ACADEMIC GUIDELINES 2022-2023

BS-MS Programme

2. 5 Year BS-MS Dual Degree Programme

2.1 Introduction: IISER Kolkata offers a Bachelor of Science and Master of Science (BS-MS) Dual Degree Programme wherein a unique training programme is offered to students through a balanced schedule of class room lessons, project and research work. While the Institute aims at comprehensively training the students in each of the major subjects, much attention is also directed to the development of an inter-disciplinary perspective.

2.2 Credit structure: The number of credits will be approximately the same as the number of contact hours per week. The 4-credit courses will include three hours of teaching and 1 hour of tutorial (or an equivalent length of time devoted to term paper, assignments, etc.). If any change in class routine is desired due to course clash of students, the concerned instructors should formally approach the Academic Office and not informally change the routine. The Academic Office will look into it and make changes, if possible. This is to avoid any unwarranted clash during examinations.

For a distribution of credits across semesters, the core and the elective courses to be taken, etc., please refer to the 'Courses of Study' document.

The total number of credits required for the award of the BS-MS degree will be 253 credits for DPS, DES, DCS, and DBS, and 229 for DMS with effect from the MS18 Batch.

In line with the modular course structure, the following are the set of minimum credits for major, pre-major, and non-pre-major departments.

	DBS	DCS	DPS	DES	DMS
Non-premajor	12	12	12	6	6
Premajor	27	27	27	21	21
Major	120	128	120	120	96

i.   A student must have one major department, two premajor departments and two non-premajor departments.
ii. A student may have backlogs in courses (at most two) and yet will be considered for a degree provided he/she satisfies the minimum credit requirements.
iii. If the student satisfies the minimum credit requirements and yet has a few backlogs, those failures may be revoked.
iv. The student must clear all core courses (particularly in the levels 1 and 2) for the consideration of the degree.

2.3. Levels

2.3.1 Level 1:

The first level of the 5 Year BS-MS Dual Degree Program will have 29 credits in each semester in the following courses:

i.   Courses in five disciplines of basic sciences viz., Biology, Chemistry, Earth Science, Mathematics, and Physics

ii. All students have to attend courses on 'Mathematical Methods', 'Communicative English', and 'Introduction to Philosophy'/'Sociology'. The first year students will be divided into two batches depending upon their level of exposure to English. In the 1st semester, Batch A will register for Communicative English while Batch B will learn Introduction to Philosophy/Sociology. In the second semester, Batch A will learn Introduction to Philosophy/Sociology while Batch B will learn Communicative English.

CNR Rao Foundation Prize: The prize is given to the best performing student of the first year. A certificate and cash prize is given twice in a year to the student scoring the highest SGPA in the semester.

2.3.2 Level 2:

i. At this level students have to choose three 'Pre-Major' disciplines.
ii. In the 2nd year 1st semester one has to earn 7 credits in each pre-major subject and a compulsory 'Mathematical Methods' course of 3 credits. Total credit in the 2nd year 1st semester will be 7x3+3=24.
iii. In the 2nd year 2nd semester, a student has to do 8 credits in each pre-major subject and a compulsory 'Computer Science' course of 3 credits, totalling 8x3+3=27 credits.

2.3.3 Level 3:

i. In the third level, students are required to choose a 'Major' discipline from the three pre-major disciplines chosen in the second level.
ii. Each Department will specify the maximum number of students they can accommodate in a particular academic year, by taking into account the laboratory facilities and the faculty strength. However, this number cannot be less than 25% of the total number of students enrolled in the second year of that particular batch.
iii. If a student is unable to qualify for any Major after the second year owing to multiple failures or does not qualify for the major of his/her choice, he/she will be detained in the second year. In that case conditions of detainment (refer to "Promotion Policy" vide Point 2.8) will be applied. He/she may seek permission to change the pre-major disciplines.
iv. In order to get Major in any discipline, a student must have cleared all courses offered by that department in the first and the second levels. However, a department may make an exception to admit a student who may have a failure in the same subject.
v. A student can change his/her Major within a week from the start of the 5th semester, provided he/she satisfies the requirements of that department.
vi. Students will have to take five core courses from the selected discipline (major). In addition, one course is to be chosen as elective (Departmental/Open) which must be a theory course. The elective course may be chosen from the same department or from another department that the student chose as pre-major in the 2nd level. A student cannot take a laboratory course as elective (excepting computer lab, which is equivalent to a theory course). Students should seek the advice of the departmental Under Graduate Academic Committee (UGAC) members in choosing the electives.
Departmental Elective can be any of the elective courses of the same level offered by the parent department. Open Elective can be any of the courses offered by the Major department

