



**Manual of
PROCEDURES & REQUIREMENTS
for
UNDERGRADUATE PROGRAMMES**



**INDIAN INSTITUTE OF TECHNOLOGY
(Indian School of Mines), Dhanbad**

Effective from July, 2019

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Acknowledgement

UG Manual, IIT Kanpur

The Indian Institute of Technology (Indian School of Mines) Dhanbad offers a number of undergraduate programmes leading to 4-year B.Tech., 5-year Integrated M.Tech., Dual Degree and Double Major. The regulations as provided herein details the procedures and requirements of UG programmes being offered by the Institute.

UG Programmes

- A. Bachelor of Technology (B.Tech.): This is a four-year programme.

- B. Double major: This is a five-year programme with major in two departments/disciplines that offer B.Tech. degrees. The first major is in the parent department, while the second major is in the department to which the student is admitted for this purpose after the 4th semester.

- C. Dual Degree programme: This is a five-year programme in which a student earns a Bachelor's (B.Tech) and a Master's (M.Tech/MBA) degree. The dual degree programme has three categories:
 - a) Category A: In this case both degrees are in the same department/programme.
 - b) Category B: This is a two discipline/department programme where the Bachelor's degree is in the parent discipline/department and the Master's degree is in a different discipline/department.
 - c) Category C: In this case the Bachelor's degree is in the parent discipline/department and the Master's degree is MBA.

- D. 5-year Integrated M.Tech.: Five-year integrated master's programme in one discipline.

2.1. Programmes for new entrants

The Institute admits students to its UG programme through JEE (Advanced). The UG programmes of the Institute are as follows:

A. The four-year B.Tech. programmes

1. Chemical Engineering,
2. Civil Engineering,
3. Computer Science & Engineering,
4. Electrical Engineering,
5. Electronics and Communication Engineering,
6. Engineering Physics,
7. Environmental Engineering,
8. Mechanical Engineering,
9. Mining Engineering,
10. Mining Machinery Engineering,
11. Mineral Engineering,
12. Petroleum Engineering.

B. The Dual degree programme may be offered by different Departments.

C. The Integrated M.Tech programmes are offered by the Departments of Applied Geology, Applied Geophysics and Mathematics & Computing.

D. The double major programme may be offered by respective Departments.

In accordance with the Statutes, the Senate can recommend to the Board of Governors (BOG) of IIT (ISM) Dhanbad for starting and/or phasing out any existing programme.

2.2. Minors

Students may opt for a specialization within a discipline other than their parent discipline during the regular B.Tech./Integrated M. Tech programmes. This specialization is called a Minor consisting of courses specified by the respective Departments. The student has to complete the requirement for 'minor' within the stipulated time-frame of the programme in which s/he is enrolled.

3.1. Admission to UG Programmes

Admission to the UG Programme is normally done in the month of July through the Joint Entrance Examination Advanced (JEE Advanced) conducted on all-India level by the IITs. The procedure and other requirements for admission are specified in the JEE Information Brochure.

3.2 Reservation of seats

Reservation policy will be applicable as per the Government of India norms.

3.3 Casual / Non-Degree students

A Casual / Non-degree student is one who is registered for a degree in a recognized Institute (other than IIT (ISM) Dhanbad) or a University in India or abroad, and who is officially sponsored by that Institute or the University to complete a part of her/his academic programme at IIT (ISM) Dhanbad. For that purpose, the non-degree student may carry out research, take courses for credit or otherwise, or may use other academic facilities at IIT (ISM) Dhanbad. An official transcript of work done at IIT (ISM) Dhanbad, along with grades obtained, if any, would be given to the non-degree student for her/his use as s/he may deem appropriate. However, any credits earned at the Institute by a non-degree student cannot be counted towards any degree programme of IIT (ISM) Dhanbad at any time.

A person will be admitted as a casual / non-degree student on the basis of a sponsored application to the Dean (Academic) through the Departmental Under Graduate Committee (DUGC), who will recommend the admission of the candidate on the approval of the Chairman, Senate. A non-degree student may be admitted for a maximum period of two semesters and the summer term (a maximum of one year). There will be no bar on the number of casual / non-degree students being admitted to a programme.

A non-degree student shall be registered on the payment of all applicable fees depending upon the status, programme and nationality. All such students admitted shall be governed by the Code of Conduct for the students and the regulations and discipline of IIT (ISM) Dhanbad.

3.4 Validity of admission and its cancellation

A candidate is admitted to a UG programme, if s/he is:

- a) eligible for admission to a specified programme;
- b) completed all the steps laid down under the procedure for admission; and
- c) paid the prescribed fees.

All such candidates are required to submit pertinent documents, such as copies of their marks/grade sheets, provisional certificate of the qualifying examination, category certificate, if under reserved category, in the prescribed format on or before the last date of submission as specified.

All admissions to the Institute are subject to approval of the Senate. The admission of a student can be cancelled by the Senate, if it is found that the student has failed to submit all the documents by the due date specified in the Academic Calendar or has not met other specifications. The admission of a student can also be cancelled by the Senate at any time during the programme, if it is found that the student has submitted wrong/forged document(s) or has given a false declaration.

4.1. Academic Session/ Year

Academic session of the Institute is also called the Academic Year and spans a period, generally from July to May of the following year as specified in the Academic Calendar.

4.2. Duration

Each academic session comprises of two regular Semesters: Monsoon (July to December) and Winter (January to May); and a Summer semester (mid-May to mid-July). The exact duration of each semester is specified in the Academic Calendar. The total hours of instruction for a course in the Summer Semester are exactly similar to that in the regular semester. Each week comprises of five working days for instruction, from Monday to Friday. If for some reason, a day(s) is lost, it may be compensated by any other day of the week (preferably Saturday). Classes are normally avoided on Sundays and holidays.

4.3. Academic Calendar

The Academic Calendar-approved by the Senate, is a schedule for all academic activities including registration, late registration, last date of document submission, first and the last days of classes, examinations, make-up examination, deadline for final grade submission, result declaration, mid-semester recess, vacation period etc. No deviation from the Calendar is allowed except for some unforeseen and unavoidable reasons. In all such cases, the approval of the Chairman, Senate is necessary and the same is to be reported in the subsequent Senate meeting.

5.1. Components of the curriculum for a UG programme

- a) Institute Core (IC): Courses which are compulsory for all UG students.
- b) Engineering Science Option (ESO)/ Science Option (SO): These are introductory courses offered by Engineering and Science departments on topics under Institute Core and can be taken by all UG students of the Institute.
- c) Department Core (DC): Courses which are compulsory for students in their parent discipline/department.
- d) Department Elective (DE): Elective Courses which are offered by departments for their own students.
- e) Open Elective (OE): An Open Elective course is any course offered by the Institute including ESO/SO, DC and DE courses.
- f) Humanities and Social Sciences/ Management Studies (HSS/MS) Elective: These are elective courses from a basket of courses offered by the Department of Humanities and Social Sciences/ Management Studies.

The distribution of credits between different components is given below:

Course Component	Course Credits	~% of Total Credits
Institute Core (IC)	109	27-28
Department Core (DC)	124-133	32-33
Department Elective (DE)	36-45	9-11
Engineering/Science Option (E/SO)	36	9
Open Elective (OE)	63	15-16
HSS+MS	9+9=18	4.5
Total	386-404	100

The policies and procedures laid down for course numbering system is given in Annexure-I.

Online courses: Online courses may be offered and students may need to complete these courses as an essential component for graduation or as an extra credit.

5.2.Credits

The following formula is to be employed to calculate the credits of a course: $C = 3L + 2T + P$, where, C is the number of credits, L is the number of lecture hours, T is the number of tutorial hours, and P is the number of laboratory/practical hours per week in a course.

