

Academic Guidelines

Indian Institute of Science Education and Research Kolkata

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This handbook outlines academic regulations, services, and policies.

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1 General

These Academic Guidelines outline the policies and procedures governing all academic programmes at IISER Kolkata. The Senate of IISER Kolkata, one of the statutory bodies of the Institute, oversees the academic and related matters and forms policies. This document is based on the Senate-approved resolutions and serves as a comprehensive resource for students, faculty, and staff, detailing the Institute's rules and regulations. The Academic Office is responsible for implementation of all academic policies ensuring the smooth operation of academic processes.

The document is organized in the following way. The current chapter (first) describes rules and processes common to all academic programmes. Subsequent chapters describe programme-specific details.

1.1 Responsibilities

The Academic Office takes up all academic issues, both for Undergraduate and Postgraduate students, and implements the decisions taken by the Senate. The Academic Office is further responsible for:

- **Administration:-** Administrative work related to all academic programmes.
- **Academic records:-** Receiving, processing, and maintaining all records related to the all Academic Programmes
- **Analysis:-** Disseminating information pertaining to all academic matters.
- **Certification:-** Issuing necessary memoranda and orders related to academic matters.
- **Academic committees:-** Acting as a platform of communication among students, instructors, and the Departments.
- **Liaison:-** Liasing as the nodal point of the institute on all academic matters with external agencies.
- **Timetable:-** Preparing a timetable for regular classes and examinations.
- **Admissions:-** Conducting admissions to all programmes unless otherwise specified in the chapters on specific programmes.
- **Convocation:-** Conducting the Convocation of the Institute.

1.2 Acronyms used in the document

ABC:	Academic Bank of Credits
ADoAA:	Associate Dean of Academic Affairs
APAAR:	Automated Permanent Academic Account Registry
BS:	Bachelor of Science
BS-MS:	Five-Year BS-MS Dual Degree Programme
BS-MS-CDS:	BS-MS Dual Degree Programme in Computational and Data Sciences
CBCC	Credit-Based Course Choice
CESSI:	Center of Excellence in Space Sciences in India
CGPA:	Cumulative Grade Point Average
DBS:	Department of Biological Sciences
DBS:	Department of Chemical Sciences
DES:	Department of Earth Sciences
DMS:	Department of Mathematics and Statistics
DoAA:	Dean of Academic Affairs
DoSA:	Dean of Students Affairs
DPS:	Department of Physical Sciences
GP:	Grade Points
GPA:	Grade Point Average
IPhD:	Integrated Doctor of Philosophy
MCWC:	Mind Care and Wellness Centre
MP:	Master of Science Programme
MR:	Master of Science by Research Programme
MS:	Master of Science
NEP:	National Education Policy 2020
PGAC:	Postgraduate Academic Committee
PhD:	Doctor of Philosophy
RPC:	Research Progress Committee
SGPA:	Semester Grade Point Average
UGAC:	Undergraduate Academic Committee

1.3 Academic Programmes

At present, the Institute has the following academic programmes. The operational shortcode the offered majors of these Programmes are listed in the parantheses. The sublist shows the majors offered under each academic programme.

1. Five-Year BS-MS Dual Degree Programme (BS-MS),
 - a) Biological Sciences,
 - b) Chemical Sciences,
 - c) Geological Sciences,
 - d) Mathematical Sciences,

- e) Physical Sciences.
- 2. BS-MS Dual Degree Programme in Computational and Data Sciences (BS-MS-CDS),
 - a) Computational and Data Sciences.
- 3. Master of Science Programme (MP),
 - a) Chemical Sciences,
 - b) Chemical Biology,
 - c) Mathematical Sciences,
 - d) Sustainability Science
- 4. MS By Research Programme (MR),
 - a) Biological Sciences,
 - b) Space Physics.
- 5. Integrated Doctor of Philosophy Programme (IPhD),
 - a) Biological Sciences,
 - b) Geological Sciences,
 - c) Physical Sciences.
- 6. Doctor of Philosophy Programme (PhD).

1.4 Admission

- **BS-MS and BS-MS-CDS Programmes:** Students are admitted in end-July or early August every year. The admission process is governed centrally by a Joint Admissions 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 (<https://www.iiseradmission.in>). The advertisement of the Programme is usually published at the end of February every year.
- **MP, MR, and IPhD Programmes:** Students are admitted in July every year through written examinations and interview processes as announced by the respective departments in the Institute website. The advertisements of the Programmes are usually published in the month of March every year.
- **PhD Programme:** Students are admitted twice a year, during July and December through written examinations and interview processes as announced by the respective departments in the Institute website. The advertisement of the Programme is usually published in the month of March and September every year.

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.

For Scheduled Castes/ Scheduled Tribes/ Other Backward Classes/ 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.

Selection

Please check the selection sections under relevant Academic Programme.

1.5 Registration

Registration Process

Registration of students for all semesters is centrally organized. The registration is a two-step process.

1. 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.
2. Every student is required to provide biometric attendance to complete the registration on the first day of the semester as notified in the Academic Calendar.

The semester enrollment of a student (having coursework) in Institute's online academic portal (WeLearn) is automatically completed, provided the student has completed the above steps.

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 (at present, Rs. 1000/-, which 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. Students who intend to join late should collect a No Objection Certificate (NOC). NOCs for all students other than BS-MS students of Levels 1 and 2, are issued by their concerned Department. The Departments must maintain a list of students who are given such NOC and must share the same with the Students Affairs and Academic Office. Students from that list who are going to enter the campus after the registration deadline will be exempted from paying the late registration fees.

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

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.

Withdrawal/Resignation 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 Student Affairs should be contacted for the same. The student must complete Clearance of Dues process.

1.6 Academic Session

The academic session has two semesters: an Autumn Semester (August-December) and a Spring Semester (January-May). Academic session starts on the first day of the class of the Autumn semester and ends on the day before the next Academic Session starts.

1.7 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 are 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.

1.8 Timetable

Timetable for a given semester is finalized before the beginning of the semester, on the basis of course choices given by the students.

1.9 Courses and evaluation

Every semester, all departments offer multiple courses. Each course must have a single parent department who remains responsible for the conduct of the course. Also, each course must be counted only once for the calculation of major or minor credit for a student. Courses are categorized into five levels, level 1 to level 5, in the order of increasing difficulty. Students – subject to the Credit-Based-Course-Choice (CBCC) rules, their programme requirements, prerequisites, timetable feasibility, and resource constraints – may choose courses from their own level and from lower levels. In general, students are not allowed to enroll in a course at a higher level than his/her current level unless specifically permitted by the concerned Department and the Academic Office. Students may have mandatory *Core* courses, or optional *elective* courses. Elective courses may have to be selected from the departmental bouquet of courses (*departmental electives*) or maybe chosen from any department (*open electives*). The *Courses of Study* document provides a list of available courses, the level-wise and credit-wise requirements of *core*, *departmental electives*, and *open electives*, and distribution of required credits across levels and credentials. Laboratory courses may also be chosen as *electives* on a case-by-case basis (subject to the availability of resources and the instructors' consent). A laboratory course, especially an advanced-level laboratory course, may be subject to additional credit, prerequisite, capacity, and safety requirements.

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 for theory courses is Mid-semester examination: 20, End-semester examination: 50, Internal assessment: 30. However, this division of marks is relaxed for courses in level 4 and 5.

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 a single student is enrolled.

1.10 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.

1.11 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 3 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.

1.12 Credit-Based-Course-Choice (CBCC)

Under Credit-Based-Course-Choice (CBCC), the regular structures of Pre-Major and Major shall continue, but progression and course eligibility shall primarily be based on earned credits rather than detention by year. A student progresses to the next level at the end of the Academic Session, subject to the maximum tenure rules of the programme. The courses for which the student is eligible in the next semester shall depend on the number and type of credits already earned, the requirements of the relevant programme, prerequisites, timetable feasibility, and resource availability.

For BS-MS and BS-MS-CDS students, the minimum earned subject-credit thresholds for key academic choices shall be as follows, unless modified by a subsequent Senate resolution:

1. Pre-Major choice: minimum 4 subject credits at Level 1 in the concerned subject.
2. Major choice: minimum 27 subject credits from Levels 1 and 2 in the concerned/eligible subjects.
3. BS project: minimum 70 earned subject credits (60 for DMS).
4. MS project: minimum 86 earned subject credits (73 for DMS).

Failed courses shall not be shown in the student-facing grade card. Such uncleared courses shall remain in the internal academic record for advising, eligibility checks, and degree audits. Uncleared courses shall normally be cleared through fresh enrolment when the course is next offered or through another approved course satisfying the same requirement. Passed courses may be dropped and taken later as a fresh enrolment if the student so chooses; for laboratory courses this shall be subject to availability of laboratory resources and the permission of the concerned Department.

Transcripts/grade records issued under CBCC shall indicate, in an appropriate format, the expected number of earned credits for the relevant stage/credential and the credits actually earned by the student. The detailed transcript format shall follow the Senate-approved format as notified by the Academic Office.

1.13 Examination

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

Examination Conduct

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.

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.

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. 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.

An 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. 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. 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.

