, the particular course(s) in which He/she will register in the summer term will be entirely at the discretion of Dean AR, consistent with the provisions of these regulations. 7.08

Consistent with what has been stated above, the Institute will be free to amend the procedure for voluntary offerings of courses during the summer term from time to time. 7.09

(c) Dual Degree Scheme

These regulations provide an unusual opportunity to students who are capable of accepting the challenge to work simultaneously for two degrees out of the integrated first degree programmes, subject to the structural harmony defined in terms of Groups of programmes (see 2.02 & 2.03), subject to the Institute's announcements from time to time and subject also to the fact that dual degree is a competitive admission process. Once a student is admitted to the dual degree scheme his/her semester wise pattern for the single degree will be replaced by another semester wise pattern which is composite but unique to the specific combination of the two programmes. 7.10

The principle by which the composite programme is worked out is described thus. The General Institutional Requirement and two sets of the Discipline requirement (one for each of the two programmes) constitute the basic requirement of the composite programme. On this basic requirement is superimposed the PS and TS requirement for the two programs. All these courses are now properly interspersed and resequenced to form the dual degree programme. Thus in every dual degree scheme normally one degree would be with PS and the other with TS. However, if a student of the dual degree programmes wishes to do PS for the second degree also, the PS Division may accommodate his/her request, if feasible, after accommodating all students doing PS for the first time. As a logical consequence a student may be allowed to do both degrees with thesis. The Open Electives requirement is considered to be subsumed by the combination of the two sets of Discipline Electives. 7.11

The dual degree composite programme contains, among the compulsory courses, PS, TS (or both PS or both TS as per clause 7.11), all General Institutional Requirement courses excluding Humanities Electives, and the union of Discipline Core courses for the two degrees. Thus courses common (or courses marked equivalent) between the two sets of Discipline Core courses need be completed only once by the student. Clauses 3.14 and 3.15 prescribe a prior preparation required before a student can take any of these courses (see 2.03). A student in the dual degree composite programme cannot account a Discipline Core course of one his/her degrees as a Discipline elective for the other degree; He/she cannot account any course as a Discipline elective course in two disciplines. 7.12

The student in the dual degree would be free to make a request to 7.13

which degree He/she wishes to attach the PS component in order to call it a PS degree and to which He/she wishes to attach the Thesis component. This option must be expressed immediately after the completion of PS I but not later than the end of one semester after PS I. If the student neglects to take this advance action Dean PS will draw up the linkage. The decision of Dean PS shall be final. However, this attachment selected by the student or assigned by the Dean must conform to the basic condition that TS or PS II of either of the two degrees in the composite programme must be done only after the corresponding Core Course(s) of the same degree has been cleared. It is to be noted that whenever a student has been unable to clear PS I at the appointed time, it may become too late for him to exercise this option and the allocation of PS and TS will be contingent on his/her ability to complete the prior preparation for these courses.

It would be obvious from clause 7.11 that the composite programme in the dual degree scheme cannot be separately completed for each degree. Thus only when a student has completed the entire composite programme He/she fulfils the requirements of graduation for the two degrees in the scheme. Consequently the divisions awarded for these two degrees would be the same. 7.14

Once a dual degree permission has been given the student must work according to the scheme and semester wise pattern applicable to the particular dual degree combination. For the frequently occurring combinations of dual degree scheme, the semester wise patterns are given in the Bulletin. Any willful departure from the scheme without prior permission from Dean ARC may entail the cancellation of the dual degree facility. In such a case the student will be transferred back to his/her first degree. (see also 6.14) 7.15

For a student in the dual degree scheme, transfer of first or second degree from one discipline to another discipline on a competitive basis is possible keeping in mind the overall educational objectives. 7.16(a)

A student in the dual degree scheme is not allowed to drop the first degree and do only the second degree 7.16(b)

If a student admitted to the dual degree scheme is unable to proceed with it for any valid reason He/she may submit a written application to Dean ARC for withdrawal from the dual degree scheme. If his/her request is granted his/her case will be dealt with as a transfer from the dual degree scheme back to the scheme of his/her first degree, subject to current structure and regulations. 7.16(c)

Whenever a transfer from dual degree to a single degree as visualised in clauses 7.15 and 7.16 takes place after the student has already exercised his/her option visualised in clause 7.13, for the purpose of determining the eligibility for the first degree either the PS option or the TS option may be accepted irrespective of earlier declaration by the student. 7.17

(d) Transfer

The flexibilities of the system provide for transfer which is a movement of the student from one goal to another before completion of the first. In actual practice, subject to stipulations given in the Bulletin, the structure provides for 7.18

a transfer from: one programme to another within the same tier; one optional stream to another within the same tier (PS option to Thesis/Dissertation option and vice versa); one scheme to another within the same tier (dual degree scheme to single degree scheme); a programme in one tier to a programme in a higher tier or its reverse (see 8.33, 8.34, 8.35 & 8.36). Transfer is operated only at the beginning of a semester except where otherwise provided.

At the point of transfer the student's entire academic record is scrutinised and the additional courses He/she has to clear after the transfer are determined in the following manner:

7.19

- (i) Out of the courses taken by the student as per his/her academic record, those courses which He/she has already cleared as of the latest performance will form the set called the 'course-mix' from the past. The set of the remaining courses for which there is a performance will be called the 'residual-mix' from the past. The courses of the course-mix as well as those of the residual-mix will now be stripped of any category tag under which they might have been taken. The new programme to which He/she is transferred would have an eligibility sheet which lists all the courses pertaining to that programme in terms of named compulsory courses and elective slots. All the courses in the course-mix will now be exhausted, by allotting them to the new programme in appropriate categories, that is, either in the named category or in the elective category. The residual-mix will be booked for the new programme only against the required named compulsory courses of the new programme. However the residual-mix may be booked for elective of the new programme at the point of transfer at the option of the student. Once all this exercise is completed the courses left in the course-mix together with courses left in the residual-mix will now be referred to as the set of **unaccounted courses**. Among the unaccounted courses the courses with grades or with NC reports will then be completely **frozen** as long as the student continues in the new programme or graduates in the new programme. In other words they cannot be booked for any future necessity in the new programme nor can they be repeated. However if an unaccounted course has a latest performance which is a report other than NC, it will not be frozen and it may be allowed to be booked against a future necessity for an elective slot, if any, in the new programme.
- (ii) In the matter of booking the courses the student will have the option to name a course from the course-mix of the past against the elective slot in the new programme; it should be obvious that He/she has no other option.
- (iii) Further his/her entire up-to-date scholastic record including CGPA is carried over at the point of transfer. Any previous event which constitutes part of the sanctions of eligibility of the new situation will now operate. It is obvious that no transfer is possible if a sanction in the old situation has not been properly disposed of.

- (iv) Irrespective of whatever has been said above, if later events justifiable by these regulations so warrant the student may be permitted to utilise for credit in future an unaccounted course cleared earlier.
- (v) Further, whenever a transfer is made the semester wise pattern in his/her new programme would be as per the current Bulletin and for all purposes of these academic regulations (such as 3.21 etc.) his/her date of entry into the Institute would mark the initial semester of his/her new programme.