An average student can register for a normal load of 42 – 59 credits in a regular semester.

5.3. Modular Course

A modular course will run exactly for half a semester and will have only one examination at the end with at least one quiz in addition to this examination. Modular courses will either be offered before mid-semester examination or after mid-semester examination. The examination period for a modular course will coincide with the mid-semester examination /end-semester examination.

5.4. Institute Core (IC) courses

Subject Name	L-T-P	Credit Hours
Mathematics-I	3-1-0	11
Mathematics-II	3-1-0	11
Physics	3-0-0	9
Physics Practical	0-0-2	2
Chemistry	3-0-0	9
Chemistry Practical	0-0-2	2
Basics of Electrical Engineering (Modular)	3-0-0	9/2
Basics of Electrical Engineering Practical (Modular)	0-0-3	3/2
Basics of Electronics Engineering (Modular)	3-0-0	9/2
Basics of Electronics Engineering Practical (Modular)	0-0-3	3/2
Numerical methods (Modular)	2-2-0	5
Computer Programming (Modular)	2-1-0	8/2
Computer Programming Practical (Modular)	0-0-2	2/2
Engineering Graphics	1-0-3	6
Engineering Mechanics	3-1-0	11
Earth Sciences (Modular)	2-0-0	6/2
Environmental Sciences (Modular)	2-0-0	6/2
Manufacturing Processes	2-0-3	9
Communication Skills	1-0-2	5
Engineering Economics and Finance	2-0-0	6
Total		109

Students, in general, cannot take two similar courses floated either by the parent or any other department. The details of courses of the UG programmes, being offered by various departments, are contained in the “Courses of study” document, published periodically by the Institute, and available at the office of the Dean (Academic).

5.5. Academic load in a regular semester

Academic load varies from 42 to 59 credits depending on the semester. In addition, there is a provision for underload and overload of credits.

a) Underload

Students on an academic probation may register for a minimum of 35 credits.

b) Overload

(i) Students not on academic probation and warning can register for one extra course over and above their normal load.

(ii) Students with a CGPA greater than 7.5 may register for up to 65 credits.

(iii) Students with one backlog course in their final semester can register for the backlog course provided they are not on academic probation.

(iv) There should be no time-table clash between the selected courses.

Each admitted student must register herself/himself in person before the commencement of each regular semester /summer semester on the date specified in academic calendar. The students who are admitted to the first year of different academic programmes and who are awaiting the final result of the qualifying examination are allowed to register provisionally, provided that they submit a certificate from the last institution to the effect that they have appeared in the final of the qualifying examinations (both theory and practical). Such students must submit all documents showing that they have passed the qualifying examination on or before the last date specified in the Academic Calendar. The admission of such students, who have not submitted the required documents by the due date, shall be *cancelled*.

Students are required to complete the following parts of the registration:

- (i) Academic registration
- (ii) Administrative registration

The admission / continuation of a student in the programme shall be terminated by the Senate, if the student has not completed the registration process.

6.1. Academic registration

The registration process is defined below.

6.1.1. Pre-registration

Each student is required to pre-register online through the Management Information System (MIS) for the next semester on or before the last date specified in the Academic Calendar. The electives will be allotted as per the declared guidelines.

A student may select the number of courses and the course load under the regulations, while ensuring that all pre-requisites have been completed and there is no time-table conflict amongst the courses. One or more courses with a time-table clash will be rejected from the registration form of the student, either during registration or if found at a later stage. When all the courses planned to be taken by the students in the next semester are finalized, the same is to be verified at the time of physical registration.

If a student is unable to complete the academic pre-registration by the due date or her/his pre-registration is cancelled, the student should submit an application to the Dean (Academic) through the Chairperson, DUGC for permission to do final registration manually at the specified time within a period of one month from the last date of academic pre-registration, but before the physical registration.

6.1.2. Physical registration

The registration is done during the time slot specified in the Academic Calendar. Completion of registration requires:

- a) Approval of pre-registration of courses.
- b) Payment of semester fee, hostel fee and such other fees as prescribed, and clearing all outstanding dues, if any.
- c) Signing the registration roll **in person** in the office of the Dean of Students Welfare (DSW).

6.1.3. Late registration

A student is expected to complete the registration process by the due date as specified in the Academic Calendar. In exceptional circumstances, a student may be allowed to complete the process by the last date of the late registration as specified in the Academic Calendar by paying the late registration fee. The late registration fee may be waived off, if the student has taken prior permission for late registration. If the student could not take prior permission for late registration, because of exigencies such as accident, illness, bereavement in the family, the Dean (Academic) may waive-off the late registration fee. Such waive-off shall not be a general rule, but will be invoked on a case-to-case basis.

6.2. Academic registration for summer semester

The rules for summer semester are given below:

- a) Only theory papers and final year B.Tech. projects can be offered depending upon the needs of the students and availability of instructors for offering the course in the department.
- b) The credit shall remain the same as for regular course.
- c) Each student needs to register for the summer semester as per the Academic Calendar.
- d) The maximum number of courses that can be registered in the summer semester will be limited to two full courses. One modular course will be half of a full course.
- e) Number of classes has to be the same as in the regular semester.
- f) Classes will be conducted regularly irrespective of the number of registered students.
- g) The attendance requirement will be the same as that of regular semesters.
- h) The tuition fee and semester fee for summer semester will be 50% of the tuition fee and semester fee of a regular semester.
- i) One thesis unit is equivalent to one course.

6.3. Cancellation of registration in a course

Registration of a student in a course may be cancelled at any stage, if it is found that s/he does not meet the pre-requisites of the course, or if there is a clash in the student's time-table of even one lecture, or if it is found that s/he is not eligible to register for that course for any other reason.

A student will be de-registered from the course, if s/he fails to attain 75% attendance in the course.

6.4. Cancellation of semester registration

Registration of a student in all the courses in a Semester (including Summer Semester) shall be cancelled, if a student remains absent from all academic activities for more than 20 working days during a semester, with or without permission. In such cases, the student shall have a forced semester drop.

7.1. Medium of instruction

The medium of instruction in the Institute is English. Therefore, the answers written in languages other than English language will not be taken cognizance of and the part written in language other than English may not be graded.

7.2. Offering a new course

A new course can be introduced by a faculty member by submitting a proposal to the Chairperson, DUGC in the prescribed format. The proposal shall be considered by the DUGC at the earliest possible, but not before seven days of the notice for the meeting of the DUGC. The proposal should be circulated to all faculty members for their comments at least seven days before the DUGC meeting. If the DUGC accepts the proposal or suggests some changes/modification to the course, and the proposer of the course resubmits the modified proposal by addressing the suggestion, then the modified proposal shall be submitted to the Senate Under Graduate Committee (SUGC) for its consideration. Details regarding constitution of SUGC and DUGC is given Annexure-II. The new course can be offered only when it has been recommended by the SUGC and approved by the Senate.

7.3. Courses to be offered in a given semester

The list of courses to be offered by a department under an academic programme in the subsequent academic year is to be finalized before the pre-registration period in the winter semester of current academic year by the Head of the Department through the Departmental Advisory Committee (DAC). All the requirements of the programme templates are considered before deciding the courses to be offered in a regular semester.

7.4. Conduct of courses

Each course is preferably conducted by a single instructor with the assistance of Teaching Assistants (TAs). The Instructor is responsible for instruction, giving home assignments, holding quizzes and examinations, evaluating the performance of the students, and awarding and submitting the grades.

In certain cases, faculty from other departments may have to provide tutors for tutorial, laboratory work, grading etc.