Evaluated answer-scripts of mid-semester exams will be shown to the students **within**

15 days or before the Autumn or Spring break whichever is earlier. Evaluated answer-scripts of end-semester examination will be made available for viewing before the submission of grades. Class tests, assignments, tutorials, viva voce, laboratory assignments, projects, etc. are important components of the continuous assessment process, and a student must fulfill all these requirements as prescribed by the Instructor. Laboratory examinations should be completed before the start of the end-semester theory examination.

Supplementary and Make-up Examinations

Under CBCC, supplementary examinations shall not ordinarily be conducted. Uncleared courses shall be cleared through fresh enrolment when the course is next offered or through another Senate/Department-approved course satisfying the same requirement. Supplementary examinations shall continue only for final-year students and RS students, following the current practice: final-year supplementary examinations shall be held at the end of the Spring semester within the notified supplementary-examination window, and RS repeat/supplementary examinations shall take place in the next available summer.

Where a supplementary examination is permitted under the preceding paragraph, it shall be conducted by the respective Department and the grade shall be awarded according to the examination/evaluation scheme notified by the instructor/Department.

Make-up examinations: Students who were unable to appear in the in endsem exams due to serious medical reasons (like hospitalization) might clear their backlog examinations on a day mutually convenient between the instructor and the student.

Moreover, if a student misses any exams during the semester due to medical reasons, make-up examinations and/or alternative evaluation would be conducted for the student during the semester on a day mutually convenient between the instructor and the student. A case will be considered as make-up only if the student provides a fitness certificate from the Institute's medical unit issued by a Medical Officer or Lady Medical Officer, specifying the period of illness that overlaps with the examination dates.

Lab course supplementary exam: Supplementary examinations for laboratory courses will be conducted during the summer vacation. Monetary compensation will be provided to the instructors for taking the extra lab classes during summer.

Completion of semester evaluation

Grades for end-semester examination must be submitted within 10 days from the date of the respective examination. 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, using a specific form. Request for change of grade may be made positively within two weeks of the start of the next semester.

It is mandatory for all instructors to disclose the break-up of total marks to the students, before the submission of grades. All instructors must also show to the students graded midsem and endsem answer scripts. However, the grade boundaries need not be shown to the students.

1.14 Grading System

Grade Calculation

As a measure of student performance, a 10-point grading system is adopted. By default, the following range of marks are related to the grades:

- **A+:** 90-100 (10 GP)
- **A:** 80-89 (9 GP)
- **B+:** 70-79 (8 GP)
- **B:** 60-69 (7 GP)
- **C:** 50-59 (6 GP)
- **D:** 40-49 (5 GP)
- **F:** <40 (0 GP)

The instructor may change these ranges in the WeLearn system to obtain an even distribution of grades.

In case a student does not appear in the end-semester examination due to medical reasons, an Incomplete (I) grade will be indicated on the grade card, to be replaced by proper grades after the make-up examination.

A Semester Grade Point Average (SGPA) will be computed for each semester by the formula $SGPA = \frac{\sum_i C_i G_i}{\sum_i C_i}$ where C_i is the credit for the i th course and G_i is the grade point for the same course.

A Cumulative Grade Point Average (CGPA) will be computed for every student as, $CGPA = \frac{\sum_i^m C_i G_i}{\sum_i^m C_i}$ where m is the total number of courses the student has registered from the first semester onward. The CGPA will be rounded off to the second place of decimal.

When a student gets the grade I for any subject(s) during a semester, the SGPA and CGPA will be tentatively calculated ignoring these subjects and will be recalculated after the I grades have been converted to appropriate grades.

When a student gets the grade F in any course during a semester, the F grade shall not be shown in the student-facing grade card under CBCC. The uncleared course shall remain in the internal academic record and may be cleared through fresh enrolment or

through another approved course satisfying the same requirement. The grade obtained in the fresh enrolment shall be recorded as the grade for that enrolment .

For the benefit of students needed to submit the ‘Total Obtained Marks’, it is defined as the sum of Credits assigned to each course multiplied by the Grade Point of the corresponding grade obtained in that course. The Full Marks would be equal to the required credit for the degree multiplied by 10.

Grading policy for detained students

Under CBCC, students ordinarily progress to the next level, and the earlier concept of detention based only on uncleared courses shall be replaced by credit-based course eligibility. A student who voluntarily repeats a year or who is required to repeat specific academic components shall repeat only those courses/components advised by the Department/Academic Office, subject to degree requirements, resource constraints, and the rules on fresh enrolment. Passed laboratory courses need not be repeated unless the concerned Department requires a fresh laboratory enrolment for valid academic, capacity, or safety reasons. For year-repeating students in Level 5, the MS project need not be repeated if already passed in the previous year.

1.15 Policy of Promotion

For Levels 3 to 5 BS-MS, BS-MS-CDS, MP, MR, and IPhD students

Students are allowed to take a maximum of 36 credits in a semester (32 for DMS) and a minimum of 24 credits (20 for DMS). Uncleared course credits will not be counted in the semester credits. Students will be promoted to the next level if, for both Autumn and Spring semesters, the sum of the uncleared courses’ credits and the core credits from the next level remains less than or equal to 36 (32 for DMS).

Common policy for all

If a student does not clear a laboratory course, he/she shall clear the requirement through fresh enrolment when the course is next offered, subject to laboratory capacity, safety, and Departmental approval. An exceptional summer laboratory arrangement may be made only where permitted under Senate policy. In case a student gets poor grades in a year, he/she may voluntarily choose to repeat a year to improve the CGPA, which can be done only once in the whole duration of the programme.

All students with backlogs in elective courses from earlier years will be allowed to change their electives. Under CBCC, uncleared elective requirements may be met either by fresh enrolment in the same elective or by taking another approved elective satisfying the same bucket/credit requirement, subject to Departmental and timetable constraints.

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.

1.16 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. If the student gets an SGPA below 5.0 in the next semester also, he/she will be placed on *academic probation*. If the student continues to earn SGPA less than 5.0 consecutively in the 3rd semester, his/her studentship will be terminated. 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.

1.17 Termination of studentship

The following situations will lead to termination of studentship:

- **The 7-year rule:** A BS-MS student can take a maximum of 7 years to complete the programme.
- **SGPA 5 < rule:** If the student earns SGPA less than 5.0 in three consecutive semesters, his/her studentship will be terminated.

1.18 Teaching Assistant (TA)

TAs are chosen from a pool of PhD students and eligible 5th year BS-MS students. The number of TAs in laboratory courses will be 1 for up to 15 students, and that in theory courses will be 1 per 20 students. 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. Beyond two TAships, the quantum of remuneration will be as per norm. Technical Assistants and Post-doctoral fellows may also be assigned TAship duties, but will not be paid any remuneration. The Teaching Assistants may be allowed to check answer-scripts where mechanical evaluation is involved, but the entire evaluation procedure should be monitored by the concerned instructor(s).

1.19 Leave

There is no permitted leave for the BS-MS, BS-MS-CDS, MP, MR, and IPhD students during their coursework, except Medical Leave.

PhD Student Leave

PhD students should submit a leave application to the DoAA/ADoAA through a form available on the intranet. The leave must be recommended by the concerned supervisor and the head of the department.

Medical leave

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. In case of mental illness, one has to see the Counsellor in the Mind Care and Wellness Center (MCWC). Leave is not granted on the basis of the prescription of a doctor who is not associated with the Institute. The Academic office will keep the record of medical leave for each student.

The Medical Unit of IISER Kolkata can act only as the first line of action; any prolonged treatment should be done at students' home.

In case of hospitalization or an ailment that requires a student to stay off-campus, students should first submit their fitness certificate duly issued by the Medical Unit of the Institute once s/he is fit to resume studies. A re-confirmation should be done through the in-house doctor and/or a government hospital.

Students with mental health issues should be regularly counselled even after they have recovered and resumed studies, in order to ensure that they sustain a good mental health.

1.20 Academic Feedback

It is mandatory for students to submit academic feedback. In case students do not give feedback, their Grade cards and transcripts will be withheld for 6 months or next end-semester feedback period (whichever is earlier) from the date of result publication. Attendance defaulters will not be allowed to submit feedback.

1.21 Counselling for students performing below expectations

MCWC 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 students who have not performed well. The Academic Office will intimate the names of such students to the DoAA and DoSA for initiation of appropriate counselling. The MCWC should involve the parents and/or guardians in the counselling session.

Academically weaker students are identified by inspecting their transcript. List of such students are sent to the Undergraduate Academic Committee Conveners, who meet the students to identify the reasons for poor performance and suggest remedial actions. Also, students of levels 1 and 2 of the BS-MS Programme are assigned mentors, who monitor the academic and other activities of the mentees, and report to the Academic Office in the case of any concerns.

1.22 Academic Committees

The *Undergraduate Academic Committee (UGAC)* and the *Postgraduate Academic Committee (PGAC)* will liaise between the department and the academic office for the undergraduate and postgraduate programs, respectively. The DoAA and the ADoAA are the ex-officio Chairperson of the UGAC and the PGAC, respectively. Each department also maintains a UGAC and a PGAC.