Whenever the same student undergoes more than one transfer, at each point of transfer the provisions stipulated for transfer must be implemented. It may be clarified that through a process of more than one transfer for a particular student, what was operative before the particular point of transfer may become inoperative after this event and vice versa. 7.20

Since admission to a programme is done on assigned and competitive basis, normally there may not be any scope of undoing the fact of an assigned admission through transfer. However, whenever a student is not able to cope up with the programme for which He/she is admitted, ACB in order to salvage the student may recommend transfer to a suitable programme. Transfer will always be for motivated students from one degree programme to another in the same tier or different tier in terms of limited numbers and will be on a competitive basis. 7.21

(e) Advanced Standing

Whenever a meritorious candidate seeking admission to any programme of the Institute comes with a preparation higher than the minimum entrance qualification prescribed for the programme, He/she is considered for admission at some intermediate stage in this programme under the provisions called 'Admission with Advanced Standing'. If admission is feasible his/her previous academic record will be scrutinised vis-a-vis the requirements of the programme to which He/she seeks admission. If this exercise cannot give a firm conclusion as to which courses of the Institute programme He/she is to be exempted from, specially designed tests will be given to him. However, this exercise would be subject to the broad policies mentioned in clauses 7.23 to 7.29 below. 7.22

Such exemption can be entertained only in respect of courses which are a compulsory package of the new programme. Wherever the new programme provides for a package of electives this whole package has to be done at the Institute. 7.23

Since the programme structure of the higher degrees is different from that of integrated first degrees in terms of details like compulsory courses, electives, etc., the requirement of a student admitted with advanced standing in a higher degree programme will be worked out on a case by case basis by the DCA (See 1.08(a)) maintaining the standards of the programmes. 7.24

Further, whenever such an admission is made a student at the time of entry would notionally be placed in a nominal semester in the semester wise 7.25

pattern as of the current Bulletin and his/her backlog courses would be correspondingly identified (see 3.25 I).

As far as the programmes of the first tier are concerned, a basic distinction has to be made at the entry point between candidates who possess an integrated first degree of BITS or its equivalent and those whose prior preparation is short of this. 7.26

Remembering that the dual degree scheme of the Institute is awarded under a competitive situation it would not be possible to gain additional advantage by a route of completion of one BITS degree or its equivalent and admission with advanced standing for another first degree of BITS. In respect of such candidates there shall be no provision of taking electives more than the minimum number required nor that of transfer. 7.27

On the other hand, a candidate who at the entry point does not possess a University degree or possesses a University degree which is lower than the integrated first degree of BITS would have all the opportunities that are available for a normal student who enters at the starting point of the programme, subject to any restrictions stipulated at the time of admission. 7.28

For a student admitted with advanced standing into a programme the CGPA/division awarded to him at the end of the programme will be based only on the grades of courses taken by him in his/her prescribed programme at the Institute. 7.29

(f) Marginal Deficiency

Whenever a brilliant candidate whose prior preparation has been marginally deficient in terms of stated courses/subjects seeks admission to the Institute He/she may be admitted with the condition that Dean Instruction may require him to do additional courses over and above those prescribed for a student with normal preparation. It is, therefore, to be noted that such a student enters the programme with a backlog (see 3.25 I). 7.30

For a student admitted with marginal deficiency into a programme his/her CGPA/division will be determined on the basis of all courses prescribed in the programme together with such additional courses mentioned in clause 7.30. 7.31

(g) Audit

The facility of taking a course on audit is principally conceived to give an opportunity to a person to update his/her knowledge. It is expected to meet primarily the needs of **casual students** (not enrolled for a degree). No degree of the Institute can be acquired by merely taking courses on audit or having once taken some courses on audit, offering these courses for credit whenever permissible in these regulations like advanced standing etc. In this connection definition of the word "cleared" given in clause 1.15 will not encompass a grade received for a course registered on audit. 7.32

There are certain courses amongst the offering of the Institute which are neither part of a programme nor are available through electives. Any student who wishes to take such courses can take them only on audit basis and also on payment of additional fees. 7.33

Certain courses are not, however, available on audit namely, PS, Thesis, Dissertation, all courses of the M.E. (Collaborative)/M.Phil. (Applied) programmes and other courses specifically so mentioned in the Bulletin. 7.34

A person who has taken a course on audit cannot, even with a 'Satisfactory' grade, automatically claim acceptance of that course for the fulfillment of requirements of any programme current or future. As and when such a person seeks admission to any degree in the Institute, if that course happens to be a required course in the new programme, He/she will be required to do another course in lieu of the same as identified by Dean Instruction, except as specifically provided otherwise in clause 8.09. 7.35

The Institute may offer discrete specialised courses on-campus and off-campus on credit basis for the manpower development of a target population. A student who registers for such courses will be known as an **associate student** as against casual student (see clause 7.32). On the completion of a course the associate student would be given a certificate mentioning the grade obtained. If an associate student has secured valid grades in various courses in this manner, which together fulfil the requirements of a degree/diploma programme, He/she may, if He/she so desires, seek admission to the said degree/diploma programme to qualify for the same. AGC would finalise the operational details for such associate students. 7.36

(h) Minor Programs 7.37

Minor programs” are offered in certain areas as options for integrated first degree students with the intent of encouraging them to add focus to their supplemental learning (outside a major area) as well as recognizing and certifying the knowledge obtained in an area that is outside of their major area.

A minor option would allow a student to pursue the study of an area or a sub-area through a set of courses but not as exhaustively as required to obtain a degree (i.e. a major) in that area. A student may be admitted to at most one minor program.

A student – if He/she chooses to pursue a minor – must declare at the end of the 2nd year that He/she will pursue a specific minor.

Each minor program may come with an exclusion clause stating that students from certain programs are not be eligible to pursue that minor.

While the option of a minor program is available to all first degree students the Department(s) offering a minor program may stipulate additional input restrictions on the basis of academic performance of the student. In particular, the overall CGPA and/or grades in specific courses relevant to the minor program may be considered for admission to the minor program. Such criteria will be stipulated by the Cross-Campus Departmental Committee(s) for Academics for the Department(s) offering the minor program.

If and when He/she completes the requirements for the minor – as stipulated above and as stipulated for the specific minor, then He/she may apply for a “minor” certificate. If the requirements are met then He/she will be awarded a “minor certificate” (separate from a degree - i.e. major - certificate). A minor

certificate will be issued only on completion of a degree (i.e. a major) i.e. a student may graduate without a minor but cannot graduate without completion of a degree (i.e. major).

Each minor program defines a minimum number of courses and a minimum number of units as required to complete that minor. Each minor program also defines a certain set of courses as core – and therefore mandatory – for that minor and a pool of electives from which a student may choose courses to complete the requirements.

A student may use at most one project / seminar type course to meet the requirements of a minor. At most 2 courses (and at most 6 units) may be met by mandatory courses of the student's degree i.e. major (or degrees i.e. majors). No course may be used to meet the requirements of two different minors nor may a course be used to meet the requirements of two majors and a minor.

8. Additional Clauses for Ph.D. Programme

Creation of Departmental Research Committee (DRC)

8.01

Each Department will have a "Departmental Research Committee" (DRC), consisting of Head of Department (HOD) as ex-officio member and chairperson, and 2 to 6 faculty members, at the level of Assistant Professor and above, who are active in research. The size of DRC may depend on the number of faculty members in the Department. One of the members will act as its convener. The term of DRC will be of two years. DRC will be approved by the Director of the campus on the recommendation of HOD.

The role of DRC will be in executing operations from admissions to final thesis submission and are outlined in each operation mentioned below.

