

STUDENT INFORMATION HANDBOOK

2018 - 19



INDIAN INSTITUTE OF
SCIENCE

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INFORMATION FOR STUDENTS 2018

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Academic Events

TERMS

REGULAR TERMS

I Term : 01 August 2018 to 12 December 2018
II Term : 01 January 2019 to 26 April 2019
Summer Term : 01 May to 30 June 2019

COURSE REGISTRATION

I Term : 01 August 2018 to 03 August 2018
II Term : 01 January 2019 to 04 January 2019
Summer Term : 01 May 2019 to 3 May 2019

MID – SESSION TERM

VACATION : 01 May 2019 – 31 July 2019

TERMINAL EXAMINATION

I Term : 03 December 2018 to 12 December 2018
II Term : 17 April 2019 to 26 April 2019
Summer Term : 28 June 2019

LAST DATE FOR DROPPING COURSES

I Term : Without mention on the Transcript 15 October 2018
With mention on the Transcript 15 November 2018
II Term : Without mention on the Transcript 01 March 2019
With mention on the Transcript 01 April 2019
Summer Term: Without mention on the Transcript 01 June 2019
With mention on the Transcript 15 June 2019

EXPANSIONS FOR THE ABBREVIATIONS USED

TGPA : Term Grade Point Average
CGPA : Cumulative Grade Point Average
SCC : Senate Curriculum Committee
SCRC : Senate Committee on Research Conferments
DCC : Departmental Curriculum Committee

1. Course Students

1.1 Registration for Courses

- 1.1.1 Under the guidance of his/her Faculty Advisor, each student registers for a set of courses. These include both the core courses and electives.

1.2 Term Course Load

- 1.2.1 For regular MTech/MDes/MMgt programmes, the credit load per term (including project credits) is as follows:

| Particular | No. of Credits | |
|--|----------------|-------------|
| | Regular Term | Summer Term |
| Normal | 16 | 8 |
| Minimum | 12 | 6 |
| Maximum (in 1st Term) | 18 | – |
| Maximum if TGPA/CGPA in the previous Term is < 7.0 | 16 | 8 |
| Maximum if | | |
| TGPA/CGPA is > 7.0 but < 9.0 | 18 | 8 |
| Maximum if TGPA/CGPA is > 9.0 | 21 | 8 |

- 1.2.2 The stipulation on the minimum number of credits does not apply to the final term.

- 1.2.3 Students may be allowed to complete the programme at a slower pace. This requires prior approval of the Deans, on the basis of a recommendation from the Faculty Advisor and the Chairperson of the department. Such approval can be requested at the beginning of the term.

1.3 Exemption from a Core Course

- 1.3.1 Within 15 days of registration, a student may apply to the Chair of the department seeking exemption from a core course on the basis of his/her prior background. If the Chair approves, the student will be given a written examination, in accordance with the schedule indicated below:

| | I Term | II Term | Summer Term |
|------------------------------|--------|---------|-------------|
| Written examination deadline | 15 Sep | 15 Feb | 20 May |

Exemption is granted only if the student secures a B or a higher grade in this examination. He/she will be given the same grade for the course as the one obtained in the written examination, the credits will count towards the degree requirements, and they will be used for the computation of the TGPA/CGPA.

- 1.3.2 Until the result is declared, the student should continue to attend classes. If exemption is not granted, he/she should continue as a regular student.
- 1.3.3 Students may get exemption for a maximum of 6 credits over the entire programme.

1.4 Dropping of Courses

- 1.4.1 Dropping requires the approval of the advisor and the course instructor, and is permitted only if the total number of credits does not fall below than the minimum stipulated in Section 1.2.1. If it is done by the 15th of October in the August term, the 1st of March in the January term and the 31st of May in the Summer term, the dropped course will not be listed in the final transcript. If the dropping is done on or before the 15th of November in the August term, the 1st of April in the January term and the 15th of June in the Summer term, the dropped course will be included in the final transcript with a W (Withdrawn) grade.
- 1.4.2 A student may register again for a course which he/she has dropped in a previous term.

1.5 Continuous Assessment

- 1.5.1 Evaluation is based on continuous assessment, in which sessional work and the terminal examination contribute equally.
- 1.5.2 Sessional work consists of class tests, mid-term examinations, homework assignments etc. Absence from tests or late submission of homework will result in loss of marks. The break-up of the 50% sessional marks among these components will be announced at the beginning of the course.
- 1.5.3 The 10-point system has been adopted in the Institute for those students joining from the Academic Year starting in August 2016. For students who have joined the institute prior to August 2016, the 8-point will continue to apply till they graduate.
- 1.5.4 The instructor decides the cut-offs for converting the total marks into grades. Only the grade is recorded in the transcripts, the marks are retained internally. There are 6 grades, designated A+, A, B+, B, C, D and F with the corresponding grade points as given below. For course students, all grades except F are passing grades.

| Grade | Grade Point Value |
|-------|-------------------|
| A+ | 10 |
| A | 9 |
| B+ | 8 |
| B | 7 |
| C | 6 |
| D | 5 |
| F | 0 |

- 1.5.5 The Grade Point Average (GPA) is a measure of overall performance. The Term GPA (TGPA) is based on the grades of the current term, while the Cumulative GPA (CGPA) is based on the grades of all courses taken in the programme. The grade points contribution of each course is the product of the number of credits and the grade point value corresponding to the grade obtained in it. For instance, in a 3 credit course, if the student gets a B grade (which carries a grade point value of 6), then the contribution to the total grade points is equal to 3 x 6, or 18. The TGPA is obtained by adding the grade point contributions of all courses taken in the current term, and dividing the total by the number of credits. The CGPA is calculated similarly, the only difference being that one considers the grade point contributions of all the courses taken in the programme. The TGPA and CGPA are rounded off to the first decimal place.

1.6 Terminal Examination

- 1.6.1 Terminal examinations are held during the last fortnight of each term and during the last week of the Summer term. The time table is notified in advance. Attendance of the terminal examination is compulsory. If a student is absent, he/she shall be given zero marks, and will get an F grade. Absence on medical grounds, certified by the Chief Medical Officer of the Institute, may be condoned, and the student may be permitted to take substitute examination(s) within a prescribed period.
- 1.6.2. A student can go through his/her corrected answer script with respect to courses offered during the August-December term before 14th January of the next calendar year, and similarly for courses offered during the January-April term, the student can go through his/her corrected answer script before 25th May. If a change in the grade is warranted as a consequence of the scrutiny by the student, then it should be reported to Chairman, SCC for incorporating the change.

1.7 Academic Criteria for Continuation

- 1.7.1 Only two F grades are permitted during the programme. If a third F grade is obtained, the student shall leave the Institute.
- 1.7.2 In the first term, the TGPA should not be below 4.0, and in subsequent terms the CGPA should not be below 5.0. If this condition is not satisfied, the student shall leave the Institute.
- 1.7.3 In the first term, if the TGPA falls between 4.0 and 5.0, then in the following term, the student is required to register for fewer courses, but must satisfy the prescribed minimum of 12 credits.

1.8 Handling of 'F' Grades

- 1.8.1 Since 'F' is a failing grade, a student cannot graduate until he/she clears it, by either repeating the same course or by taking a substitute course, as decided by the DCC.
- 1.8.2 If the 'F' grade is obtained in a hard core course, the same course must be repeated. For a soft core course, the substitute course can be any soft core course. For an elective, the DCC can specify an appropriate alternative course.
- 1.8.3 Only one chance is given to clear each F grade. If the grade is F in the replacement course, the student will not be allowed to continue.
- 1.8.4 Such repetition of courses is permitted only to clear F grades. Students are not permitted to retake courses in which they have obtained any other grade.
- 1.8.5 Both the initial F grade and the higher grade from the replacement course will be reflected in the transcript.
- 1.8.6 Getting an F grade makes the student ineligible for the award of Distinction, even though clearing the F grade permits him/her to graduate with a degree.
- 1.8.7 Until an F grade is cleared, it will be used for the computation of the TGPA and the CGPA. Subsequently, it will be omitted from the TGPA computation of the term in question, and the grade from the repeated or the substitute course will replace it in CGPA computations.

1.9 Project

- 1.9.1 MTech/MMgt Students begin project work during the summer term of the first year. The department specifies the break-up of the total project credits among the summer term and the subsequent August and January terms. A single composite project grade is awarded on

the basis of the weighted total marks from a two-stage evaluation. The first stage, which carries 30% of the marks, takes place after the third term. The second stage carries the remaining 70%, and takes place in the month of June of the second year. The composite project grade is combined with the CGPA of the course work to get the class for the award of the degree, as specified in Section 1.11.

- 1.9.2 Formal registration for the MDes Programme project is done in the third term, and the final evaluation is carried out at the end of the fourth term. All other conditions of the MTech project work apply.
- 1.9.3 The minimum pass grade for project work is 'D'. A student who secures an F grade will be given an opportunity to re-do the project. The period of this extension of project work is required to be approved by the SCC on the recommendation of the DCC and the project supervisor.

1.10 Degree Requirements

- 1.10.1 The normal duration of the M Tech, MDes and M Mgt programmes is two years. In special circumstances, a student may be permitted an extension, but must complete all requirements within a maximum of 3 years. The scholarship will be restricted to the first two years.
- 1.10.2 The computation of the final CGPA is done only after the student clears all courses successfully.

1.11 Classification of Awards

- 1.11.1 Students graduate with award of MTech/MDes/MMgt degree. Distinction is awarded to a student satisfying the following criteria. The award of Class is determined by combining the CGPA and the project grade as shown below:

| Course CGPA | Project Grade | Award |
|---------------|---------------|-------------|
| 8.5 and above | A+ or A | Distinction |

(See also Section 1.8.6)

1.12 Attendance

- 1.12.1 If a student fails to have a minimum attendance of 75% in each course, he/she will be asked to leave the Institute. A shortage of attendance may be condoned by the Deans in exceptional circumstances.

1.13 Break in Studies

- 1.13.1 Students may be permitted a break in studies only on medical grounds. Written permission of the SCC must be requested as soon as the problem is manifest. The break may be for a maximum period of one year.
- 1.13.2 The request must be accompanied by a certificate from the Chief Medical Officer (CMO) of the Institute. It should be forwarded through the Faculty Advisor and the Chairman of the department.
- 1.13.3 Resumption of studies requires a fitness certificate from the CMO of the Institute.
- 1.13.4 The student must pay tuition and all other fees during the break period.

1.14 Transfer / Upgradation to the PhD Research Programme

1.14.1 A mechanism is provided to transfer motivated MTech/MDes students to the PhD programme after completion of two terms.

1.14.2 The minimum CGPA for eligibility is 8.0, "(in this computation of the CGPA, the basket rule does not apply, and one considers all courses credited)" considering all courses (a minimum of 24 credits) taken in the first two terms. In special cases, this may be relaxed to a CGPA of above 7.5, on the basis of a specific departmental recommendation with visible evidence of other strengths.

1.14.3 The proposed research supervisor must be identified at the time of applying for transfer.

1.14.4 All cases will be considered on the basis of an interview, by a committee consisting of the following:

- Chair of the department*
- Chairperson/Faculty Advisor
- Two faculty members from the department
- Proposed PhD Research Supervisor/s
- *where the Chair is the Faculty Advisor or the proposed Research Supervisor, he/she will identify another faculty member of the department to chair the committee.

1.14.5 The recommendation of the committee will be considered by the Senate Committee on Research Conferments (SCRC). Applications forwarded to the SCRC by June 30 will be considered in July, and those forwarded before November 30 will be considered in December.

1.14.6 If approved, the date of registration for the PhD programme will be the date of joining the MTech/ MDes programme.

