



Office of the Dean Academic

Indian Institute of Engineering Science and Technology, Shibpur

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No. 231/ACAD/2025

Date: July 22, 2025

ORDER

The undersigned is directed to convey that the Board of Governors of the Institute in its 31st meeting held on May 15, 2025 has approved the UG, PG and Ph.D. Ordinances 2025 duly recommended by the Senate.

The above mentioned Ordinances are enclosed for ready reference for all concerned.

This is issued with the approval of the competent authority.

Sd/-

Dr.Nirmalya Kumar Bhattacharyya
Joint Registrar (Academic)

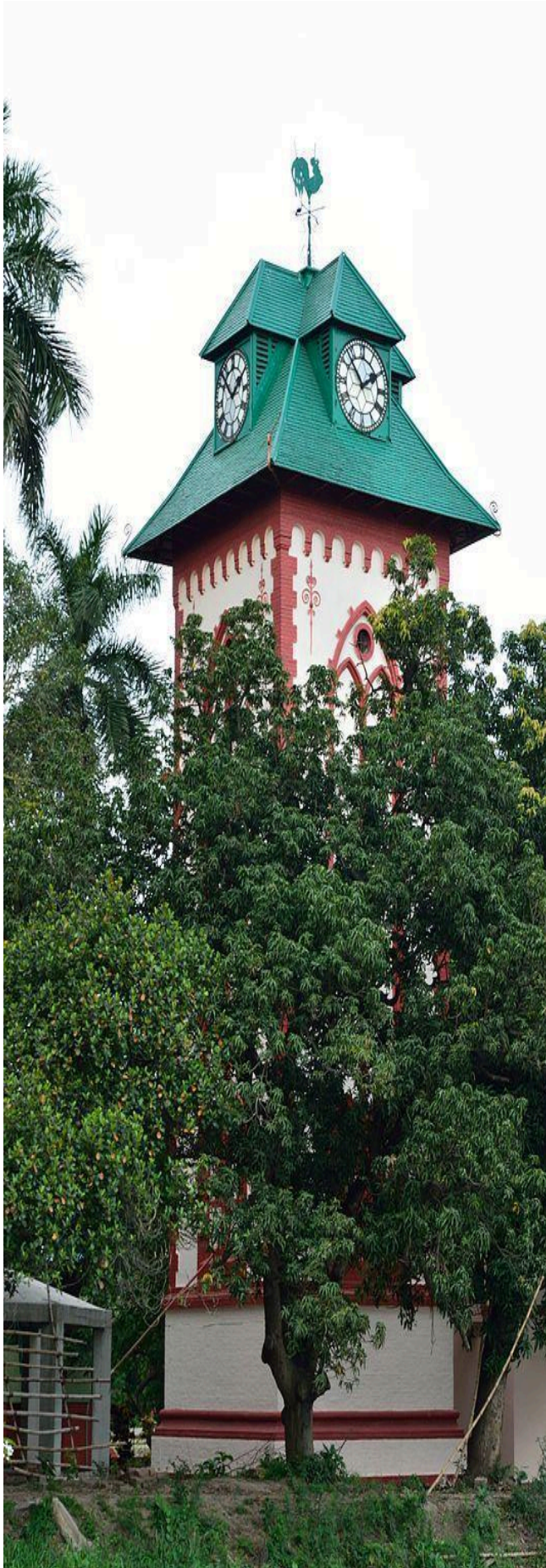
No. 231/ACAD/1(07)/2025

Date: July 22, 2025

Copy forwarded for information and necessary action to:

1. PS to the Director
2. All Deans/Associate Deans/Heads of the Departments/Schools /Centers/Officers
3. The Chairman-SUGC & SPGC
4. The PIC(Admission)
5. The PIC(Examination)
6. The Academic Section-File
7. Institute Website

Joint Registrar (Academic)
IIEST, Shibpur



Ordinances for Postgraduate Programmes

(Effective from 2025-26 admitting batch onwards)

(Recommended in the 38th Senate Meeting held on 24.03.2025 and
Approved in the 31st BoG Meeting held on 15.05.2025)

M.Tech./ M.Sc./MPlan./MBA Programmes



**Indian Institute of Engineering Science
and Technology (IIEST), Shibpur**
Botanic Garden, Howrah

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Ordinances of Postgraduate Programmes

(MTech/MSc/MPlan/MBA Programmes)

1. Introductory

Whereas Section 27 of the National Institutes of Technology, Science Education and Research Act, 2007 (29 of 2007) enumerates the matters for which the Ordinances can be made.