Ph D Admissions:

8.02

Admission to the Ph.D. programme is, in the first instance, provisional. The admission is formalized after the student passes his/her Qualifying Examination. The various components of the programme are: Course-work, Qualifying Examination, Foreign language, Teaching Practice/Practice Lecture Series/ Research Methodology, Thesis, and Seminar/Independent Study. It shall be the responsibility of the student to ensure, through timely actions, that he satisfies the requirements of all the components of his/her programme. Throughout the duration of the programme a full-time Ph.D. student must be in full-time residence in the campus/PS stations and off-campus centres of the Institute or at outside centres as permissible in the rules. A part time Ph.D. student will visit BITS, Pilani campus for regular interaction with supervisor/co-supervisor. The frequency of such visits will be decided by the DRC in consultation with supervisor/co-supervisor

Input

To obtain a better understanding of the subsequent handling of cases, various possible inputs to the Ph.D. programme are classified according to backgrounds. These are: (a) the preferred input, namely, a student coming with a higher degree of the Institute or its equivalent; (b) a student coming after clearing all or part of the coursework of a higher degree of the Institute or its equivalent without completing the degree; (c) a student who enters with an integrated first degree of the Institute or equivalent; (d) a student who enters the Ph.D. programme after passing Qualifying Examination as per clause 8.44 (e) a student, under faculty development, who enters the programme after passing the Qualifying Examination as per clause 8.40 (f) a Scientist, Engineer or professional belonging to collaborative, or other sponsoring organisations. (g) a person working in reputed a research organization, academic Institute and industry, situated preferably in the close vicinity of one of the campuses of BITS Pilani, can be admitted on part time basis provided (i) the candidate is working in an organization which encourages and facilitates research (ii) candidate meets the requisite minimum qualification for admission to Ph. D programme of BITS Pilani as mentioned in (a), (b) or (c) (iii) candidate has minimum of one year work experience in related field, and (iv) candidate furnishes a "consent & no objection certificate" from his/her parent organization.

8.02a

Each case once accepted would be treated under any of the above items consistent with his/her background.

For each candidate admitted to Ph.D. programme, the DRC will recommend a notional thesis supervisor or mentor on the basis of department need and student's area of interest. Further, for each Ph. D student, the DRC will in consultation with the notional supervisor of the students, appoint two additional members for a Doctoral Advisory Committee (DAC). However, for student in interdisciplinary area, there can be DAC member(s) from other department/campuses based on Topic of Research. Student will be monitored by the department of notional supervisor. DAC may counsel the student throughout his/her programme.

Course work

For students with first degree, depending upon the student's qualification and background, the DRC will, in consultation with the student's notional supervisor and DAC members, prescribe course work. The minimum number of courses shall be six with minimum of 24 units. Candidate should not obtain less than D grade in any course and should have minimum CGPA of 5.50. If less than D grade is obtained, course should be repeated. On obtaining less than D grade in more than one course or CGPA less than 5.50, student shall be discontinued from the programme.

8.03

8.04

Students with Higher Degree may also be required to do course work if He/she is working in different area than his/her area of HD or having less than 6 courses in his/her HD. Number of courses will be decided by the notional Supervisor and DAC members in order to prepare the candidate to undertake

research in chosen area. Number of courses can vary from 0 to 6.

Qualifying Examination

Before undertaking registration in Thesis, every student must pass the Ph.D. Qualifying Examination within the prescribed time, namely, two semesters (excluding summer term) after admission for students who are not required to take any course work out of the first kind of course-work and two semesters (excluding summer term) after clearance of courses prescribed by DRC. However, DCC is authorised to examine the needs of candidates on case by case basis and give additional time wherever needed. 8.05

- (a) As soon as a student has cleared the courses prescribed by the DRC covered in the first kind of course work, he should make a formal application to DRC for permission to appear at the Qualifying Examination. 8.06
- (b) For each student, qualifying examination will be conducted in two areas from the list of qualifying examination areas approved for the department. One of these must be in the area in which He/she proposes to undertake research. The list will be available with Dean AR which can be modified by the joint recommendation of DRCs of the campuses. One can also choose one area from across other department areas.

The candidate selected under e,f or g of clause 8.02 will also follow the same pattern of qualifying examination as mentioned in clause 8.06 8.07

A student who has passed the Qualifying Examination will be formally admitted to the Ph.D. programme. His/her registration in the Thesis course can be done only after the requirements of clause 8.13 have been fulfilled. 8.08

If a student fails in the Qualifying Examination or fails to appear in the same in the first time, he may, at the discretion of DRC, be allowed to appear at this examination only once more, provided he does so within the time limit prescribed in clause. It shall be the responsibility of such a student, to approach DRC immediately, for permission to take the Qualifying Examination once more. If this permission is denied, the student will be considered to have come under clause 8.38. 8.09

The Qualifying Examination will test the student's knowledge, grasp of fundamentals and his/her ability to use them in unknown situations. The Qualifying Examination will normally consist of written and oral tests. The oral test will follow the written papers and will attempt to probe the student further with reference to his/her answers in written papers and to test his/her presentation of ideas and concepts. 8.10

The Qualifying Examination will be conducted by respective DRC in every campus. 8.11

Language Requirement

Every Ph.D. student is normally expected to demonstrate an ability to 8.12

translate a piece from current periodicals in the area of major interest of the student in one of the modern European languages into English with the help of a dictionary. The modern European language will be named by Dean AR and may vary from student to student depending on his/her intended area of research. It will be in the interest of the student to complete the language requirement as soon as possible. However, the Dean AR may waive the language requirement for a student if the Supervisor and DCC recommend that English is adequate for the intended research work.

The language requirement, if not waived (see clause 8.12), can be fulfilled by any one of the following alternatives: 8.13

- (i) If the student, before entering into the Ph.D. programme, has already done the prescribed foreign language course(s) of the Institute or its equivalent elsewhere and has obtained the minimum grade as prescribed by Dean AR, he would be pronounced to have fulfilled the language requirement of the Ph.D. programme.
- (ii) Where a student has no previous exposure to the prescribed language, he will take the prescribed Institute course(s) on audit and obtain 'satisfactory' grade(s) in such course(s).
- (iii) Where a student has learnt the prescribed language through self-study and claims that he is equipped to fulfill the language requirement, he should sit in a specially designed test to demonstrate the above mentioned ability. If he fails to pass the test, he may try again or take the special courses offered in the Institute as per the decision of Dean AR.

Whenever a student plans to work for a Ph.D. in any Indian language/literature, Dean AR may decide to exempt him from the above European language and require him to show his/her ability in an Indian language other than the language in which he proposes to pursue his/her Ph.D. research. In this case, Dean AR will be guided in his/her decision by the spirit of clauses 8.12 and 8.13. 8.14

Teaching Practice/Practice Lecture Series

8.15

Teaching Practice I or when it cannot be arranged, its alternative Practice Lecture Series-I should be done in semester/term following the semester of passing the Qualifying Examination. These courses attempt to train a Ph.D. student in the art, methodology and skill of teaching, communication, etc.

Research Methodology:

Research Methodology I course should be done in semester/term following the semester of passing the Qualifying Examination. This course is designed to impart training in analysis of research problem, mathematical and statistical analysis of data, experimental techniques etc. Students who have done this course in their higher degree or students who have done Teaching practice II/Practice lecture series II will be exempted from doing this course.

Seminar/Independent Study

- (a) Clauses 6.15 & 6.19 on concurrent registration in Seminar (whenever Thesis is registered for) and registration in Independent Study as an alternative to Seminar, when the same cannot be arranged, also apply to the Ph.D. situation. 8.16
- (b) In addition, a Ph.D. student is required to register in Seminar/Independent Study, starting from his/her first registration in the programme. Further, the total number of units assigned to these courses can be taken only one unit at a time in a semester/term until the units are exhausted, after which the student will register for one unit every semester. However, while he is doing one or more courses of the First kind, he may not be required to register in Seminar/Independent Study unless specifically directed to do so by Dean AR.

Topic of Research and Supervisor:

Once a Ph D student clears the required qualifying examination, He/she, in consultation with his/her notional supervisor and the DAC members will decide upon the topic, the supervisor, co-supervisor (if required), prepare a research proposal and present it in writing and orally before the DAC members. For Ph D students admitted under "part-time" or under Ph D aspirant scheme, it is mandatory to choose at least one BITS faculty as supervisor or co-supervisor.