1.14.7 The PhD research topic should be such that the courses taken during the first year of the MTech/ MDes are sufficient for the Research Training Programme (RTP). However, depending on the requirements of the problem and the recommendation of the Research Supervisor(s), the student may credit one or two extra courses. In all cases, he/she should complete the Comprehensive Examination within one year after transfer to the PhD programme.

1.14.8 The student will receive a scholarship of Rs. 25,000 p.m. with effect from the date of joining MTech/MDes. An enhanced scholarship of Rs. 28,000 will be paid on successful completion of the Comprehensive Examination or completion of two years from the date of initial registration for MTech/MDes, whichever is later.

1.15 Privileges and Responsibilities

1.15.1 All students are bound by the rules and regulations of the Institute.

1.15.2 Full Time Students: During the tenure of their studentship, full-time students are eligible for the following:

- a) Residence in the Hostel, subject to availability
- b) Membership of the Gymkhana
- c) Participation in the activities of the Students' Council
- d) Participation in the Students' Assistance Programme
- e) Assistance from the Students' Aid Fund (SAF)
- f) Leave privileges
- g) Limited assistance from the Special Medical Care Scheme

1.15.3 QIP Scholars: These scholars are governed by specific rules of the Ministry of Human Resource Development with regard to scholarship, duration of stay, leave, etc. They are eligible for hostel accommodation (subject to availability) and membership of the Gymkhana. They are not eligible for Students Aid Fund loans, the Students Assistance Programme and Financial Assistance for attending National/International Conferences.

1.15.4 Foreign Nationals:

1.15.4.1 Foreign Nationals are eligible for hostel accommodation (subject to availability) and membership of the Gymkhana.

1.15.4.2 They need prior permission from the Dean to go out of India on vacation/ leave.

1.15.5 Sponsored Candidates: Eligible for Gymkhana. The hostel accommodation will be provided only if it is available.

1.16 General

On all matters connected with course work and the prescribed requirements for the degree, students should seek the guidance of their advisors or the Chair of the department.

1.16.1 If a student admitted to MTech/MDes/MTech (Research) based on GATE/CEED scores wants to discontinue his/her studies at the Institute, must surrender the scholarship received during his/her stay as on the date of discontinuation (if any) before leaving the Institute, the student have to submit the no dues certificate from all departments/Centres/Units for further necessary action.

2. Research Students

2.1 Orientation Programme

Immediately on admission, students undergo an orientation programme, to familiarize them with departmental research activities and to establish a rapport with the faculty.

2.1.1 Research Supervisor

Each student is assigned to a research supervisor, keeping the following in view: a) The research interests of the student.

b) The need of the department to maintain an equitable distribution among its research programmes/faculty members.

Students choose the topic of research based on the advice of the research supervisor.

2.2 Duration of Residence is as given in the table below:

| Students registered for | Normal | Minimum | Maximum |
|-------------------------|--------|---------|---------|
| PhD | 5 | 2 | 6 |
| MTech (Research) | 2 | 1 | 2 ½ |

The minimum and maximum period mentioned above are from the academic year the students are admitted for the programme (i.e. August Term or January Term, accordingly). Students are provided with hostel rooms only for the above duration of residence requirement. Once the maximum period is completed, students cannot stay in the hostel rooms, as the studentship gets terminated beyond the maximum period mentioned. Even if the students stay outside the campus, the studentship gets terminated beyond the maximum period mentioned above.

2.3 Registration

2.3.1 At the time of joining, the student submits the scholarship application form and the Code of Ethics form.

2.3.2 After being assigned to a Research Supervisor, he/she submits a registration form. This should be done preferably within 2 weeks of joining the Institute. Registration is effective from the date of joining.

2.4 Research Training Programme

The 10-point scaling system was adopted in the Institute from August 2016. For students who have joined the institute prior to August 2016, the 8-point system will continue to apply till they graduate. There are 6 grades, designated A+, A, B+, B, C, D and F with the corresponding grade points as given below. For course students, all grades except F are passing grades.

| Grade | Grade Point Value |
|-------|-------------------|
| A+ | 10 |
| A | 9 |
| B+ | 8 |
| B | 7 |
| C | 6 |
| D | 5 |
| F | 0 |

- 2.4.1 A student will have to register for a set of courses which will constitute the RTP, as advised by the Research Supervisor(s), with the approval of the DCC. These are termed RTP courses.
- 2.4.2 A research student may credit courses in addition to the ones required for RTP. These are the non-RTP courses and may be taken before or after the Comprehensive examination. There is no restriction on the number of such courses. Only courses with grade C or better will be listed in the transcript; these grades are not used for calculating the CGPA.
- 2.4.3 A student can go through his/her corrected answer script with respect to courses offered during August-December term before 14th January of the next calendar year, and similarly for courses offered during the January-April term, the student can go through his/her corrected answer script before 25th May. If a change in the grade is warranted as a consequence of the scrutiny by the student, then it should be reported to Chairman, SCC for incorporating the change.
- 2.5.1.2 **RTP and non-RTP courses have to be chosen after careful consultation with the Research Supervisor/DCC member. RTP and non-RTP courses cannot be interchanged after the registration of course/s.**
- 2.5.1.3 MTech (Research) Students must complete their RTP in one year; PhD students have to complete their RTP in one year six months. Direct PhD students, i.e., those who join the PhD program directly after a BE/BTech degree, can take at most two years to complete their RTP.
- 2.5.2 The minimum number of credits that student has to complete and the maximum number of credits the student is allowed to register under RTP courses are as follows:

| Research Training Programme | Minimum Credits | Maximum Credits |
|--|-----------------|-----------------|
| (i) Student registering for PhD in the Engineering Faculty: | | |
| With ME/MTech/MTech (Res) or equivalent qualification | 12 | 21 |
| BE/B Tech/MSc or equivalent qualification | 24 | 33 |
| Transfer from MTech to PhD (with in two term) | 24 | 33 |
| Transfer from MTech (Res) to PhD (within two term) (MTech (Res) 12 credits, additional 12 credits) | 24 | 33 |
| Continuation after submitting MTech (Research) thesis | 12 | 21 |
| Continuation M Tech to PhD after the award of degree | 12 | 12 |
| (ii) Student registering for M Tech (Research) : | 12 | 21 |
| (iii) (i) Student registering for PhD in Science | 12 | 21 |
| (ii) Student registering for PhD in Science with BTech (only PhD degree 12 credits, PhD along with Masters additional 12 credits) | 24 | 33 |

- 2.5.3 A student can drop courses with the approval of the Research Supervisor(s). However, even in such cases, the time specified in Section 2.5.1.3 must be complied with. Any delay has to be approved by SCC.
- 2.5.4 For non-RTP courses the grade will be reflected on the transcript only if the grade obtained is 'C' or above; otherwise the course will be treated as being dropped without mentioning in the transcript.
- 2.5.5 After successful completion of the RTP, the Research Supervisor(s) and the department will initiate the process of forming the Comprehensive Examination board.
- 2.5.6 A student is deemed to have completed the RTP successfully and will be eligible to appear for the comprehensive examination/general test if the following conditions are met:

- (i) The student must pass all courses with grade D or higher with the exception of a Single F grade, which is permitted.
- (ii) The student must secure CGPA of 7.0 or more. This CGPA will be computed using a basket rule. According to this rule, the best grades of all the courses that make up the minimum RTP credit requirement will be considered for computation. The minimum RTP credit requirement is given in Section 2.5.2.

2.5.7 If a student fails to get at least CGPA of 7.0 according to basket rule even after taking maximum permissible credits for the programme or obtains more than one F grade, he/she shall leave the Institute.

2.5.8 The transcript will list all the courses taken by the student and the CGPA in the transcript will be computed taking into account the grades secured in all the courses (including F grade). Grades obtained in the non-RTP courses will be listed separately.

2.6 Comprehensive Examination/General Test

2.6.1 After successful completion of the RTP, the candidate has to take the Comprehensive Examination within 2 years from the date of registration.

2.6.1.1 In a comprehensive examination the candidate will be tested on both the syllabus and research work carried out thus far.

2.6.1.2 The syllabus for the comprehensive examination must comprise material from at least three courses. The syllabus should be drawn up so as to test the breadth of the subject as reflected in the course outline in the Scheme of Instruction book. The Research Supervisor(s) frames the syllabus for this examination.

2.6.1.3 There is no General Test for MTech (Res) students.

2.6.2 The conduct of the Comprehensive Examination will not be permitted unless:

- (a) Tuition and all other fees are paid.
- (b) Hostel dues up to the current month are cleared.

2.6.3 If a student fails the Comprehensive Examination in the first attempt, he/she may be allowed to appear once again within the next two months. In the event of a failure in the second attempt, he/she will be asked to leave the Institute. However, for PhD the Comprehensive board may take decision on downgrading the PhD students to MTech (Res) based on the performance of the students. It depends on the funding agencies of fellowships.

2.6.4 Passing the Comprehensive Examination and getting the candidacy confirmed (Refer to Section 2.7) are prerequisites for submitting the thesis.

2.7 Candidacy

2.7.1 After the student completes the RTP and passes the Comprehensive Examination, the SCRC confirms his/her candidacy for the research conferment.

2.8 Upgrading of Registration from MTech (Research) to PhD

2.8.1 Upgrading of registration from MTech (Research) to PhD is possible for a candidate who obtains a minimum CGPA of 8.0 and has taken courses amounting to at least 12 credits (in this computation of the CGPA, the basket rule does not apply, and one considers all courses credited). In special cases, upgrading may be permitted if the CGPA is not less than 7.5, on the specific recommendation of the Committee, citing other visible academic strengths of the candidate.

2.8.1.1 Interested candidates should submit a request through the Research Supervisor at the end of the second or third terms.

2.8.1.2 All such requests will be considered initially by a Committee consisting of the following:

Chair of the department*
Two faculty members from the department
Research Supervisor/s for MTech (Res)
Proposed Research Supervisor/s for PhD

*where the Chair is the current or the proposed Research Supervisor, he/ she will identify another faculty member of the department to chair the committee.

2.8.1.3 The recommendation of the Committee should be received by the SCRC before 30th June/30th January and will be considered in July/February. If upgrading is approved, the date of registration for PhD will be the date of registration for MTech (Res). A scholarship of Rs. 25,000 p.m. will be paid with effect from the date of joining MTech (Res). An enhanced scholarship of Rs. 28,000 p.m. will be paid on successful completion of the Comprehensive Examination or on completion of two years, whichever is later.

2.8.2 The candidate should complete the RTP with a minimum of 24 credits. The RTP and the Comprehensive Examination should be completed within two years from the date of registration.

2.8.3 The total period of scholarship will be same as that for a regular PhD student registering directly for the PhD degree, i.e., 5 years.

2.9 Continuation for PhD after Submission of Thesis for M Tech (Res)

2.9.1 A candidate desiring to continue for a PhD after submission of the MTech (Res) thesis should apply through the Research Supervisor within 15 days of thesis submission.

2.9.2 All such requests will be considered initially by a Committee consisting of the following:

Chair of the department*
Two faculty members from the department
Research Supervisor/s for M Tech (Res)
Research Supervisor/s (proposed) for PhD

*where the Chair is the current or the proposed Research Supervisor, he/she will identify another faculty member of the department to chair the committee.

2.9.3 To be eligible, the candidate should have secured a CGPA of 8.0 (considering all courses credited, and not just the minimum required for completing the RTP). In special cases, this may be relaxed to a CGPA of not less than 7.5, on the specific recommendation of the Committee, citing other visible academic strengths of the candidate.

2.9.4 Research publications arising out of the M Tech (Res) work would be a positive factor.

2.9.5 Timely submission of the MTech (Res) thesis is an important criterion for judging research ability. Students who have had their MTech (Research) registration cancelled are not eligible for continuation for PhD.

2.9.6 After receiving the approval of the SCRC, the candidate should apply for PhD registration, which would be provisional, subject to the award of the MTech (Res) degree.