Functions of the Departmental UGAC

- To review the curricula periodically and to suggest revisions.
- To advise students in choosing the elective courses wisely.
- To monitor the performance of students and liaise with MCWC.
- To assign project supervisors and Teaching Assistants.
- To monitor the admission process of MP and IPhD students

Functions of the Institute-level UGAC

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

Functions of the Departmental PGAC

- To formulate the content of advertisements for admission.
- To schedule and conduct comprehensive examinations.
- To be involved in the process pertaining to MR and PhD thesis.
- To monitor the admission process of MR and PhD students

Functions of the Institute-level PGAC

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

1.23 Storage of old answer-scripts

As per Government of India rules, all answer-scripts will be maintained for one year and then will be destroyed. Last date for viewing answer script will be the last date of the change of grade, i.e., at the end of the first two weeks in the next semester.

1.24 National Academic Depository

The **National Academic Depository (NAD)** is an initiative of the MoE, Government of India. IISER Kolkata regularly uploads student documents to Digilocker.

Academic Bank of Credits (ABC)

ABC digitally stores the academic credits earned by students from Higher Educational Institutions (HEIs) registered with ABC. IISER Kolkata uploads all grade records to ABC on regular basis. Each student must be registered with ABC with an APAAR identification number. If any students do not have this number, the institute creates an APAAR identification number for the student.

1.25 Due Clearance and the completion

In order to initiate the process of Due Clearance, a student will have to submit an application to the Academic Office for release. A student will have to clear dues from the parent department, the Library, the Medical Unit, Student Affairs, Finance and Accounts and the Academic Office. This is mandatory for issuance of a degree certificate or a release order.

The 'Dues Clearance' process for a student can be initiated only if the student does not have any proceedings pending against him/her.

For every earned credential, there are multiple dates on which various requirements were fulfilled. The latest of (i) total credit completion, (ii) major credit completion, and (iii) research (project) credit completion dates would be considered as the completion date for a student to earn a Certificate, a Diploma or a Degree. However, only the relevant Academic Year would be printed in the final document issued to students for their earned credentials.

1.26 Research Ethics

A guideline on research ethics has to be read and signed by all PhD, IPhD, and final-year project students. At least one question from the document will be asked by the RPC during the comprehensive examination of PhD students.

1.27 Safety Guidelines

A guideline on safety rules has to be read and signed by all PhD, IPhD, MR, MP, and final-year BS-MS students, when they start working in a laboratory. Every laboratory as well as departments should have their own "Safety Guidelines".

1.28 One-credit courses in specialized areas

1-credit courses (12 lectures + tutorials and one exam) will be offered in advanced-level topics. These courses, along with the grades obtained, will be reflected in the transcript as additional courses and will not contribute to one's CGPA. Failed audit courses are not listed in the transcript.

1.29 Audit courses

Students will be allowed to take a maximum of two Audit Courses per semester if the timetable permits and prerequisites are met. These courses will be graded, and the grades will reflect in the transcript but will not be considered for SGPA/CGPA calculation. Audit courses are not available to students in Levels 1 and 2 of BS-MS and BS-MS-CDS programmes.

1.30 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.

1.31 Policies on the use of generative artificial intelligence models

These policies are applicable to all members of IISER Kolkata. The policies aim to cover

1. achieving excellence by using AI as an assistive tool,
 2. ensuring ethically correct use of AI, and
 3. ensuring data and privacy protection.
1. Achieving excellence by using generative AI:
 - a) AI may be used as an assistive technology for learning and teaching.
 - b) AI may be used for brainstorming and research.
 - c) AI may be used for polishing grammar and language in documents.
 - d) It is recommended that secondary sources or a human expert be consulted to ensure factual accuracy.
 2. Ethically correct use of AI:
 - a) AI-generated content must not be used to gain a competitive edge in the graded academic activities.
 - b) For all activities involving AI, appropriate references and acknowledgements to the AI models used must be provided.
 - c) AI models cannot be blamed for factual or any other inaccuracies.
 - d) All AI-generated content requires approval from the competent authority if it is to be used for official purposes.
 3. Ensure data and privacy protection
 - a) Institutional (including experimental?) data cannot be uploaded to AI without prior permission.
 - b) It is advised that personal data should not be uploaded to AI if it is used in model training.

Unethical and misuse of AI will attract disciplinary actions.

1.32 Certificates

Equivalence certificate towards MSc degree

For any specialized area, the Academic Office will send a request to the Head of the concerned Department and the certificate shall be issued based on the recommendation of the HoD. Standard equivalences are:

- **DCS:** MSc in Chemistry
- **DES:** MSc in Earth Sciences/ Geological Sciences/ Geology
- **DMS:** MSc in Mathematics
- **DPS:** MSc in Physics

CGPA to Percentage conversion certificate

The Institute provides a certificate stating that the CGPA (out of 10) may be treated notionally as a percentage by multiplying the CGPA by 10.

Bifurcation certificate

A 4-year (BS) + 1-year (MS) bifurcation certificate are issued to students on request, effective from the MS21 batch. The Academic Office also provides a 3-year (BS) + 2-year (MS) bifurcation certificate.

1.33 Year-break

Year-break without medical reasons

Interested students can submit applications to the Academic Office to take a year break. Evaluation of such applications will be done around November 1st and April 1st of any year. Students opting for a gap year will not be allowed to stay in the hostel.

Year-break due to medical reasons

For every semester-break due to medical reasons, a student must make an appeal to the competent authority. If approved, the concerned student will be charged only 20% of his/her semester fees for the relevant semester(s).

1.34 Scholarship

Students are actively encouraged to apply and earn scholarships to support their studies. The Academic Office will endorse such applications initiated by the students. However, final responsibility for the application and satisfying its requirements including renewal of the scholarship lies with the student. The guidelines provided by the funding agencies are applicable for the continuation of such scholarships.

For students admitted under the Study In India program, five international students admitted to the BS–MS Programme and Master’s Programme will be awarded a full scholarship by the Institute. International PhD students at IISER Kolkata are already provided a fellowship at par with Indian PhD students, as per the prevailing Institute norms. The amount of the scholarship for BS–MS Programme and Master’s Programme will be equivalent to the scholarship provided under the INSPIRE–SHE scheme of the Department of Science and Technology (DST), Government of India.

1.35 Disciplinary Regulations

Any misconduct will result in disciplinary action against the student. Misconduct includes any unacceptable behavior/act or to act on something that is unlawful and/or inappropriate. Based on the nature of the purported offence or misconduct the appropriate disciplinary committee will determine further course of action.

1.36 Awards for students

Awards and certificates are given to students based on their performance indices.

- CNR Rao Education Foundation Prize: (A prize amount of Rs. 5000/- per semester) For a student scoring the highest SGPA during the first year (in both the first and second semesters) of the BS-MS programme.
- Director's Gold Medal to students securing the highest CGPA in respective departments in the BS-MS Programme and Master of Science Programme
- Chairman's Gold Medal for best academic performance to a student securing overall highest CGPA across all departments in the BS-MS Programme
- Chairman's Medal of Excellence to the best-performing student for all-round performance chosen on the basis of academic performance, extra-curricular activities, involvement in students' bodies, and helping the society.
- Chairman's Medal of Commendation to the best-performing student (from doctoral programmes) for all-round performance chosen on the basis of academic performance, extra-curricular activities, involvement in students' bodies, and helping the society.

2 Five-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.

The following Departments are currently offering a Major under this Programme:

- Department of Biological Sciences (Major in Biological Sciences)
- Department of Chemical Sciences (Major in Chemical Sciences)
- Department of Earth Sciences (Major in Geological Sciences)
- Department of Mathematics and Statistics (Major in Mathematical Sciences)
- Department of Physical Sciences (Major in Physical Sciences)

A Minor is also offered by these 5 Departments as well as by the Department of Computational and Data Sciences, and the Department of Humanities and Social Sciences.

Duration

The duration of the Programme is five years. However, in line with the National Education Policy (NEP), there are also credit-based exit options at multiple levels, offering earned credentials of Certificate, Diploma, BS Degree, and BS Degree with Research. The details are given in the table under Credit Structure below.

Admission

The admission process is governed centrally by a Joint Admissions Committee (JAC) which is formed by all IISERs and is chaired by one IISER by rotation every year. Details of the admission process, criteria, etc., can be found in the IISER admissions website (www.iiseradmission.in/).

2.2 Credit structure

The total number of credits required for the award of the BS-MS degree is 253 credits for DBS, DCS, DES, and DPS, and 229 credits for DMS for the MS22 Batch. From Batch MS23 onwards, the total credit requirement for the award of the BS-MS degree is 244 credits for DBS, DCS, DES, and DPS, and 220 credits for DMS. *MSXX indicates students in the current batch of that year (including voluntary year-repeaters, if any). Please refer to the 'Courses of Study' document on the Institute website for an overview of Levels 1 to 5, a distribution of credits across the semesters of Levels 1 to 5, and the core and the elective courses to be taken in each semester.