Course Coordinators who are conducting courses with a large number of students in multiple sections will be assisted by Instructors and TAs. The Coordinator is responsible for planning the course instructions, giving home assignments, holding quizzes and examinations, evaluating the performance of the students, and awarding and submitting the grades. Tutorial classes should not be converted to lecture classes.

7.4.1. Duration of classes

Duration of a class is normally fifty (50) minutes. However, depending on the need, the duration of the class may be of 75 minutes.

7.5. Minimum number of students in an elective course

Normally, a minimum of twenty students is required to run an elective course. The approval of the Chairman, Senate should be taken for running courses with less than twenty students. The maximum numbers of students in an elective course may be one hundred or more depending on the need.

7.6. Attendance in class

All students are required to attend every lecture, tutorial and practical classes. However, relaxation of up to 25% can be given in case of illness, family calamities, participation in placement activities, participating/organizing cultural/technical festivals, sports, and other competition, etc. Any student with less than 75% attendance will not be allowed to appear in the end-semester examination and shall get “F” grade in the course.

Attendance records of all students for each course will be maintained. The Course Coordinator/Instructor taking the class is required to upload the attendance at the end of each week on MIS. Each student is expected to check/keep a record of her/his attendance through MIS. In case of any discrepancy, the student should approach the Instructor/Head of Department immediately for rectification.

As per notification IIT(ISM)/DAC/207 date 31.10.19 (approval of 11th Senate), 75% attendance is compulsory for all the students for award of grades in the semester examinations. If any student has a shortage of attendance the s/he will be allowed to appear provisionally in the examination but the answer scripts of such students will be evaluated by the course instructor only if the request for waiver is approved by the Chairman, Senate. If the instructor evaluates the answer script of such students, they will be awarded “F” grade if Chairman, Senate rejects the request for the waiver request. The student can submit application for the waiver alongwith supporting documents to the office of the Director up to 8 PM on the last working day before the semester examination.

Minimum attendance requirement may be waived off by the Chairman, Senate on the recommendation of the Dean (Academic) under exceptional circumstances.

7.7. Evaluation and performance feedback

The evaluation of the performance of a student in a course is a continuous process. The performance in a course is evaluated through a mid-semester examination, an end-semester examination, quizzes / short-tests announced or surprise ones, assignments, laboratory work (if applicable), etc. The Course Coordinator/Instructor may take an open-book or closed book examination in a given course.

The Course Coordinator/Instructor must upload the course plan in MIS before the first lecture/practical and inform the same to the students during the first lecture/practical. The course plan consists of (i) prescribed text/reference books, (ii) weightage of each component of evaluation, for e.g., examination, quiz, assignments, attendance (optional) etc., which are used to determine the final grade in the course, and (iii) any other useful information.

7.8. Examinations

The arrangement for mid-semester and end-semester examinations are made by the Examination Section during the period as specified in the Academic Calendar. No deviation is allowed in the examination schedule and location, without the specific written permission of Dean (Academic).

Conducting Open book/Open notes Examination

The Senate in its 10th meeting (dt 20.08.2019) has approved the proposal for open book examination with following conditions:

1. Use of Laptops, mobile phones, programmable calculator and other such digital media will not be permitted for such examinations.
2. Open book/note examination will be at the discretion of instructors.

The examination duration will remain unchanged for open book examination

7.8.1. Guidelines for setting of question papers, weightage of various components in final grade

- I. The question paper may comprise of different difficulty levels, such as 50% of average level, 30% of moderate level and remaining 20% of high difficulty level. At least 30-40% numerical problems may be given in Engineering, Science and Management courses, wherever possible.
- II. The grade may have the following percentage of weightage.
 - a. 70-80% in mid-semester and end semester examination. The proportion in mid semester and end semester will be 4:6.
 - b. Remaining 20-30% weightage may be based on quizzes, attendance, case studies, assignment etc.

The instructor may specify the division of marks in the first class of the Semester for (a) & (b) and upload the same on MIS.

- c. The questions of mid-semester and end-semester examinations normally cover the syllabus proportionately, i.e. the end semester question paper must include at least 60 percentage covered after mid semester and the remaining 40% equally divided between the portions before and after mid semester examination.

7.8.2. Results of examinations and quizzes

The final grades of all the students in a course must be submitted within three to seven days from the date of the examination of the course as notified by the Dean (Academic) from time to time. Answer books for mid-semester and end-semester examinations must be shown to the students at a mutually convenient time, within the specified period as mentioned in academic calendar. Answer

books for quizzes must be shown to the students within seven working days from the date of the quiz. The written comments of the students may be considered before assigning the final grades.

Solutions to examinations/quizzes with stepwise marking for each question must be uploaded in MIS before showing the answer books to the students. Students are responsible to be present to see the answer books, assignments, etc. at the time specified by the Course Coordinator/Instructor.

The end-semester answer books shall be sent to the Examination Section by the Course Coordinator/Instructor and shall be preserved for one year from the date of examination by the examination section.

7.8.3. Make-up end-semester examination

If a student, for reasons such as medical reasons/family calamity or any other valid reasons fails to appear in the end-semester examination in one or more course(s), then s/he may submit an application to the Dean (Academic) for a make-up examination. The application must be submitted within the deadline specified in the academic calendar, stating the reasons for the failure to appear in the examination along with the supporting documents. In case of an illness, a certificate from the Medical Officer of the Institute's Health Center must be submitted. Dean (Academic) may consider the application and take a decision on a case-to-case basis.

7.8.4. Make-up options for mid-semester examination

In case of absence during mid-semester examination due to medical reasons/family calamity or any other valid reasons, one of the following two options can be exercised by the Course Coordinator/Instructor after the approval of Dean (Academic):

- a) The mid-semester marks may be allowed based on the performance in the end-semester examination proportionately. In such cases, the weightage for end-semester examination may be the combined weightage of mid-semester and end-semester examinations.
- b) Conduct a make-up of mid-semester examination within two weeks from the date of completion of the mid-semester examination period.

7.8.5. Letter grades and weightages

At the end of the semester, students are awarded a letter grade in each course by the concerned course coordinator / Instructor taking into consideration their performance in various examinations, quizzes, assignments, laboratory work (if any), etc., and their regularity of attendance in classes (if applicable). The grades will be assigned on the basis of total marks obtained in a course.

There are ten letter grades: The letter grades, their descriptions, and the numerical equivalents on a 10-point scale (called Grade Points) are as follows:

Grade	Grade Point	Description
A+	10	Outstanding
A	9	Excellent
B+	8	Very Good
B	7	Good
C+	6	Above Average
C	5	Average
D	4	Pass
F	0	Fail
S	0	Satisfactory
X	0	Unsatisfactory
I	0	Incomplete

In certain courses such as seminars, physical education, etc., Satisfactory (S) / Unsatisfactory (X) grade is awarded. Grade 'X' implies that the student has failed in the course. S / X grades are not used in the calculation of SGPA/CGPA.

'I' grade shall be awarded to a student in case s/he is unable to appear in the regular end-semester examination and has been allowed for the make-up examination. In this case, "I" grade will be converted to a letter grade depending on her/his performance in the make-up examination.

If a student's make-up end-semester examination of a course is evaluated after the regular grades of the same course has been submitted, then the student should be assigned a grade based on the cut-off marks for the regular grades and will be considered supernumerary.

7.8.5.1 Relative grading: Relative grading system shall be followed as per the following rules

1. If the student strength is more than 50, Table-1 may be followed.
2. If the student strength is less than or equal to 50, Table-2 may be followed.
3. However, if the number of students is too less (≤ 15), it may be left on the decision of the course instructor. However, here too the grading should be based on the average class marks, rather than absolute grading. For class strength ≤ 15 , the minimum passing marks should also be based on class average and not on absolute marks as in the earlier system.
4. For the non-theory sessional courses, grading will be made free template of any template mentioned above, like point 3.