2.9.7 The date of registration for the PhD degree will be the date of submission of the MTech (Res) thesis.

- 2.9.8 The candidate is eligible for scholarship from the date of the PhD registration on the terms applicable to students who register for PhD with an ME or MTech qualification.
- 2.9.9 The candidate should complete the RTP by taking at least 12 additional credits, irrespective of the number of credits taken at the MTech (Res) level.

2.10 Monitoring the Progress of Research Students

2.10.1 PhD Registrants Monitoring will be done as follows:

By the Comprehensive Examination Board – at the time of the Comprehensive Examination.
 By the Departmental Committee – at the end of the 3rd year
 By the Dean's Committee – at the end of 4 years
 By the Director's Committee – at the end of 5 years

All problem cases will be considered for possible cancellation of registration.

2.10.2 MTech (Res) Registrants

Monitoring will be done as follows:

By the Dean's Committee – at the end of 2½ years
 By the Director's Committee – at the end of 3 years

All problem cases will be considered for cancellation of registration.

2.10.3. Cancellation of Registration

For each research degree, there is a period of time beyond which the registration is automatically canceled. After the cancellation of registration, the student can submit the thesis only after getting the cancellation revoked. He/she must initiate this process by submitting a draft thesis, along with a letter to the Dean furnishing justifiable reasons for the delay in thesis submission.

The Research Supervisor should forward this letter and the draft thesis through the Chair of the Department, along with a letter in support of the appeal. Under some circumstances the cancellation can be revoked. The following table shows details of the different time periods and also the maximum period of registration, beyond which the cancellation of registration cannot be revoked.

| Programme | Cancellation after | Revocation by Deans during | Revocation by Director * during |
|--------------------------|--------------------|----------------------------|---------------------------------|
| M Tech (Res) | 2 ½ Y | 2Y - 6 M | 2 ½ – 3 ½ Y |
| PhD (Engg) (with M Tech) | 6Y | 6Y – 7Y | 7Y – 8Y |
| PhD (Engg) (with B Tech) | 6Y | 6Y – 7Y | 7Y – 8Y |
| PhD(Science) | 6Y | 6Y – 7Y | 7Y – 8Y |

*A committee will be formed with the supervisor as the convener if the Director permits revocation. For PhD candidates, the committee will be composed of three additional members with at least two from outside the candidate's department. For MTech (Res) candidates the committee will consist of two additional members with at least one from outside the candidate's department.

- 2.10.4.1 After the cancellation of registration, the student can submit the thesis only after getting the cancellation revoked. He/she must initiate this process by submitting of a draft thesis, along

with a letter to the Dean furnishing justifiable reasons for the delay in thesis submission. The Research Supervisor should forward this letter and the draft thesis through the Chair of the Department, along with a letter in support of the appeal.

2.10.4.2 The Dean may seek the opinion of experts, if required. In deserving cases, he will recommend the revocation to the Chairman of the Senate. The norms are as follows:

| Sl. No. | Programme | Maximum time limit for submission of thesis | Time limit for revocation of cancellation of registration |
|---------|----------------|---|---|
| 1 | PhD | 6 years | 8 years |
| 2 | Integrated PhD | 8 years | 10 years |
| 3 | M Tech (Res.) | 2 ½ years | 3 ½ years |

2.10.4.3 These norms are applicable to all categories of research students including staff registrants, external registrants, other sponsored candidates and QIP Scholars.

2.11 Break in Studies

- 2.11.1 Students can be permitted a break in studies only on medical grounds, on production of a medical certificate issued by the Chief Medical Officer (CMO) of the Institute. Permission from the SCRC must be sought as soon as the problem is manifest. The break is for a maximum period of one year.
- 2.11.2 If prior permission is not obtained, it will be considered as a case of discontinuation, and action will be taken to cancel the registration.
- 2.11.3 The student must pay tuition and all other fees during the break period.
- 2.11.4 For resumption of studies, a Fitness Certificate issued by the CMO of the Institute is essential.

2.12 Submission of Thesis

- 2.12.1 A Synopsis must be submitted along with the thesis. The synopsis must not exceed three pages and is to be submitted both as a hard copy and in electronic format.
- 2.12.2 M Tech (Res) thesis work should display a good mastery of the background literature and give evidence of some originality in interpretation of data, development of new experimental or theoretical techniques, or addition to existing knowledge.
- 2.12.3 PhD thesis work should show substantial contribution to the advancement of scientific and/or industrial knowledge design or development. It is evaluated primarily on the quality and quantity of its contribution to new knowledge, interpreted in the widest sense to include instrumentation and applied work of an innovative nature. The thesis should show evidence of critical evaluation and judgment, and good mastery of the background literature, as well as the candidate's capacity to relate his/her specialized research to the broader framework of the general discipline within which it falls.
- 2.12.4 The candidate is required to give a colloquium on the thesis work before submitting the synopsis. The thesis needs to be submitted within six months of the colloquium. However, colloquium cannot be given during the period of cancellation of registration. It should be given only after revocation of cancellation of registration. In case the colloquium is given before cancellation and the thesis submission is done after six months, crossing the time period specified for cancellation of registration, it is mandatory that the colloquium be repeated after revocation of cancellation.

2.12.5 It is possible for a student to submit his/her thesis without a guide. A committee will be set up by the Deans, based on the request of the student, in consultation with the Chairperson of the department.

2.13 Thesis Fee

2.13.1 The following fees has to be paid when submitting the thesis:

| Programme | Revised |
|---------------------|-------------|
| M Tech (Res) Thesis | Rs. 3,000/- |
| PhD Thesis | Rs. 5,000/- |

2.14 Continuing After Submission of Thesis

2.14.1 With prior approval from the Deans, full-time PhD students can continue research work at the Institute from the date of thesis submission up to the successful completion of the oral examination. A formal request must be made through the Research Supervisor(s) while submitting the thesis.

2.14.2 A student who submits the thesis within the durations mentioned below may be designated as IISc-Research Associate, from the date of submission of the thesis for a maximum period of twelve months (one year). The consolidated honorarium will be Rs. 30,000 per month. This will remain unchanged for the entire period of Research Associateship. However, after the award of the degree, if the candidate continues his/her stay in the same supervisor's laboratory; the supervisor can top up the amount by a maximum of Rs. 6,000 p.m. (This includes a maximum period of 12 months only).

| Programme | Eligible for IISc RA, if the PhD thesis is submitted within |
|-----------------|---|
| PhD (Science) | 5 years |
| Int. PhD | 7 years |
| PhD (Engg) | 4 years 6 months |
| Dir. PhD (Engg) | 5 years |

2.15 Thesis Defense

2.15.1 The student is required to take an oral examination on the thesis. An undertaking to this effect should be submitted along with the thesis.

2.15.2 Failure to attend the oral examination within six months of receiving the reports of all examiners will lead to cancellation of registration.

2.16 Privileges and Responsibilities

2.16.1 Regular full-time students are eligible for the following:

- i) Residence in the hostel, subject to availability
- ii) Participation in the Students' Assistance Programme
- iii) Assistance from Students' Aid Fund (SAF)
- iv) Leave privileges
- v) Limited assistance from the Special Medical Care Scheme
- vi) Membership of the Gymkhana, and
- viii) Participation in the activities of the Students' Council

2.16.2 Scheme and Project Staff: Students who are admitted as regular full-time students but later join identified sponsored schemes or projects for short periods, and will be resuming full-time research studentship subsequently, shall carry with them all the privileges and responsibilities that are available for regular full-time students.

2.16.3 QIP Scholars:

2.16.3.1 They are governed by the specific rules of the AICTE/MHRD with regard to scholarship, duration of stay, leave, etc. They are eligible for hostel accommodation (subject to availability) and membership of the Gymkhana.

2.16.3.2 For all other purposes, they will be governed by the same rules as are applicable to regular full-time students.

2.16.4 Sponsored Candidates from Other Institutions:

With regard to privileges and responsibilities, they are treated on par with staff registrants.

2.17 Registration by Full-Time Staff Members of the Institute

2.17.1 A staff member such as Scientific Officer/Technical Officer/Scientific Assistant/Lab Assistant who has put in a minimum of 3 years of continuous service in a regular position can apply for registration in the PhD programme of the Institute without detriment to his/her normal work, provided he/she possesses the required academic qualifications.

2.17.1.1 The department should ensure that there is sufficient proof of his/her ability to undertake research work.

2.17.1.2 After obtaining administrative approval, the application should be forwarded by the Chair of the department to the Academic Section along with the recommendation of the COP of the department.

2.17.1.3 The Chair is also required to certify that

- (a) Departmental work will not be affected
- (b) The duties of the staff member are consistent with the proposed academic degree
- (c) The work of the students, technical support, etc., would not be affected; and
- (d) The registration would improve the teaching and research capabilities of the staff member and his/her work in the laboratories as well as in developmental tasks

2.17.1.4 Before being considered by the SCRC, a Committee consisting of the following would judge the academic suitability of the candidate:

- Dean of the Faculty concerned or his/her nominee
- Chairperson of the department*
- One expert from within the department (other than the Research Supervisor)
- An expert in the area from outside the department
- Proposed Research Supervisor(s)

*where the Chairperson is the Research Supervisor, he/she will identify another faculty member of the department to serve in his place.

2.17.1.5 The registration of staff members is made only twice a year, before August and January terms. All the above processes should be completed well before the beginning of the term and the registration shall be from the first day of the term.

2.17.1.6 The minimum period of residence for a staff registrant is the same as for regular students.

2.18 General

- 2.18.1 On all matters connected with research work and the prescribed requirements for research degrees, students are advised to seek guidance from their Research Supervisor(s) and the Chair of the department.
- 2.18.2 Revocation of Cancellation: For each research degree, there is a period of time beyond which the registration is automatically canceled. Under some circumstances the cancellation can be revoked. The following table shows the maximum period of registration, beyond which the cancellation of registration cannot be revoked. Additional time may be given to students to address.

| Programme | Cancellation after | Revocation by Deans during | Revocation by Director* during |
|-----------------------------|--------------------|----------------------------|--------------------------------|
| M Tech (Res) | 2Y 6M | 2Y 6M – 3Y | 3Y – 3 ½ |
| PhD (Engg) (with M Tech) | 6Y | 6Y – 7Y | 7Y – 8Y |
| PhD (Engg) (with B Tech) | 6Y | 6Y – 7Y | 7Y – 8Y |
| PhD (Science) | 6Y | 6Y – 7Y | 7Y – 8Y |

*A committee will be formed with the supervisor as the convener if the Director permits revocation. For PhD candidates, the committee will be composed of three additional members with at least two from outside the candidate's department. For MTech (Res) candidates the committee will consist of two additional members with at least one from outside the candidate's department.

- 2.18.4 Hostel Accommodation:

Maximum possible duration of stay in the hostels is summarized in the table below.

| Program | Maximum Duration of stay from the Date of Admission |
|---------------------|---|
| PhD (Science) | 6 Years |
| PhD- Engineering | 6 Years |
| MTech (Res) | 2 ½ Years |

- 2.18.5 Copyright Ownership of Thesis Work:

Copyright of the material reported in the thesis rests with the student. However, if the thesis is published as a book, the advisor also can be a co-author. Further, the student needs to acknowledge the support of the Institute. Further, (a) Even though copyright has been transferred to a journal/ conference proceedings publisher, the authors of the paper can exploit the work for academic purposes. So, if the student has publications out of his/her research work, there is no problem in including the material in the papers in his/her thesis. (b) Any part of the thesis can be patented only according to the IP policy of the Institute and the resulting IP will be shared as per the Institute norms.