or another department, provided that the pre-requisite requirements are met and that there is no timetable clash.

vii. Students can choose one Humanities course as an optional elective during 3rd to 5th years. If it is not offered by the Institute then one can opt for similar courses from the NPTEL, with advice from and intimation to the departmental coordinator. The examination questions will be set in-house and evaluation will also be done accordingly.

2.3.4 Level 4:

In the fourth year, core and elective courses are offered. There will be departmental electives (which have to be chosen from among the electives offered by the major department), and open electives (which can be chosen from any department including the major department). Details of the core, departmental elective and open elective courses have to be obtained from the 'Courses of Study' document. Students can choose one Humanities course as an optional elective during 3rd to 5th years. If it is not offered by the Institute then one can opt for similar courses from the NPTEL, with advice from and intimation to the departmental coordinator. The examination questions will be set in-house and evaluation will also be done accordingly.

Students may also choose to do NPTEL online courses as electives in the 4th or 5th Levels of the BS-MS Programme. These courses have to be in areas where courses are not offered by IISER Kolkata. The same will be offered from Academic Session 2020-21.

However, the following points must be ensured
(a) The timing of the chosen NPTEL course(s) should be concurrent to IISER-K class and exam schedule, and
(b) A student wishing to take an NPTEL course should first submit a request to the concerned department. The UGAC will consider the details of the offered course and will approve / disapprove.

2.3.5 Level 5:

In the fifth year, a student has to do a dissertation (research project) along with some advanced courses. The project work will be evaluated on the basis of the project report and a seminar.
Students may also choose to do NPTEL online courses as Electives in the 5th level of the BS-MS Programme as detailed in 2.3.4.

2.3.6 Earning a Minor: In 3rd to 5th levels students may choose open elective courses from any department. One can earn a 'Minor' in a second discipline if (a) he/she had taken that discipline as pre-major in the 2nd level and (b) he/she earns an additional 12 credits in the 3rd-5th levels in subjects offered by that department. The earned 'Minor' will be mentioned in his/her Degree Certificate. Apart from DPS, DMS, DCS, DES, and DBS, one can also earn a Minor in Computational and Data Sciences (CDS), and Humanities and Social Sciences (HSS).
The introduction of a Minor in CDS will be effective from the MS18 Batch. To earn a minor in CDS, an additional 20 credits must be earned from electives offered by CDS or particular Senate-approved DMS courses (currently: "Machine Learning & Network Analysis") or NPTEL courses approved by CDS.

2.3.7 Earning a Major: A minimum of 120 credits in core and departmental elective courses of the $3^{rd} - 5^{th}$ levels will be required to earn a Major in a subject for DBS, DES and DPS. For DMS, a

minimum of 96 credits in core and departmental electives earned in 3rd-5th levels will be required. For DCS, a minimum of 128 credits in core and departmental electives earned in 3rd-5th levels will be required. This is effective from MS18 batch.