8.17

The DRC will carefully evaluate whether the proposed topic of research is in consonance with the Institute's research goals, the facilities existing in the Institute or in the permitted locale for carrying out the work, the suitability of the proposed supervisor for the particular topic of research, the number of students already working under him and other relevant factors; and will forward the proposal to Dean AR.

8.18

Dean ARD in consultation with Doctoral Counseling Committee members will approve the research proposal.

A student can take up research only on a topic and under a supervisor at a locale—approved by the Dean ARD. Any change in the topic of research/supervisor/co-supervisor or locale of work can be made only with the prior approval of the Dean ARD.

8.19

It shall be the responsibility of such a Ph.D. student to approach the Dean AR through respective DRC well in time for a fresh decision on the question of supervisorship, if there is a likelihood of his/her ceasing to be a faculty member of the Institute or ceasing to be associated with a professional organisation. If no decision of the Dean AR is available on the matter, his/her current semester/term registration in Thesis will be cancelled as soon as he ceases to be a faculty member or a professional and he will not be allowed to register subsequently unless the Dean AR decides on the matter.

8.20

Thesis

The student will register for Thesis only after the topic of research and supervisor have been approved by the Dean AR. 8.21

The total units assigned to this course in the Bulletin will be distributed over several semesters/terms as determined by Dean AR. After the student completes the unit requirements of Thesis, he will be required to register every semester thereafter for 10 units till the submission of Thesis. 8.22

The title of the thesis will be recommended for approval by the DCC which will subsequently be approved by Dean AR. Any change in the title of the thesis can be made only with the prior approval of the Dean AR. 8.23

The thesis should be written in English; provided that a thesis for a Ph.D. degree in any Indian language may be written in that language or in English. 8.24

Submission of thesis

(a) On completion of research, the student will prepare a draft of the thesis and its synopsis for preliminary but detailed evaluation by two members of DAC followed by oral presentation. A student must submit his/her final thesis to Chairman, DRC within ten semesters (excluding summer terms) to be counted from the semester following the semester of passing the Qualifying Examination. Whenever a student fails to submit his/her thesis within this stipulated time, he will come under clause 8.38. 8.25

The duration for submitting final Ph D thesis (including all extensions and semester withdrawals) is limited to 14 semesters to be counted from the semester following the passing of Ph D qualifying examination. If a candidate fails to submit his/her final thesis during this period, He/she will be discontinued from the programme. The female candidates who have availed maternity leave during this period may be given one extra semester for thesis submission.

(b) The submission of the thesis for the purpose of the above clause will be considered to be in order only when approved by DRC and it has been done in accordance with the clause ~~8.26~~ below; otherwise the thesis would be returned to the student for removal of the inadequacy.

The submission of the thesis will 8.26

- (a) require fulfillment of the following prior conditions:
- (i) the semester/term in which the thesis is being submitted is such that the immediately preceding interim grade in the Thesis course is 'satisfactory';
 - (ii) the student as of that date, has fulfilled all the requirements of

- graduation in clause 9.02 except for para (vii), and
- (iii) the student has given reasonable evidence to Dean AR that in the semester of the submission of the thesis no NC report would emerge causing embarrassment and dislocation of further processing of the thesis; and
- (b) entail simultaneous forwarding of the following to the DRC:
- (i) four printed bound copies and one soft copy of the thesis with a title consistent with the requirements of clause
 - (ii) the thesis must contain a certificate from the supervisor and co-supervisor (if any) to the effect that the thesis embodies original work done by the student under his/her supervision.
 - (iii) four printed copies and a soft copy of synopsis of the thesis as prescribed by Dean ARD to facilitate appointment of examiners; and
 - (iv) the receipt for payment of the requisite fees.
- (c) DRC will forward following documents to Dean AR
- (i) Thesis
 - (ii) Synopsis
 - (iii) Reports of the DAC members on draft thesis
 - (iv) The receipt for payment of the requisite fees.
 - (v) The list of 6-8 potential thesis examiners based on a list of examiners submitted by supervisor(s)

In exceptional circumstances, where a student, who is registered in the last components of the units assigned to Thesis/Seminar and may be also pursuing courses or completing other components of the requirements of the Ph.D. degree simultaneously in a semester, wishes to submit his/her thesis before the end of the semester, he must supply strong evidence to Dean AR that all his/her current pursuits would co-terminate in such a way that conditions prescribed in the above clause would be fulfilled. If Dean AR accepts the thesis for further processing, he does so with the stipulation that he will stop this processing at any stage and even cause withholding of the final Thesis grade until all conditions stipulated in clause 8.17 have been fulfilled.

8.27

Examination of thesis

The thesis will be examined by three examiners appointed by the Vice-Chancellor. The supervisor(s), shall be one of the examiners.

8.28

The examiners will give separate reports, each report concluding with a final and unequivocal verdict on the thesis in terms of only one of the following three alternatives:

8.29

- (i) The thesis is approved for the viva-voce examination, or

- (ii) The thesis requires revision and resubmission, or
- (iii) The thesis is rejected.

If the verdicts of the three examiners do not coincide, arrangements will be made to circulate the three reports among all the examiners and, if necessary, to convene a meeting of the three examiners so that they might arrive at unanimous verdict on one of the above three alternatives. When this process yields no unanimity or when the thesis is rejected, the student's registration in the Thesis course for that semester will be cancelled and he will be asked to discontinue from the programme and his/her grade sheet will show DP against the Thesis course. 8.30

When a student has been required to revise and resubmit his/her thesis, his/her status will revert to what it was, in all respects, before he submitted his/her thesis but would not alter the original deadline for submission of the thesis. If the current last date of submission of the thesis is considered to be inadequate he must immediately request for extra time from the Doctoral Counseling Committee. The revised thesis should be examined as far as possible by the same team of examiners. 8.31

When a thesis has been approved unanimously by the examiners, a viva-voce on the thesis will be conducted at respective campus in presence of of the (i) Supervisor (ii)at least one external examiner, and (iii) Co-supervisor(s), if any. The Vice-Chancellor is authorised to reconstitute the team of examiners for viva-voce whenever deemed necessary. At the end of the viva-voce examination the team of examiners collectively will award the final grade as per clause4.11, on the Thesis course. In awarding this final grade the examiners will combine the assessment of the thesis with the performance of the student in the viva-voce examination. All his/her records pertaining to the interim Thesis grades would be made available to the team of examiners. 8.32

In the case of a Ph.D. student, whose viva-voce examination is held during the same semester in which he submitted the thesis, his/her performance in the viva-voce will also be judged for awarding the final grade in the Seminar/Independent Study course and the result for viva-voce will produce the grade for thesis as well as for Seminar/Independent Study. The eligibility will be worked out as soon as the viva-voce result is available without waiting till the end of the semester.