3. Integrated PhD Students

3.1 Durations and milestones

3.1.0 The period of residence is as follows:

| Fellowship duration | Minimum period | Maximum period |
|---------------------|----------------|----------------|
| 7 years | 5 years | 8 years |

3.1.1 Coursework

The 10-point system has been adopted by the Institute for those students joining the institute from the Academic Year starting in Aug 2016. For students who have joined the institute prior to August 2016, the 8-point system will continue to apply till they graduate. There are 7 grades, designated A+, A, B+, B, C, D and F with the corresponding grade points as given below.

For course students, all grades except F are passing grades.

| Grade | Grade Point Value |
|-------|-------------------|
| A+ | 10 |
| A | 9 |
| B+ | 8 |
| B | 7 |
| C | 6 |
| D | 5 |
| F | 0 |

- 3.1.1.1 All students must complete a total of 64 credits for successful completion of the course program.
- 3.1.1.2 The coursework during the first year consists predominantly of a common program (core courses) for all students, independent of the future research area.
- 3.1.1.3 At the end of the second semester, the Divisional Committee chaired by the coordinator of the Integrated PhD Program will assign each student to a project (research) supervisor (from a list of three faculty members given by the student), taking into account the following factors:
- (a) The student's research interest and performance in the course work (CGPA)
 - (b) The research programs of the Division as a whole, and
 - (c) The consent of the faculty member (project supervisor) concerned.
- This process must be completed before the beginning of the second year, and this information must be communicated to the Academic Section by the coordinator. It is not mandatory that the research supervisor for the PhD program be the project supervisor.
- 3.1.1.4 The third-semester and the fourth-semester coursework will be chosen on the advice of the project supervisor. It is desirable but not mandatory that the supervisor consults the coordinator in this context.
- 3.1.1.5 In the third semester, the student may commence the project work leading to the PhD degree.
- 3.1.1.6 Scrutiny of the answer scripts of the final examination in a course by the student. A student can go through his/her corrected answer script with respect to courses offered during August-December term before the 14th January of the next calendar year, and similarly for courses offered during the January-April term, the student can go through his/her corrected answer

script before 25th May. If a change in the grade is warranted as a consequence of the scrutiny by the student, then it should be reported to Chairman, SCC, for incorporating the change.

3.1.2 Dropping of courses

Not more than one course per semester may be dropped, in consultation with the coordinator in the first year, and with both the supervisor and the coordinator in the subsequent year. These unfinished courses, or their equivalents in the case of elective course, must be completed successfully by the end of the third year.

3.1.3 Exemption

- 3.1.3.1 Within 15 days of registering for a core course, a student may apply to the coordinator of the Integrated PhD Program seeking exemption from it on the basis of his/her prior background. This option is available to all students except for those in the Division of Chemical Sciences. The student will be given a written examination, in accordance with the schedule indicated below, based on the approval of the coordinator.

| | Semester I | Semester II | Summer Semester |
|------------------------------|------------|-------------|-----------------|
| Written examination deadline | 15 Sep | 15 Feb | 20 May |

- 3.1.3.2 Exemption is granted if the student secures a 'B' or a higher grade in this examination. The student will be given the same grade in the course as the one obtained in the written examination; the credits will count towards the degree requirements, and they will be used for the computation of the TGPA/CGPA.

- 3.1.3.3 If exemption is not granted, the student should continue to attend classes as a regular student.

- 3.1.3.4 Exemption is permitted for up to a maximum of 6 credits during the entire period of studentship.

3.2 Continuous Assessment

- 3.2.1 A student must have a CGPA of not less than 7.0 at the end of both the first and the second year. If this condition is not met the student will have to leave the program.
- 3.2.2 If a student gets the grade 'F' in a core course, then the student will be required to repeat the same course whenever it is offered again. His / her obtaining the grade 'F' in the second attempt will result in the student being discontinued from the program.
- 3.2.3 If a student gets the grade 'F' in an elective course, then the student will be required to take an equivalent course as suggested by the coordinator of the Integrated PhD program in the first year and as suggested by the research supervisor, in consultation with the coordinator, in the second year. His/her obtaining the grade 'F' in the latter course will result in the student being discontinued from the program.
- 3.2.4 If a student obtains more than two 'F' grades during the entire program, then the student will be asked to discontinue from the program.
- 3.2.5 By the 31st of July of the second year, all students will have to inform the coordinator of the Integrated PhD Program of the respective division of their decision to opt to continue towards the PhD degree or towards the MS degree alone.

- 3.2.6 For students opting to continue towards the PhD degree, a comprehensive examination will be held by the end of two-and-a-half years. In all circumstances the comprehensive examination must be conducted by the end of the third year.
- 3.2.7 For students opting for the MS degree alone, a MS thesis must be submitted by the 31st of March of their third year after giving the colloquium. If the thesis is not submitted by the 31st of July of their third year, the registration will be cancelled. A successful defence of the MS thesis, which includes an oral examination, is an essential requirement for the award of the MS degree. No comprehensive examination is required in such cases.

3.3 Comprehensive Examination

- 3.3.1 Students will not be permitted to take the comprehensive examination unless:
(a) Tuitions and other fees are paid; and
(b) Hostel dues up to the current month are paid.
- 3.3.2 The comprehensive examination will be conducted by a Board appointed by the Senate Committee on Research Conferment's (SCRC). The syllabus of the examination will encompass the examinee's coursework and subjects recommended by the project/research supervisor(s).
- 3.3.3 The Comprehensive Examination Board will recommend any one of the following:
(a) The student is eligible to continue towards the PhD degree.
(b) The student is eligible to continue only for the MS degree.
(c) The student be asked to discontinue from the program.
- 3.3.4 For students who have been recommended by the Comprehensive Examination Board (CEB) to continue towards the PhD degree, the rules of the regular PhD program will apply.
- 3.3.5 For students who have been recommended by the CEB for the MS degree only, the MS thesis must be submitted by the end of six months from the date of the comprehensive examination. If the thesis has not been submitted by this time, the student's registration will stand cancelled.
- 3.3.6 For students who have been recommended by the CEB to discontinue from the program, discontinuation will be with effect from the date of the comprehensive examination.

3.4 Candidacy

- 3.4.1 On the basis of the recommendation of the CEB, the SCRC confirms the candidacy of the student for the research conferment of either a PhD or a MS degree.
- 3.4.2 Students continuing towards the PhD receive an enhancement of their scholarship as per Institute norms. If the comprehensive examination is held after two-and-a-half years, the enhancement (in case the student has been adjudged to continue towards the PhD degree) will be effective from the date of successful completion of the comprehensive examination.
- 3.4.3 For students who opted for or were recommended by the CEB to continue towards MS degree only, there will be a one-time enhancement of scholarship as per Institute norms, at the beginning of their third year, provided all course work requirements are successfully completed. However, beyond two-and-a-half years, the student will receive financial assistance as per Institute norms for a maximum period of six months.
- 3.4.4 Successful defence of the PhD thesis is qualification for award of both the MS and PhD degrees, which will be given together. In this case, the date mentioned on the MS degree certificate will be that of the Council meeting subsequent to the successful completion of the comprehensive examination.

3.5 Monitoring of Progress

- 3.5.1 Monitoring will be done as follows for the students continuing for the PhD degree:
By the Comprehensive Examination Board: at the end of 2 years (up to 2½ years in normal circumstances)
By the Departmental Committee : at the end of the 6th and 7th years
By the Dean's Committee : at the end of 8 years
By the Director's Committee : at the end of 9 years
- 3.5.2 A student's registration in the Integrated PhD Program will be cancelled at the end of the 8th year if he/she has not completed by that time.
- 3.5.3 The Dean processes the requests for revocation of cancellation of registration as per the norms of the institute. All such recommendations are communicated to the SCRC.

3.6 Break in Studies

- 3.6.1 Students can be permitted a break in studies only on medical grounds, on production of a medical certificate issued by the Chief Medical Officer (CMO) of the Institute. Permission from the SCRC must be sought as soon as the problem is manifest. The break is for a maximum period of one year.
- 3.6.2 If prior permission is not obtained, it will be considered a case of discontinuation and the registration of the student may be cancelled.
- 3.6.3 During break in studies, the student must pay the applicable tuition and other fees.
- 3.6.4 For resumption of studies, a Fitness Certificate issued by the CMO of the Institute is essential.

3.7 Submission of Thesis

The following fees has to be paid when submitting the thesis:

| Programme | Revised |
|------------|-------------|
| MS Thesis | Rs. 3,000/- |
| PhD Thesis | Rs. 5,000 |

- 3.7.1 Two weeks in advance of the probable date of thesis submission, a synopsis not exceeding four pages is to be submitted, both as a hard copy and in electronic format. Before submitting the synopsis, the candidate is required to give a colloquium on the thesis work. However, colloquium cannot be given during the period of cancellation of registration. It should be given only after revocation of cancellation of registration. In case the colloquium is given before cancellation and the thesis submission is done after six months, crossing the time period specified for cancellation of registration, it is mandatory that the colloquium be repeated after revocation of cancellation
- 3.7.2. The thesis fee applicable at the time of submitting the thesis has to be paid while submitting the thesis.

3.9 Timely Submission of Thesis

A student who submits a thesis for the Integrated PhD degree within seven years from his/her date of joining may be designated as "Institute Research Associate" from the date of submission of the thesis for a maximum of 12 months.

3.10. Revocation of Cancellation of registration

For each research degree, there is a period of time beyond which the registration is automatically cancelled. Under some circumstances the cancellation can be revoked. The following table shows the maximum period of registration, beyond which the cancellation of registration cannot be revoked. Additional time may be given to students to address revocation of cancellation.

| Programme | Cancellation after | Revocation by Deans during | Revocation by Director * during |
|-----------|--------------------|----------------------------|---------------------------------|
| Int. PhD | 8Y | 8Y-9Y | 9Y-10Y |

*A committee will be formed with the supervisor as the convener if the Director permits revocation. The committee will be composed of three additional members with at least two from outside the candidate's department.

3.11 Copyright Ownership of Thesis Work

Copyright of the material reported in the thesis rests with the student. However, if the thesis is published as a book, the advisor also can be a co-author. Further, the student needs to acknowledge the support of the Institute. Further, (a) Even though copyright has been transferred to a journal/ conference proceedings publisher, the authors of the paper can exploit the work for academic purposes. So, if the student has publications out of his/her research work, there is no problem in including the material in the papers in his/her thesis. (b) Any part of the thesis can be patented only according to the IP policy of the Institute and the resulting IP will be shared as per the Institute norms.

4. External Registration Programme Students

4.1 Registration

- 4.1.1 Candidates register immediately on joining, by submitting a registration form that is to be forwarded by the department to the Academic Section, along with the following:
- (a) A research proposal drawn up in consultation with research supervisors from the organization and from the Institute.
 - (b) A determination of adequacy of scientific facilities at the organization for work leading to a research degree.
 - (c) An assurance from the organization that
 - i) The proposed research work will constitute part of the programme of the organization.
 - ii) The necessary facilities will be provided to the registrant for his/her research work.
 - iii) The research supervisor from the Institute will be given access to the facilities necessary for the research work of the registrant in the organization.
 - iv) The necessary leave will be given to enable the registrant to complete the research training programme.
 - v) The organization must provide sufficient time for the candidate to carry out his/her thesis work. Hence, after successful completion of the RTP, the candidate must be permitted to be on leave for an average of one day a week, in order to effectively spend time on his/her PhD work.
 - vi) Travel expenses of the organization supervisor to attend various meetings conducted at the Institute, in connection with the evaluation and progress monitoring of the student, must be supported by the organization.
 - (d) An undertaking that the candidate is not registered for academic conferment at any other institution.

4.2 Research Supervisors

- 4.2.1 The candidate will work under the supervision of at least one research supervisor from the Institute and one from the sponsoring organization.
- 4.2.2 For PhD candidates, the research supervisor(s) from the organization should have a PhD degree.