Table 1

For class strength > 50	
Grades	% of students
A+, A	Top (20 ± 5) %
B+, B	Next (40 ± 5) %
C+, C	Next (30 ± 5) %
D, F	Next (10 ± 5) %

Table 2

For class strength ≤ 50	
Grades	% of students
A+, A, B+	Top (45 ± 5) %
B, C+, C	Next (45 ± 5) %
D, F	Next (10 ± 5) %

The course having 'F' grade will be considered as '0' (Zero) credit for SGPA and CGPA/OGPA calculation. Once the student clears the backlog course, CGPA/OGPA will be re-calculated based on the passing grade.

The above grading system will be effective from Monsoon Semester 2019-20.

7.8.6. Absence in end-semester examination

To clear a course, a student must appear in the end-semester examination. If a student is absent in the end-semester examination and does not appear for the Make-Up examination, s/he will be awarded "F" grade in the course irrespective of her/his performance in mid-semester examination and other internal evaluation.

7.8.7 UG project evaluation

Project evaluation will consist of two parts (i) evaluation by supervisor and (ii) evaluation by an Oral Examination Committee. Each part is having equal (50%) weightage in the final grade.

7.8.7.1 Project Oral Examination Committee

- The thesis/project will be examined by the oral examination committees constituted by the HOD.
- The committee shall consist of four members comprising of three faculty members preferably of the same specialization of the department and one member from the Sister Department. Multiple committees may be constituted for the evaluation.
- The oral examination will be primarily based on dissertation work carried out by the student.
- Regular letter grade will be given based on the total marks obtained by the students in project evaluation. In case of multiple committees, the final marks will be normalized based on the average marks given by the individual committee, without modification in the mark given by respective supervisor.
- If the student gets 'F' grade in the Oral Examination, then s/he has to register in the course in regular/summer semester.

7.8.8. Semester Grade Point Average (SGPA)

The following formula may be used for calculating the Semester Grade Point Average (SGPA):

$$SGPA = \frac{TCP}{TC} = \frac{G_1C_1 + G_2C_2 + G_3C_3 + \dots}{C_1 + C_2 + C_3 + \dots}$$

where, G_1, G_2 , etc. stands for the Grade Point obtained in the specified courses and C_1, C_2 , etc. stands for the Credits of the respective courses. TCP stands for Total Credit Points and TC stands for Total Credits. SGPA stands for the Semester Grade Point Average and will be calculated up to 2 places of decimal.

S and X grades shall not be considered in the calculation of SGPA. Whenever a student is allowed to repeat or substitute a course, the new letter grade awarded in the course shall be substituted in place of the old letter grade. The new letter grade shall be used in the calculation of SGPA.

7.8.9. Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) indicates the cumulative academic performance of a student. It is computed in the same manner as the SGPA, except that all the courses registered up to and including the latest completed semester are considered in the calculation of CGPA, as indicated below.

The CGPA (Cumulative Grade Point Average) at the end of the second semester onwards until the programme is completed shall be calculated on the basis of the Total Credits for courses of each semester as indicated below:

$$CGPA = \frac{TCP_1 + TCP_2 + TCP_3 + \dots}{TC_1 + TC_2 + TC_3 + \dots} = \frac{\sum_{i=1}^n TCP_i}{\sum_{i=1}^n TC_i}$$

where, 'i' is the number of the semester. Along with the SGPA, the Cumulative Grade Point Average (CGPA) shall also be shown in the Grade Card / Report of every semester of the programme.

Whenever a student is permitted to repeat or substitute a course and a new letter grade is awarded, the new letter grade will be substituted for the old letter grade and will be used in the computation of the SGPA. However, both grades shall be mentioned in the Grade Card.

7.8.10. Overall Grade Point Average (OGPA)

The graduating CGPA is called the OGPA. $OGPA \times 10$ will give the graduation marks in percentage.

7.8.11. Declaration of the final result

The grades earned by a student in a semester can be seen by a student through MIS. A printed copy of the Grade Card shall be issued to each student after each semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

7.8.12. Withholding of grades

The grades of a student may be withheld, if s/he has not paid the dues, or if there is a case of misconduct/ unfair means/ non-submission of semester feedback/ disciplinary action pending against her/ him, or for any other appropriate reason as per the directives of the Senate.

7.8.13. Change of an already awarded grade

A letter grade once awarded shall be final. However, upon a request from the Course Instructor/Student routed through the Chairperson, DUGC and the Head of the Department, the Chairman, Senate in consultation with the Dean (Academic) may allow the revision of grades with proper justification. No request for a change of grade(s) shall be considered, if the request is made after six weeks of the declaration of the result.

7.9. Course feedback

At the end of each semester, students will give feedback about the course and the instructor through MIS.

CHAPTER 8 ACADEMIC REQUIREMENT FOR THE AWARD OF DEGREE

8.1. Minimum and maximum duration

The minimum and maximum duration permitted for various undergraduate programmes are as under:

Academic Programme	Minimum Duration (Semesters)	Maximum Duration (Semesters)
B.Tech.	7	12
Double Major	9	14
Dual Degree/ Integrated Master's degree	9	14

The minimum and maximum duration allowed will include any semester(s) in which a student is registered at IIT (ISM), but may have spent that semester as a casual/ non-degree student at some other Institution while still pursuing the said academic programme at IIT (ISM), Dhanbad.

The Senate may relax the prescribed minimum residency period of a student, if it is considered that the credits earned by her/him in the Institute or at other Institute satisfies the requirement of the program to award the degree.

A student, failing to complete the programme within the maximum duration specified, may be allowed by the Senate to continue studying in the programme under exceptional circumstances on a case-to-case basis.

8.2. Minimum academic requirement

In order to graduate, a student must clear all courses as per the respective programme template, satisfying the minimum credit requirement in each course category. In addition, the students must obtain a minimum OGPA of 5.0.

If a student is short of one credit in the SO/ESO category in meeting the requirements of the programme, then s/he may be recommended for relaxation for the same by the SUGC. In exceptional circumstances, the Senate may grant any other relaxation/restriction in the minimum academic requirements.

8.3. Graduation

A student is deemed to have completed the requirements for graduation, if s/he has:

- Fulfilled the minimum duration and other academic requirements as outlined in sub-section 8.1 and sub-section 8.2,
- Satisfied additional requirements, if any, of the concerned department,
- Cleared all dues, and
- No case of misconduct / unfair means / indiscipline is pending against her/him.

8.3.1. Graduation with distinction

A student graduating with an OGPA of 8.5 or above is certified to have graduated with *distinction* in the given programme. The final grade card / report of the student shall record the “distinction”.

8.4. Award of degrees

A student, who has completed all the requirements for graduation as specified in sub-section 8.3, shall be recommended by the Senate to the Board of Governors (BOG) for the award of the appropriate degree.

8.5. Withdrawal of the degree

Under exceptional circumstances, where gross violation of graduation requirements is detected at a later stage or the awardee of the degree has been convicted by a court of law for moral turpitude, the Senate having examined the case and being satisfied that the conditions exist for the withdrawal of the degree, may recommend to the Board of Governors for withdrawal of the degree already awarded to the person.

The DUGC shall review the academic performance of students at the end of each regular semester. A deficient student may be placed on Warning or Academic Probation or Termination. A student on Academic Probation is required to adhere to the following conditions:

- i. That the student shall register with higher priority for those courses (or their substitute) in which grade F/X is obtained. The student under academic probation shall register for one theory course less than the normal load or as specified by the Senate.
- ii. That the student shall not hold any post/position in the hostel, Students Gymkhana or any other organizational body of the Institute.
- iii. That the student will abide by such conditions as laid down by the SUGC/Senate.