2.4. MS Project carried outside the Institute:

i. Normally the 5th year project should be done within IISER Kolkata. However, if the Institute does not have faculty in the area of interest of a student, he/she may be allowed to do the final year project outside the Institute provided the coursework is not hampered, and a co-supervisor from IISER-K is allotted. In case supervisor is not from IISER-K, the Co-Supervisor from IISER-K will be accountable for ensuring completion of academic requirements of a student as per IISER-K rules.

ii. In case a student wishes to do a part of the project work in another Institute in India or abroad, he/she should submit expression of interest in the field of proposed research, offer letter from the host Institute and/or MoU (in case of foreign universities) and financial statement, on the basis of which the concerned UGAC Convener and the Head of the Department will forward the request to the DoAA. In such a case, the concerned Department should have a Co-supervisor who will be accountable to ensure that the academic requirements of the student are fulfilled as per IISER-K rules.

iii. A student must give a presentation upon his/her return and submit a report to DoAA, duly forwarded by the concerned supervisor, the UGAC Convener and the HoD.

iv. If a student is required to do some coursework in a semester in addition to the project, that course can be done as an "Independent Study" course with special permission from the DoAA (provided there is no other "Independent Study" course to be taken that semester). The student will have to appear in the end-semester examination and will be evaluated on the basis of that examination alone.

2.5. Independent Study:

A student may choose a course for "Independent Study" which is not offered by the Institute as a taught course. One cannot do this course in the same area in which he/she is doing the final year project.

2.6 Attendance: Attendance in all classes (lectures, tutorials, laboratories) is compulsory.

i. For 1st and 2nd years, a rule of 60% biometric attendance will be implemented, with effect from Spring Semester 2023 (January 2023).

ii. For 3rd year and above, Instructors must inform the Academic Office at the beginning of the semester about their plan and weightage distribution of attendance, exam, assignments, etc., and whether the attendance component will have any bearing on examination eligibility.

iii. At any point of time, if a student's attendance goes below 60%, the concerned instructor should report it to the Academic Office and the DoSA who will ensure that the student is appropriately counselled at the Mind Care and Wellness Centre (MCWC).

iv. Attendance record may be obtained from the biometric attendance system. The concerned course instructor may also maintain an attendance record by calling the rolls. Teachers should notify the Academic Office if any student fails to appear in classes for a span of one week.

2.7. Examination:

The following sections detail the usual practise of planning, conducting and evaluating examinations.

2.7.1 Mid-semester examination duration will be 90 minutes for 1st to 3rd years. For advanced-level courses offered in the 4th and the 5th years, the instructor may choose a different mode of evaluation which will be intimated to the Academic Office as well as to the students within a fortnight from the beginning of a Semester. If the instructor does not choose a different mode of evaluation, the mid-semester examination will be conducted along with other batches.

End-semester examination duration will be 2 hours 30 minutes. Both Mid-semester and End-semester examinations will be centrally conducted by the Academic Office.

In addition, teachers may conduct class tests, quizzes, and may give assignments for evaluation of the internal assessment component.

i. The Instructor(s) of a course will be the paper-setter(s) and examiner(s) for the course. In case of multiple Instructors for a course, the HoD (or HoDs for courses offered by multiple departments) will designate a principal examiner and will communicate the information to the Academic Office. The principal examiner will have the responsibility of getting the question paper set in consultation with other instructor(s) of the course, communicating with them at all stages and finally submitting the grade.

ii. The Academic Office will be responsible for providing attendance sheet, blank answer-scripts, extra-sheets and other stationery. The principal instructor will be responsible for bringing the question paper in necessary number to the examination hall, and for collecting the answer-scripts after counting and recording at the Academic Office counter. An instructor can submit the question paper along with the required number of photocopies to the Academic Office in a sealed envelope.

iii. Two copies of the question paper will have to be signed by the instructor and deposited in the Academic Office counter. One of these will be kept for official record and the other will be made available in the Library. The faculty member should provide the Academic Office with a soft copy of his/her mid-semester and end-semester question paper for record.

iv. Adequate number of faculty invigilators will be provided in the examination halls. Non-teaching staff will also be deputed in the large examination halls to assist the invigilators in distributing answer-scripts, question papers, extra sheets, threads, etc., and in ensuring that more than one student appearing in examination of a subject cannot be outside the hall at any time. Carrying out the assigned invigilation duty is mandatory and substitution of faculty invigilators by PhD students is not permitted. An invigilator will have to sign the answer scripts before those are distributed to the students.

