

# **Academic Guidelines**

**2023-24**

**General points for all Programmes**



## 1. General

The Academic Office falls under the purview of the Dean of Academic Affairs (DoAA) and the Associate Dean of Academic Affairs (ADoAA). It takes care of all the *academic* matters of the Institute – from admission of students to the awarding of degrees.

The matters pertaining to the undergraduate section and the postgraduate section fall broadly under the ambit of the ADoAA and the DoAA respectively. Both the sections work in close collaboration on several areas like examinations, classes and degree awarding.

The DoAA is also the authorized signatory for transcripts and other relevant certificates. The Chairperson, Board of Governors (BoG), the Chairman, Senate and the Registrar are the signatories for degree certificates.

The following Departments and Centers are currently offering courses at IISER Kolkata:

Department of Biological Sciences  
 Department of Chemical Sciences  
 Department of Computational and Data Sciences  
 Department of Earth Sciences  
 Department of Humanities and Social Sciences  
 Department of Mathematics and Statistics  
 Department of Physical Sciences  
 Center of Excellence in Space Sciences, India

### 1.1 Responsibilities:

The Academic Office decides on all academic issues both for Undergraduate and Postgraduate students and implements the decisions taken by the Senate. The Academic Office is further responsible for –

- i. Receiving, processing and maintaining all records related to the Academic Programme – curricula, Academic Calendar, registration of students, scholarship source, leave of students, examinations, grades and conferring degrees and awards at the annual Convocation of the Institute.
- ii. Disseminating information pertaining to all academic matters
- iii. Issuing necessary memoranda and orders related to academic matters
- iv. Acting as a platform of communication among students, instructors and the Departments
- v. Preparing timetable for regular classes and examinations.
- vi. Administrative work related to up-gradation of research scholars – from JRF to SRF
- vii. IPhD and PhD admissions
- viii. Issuing ‘Academic No Objection Certificate’ and ‘Migration Certificate’.

## 1.2 Academic Programmes:

Presently the Institute has five academic programmes (i) 5 Year BS-MS Dual Degree Programme, (ii) Master of Science Programme (iii) Integrated PhD Programme, (iv) MS By Research Programme and (v) PhD Programme.

Currently, a) the Master of Science Programme is being offered by the Departments of Chemical Sciences and, Mathematics and Statistics, and, b) the Integrated PhD Programme is being offered by the Departments of Biological Sciences, Earth Sciences and Physical Sciences.

## 1.3 Admission:

- i. For the BS-MS Programme, students are admitted in end-July or early August every year. The admission process is governed centrally by a Joint Admission Committee (JAC) which is formed by all the seven IISERs and is chaired by one IISER by rotation. Details of the admission process, criteria, etc., can be found in the IISER admissions website ([www.iiseradmission.in/](http://www.iiseradmission.in/)).
- ii. For the Master of Science Programme, students are admitted in July every year through an interview process or a written examination as announced by the respective departments in the Institute website.
- iii. For the MS by Research Programme, students are admitted in July every year through an interview process and any other criterion as announced in the Institute website.
- iv. For the Integrated PhD Programme, students are admitted in July every year through an interview and an optional written test conducted by the respective Departments.
- v. For the PhD Programme, students are admitted twice a year, during July and December. Advertisements for the same are duly announced in the Institute website, by the respective Departments.
- vi. All students admitted (provisionally or otherwise) to any academic programme must submit self-attested copies of their mark-sheets, (provisional) certificates and/or other supporting documents of the qualifying examination and category certificates (if applicable) within 30 days from the date of admission. The Institute may cancel the admission of any student who fails to submit the required documents by the specified date. The Institute may also cancel the admission at any later stage if it is found that the student had supplied false information or suppressed relevant information while seeking admission. Further, the Institute has the right to cancel the admission of any student and ask him/her to leave the Institute at any stage of his/her career on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.
- vii. For Scheduled Caste/ Scheduled Tribe/ Other Backward Class/ Persons with Disability/ Economically Weaker Section/ Kashmiri Migrant candidates, the reservation policy is as per the Government of India rules.

**International students** are admitted through the “Study in India” Programme launched by the Ministry of Education (MoE), Government of India.