A student under warning will adhere to the conditions given in (ii) and (iii).

The parent/guardian of the student will be informed in writing about the academic warning/probation status of the student.

The criteria for placing students on Warning/ Academic Probation/ Termination depends on SGPA / CGPA and is described in the following sub-sections:

9.1 Criteria for Warning

Students will be placed on warning if

$SGPA < 5.0$ and $CGPA \geq 5.0$

or

$SGPA > 5.0$ and $CGPA < 5.0$

9.2 Criteria for Academic probation

Students will be placed on probation if

$SGPA \leq 5.0$ and $CGPA < 5.0$.

The parent/guardian of the student will be informed in writing about the academic warning/probation status of the student.

9.3 Criteria for termination

Academic termination is applicable to those students who are placed under academic probation for two consecutive semesters.

9.4. Appeal against termination

A student may appeal to the Chairman, Senate for reversing the termination order and reinstating her/him in the programme. In the case of termination due to inadequate and unsatisfactory academic performance, the student must clearly explain the reasons for the poor performance, including how those reasons will not adversely affect her/his performance in the future. The Senate shall take a final decision after considering the inputs from DUGC and SUGC.

A student may re-appeal, if her/his previous appeal was rejected. However, the re-appeal will be considered by the Senate only if it is admitted by the Chairman, Senate.

10.1. Guidelines for Change of Branch/programme for all students admitted through JEE (Advanced)
(as per notification: No.639004/S-10/Branch Change Rules /2019 dated 11.10. 2019)

1. A student may be allowed change of branch / programme subject to his/her academic performance in the first two semesters of the branch/programme, and the strength constraint of the branch/programme as detailed below. Change of branch/programme is a matter of privilege, and not a right:

Provided that a student who has foreign nationality and has been either sponsored by her/his Government and/or by the Government of India, under any bilateral or other programme, to pursue a course of study in a particular branch/programme, will NOT be allowed branch/programme change.

2. Eligibility Criteria:

- (i) A Student, who has been admitted to an academic programme through JEE (Advanced), will be eligible for branch/programme, change if he/she has passed all the subjects for which he/she was registered in the first two Semesters of the First Year of the programme, without appearing in any Special Examination or Summer Semester Examination.
- (ii) The student must not have been punished by the Institute for any misdemeanour/offence.
- (iii) Subject to fulfilling condition as stated in (i) and (ii) above, a student is eligible to change her/his branch/programme to any other branch/programme, if she/he is in the top 1% of all the eligible students. If the need arises, supernumerary seats may be created.
- (iv) Subject to fulfilling the conditions as stated in (i) and (ii) above, a student is eligible to seek branch change provided that his/her CGPA is:
 - (a) ≥ 8 : for General Category and OBC Category students;
 - (b) ≥ 7 : for SC/ST/PD Category Students.

Provided that the maximum number of students in a branch/programme does not exceed 110% of the sanctioned strength in that branch/programme, and that the minimum number of students in a branch/programme does not deplete below 80% of the sanctioned strength in that branch/programme. This means that the maximum increase shall not exceed 10% or the maximum decrease shall not exceed 20% of the sanctioned strength of a branch/programme, because of branch/programme change.

However, branch toppers (two places of decimal) of each branch/programme will be eligible for branch change irrespective of the department strength requirement.

3. Change of branch/programme shall be carried out strictly in order of merit. The guidelines and the eligibility criteria stipulated in (i) to (iv) above and the reservation policy in force in the Institute, shall apply in all cases. In case of a tie in the order of merit, the student with a higher JEE (Advanced) rank will be considered to be in the higher order of merit in all cases.
4. A student fulfilling the above eligibility criteria can seek change in her/his branch/programme by filling an application online through MIS of the Institute and submitting it on-line to the Associate Dean, Academics (UG).
5. Student, who has applied and has been allowed for branch/programme change, will NOT be permitted to revert back to his original branch, under any circumstances.

11.1. Mid-Semester Recess and Vacation

Undergraduate students are entitled to avail the mid-semester break, winter and summer vacations as specified in the Academic Calendar without seeking any permission.

11.2. Temporary withdrawal/ Semester leave

i. A student may be allowed the leave of absence for a whole semester (temporary withdrawal) for bonafide reasons. Such leave of absence shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme.

ii. An application for temporary withdrawal should be made before the date of registration for the semester as mentioned in the Academic Calendar. However, under exceptional circumstances, a student may apply for withdrawal at any time during the semester.

iii. Application for temporary withdrawal should be addressed to the Dean (Academic) and routed through the Chairperson, DUGC. The application must be supported with all documents such as medical certificate (in original) in case of an illness.

iv. A student who remains on authorized leave of absence due to ill-health shall be required to submit a certificate from a Registered Medical Practitioner to the effect that s/he is sufficiently cured and is fit to resume her/ his studies. The Institute may constitute a Medical Board to determine the fitness of the student before registration. The registration of the student shall be provisional till the Medical Board at IIT (ISM) Dhanbad certifies the fitness. If the Board recommends that the student is not yet fit to resume studies, then the registration may be cancelled.

11.3. Permission to proceed to other Institutions

A student may be permitted by the Chairman, Senate to proceed to other academic institutions in India or abroad as a non-degree student so as to broaden her/his horizons and gain course-work experience. The following guidelines and procedures shall apply for this purpose:

- a) A student, who satisfies the minimum eligibility conditions given below, may spend up to two regular semesters in any academic institution of repute in India or abroad with prior permission of the Dean (Academic).
- b) The semester spent as a non-degree student will be counted as a part of the time spent in the pursuit of the degree.

11.3.1. Eligibility

- i. Completion of 200 credits of course work
- ii. A minimum CGPA of 7.5
- iii. There should not be any disciplinary action against the student

11.3.2. Application procedure

- i. The student shall apply to Dean (Academic) through the DUGC, giving details of the proposed programme and shall submit a statement of purpose with sufficient information about the Institution where s/he has chosen to spend time as a non-degree student.
- ii. The DUGC shall examine the student's proposal to determine whether the proposed programme is of a similar nature as the programme at IIT (ISM) Dhanbad, and that the student will benefit from the exposure and the performance at the outside organization / Institute.
- iii. On the recommendation of the DUGC, the Dean (Academic) may recommend the proposal to the Chairman, Senate for approval, with leave of absence to the student to proceed as a non-degree student to the selected Institution.
- iv. Any application for waiver of credits at IIT (ISM) Dhanbad or transfer of credits from the other Institution shall be decided in accordance with the procedure given in section 11.3.3.

11.3.3. Transfer of Credits and Waiver in-lieu thereof

- i. The permission to proceed to another institution as a non-degree student does not imply that the student will automatically get a waiver from the academic and other requirements of her/his ongoing UG programme at the Institute.
- ii. On return, the student may apply for a waiver of courses from her/his program template which s/he thinks are equivalent to the courses successfully completed at the outside Institute as a non-degree student. The student must submit an official transcript of the grades obtained by her/him at the outside Institute as a non-degree student and other documents/material that the concerned DUGC may require for evaluation. The DUGC will consider and determine, in a manner it deems fit, the equivalent courses (credits) and/or requirements for which the student may be given a waiver in her/his UG programme at IIT (ISM) Dhanbad.
- iii. On the recommendation of the DUGC and Dean (Academic), the Chairman, Senate may allow a student a waiver for a maximum of 100 credits against the course work completed elsewhere as a non-degree student, subject to relevant mapping of the courses.
- iv. The grades earned at any other Institution will not be used for calculating SGPA/CGPA. However, in such cases, the name of course, credits earned and name of the Institution must be mentioned in the grade sheet.