v. Evaluated answer-scripts of mid-semester exams will be shown to the students within 15 days after the examination. Evaluated answer-scripts of end-semester examination will be made available for viewing before the submission of grades.

vi. Class tests, assignments, tutorials, viva voce, laboratory assignments, projects, etc. are important components of continuous assessment process, and a student must fulfil all these requirements as prescribed by the Instructor.

vii. Laboratory examinations should be completed before the start of the end-semester theory examination. The dates will be mentioned in the Academic Calendar.

2.7.2 Supplementary and Make-up Examinations

i. The supplementary exam of a particular course will be held after one year during the regular end-semester examination of the same course when it is offered next time. In case of clashes with exam timetable, the exam will be arranged at mutually convenient times for the teachers and the students. The supplementary examination will take place even if the course is not offered in that semester; this will also be held with the regular end-semester examinations.

The summer courses will now be merged with the regular semester activities. Timetable permitting, students with backlogs can attend regular lectures.

For fifth-year students, the supplementary examinations will take place at the end of the Spring semester (within a period of 10 days from the end of the end-semester exam).
For RS students, repeat or supplementary examinations will take place in the next available summer.

Students who are unable to appear in the end-semester exams due to medical conditions may clear their backlog examinations during the next semester break at a mutually convenient time for the teacher and the student.

ii. Supplementary Examination will be conducted by the respective departments. Academic Office will hand over the attendance sheets, answer-scripts and other stationery items to the departments before commencement of the exam.

iii. The students should be graded on the basis of the marks obtained out of 100. The marks obtained in the mid-semester exam and internal assessment may or may not be considered while awarding the grade (it is the prerogative of the instructor). Students will be given a grade one step lower than the grade obtained in the supplementary exam. However, if one obtains a D grade, it will not be lowered to F. The downgrading procedure will be done by the Academic Office. Academic Office will consider the Grade Range of the allotted Grade and enter its mid-value in the Tathya System.

iv. Make-up examinations will be conducted, either separately or along with the supplementary examinations, for students who could not appear in the end-semester examination due to serious medical reasons (like hospitalization). Their grades will not be downgraded. A case will be considered as make-up only if a student goes to the Medical Unit and the Institute's doctor strongly recommends n number of days' rest during the examination period. In case of hospitalization or an ailment that requires a student to stay off-campus, the medical certificate from external doctors, endorsed by the Institute doctor, may be considered. For psychological cases, endorsement from the Institute's MCWC should also be considered.

v. **Lab course supplementary exam**: Supplementary examinations for laboratory courses will be conducted during the summer vacation, where the experiments will have to be done by the student as a summer course. If the concerned faculty member is absent, the Head of the Department will nominate some other faculty member to conduct the examination. A student failing in a laboratory course will be detained for a year. Monetary compensation will be provided to the instructors for taking the extra lab classes during summer.

2.7.3 Completion of semester evaluation:

i. Grades for end-semester examination must be submitted within 10 days from the date of the respective examination.

ii. After the grades are submitted, if any error in marking/grading is detected, the Instructor may request a grade change in writing to the Chairman, Senate. A specific form for change of grade is to be used for this purpose, which can be downloaded from the intranet http://intranet.iiserkol.ac.in/wiki/AdminOffice:DoAA_forms#Grades. Once the instructor gets approval of the Chairman, Senate, in the grade-change form, the same should be submitted to the Academic Office upon which the grade change will come into effect. Request for change of grade may be made positively within two weeks of the start of the next semester. No information about the recommendation of the change of grade should be given to the concerned student(s).