However, if in the semester of submission of the thesis any NC report emerges the viva-voce will be postponed until this affliction is removed as per the regulations. If however, the viva-voce has been already held the final Thesis grade will be withheld. 8.33

The viva-voce examination on the Ph.D. thesis will be open to research students, faculty members, staff members charged with similar professional duties and any other person permitted by Dean ARD, all as silent observers. 8.34

Minimum academic requirements for continuation: 8.35

A student will not be permitted to continue in the Institute under any one of the following situations:

- (i) he fails to take or pass the Qualifying Examination within the prescribed time (see 8.04 & 8.06);
- (ii) his/her CGPA, where applicable, falls below 5.50 and he fails to bring it up to 5.50 within two subsequent semesters;
- (iii) He/she accumulates two consecutive interim 'unsatisfactory' grades in the Thesis course;
- (iv) He/she fails to submit his/her thesis/revised thesis within the time prescribed for him, for such submission;
- (v) his/her thesis is rejected by the examiners;
- (vi) his/her thesis does not receive unanimous final verdict from the examiners as required in clauses
- (vii) He/she receives final grade as 'unacceptable' in Thesis.
 - (a) Of the above seven stipulations the first four, viz, specify the intermediate steps necessitating monitoring for a student before submission of his/her thesis. This monitoring is to be done by the DRC 8.36
 - (b) The last three stipulations, viz. specify the events after the submission of the thesis and its examination by the appointed examiners. In such cases a student will be discontinued from the programme. However, he may appeal to the Dean AR for reinstatement giving full exposition and justification for the appeal. If the Dean AR decides to reinstate such a student it will give clear instructions and conditions, consistent with overall spirit of these regulations that the student must fulfil after reinstatement. The verdict of the Dean AR shall be final.

Doctoral Counselling Committee

In all matters where the student has to approach the DCC, applications must invariably be submitted through DRC, who will assist the DCC with supporting documents and their recommendations consistent with these Regulations, Institute's research goals, facilities available and other pertinent factors. 8.37

Registration and Monitoring

Registration of a Ph D student will be done separately by each campus by campus based ARCD on recommendation of Associate Dean AR, who will keep the Dean AR informed. Whenever the lack of progress of a student forewarns the application of Clause or when a student defaults under clause the student will be guided for his/her registration by the DCC. The DCC will function like the ACB for monitoring the progress of the student. The DCC can give additional time/attempt to pass the qualifying examination; it can prescribe additional course(s) or require the student to repeat course(s) already cleared; it can require the student to drop some semester(s), it can give extension of time for the submission of the thesis. In short, it will take 8.38

appropriate action to help the student to meet the minimum academic requirements stipulated in Clause as early as possible. The DCC has also the authority to conclude whether a student should be continued as a Ph.D. student or not. The DCC will report its decision to the Senate.

Human Resource Development

With a view to accelerating human resource development, the Dean AR on the recommendation of the DRC concerned may permit, when possible, a faculty member of the Institute or a staff member charged with similar professional duties to appear in the Ph.D. qualifying examination even though he is not registered under the Ph.D. programme. Similarly, the Dean AR on the recommendations of the DRC, may permit professionals (under Ph.D. aspirants scheme) to appear in the Ph.D. qualifying examination even before he is registered for Ph.D. 8.39

If a candidate mentioned in clause 8.39 passes this examination, he has to seek formal admission to the Ph.D. programme to pursue the same as per these regulations. If he, however, fails to appear in or pass the examination, he can avail of another chance also subject to necessary permission from the Dean AR. However, if he fails to appear in the examination on genuine grounds, Dean AR may condone such an absence, on a case by case basis. 8.40

Research at Outside Centres

(a) The Vice-Chancellor may entertain a proposal not covered under clause 6.21 from a student/professional seeking permission to carry out a part or whole of his/her Ph.D. research at a suitable centre outside the Institute, if he is satisfied that the proposal is consistent with the overall educational and research goals of the Institute. 8.41

(b) If the permission is granted, the student will be registered for the Thesis-Seminar/Independent Study only. 8.42

These regulations permit, through the scheme of linkage with sister universities or research organisations, the possibility of pursuit of a prescribed portion of Ph.D. work of a student of the Institute in another organisation, as well as of a Ph.D. student of another university pursuing his/her programme at the Institute. The Vice-Chancellor is authorized to implement the above within the general framework of these regulations and report the same to the Senate.

Transfer from/to a First/Higher Degree

(a) A student of good standing in any of the integrated first degree/higher degrees may be permitted, as a special case, by Dean AR to appear in the Ph.D. Qualifying Examination, provided the requirements of Clause regarding course package prescribed by DRC have been completed. 8.43

(b) A Higher Degree student may be permitted to transfer to Ph.D. degree. Such a student may also be awarded the higher degree on successful completion of requirements of the same, while continuing to be a Ph.D. student.

- (c) A bright and promising Integrated First Degree student may be transferred to a Higher Degree/Ph.D. degree. Such a student will be automatically awarded the intermediate First Degree(s) and Higher Degree in a concurrent way as soon as all the requirements of the Degree(s) are completed. However, if a student wants his/her intermediate First Degree(s) at an earlier time, he must opt for it within the semester after he completes the requirements of First Degree(s).

In case the CGPA of the transferred student falls below 5.50, he will come under the purview of ACB, which will automatically transfer him back to his/her Integrated First degree(s). Further, if a student does not complete the requirements of Ph.D. degree, he may be transferred back at any stage.

On passing Ph.D. Qualifying Examination under 8.33(a), the student may, with the approval of Dean ARD, choose one of the following options to get formally admitted to Ph.D. programme. 8.44

- (i) He completes his/her present degree and joins the Ph.D. programme on a date agreed to by the Institute.
- (ii) He immediately becomes a Ph.D. student skipping his/her present degree (telescoping). His/her current registration in the First Degree/Higher Degree courses would be revised by cancelling registration in courses which are no longer needed for his/her Ph.D. programme and adding courses which he can use for his/her Ph.D. programme. The normal rule of transfer will operate with the further condition that the total requirement in terms of courses and other components for such a student would not be more than what it would have been if he was directly admitted to the Ph.D. programme. As far as possible, this formal transfer to the Ph.D. programme should take place in the beginning of a semester. If, however, Dean ARD, in consultation with DRC, is satisfied that sticking to the schedule will result in loss of time for the student, he may permit such revision of registration even later than the beginning of the semester.

If such a student does not appear in or pass the Ph.D. qualifying examination he will be treated in the way described in clause 8.45

- (a) A Ph.D. student may seek from Dean ARD a transfer to a Higher Degree programme, subject to the general stipulation that he does not already possess the same degree or its equivalent. If such a permission is given to the student, he carries forward his/her up-to-date scholastic standing in terms of courses, units, grades, CGPA and any sanctions, to this new programme. 8.46
- (b) Subject to the stipulation in clause above, it is possible for a Ph.D.

student who has been required to discontinue under clause 8.35, to seek a transfer to one of the Higher Degrees of the Institute.

- (c) In both the above cases the transfer can be sought only in the beginning of a semester and only to that Higher Degree which has been notionally identified for him. The usual rules of transfer will apply. If this permission is granted, the completed units for various courses and research work wherever feasible may be credited for higher degree subject to case by case examination.

The course work requirements of a higher degree may overlap with those of the Ph.D. degree. When a Ph.D. student is doing higher degree courses, he may also be permitted to register for additional requirements of the higher degree and may be considered to be simultaneously a student of the higher degree as well as the Ph.D. degree. He will be awarded the higher degree as soon as he completes the requirements for the same and continue to be a Ph.D. student.

8.47

9. Graduation and Eligibility for all Degrees

A student is deemed to have fulfilled the requirement of graduation for an integrated first degree (single or dual degree) or a higher degree when He/she has:

9.01

- (i) cleared all courses prescribed for in his/her programme or his/her composite programme, as the case may be;
- (ii) cleared the total unit requirements of Thesis, Seminar and Dissertation wherever applicable;
- (iii) obtained a minimum CGPA of 4.50 in case of First Level Diploma/Integrated First Degree programmes; and CGPA of 5.50 in case of Higher Level Diploma/Higher Degree programmes unless stated otherwise for a particular programmes.
- (iv) remained outside the purview of ACB or been declared to be outside its purview;
- (v) overcome all consequential stipulations (see 4.20) of an NC report; except where there if an NC report in an elective course over and above the prescribed number of elective courses or in a course which has ceased to be a part of his/her current programme as a result of the latest transfer operations; and
- (vi) satisfied all requirements of these regulations.