And Whereas Section 28 of the said Act stipulates that the Ordinances shall be made by the Senate.

And Whereas the Senate of the Institute has framed the Ordinances for Postgraduate Programmes, 2025.

The Senate frames the regulations for postgraduate programmes as follows: -

1.1 Short Title and Commencement

- 1) These Ordinances may be called the Ordinances for Postgraduate Programmes, 2025.
- 2) These shall come into force on such date as the Chairman, Senate, may appoint and different dates may be appointed for different provisions of these Ordinances and for different programmes.

1.2 Application

These Ordinances shall apply to the following programmes of the Institute:

- 1) Master of Technology (MTech)
- 2) Master of Planning (MPlan)
- 3) Master of Science (MSc)
- 4) Master of Business Administration (MBA)
- 5) Any other programme to which the Senate, through a resolution, decides to apply these

Ordinances. Details of these programmes are mentioned in Section 2.

1.3 Definitions

In these Ordinances, unless the context otherwise requires: -

Academic Session means academic session of the Institute Referred to in section 8 of these Ordinances;

Act means the National Institutes of Technology, Science Education and Research Act, 2007;

Authorities, Officers and Faculty Members, in relation to the Institute, respectively mean, the authorities, officers and faculty members of the Institute;

Board means the Board of Governors of the Institute;

Central Government means the Government of India;

Degree means the Degree of the corresponding Postgraduate Programme;

Department or School or Centre means an Academic Department or School or Centre, as the case may be, established to impart instruction or for carrying out or facilitating the academic and research activities relating to any particular area or discipline or areas of interdisciplinary nature;

Director means the Director of the Institute referred to under Statute 17 of the Statutes;

Head or Chair in relation to a Department or School or Centre, as the Case may be, means the Head thereof;

Institute means the Indian Institute of Engineering Science and Technology, Shibpur;

Notification means any notification published under the authority of the Senate and includes all such notifications published under these Ordinances;

Ordinances means These Ordinances, i.e., The Ordinances for Postgraduate Programmes, 2025

Programme means an academic programme of the Institute;

Regulations and **bye-laws** means respectively regulations and bye-laws made under these Ordinances.

Rules means the rules made under the Act;

Senate means the Senate of the Institute referred to under Statute 7 of the Statutes;

Statutes means the Statutes of the Indian Institute of Engineering Science and Technology, Shibpur, 2017 and shall include all the amendments made thereto;

Student means a student of the Institute pursuing any of the programmes to which these Ordinances apply;

Supervisor means a person appointed to supervise a Master's Thesis. A **Co-supervisor** means a person appointed to supervise a Master's Thesis in addition to a **Supervisor**.

Unless repugnant to the context, all other terms used in these Ordinances shall have the same meaning as defined in the Act and/ or Statutes.

1.4 Abbreviations and Acronyms

In these Ordinances the following abbreviations and acronyms have been used to mean the expression mentioned against each of them:

- a) BoAc Board of Academics
- b) DD Dual Degree (BTech – MTech)
- c) DPGC Department Postgraduate Committee
- d) MBA Master of Business Administration
- e) MoE Ministry of Education
- f) MPlan Master of Planning
- g) MSc Master of Science
- h) MTech Master of Technology
- i) PG Postgraduate
- j) SPGC Senate Postgraduate Committee
- k) UG Undergraduate
- l) GATE Graduate Aptitude Test in Engineering
- m) JAM Joint Admission Test for Masters

1.5 Committees and Officials

The academic programmes of the Institute shall be governed by Rules and Regulations approved by the Senate from time to time. The Senate is the highest statutory and the supreme academic body of the institute that governs all academic matters of the Institute, and the rulings of Senate Chairman (Director of the Institute) are final in regard to all academic issues. A definite time schedule is set by the Senate for various academic activities, through an Academic Calendar issued at the beginning of each academic year. The Senate continuously assesses the academic programmes and makes appropriate revisions/ modifications/ improvements as and when required through different Standing Committees of the Senate.