- a) Selection in the BS-MS Programme will be based on:
  - (10th in Science with 60%) *and* (10+2 in Science with 60%)
  - Has to clear IND-SAT *or* Indian Institute of Technology-Joint Entrance Examination (IIT-JEE) Advanced rank within 10000 in the Common Rank List (Additional cut-off criteria are applicable).
  - Selection will be done on the basis of a web interview
- b) Selection in the PhD Programme will be based on the applicants’ academic record up to Master’s level, and a web interview.
- c) Selection in the IPhD Programme will be based on the applicants’ academic record up to Bachelor’s level with a minimum of 60% marks from their respective Universities/Institutes, and a web interview.
- d) Selection of students in the Master of Science Programme and the MS by Research Programme will be on the basis of the criteria as announced in the Institute website.

#### **1.4 Registration:**

**1.4.1** Registration of students for all semesters is centrally organized by the Academic Office.

- i. Every student is required to initiate the registration process through the pre-registration online portal after paying the requisite fees through online transaction, before a semester begins. Dates for this process are announced in the Academic Calendar.
- ii. Every student is required to be present and to complete the registration before the commencement of each semester on the day fixed for the same and notified in the Academic Calendar. The semester enrollment of a student (having coursework) in WeLearn will be automatically completed, provided
  - a) the student has paid the registration fee,
  - b) the student has given biometric attendance on the specific day notified in the Academic Calendar.
- iii. Under exceptional circumstances a student may take prior permission for late registration from the DoSA, and from the DoAA (for Levels 1 and 2) or from the concerned Department (for Levels 3, 4, 5, IPhD and PhD). This late registration will have to be within one week of the announced date of registration. Late registration is allowed only in special cases with late fine as per norms (presently Rs. 1000/-, may vary from time to time). Requests for registration beyond the stipulated time will not be entertained. Allowance of any candidate not appearing for registration within the stipulated time will be done only through the recommendation of the Senate.
- iv. Only those students will be permitted to register who have cleared all Institute and Hostel dues of the previous semester(s), have paid all required prescribed fees for the current

semester, and have not been debarred from registering for a specified period on disciplinary or any other ground.

- v. If a student remains in the Institute and utilizes the facilities, then he/she will have to pay the tuition fees.

**1.4.2 Cancellation of Registration:** Registration of a student from all the courses will be cancelled automatically, if he/she remains absent for a period of four weeks at a stretch during a semester without intimation to the DoAA. Information regarding the same has to be sent to the Academic Office by the concerned instructor. However, a student can appeal to the Chairman, Senate, for reconsideration.

**1.4.3 Withdrawal from the Institute:** In case a new registrant decides to withdraw from the Institute, a refund of fees will be calculated as per rules. The office of Dean of Students' Affairs should be contacted for the same.

**1.5 Academic Session:** The academic session is divided into two semesters: an Autumn Semester (August-December) and a Spring Semester (January-May).

**1.6 Academic Calendar:** The approved schedule of academic activities for a session, inclusive of dates for registration, mid-semester and end-semester examinations, result declaration, inter-semester breaks, Convocation and other important timelines shall be laid down in the Academic Calendar for each session. The Academic Calendar is prepared by the Academic Office which is formally announced after approval by the Senate.

**1.7 Timetable:** Timetable for a given semester will be finalized before the end-semester examination of the previous semester, on the basis of course choices given by the students till that time.

**1.8 Credit structure:** The number of credits will be approximately the same as the number of contact hours per week. For example, 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, available in the Institute website.

**1.9 Tutorial classes:** Problem solving is an important component of most courses and tutorial classes provide scope for adequate practice. Thus, the tutorial classes associated with a course are meant for problem solving, where the course instructor, the faculty tutors and teaching assistants help the students. The person-to-person interaction in smaller groups greatly benefits the students in clearing doubts and difficulties. Presence of all students in tutorials is mandatory.

**1.10 Courses and evaluation:** The syllabus, the text books and the reference books to be followed for each course are mentioned in the webpage related to that course. The division of marks normally is

Mid-semester examination: 20

End-semester examination: 50

Internal assessment: 30

If 3 students or less enroll in an elective course, the concerned instructor can decide whether the course should run or not. In case it is not run, the Department should inform the Academic Office so that the course can be removed from the teaching plan. However, a core course will be offered even if only 1 student is enrolled.