4.3 Change of Organization

- 4.3.1 If the candidate changes the place of work or leaves the organization, the registration will be cancelled, irrespective of the stage of research work (except in cases where the thesis has already been submitted).
- 4.3.2 If the research supervisor from the organization leaves the organization, or changes the place of work, the candidate should apply to the SCRC for a change of guide along with a CV of the proposed organization guide and permission letter from the Organization.

4.4 Candidates Going Abroad

- 4.4.1 If a candidate goes abroad before the completion of the Comprehensive Examination/ General Test, the registration will be cancelled. Prior permission from the SCRC to be obtained to apply for No-objection Certificate to go abroad.
- 4.4.2 After the Comprehensive Examination, travel abroad requires prior permission of the Deans.
- 4.4.3 The maximum period of such absence is one year, and if the candidate does not return at the end of this period, registration will be cancelled.

4.5 Duration of Work and Research Training Programme (RTP)

- 4.5.1 The norms for successful completion of the RTP and the minimum period for submission of thesis are the same as for regular students.
- 4.5.2 Candidates must spend a minimum period of one term in residence at the Institute to complete the RTP. This should be the first term after joining. PhD candidates with BE/BTech/MSc qualifications may need to be in residence for two terms.

4.6 Progress Reports and Monitoring of the Progress of the Research Work

- 4.6.1 The registrant must submit half yearly progress reports, signed by both the research supervisors and forwarded through the Chair of the department. He/she is also required to be in constant touch with the research supervisor from the Institute. In case these conditions are not met, registration will be cancelled.
- 4.6.2 The research supervisor from the Institute has the primary responsibility of monitoring the progress of the research work.
- 4.6.3 The time schedules and procedures are the same as those of regular PhD and MTech (Research) registrants.

4.7 Comprehensive Examination/General Test

- 4.7.1 The norms are identical to those for regular students.

4.8 Candidacy

- 4.8.1 After the SCRC obtains the report from the CE Board with regard to successful completion of the RTP and the Comprehensive Examination, it will confirm the candidacy of the student for the research conferment.

5. Admissions of Foreign Nationals

5.1 Full-time research

Application should be made online to the Chairperson of International Relations Cell (IRC) by 31st of January every year. Short listed candidates will be interviewed over the phone or by video conferencing. Selected candidates will be offered fellowships and hostel accommodation on campus. The fellowship amount is equal to that of regular Indian students. The fellowship is renewable for up to 2 years for MTech (Research) and 5 years for PhD, subject to satisfactory performance.

5.2 Short time research work

5.2.1 Foreign nationals with appropriate qualifications may be admitted to register for specific courses and to do project work in an identified department. Prospective candidates should send their applications to the Chairperson, International Relations Cell.

5.2.2 Normally the registration is for one or two terms.

5.2.3 Fees to be paid are as given below:

| | |
|------------------------|----------------------------|
| Fee per term | :Rs. 12,000/- |
| Auditing of Course fee | :Rs. 10,000/- (per course) |

6. Tuition and Other Fees

Students are required to pay the fees prescribed by the Institute. These are liable to changes from time to time. The details of the fees in force are given below:

6.1. Fees per annum (All figures in Rupees):

6.1.1 Regular and QIP Full-Time Students

A. Tuition and other annual fees (for General candidates)

| Particulars | PhD | MTech (Res) | *Int. PhD (for II year) | \$MTech / MDes | ** Spons. MTech | Bachelor of Science (Research) Programme | MMgt | *ERP (EDU. INST) | **ERP (GOVT ORGN) | **ERP (PVT ORGN) |
|-------------------------|---------------|--------------|-------------------------|----------------|-----------------|--|----------------|------------------|-------------------|------------------|
| Tuition Fee | 15000 | 9000 | 9000 | 9000 | 14000 | 10000 | 100000 | 50000 | 100000 | 150000 |
| Gymkhana Fee | 1200 | 1200 | 1200 | 1200 | 1200 | 1200 | 1200 | 1200 | 1200 | 1200 |
| Other Academic Fees | 3700 | 3700 | 3700 | 3700 | 3700 | 3700 | 50000 | 3700 | 3700 | 3700 |
| Students Emergency Fund | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 |
| TOTAL | 20200 | 14200 | 14200 | 14200 | 19200 | 15200 | 151500 | 55200 | 105200 | 155200 |
| INSTALLMENT PAYMENT I | | | | | | | | 5520 | 105200 | |
| II | 10000 5100 | 6000 4100 | 6000 4100 | 6000 4100 | 19200 | 7000 4100 | 51500 50000 | | | 155200 |
| III | 5100 | 4100 | 4100 | 4100 | | 4100 | 50000 | | | |

*From third year onwards Int. PhD students must pay the fees as applicable to PhD students.

** Sponsored and ERP existing students must pay the fees on or before 16th August.

\$\$ including QIP students

*** **The fee structure has been enhanced by 15% for the ERP students on roll prior to 1st August 2017.**

6.1.2 Tuition and other annual fees (for SC/ST existing students) – must pay on or before 16th August

| Particulars | \$PhD | MTech (Res) | *Int. PhD (for II year) | \$MTech / MDes | Bachelor of Science (Research) Programme | MMgt | ERP |
|-------------------------|--------------|-------------|-------------------------|----------------|--|--------------|-------------|
| Tuition Fee | Fully waived | | | | | | |
| Gymkhana Fee | 1200 | 1200 | 1200 | 1200 | 1200 | 1200 | 1200 |
| Other Academic Fees | 3700 | 3700 | 3700 | 3700 | 3700 | 50000 | 3700 |
| Students Emergency Fund | 300 | 300 | 300 | 300 | 300 | 300 | 300 |
| TOTAL | 5200 | 5200 | 5200 | 5200 | 5200 | 51500 | 5200 |

6.1.3 Due Dates

| For students joined in August | | For students joined in January | |
|--------------------------------------|---------------|-------------------------------------|--------------|
| Period | Due Date | Period | Due Date |
| I Installment (August – October) | 16th August | I Installment (January – March) | 16th January |
| II Installment (November – December) | 15th November | II Installment (April – July) | 17th April |
| III Installment (January – July) | 16th January | III Installment (August – December) | 15th August |

Note: Those students who are in receipt of scholarship/fellowships will have their I, II, III installment fees deducted from their scholarship/fellowship payable in the month of August, November and January respectively. Students who are not in receipt of scholarship/ fellowship and those who under the DBT scheme have to pay the fees as per the due dates given in the Table above. However, if the due date falls on a holiday, the fees must be paid on the next working day without fine. Those students who do not pay the fees within the due dates will be levied a fine of Rs.20/- per week.

For SC/ST Regular and QIP Candidates

Fees payable from the 2nd year onwards:

| Programme | Tuition Fees | Other Fees (in Rs.) |
|------------------|--------------|---------------------|
| PhD | Fully Waived | 5,200 |
| MTech (Research) | Fully Waived | 5,200 |
| MTech/M Des | Fully Waived | 5,200 |
| Int. PhD | Fully Waived | 5,200 |
| MMgt | Fully Waived | 51,500 |

Due Dates

For students joining in the August term: 15 August 2017

Note:

1. For students who receive scholarships/fellowships, the fees will be deducted from the scholarship/ fellowship payment in the month of August.
2. Students who do not receive scholarships/fellowships have to pay the fees on or before the dates prescribed above.
- 3. The tuition and other academic fees are to be paid before submission of the thesis. No payment will be accepted thereafter.**

6.2.1 Penalties

6.2.1.1 If a student fails to pay tuition and other fees by the due date, any one or more of the following penalties will be levied:

- (a) Overdue charges of Rs. 20/- per week or part thereof;
- (b) Stoppage of scholarship and/or loss of attendance for the period of non-payment;
- (c) Withdrawal of permission to take the examinations or to continue research; and
- (d) Cancellation of registration.

6.2.1.2 If the last date of payment is a holiday, the fees can be paid without penalty on the next working day.

6.3. Deposits (Refundable)

| | |
|---------------------|-------------|
| Statutory Deposit : | Rs. 7,500/- |
| Library Deposit : | Rs. 7,500/- |

6.3.1 The deposits cover liabilities such as:

- (a) Damage of apparatus or other property
- (b) Wastage of materials
- (c) Fines
- (d) Hostel and dining hall dues
- (e) Loss of Books and Other dues

6.3.2 A request for refund of Statutory and Library deposits is to be submitted at the time of leaving the Institute. Students should submit the request through the Chair of the department.

6.3.3 Concessions: Students belonging to SC and ST communities are exempted only from tuition fees. (Except for candidates under the External Registration Programme)

7. Scholarships and Fellowships

The details of scholarships and fellowships available to research and course students are given below.

7.1 The details of Scholarship/Fellowships are as given below:

| Programme | Scholarship/Fellowship per month (Amount in Rs.) |
|----------------------|--|
| PhD | 25,000/- (for the first two years) 28,000/- (for third, fourth and fifth year) |
| MTech (Research) | 12,400/- (for 2 years) |
| MTech/MDes | 12,400/- (for 2 years) |
| Integrated PhD | 16,000/- (for the first two years) 25,000/- (for third and fourth year) 28,000/- (for fifth, sixth and seventh year) |
| Financial Assistance | |
| PhD | 12,000/- (for the sixth year) |
| MTech (Research) | 5,000/- (for 6 months after 2 year) |
| Integrated PhD | 12,000/- (for the eighth year) |

7.2 All the students who join the Institute (except for M.Mgt programme) are eligible for scholarship/ Fellowship from CSIR/UGC/DBT/ICMR/MHRD/AICTE/DAE (NBHM)/ DST as the case may be. Immediately on joining the Institute all the students with CSIR JRF/ ICMR JRF/ DBT JRF/ INSPIRE / NBHM fellows must send the joining report to the concerned authorities/agencies for activating their scholarship within 15 days from the date of joining. The students are required to follow the individual agency guidelines for activating the fellowship. The students are entitled for the fellowship that is approved/released by the respective agencies. In case of UGC/JRF students, the joining report has to be submitted to Canara Bank, IISc Campus.

7.3 Scholarships from GE/ INFOSYS/ IBM/ HP/ TATA/ PHILIPS/ BELL LAB/ MICROSOFT / Department of Electronics and Information Technology (DeitY) are also available for deserving students.

7.4 Application/Request for Scholarship

The scholarship request form is available in the department office. The students must collect the same, duly fill in the particulars and submit the signed form to the department office. The department office will make online request for payment of scholarship. The scholarship is processed only through online mode.

The scholarship for the students who are under provisional admission will be processed only after admission is regularized/confirmed. Hence, the students must upload the certificates/documents required online in the Applicant's Interface and produce the same at the Admissions office for regularizing the admission (on or before 31st October).

7.5 Payment of scholarship

Payment of scholarship for the month of August will be processed in the first week of September and the scholarship will be credited to the student's bank account on the last working day of September. The payment of scholarship is based on the attendance of the previous month sent from the department office to the Finance and Accounts section during the 2nd week of the following month. The scholarship requests must be certified by the Advisor/Research Supervisor with regard to attendance and the satisfactory progress of work and duly signed by the department Chairperson. The certified

requests will be filed in the department office.

(a) Scholarship for Research Programme :

| Programme | Scholarship | Financial Assistance |
|---------------|-------------|----------------------|
| MTech (Res) | 2 years | 2Y to 2 ½ |
| Int. PhD | 7 years | 7Y-8Y |
| PhD (Engg) | 5 years | 5Y-6Y |
| PhD (Science) | 5 years | 5Y-6Y |

(b) Research Associateship :

| Programme # | Eligible if PhD thesis is submitted |
|----------------------------|-------------------------------------|
| PhD (Science) | 5 Years |
| Int. PhD | 7 years |
| PhD (Engg) with M Tech/ME | 4 years 6 months |
| PhD (Engg.) With BE/B Tech | 5 years |

Research Associateship (RA) is available for a maximum of 12 months or till the award of the Degree for all the PhD programmes. The student's advisor will be encouraged to pay the RA amount.