2.8. Grading System:

2.8.1 As a measure of students' performance, a 10-point grading system using the letter grades and corresponding grade points is adopted.

i. By default the following range of marks are related to the grades: A+: 90-100, A: 80-89, B+: 70-79, B: 60-69, C: 50-59, D: 40-49, F: <40. The instructor may change these ranges in the WeLearn system to obtain an even distribution of grades. It is expected that in a large class where more than 30 students are there, the marks distribution should be more or less bell-shaped with not more than 10-20% students getting A+ and the mode of the distribution lying in B+. It is to be noted that this is a rule-of-thumb, and in some cases where the instructor thinks some deviation from the above is logical, s/he may go for that.

ii. In case a student does not appear in the end-semester examination due to medical reasons, 'Incomplete' (I) grade will be indicated on the grade card, to be replaced by proper grades after the make-up examination. In case a student is debarred from appearing in the end-semester examination due to poor attendance, failure ('F' grade) will appear in the transcript.

iii. The grades obtained are related to the following 'Grade Points':

Grades	GP
A+	10
A	9
B+	8
B	7
C	6
D	5
F	0

A Semester Grade Point Average (SGPA) will be computed for each semester by the formula

$$SGPA = \sum_i C_i G_i / \sum C_i$$

where C_i is the credit for the 'i'th course and G_i is the grade point for the same course. The sum runs over all the courses the student is required to take for the semester. The SGPA will be rounded off to the second decimal place. The SGPA reflects the student's performance for the semester.

At the end of the 'S'th semester, a Cumulative Grade Point Average (CGPA) will be computed for every student as,

where m is the total number of $$CGPA = \sum_{i=1}^{m} C_i G_i \bigg/ \sum_{i=1}^{m} C_i$$ stered from the first semester onward up to and including the semester S, C_i allotted to a particular course and G_i is the grade-point corresponding to the letter grade awarded to the student for the course. The CGPA will be rounded off to the second place of decimal. The CGPA would indicate the cumulative performance of the student from the first semester up to the end of the semester which it refers to.

iv. When a student gets the grade 'I' for any subject(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated ignoring these subjects. After the 'I' grades have been converted to appropriate grades, the SGPA and the CGPA for that semester will finally be recalculated after taking into account these grades.

v. 'I' grade will only denote the medical cases. A student must intimate well in advance about his/her inability to attend an exam due to medical reasons. The Academic Office will accordingly earmark those students so that their grades are not lowered. For emergency cases, special approval from the competent authority will be taken if required.

vi. When a student gets the grade 'F' in any course during a semester, the 'F' grade will be appropriately replaced by the new grade obtained through a supplementary examination. In case of failure in supplementary examination, the SGPA and the CGPA will be calculated taking 'zero point' for each such 'F' grade. If the 'F' grades are substituted by other grades obtained in the supplementary examination, the SGPAs and the CGPA will be recalculated on the basis of acquired grades.

2.8.2 Grading policy for detained students: Students who have been detained have to repeat all theory courses. They will not be allowed to repeat the laboratory courses which they have already passed. If a student passes after repeating a course, the best grade obtained from different attempts will be reflected in the transcript; but in case of failure, the transcript will reflect F grade.

2.9 Policy of Promotion of Students:

i. For promotion to the next levels, the total number of uncleared courses must be less than or equal to three.
ii. If a student fails in a laboratory course, he/she will have to clear it during the subsequent summer recess. If he/she fails again, he/she will not be promoted to the next level.
iii. If a student is detained in the 2nd level, he/she will have the option of changing the pre-major.
iv. In case a student gets poor grades in a year, he/she may voluntarily choose to repeat a year to improve the CGPA. In that case the above rules for year repeat will apply and he/she can do it only once in the whole duration of the programme.
v. In case of failure in an elective course after first supplementary exam, the student will have an option of choosing a different elective in the next semester (provided there is no time table clash).

vi. If a student gets promoted with some backlog course, and the syllabus is changed in between, he/she will appear for the examination in the old syllabus. The Instructor who had taught the course (in which he/she has failed) should be the examiner for the course. If the same Instructor is not available, the Head of the concerned Department will assign an alternate examiner. Students of a previous batch with carry-over backlog in a certain course may appear in the supplementary exam with students of the current batch, to be conducted by the instructor of the current batch.

vii. A student will have to earn the requisite number of credits in order to be eligible for the award of the final degree from the Institute.