### **1.11 Examination:**

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

**1.11.1** Both Mid-semester and End-semester examinations will be centrally conducted by the Academic Office. The Mid-semester examination duration will be 1 hour 30 minutes, and the End-semester examination duration will be 2 hours 30 minutes. For advanced-level courses offered in Levels 4 and 5, the instructor may choose a different mode of evaluation from what is mentioned under ‘Courses and evaluation’. In that case, the instructor must intimate the same, along with the division of marks in various components of internal assessment, to the students and the Academic Office within a fortnight of the beginning of a Semester. If the instructor does not choose a different mode of evaluation, the examination will be conducted along with other batches.

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. If the help of the Academic Office is needed for printing of question papers, the concerned instructor should bring a hard/soft copy of the question paper in person, to the Academic Office, at least one week before the examination of his/her course.
- 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. If an instructor/invigilator is unable to do any examination duty assigned to her/him, s/he should give the name of a substitute instructor/invigilator to the Academic Office at least two days in advance.
- vi. 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.

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

### 1.11.2 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.

- ii. Supplementary exams for all final year students (BS-MS, MP, IPhD) will take place at the end of the Spring semester (within a period of 10 days from the end of the end-semester exam). Supplementary exams for 1<sup>st</sup> year IP and MP students will be held in the summer. For RS students, repeat or supplementary examinations will take place in the next available summer.
- iii. 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. The concerned department will coordinate with the current and the original instructors of a backlog course and will accordingly conduct the supplementary exam. The grades will be uploaded in WeLearn by the original instructor.
- iv. 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.
- v. **Make-up examinations:** Students who are unable to appear in the end-semester exams due to serious medical reasons (like hospitalization) may clear their backlog examinations during the break before the next semester at a mutually convenient time for the teacher and the student. Make-up examinations will be conducted, either separately or along with the supplementary examinations, for those students. 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.
- vi. **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.

### 1.11.3 Completion of semester evaluation:

- i. Grades for end-semester examination must be submitted within 10 days from the date of the respective examination. Signed grade-sheet sent over email will be accepted as authentic document.
- 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](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).

### 1.12. Grading System:

**1.12.1** 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

$$SGPA = \frac{\sum C_i G_i}{\sum C_i}$$



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 courses registered from the first semester onward up to and including the semester  $S$ ,  $C_i$  is the credit 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.

$$CGPA = \frac{\sum_{i=1}^m C_i G_i}{\sum_{i=1}^m C_i}$$

- 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.

**1.12.2 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. For year-repeating students in Level 5, the MS project need not be repeated if already passed in the previous year.

### 1.13 Policy of Promotion:

There will be a uniform promotion policy of "maximum three failures" for all programmes. The promotion policy for all programs will be dependent only on the number of failures at the end of an Academic Session; it will not have to be mandatorily decided by the supplementary exam results.

- i. For promotion to the next levels, the total number of uncleared courses must be less than or equal to three. The promotion policy for all programs will be dependent only on the number of failures at the end of an Academic Session; it will not have to be mandatorily decided by the supplementary exam results.

- 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 2<sup>nd</sup> 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).  
Fourth year students may be allowed to change electives with failures provided the Department (to which the student belongs) recommends the change. The new course must be chosen such that it does not have any timetable clash with the student's other courses.
- 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.

#### 1.14 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 3<sup>rd</sup> 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.

**1.15 Termination of studentship:** 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 (157 credits) or 4-year BS (189 credits) [Refer to the point ‘Exit with BS degree’]

**1.16 Teaching Assistant (TA):** The TAs are chosen from a pool of PhD students and eligible 5<sup>th</sup> year BS-MS students. The TAs should attend the relevant theory classes which will help them in conducting the tutorials effectively. The number of TAs in laboratory courses will be 1 for upto 15 students, and that in theory courses will be 1 per 20 students. In case of shortage of TAs, this number may be decided by the concerned HoD.