7.6 Scholarship Criteria for MTech / MDes/ MTech (Research) students

- i) 8 to 10 hours (per week) of teaching and research work, as assigned by the Institute
- ii) An undertaking not to leave the course midway.

7.7 Payment of scholarship

The scholarship will not be paid till all dues in respect of the preceding months are cleared. For the ME/MTech/ MDes students, payment for the period of vacation/recess will be made only when they rejoin the Institute after the vacation or recess. If a student undertakes project work outside the Institute during these periods, payment will be made on production of a certificate of attendance and satisfactory progress in the training along with a declaration that he/she has not received any other emoluments during any part of this period. In the event of the student having received any emolument during the project work, no scholarship will be paid.

- 7.8.1 Students are required to provide the account number and the name of the bank on the scholarship bill for crediting the scholarship amount.
- 7.8.2 Students must submit their scholarship bills to the department by 20th of the month in order to receive payment in time.
- 7.8.3 Sponsored candidates from other institutions can be considered for scholarship or financial assistance only if they have not received any emoluments from the sponsoring organization.

7.8.4 Renewal of Scholarship / Financial Assistance

- 7.8.5 Research and Integrated PhD Programmes: Based on the specific recommendation of the Research Supervisor(s) and the Chair of the department, the scholarship may be renewed up to a maximum period of 5 years for PhD, 2 years for MTech (Research) and 6 years for Integrated PhD registrants. Beyond this period, financial assistance may be sanctioned for needy students for a period of one year for PhD & Int. PhD students, and for six months for MTech (Research) students, based on recommendation by the Research Supervisor(s) and the Chair of the department.
- 7.8.6 MTech/ MDes Programmes: The scholarship will be awarded for 2 years provided the student earns grades that satisfy the minimum requirements for continuation in the programme.
- 7.8.7 Scholarships/Fellowships from other Organisations

| Research Programme |
|----------------------------|
| NBHM |
| Microsoft |
| Bristol-Myers Squibb (BMS) |
| T.J. Gautam/J. Ganguly |
| Bristol Myers Squibb |
| UGC Research Fellowship |
| Inspire Fellowship (DST) |
| CSIR Fellowship |
| ICMR |
| DBT |
| CSIR (SPM) |
| TCS |
| Google Fellowship |
| IBM |
| DeitY |

7.8.8 GARP Funding to Support Conference Travel for PhD and MTech (Research) students

- (a) Research students are eligible to get GARP funding for presenting a paper in a conference.
- (b) The maximum amount available per student is Rs 100,000.
- (c) A student can utilize this amount for one or two trips.
- (d) GARP funds are not available to those PhD students who have completed 6 years. Int. PhD students are not eligible to get the support after completing 8 years. MTech (Research) students are not eligible to get support after completing two and half years.

8. Students' Assistance Programme

8.1 Students' Assistance Programme (SAP)

- 8.1.1 Rendering Assistance under SAP is mandatory for all regular PhD and Int. PhD students and optional for MTech (Research) students. Students who are to be engaged in SAP should have their candidacy confirmed for the programme of study. However, the students who have not taken their comprehensive examination also could be allowed to do mandatory SAP with the approval of the Deans on the recommendations of the Instructor and the Chairman or DCC of the Department. To declare that the student has rendered the mandatory assistance under SAP, the duration of assistance should be between 60-120 hours in a particular term subject to the condition that it should not be more than 50 hours per month. The declaration that the student has rendered the mandatory assistance under SAP is compulsory to hold the colloquium of the student. For the mandatory one term assistance under SAP, no financial compensation is admissible. The students who are to be engaged for second and subsequent terms will have lower preference compared to the mandatory term students. The rate of payment for assistance rendered after the mandatory service will be at 100/- per hour. The work load on students engaged in teaching assistance should be limited to 50 hours per calendar month and 120 hours per term. The mandatory assistance under SAP is applicable to all students who joined for PhD and Int. PhD programme through the 2011 admission and onwards. All such requests should be submitted well within the course period and certainly within the financial year during which the student's assistance was sought.

8.2 Students' Aid Fund

- 8.2.1 Each student shall contribute at least 50 per annum. Donations are also received from other sources.
- 8.2.2 The Fund is administered by a Committee constituted by the Director. This Committee prescribes operational rules for sanction of assistance from the Fund from time to time.
- 8.2.3 Assistance in the form of loans from the fund is available to poor students to:
- meet tuition fees;
 - purchase books, instruments and stationery necessary for the course or research programme;
 - meet other expenses connected with their work and for their maintenance at the Institute as may be approved by the Committee; and
 - meet hostel, dining hall, medical expenses, etc.
- 8.2.4 No payment shall be made by way of scholarships or prizes to students.
- 8.2.5 This assistance in the form of loans will be as reimbursement of expenditure incurred. The amount will be recovered in equal installments. The number of installments will be decided at the time of sanctioning the loan.
- 8.2.6 Requests for assistance should be made to the Academic Section in the prescribed form.
- 8.2.7 Financial Assistance for Medical Care.
- 8.2.8 Students can get limited assistance to meet the cost of expenditure incurred in case of hospitalization, from the Students' Medical Care Fund, formed out of contributions made by the students and a matching grant made by the Institute.

9. Discontinuing studies at the Institute immediately after joining or on personal ground

Students who wish to discontinue their studies due to personal reasons, or who get an appointment to work in PSUs/Private Sector must follow the procedures given below before leaving the Institute.

- a. Write a letter to the Chairperson of the department intimating about your wish to discontinue your studies, obtain his endorsement on the letter.
- b. Collect proforma of "No Dues Certificate" from the department office, and get the clearance from all the departments/sections like Hostel, Library, Gymkhana, Finance and Accounts, SERC.
- c. Pay your Mess/Hostel charges, if any, by a Challan from the Hostel Office.
- d. Submit all the above 3 documents in original to the Admissions Unit. Take 2 Photostat copies of these documents before submitting, one for your reference and one to the department office.
- e. On receipt of the above documents, Academic/Admissions Unit will issue a discontinuation "Memo", collect your copy and then leave the Institute.
- f. The refundable deposits i.e. Statutory Deposit, Library Deposit, and the Hostel Deposit will be refunded by way of cheque to your address printed on the discontinuation Memo. In case, there is a change/correction in the mailing address, you must make the correction and inform the same to the Admissions Unit before leaving the Institute.
- g. After 15 days from leaving the Institute, you may contact the Finance and Accounts for the refund status on telephone no: 080-22932570.
- h. The students who get admitted to MTech/ MDes/ MTech (Research) based on GATE/ CEED scores, must surrender the scholarship received as on the date of discontinuation (if any) before leaving the Institute along with the No Dues Certificate.

10. Discipline, Attendance and Leave Rules

10.1 Discipline

- 10.1.1 Students are expected to dress and to conduct themselves in a proper manner.
- 10.1.2 All forms of ragging are prohibited. If any incident of ragging comes to the notice of the authorities, the student will be given the opportunity to explain. If the explanation is not found satisfactory, the authorities can expel him/her from the Institute.
- 10.1.3 Students are expected to conduct themselves in a manner that provides a safe working environment for women. Sexual harassment of any kind is unacceptable and will attract disciplinary action. Further details can be obtained from the website <http://biochem.iisc.ernet.in/~bchss/policy.htm>

10.2 Attendance

- 10.2.1 Students are required to attend lectures and other academic activities. Applications for leave of absence are to be made through the Advisor or Research Supervisor(s). Any type of absence for more than 10 days should be notified to the Academic Section immediately.

10.3 Leave

- 10.3.1 A student is eligible for the following leave:
- 10.3.2 Leave on personal grounds: 30 days a year with scholarship.
- 10.3.3 Leave on medical grounds: Up to 30 days a year with scholarship for extended sickness normally requiring hospitalization.
- 10.3.4 Women research scholars can avail maternity leave for 135 days with scholarship once during the tenure of studentship.
- 10.3.5 Medical leave for periods of less than 7 days is not permitted.
- 10.3.6 For leave under 5.3.1.2 and 5.3.1.3, a Medical Certificate and a subsequent Fitness Certificate from the CMO of the Institute are required for resumption of studies.
- 10.3.7 A combination of different types of leave is not normally permitted.
- 10.3.8 No carry-over of leave is permitted. Any unused leave under categories
- 10.3.9 and 5.3.1.2 will automatically lapse at the end of the year.
- 10.3.10 With regard to leave, the year is reckoned as follows:
For Research students: From the date of joining.
For Course students: From the date of commencement of the first term, irrespective of the date of joining.
- 10.3.11 Leave availed in excess of the permissible limit will be treated as leave without scholarship.
- 10.3.12 Students permitted to attend approved conferences may be considered to be on duty.
- 10.3.13 Students going abroad for collaborative research work with the approval of the SCRC are entitled to get their scholarship for up to three months for MTech (Research) candidates and for up to 6 months for PhD candidates.

11. Code of Ethics and Conduct

- 11.1 At the time of admission, each student must sign a statement accepting the code of ethics and conduct*, and giving an undertaking that:
 - (a) he/she will complete his/her studies in the Institute; and
 - (b) if he/she is forced to discontinue studies for any legitimate reasons, it will be done only with permission from the Deans.

- 11.2 If a student commits a breach of the code of conduct, he/she will be asked to leave the Institute and will not be eligible for the following:
 - 11.2.1 Re-admission for a period of three years; and
 - 11.2.2 Issue of grade card or certificate for the courses studied or work carried out.

- 11.3 On account of misconduct or unsatisfactory work, the Deans may withdraw the scholarship at any time and/or decide that the scholarship has to be refunded from the date of the last award.

- 11.4 In various phases, one is faced with issues of integrity and conflict of interest. Behaviour of all Institute faculty, students and research workers must be in conformance with the Academic Integrity policy that is given in the next Section.

12. The Sexual Harassment Complaint Committee

Sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as physical contact and advances, demand or request for sexual favours, sexually coloured remarks, any other unwelcome physical, verbal or non-verbal conduct of a sexual nature. It is discriminatory when the aggrieved woman has reasonable ground to believe that her objection would disadvantage her in connection with her employment, or when it creates a hostile working environment. In accordance with the Hon'ble Supreme Court's decision, a Sexual Harassment Complaint Committee (SHCC) was constituted in April 2003.

The SHCC will provide equal opportunity for all women in IISc, without regard to age, to lodge complaints of any sexual harassment in the work place. The affront to personal dignity that occurs as a result of sexual and other types of harassment constitutes an action unbecoming of a student/ staff member of the Institute and will attract appropriate disciplinary action. Complaints may be made verbally or in writing at any time.

The Government of India (GoI) has enacted the Protection of Women from Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act (the SH Act), 2013. For details, see:

<http://www.shebox.nic.in> (SHe-Box – Ministry of Women & Child Development)

<https://www.rightsofemployees.com/2018/01/26/sexual-harassment-at-workplace/>

ICASH Policy 2017

Sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

Physical contact and advances

A demand or request for sexual favours

Sexually coloured remarks

Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

Behaviour such as this constitutes an action unbecoming of a student/staff member of the Institute and will attract appropriate disciplinary action.

The Internal Committee Against Sexual Harassment (ICASH) will provide equal opportunity for all IISc personnel, without regard to gender or age, to lodge complaints of any sexual harassment in the work place.

