ORDINANCE NO. 7

TEACHING AND EVALUATION

7.1 The medium of instruction shall be the English Language.

7.2 Each course, along with its weightage in terms of units, shall require approval of the Senate. Only approved courses can be offered during any semester/summer-term.

7.3 Each approved course, whenever offered in any given semester, shall be conducted by the assigned Instructor-in-Charge with the assistance of the required number of Instructors/Tutors. The Instructor-in-Charge shall be responsible for conducting the course, holding the examinations, evaluating the performance of the students and awarding the grades at the end of the semester.

7.4 The list of all courses to be offered by a department, during any semester/summer-term, shall be finalized, before the beginning of the semester/summer-term, by the concerned Head of the Department, taking into consideration all the departmental requirements and the recommendations of the Senate.

7.5 The Instructor-in-Charge, Instructors and Tutors for all the courses to be offered by a department, during any semester/summer-term, shall be assigned by the concerned Head of Department.

7.6 In each semester, there shall normally be one Mid-Semester Examinations and one End-Semester Examination. As far as possible, all the examinations shall be conducted during the announced examination periods.

7.7 Students who fail to appear in any examination, due to bonafide reasons, may be permitted to appear in the Make-up Examination as per the procedures laid down by the Senate.

7.8 Each student, registered for a course, shall be awarded a letter grade by the concerned Instructor-in-Charge. The grade awarded to a student depends upon his performance in various examinations, quizzes, home assignments, laboratory work and the regularity of his attendance. The letter grades to be used and their numerical equivalents are as follows:

Grade	Grade point	Description
O	10	Outstanding
A	10	Excellent
B	8	Good
C	6	Fair
D	4	Pass
F	0	Fail
S	-	Satisfactory
X	-	Unsatisfactory

Research units shall be evaluated in terms of "S" and "X" grades ("S" for satisfactory work and "X" for unsatisfactory work). For every 4 units of research work, one "S" or "X" grade shall be awarded.

7.9 An 'I' (Incomplete) grade in any course may be awarded to a student who has missed the end-semester examination because of some genuine reason, but otherwise has completed all other requirements satisfactorily. An 'I' grade in a course should not be given to a student because he/she has failed in it. An "I" grade award to any student must be converted by the Instructor-in-Charge to an appropriate letter grade before the date announced in the Academic Calendar. Any "I" grade outstanding after the last scheduled date shall automatically be converted to an "F" grade.

7.10 A letter grade once awarded by the Instructor-in-Charge cannot be changed unless the request for change of grade by the Instructor-in-Charge is approved by the Chairman, Senate. Any request for change of grade must be made within six weeks of the start of the next semester and must be justified with reasons for recommending the change of grade.

7.11 Each department shall evolve a procedure for award of letter grades in all project courses. The procedures thus evolved shall require prior approval of the Senate.

7.12 The academic performance of a student in any given semester shall be measured in terms of the Semester Performance Index (SPI). The SPI is the weighted average of the grade points, the weights being the course weights.

7.13 The Cumulative Performance Index (CPI) in a semester is computed in a manner similar to the computation of SPI from the grade points of all the grades that a student has received up to that semester in the Programme. Whenever a student is permitted to repeat or substitute a course, the initial grade in the course is to be ignored in the computation of CPI.

7.14 Whenever a student is permitted to improve a course, the lesser grade in the course is to be ignored in the computation of CPI.

7.15 The "X" and "S" grades are not to be considered while computing the SPI/CPI.

7.16 A student shall be called "Academically Deficient" if his/her performance at the end of any regular semester in terms of CPI is as follows:

(a)	BS-MS (Dual Degree)	:	CPI < 5.0
(b)	Integrated Ph.D.* & Ph.D.	:	CPI < 7.0

*Student opting to exit with MS Only degree has to obtain a minimum CPI of 6.0.

The Senate shall prescribe norms for advising deficient students, based on their academic performance, for continuation in the Programme. Such advice shall be given in writing along with conditions, if any, for continuation. After giving the written

warning to a deficient UG student, the Senate may even terminate the Programme of the student who fails to meet the stipulated requirements for continuation.

7.17 The Senate shall prescribe norms, in terms of CPI and the number of F and X grades, for a PG student to continue in the Programme. The Senate shall also prescribe norms for evaluating the academic performance of PG students who fail to satisfy the prescribed requirements to continue in the Programme.

The Senate may even terminate the Programme of any PG student whose academic performance is considered unsatisfactory.

7.18 The Programme of any student can be terminated only after the Senate has considered and approved the proposal for termination.

7.19 A student whose programme has been terminated by the Senate on account of unsatisfactory academic performance shall have the right to appeal to the Chairman, Senate against such a termination. While making such an appeal, the student is expected to give reasons for the poor academic performance. The Senate, after considering all the available inputs, shall take a final decision on each such appeal. No further appeal for review of the termination shall be entertained, unless some substantial additional information is brought to the notice of the Senate.

8.1 Every PG student shall have at least one Thesis/Project supervisor from amongst the faculty members of the Institute. No PG student can have more than two supervisors from the Institute. However, another co-supervisor from outside the Institute, if necessary, may be appointed.

8.2 Each department shall evolve modalities for the appointment of supervisors keeping in view the student's aspirations and the research interests of the faculty. These modalities shall also include the procedures to be followed for change of supervisors. The modalities thus evolved or any subsequent changes therein shall require the approval of the Senate.