A first degree student admitted to a minor program is eligible to receive a minor certificate if He/she has completed the degree requirements stated above and has:

9.01a

- (i) completed the core courses required for the minor and the stipulated number of electives from the pool for that minor
- (ii) obtained a minimum CGPA of 4.50 in the courses applied to the minor.

A student is deemed to have fulfilled the requirements of graduation for a Ph.D. degree when He/she has: 9.02

- (i) passed the Ph.D. Qualifying Examination;
- (ii) fulfilled the language requirement;
- (iii) fulfilled Teaching Practice/ Practice Lecture Series / Research Methodology requirement;
- (iv) cleared the total unit requirements, (including additional requirements, if any) prescribed for Thesis and Seminar/Independent Study (see 8.22& 8.16);
- (v) cleared all prescribed course-work;
- (vi) obtained, where applicable, a minimum CGPA of 5.50 in coursework;
- (vii) obtained a final grade in Thesis as 'acceptable';
- (viii) overcome all consequential stipulations (see 4.20) of an NC report; and
- (ix) satisfied all requirements of these regulations and those prescribed by Dean, AR.

A student is deemed to have become eligible for the degree if, in addition to satisfying the requirements of clause 9.01 or 9.02 as the case may be, He/she has : 9.03

- (i) satisfied all rules of evaluation;
- (ii) no case of indiscipline or unfair means is pending against him.

However, in case of a student having outstanding dues against him to be paid to the Institute, Hostel or any other recognised organ of the Institute, his/her degree will be withheld until the said dues are cleared.

- (a) The following classification based on CGPA will be made for integrated first degree programmes: 9.04
 - Distinction - CGPA 9.00 or more
 - I Division - CGPA 7.00 or more but less than 9.00
 - II Division - CGPA 4.50 or more but less than 7.00
- (b) No division will be awarded in diploma, higher degrees and Ph.D. programmes.

10. Additional Regulations for off-campus, Work Integrated Learning and Collaborative Programmes

While the Regulations described in earlier sections apply uniformly to all on-campus and off-campus programmes of the Institute, some additional regulations specifically applicable to the off-campus programmes are stated in this Section. 10.01

The on-campus and off-campus, Work Integrated Learning and Collaborative programmes are defined in section 1.00. 10.02

While every on-campus degree programme can be theoretically offered as an off-campus programme through the “Work Integrated Learning Programmes Division” the Institute will decide from time to time, depending upon feasibility and capability of maintaining corresponding standard, which on-campus degree can be operated as off-campus programmes. However, certain off-campus degree programmes, may not be offered as on-campus degree programmes. Since the admission criteria and the operational details may vary between on-campus and off-campus programmes, transfer from on-campus to off-campus and vice versa, even for the same discipline/branch, will not be automatic. 10.03

Whenever in a special situation the movement is permitted between on campus and off-campus degree programmes, the same will not be conceived as a transfer, but will be visualized as a notional readmission with the following criteria: “In the case of a student permitted to move from off-campus to on-campus programmes, the student should go through the competitive methodology employed for admission to on-campus programmes and also satisfy other essential requirements. The students who are permitted to move from on-campus to off-campus programmes have to satisfy the conditions of the work environment in terms of facilities, mentor, etc. As in the case of readmission, the academic credits will be carried over. Further whenever such transfers take place, the degree awarded to a student will be the degree in which He/she is registered during the last semester of his/her graduation”. 10.04

Since the off-campus the programmes invariably require suitable learning environment for the students admitted to these programmes, the Institute will ensure the viability of the physical facilities, availability of other manpower (who could act as mentor/tutor for the students), motivation of students etc. before undertaking to run any such programme. The off-campus programmes will normally be run for students sponsored by their employers after ensuring the feasibility of converting their work environment into a learning environment. The Institute may also decide to run off-campus programmes as a manpower development programmes for the employed professionals. An employed person admitted to any off-campus programme will be treated as a full-time student and a full-time employee simultaneously. However, there are some emerging areas where new manpower may be required necessitating training of fresh students with the help of collaborating organizations towards well defined professional goals. In such cases, the Institute can also admit students who may not be already employed. However, all such students would have access to all the infrastructural facilities and other resources of the collaborating organization where the programme is conducted. 10.05

All the off-campus programmes will be conducted by the Work Integrated Learning Programmes Division and its Dean will be the deciding authority in the operation of all the necessary activities for the conduct of these programmes, specifically, He/she will be the ex-officio instructor-in-charge for all courses offered for the off-campus programmes and will be in-charge of registration, evaluation and monitoring of the programmes. Wherever necessary, He/she will consult Dean ARC, Dean ARD, Dean ID and Dean PS. The off- campus programmes will be conducted by a team of instructors drawn 10.06

from the Institute faculty with the active help and participation of mentor/tutor from the host organisation or other organisations in the same locale. The tutor/mentor will guide the students in self-study and serve as a link between the instructor and student on all academic and other related matters. Every student while applying for admission to an off-campus programme has to submit consent of the organisation sponsoring him and also submit a detailed biodata and consent of the tutor/mentor. Every tutor/mentor have to be approved by the Dean and will be deemed to be a “teacher” of the Institute for the purpose of academic regulation.

Whenever the work environment of a student in any Work Integrated Learning/Collaborative Programme ceases to be viable or when his/her sponsorship is withdrawn by his/her employer, the student may be discontinued from the programme and the Institute will have no further obligation in this matter. Similarly, whenever an organisation, which agreed to collaborate with the Institute for running a degree programme for a targeted population of the organisation, discontinues the facilities necessary for the conduct of the programme, the Institute may cancel such a programme without affording opportunity to these students registered therein to complete their degrees. In such cases also, the Institute will have no further obligation in this matter. 10.07

Students of the off-campus programmes may be permitted to take underload or have gaps between semesters/terms. In such cases, pace of progress would be suitably computed ignoring such gap(s) and clause 5.02(iii) will be applied accordingly. 10.08

For a targeted population with an aggregate level of background identified to be of a higher level than the normal input level, certain truncated programmes consisting of courses to be done by such candidates may be formulated. In working out such truncated programmes, which will be deemed to be equivalent to full programmes for the purpose of award of a degree, the AGC may, however, be not guided by a course by course exemption out of a notional full programme as in the case of students admitted on an advanced standing basis. 10.09

In addition to the general conditions specified in Section 7 of the Regulations for operation of the flexibilities like transfer, dual degree, admissions with advanced standing/marginal deficiency, etc., the following guidelines will be followed. 10.10

- (a) **Transfer:** Transfers from one off-campus programme to another may be permitted after a thorough examination of such a request on a case by case basis by AGC (see also clause 10.04).
- (b) **Dual Degree:** Conceptually dual degrees in the off-campus programmes will not be valid because of their being target population oriented. Even then, on rare occasions, requests for dual degrees may be entertained provided in the corresponding alter-ego programmes in on-campus system such dual degree combinations are permitted. Hence, each request for dual degree will be examined on a case by case basis by the AGC.

- (c) **Admissions with Advanced Standing/Marginal Deficiency:** There may be cases for whom admissions may be considered on the basis of advanced standing/marginal deficiency principle even in cases of students admitted to truncated programmes.