TAship can be broken into blocks, and for a single lab/theory course different TAs may serve different parts of the course. In such courses the TAship may be calculated on hourly basis.

The departments will suggest the basis of TAship amount to be paid.

- i. If an MS student wishes to do more than one TAship or a PhD student wishes to do more than two TAships, approval of the concerned supervisor must be sought. Beyond two TAships, the quantum of remuneration will be as per norm (presently Rs. 10,000/- per semester but may vary from time to time).
- ii. Under exceptional cases, with DoAA's approval, 4<sup>th</sup> year MS students may also be allowed to take part as TAs.
- iii. Technical Assistants will be allowed to do Teaching Assistantships in Laboratory classes. Departments may assign TAship to Post-doctoral fellows as well; however, they will not be entitled for any remuneration towards TAship. TAship for Project Assistants will be allowed only on a case-to-case basis subject to endorsement from the concerned Head of the Department and the Dean of Research and Development.
- iv. PhD students have to perform at least two TAships within the course of their tenure as obligatory duty, for which no TAship money will be paid. A supervisor may however advise a student not to take TAship in a particular semester depending on the research plan. The Teaching Assistants may be allowed to check answer-scripts where mechanical evaluation is involved. However, the entire evaluation procedure should be monitored by the concerned instructor(s).

### **1.17 Leave:**

#### **1.17.1**

- i. PhD students should submit a leave application to the DoAA/ADoAA through a form available on the intranet ([http://intranet.iiserkol.ac.in/wiki/AdminOffice:PhD\\_forms](http://intranet.iiserkol.ac.in/wiki/AdminOffice:PhD_forms)). The leave must be recommended by the concerned supervisor.
- ii. There is no permitted leave for the BS-MS and Masters' students, except Medical Leave.

Prior approval from the DOAA/ADoAA will be required for any extension of the leave period.

#### **1.17.2 Medical leave:**

- i. If a student falls sick during a semester, he/she must see the Institute doctor and get the recommendation of the doctor recorded in the medical book. Official leave is granted on that basis.
- ii. In case of mental illness, the rule is the same as above. One has to see the Counsellor in the MCWC and get the recommendation of the Counsellor recorded. Leave is granted on that basis.
- iii. In case a student falls physically or mentally sick during a vacation, he/she may be treated by an outside doctor. But the student has to see the Institute doctor as soon as he/she returns to the campus, and has to get ailment and course of treatment recorded in the medical book. Subsequent course of action will depend on the recommendation of the Institute doctor.
- iv. It is to be noted that leave is not granted on the basis of the prescription of a doctor who is not associated with the Institute.
- v. The office of the DoAA/ADoAA will keep the record of medical leave for each student.

**1.18 Academic Feedback:** The Institute strives to improve knowledge delivery continuously, and periodically reviews and updates the curriculum. Students' feedback on the courses and the instructors is invaluable in that process. It is mandatory for students to submit academic feedback. In case students do not give feedback, Grade card cannot be seen for 6 months from the date of result publication. Also, the student will not to be given any transcript during that period. For attendance defaulters, teaching feedback will be considered without the numerical score.

**1.19 Counselling for students performing below expectations:**

MCWC, under the supervision of the DoSA, will look after the needs of the students who are not performing up to expectations. After the mid-semester examination, each faculty member should provide the names of the students who have not performed well in the examination and/or students who have a poor record of attendance. The Academic Office will intimate the names of such students to the DoSA for initiation of appropriate counselling. The MCWC should inform the guardian about the shortcomings of the student. When a student remains absent from classes for a longer period (more than a week), the Instructor-in-charge should send the name(s) of the student(s) to the Academic Office which may forward these names to the MCWC for further action. The MCWC should involve the parents and/or guardians in the counselling session. For serious cases, students may be granted medical leave after taking doctor's advice.

The Institute has a mentoring mechanism to identify students with academic or other issues, wherein a group of students are assigned a faculty mentor. The faculty members would meet them on a regular basis and should report all cases where the students are encountering academic and/or non-academic difficulties to the Academic Office. Their cases may be taken up at MCWC or by a suitable counselor. Mentoring at Levels 1 and 2 are handled by the Academic Office while that from Level 3 onwards are handled by the respective Departments.