8.3 In case a supervisor proceeds on long leave, resigns, superannuates, or otherwise ceases to be a faculty member of the Institute before submission of the thesis, a new supervisor or a co-supervisor, as the case may be, shall be appointed. However, if the entire experimental work and/or analysis relating to the thesis have been completed, programme coordinator may be appointed to complete the left over routine formalities concerning the evaluation of the thesis.

8.4 Every Integrated Ph.D./Ph.D. student must pass a Comprehensive Examination. The procedure for the conduct of the Comprehensive Examination shall be as prescribed by the Senate.

8.5 Every Integrated Ph.D./Ph.D. student admitted to the candidacy of the Ph.D. degree shall give a "Graduate Seminar".

8.6 Each Integrated Ph.D./Ph.D. student must give an "Open Seminar" wherein the thesis work shall be presented. This seminar shall be given before submission of the synopsis of the thesis.

8.7 Only those Integrated Ph.D./Ph.D. students shall be allowed to submit their thesis who have:

a. successfully completed all course and research work requirements with at least the minimum required CPI
b. been formally admitted to the candidacy for the Ph.D. degree;
c. delivered the "Graduate Seminar"; and,
d. delivered the "Open Seminar".

8.8 The Thesis Board and the Oral Board for Ph.D. students and the Oral Examination Committee for other PG students shall be constituted as per the procedure laid down by the Senate.

8.9 A Ph.D. thesis shall first be evaluated by a Thesis Board and thereafter by an Oral Board. The Senate shall prescribe the procedure to check whether or not reports of the

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Ph.D. thesis board warrant the conduct of the Oral Examination. The thesis supervisor shall initiate the constitution of the Oral Board only after the Chairman Senate has accorded approval for the conduct of the Oral Examination. All other cases shall be referred to the Senate for further action to be taken.

8.10 The Ph.D. Oral Examination shall be an "Open Examination". This examination shall be conducted as per the procedure laid down by the Senate.

8.11 If a member of the Oral Board fails to be present on the specified date and time of the Oral Examination, the Chairman Senate may appoint a substitute examiner on the recommendations of the thesis supervisor and the HOD. If necessary, the Oral Examination may also be re-scheduled.

8.12 The role of the Ph.D. Oral Board shall be:

a) to check whether the thesis reports imply award of the degree;
b) to examine whether or not the essential modifications, suggested by the thesis examiners, if any, have been incorporated;
c) to elicit candidate's response to the questions raised by the Thesis Examiners;
d) to authenticate the thesis work as the student's own work; and
e) to judge whether or not the presentation of the work and the answers to the questions put to the candidate have been satisfactory.

8.13 The candidate is considered to have passed the Oral Examination for the Ph.D. if all the members of the Oral Board, except at the most one member, consider that the performance of the candidate is satisfactory. On the other hand, if more than one member of the Oral Board considers the performance of the candidate as unsatisfactory, the Board shall either declare the candidate to have failed or recommend that the candidate be given another chance for the Oral Examination. The Oral Board, for the re-examination shall ordinarily be the same as for the original examination unless otherwise approved by the Chairman, Senate. In the rescheduled examination, the Oral Board must declare the candidate either to have passed or failed, but shall not recommend a third Oral Examination.

9.1 Each student shall conduct himself, both within and outside the campus of the Institute, in a manner befitting a student of an Institute of National Importance. No student is expected to indulge in any activity which tends to bring down the prestige of the Institute. Each student shall show due respect and courtesy to the teachers, administrators, officers and employees of the Institute; and, good neighborly behavior to fellow students. They should also pay due attention and courtesy to the visitors and residents of the campus.

9.2 Lack of courtesy and decorum; unbecoming conduct (both within and outside the Institute); willful damage or removal of Institute property or belongings of a fellow student; disturbing fellow students in their studies; adoption of unfair means during examinations; breach of rules and regulations of the Institute; noisy and unseemly behavior and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

9.3 Violation of the Code of Conduct by any student shall invite disciplinary action and may merit punishment, such as reprimand, disciplinary probation, fine, being debarred from examination, debarring the use of placement services, withholding of grades, withholding of degree, cancellation of registration and even dismissal from the Institute.

9.4 The Instructor-in-Charge of a course shall have the power to debar a student from the examination in which the student is detected to be using unfair means. The Instructor/ Tutor shall have the power to take appropriate action against a student who attempts to misbehave in the class.

9.5 The Senate shall constitute a Standing Committee to investigate the alleged misdemeanor reported and recommend a suitable course of action. The Senate shall also prescribe the procedure for dealing with the recommendations of this Committee. Violation of the Code of Conduct, by a student or a group of students can be referred to this Committee by any student or a teacher and the Director or any other functionary of the Institute.

9.6 In very exceptional circumstances, the Chairman, Senate may appoint a Special Disciplinary Committee to investigate and/or recommend the action to be taken in case of any act of gross indiscipline involving a large number of students which may tarnish the image of the Institute.

9.7 The case of a defaulting student recommended for dismissal from the Institute shall ordinarily be referred to the Senate for its final decision.

9.8 A defaulting student who feels aggrieved with the punishment awarded may prefer an appeal to the Chairman, Senate stating clearly the reasons why the punishment should not be awarded. The Senate shall prescribe the procedure to process such an appeal.

9.9 A student who is found guilty of some major offence may not be recommended by the Senate to the Board of Governors for the award of a degree/diploma/certificate even if all the academic requirements have been satisfactorily completed by the concerned student.

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