The work integrated learning and collaborative programmes may have a semester wise course structure with a view to sequencing of the courses. However, such structures would not have the rigidity on-campus programmes' semester wise course structures and as such prior preparation, backlog in registration, etc. will not be very meaningful for the off-campus programmes. The courses like Work Experience, Practice School, Thesis-Seminar, Internship, etc., have to be taken normally after completing all other course work. Work Experience, Internship, Dissertation and Practice School courses are not interchangeable even if such courses are offered in the same locale. 10.11

The Institute may enter into collaborative arrangements with industries, R&D labs., universities etc. and may introduce suitable degree programmes in all tiers of education to match the needs of human resource development in host organisations. The Institute may also introduce diploma programmes at the first level as well as the higher level. The Institute may also permit in specific first degree programmes multiple exit points leading to first level diploma or senior first level diploma in the same discipline. 10.12

A higher level diploma may be part of a higher degree programme. Some students admitted to the higher degree programme may be notionally considered as the students of the diploma programme, upon completion of which they may be permitted to continue for the higher degree. 10.13

Since the degree/diploma programmes are designed to suit the manpower development needs and are based on student inputs with diverse qualifications/ and/or experiences, the unit requirements of such programmes will be spelt out when the same are introduced if they differ from the existing programmes. The matter will be reported to the Senate. 10.14

The eligibility for the award of First Level, Senior First Level and Higher Level diplomas will be worked out as per clauses 9.01 and 9.03. 10.15

Certain contingencies may arise when the academic calendar of a Work Integrated Learning and Collaborative Programme differs from the normal academic calendar of the Institute. Whenever such a contingency arises, the academic calendar of that programme will be worked out by the Dean, WILP in consultation with the clause 1.08 Committee. If such a reworked calendar routinely differs from the normal calendar, it may be termed as labile semester/term, if so required for operational purposes. 10.16

Under very special circumstances, a student may be permitted to register in on-campus as well as off-campus courses during any semester/term. Such registration as well as the necessary credit transfer will be permitted by Clause 1.08 Committee in the case of Integrated First Degree programmes and by the Higher Degree Counselling Committee in the case of Higher Degree programmes, on a case by case basis. 10.17

Since all off-campus degree programmes are heavily committed and are 10.18

operated in collaboration and association with named organisations, students admitted to any such programme are also subject to the general discipline and code of conduct applicable to the employees of these organisations. Failure of a student to conform with the same may result in his/her being required to discontinue from his/her programme.

Some off-campus degree programmes may have students without any affiliation to a particular organisation and some may have students not affiliated to a collaborating organisation but to certain like-minded organisations. However, for all such students, consent of the collaborating organisations would be necessary. 10.19

In all off-campus programmes the pedagogy will emphasise self-study and discussions along with traditional methods of instruction. 10.20

Since the off-campus programmes heavily depend on the facilities and the environment provided by the collaborating organizations, some unforeseen exigencies may arise necessitating termination of a programme in the midstream. In such exigencies the Institute may take possible steps to salvage the situation, if the concerned students fully cooperate in such measures. 10.21

The location and pursuit of courses like dissertation, internship, work experience etc., of the off-campus programmes need not necessarily coincide with the town and organization where other courses for a same programme were conducted due to organisational needs or the nature of special courses. However, wherever such courses are conducted there must be a collaborating organisation to ensure the necessary facilities and environment. 10.22

Additional transcript, similar to the type of Practice School Transcript giving pedagogy and details of the programmes may also be issued to the students of off-campus programmes by the Work Integrated Learning Programmes Division. 10.23

At the end of every semester/term the following minimum academic standards have to be achieved by the students in the various off-campus, Work Integrated Learning and Collaborative Programmes: 10.24

- (i) The student should not have secured any E grade.
- (ii) A student should have CGPA of at least 4.50 in the case of integrated first degree/first level diploma and at least 5.50 in the case of higher degree/higher level diploma.
- (iii) A student should have at least cleared as per his/her latest performance, such courses (counted from the point of his/her entry into the Institute) as are prescribed for a period that corresponds to two-thirds of the number of semesters spent by him since his/her entry into the Institute with reference to his/her current programme. This means that at any stage of reckoning the student should not have spent more than 50% extra time than what is prescribed for him upto that stage.

Students who do not meet one or more of the requirements given in clause 10.24 will come under the purview of Academic Monitoring Board consisting of the following members: Dean, Work Integrated Learning Programmes (Convenor), Associate Dean, Work Integrated Learning 10.25

Programmes, Dean, Academic Registration & Counselling, Dean, Instruction, Dean, Practice School and Dean, Academic Research.

This Board will function the same way as the Academic Counselling Board and also will have all the authorities of the ACB mentioned in Section 5 of the Academic Regulations.

Certain specialized programmes may require situation-specific/person-centered operational rules. This will be approved by the concerned authorities and shall be notified from time to time through Information Brochure(s) of Work Integrated Learning Programmes Division, Institute Bulletin, etc. 10.26

11. Linkages with earlier Regulations

This Academic Regulation incorporates all the changes that have been approved by the Senate after the printing of the previous version of the Academic Regulations. 11.01

These regulations will apply to the continuing students in all programmes admitted under earlier regulations in addition to the transitory provisions applicable to them. 11.02

12. Follow-Through Actions

In a system of continuous evaluation where the various components of teaching and evaluation culminate at the end of each semester, it is but natural to view the registration process and all related activities as a continuous operation in search of finding out when a student meets the requirements of graduation. To pursue this task methodically and effectively, use is made of what is known as Eligibility Sheet, which is actually a reproduction of the semester wise pattern for each student with any additional components, if found necessary. Recalling that information on the registration card is tallied against the grade sheet, all information available up to the latest grade sheet is abstracted, entered and updated in the Eligibility Sheet semester after semester. In the performance of this task it would be useful to recall certain nomenclature which have been already defined in these regulations.

Whenever a student has properly registered in a course, the outcome at the end of the semester will be a grade or a report (except for a course registered originally but subsequently substituted by another course at the time of amendment of the original registration). The above outcome is defined as a performance in a course. When the performance is a grade, the student is said to have cleared the course. When this grade does not fulfil the prerequisite requirement of a subsequent course, the grade would be termed 'inadequate' or 'not adequate'.

Now, these regulations provide for a student to repeat a course at his/her own option or for a designated authority to require a course to be registered again, even after this course has been cleared earlier with or without adequate grade. Visualizing that the student may make several attempts at the same course throughout his/her existence in the programme, the Eligibility Sheet

will continuously record the grades and reports against each course in his/her programme through this multiple performance.

Above entries made against a course produce a series of performances. It is, however, only the last performance which will guide action. A simplified procedure is to ignore all Ws and all innocuous RCs and look at the latest performance in the truncated series. If this latest performance in the truncated series is a grade, it becomes the operative grade for the purpose of CGPA, prerequisite, repetition of the course and all other matters of registration where the information about grade in a course is necessary. If the latest performance in the truncated series is a report, the nature of the report will control further action.

For the operation of these regulations, the meaning of the word Electives can be understood only in the context in which it is being used. When it is used with reference to a classification of a course by a discipline or a category, it denotes the academic objective of that course in relation to other courses. When this term is used in the context of the structure, it refers to a category of courses which are not named in the Bulletin or by a designated authority. Thus, the elective courses in the context of structure are simply the courses which a student selects from a pool of available courses outside his/her own named courses. This pool, therefore, will contain, among others, courses which are academically definable as Core Course(s) and their extensions known as Discipline Courses other than Compulsory (Discipline Elective).

Structurally speaking, the specific discipline character of a programme is bestowed by the categories Core Course(s), which is compulsory and Discipline elective, which is optional. These courses simply cannot be placed in a general cafeteria for non-majors to pick and choose. Before placing these courses in the general pool, their integrity must be preserved by devising suitable protective restrictions around them.

By the same token, the theme of flexibilities cannot be allowed to be overstated to such an extent that the academic selectivity, challenge and rigour are to be relaxed in any application of these flexibilities.