2.10 Exit with BS degree

2.10.1 4-year BS Degree:

a) BS exit should only be based on the credit requirements.

b) Students who have successfully completed 180 credits out of 253 credits would be eligible for a BS degree with a major in their respective discipline.

c) If the students successfully complete a research project at level 4, then they will be eligible for a BS degree with research in their respective discipline. The number of credits in a BS project would be decided by the department.

d) The total required credits for a 4-year BS degree with research (Theory+ Lab+ Project), or, without research (Theory+ Lab) will be 180 out of 253 credits; for DMS it should be 162 out of 229. This may be announced as a 4-year BS Degree Programme.

e) The policy will not be applied automatically; a student will have to appeal for the same. The Academic Office will intimate such students who fall under this bracket so that they can make a formal appeal for a BS degree.

2.10.2 There will not be any 3-year BS Programme; any such exit cases will be dealt with on a case-to-case basis, subject to fulfilling the below mentioned conditions:

a) Academically deficient students who are unable to complete the requirements for BS-MS programme in 7 years will be allowed to exit with a BS degree if they have, i) spent a minimum of 5 years in the Institute, ii) completed at least 2/3 of total credits required for BS-MS dual degree, and iii) maintained a CGPA > 5 in those 2/3 of the total credits.

b) The above implies that a minimum of 153 credits (i.e., 2/3 of 229 credits which is the minimum required total credits for BS-MS degree) must be earned for a BS-only degree. This is for DMS students, others should get 169 credits.

c) The policy will be implemented from the Convocation of 2021.

d) The policy will not be applied automatically; a student will have to appeal for the same. The Academic Office will intimate such students who fall under this bracket so that they can make a formal appeal for a BS degree.

2.11 Academic Warning and Academic Probation

"Academic warning" is given to a student at the end of a semester if he/she earns an SGPA less than 5.0 for that semester. If the student gets an SGPA below 5.0 in the next semester also, he/she will be placed on "academic probation" for the following semester. If the student continues to earn SGPA less than 5.0 consecutively in the 3rd semester, his/her studentship will be terminated.

"Academic warning" is an indication that the student's performance has fallen below the Institute's requirement for "good academic standing". Students who receive an academic warning are

encouraged to develop a plan for academic improvement. For them, seeing the Counsellors at the MCWC is mandatory.

2.12 Termination of studentship:

2.12.1 The following situations will lead to termination of studentship.
   i.   The 7-year rule: a BS-MS student can take a maximum of 7 years to complete the programme.
   ii. SGPA 5 rule: If the student earns SGPA less than 5.0 in three consecutive semesters, his/her studentship will be terminated. However, the student will get a last chance in the subsequent summer supplementary to improve the SGPA.
   iii. Other exit options such as BS (169 credits) or 4-year BS (180 credits) [Refer to the point 'Exit with BS degree']

2.12.2 A student can appeal against a termination notice to the Chairperson, Senate.

2.13. Continuation of Fellowship:

   i.   The fellowship rules are governed by the respective funding sources like INSPIRE or KVPY. At the end of every semester, the Academic Office will communicate the students' results to the funding agencies, and the decision to continue / discontinue fellowships entirely lies with them. IISER Kolkata has no say in this matter.
   ii. Students are also intimated by the Academic Office on scholarships available during the Academic Year on the National Scholarship portal. Students can submit applications on the portal based on eligibility criteria. Students from respective states also avail scholarships as announced by the State Governments on their portal like Prime Minister's Special Scholarship Scheme for Students of J&K and Ladakh; Mukhyamantri Medhawi Vidyarthi Yojna Madhya Pradesh; Swami Vivekananda Merit Cum Means Scholarship Scheme, West Bengal; Jharkhand Fellowship -e-Kalyan, etc. The verification of fresh and renewal applications is done by the Academic Office.