Table 0.1: *Earned credential model*

Earned credential	Credit type	MS23 onward		MS22 or earlier	
Certificate	Total	49		58	
Diploma	Total	100		109	
		Non-DMS	DMS	Non-DMS	DMS
BS	Total	148	140	157	149
MS	Total	244	220	253	229
Major (BS)	Departmental	87	75	81	69
Major (MS)	Departmental	147	123	141	117
Minor	Departmental	39 (28 for CS)		33 (26 for CS)	
With Research	Project, Dept	16	12	16	12

Table 0.1 shows the credits a student needs to earn for Certificate, Diploma, BS Degree, BS Degree with Research, and MS Degree, as well as for Major and Minor in a stream.

A student should have one major department, two premajor departments and two non-premajor departments.

Under CBCC, degree eligibility shall be determined by the total, departmental core and minor credit requirements. Uncleared attempts shall not be shown in the student-facing grade card, but the Academic Office shall maintain the internal record for advising and degree audit. A failed requirement cannot be ignored merely because it is not shown in the grade card; it must be replaced by earned credits satisfying the same requirement. The transcript/grade record shall indicate the expected credits and earned credits.

2.3 Programme Levels

Level 1

:

Each of the natural sciences (Biology, Chemistry, Physics) will have a single lab course (weekly three hours) in the first year. Together with computer sciences, there will be four laboratory courses (two in each semester) in the first year. For courses (offered by DES, DMS) without a laboratory component, the weekly contact hours are 2+1+1 hours of classroom activities. It is 2 hours of theory class + 1 hour of optional tutorial class and 1 hour of a supplementary interactive session. The mathematics courses offered in the first year will train students in mathematical methods as well as regular 1st year mathematics content. This will ensure that every student has the choice of opting for any pre-major including mathematics.

Level 2

There will be three premajors in the Autumn semester and two premajors in the Spring semester. The two premajors of the Spring semester would be (i) the Major, (ii) another one of the three. The Major will be decided after the third semester. Total number of

credits will be: $3 \times 9 = 27$ in Autumn and $(2 \times 10) + 4$ (CDS) = 24 in Spring.

At this level students have to choose three 'Pre-Major' disciplines. Under CBCC, eligibility to choose a Pre-Major in a subject requires at least 4 earned Level-1 subject credits in that subject, subject to Departmental capacity and any Senate-approved allocation rules.

Level 3

In the third level, students are required to choose a 'Major' discipline from the two pre-major disciplines chosen in Level 2, Semester 4. Scores could be used at the end of 3rd semester to only decide the two pre-major subjects.

Under CBCC, Major allocation shall be based on earned subject credits rather than a requirement of having no failures. A student shall be eligible for Major allocation after earning at least 27 subject credits from Levels 1 and 2 in the concerned/eligible subjects. If a student does not satisfy the credit requirement for a preferred Major, the student shall progress to the next level but may be restricted to courses for which he/she is eligible, and shall be advised to earn the missing credits through fresh enrolment or approved alternative courses. Major allocation shall also remain subject to Departmental capacity and Senate/UGAC-approved allocation rules.

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. Also, the changing of Major will require consent from both the departments (leaving dept and joining dept).

Students will have to take the Level-3 core courses prescribed by the selected Major Department, subject to CBCC eligibility and prerequisites. 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. If a student carries uncleared lower-level requirements, the Department/Academic Office may advise a reduced Level-3 load and require fresh enrolment in the missing lower-level courses.

Students who do not qualify for a major can select at the most three theory courses from any given department. It is recommended that chosen courses must be from disciplines where the students have premajors. Earned credential model in the table 1 will be applicable for these students as well.

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). 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. However, the timing of the chosen NPTEL course(s) should be concurrent to IISER-K class and exam schedule, and a student wishing to take an NPTEL course should first submit a request to the concerned department for approval.

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 .

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 he/she clears required credits as per the Earned Credential Table. 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). NPTEL courses offered or approved by the departments will also be counted towards minor for non-departmental students.

Earning a Major

A minimum of 120 credits in core and departmental elective courses of the 3rd-5th levels will be required to earn a Major in a subject for DBS, DCS, DES and DPS. For DMS, a minimum of 96 credits in core and departmental electives earned in 3rd-5th levels will be required. These credit requirements shall be read together with the CBCC eligibility thresholds for Major allocation, BS project, and MS project.

2.4 BS Project at Level 4

The structure of the BS project may be decided by the concerned Department, but the project must have a total of 16 credits. Under CBCC, a student shall be eligible to register for the BS project only after earning at least 70 subject credits (60 for DMS), unless a subsequent Senate resolution modifies this requirement. The BS with Research' choice should be made by the students at the end of their 7th semester, except for DBS students who would have to make the choice at the end of their 6th semester (Level 3). The application must be duly forwarded by the Head and the UGAC Convener of the concerned Department. If a student decides to continue with MS (after opting for a 16-credit BS project in Level 4 in lieu of 4 regular courses), s/he will have to complete those four regular courses in Level 5, in order to get a BS-MS degree. For such students, the project credit in the Spring Semester will be 16 credits less than usual.

2.5 MS Project at Level 5

Protocol for choice of supervisor for MS project

The UGAC Convener of a particular department will contact all the 5th year BS-MS students asking for their preferred MS project supervisor. Under CBCC, a student shall be eligible to register for the MS project only after earning at least 86 subject credits (73 for DMS), unless a subsequent Senate resolution modifies this requirement. The respective Departments will devise methods to assign MS supervisors to students.

Submission of 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 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. 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.

Format of MS Project

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. Font type and Size is Times New Roman, 12 point, with 1.5 Line Spacing. The front page should contain Title, Degree, Student Name and Roll No., Supervisor/Co-Supervisor Name, Department, Institute Name with Logo, and Month/Year. It should also contain a declaration of academic integrity and a certificate from the supervisor.

MS Project carried outside the Institute

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. Final-year projects may also be carried out as independently-funded entrepreneurship ventures or as part of industry-partner internships, provided that the concerned Department reviews the project proposal and recommends it with a specific evaluation strategy. The Institute Innovation Committee shall be informed if the project is an entrepreneurship venture, and the DoRD shall be consulted while drawing up the evaluation strategy for entrepreneurship-venture or industry-partner-internship projects. 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. In case a student wishes to do a part of the project work in another Institute, he/she should submit an application to the

concerned Department UGAC Convener for approval. The concerned Department will issue a No Objection Certificate. A student must give a presentation upon his/her return and submit a report to the concerned Department.

2.6 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. Courses with only one student should be treated as Independent Study courses.

2.7 Attendance

Attendance in all classes (lectures, tutorials, laboratories) is compulsory. For 1st and 2nd years, a rule of **60% biometric attendance** is enforced. For all students not having 60% attendance, the course total will not include mid-semester and/or end-semester marks, as the case may be. 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 and whether it will have any bearing on examination eligibility. 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.

2.8 Termination of studentship

The following situations will lead to termination of studentship:

- **The 7-year rule:** a BS-MS student can take a maximum of 7 years to complete the programme.
- **SGPA < 5 rule:** If the student earns SGPA less than 5.0 in three consecutive semesters, his/her studentship will be terminated.

2.9 Continuation of Fellowship

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.

2.10 MS to PhD Switch over

A student can apply for switch-over from BS-MS to PhD program of the Institute any time after the commencement of 5th year of the program. Students of the MS by Research Programme and Master of Science Programme may also apply for switch-over. The student must have the required CGPA at the time of switch over, and must maintain the same until the end of the 5th year. For IISER-K funded General category students, the CGPA may be ≥ 8.5 , and for reserved category CGPA may be ≥ 8.0 . In case the CGPA

of a student falls below the required number, his/her candidature as a PhD student will be cancelled. BS-MS students may apply for "BS-MS to PhD switch over programme" till the end of their 10th semester. Their selection interviews will be conducted along with the selection interviews of the new PhD applicants. The students thus inducted into the PhD programme are encouraged to bring their own fellowships from external funding agencies. For these students, coursework will be waived except the Research Methodology Course (if not done during MS course work).

3 2-Year Master of Science (MS) Programme

3.1 Introduction

The Master of Science (MS) programme is a programme launched in the Academic Year 2022- 2023 offering a Master's degree in a period of 2 years. This program is presently offered by the Department of Mathematics and Statistics (DMS), the Department of Chemical Sciences (DCS), and the Department of Biological Sciences (DBS). However, other departments may also offer this programme in future. It will extend an immersive and flexible learning experience to bright undergraduate students selected competitively from across the country. The programme has an increased emphasis on coursework with research experience gained through a project in the second year. The programme aims to provide young motivated individuals with a rigorous training, a desired level of scientific understanding, and a glimpse of contemporary global research at an early stage to enable them to pursue a career in teaching, innovation, and scientific research and development. It must be mentioned here that the maximum tenure of studentship is 3 yrs.

3.2 Details

- **Name of the Program:** Master of Science
- **Major:**
 - Mathematical Sciences
 - Chemical Sciences
 - Sustainability Science
 - Chemical Biology
- **Duration:** 2 years (4 semesters)
- **Total Credit:**
 - Department of Mathematics and Statistics: 80
 - Chemical Sciences: 96 Sustainability Sciences: 96 Chemical Biology: 96

3.3 Course Structure

For a list of courses and the semester structure, please refer to the 'Courses of Study' document in the Institute's website under the 'Academic' tab.