Those students who are selected by the Institute, using prescribed rules and procedures, to proceed to any Institutional exchange programme will also be governed by the above clauses for the transfer of academic credits, waiver, etc.

11.4. Station Leave

Permission for Station Leave should be obtained from Dean (Academic)/Associate Dean (Academic-UG) as per institute norms.

12.1. Scholarships

A number of Merit-cum-Means scholarships, freeships (i.e. tuition waiver), free basic messing and pocket allowance (for SC and ST categories), and endowment scholarships/fellowships are awarded to the UG students in accordance with the prescribed procedure laid down by the Senate. These scholarships/fellowships are administered by a designated committee. The details about these scholarships/fellowships can be found from the DSW office/webpage.

The scholarships are paid up to the month in which a student completes all the requirements of her/his programme.

12.2. Withdrawal of Scholarship

These scholarships are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material facts and/or giving false information. A student leaving the Institute on her/his own accord without completing the programme of study may be required to refund the amount of scholarship received during the academic session in which s/he leaves the Institute.

12.3. Awards and Medals

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Senate awards a number of prizes and medals established by the Institute on its own or through endowments/grants made by donors with the approval of the Board of Governors. Details of such awards and medals can be found at the Institute webpage. All matters related to awards and medals are handled by the Designated Committee.

12.3.1 Award of Presidents' Gold Medal (No.639004/S-10/President's Gold Medal /2019

Date: 11.10. 2019)

The guidelines for award of Presidents' Gold Medal are given below:

1. The selection for Presidents' Gold Medal awardee will be only from amongst students admitted through JEE-Advanced.
2. This medal will be given to the student of B.Tech (Hons) (upto 2019-20 academic year only) or B.Tech/Integrated M.Tech, Dual Degree, Double Major programmes who satisfies the requirements of this medal.
3. The medal will be given to the candidate having highest CGPA/OGPA (TWO decimal places) up to the final semester examination and has cleared all the prescribed courses in not more than eight regular semesters with his/her batch

4. For Dual Degree (B.Tech+M.Tech), Integrated MTech and Double Major programmes, the students shall be competing with those of 4 year B. Tech. admitted along with them. Therefore, their CGPA up to the end of 8th semester (4th year) only shall be taken into consideration.
5. If the winner of the Presidents Gold Medal is from Dual Degree/Integrated/Double Major programme, the medal will be conferred during the student's graduation in the following year.
6. The awardee shall not have a single F/X grade.
7. In case of tie in CGPA (TWO decimal places), the first tie breaker will be the total number of 'A+', the second tie breaker will be total number of 'A', and so on obtained in all semesters.
8. No major disciplinary action was taken against him/her by the Institute during his/her entire academic career in the institute.
9. A committee shall be constituted to recommend the name of the awardee for the Medal to the Senate. The medal will be awarded in the Annual Convocation as per above guidelines

Students of IIT (ISM) Dhanbad are selected from a pool of best talents available in the country. They come from different parts of the country and, therefore, their conduct and behavior within and outside the Institute campus should be exemplary and cosmopolitan in character.

13.1. Code of Conduct

13.1.1. Students must always carry their Identity Cards with them, especially when they move out of their hostels.

13.1.2. No student shall disobey any order issued by the Institute, Head of Department, Deans, Associate Deans, Chief Warden /Warden of hostels and other functionaries of the Institute. The students must behave with due decorum with their teachers and fellow students. Girl students must be shown due consideration in this respect.

13.1.3. Ragging of students (freshers and others) is strictly *prohibited* both within and outside the campus. No student shall indulge in any form of ragging of students, causing mental or physical agony or inflict monetary loss, physical harm to them, harass them or indulge in any kind of obscenity, vulgarity or violence with them.

13.1.4. Students should not indulge in any type of unkind, indecent behavior towards new entrants in hostels, messes, clubs or any other place in the campus and outside.

13.1.5. Students have no right to deny mess, club and other facilities to other students. The use of any such facility can be withdrawn only by the appropriate authorities.

13.1.6. Students should not indulge in violence of any kind with fellow students, employees including teaching staff of the Institute, and outsiders within or outside the Institute campus. Students must not take the law in their own hands but must report any grievance to the teachers, Head of Department, Chief Wardens, Dean of Students' Welfare, Dean (Academic) or other Officers, as the case may be.

13.1.7. Students are not allowed to become members of outside societies or allowed to join discussions of a political nature or to take part in any political activity without prior permission of the competent authority of the Institute.

13.1.8. Students are not permitted to consume or take alcoholic drinks and harmful drugs like L.S.D., Charas, etc. within the Institute campus including their hostels or outside in any restaurant/bar in Dhanbad or at any other place or on outside official visits such as training/tour/camp/field work, etc.

13.1.9. Students must not incur any debt or commit any irregularity in financial matters. The Institute, however, will in no way be responsible for such debts or irregularities.

13.1.10. No meeting of the students, other than those organized under the aegis of the various recognized students' activities, shall be called and held without the prior permission in writing from the Dean of Students Welfare.

13.1.11. No meeting/function within the Institute campus at Dhanbad, to which any outsider is invited, shall be organized nor shall any outsider be allowed to address the students without the prior permission in writing from the Dean of Students Welfare/Head of Department.

13.1.12. No theatrical performance, dance or show of any kind shall be allowed either within or outside the Institute Campus in the name of any society of the students except with the prior permission in writing from the Dean of Students Welfare/or any authorized functionary of the Institute, who may prescribe the terms and conditions for such performance.

13.1.13. No student shall

- a) by words spoken or written or by sign or visible representation or through internet or website or social media platforms, or SMS, WhatsApp, etc., offend or insult a fellow student or any teacher of the Institute or any employee or officer/functionary of the Institute. (Any form of ragging will also constitute an act of insult or offence on the person who is ragged).
- b) misappropriate, prefer false claim for financial assistance of any kind (indulge in financial irregularity of any kind), mutilate, disfigure or otherwise destroy or damage any property of the Institute including furniture, books, equipment, apparatus, building etc.
- c) use unfair means before, during or after any of the examinations and/or tests, quizzes, etc. or attempt to threaten the staff to get undue advantage or lift someone else's work(s) and insert it in her/his class work submissions, projects, dissertations, reports, etc. without proper acknowledgement, credit and reference.
- d) indulge in plagiarism or misconduct in use of printed/audio-video/video material of any kind in the Project, Dissertation, Class Work submission, reports, etc.
- e) Keep and/or drive engine driven vehicle (car, motor-cycle, scooter, etc.) for commuting inside the IIT(ISM) campus during her/his stay at IIT(ISM), Dhanbad. However, married students may be allowed to keep and use an engine driven vehicle with the specific approval of the Dean of Students Welfare/or any other authorized functionary of the Institute.

13.1.14. Students must take care of and protect all Institute property. Any damage to Institute property due to improper use or negligence will have to be made good by the students concerned. Students must use the Institute furniture and fittings with due care and must not deface buildings, roads, furniture, fittings, etc. in any manner.

13.1.15. Students must handle with great care the laboratory equipment and any instrument and machinery that they have to use in the course of their work/project /practical / dissertation. Any damage or breakage of

such equipment, instrument, apparatus, etc., due to improper use or negligent handling will have to be made good by the students concerned.

13.2. Disciplinary action and related matters

13.2.1. Any violation of the Code of Conduct shall invite disciplinary action which may include punishments such as reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute. In certain cases, the student may be barred from applying for a change of branch/programme.