1.5.1 Senate Postgraduate Committee (SPGC)

The Senate Postgraduate Committee (SPGC) shall be a standing committee constituted by the Senate to coordinate and supervise all Doctoral, Postgraduate and Dual Degree programmes of the Institute. The SPGC shall work under the overall guidance, supervision and control of the Senate, and the decision of the Senate shall be final in all matters.

The SPGC shall make such recommendations on academic matters, including policy matters, for conduct of the programmes listed in Section (1.2), as it may deem necessary or expedient to the Senate, provided that no recommendation on policy matters shall be made without consulting Dean (Academic).

In particular, the powers, functions, duties and responsibilities of the SPGC shall be as below:

- 1) To consider the recommendations of BoAc for introduction of new courses and/ or modification/ revision of course contents or credits of existing courses, and recommend suitable action to the Senate;
- 2) To propose modifications of the criteria for admission to any or all of the postgraduate programmes of the Institute;
- 3) To propose modification of the format for presentation and preparation of Masters' thesis and mode of evaluation of oral and written examination;
- 4) To consider cases of irregularities or grievances of Masters' students referred to it by a DPGC;
- 5) To consider any other issue referred to it by a DPGC or the Senate.

The SPGC shall meet as often as necessary, but ordinarily not less than twice during a semester. The SPGC shall be assisted by the various DPGCs.

Constitution of SPGC is mentioned in Annexure – I.

1.5.2 Departmental Postgraduate Committee (DPGC)

For every Department, there shall be a committee named the Departmental Postgraduate Committee (DPGC). The DPGC shall work under the Senate Postgraduate Committee (SPGC). The duties and responsibilities of the DPGC shall include the following.

- 1) To provide academic guidance to the students pursuing a master degree programme that falls in its ambit. Such guidance may include providing counsel to the students in academic matters like selection of courses in a Semester etc.
- 2) To assist the Head in allotment of Masters' Open Electives/ selection of Project Supervisors.
- 3) To Introduce/ revise courses in a course offered in a specialization area with prior approval of the Board of Academics (BoAc) and the Senate.
- 4) To address/ redress problems of postgraduate students as and when referred to it by the Head of Department or School or Centre as the case may be, or by the DFC concerned.

A DPGC may refer any issue to SPGC, if necessary. The Composition of every DPGC shall be as prescribed in Annexure – I.

1.5.3 Departmental Faculty Committee (DFC)

For every Department, there shall be a committee, namely, the Departmental Faculty Committee (DFC) consisting of all the regular faculty members of the Department/ School/ Centre concerned.

1.5.4 Board of Academics (BoAc)

Each Department shall have a Board of Academics (BoAc) consisting of all regular faculty members of the Department and Experts from Industries and Premier Academic Institutes. Course curriculum and syllabi of the courses of any programme offered by the Department will be examined and duly recommended by the BoAc for subsequent approval by the Senate. Any new course or programme to be offered by the Department should also be examined and recommended by the BoAc before submission through SPGC to the Senate for approval.

1.5.5 Academic Section

The office of the Dean (Academic), hereinafter called the **Academic Section**, shall act on the followings as per the advice of the Senate and the SPGC.

- 1) To receive and process records related to the postgraduate programmes including a list of such Programmes offered, the respective programme curricula, data and information relating to student registration, leave documents etc.;
- 2) To maintain students roll in respect of the programmes listed in sub-section (2) of section- 1.
- 3) To receive and compile information from the Examination Section about examination results and grades and award of degrees and medals/ prizes;
- 4) To disseminate information pertaining to the programmes to appropriate students;
- 5) To issue specific orders as and when necessary;
- 6) To coordinate actions among students, particularly in relation to the multidisciplinary and interdisciplinary programmes;

The academic section shall also render ministerial assistance and such other services to the SPGC as may be requisitioned by the SPGC.

1.5.6 Academic Counsellor/ Mentor

Every student pursuing an academic programme listed in Section (1.2), shall be allotted to an academic counsellor suited to the programme pursued by her/ him. The Academic Counsellors help the students in selection of their courses and monitor their academic performances. Initially, the DFC shall allot an Academic Counsellor for each PG specialization. Once a Supervisor is appointed for the postgraduate student, the Supervisor will act as the Academic Counsellor. A student may approach the administration, through the DPGC with advice and recommendations from his/her Academic Counsellor.