Levels

- **Level 1:** In the first year, only core courses are offered, except for in 'Sustainability Science' where students would have the option to choose electives from a basket of courses
- **Level 2:** In the final 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.

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). Details of the core, departmental elective and open elective courses have to be obtained from the ‘Courses of Study’ document.

MS Project carried outside the Institute

Normally the 2nd 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 the parent department of IISER-K is allotted. In case the supervisor is not from IISER-K, the Co-Supervisor from IISER-K will be accountable for ensuring the completion of the academic requirements of a student as per IISER-K rules.

In case a student wishes to do a part of the project work in another Institute in India or abroad, he/she should submit an expression of interest in the field of proposed research, an 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 Department will forward the request to 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. A student must give a presentation upon his/her return and submit a report to DoAA, duly forwarded by the concerned Co-Supervisor, the UGAC Convener, and the HoD.

3.4 Course Policy

The curriculum of MS, 2 years in duration, consists of 4 semesters of coursework. In the 4th semester, one may avail the option to choose two elective courses along with a master’s project.

3.5 Leave rules for MP students to attend conference /workshops

For the final year MP students, the leave must be recommended by the supervisor, provided they do not have any course work during the leave period. Other students should not be allowed to attend conference/ workshop etc. during academic session.

3.6 Termination of Studentship

A student will have to forfeit the course if he/she earns SGPA less than 5.0 for three consecutive semesters.

Under CBCC, uncleared courses shall normally be cleared through fresh enrolment when the course is next offered or through another approved course satisfying the same requirement. Final-year students may be allowed supplementary examinations according to the general CBCC supplementary-examination rule. Elective requirements may be completed by choosing another approved elective, provided there is no timetable clash

and the Department/Academic Office approves the choice. Studentship shall remain subject to the SGPA/CGPA-based termination rules and the maximum tenure rules of the programme.

3.7 Protocol for choice of supervisor for MS project

The UGAC convener of a particular department will contact all the 2nd year MS students asking for their preferred MS project supervisor. The students will send names of three faculty members according to preference. 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 the 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. Each faculty member must take at least one 2nd year project student in his/her group, if the number of students is more than the number of faculty members in the department. The HoD will decide the maximum number of students a faculty member can take in a particular year, but this number should not exceed 4.

3.8 Final year MS Project Report

The submission of Masters' project report by the final year 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 title and the abstract of the report could be accessed from anywhere. However, the access to the soft copy of the entire report will be provided if the supervisor gives a consent.

MS Project Report should be submitted in pdf format. The certificate page should contain the signature of the supervisor, which can be scanned and inserted in the pdf file. Font type and Size: Times New Roman, 12 point. Line Spacing: 1.5.

3.9 Award of the MS Degree

On receipt of the approval of the Senate, the MS degree may be conferred in the next convocation after course completion. Director's Gold Medals will be awarded to the toppers of the Master of Science Programme, in line with that of the BS-MS Programme. The potential awardees must satisfy the following criteria:

- a) The student(s) must not have any failures in any course. However, incomplete courses (due to medical causes) will not be treated as failures.
- b) The student(s) must have the highest CGPA within the batch for a specific department. The CGPA requirement is set at 8 and above.
- c) There must be at least five students in the specific batch at the time of graduation, excluding the repeating students (non-medical) from the previous year.
- d) The student must not have any pending disciplinary cases against his/her name.

3.10 Exiting with Postgraduate (PG) Diploma

PG Diploma is offered as an exit option with a minimum credit requirement of 40 credits as per UGC guidelines, is offered to all 2-year Masters programmes (Master of Science, MS by Research, Masters' part of Integrated PhD).

4 MS by Research Programme

The “MS-by-Research” programme is a Master degree programme of two-years duration. It has been launched by IISER Kolkata in order to attract non-science graduates (engineering, medical, etc.) who are motivated to conduct research in the basic sciences. There are areas in frontiers of basic sciences (viz. interdisciplinary areas of Materials Science, Nonlinear phenomena, Nano-systems, etc.), in which brilliant engineers or technologists can contribute significantly as a team member. The program is thus meant to be beneficial for the student as well as for the group he or she works with.

4.1 Selection Process

Based on the evaluation of applications following an admission call, some candidates are short-listed and called for interview. Recommendation letters may be sought for short-listed candidates. Final selection is based on the performance in the interview, academic background of the candidate and any other criterion determined by the selection committee. No candidate may be selected if suitable candidates of sufficient quality are not found.

4.2 Details

- i. Name of the Programme: MS by Research
- ii. Duration: 2 years (4 semesters)
- iii. Eligibility: BE/BTech/MBBA Graduates (more details available in the advertisement)
- iv. Total Credit: 78

4.3 List of Courses and Semester Structure

Please refer to the *Courses of Study* document in the Institute’s website homepage under Academic tab. Candidates will have to clear any failed courses in the supplementary examination to be eligible for award of the *MS by Research* degree. Fellowship is contingent upon maintenance of a **CGPA of 6.0 or above** and no backlog.

4.4 Promotion Policy

Please refer to the promotion policy detailed in Chapter 1 of this document.

4.5 Termination of studentship

Please refer to the termination policy detailed in Chapter 1 of this document.

4.6 Thesis Submission

The PGAC of the respective department will administer the MS by Research Programme and will monitor the progress of each student. A student of this Programme will be associated with a specific faculty member or a research group, as recommended by the PGAC. At the end of two years, a dissertation will have to be submitted by the student.

The dissertation will be evaluated by the supervisor of the student and two examiners (one of them from outside the IISER-K). If the dissertation is found acceptable, the candidate will have to defend it through a seminar, conducted before a committee of examiners as well as other interested listeners. The deadline of thesis submission should be around **10 April**, which will allow one month's time for the thesis evaluation by external reviewers. The external reviewer will be intimated a month in advance regarding the proposed date of viva voce. In case of inability of the reviewer to physically come to the Institute, online presentation may be arranged. The format of the MS Project Report will be the same as prescribed for the BS-MS students, as detailed in Chapter 2 of this document.

5 Integrated PhD (IPhD) Programme

5.1 Introduction

The Integrated Doctor of Philosophy (IPhD) Programme at IISER Kolkata is aimed at attracting talented and innovative fresh undergraduate degree holders towards cutting-edge research in basic sciences. In the IPhD programme, the students are offered specialized coursework of 96 credits for the first two years. In the second year of the program, they also carry out a project to acquire research and analytical skills before they embark on their research leading to the PhD thesis. The admission to the IPhD Programme is conducted across three departments - Biological Sciences, Earth Sciences and Physical Sciences. The eligibility criteria for application to this Programme are uploaded in the Application Portal of the Institute website around March-April every year. Students are admitted through a department-level selection procedure comprising initial shortlisting on the basis of academic scores, a written test, and an interview. An application fee is Rs. 200/- for general candidates and Rs.100/- for reserved categories.

For the first two years they are treated as MS students and the rules and regulations pertaining to MS students would apply. From the 3rd year onward, they are treated as PhD students, and the rules and regulations pertaining to the PhD Programme would apply (see Chapter 6). The fellowship tenure of the Integrated PhD Programme will be of **6 years**, with effect from Academic Session 2020-21.

5.2 Credit Structure

The total number of credits for the MS programme will be **96 credits**. Refer to the 'Courses of Study' document in the website homepage under 'Academic' tab.

5.3 Integrated PhD (IPhD) Project

The distribution of the IPhD Project over the duration of the Programme can be different for different departments. There is credit assigned to the project work in each semester in this period, and Evaluation will be done on the basis of a presentation and a report. A project report has to be submitted in each of the project semesters, containing a literature survey, problem statement, and a detailed account of the research results. Students will submit their project reports only to their concerned departments; it is not necessary to submit a copy to the Academic Cell. The student will have to make a presentation before the **Research Progress Committee (RPC)**. The RPC will be formed at the start of the 3rd Semester. The project has to be evaluated by the RPC.

5.4 Course work, Comprehensive Examination and Promotion

Course work and Comprehensive Examination

The comprehensive Examination must be conducted **within 1 month of the** completion of the MS project (Senate approval item). In addition to the mandatory viva voce,

a department may choose other means of evaluation, like written test. During the master's coursework, if an IPhD student is unable to meet the promotion criterion, his/her studentship will be terminated without award of any degree. Collection of grades of the IPhD students and updating the same in WeLearn will continue to be under the purview of the UGAC.

Promotion

A maximum of three years is allowed for the completion of the course-work requirement. The fellowship at the MS level will be stopped if the CGPA falls below 6. A **minimum of 6 CGPA** will be required to register as a PhD student. If the student does not have a CGPA value of 6, yet completed the requirements for MS, then the student will exit with an MS degree (Graduated with MS).

5.5 Supervisor

In the semester in which the IPhD Project starts, the department PGAC committee will assign each student to a research supervisor, taking into account the student's choice of supervisor, research interests and performance in the course work and consent of the faculty member concerned. A student may not change his/her IPhD Project Supervisor during the period of the Project, but may be assigned a co-supervisor, if approved by the supervisor. The student may **change his/her supervisor only once** within the first month of the semester immediately after the completion of his/her IPhD Project work. Any further change of the supervisor is not allowed.