Any of the following may be contacted verbally or in writing, at any time, for lodging complaints

Prof. Dipshikha Chakravorty, MCB (Chair) [Send email](#)

Prof. C. S. Manohar CE [Send email](#)

Prof. Kusala Rajendran CEAS [Send email](#)

Dr R Nirmala, Health Centre [Send email](#)

Mr. M. C. Jayaprakash

Ms. Shweta Luthra SASHA(NGO), Bengaluru

3 Students (one each from UG, Masters & Ph D) Internal Committee Against Sexual Harassment (ICASH)

13. Academic Integrity

- 13.1 Cases of ethical lapses within institutions of scientific research are increasingly being reported in the news. In this context, we need to create awareness and come up with a set of clear guidelines to maintain academic integrity. A flourishing academic environment requires responsibility at the individual and community levels. The three broad categories of improper academic behaviour to be considered are: I) plagiarism, II) cheating and III) conflict of interest.
- 13.2 Cases of plagiarism are the use of material, ideas, figures, code or data without appropriate acknowledgement or permission (in some cases) of the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:
- (a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
 - (b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
 - (c) Taking material from class-notes or downloading material from internet sites, and incorporating it in one's class reports, presentations, manuscripts or thesis without citing the original source.
 - (d) Self-plagiarism, which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.

The resources given in Subsection 7.7 explain how to carry out proper referencing, as well as examples of plagiarism and how to avoid it.

- 13.3 Cheating is another form of unacceptable academic behaviour and may be classified into different categories:
- (a) Copying during exams, and copying of homework assignments, term papers or manuscripts.
 - (b) Allowing or facilitating copying, or writing a report or exam for someone else.
 - (c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
 - (d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- 13.4 Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:
- (a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
 - (b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
 - (c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as "cherry picking").
 - (d) Lab notebooks must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patent. Date should be indicated on each page.
 - (e) Write clearly in your own words. It is necessary to resist the temptation to "copy and paste" from the internet or other sources for class assignments, manuscripts and thesis.
 - (f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

- 13.5 Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, work on committees, research funding and consultancy. It is necessary to protect actual professional

independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest. Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy. To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is also available in the section below dealing with resources.

13.6 Individual and Collective Responsibility: The responsibility varies with the role one plays.

13.6.1 Student roles: Before submitting a thesis (ME, MSc, or PhD) to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web (see resources below). In addition, the student should certify that they are aware of the academic guidelines of the Institute, have checked their document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism.

13.6.2 Faculty roles: Faculty should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Apart from the student certification regarding a web-check for plagiarism for theses, the Institute will provide some commercial software at SERC for plagiarism checking. Faculty members are encouraged to use this facility for checking reports, theses and manuscripts. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity.

13.6.3 Institutional roles: A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the Institute, and this can lead to various sanctions. In the case of a student, the first violation of academic breach will lead to a warning and/or an "F" course grade. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the department chairperson. Upon receipt of reports of scientific misconduct, the Director may appoint a committee to investigate the matter and suggest appropriate measures on a case-to-case basis.

13.7 References:

- [1] National Academy of Sciences article "On being a scientist,"
http://www.nap.edu/openbook.php?record_id=4917&page=R1
- [2] <http://www.admin.cam.ac.uk/univ/plagiarism/>
- [3] <http://www.aresearchguide.com/6plagiar.html>
- [4] <https://www.indiana.edu/~tedfrick/plagiarism>
- [5] <http://www.files.chem.vt.edu/chem-ed/ethics/index.html>
- [6] http://www.ncusd203.org/central/html/where/plagiarism_stoppers.html
- [7] <http://sja.ucdavis.edu/files/plagiarism.pdf>
- [8] <http://web.mit.edu/academicintegrity/>
- [9] <http://www.northwestern.edu/provost/students/integrity/>
- [10] <http://www.ais.up.ac.za/plagiarism/websources.htm#info>
- [11] <http://ori.dhhs.gov/>
- [12] <http://www.scientificvalues.org/cases.html>

14. Facilities at Institute

14.1 J R D Tata Memorial Library

The J.R.D. TATA Memorial Library, at the Indian Institute of Science, is one of the oldest yet modern Science and Technology libraries in India. Started in the year 1911 as one of the first set of departments in the Institute, it has become a precious national resource center in the fields of Science and Technology. The library is centrally located with four floors with lift facility and has a total area measuring about 5,000 sq. mts. The collection of the Library which includes books, journals, reports, theses, Indian Patents and standards is regarded as one of the richest collections in the country. This rich and valuable collection built over ten decades has some of the rare reference materials and back volumes of several important journals. Apart from its print resources, the Library has access to a large collection of e-journals, eBooks and databases. Functioning as an effective support system for information services across the campus continues to be the primary goal of the library.

The library has a total collection of about 5 lakh documents which includes books and monographs, bound volumes and periodicals, theses, standards, technical reports etc. It subscribes to over 750 current e-journals. In addition to Library subscriptions, the **e-Shodh Sindhu Consortium (INFLIBNET)** provides access to over 8000+ e-journals.

The Library continues to maintain pre-eminence in providing access to a large number of e-resources. Some of the major e-resources include the complete journal publication of the following Societies:

1. American Chemical Society - ALL journals and its Archive
2. American Institute of Physics - Journals and Archive
3. American Physical Society Journals, including Physical review Online (PROLA) Collection
4. American Society for Microbiology - ALL Journals
5. Annual Reviews
6. ASCE Journals
7. ASME Journals
8. Association of Computing Machinery (ACM) Journals
9. ASTM Journals and Standards
10. Elsevier collection
11. Emerald full-text
12. Economic & Political Weekly
13. IEEE / IEE Journals
14. Institute of Physics Publishing - Complete collection including its Archive
15. JSTOR Archive
16. Nature
17. Oxford University Press - Complete Mathematics, Physical and Life Science Collections
18. Project MUSE
19. Royal Society of Chemistry - ALL Journals and its Archive
20. Society for Industrial and Applied Mathematics (SIAM) - Complete journal collection and Archive
21. Springer collection
22. Wiley collection

Some of the Backfile collections to which access is provided on a perpetual access basis include :

- 1 Elsevier Backfiles in eleven subjects categories such as Biochemistry, Organic Chemistry, Inorganic Chemistry, Physical and Analytical Chemistry, Chemical Engineering, Materials Science, Mathematics, Physics General, Pharmacology, Neuroscience, Engineering Technology
- 2 Wiley InterScience backfiles in eight subject categories which include Biochemistry, Polymer Science, Analytical Science, Cell and Developmental Biology, Chemistry, Genetics & Evolution, Materials Science, Physics and Astronomy
- 3 The following backfiles have been added to the e-collection in the recent past :
 - Nature backfiles
 - American Chemical Society Legacy Archive

- Institute of Physics Publishing Journal Archive
- OUP Archive

Major databases subscribed include

- CAPITALINE
- CRISIL
- EBSCOhost
- ISID (The Institute for Studies in Industrial Development)
- J-GatePlus
- MathSciNet (AMS)
- REAXYS (Elsevier)
- SciFinder Scholar
- Scopus (Elsevier)
- Turnitin - Internet-based plagiarism-detection service
- Web of Science

ePrints & ETD Digital Repositories

ePrints@IISc (eprints.iisc.ernet.in) is one of the earliest and largest Institutional Repositories in the country. The ePrints@IISc was started by the erstwhile National Centre for Science Information. It is currently being managed by the J.R.D. Library. The repository collects, preserves, and disseminates in digital format the research output created by the IISc research community. The repository content can be accessed through the search and browse functionalities. As on date, the total number of publications in the repository is about 46,000+.

etd@IISc (etd.iisc.ernet.in) is the digital repository of Theses and Dissertations of IISc, Bangalore, India. This repository has been developed to capture, disseminate and preserve the research theses of IISc. The repository content can be accessed through the search and browse functionalities. As on date, the total number of records in the repository is about 3800+.

Library Automation

Library has been using LIBSYS, a Library Management Software for its functions such as Acquisition, Cataloguing, Serials Control, and Circulation. Online access to Library holdings data is through WEB-OPAC. Users have the facility to browse and search the Library catalogue and view the status of a document or their own transactions and make on-line reservations for a document issued.

Working hours

| | |
|-------------------|-----------------------------|
| Monday – Saturday | 08:00 to 2:00 AM (Next day) |
| Sunday | 09:00 to 17:00 hrs |
| General Holidays | 10:00 to 16:00 hrs |

Circulation rules and procedures:

Items that can be borrowed

- Books
- Series Publications
- Reference Books (except Handbooks, Dictionaries, Encyclopedias, etc.)

Loan Period :

- Books (General) 14 days
- Periodicals (bound/series/references) 48 hours

Library Website

The Library maintains its own webportal (<http://library.iisc.ac.in/>) and the portal acts as a one-stop-shop to access all the information related to the library including services & facilities available, Web OPAC,

links to all e-resources subscribed, Staff etc.

14.2 Health Centre

Medical services for students are provided at the Health Centre. It has out-patient and in-patient facilities served by Medical Officers and nursing staff. Specialists in the areas of eye, dental and psychiatry visit the Health Centre regularly. There is a doctor on duty to look after emergency cases at night.

Diagnostic facilities like a clinical laboratory, an X-ray facility, ECG and ultrasonography are available. Cases requiring other specialist services are referred to appropriate centres/ hospitals.

All regular students are covered by the "Students Health Care Scheme" which permits reimbursement of medical expenses incurred as per norms. Students must undergo a medical examination at the time of joining only and medically fit candidates are admitted to the Institute. Health insurance is mandatory for all Institute students.

14.3 Hostels and Dining Halls

Adequate accommodation is available for all the registered students of the Institute in the hostels. There are four dining halls: Vegetarian 'A' & 'D', Composite 'B' and 'C' (both vegetarian and non-vegetarian).

Charges towards Hostel facilities per month are given below:

B. Refundable deposits (revised w.e.f 01/08/2017)

| Deposits | Existing | Revised |
|--------------------------------|----------|-------------------|
| Hostel | 30,000 | 20,000 |
| Hostel (for Married apartment) | 30,000 | 20,000 |
| Statutory | 7,500 | 7,500 (No change) |
| Library | 7,500 | 7,500 (No change) |

C. Advance payment for Mess and Room charges from 2017 onwards (w.e.f. 01/08/2017)

| Advance payment for the months of | Amount @ Rs.5000/- p.m. | To be remitted on or before |
|-----------------------------------|-------------------------|-----------------------------|
| August to December | 25,000 | 1st August |
| January to April | 20,000 | 1st January |
| May to July | 15,000 | 1st May |

E. Hostel Charges

(i) Single Room charges per student per month

| Students admitted to | General | SC/STs |
|---------------------------------|---------|--------|
| Bachelor of Science (Research) | 400 | 200 |
| Integrated PhD | 650 | 325 |
| ME/MTech/MDes/ MMgt/ MSc (Engg) | 400 | 200 |
| PhD | 650 | 325 |

| | | |
|------------------------------|------|------|
| Others (RE/SP/ERP/QIP/RA/PA) | 2000 | 2000 |
| Others (STW) | 1200 | 1200 |
| Others | 1800 | 1800 |

(ii) Double Room charges per student per month

| Students admitted to | General | SC/STs |
|--------------------------------|---------|--------|
| BS (Research) | 200 | 100 |
| Integrated PhD | 325 | 160 |
| ME/MTech/MDes/MMgt/ MSc (Engg) | 200 | 100 |
| PhD | 325 | 160 |
| Others | 900 | 900 |

(iii) Married Apartment charges per month

| Type of Apartment | General | SC/STs |
|-------------------|---------|--------|
| Bhaskara | 1,800 | 1,800 |
| Kapila | 1,800 | 1,800 |
| Kaveri | 2,250 | 2,250 |
| Ramanujam | 2,250 | 2,250 |
| Aryabhatta | | |
| (1) Double Room | 2,250 | 2,250 |
| (2) Single Room | 1,350 | 1,350 |

(iv) Other charges

| | For single & double room | For married apartment |
|-----------------------------|--------------------------|-----------------------|
| Particulars | Amount in Rs. | Amount in Rs. |
| Establishment charges | 200.00 | 200.00 |
| Amenities charges | 200.00 | 200.00 |
| Electricity & water charges | 200.00 | 200.00 |
| Mess Amenities charges | 1000.00 | 1000.00 |

Allotment Rules for Married Student Apartments:

Eligibility:

Students should submit the valid proof of marriage for consideration in a prescribed format that is available in the Hostel Office.