The meaning and the application of some other expressions in these regulations will be clear only after a point of reckoning before a semester/term has been selected in respect of each student in the semester wise pattern of his/her prescribed programme. This point of reckoning depends on the efflux of time from the date of entry of the student into the Institute and identifies the current semester for the student.

Prescribed Semester Courses (PSC) are those courses which appear in the student's current semester; while higher level courses are courses which appear in his/her subsequent semesters and Backlog (BL) courses appears in his/her previous semesters.

The specific meaning and operation attached to the term BL aim to determine how the clearing of backlog can be simultaneously done along with forward movement in a controlled manner. Further, according to this postulate of BL in case like admission with advanced standing, admission with marginal deficiency, transfer, etc., a student may begin with a backlog even at the point

of entry to his/her programme.

On the other hand, the requirement of prior preparation is stated in terms of what courses a student must have cleared before He/she is allowed to register in certain intended course like PS, TS or a set of courses like Core Courses. The lack of this prior preparation, even by a single course, precludes registration in the above intended courses.

The requirement of prerequisite is always described only in terms of a pair of courses where grade obtained in the first must be adequate before a student is permitted to register in the second.

Having thus introduced these terms, it would be illuminating to compare and contrast the three expressions: backlog, prior preparation and prerequisite. In spite of the apparent similarity in the concept and purpose behind these three expressions, it should be clear that their definitions are unique, they are not interchangeable terms and their applications are for meeting distinctly different needs. While prior preparation and prerequisite are requirements without which forward movement is prohibited, backlog is an information on a list of courses which measures the burden of the past and perceives what supplementary efforts are needed to move forward. While backlog and prior preparation estimates scan all courses (in different sets) previous to the point of reckoning, prerequisite deals with a pair of courses on a one-to-one correspondence. Gradewise, prior preparation requires only the minimum grade, prerequisite requires a specific grade which may be more than the minimum and backlog is concerned with both minimum grades as well as adequate grades. To appreciate and apply these regulations meaningfully, it should be borne in mind that these three expressions have highly specific imports and applications. These are not to be used synonymously or interchangeably.

Having described the format of the information base, three distinct parts of the follow-through actions will now be enumerated for a thumb nail reference for all concerned.

(a) Registration time

1. Clause 3.09 will inform whether the student can be registered at all in the semester.
2. The correct courses of (BL) and (PSC) in which the student can be registered are to be identified as per clauses 3.25(a), 3.21 & 10.11.
3.
 - (i) The first charge in the registration card shall always be (BL) which reduces to (OBL). If the student remains content in registering in (OBL) or less He/she will not register in any other course in the semester.
 - (ii) If the student wants to proceed beyond (OBL) his/her second charge must be (OPSC) or at least a portion of (OPSC).
 - (iii) If He/she has only (OBL) plus a part of (OPSC), He/she cannot register in any other course in the semester.
 - (iv) If the student registers in (OBL) plus (OPSC) only, then He/she

can be permitted to register in higher level/repeat course.

- (v) Certain conflicts between (OBL) and (OPSC) in the full formulation can be resolved only by Dean ARC (clauses 3.25 I, II, III & IV).
- 4. Where a student has no (OBL), his/her first charge is (PSC) and the above formulation will begin with (PSC) rather than (BL).
- 5. Courses belonging to a prerequisite chain should be fully scrutinized before registration is permitted. Similarly, conditions of over preparedness, under preparedness and banning of certain courses to specific group of students as specified in the Bulletin (see clauses 3.13, 3.15, 3.18 & Bulletin).
- 6. Before permitting registration in courses like PS I, PS II, TS, Core Courses for single or dual degree, the required prior preparation enunciated in clause 3.14 must be ensured.
- 7. In the selection of courses under elective/the conditions imposed in clause 3.15 must be fulfilled.
- 8. Registration in electives in addition to the required number needs certain vigilance as described in clauses 2.08 & 2.09.
- 9. For courses to be taken only on audit, clause 7.33 to be consulted.
- 10. It is to be noted that in the integrated first degree programmes and higher degree programmes, there is no scope for taking any other course along with PS or Thesis-Seminar or Internship I or Internship II.

(b) Post-registration

(Soon after original registration and in the current semester)

- 1. Task envisaged in clause 1.12 regarding students who are on rolls of the Institute or are off the rolls of the Institute to be completed.
- 2. Decisions to be taken in regard to cancellation, if necessary, of certain courses (3.20, 3.27(g) & 7.06).
- 3. All registrations in the current semester to be checked for correctness and for action and wrong registrations to be cancelled (3.27(a)).
- 4. Implementation of amendments revisions to the original registration to be taken up (3.26 & 3.27).
- 5. Continuous overall monitoring of instruction and evaluation throughout the semester to be maintained (4.26).
- 6. Identification of students who are anticipated to graduate at the end of the current semester is to be made.
- 7. Action after submission of the Ph.D. thesis as per clauses 8.26 & 8.27 to be initiated.

(c) Pre-registration

(Prior actions before registration in coming semester)

- 1. Grade sheets where necessary to be withheld. (4.22)
- 2. Eligibility sheet to be brought up-to-date and latest status in courses

- with more than one performance to be ascertained after completing the pending provisions for certain reports. (1.16, 4.13 to 4.20)
3. CGPA to be updated. (1.13)
 4. The minimum academic requirements are to be fulfilled by each student. Where any student falls below this minimum, his/her case is to be referred to ACB. (5.02 & 5.03)
 5. Requirements of graduation to be verified for those students who fulfil the same. (Section 9)
 6. Status on use of number of electives to be verified for further action. (2.08& 4.20 (b))
 7. Identification to be made of an inadequate grade in course which is the prerequisite of another course. (1.16)
 8. Identification of NC reports and 'unsatisfactory' interim grades to be completed for further action. (4.20, 8.26 & 8.35)
 9. Copies of all question papers, hand-outs, and other necessary information to be collected. (4.23)
 10. Feedback received from previous semester to be analysed and to be acted upon. (4.26)
 11. Preparation to be made for implementing decisions on transfer, dual degree, admission with advanced standing, admission with marginal deficiency, admission in the second semester, conversion of the status of Ph.D. students from provisional to formal. (Section 7, 8.01, 10.04 & 10.10)
 12. Semester wise programme details, where not available in the Bulletin, to be worked out. (1.08, 1.08(a) and 2.12)
 13. Course offerings, proposed hand-outs and scheduling of examinations are to be arranged. (4.26)
 14. Courses which are restricted to particular population and also courses which can be offered only after the original registration date, are to be identified (3.27(g)).
 15. Timetable to be finalised.
 16. Preparation to be made for determining the correct package of courses for the semester for each student. For students in programmes which have to be worked out on a case by case basis, consult 1.09. For students under purview of ACB, section 5 has to be consulted.
 17. Prior determination of whether or not the student has fulfilled the prior preparation requirement for first time registration in Core Courses and as well as registration in PS/TS to be made. (3.14)
 18. For each student, the estimate of the (BL) is to be made as per clauses 3.25 I & 3.25 IV.
 19. As soon as information on (OBL) and (OPSC) are available, this task is to be completed as per clause 3.25(d).
 20. In regard to registration of students under the purview of ACB, estimates of (BL) and (PSC) or (OBL) and (OPSC) are not to be used for registration purposes but to be used by ACB itself. (5.04 & 10.08)
 21. Allotment of students for PS, TS, Dissertation, project courses and Internship in terms of timing, stations and other details to be

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 26. Identification of Ph.D. course-work.(8.03)
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 32. Action to be reported to Senate(8.38,7.03,10.14) and Research Board (8.38).

13. Revision

These regulations would be subject to modification and revision by the Senate from time to time.

13.01

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