2. The Postgraduate Programmes

The following sections indicate the postgraduate programs in different specializations offered by the Institute presently. If the number of enrolments in a given specialization is less than a minimum number, as decided by the Senate, the students enrolled in that specialization will be migrated to another running specialization, provided that the eligibility criteria is fulfilled.

2.1 Master of Technology (MTech)

SI No.	Dept. / Center / School	PG Program / Specialization
1.	Aerospace Engineering & Applied Mechanics	M.Tech in Aerospace Engineering
		M.Tech in Hydraulic Engineering
2.	Civil Engineering	M.Tech in Structural Engineering
		M.Tech in Geotechnical Engineering
		M.Tech in Transportation Engineering
		M.Tech in Water Resources Engineering and Geoinformatics
		M.Tech in Environmental Engineering and Management
3.	Computer Science and Technology	M.Tech. in Computer Science and Engineering
4.	Electrical Engineering	M.Tech in Control and Industrial Automation (CIA)
		M.Tech in Power Electronics, Machine and Drives (PEMD)
		M.Tech in Power and Energy Systems (PES)
5.	Electronics and Telecommunication Engineering	M.Tech in Microelectronics and VLSI Design
		M.Tech in RF and Photonics
		M.Tech in Communication Engineering & Signal Processing
6.	Information Technology	M.Tech. in Information Technology
7.	Mechanical Engineering	M.Tech in Advanced Manufacturing Technology
		M.Tech in Thermal Science and Energy Technology
		M.Tech in Machine Design
8.	Metallurgy and Materials Engineering	M.Tech in Materials Science and Engineering
		M.Tech in Machine Learning in Materials Engineering
9.	Mining Engineering	M.Tech in Mining and Mineral Engineering
10.	School of Mechatronics	M.Tech in Mechatronics
11.	School of Advanced Materials, Green Energy and Sensor Systems	M. Tech in Sustainable Energy Technology and Development
12.	School of VLSI Technology	M.Tech in VLSI Design
13.	Centre of Healthcare Science and Technology	MTech in Biomedical Engineering

2.2 Master of Planning (MPlan)

This programme is offered by the Department of Architecture and Planning

2.3 Master of Science (MSc)

Sl. No.	Dept. / Center / School	Degree with Branch name
15	Mathematics	M.Sc. in Applied Mathematics
16	Earth Science	M.Sc. in Applied Geology
17	Chemistry	M.Sc. in Chemistry
18	Physics	M.Sc. in Physics
19	School of Community Science and Technology	M.Sc. in Food Processing and Nutrition Science

2.4 Master of Business Administration (MBA)

This programme is offered by the School of Management Sciences.

2.5 Dual Degree (BTech - MTech)

SI No.	Dept. / Center / School	PG Degree with Specialization	UG Degree with Branch Name
1.	Aerospace Engineering & Applied Mechanics	M.Tech in Aerospace Engineering	B.Tech. in Aerospace Engineering
		M.Tech in Hydraulic Engineering	
2.	Civil Engineering	M.Tech in Structural Engineering	B.Tech. in Civil Engineering
		M.Tech in Geotechnical Engineering	
		M.Tech in Transportation Engineering	
		M.Tech in Water Resources Engineering and Geoinformatics	
		M.Tech in Environmental Engineering and Management	
3.	Computer Science and Technology	M.Tech. in Computer Science and Engineering	B.Tech. in Computer Science and Technology
4.	Electrical Engineering	M.Tech in Control and Industrial Automation (CIA)	B.Tech. in Electrical Engineering
		M.Tech in Power Electronics, Machine and Drives (PEMD)	
		M.Tech in Power and Energy Systems (PES)	
5.	Electronics and Telecommunication Engineering	M.Tech in Microelectronics and VLSI Design	B.Tech. in Electronics and Telecommunication Engineering
		M.Tech in RF and Photonics	
		M.Tech in Communication Engineering & Signal Processing	
6.	Information Technology	M.Tech. in Information Technology	B.Tech. in Information Technology
7.	Mechanical Engineering	M.Tech in Advanced Manufacturing Technology	B.Tech in Mechanical Engineering
		M.Tech in Thermal Science and Energy Technology	
		M.Tech in Machine Design	
8.	Metallurgy and Materials Engineering	M.Tech in Materials Science and Engineering	B.Tech. in Metallurgy and Materials Engineering
		M.Tech in Machine Learning in Materials Engineering	
9.	Mining Engineering	M.Tech in Mining and Mineral Engineering	B.Tech. in Mining Engineering

2.6 Duration of Programmes

Unless otherwise decided by the Senate, durations of the various postgraduate programmes will be as follows

Programme	Duration
Master of Technology	Two years
Master of Science	Two years
Master of Planning	Two years
Master of Business Administration	Two years
Dual-Degree (BTech - MTech)	Five years

3. Admission

3.1 Admission Office

The institute shall have a Postgraduate Admission Office (under the Dean-Academic) that will look after the entire admission procedure for the Postgraduate programmes.