2.14 Protocol for choice of supervisor for MS project and selection of best MS Project Report

2.14.1 Choice of supervisor for MS project
   i.   The UGAC convener of a particular department will contact all the 5th year BS-MS students asking for their preferred MS project supervisor. The students will send names of three faculty members according to preference
   ii. On receipt of all the preferences, the UGAC convener of the department and the HoD will consider the first preference of a particular student and HoD will contact the respective faculty member to take his/her opinion. If the faculty member agrees to take him/her, then the student will be assigned to that faculty. If the faculty member does not want to take the student, then the student's second preference is explored and so on.
   iii. Each faculty member must take at least one 5th year project student in his/her group. Depending on the number of students in a department, HoD will decide the maximum number of students a faculty member can take in a particular year. However, this number should not exceed 4.

2.14.2 Choosing the best MS Project Report:
  i.   There will be an award for the best project and another for the second best project from each department.
  ii. Each department will make a few committees comprising faculty members with different expertise, headed by a Convener. The total number of BS-MS students will be equally divided in groups to present their work in front of those committees one at a time. Each committee will suggest three names that will compete for the best project award.
  iii. An apex committee comprising the Convenors of each committee, the members of the departmental UGAC and external experts, if required, chosen by the UGAC will finally select two students. A department may think of only best project award and no second best. Not more than two names should come from one department.

2.15 Final year MS Project Report:

The submission of Masters' project report by the final year BS-MS students will be fully online. Once a student submits the project report file, the same will be endorsed by his/her supervisor in the same portal after getting a satisfactory plagiarism check from the Library. The final files of all outgoing students will be shared with the Library.

The Library will assign a unique *url* to the project report, which would be made available online based on mutual consent of both student and advisor. A consent from the student and the supervisor(s) will be taken that the Institute will have the right to keep a copy of the project report.

2.15.1 Format:
MS Project Report should be submitted in pdf format (not doc or docx). The certificate page should contain the signature of the supervisor, which can be scanned and inserted in the pdf file.
  i.   Font type and Size: Times New Roman, 12 point.
  ii.   Line Spacing: 1.5
  iii. The front page should have the following information with centre alignment:
       (a) Title of the Report
       (b) Name of the Degree
       (c) Name of the Student
       (d) Roll No. of the Student
       (e) Name of the Supervisor
       (f) Name of the Co-Supervisor, if any
       (g) Name of the Department
       (h) Name of the Institute with its Logo
       (i) Month, Year
  iv.   Declaration of the student with his/her signature on academic integrity and copyright. (For template please refer to the PhD Guidelines)
  v.   Certificate of the Supervisor with his signature. (For template please refer to the PhD Guidelines)
  vi.   Acknowledgment (not more than two pages)
  vii. Dedication (optional)
  viii. Abstract
  ix.   Chapters, starting with 'Introduction" and ending with "Conclusion"
  x.   References

2.16: Certificates:

2.16.1 Equivalence certificate towards MSc degree for MS from different Departments: The following is approved for respective departments. For any specialized area apart from those given below, the Academic Office will sent a request to the Head of the concerned Department and the certificate shall be issued based on recommendation of the HoD.

    a) DBS: Case by case basis.
    b) DCS: MSc in Chemistry with a specialization in "…….", based on department's recommendation
    c) DES: MSc in Earth Sciences/ Geological Sciences/ Geology
    d) DMS: MSc in Mathematics
    e) DPS: MSc in Physics

2.16.2 Cumulative Grade Point Average to Percentage conversion certificate:

The following is the Senate-approved format of the certificate:

"This is to certify that Indian Institute of Science Education and Research Kolkata provides the Cumulative Grade Point Average (CGPA) out of a scale of 10. It may be treated notionally as percentage by multiplying the CGPA by 10, e.g. an 8.61 CGPA is equivalent to 86.1 %.

This certificate is being issued at the request of (Name of the student, Roll No: …..)."

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