13.2.2. Students found involved in any form of ragging are liable to severe disciplinary action including their expulsion from the Institute, and besides, they shall be punishable under the provisions of the Indian Penal Code or any other law in force. Involvement of a student indulging in any unseemly behavior towards new entrants will render themselves liable to strict disciplinary action.

13.2.3. Indulgence in violence by any student or group of students will render them liable to strict disciplinary action, including expulsion from the Institute.

13.2.4. In case of damage to the property of the Institute (Department / hostel or any other place), not only the cost of the damaged Institute property will be recovered from the student(s) concerned, but disciplinary action shall also be taken against the students involved in the damage.

13.2.5 If students feel victimized by the conduct, academic or personal, of any other member of the Institute, they may register a complaint to the Head of Department or Dean of Students Welfare/Dean, (Academic) or any other concerned functionary of the Institute.

13.2.6. In case of any complaint related to sexual harassment, the matter must be reported to Head of Department, Dean of Students Welfare or any other functionary of the Institute without any delay, who will take appropriate action in the matter through the Chairperson of the Internal Complaints Committee (ICC) of the institute.

13.2.7. The Course Coordinator/teacher of a course may debar a student from the examination in which s/he is found to be using unfair means. Besides, the Institute may take any other disciplinary action. The Course Coordinator/teacher may take appropriate action against a student who misbehaves in her/his class. In all such cases, the Course Coordinator/teacher shall inform the Dean (Academic) about the matter with all the relevant details.

13.2.8. The Dean of Students Welfare (DSW)/Chief Warden/Warden of a hostel may reprimand, impose fine or take any other suitable measure against a student residing in the hostel, who violates either the Code of Conduct or the regulations pertaining to the concerned hostel. The Chief Warden/Warden shall take prior approval of DSW before imposing any fine.

13.2.9. In major cases of indiscipline, the DSW shall constitute an enquiry committee and forward the recommendation of the committee to Chairman, Senate for his approval.

13.3 **Standing Disciplinary Rules for Students**

The following Standing Disciplinary Action may be applicable depending on the gravity of misconduct

- a) Warning Letter
- b) Letter indicating Disciplinary action will be communicated to parents/concerned supervisor/HODs.
- c) Enhanced Attendance requirement up to 90%.
- d) Engaged in Community/Academic Support /Administrative support service for two hours per day up to forty hours per month.
- e) Restriction in participation in activities of Students clubs/ Gymkhana / Festival etc.
- f) Restriction in Campus Placement activities.
- g) Disciplinary Probation for 6 months to entire period of stay at IIT(ISM).
- h) Suspended Sentence (Disciplinary action is awarded, however, the action will be enforced only after any other incident of indiscipline is reported)
- i) De-registered from a number of course ranging from one to full semester load.
- j) Deduction of Fellowship based on report of indiscipline.
- k) Expulsion from the institute.

Any other action not covered above may be taken with the approval of the Chairman, Senate.

Note: Ragging/Teasing/Molestation/Consumption of Alcohol/Violence/Demeaning Institute's Reputation would be taken very seriously and strict disciplinary action would be taken which may even lead to expulsion from the Institute.

Important Information

- a) The Academic Calendar is available on the institute website. It contains all the important dates for the calendar year, such as pre-registration, last date for dropping of courses, examination, and vacations.
- b) The course templates for all UG programmes are available on the institute website.
- c) All students have to do online academic pre-registration through MIS for courses to be taken in next semester during the specified pre-registration period.
- d) The minimum normal academic load in a regular semester is 42 credits; the maximum is 59 credits, whereas the permissible underload is 35 and overload is 65.
- e) Parent Programme refers to the basic four-year programme to which a student has been admitted (through JEE or Branch Change). For any questions regarding this programme, consult the DUGC of the parent programme.
- f) For questions regarding change/addition to the parent programme (dual degree, double major, minor), consult the Dean (Academic).
- g) Information regarding financial aid and scholarships is available under the section of the Dean of Students' Welfare in the institute website.
- h) Students may register a complaint with the Ombudsperson (contact information available through DSW website), if s/he feels victimized (academic or personal) by the conduct of any member of the Institute. In case of any complaint related to sexual harassment, students should contact Chairperson, Internal Complaints Committee (ICC) of the Institute.

Here are answers to some of the most frequently asked questions regarding UG programmes:

Q.1 Do I have to register for courses strictly as per the template?

A. Course templates are advisory in nature and provide information when specific courses need to be taken. However, for compulsory Institute core courses, there is no guarantee that the instructor will allow you to register if you are taking it at a time other than the one specified in the template. For SO/ESO and HSS courses, you may shift around courses, depending on their availability. For Department Core and Department Electives, please consult the chairperson, DUGC before shifting any slots. You will NOT be automatically entitled to any required course if you are not taking it in the scheduled semester. Also, you need to ensure that you complete any pre-requisites on time to do the succeeding courses.

Q.2 What happens if I do not do academic pre-registration?

A. You may do academic registration during Final Registration as specified in the Academic Calendar after paying a penalty fee for not doing academic pre-registration. In special circumstances, this penalty fee may be waived off by the Dean (Academic), if you apply for such a waiver within one month of the completion of the pre-registration period as per the academic calendar.

Q.3 When and how can I apply for branch change?

A. You may apply for Branch Change at the end of your second semester. The office of Dean (Academic) will issue a notice inviting for applications, and you need to apply on the specified form by the given deadline.

Q.4 When and how can I apply for Dual Degree or Minor?

A. Dual Degree:

- For category A (within the same department), at the end of your 5th or 6th semester,
- For category B/C (in another department/programme), at the end of your 6th semester only.

Minor: No formal application. On completion of the course requirement, if the minor course specified by a Department is completed, you may apply for minor degree.

Q.5 How are grades determined in a course?

A. Each instructor will announce the grading policy for a course at the beginning of the semester.

Q.6 What is the passing grade, and what is the minimum OGPA for graduation?

A. The passing grade is D. However, the minimum OGPA for graduation is 5.0.

Q.7 Can I repeat a course to improve my grade?

A. No, if you have passed a course with any grade, you cannot repeat it. You are required to repeat a course only if you are awarded F or X grade in it. However, if OGPA is less than 5.0, one or more courses with 'D' grade may be repeated, subject to the approval of the Dean (Academic).

15.1. Waiver

The procedures and requirements set out in this manual, other than those in Chapters 3, 8, 9, and 10, may be relaxed or waived off in special circumstances by the Chairman, Senate. All such exceptions are reported to the Senate in its subsequent meeting.

15.2. Amendments

Notwithstanding anything contained in this manual, the Senate of the IIT(ISM), Dhanbad reserves the right to modify/amend the curricula, procedures, requirements, and rules pertaining to its undergraduate programmes without notice.

ANNEXURE-I

Course Numbering System: Policies and Procedures

A Course Code (or course number) shall consist of **6 characters** containing **3 Alphabets** and **3 Numbers** as given below:

Course Code =ABC LXX

‘**AB**’: represents two-letter alphabetical code that reflects “Department” as per Table-1.

‘**C**’: represents single letter alphabetical code for “Type of Course” as per Table-2

‘**L**’: represents one-digit numeric code that indicates general level of difficulty of a course as defined in Table-3.

‘**XX**’: represents two-digit numeric code that represents a **sequential number** that reflect the serial number of “Type of course listed as Code-C (Table-2)” from first year to last year in the course structure and syllabus.