If a student wishes to work with an IPhD Project advisor from a department other than his/her parent department, he/she may do so with the permission from the Heads of both the departments. His/her PhD degree will be awarded from his/her parent department.

5.6 Fellowship Structure

An IPhD student will get the basic scholarship (12,400/-per month) for the first two years provided his/her CGPA does not fall below 6.0 and/or he/she does not have any backlog. The scholarship will be restored if the CGPA goes above 6.0 in the subsequent academic year. The MS fellowship might be provided until the students clear all the courses upto a maximum period of three years. However, the total fellowship tenure (i.e. 6 years) of the IPhD Programme will remain unchanged.

The student will be entitled to get the Institute JRF Scholarship (PhD scholarship) from the next semester after he/she has passed the course work and subsequently cleared the comprehensive exam. Upgradation to the SRF position and fellowship will be governed by the rules of the Institute-funded PhD Programme. IPhD Students will be entitled to get full fellowship for a total period of 6 years (2 years MS+ 4 years PhD).

IPhD students are given TAsip opportunities after completing their coursework. TAsip

are allowed in multiple courses for a single semester with the consent of the supervisor and departmental UGAC. Every TAship instance should be rewarded (except the first two for PhD/IPhD students).

5.7 External Funding

IPhD students are strongly encouraged to apply for external fellowships (such as CSIR, UGC, and INSIPRE) etc. However, an IPhD student cannot activate his/her external research fellowship unless he/she qualifies to continue as a PhD student.

5.8 PhD Thesis

- i. Once the student completes the coursework, she/he will be considered as an Institute JRF from the beginning of the third year.
- ii. Once the credit requirement (96 credits) is completed, the rest of the IPhD Programme will be regulated by the guidelines of the PhD Programme (see Chapter 6).
- iii. The PhD Thesis of an IPhD student may not be submitted and defended before the end of the fourth year after admission, and the PhD degree may not be awarded before the Convocation at the end of the fourth year.
- iv. The format of the thesis will be the same as prescribed for the PhD students.

5.9 Registration

Registration of IPhD students will be **valid for 8 years**. For fellowship tenure, see Point 5.6 above.

5.10 Award of Degree and Exit Options

An MS degree can be awarded to all the IPhD students who have fulfilled the MS coursework requirement, only after due submission of the MS project. At the end of the Programme students are awarded the PhD degrees.

Exiting with Postgraduate (PG) Diploma: PG Diploma is offered as an exit option with a minimum credit requirement of 40 credits as per UGC guidelines, is offered to all 2-year Masters programmes (Master of Science, MS by Research, Masters' part of Integrated PhD).

6 Doctor of Philosophy (PhD) Programme

6.1 Introduction

The goal of the Doctor of Philosophy (PhD) Programme at IISER Kolkata is to introduce students to cutting-edge research and to stimulate their intellectual development. IISER Kolkata strives to provide world-class training to its PhD students so that they gain the confidence to become independent researcher. The Institute offers PhD Programme of five years tenure in the following disciplines – Biological Sciences, Chemical Sciences, Earth Sciences, Mathematics & Statistics, Physical Sciences, Space Physics, Computational and Data Sciences , and Humanities and Social Sciences.

6.2 General guideline for the award of PhD degree

IISER Kolkata awards the degree of Doctor of Philosophy (PhD) to a student who has successfully completed the stipulated Programme of research. The PhD Programme of research and its governing rules and regulations are formulated by the Academic Senate of the Institute. The Senate can modify or change the structure and the governing rules from time to time. To be eligible for the PhD degree, a student must submit a thesis embodying the findings of her/his research carried out under this Programme. The thesis should make original contributions of high quality, contributing to the advancement of knowledge, which will be judged by the experts in the relevant area. The award of PhD degree shall be made upon the recommendation of the Senate. The awarded degree will be “Doctor of Philosophy,” and the certificate will mention the title and the year of the thesis.

6.3 Admission

Protocol for student intake for PhD at IISER Kolkata

The following points may be considered while choosing candidates for PhD at IISER-K:

- The academic office will inquire from the HoDs for requirements for PhD students in the respective departments.
- The required information will reach the academic office through the departmental PGAC Conveners/HoDs.
- The academic office will inform about the possible quantity of intake for the PhD Programme to the HoDs as approved by the Director through the members of the Post Graduate Academic Committee (PGAC).
- The number of students per faculty member cannot exceed the upper limit of 12. International students from the Study In India programme are treated as supernumerary and are not counted towards the cap.

Channels of Admission

Regular Channel:

Selection to the PhD Programme is made twice a year - between May and July (for the Autumn Semester beginning in August) and between November and December (for the Spring Semester beginning in January). The PhD admission process is coordinated by the Post Graduate Academic Committee (PGAC). Advertisements are issued in the Institute website in February/March for the Autumn Semester and in August/September for the Spring Semester. Applications are accepted online through an application portal. An application fee is Rs. 200/- for general candidates and Rs.100/- for reserved categories.

PhD students joining from other Institutes:

If a student of another Institute/University wants to move to IISER Kolkata, he/she has to qualify through the regular admission process, however the admission will remain provisional until the external funding agency (if applicable) approves the Transfer of Fellowship. Transfer of fellowship will be the responsibility of the candidate, the supervisor and the PGAC. The student will have to do all regular course-work, appear for the Comprehensive Examination and the Graduate Seminar, and, therefore, fulfil all the requirements of the PhD degree in the Institute of a regular applicant. In case, the coursework completed in the previous institute is found suitable, the supervisor and the departmental PGAC may recommend waiver of coursework, which will be decided in a case-to-case basis.

Students working in sponsored projects:

Students working in sponsored projects in the Institute (as project JRF or equivalent position) are not entitled to join the PhD Programme automatically. Project JRF student can enter the main PhD Programme of the Institute only if:

- The student has qualified in at least one National level examination.
- The student goes through the rigorous PhD selection interviews.
- After the duration of the project unless the student earns his own fellowship, the supervisor will arrange for fellowship from his/her ARF or from other sources.
- The student and the Supervisor sign a declaration agreeing to the condition mentioned above.

Transition from Regular to Part-time PhD:

If a regular PhD scholar, who has worked at least two years at IISER Kolkata and has been promoted to SRF, gets a job and wishes to leave full-time PhD work, he/she may be allowed to complete the work as a part-time PhD student without any fellowship, subject to approval of the supervisor and the RPC. The upper limit of the total PhD tenure for these candidates will also be 8 years (up to submission of the thesis).

Students of newly joining faculty members from other universities/institutes:

If a faculty member of another Institute joins IISER Kolkata, his/her existing students may be admitted as per the following rules:

- If a student had joined the faculty member within the past three months, the student will have to give a fresh interview at IISER-K.
- A relatively older student will present his/her work at IISER Kolkata in front of a committee comprising the PGAC and the Head of the department. This committee will interview the student before admission and review the coursework already done.

Joint PhD Program and Research Partnership Program:

IISER Kolkata has several umbrella MoUs with various organizations for Joint PhD Programs. For the Joint PhD Program where both the institutes can offer degrees, logos of both the degree-awarding institutes should be included in the degree certificate.

Foreign nationals:

Foreign nationals will be admitted to the PhD Programme only through the “Study in India” portal of MoE. IISER Kolkata also invites direct applications from foreign students for the PhD Programme. These applicants have to register on the Study In India portal to receive a unique student ID, which is mandatory for a visa.

Minimum Eligibility Criteria

- **For students with own fellowship:** Students with independent PhD fellowship from external funding agencies (e.g. CSIR, UGC, INSPIRE, etc.) and having a minimum of 55% marks in their Master’s degree are eligible to apply.
- **For students without any fellowship:** An applicant must have qualified at least one national level exam (e.g. GATE, JEST etc.) and must have a minimum of 55% marks in the Master’s degree.
- Students will also be admitted based on merit, inter alia, with a CGPA ≥ 8.5 for the general category, and ≥ 8.0 for the reserved category. Fulfilling the minimum eligibility criteria does not ensure that a candidate will be called for the interview. Relaxation for SC/ST & OBC candidates will be as per the prescribed Government of India norms.
- Both BS-MS and MP students of IISER Kolkata can avail this option.

Part-time PhD for professionals (Industry/Academia)

The Institute offers a part-time PhD program designed for professionals from industry, government institutes, organizations, and academia.

- **Eligibility criteria:** Master's Degree with minimum 55% marks OR 4-year/8-semester bachelor's degree with a minimum of 75% marks. Candidates should be less than 50 years old while commencing the PhD. A minimum of 3 years of regular professional experience is required. A No Objection Certificate (NOC) from the employer is mandatory.
- **Modalities:** Candidates must qualify the PhD selection interview. Completion of coursework at IISER Kolkata is required. The maximum tenure of the programme will be 7 years. Fellowship and accommodation will not be provided by IISER Kolkata.

6.4 PhD Registration

The selected candidates are required to complete the online registration process after paying the requisite fees. Until the verification of the documents is done by comparing with the originals, the registration will be considered 'provisional'.

Students waiting for their final Master's Degree result may be provisionally selected but must furnish the final result satisfying the qualification criteria within 30 days from the date of admission.