The students desirous of married apartment should have valid registration at the time of application for allotment, and allotment is subject to following exclusions:

- a. PhD students – not eligible for allotment after 4 ½ years of their registration.
- b. Integrated PhD students - not eligible after 6 ½ years of their registration.
- c. MTech (Res) students – not eligible after 1 ½ years of their registration

If the student and the spouse are both students of the Institute, only one can apply for the married apartment.

Procedure for allotment:

- a. Applications will be invited on occurrence of vacant apartment for allotment.
- b. The vacant apartments along with category to which it is admissible will be displayed in the Hostel Office/Messes and also it will be broadcasted through email.
- c. Separate seniority lists will be maintained for regular Research students, Research Associates and the QIP students.
- d. The allotment will be made in respective category based on the seniority. The list of seniority of the respective category will be displayed for information of the concerned in the Hostel Office.
- e. The allotment will be made on the date notified in advance to the students who have applied for the apartment based on the seniority.

Method of fixing seniority:

The seniority of allotment for the married apartment is made in consideration of the following:

- a. The year of joining the Institute is the basis (SR Number in the ID card gives the year of joining).
- b. The seniority in respect of Integrated PhD is determined after subtracting one year from the total period up to last date of application commencing from the date of joining.
- c. The seniority in respect of MTech students who continue for a PhD at the Institute will be determined by adding one year to the total period from the date of joining the PhD.
- d. The seniority in respect of MTech (Research) students who continue for PhD at the Institute after submission of thesis will be calculated by adding two years to the total period from the date of joining the PhD.
- e. The PhD students who continue as Research Associates, their seniority will be determined by adding one year to the date of joining the RA position.

Duration of allotment of married apartment:

1. The period of allotment of married apartment is 2 years and 9 months only.
2. On specific request and on the recommendation of the department with valid reasons the extension for a maximum period of 3 months will be entertained.
3. The period of allotment ends on the day of defense of the thesis even if the period is within the permissible period indicated above. No extension will be provided under any circumstances.
4. The period of allotment under clause (1) and extension under clause (2) is subject to following conditions for each programme:
 - i. PhD students – no extension for stay beyond 6 years from the date of registration.
 - ii. Integrated PhD students – no extension for stay beyond 8 years from the date of registration.
 - iii. MTech (Research) students – no extension for stay beyond 3 years from the date of registration.
 - iv. QIP students - no extension for stay beyond 4 years from the date of registration.
5. PhD students who continue at the Institute as Research Associates will have to vacate the married apartment if in occupation under Regular Research Student quota on expiry of the period indicated in clause (1) and on extension if any under clause (2). However, Research Associates can apply for the apartment under Research Associate quota which will be allotted subject to availability of apartment meant for the Research Associates, if the criterion of seniority under Research Associate category is fulfilled.

6. If the couples are students of the Institute, under no condition shall their combined period of stay in the married apartment, even under separate applications, exceed the period of stay indicated under clause (1) and extension if any under clause (2).
7. The extension permissible under clause (2) is limited to only once and for any extraneous reasons the married apartment is required, they can apply separately for DDQ/CDQ quota with concerned authorities.

Penalty for overstay:

1. Any stay beyond the permissible period will attract fine and the rate of fine levied shall be as under:
 - a. First month Rs.100/- per day over and above the apartment rent, licence fee and other charges.
 - b. Second month Rs.120/- per day over and above the apartment rent, licence fee and other charges.
 - c. Third month Rs.140/- per day over and above the apartment rent, licence fee and other charges.
2. On expiry of this period if the married apartment is not vacated, it will be locked by the Hostel office.

Other conditions:

1. The students allotted the married apartment has to vacate the apartment within one month, if neither the spouse nor child is staying with the allottee. If the allottee fails to vacate, a fine, to be decided by the Chairperson, Council of Wardens will be levied over and above the penalty indicated under the clause of penalty. In spite of this, if not vacated, the apartment will be locked by the Hostel office.
2. If the students staying in hostel are allotted married apartment, they must vacate the hostel room in occupation by them within seven days from the date of allotment of married apartment. If the spouse is also a student of the Institute and in occupation of hostel room, both of them must vacate the hostel rooms within seven days from the date of allotment. If they fail to vacate within seven days the licence fee for both hostel room and married apartment will be charged apart from locking the hostel room in occupation.

14.4 Students' Council

Office Bearers 2018

| Designation | Name | Course & Dept. | E-mail id's | Contact No. |
|--------------------------------------|---------------|----------------|--|-------------|
| Chairman | Vivek Sharma | PhD, CPDM | chair.sc@iisc.ac.in | 7987366562 |
| General Secretary | Gaurav Solra | UG (Physics) | gensec.sc@iisc.ac.in | 9812934061 |
| Hostel & Amenities Affairs Secretary | Jeevesh Kumar | PhD, DESE | amensec.sc@iisc.ac.in | 8884742131 |
| Academic Affairs Secretary | Shaunak Handa | M.Mgt, DoMS | acadsec.sc@iisc.ac.in | 8939191243 |
| Women Affairs Secretary | Apurva K Ram | UG (Materials) | womsec.sc@iisc.ac.in | 8310611273 |
| Under Graduate Affairs Secretary | Abhay Gupta | UG (Physics) | ugsec.sc@iisc.ac.in | 9591062930 |

Students' Council (SC) is the representative body of the entire student community of the Indian Institute of Science. It is an interface between the students and the administration, and works together with the students to identify and address concerns that affect them, directly or indirectly. The SC also represents the interests of the students and takes an active role in discussions and decisions affecting the student community.

The Students' Council is also invested in the all-round development of the students and organizes several extracurricular activities throughout the year. These activities include sporting and cultural events organized in association with the Gymkhana and the different activity clubs on campus. The Students' Council also coordinates the student volunteer effort for the various Institute events like Sangam - Freshers' welcome party and the Open Day thus actively encouraging student participation and contribution. The motivation is to instil a sense of social responsibility and a drive to give back to society.

In addition to this, SC also takes a stand on issues of social importance and organizes the student body in their protests and acts as united voice of the students of the institute. This is aimed at making the students' aware of the outside world and encourage them to take a stand for what is right.

The office bearers of SC are elected for a term of one year. Nominated members constitute the Steering and Executive Committee of SC. Additionally, two representatives from each of the departments are members of the Council. The SC is also responsible for the constitution of the following committees:

Academic: All issues relating to courses, academic resources

Amenities: Looking after on-campus amenities and monitoring quality of the existing ones

Communication: Media interface and dissemination of information to student's Hostel – Looking after student's Hostel

Student Support Network: Coordinate with Counselling centre to provide counselling platform for students

Placements – Looking after campus placements and other career opportunities

Health – Coordination between health centre and students

Women's Welfare – Work with Women Cell for the welfare of the women students

Cultural – Organizing and promoting intra and inter-institute cultural events

Environment – Reducing the institute's environmental footprint, expanding the green cover

There are also other committees like social, UG Welfare, Foreign Student Welfare Email: office.sc@iisc.ac.in

14.5 Students' body for Innovation and Entrepreneurship (EntIISc):

EntIISc is the abbreviation for 'Entrepreneurship and Innovation at IISc'. It is a student-run forum to encourage, promote and support entrepreneurship and innovation activities at IISc. It aims to become a welcoming forum to promote and sustain entrepreneurial spirit and facilitate ideas and networking by means of events, workshops and training. The beneficiaries include students, faculty, research staff and associates.

Vision: The vision of this club is to leverage the unique ecosystem of IISc to create an international hub for entrepreneurship and innovation.

Mission: The mission of EntIISc is to be a welcoming forum to promote and sustain entrepreneurial spirit and facilitate ideas and networking by means of events, workshops and training.

Stakeholders:

- IISc students (primary)
- IISc community (Faculty, supporting staff and others)
- External Entities - IISc Alumni, Industry, Partners (VCs, Industry bodies, Government, other academic institutes and interested individuals)

Objectives: Be a world class showcase for entrepreneurship and innovation by executing professionally through:

- Innovative and comprehensive IT-driven operations
- Creative, engaging and useful events that benefit the stakeholders
- Metrics-driven achievements, demonstrating transparency and integrity in actions and thoughts via constant communication to all stakeholders on a regular basis

Events at EntIIsc: Since its formal inception, the office bearers of EntIIsc have established this forum as the go-to place for all IISc students and entities external to IISc on matters related to student entrepreneurship and innovation. EntIIsc has been able to engage about 500 students from the campus through more than 10 events conducted during the first six months of its operation. Students and scholars of IISc, professionals, entrepreneurs, and innovators benefited from the various sessions of these events, such as:

| Sl.No. | Date | Event | Facilitator |
|--------|----------|-----------------------------|--|
| 1 | 18.01.14 | Lean Start-up Workshop | Lean Mantra team |
| 2 | 08.02.14 | Facebook's Little Eye Labs | Little Eye Lab team |
| 3 | 21.02.14 | LEM Workshop | Prof. Sunil Handa, IIM-A |
| 4 | 04.04.14 | Schemes of Development | K.L. Rao, Director, Commissioner (MSME) Ministry of MSME |
| 5 | 10.04.14 | Bio Design Workshop | InnAccel |
| 6 | 28.05.14 | Accidental Entrepreneurship | Mr. Vasudhendra Shroff, Author & Entrepreneur |
| 7 | 28.06.14 | How to Market Idea | Mr. Sachin Bhide, Marketing Consultant |
| 8 | 28.05.15 | Women Entrepreneurship | Ms. Revathi Venkatraman, Chairperson, Women Entrepreneurs Committee Business Women's forum (FKCCI) |

Become a part of EntIIsc: Come and join hands with us to explore the endless opportunities and the entrepreneur inside you. Learn. Create. Grow.

Visit us at: <http://entiisc.iisc.ernet.in/>

14.6 Recreational Facilities

14.6.1 Gymkhana

The Gymkhana is the centre of cultural activity at the Institute. It has a cricket ground, tennis, volleyball, basketball courts and a cinder track. An indoor badminton court, table tennis, billiards, karate, shaolin-chu-kung-fu, taekwondo, chess and carrom are a few among the many facilities in the gymkhana. Athletic and recreational facilities at the gymkhana come as a break to regular work schedules at the Institute. It also provides a conducive atmosphere for interaction between students and staff.

The gymkhana also has a good gymnasium with facilities like Home Gym, a Hercules multi trainer and wall bar equipment.

Attached to the gymkhana is a small well-kept swimming pool where coaching classes are also conducted during the summer. The gymkhana subscribes to about 14 magazines in English at its Ranade Library, apart from making available about 10,000 books to readers. The music room in the gymkhana houses a stereo system and record player, with a good collection of records. There is a separate TV lounge. An indoor Students' Auditorium where cultural activities can be organized is available as a facility. There is also an open-air auditorium.

The Film Club regularly screens popular and classic films in its main hall for the benefit of the members.

The gymkhana organizes inter-departmental, inter-collegiate and inter-university tournaments in sports, games and cultural events. 'VIBRATIONS' , a week long annual cultural festival, which attracts students from institutions all over the country and helps to bring out their inherent cultural talent, is celebrated at the gymkhana.

A dark room facility for the photographic club situated at the gymkhana caters to the needs of camera-loving members.

A snack parlour, which serves coffee, snacks and soft drinks to the members, is also situated in the gymkhana premises.

14.6.2 General Facilities

14.6.3 Other general facilities at the Institute include banks, Xerox centres (photocopying facility), travel agencies, bookstores, and a café and tea kiosk.

Acknowledgements:

Dr. Paneer Selvam

Joint Registrar, Academic

Primary Data:

K Chandra Naik

Academic Section