**1.20 UGAC and PGAC:**

The Undergraduate Academic Committee (UGAC) and the Postgraduate Academic Committee (PGAC) will be responsible for implementing the academic programmes in the undergraduate and the postgraduate levels respectively. The DoAA/ADoAA will be the ex-officio Chairperson of the UGAC and the PGAC. The DoAA and the ADoAA will choose the Convenors of the two sub-committees, who will directly assist in running the Academic Office. Their tenure will be for 3 years.

Each department will have a UGAC and a PGAC comprising 4-5 members, headed by a 'Convenor'. The Convenors of the departmental UGACs and PGACs will be the members of the Institute-level UGAC and PGAC.

**1.20.1 Functions of the Departmental UGAC:**

- i. To review the curricula periodically and to suggest revisions
- ii. To propose introduction of new courses for approval by the Senate
- iii. To advise students in choosing the elective courses wisely
- iv. To monitor the performance of students, to identify students who need help, and to liaise with MCWC to ensure proper counselling
- v. To assign project supervisors to the 5<sup>th</sup> year students and to conduct the evaluation process
- vi. To assign Teaching Assistants to courses
- vii. To advise on the major choice of students

- viii. To decide the departmental components of the Teaching Plan of each semester.
- ix. To conduct the IPhD admission process
- x. To conduct orientation for new students

#### **1.20.2 Functions of the Institute-level UGAC:**

- i. To propose all policy matters related to undergraduate education and to place for approval of the Senate.
- ii. To monitor the implementation of the policies decided by the Senate.

#### **1.20.3 Functions of the Departmental PGAC:**

- i. To formulate the content of advertisements for admission
- ii. To form interview boards
- iii. To forward progress reports of students to the Academic Office
- iv. To schedule and conduct comprehensive examination,
- v. To be involved in the process pertaining to PhD/MS by Research thesis, from initiation to completion
- vi. To decide on the number of PhD students that can be taken by a department
- vii. To conduct orientation for new students

#### **1.20.4 Functions of the Institute-level PGAC:**

- i. To propose all policy matters related to postgraduate education and to place for approval of the Senate.
- ii. To monitor the implementation of the policies decided by the Senate.

**1.21 Storage of old answer-scripts:** As per *Record Retention Schedule In Respect Of Records Common to All Ministries/ Departments* (2012), Government of India, vide Sl. No. 6 of “Records Other Than Files” (Page 19), the retention period for “Answer books of departmental examinations/tests” is “C-1 from the date of declaration of results”, where C-1 denotes “Category C files to be kept for 1 year”. Accordingly all answer-scripts will be maintained for one year and then will be destroyed. No request for viewing the answer-script will be entertained after this period.

**1.22 National Academic Depository:** The National Academic Depository (NAD) is an initiative of MoE, Government of India wherein academic institutions can securely lodge details of all academic certificates issued to students. IISER Kolkata has signed a Memorandum of Understanding (MoU) with NSDL, Mumbai – one of the designated platforms to address various issues such as storage, authenticity and verifiability associated with the use of academic awards. As part of this MoU, IISER Kolkata is able to securely lodge details of all academic certificates issued to students.

- i. Students need to register with National Academic Depository (NAD) through the link “<https://www.nad.ndml.in/NAD/newStudentRegistrationScreen.html>”. This is mandatory to get their final degrees. A screenshot of the step-by-step process for NAD registration is available on the intranet. The link is “[http://intranet.iiserkol.ac.in/wiki/AdminOffice:DoAA\\_rules\\_regulation](http://intranet.iiserkol.ac.in/wiki/AdminOffice:DoAA_rules_regulation)”.
- ii. Students can register with Aadhar Number (preferable). In this case it has to be ensured that their phone number and e-mail are updated in their Aadhar cards for receiving communications from NAD.

- iii. In case a student does not have Aadhar, he/she has to register to get a NAD ID which would require online confirmation from the Institute; hence the student must intimate the Academic Office if he/she exercises this option. The form for the same is available on the intranet. The link is "[http://intranet.iiserkol.ac.in/wiki/AdminOffice:DoAA\\_rules\\_regulation](http://intranet.iiserkol.ac.in/wiki/AdminOffice:DoAA_rules_regulation)".