The valid tenure of the PhD registration will be 8 years ($5+1+1+1=8$). Extension beyond the fifth year will require a recommendation of the RPC each year. The fellowship will be valid for 5 years only unless it is from an external agency, where the fellowship rule of the external agency will prevail.

6.5 Appointment of PhD Supervisor

Generally, a supervisor will be assigned to a student by the PGAC within two weeks from the date of admission through mutual consent. All regular faculty members of the institute can supervise PhD students. A regular faculty member whose service is remaining for 5 years or less but more than three years may take fresh PhD students, but a co-supervisor should also be allotted. A faculty member whose service is remaining for 3 years or less can only act as co-supervisor to fresh PhD students.

Faculty members on contract and scientific officers recommended by the department may also supervise a PhD student provided a regular faculty member from the same department is allotted as co-supervisor.

Change of supervisor is generally discouraged and is permitted only under very special circumstances.

6.6 PhD Course Work

PhD students of IISER Kolkata must undergo rigorous PhD course work. Each department may fix its own minimum number of credits; however it should not be less than 16 credits. This minimum number of credits has to be earned within the first year.

Name of the Department/Centre	Minimum no. of credits required
Department of Biological Sciences	16
Department of Chemical Sciences	16
Department of Earth Sciences	16
Department of Mathematics & Statistics	24
Department of Physical Sciences	24
CESSI	24
Department of Humanities and Social Sciences	16
Department of Computational and Data Sciences	16

The coursework should include one course on **Research Methodology (of 4 credits)**. For the successful completion of the PhD course work, a student must get grade ‘C’ or above in each of the courses taken. In case a student is unable to secure grade ‘C’ in a course, s/he will be allowed to sit for a supplementary examination for that course, or to choose another course. PhD students who fail in coursework will be allowed to complete the required number of credits within the first 3 semesters of joining, failing which the student will have to leave the Institute.

6.7 Review of Progress

A 3-Member Research Progress Committee (RPC) will be constituted for all research scholars. The committee will comprise the Supervisor, and two other faculty members. Students will have to submit a Progress Report and will have to present a talk in front of the RPC once a year.

Every PhD student is required to prepare and submit an Annual Progress Report (APR) to the RPC. The failure to submit the APR on time will lead to the discontinuation of fellowship.

6.8 Comprehensive Examination

A comprehensive examination is a means to evaluate a student’s comprehensive understanding of his/her discipline, ability to pose scientific questions and grasp of the methodology of doing research. It should normally be conducted within one month from the completion of coursework. If a student fails, he/she will be given a second chance within three months of the first attempt. If he/she fails again, he/she may be asked to leave the programme. The report of the comprehensive examination and any second attempt must be submitted to the academic office.

6.9 Fellowship and Tenure

For Institute-funded PhD students the fellowship amount will be as per MoE norms. The fellowship tenure of Institute-funded fellows will be **five years**. A student should normally spend two years at the JRF level and will be upgraded to SRF level subject to fulfilment of certain criteria and an upgradation interview.

6.10 PhD Thesis Submission

Before submission

- i. All students will have to carry out their major research in the Institute for at least a period of two years and six months from the date of PhD registration before the submission of the thesis.
- ii. When the supervisor feels that the thesis is ready for submission, he/she will convene a meeting of the RPC. If the RPC is convinced that the work done is sufficient for submission of the thesis, it will recommend conduction of the pre-submission open seminar. The proceedings of presubmission seminar need to be recorded.
- iii. Pre-submission open seminar can be organized by the PGAC only on recommendation of the concerned RPC. Upon satisfactory performance of a student in the pre-submission presentation, the PGAC will recommend submission of PhD thesis within three months. In case the student is unable to submit the thesis within this period due to unforeseen circumstances, an extension may be sought from the ADoAA/DoAA justifying the delay.
- iv. The thesis must be passed through plagiarism check software (such as *Turnitin*) and the student must ensure that, apart from quotations, no part of the thesis is copied from any published material other than the student's own papers.
- v. It is recommended that every research fellow have a paper published/accepted for publication in a peer-reviewed journal before submission of the thesis.
- vi. As the peer reviewed conference proceedings are almost equivalent to the peer reviewed papers, these can be considered for obtaining a PhD degree in CDS.

Thesis submission for evaluation

- i. The thesis will be submitted online through WeLearn. The details are given on [this internet link](#).
- ii. The suitable panel list for reviewers' suggested by the supervisor on the portal has to be approved by the HoD and concerned PGAC member online. The panel of reviewers should have a minimum of 4 names at the level of Professor or Associate Professor. They should be subject experts and active researchers with publications in the relevant areas in the last three years. Care should be taken to avoid any conflict of interest. Research collaborators of the student or the supervisor should not be suggested as examiner of the thesis.
- iii. Thesis Title: Special characters should not be used and number of characters should also be limited. There should be a maximum of 300 characters (including blank spaces). Special characters and symbols should be avoided as much as possible.

- iv. Abstract and the synopsis of thesis: An Abstract with a maximum of 300 words has to be provided through the thesis submission link. The abstract (besides the synopsis) must be incorporated in the main thesis.

6.11 Evaluation of the PhD Thesis

- i. The thesis will be evaluated by at least three independent reviewers including the supervisor – The external expert for the viva-voce will be chosen by the DoAA/ADoAA from the pre-selected external reviewers.
- ii. The order of preference of the suggested reviewers will be chosen by the DoAA/ADoAA. The Assistant Registrar (Academic) will seek consent of the suggested reviewers to evaluate the thesis in the order of preference, by sending them the synopsis. If any of the suggested examiners refuses to act as a reviewer or does not respond within 7 days, the next preferred reviewer from the same panel will be contacted.
- iii. On receipt of consent, the Assistant Registrar (Academic) will send the thesis to the reviewers.
- iv. For evaluation of PhD thesis, an honorarium as per norms will be paid to the Indian and the foreign experts. (for Indian expert it is Rs. 10000/- per person, whereas for foreign expert it is USD 200/- per person, this amount may be revised from time to time.)
- v. The reviewers will be requested to submit their evaluation report (in the prescribed format) within 6 weeks from the date of receipt of the softcopy of the thesis. The PhD supervisor will also be formally asked to submit her/his report within the stipulated time.
- vi. If a reviewer is unable to send the report within the stipulated time of 6 weeks, reminders will be sent by the Assistant Registrar (Academic). If the reviewer does not respond in spite of repeated reminders, the DoAA/ADoAA may advise to send the thesis for evaluation to the next preferred reviewer from the panel. The reviewers should be specifically requested for a critical evaluation of the quality and the quantity of the research work embodied in the thesis. The reviewer has to select one of the following statements in the Evaluation Report (with space for additional comments overleaf):
 - (a) The thesis is recommended for the award of the degree without any correction.
 - (b) The thesis is recommended for the award of the degree provided the following points (as listed in a separate sheet) are clarified during viva-voce.
 - (c) The thesis is recommended for the award of the degree with minor revision (as listed in a separate sheet)
 - (d) Substantial revisions involving rewriting of one or more chapters are necessary (mentioned in detail in a separate sheet) without, however, doing any further research work.

- (e) The thesis is not acceptable in the present form and needs to be rewritten. However, it reveals sufficient quality and quantity of work to warrant the student being given an opportunity for further research work and/or re-interpretation of results (see the separate sheet for details).
 - (f) The thesis is not recommended.
- vii. Upon receiving the reports, the DoAA/ADoAA will classify the reports into one of the following four categories:
 - (a) Category 1 (the thesis be accepted without any correction).
 - (b) Category 2 (thesis be accepted with minor revisions).
 - (c) Category 3 (major revision is suggested, resending the thesis (after correction) to the concerned reviewer(s)).
 - (d) Category 4 (a complete rejection).
- viii. Depending on the reports of the reviewers, the DoAA/ADoAA will decide whether the thesis can be accepted for viva voce or be rejected or be referred to a new reviewer. If one of the external reviewers recommends rejection, then an adjudicator from the same panel may be appointed.
- ix. Copies of the reports will be made available to the PhD supervisor(s) of the student concerned within a week of the receipt of the reviewers' reports, after classification of the same by DoAA/ADoAA.
- ix. The supervisor must ensure that all the corrections including modifications/revisions suggested by the external reviewers have been incorporated by the student.
 - (a) If the report is classified as Category 1 or 2, the revised thesis must be submitted to the DoAA/ADoAA within 15 days;
 - (b) If the report is classified as Category 3, the revised thesis must reach the DoAA/ADoAA within three months. However, the ADoAA can extend the deadline of submission upon request.
- x. A thesis, if rejected, may be resubmitted once only after revision, not earlier than 1 year and not later than 2 years from the date of such intimation to the student by the DoAA/ADoAA. The thesis so resubmitted may be examined by the same reviewers or by new reviewers (as the DoAA/ADoAA decides). The procedure after receiving the new reports should be the same as above.
- xi. Rejection even after resubmission will disqualify the student from further consideration for the award of the PhD degree in the topic chosen.