Table-1 [AB]: List of two-letter alphabetical codes for individual Departments

Serial No.	Departments	Department Code
1	Applied Geology	GL
2	Applied Geophysics	GP
3	Chemical Engineering	CH
4	Chemistry	CY
5	Civil Engineering	CE
6	Computer Science & Engineering	CS
7	Electrical Engineering	EE
8	Electronics Engineering	EC
9	Environmental Science and Engineering	ES
10	Fuel & Mineral Engineering	FM
11	Humanities and Social Science	HS
12	Management Studies	MS
13	Mathematics and Computing	MC
14	Mechanical Engineering	ME
15	Mining Engineering	MN
16	Mining Machinery Engineering	MM
17	Petroleum Engineering	PE
18	Physics	PH
19	Physical Education /Co-curricular activities/ NSS/ NCC	CC

Table-2 [C]: List of single-letter alphabetical code for describing the nature of Course

Serial No.	Type of Course	Code for Course Type
1	Institute Core	I
2	Department Core	C
3	Department Elective	D
4	Open Elective	O
5	Engineering Science Option (ESO) Elective	E
6	S/X course (Seminar, Field work, Summer/ Winter Training, Co-curricular Activities)	S

Note: *Practical, Viva-voce etc. comes under Dept. Core*

Table-3[L]: Represents one-digit numeric code that indicates its general level of difficulty for an Undergraduate (UG), postgraduate (PG) or a Ph.D. level course.

S.No	Course level no.	Course levels details
1	0	For Preparatory level/ Summer/Winter Training, Internship, and Co-curricular Activities etc.
2	1	Basic UG level: All introductory theory/practical courses for UG students, offered for first year students as Institute Core Course.
3	2	a) Institute core courses in 2 nd Year UG b) All Engineering Science Option (ESO) offered in 2 nd year UG c) All department core courses offered to 2 nd year UG.
4	3	a) All Department Core courses offered to 3 rd year UG. b) All Department elective courses offered to 3 rd year UG
5	4	a) All Department Core courses offered to 4 th year UG. b) All Department elective courses offered to 4 th year UG
6	5	PG & Ph.D. level a) All <i>Dept. core courses</i> offered to Ph.D. & PG programs b) All <i>open elective</i> courses offered to Ph.D. & PG programs c) All Department <i>electives</i> offered to Ph.D. & PG programs
7	6	Advanced/basic level Online Course/Self Study Course or Open Course or MOOC (massive open online course).

Note:

- Codes 1 to 4 are reserved for UG courses. Thus, 100-199, 200-299, 300-399 and 400 -499 series courses are UG courses.
- For integrated M.Tech., the first 4 years will be considered as UG and 5th year will be treated as PG course.
- Codes 5 is reserved for PG and Ph.D. courses. Thus, 500-599 series courses are PG and Ph.D. courses.
- Code 6 is reserved for online courses. Thus, 600-699 series courses are online courses.

1.1. Senate Under Graduate Committee (SUGC)

1.1.1. Functions of SUGC

Subject to the overall jurisdiction and control of the Senate, the SUGC shall have the following functions covering the undergraduate academic programmes of the Institute:

- (i) To consider and approve of new courses of study as may be referred to it;
- (ii) To consider and approve modifications of courses already approved/ phasing out a course/ programme;
- (iii) To assign and assess the value of credits assigned to various courses;
- (iv) To approve the admission of first year students and students of preparatory course carried out through JEE (Advanced);
- (v) To recommend the grant of degrees to UG students who have completed the academic requirements of the respective degrees;
- (vi) To consider policy matters related to examinations of UG programmes and to suggest such actions to be taken by various Authorities/Bodies/Functionaries of the Institute, as may be considered necessary;
- (vii) To evaluate the academic performance of UG students;
- (viii) To coordinate the functioning of Departmental Under Graduate Committee(s) (DUGCs) of different Departments;
- (ix) To review the UG courses and academic programmes being conducted by various Departments;
- (x) To constitute such number of its Sub-Committees as it deems fit to assist it in discharging its duties and responsibilities;
- (xi) To consider and provide inputs on such other academic matters as may be referred to it by the Senate or the Chairman, Senate.
- (xii) The SUGC shall report to the Senate for all its recommendations and decisions. The Senate has the power of final review and decision on all such matters, either on its own or on a reference / appeal to it.
- (xiii) The SUGC shall be assisted in its functioning and discharge of its duties and responsibilities by the Departmental Under Graduate Committee (DUGC) of various departments of the Institute.

1.1.2. Constitution of SUGC

(a) The SUGC shall consist of the following:

- (i) A Chairperson, who shall be nominated by the Senate from amongst its internal members;
- (ii) Associate Dean (Academic-UG)- Vice Chairperson, ex-officio.
- (iii) All Chairpersons of the DUGC of various departments;
- (iv) Two nominees of the Senate

- (v) Four nominees of the Students Senate: Three from B.Tech programme, and one from Integrated programme; provided that at least two nominees are girls.
- (vi) Assistant Registrar / Deputy Registrar/Joint Registrar, who shall act as the Secretary.

(b) The term of the Chairperson and the Senate members are two years from the date of their nomination. The term of the Senate members shall be co-terminus with that of her / his Senate membership. The term of the nominees of the Students Senate shall be a maximum of one year with effect from the date of their nomination. The membership shall stand terminated either on the completion of the term or the termination of the registration, whichever is earlier.

1.1.3. The SUGC shall be fully responsible to the Senate which has the statutory jurisdiction on all academic matters, including those which have been dealt with by the SUGC, subject to the conditions imposed by the Act / Statutes.

1.2. Departmental Under Graduate Committee (DUGC)

1.2.1. There shall be a DUGC in each Department conducting or participating in an undergraduate programme. For interdisciplinary UG programme involving more than one Department, a DUGC shall also be set up. This committee shall be responsible for all matters connected with the UG programme(s) of the department or of an interdisciplinary programme.

1.2.2. The DUGC shall comprise the following:

- (a) A Chairperson, (other than the Head of the Department, HOD) to be nominated by the HOD in consultation with the faculty members of the department;
- (b) HOD- Ex-officio;
- (c) Not less than four, but not more than eight faculty members, to be nominated by the faculty members in a DAC meeting;
- (d) Two student members, one of whom from the B.Tech. and the other from the Integrated Dual Degree / Integrated Master's Degree of the department. The student members shall be nominated by the UG students of the department.
- (e) For interdisciplinary UG programmes, the DUGC shall be formed by the Heads of the Departments which are participating in the programme, in consultation with the participating faculty members of the participating Departments. The student nominees on the committee shall be from amongst the UG students of the interdisciplinary programmes to be nominated by the UG student members of the Students Senate.

1.2.3. The term of membership of the faculty members, including the Chairperson, shall be two years with effect from the date of their nomination. About 50% of the faculty members of the DUGC shall vacate their membership and their vacancies shall be filled by new faculty members. In the first year of the constitution of DUGC, the list of members ceasing to continue as members shall be decided by draw of lots. The term of the student members shall be one year from the date of their nomination or until they cease to be students of the Institute, whichever is earlier. In case of vacancy in the membership, another person may be nominated for the remainder of the term of the vacancy and the manner of such nomination shall be the same as before.

1.2.4. The student members of the DUGC shall abstain from the meeting of the DUGC, when the matter pertaining to academic evaluation of one or more students are to be considered. This, however, does not preclude them from giving their opinion to the Chairperson of the DUGC a priori, before the meeting of the committee.

1.2.5. The DUGC shall be responsible to the DFC and the SUGC for its functions. The ambit of the committee shall cover all academic matters pertaining to the UG / IDD /IMD / programmes of the Department. DUGC shall consider and give its opinion to the DFC / SPGC on such matters as may be referred to it. DUGC shall also deal with the academic matters raised by a UG student(s) and / or a faculty member(s). It shall also advise the students in their academic programmes in general, with the focused advice being rendered by the Academic Counselor.