### 1.22.1 Uploading Academic Certificates:

IISER Kolkata will now upload the documents both in NSDL and Digilocker.

**1.22.2 Academic Bank of Credits (ABC):** ABC will digitally store the academic credits earned by students from Higher Educational Institutions (HEIs) registered with ABC, for awarding Degree, Diploma, Certificates taking into account credits earned by students. ABC will ensure the opening, closure, and validation of Academic Bank of Accounts, credit verification, credit accumulation, and credit transfer or redemption for students. IISER Kolkata has already opened an Academic Bank Account, and all records are kept in ABC.

### 1.23 No Dues

- i. In order to initiate the process of No Dues, a student will have to submit an application to the Academic Office for release.
- ii. A student will have to get 'No Dues' only from the parent department, the Library, and the Academic Office. Information on 'No Dues' from the other departments will be obtained over email by the Academic Office from the concerned Department offices. The Head of a Department may sign on behalf of a supervisor if the latter is not available. No dues from Medical Unit should also be taken.
- iii. Graduating students should ensure that there is nothing outstanding against him/her well in advance before the submission of thesis. This is mandatory for issuance of degree certificate/release order.

**1.24 Research Ethics:** A guideline on research ethics has to be read and signed by all PhD students as well by those students who have a final-year project. The document is available on Intranet under DoAA Guidelines ([http://intranet.iiserkol.ac.in/wiki/AdminOffice:DoAA\\_rules\\_regulation](http://intranet.iiserkol.ac.in/wiki/AdminOffice:DoAA_rules_regulation)) and should be submitted to the concerned department office after being signed by the students. At least one question from the document will be asked by the RPC during the comprehensive examination of PhD students.

**1.25 Safety Guidelines:** A guideline on safety rules has to be read and signed by all PhD, IPhD and final-year BS-MS students. Every laboratory as well as departments should have their own "Safety-Guidelines". All PhD, IPhD and final-year BS-MS students should sign the same and submit to their concerned laboratory as well as department.

**1.26 One-credit courses in specialized areas:** 1-credit courses will be offered which will have 12 lectures (+tutorials) and one exam. These will be advanced-level courses offered by the faculty members of the Institute as well as by the Adjunct and the Honorary faculty members who will be invited for a couple of weeks to offer such courses. The courses will mainly be meant for 5<sup>th</sup> year BS-MS students, IPhD students (3<sup>rd</sup> year onward), and PhD students. Non-disciplinary subjects like science journalism, web-design, art appreciation, etc., may also be offered using specialists in these

areas visiting us for short periods or on weekends. These courses, along with the grades obtained, will be reflected in the transcript as ‘additional courses’ and will not contribute to one’s CGPA.

**1.27 Audit courses:** Students will be allowed to take Audit Course/s if (a) Timetable permits, and (b) the pre-requisites are met. One has to attend classes, submit assignments regularly, and appear in examinations. The course/s will be graded similar to the Credit Courses. Audit and/or additional courses with credits will reflect in the transcript. However, these grades will not be considered for SGPA/CGPA calculation. A student would be allowed to audit a maximum of two courses per semester.

(i) The grade cards must show the status of the audit courses,

(ii) All students must provide their requests for dropping audit courses within three weeks from the start of a semester. Such students would be removed from their audit courses.

**1.28: IISER-K Summer Student Research Programme:** The objective of the Programme is to provide B.Sc., M.Sc., B.S., M.S., B.Tech., and B.E. students of Institutions or Universities across the world an opportunity of exposure to a research environment by associating them with one of the Research Groups of IISER during the summer vacation. Each faculty member can take a maximum of 2 (two) students under this Programme. The website link of the Programme is <https://www.iiserkol.ac.in/~summer.research/>

**1.29 AI-based software:** ChatGPT and similar AI-based software should not be used by the students for writing any assignment/exam etc. and using those will be considered as a punishable offence. This is in accordance with a mandate by the Ministry of Education.

### 1.30: Certificates:

**1.30.1 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 send 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

### 1.30.2 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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