6.12 Final Viva Voce

- i. Time schedule for conducting viva-voce after categorization of the thesis by the Competent Authority:

Sl. No.	Category of the Thesis	Time schedule for conducting viva-voce
1.	Accepted for Viva Voce	Within 3 months of sharing the reports
2.	Accepted for Viva Voce with minor Corrections	Within 6 months of sharing the reports
3.	To be resent to the concerned reviewer(s)	The Process is to be completed within one year
4.	Referred to another reviewer	The Process is to be completed within one year
5.	Rejected	Resubmission within 2 yrs.

- For options 3, 4 & 5 registration is to be continued. In case the student resigns after submission of the thesis, he/she has to re-register to the programme.
 - If the time period is not followed the student has to continue his/her registration.
 - The maximum tenure of registration is 8 yrs. The continuation of students who completed the maximum program tenure of 8 Years of PhD programme will only be allowed with justification from the concerned Research Progress Committee and with the approval of the Chairman, Senate, on a case-by-case basis.
- ii. For categories 1 and 2 above, the PGAC will organize his/her final viva voce (in form of an open seminar), with intimation to the Academic Cell at least 7 working days in advance.
 - iii. The Academic Cell will send out a formal invitation to the external reviewer chosen for the vivavoce, who is expected to conduct the viva voce in the presence of the Supervisor and Cosupervisor (if any), Head of the Department and the departmental PGAC convener.
 - iv. The viva-voce may be conducted in-person or online mode. It may be decided by the supervisor and co-supervisor (if any) in consultation with the HoD and the departmental PGAC convener. The DoAA/ADoAA will be the approving authority. The proceedings of online PhD viva-voce exams need to be recorded and retained.
 - v. The final report of the viva voce signed by the supervisor and co-supervisor (if any), the external examiner, the HoD and the departmental PGAC convener is to be submitted within 7 working days from the date of viva voce to the ADoAA, who will place it in the subsequent Senate meeting for approval of the award of the PhD degree.
 - vi. The student should upload a soft copy of the corrected final thesis in Welearn after the viva-voce (on the date of viva voce). The student should submit one hardbound copy of the final thesis to the supervisor along with a declaration from the supervisor that he/she has received his/her copy from the student. One hardbound copy of the final thesis has to be submitted by the student to the Institute Library.

- vii. The external examiner shall be entitled to an honorarium of Rs 10,000/- (equivalent amount in US dollars for the foreign expert). In addition her/his travel (economy class airfare for domestic travels only) and local hospitality will be covered by the institute as per GoI norms.

6.13 Award of PhD Degree

On receipt of the approval of the Senate, the PhD degree may be conferred in the next convocation. Upon request, a provisional certificate may be issued by the DoAA/ADoAA based on the final report of the viva voce, provided the student has obtained the 'No Dues' clearance.

6.14 Leave Rules

The leave sanctioning authority for PhD students will be the DoAA/ADoAA. All applications should be routed through the respective supervisor, PGAC convener and the HoD.

The PhD students receiving fellowships from the external funding agency will require permission from the respective funding agency as well as the DoAA/ADoAA, for any long leave exceeding 30 days.

The PhD students are entitled for the following categories of leave:

- **Ordinary Leave:**

- A PhD student is eligible for 30 days leave with fellowship for each completed year from the date of his/her joining. This includes medical leave. Saturdays, Sundays and holidays during the leave period are counted towards leave, except for prefixed or suffixed holidays. The leave will be treated as part of the student's tenure.
- For IISER-K fellowship holders the DoAA/ADoAA can sanction leave without fellowship under exceptional circumstances. For students funded by external funding agencies, approval from the concerned funding agency is mandatory.
- In case a student proceeds on leave before termination of Fellowship, he/she must join back before the expiry of tenure; failing which the tenure will be deemed to have terminated with effect from the date he/she proceeded on leave. A joining report should be communicated to the DoAA/ADoAA, in case of leave for more than seven days.

- **Academic Leave:**

- PhD students may be allowed to attend Seminars / Conferences / Workshops / Training / Shortterm courses etc. The duration of the leave will be decided based on the recommendation of the supervisor.

- ii. Any visit outside the country to attend Seminars/Conferences/Workshops/ Training/ Short-term courses etc. must be intimated to the external funding agencies well in advance.
- iii. The fieldwork such as data collection, survey work / going to laboratories of other Institutes for use of instruments will be treated as *on duty leave*.

- **Maternity/Paternity Leave:**

- i. Women students with less than two surviving children are entitled to full fellowship plus HRA (if applicable) during the period of absence up to 180 days on the grounds of maternity. The fellowship amount for leave period will be paid after the student resumes duty and submits a medical certificate in support of actual confinement. It is expected that the student will make up any deficiency in research progress during the remaining part of the tenure.
- ii. Male students with less than two surviving children are entitled to 15 days of paternity leave during the confinement of his wife on submission of relevant documentary proof.

6.15 Conduct and Discipline:

Rules and regulations for conduct and discipline are common to all students of IISER Kolkata and will be informed to the PhD students at the time of their joining in form of an undertaking (Institute byelaws). Failure to abide by these rules will lead to disciplinary action. Unauthorized absence for more than a month, as communicated by the concerned supervisor/department through monthly attendance sheets, may lead to a reduction of the fellowship amount, suspension, or termination.

6.16 Exit from PhD Programme

To facilitate a switch-over option for students who are unable to continue, an early exit from the Programme with an **MS by Research** degree is possible.

- **Eligibility:** Only students who have passed the comprehensive (and therefore, coursework too) can avail this exit. A minimum of 2 years should have been spent after joining PhD.

6.17 Termination of Studentship

The PhD studentship is liable to be terminated in the following events:

- i. Giving false information at the time of application / admission / registration
- ii. Failure to complete the course work requirement
- iii. Not conforming to the regulations of the Programme
- iv. Consistent lack of progress in research
- v. Involved in any form of academic misconduct, e.g., plagiarism/data fabrication

- vi. Violation of conduct and discipline rules of the Institute
- vii. Not submitting the thesis within the stipulated period
- viii. Not enrolling for a semester within stipulated dates

Note: The Senate may make further amendments to the Rules and Regulations, if required. The amendment and the revised Rules and Regulations will be reflected in the revised Guidelines. The PhD Rules and Regulations will be automatically applicable to the Integrated PhD students from third year onwards.

6.18 Final Thesis

An electronic version of the thesis and one copy of hard bound thesis along with a declaration from the supervisor that he/she has received his/her copy from the student, should be submitted to the Academic Office within 7 days of the viva voce/as directed by the Office of Academic Affairs.

The thesis must be passed through 'Turnitin' or other reputed software for plagiarism check and the student must ensure that, apart from quotations, no part of the thesis is copied from any published material other than the student's own papers.

Format:

- i. Page Size: A4/Back to Back
- ii. . Binding: Spiral binding at the time of submission, hard bound after the time of defence
- iii. Cover:
 - (a) Colour: Black
 - (b) The top should have title of the thesis, the name of the student, the year of completion and the Institute's name
 - (c) The backbone should have the title of the thesis, the student's name, and the year of completion.
- iv. Font type and Size: Times New Roman, 12 Pts. or any other equivalent font size.
- v. Line Spacing: 1.5
- vi. The front page should have the following information with centre alignment:
 - (a) Title of the Thesis
 - (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
- vii. The backbone should have the title of the thesis, the student's name, and the year of completion.
- viii. Declaration of the student with his/her signature on academic integrity and copyright (template given below)
- ix. Certificate of the Supervisor with his signature (template given below)
- x. Acknowledgement (not more than two pages)
- xi. Dedication (optional)
- xii. Abstract
- xiii. Chapters, starting with 'Introduction' and ending with 'Conclusion'
- xiv. References
- xv. The electronic version should have the following information:
 - (a) Name and Roll No. of the student
 - (b) Title of the Thesis
 - (c) Month, Year

Template of Declaration by the student

Declaration by the student

Date:

I, Mr./Ms. _____ Registration No. _____ dated _____ a student of the Department of _____ of the Integrated PhD Programme/ PhD Programme of IISER Kolkata, hereby declare that this thesis is my own work and, to the best of my knowledge, it neither contains materials previously published or written by any other person, nor has it been submitted for any degree/diploma or any other academic award anywhere before. I have used the originality checking service to prevent inappropriate copying.

I also declare that all copyrighted material incorporated into this thesis is in compliance with the Indian Copyright Act, 1957 (amended in 2012) and that I have received written permission from the copyright owners for my use of their work. I hereby grant permission to IISER Kolkata to store the thesis in a database which can be accessed by others.

Signature

Name

Department of _____

Indian Institute of Science Education and Research Kolkata

Mohanpur 741246, West Bengal, India

Template of Certificate from the Supervisor

Certificate from the Supervisor

Date:

This is to certify that the thesis titled _____ submitted by
Mr./Ms. _____ Registration No. _____
dated _____ a student of the Department of _____
of the Integrated PhD Programme/ PhD Programme of IISER Kolkata, is based upon
his/her own research work under my supervision. I also certify, to the best of my knowl-
edge, that neither the thesis nor any part of it has been submitted for any degree/diploma
or any other academic award anywhere before. In my opinion, the thesis fulfils the
requirement for the award of the degree of Doctor of Philosophy.

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