3.2 Admission Criteria

The admission criteria for admission to the postgraduate programmes of the Institute shall be decided, and, as and when necessary be modified by the Senate. For stipulating the criteria, the Senate shall take into cognizance the guidelines, if any, issued by the Ministry of Education (MoE), Government of India (GoI).

3.3 Admission Procedure

The procedure to getting admission to the various postgraduate programmes are outlined below.

Programme	Procedure
MTech, MPlan	The students in the respective disciplines who have already graduated or have freshly passed out of their graduation studies are selected through the Centralized Counseling for MTech/ MPlan (CCMT) screenings on the basis of their GATE score/rank.
MSc	The students completing a Three-year B.Sc./ Four-year B.Sc. Programme are selected through the Centralized Counseling for MSc (CCMN) on the basis of their JAM scores.
MBA	Students having a bachelor's degree in engineering, science, humanities, arts, commerce, business administration with requisite CGPA/marks as decided by the Senate, and a valid MAT/CMAT/CAT/XAT/GMAT score, are selected through a written test followed by interview.
Dual Degree (DD)	Graduate students fulfilling the eligibility criterion in (section 4.2 of UG Regulation) are selected through a written test and/or interview as decided by the authority from time to time.

3.4 Non-GATE/ Non-JAM Candidates Admission

Non-GATE/ Non-JAM candidates may be admitted to the PG programs (M.Tech, MPlan/ MSc). A total 25% supernumerary seats may be allotted to the Non-GATE/Non-JAM candidates. The institute will conduct a separate admission test and/ or interview for these candidates.

3.5 Direct Admission

On the recommendation of the SGPC and subject to approval of the Senate, a limited number of students may be offered direct admission to the academic programmes governed under these ordinances. Direct admission may be offered to the following category of candidates.

- 1) The candidates are selected by the All India Council for Technical Education (AICTE) under its Quality Improvement Programme (QIP) Scheme.
- 2) Foreign nationals recommended for admission to a postgraduate programme at the Institute by the Indian Council for Cultural Relations, Government of India.
- 3) Foreign nationals or persons of Indian origin or overseas citizens of India, recommended for admission to a postgraduate programme at the Institute under a scheme of the Ministry of External Affairs (MEA), Government of India or by any other ministry of the Government of India.

- 4) Such other category of candidates may be decided by the Senate from time to time.

3.6 Availability of Seats

Each year, before admission to the postgraduate programmes, the actual number of seats available in each of the programmes mentioned in Sections (2.1 to 2.5) will be decided by the SPGC following MoE / other Council instructions, and will be subsequently approved by the Senate. The Institute will follow policies of reservation of seats in various categories as per the existing instructions of the Central Government.

3.7 Provisional Admission

A student who qualifies for admission to a programme following the procedure outlined in Section 3.3, gets a provisional admission to the said programme, subject to the availability of seats as mentioned in Section 3.6. The student can be admitted to the programme after depositing the requisite amount of fees. The candidate needs to register for the first semester after depositing the fees, otherwise the offer of admission will be invalid.

3.8 Cancellation of Admission

- 1) All students admitted provisionally or otherwise to any programme shall submit prescribed documents by the last date specified for the purpose by the Academic Section. If any student fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s), his/her admission shall be cancelled.
- 2) If it is detected at any stage of the programme that the candidate resorted to falsehood or adopted any unfair means for securing admission to a programme the admission shall stand cancelled.

Whenever a *prima facie* case of such a false hood or unfair means is known, the matter shall be referred to the SPGC. On its being satisfied about the offence committed, the SPGC shall recommend cancellation of the admission to the Senate, which shall take a final decision on the matter.

All admissions and cancellation of admissions to the programmes shall be reported by the SPGC to the Senate for approval.

3.9 Withdrawal from Programme

A student may discontinue her/ his study in a Programme at any point of time by making an application for the same in the prescribed format and by completing such other official procedure as may be prescribed by the Dean (Academic).

4. Academic Session

4.1 Duration

The academic session normally runs from mid-July in one year to mid-July in the next year. It is divided into three parts:

- a) Odd semester Middle of July to middle of December
- b) Even semester End of December/beginning of January to middle of May
- c) Summer Term Middle of May to middle of July

4.2 Semester Weeks

Each of the two semesters (Odd and Even) consists of about eighteen weeks including i) class-weeks (13 weeks) devoted to teaching and continuous evaluation of theory and practical subjects, ii) examination (2 weeks), iii) publication of results (2 weeks) and iv) Fests, Sports and Holidays (1 week). All such activities throughout the semester will be displayed in the **Academic Calendar**.

4.3 Summer Term

A Summer-Term is a condensed version of a regular semester, where, like a regular semester, classes and exams for courses will be held for academically weak students, for making up their deficiencies and improving their performances.

4.3.1 Duration

The duration of the Summer Term shall be **eight weeks** from the middle of May till the middle of July. The exact dates for holding the Summer Term in a year shall be decided by the Senate and will be mentioned in the Academic Calendar.

4.3.2 Class Loads

The total contact hours for the courses taken in the summer term will be same as that of the regular semester. The credits allotted to these courses shall remain the same.

4.3.3 Attendance

The attendance requirement for the Summer Term shall be the same as for a regular semester. A student who does not satisfy the norms will not be allowed to appear at the examination.

4.3.4 Eligibility

- a) A student will be eligible to register in a subject if he/she actually appeared at the last end-semester examination in that subject and obtained the grade 'F'.
- b) A student who is de-registered in one or more courses has to register for those courses in Summer-term only.

4.3.5 Registration

All students intending to join a Summer Term must register themselves for the courses concerned on the day fixed for the purpose. No late registration shall be permitted on any ground. The intending students have to pay a Summer Term registration fee.

The list of courses to be offered during Summer Term will be finalized before the registration and will be displayed on the Institute website.

4.3.6 Assessment

The examinations and continuous evaluation for internal assessment will be similar as that of regular semesters.

4.3.7 Modalities for offering courses in summer term

- a) Student must approach the HOD stating his/her willingness to attend summer term course.
- b) On the basis of the application of students, the concerned HOD in consultation with the faculty members and DPGC of the department will provide the list of the courses to be offered during summer semester to the academic section.
- c) The academic section will place the feasibility of conducting the course to the competent authority.
- d) The summer term will consist of class tests, assignments, mid semester examination and end semester exam.
- e) The students attending the summer course will forego their existing internal assessment and will be getting a new internal assessment on the basis of class test, assignment and Mid Semester Examination.
- f) There shall be no vacation period for the postgraduate students. Unless otherwise stated, the students will work for their project work or other assignments during the Summer Term.
- g) The end semester examinations for summer term will be conducted by the Academic section in the usual centralized manner.

4.4 Regular Examinations

For programmes mentioned in Section 1.2, there shall be both mid-semester and end-semester examinations. The examination process shall be guided by the examination rules of the Institute.

4.5 Supplementary Examinations

- a) Supplementary Examination shall be held twice after declaration of results of even and odd semester examinations.
- b) To continue with the scholarship, the student should not have any backlog subject in any of the semesters till the 4th semester. The scholarship can be started after the backlogs have been cleared.

4.5.1 Registration for Supplementary Examinations

- a) A student who obtained 'F' grade or 'I' grade in a course may appear in the Supplementary Examination which will be held after publication of results of the **Even and Odd semesters**. Students willing to appear in the supplementary examinations for such courses should also register for those courses remitting the requisite fees within the scheduled dates.
- b) There will be supplementary examinations for the theory courses in which students have failed. The supplementary examinations will be held preferably one month after the publication of semester results. Supplementary examinations are equivalent to the end-semester examinations and the students can retain their internal assessment.

4.6 Academic Calendar

The dates of all academic activities including semester registration, the first and the last days of classes, mid-term break, mid-term examination, end semester examination, supplementary examination, Fest days, holidays and vacations, are published in the Academic Calendar every year by the Academic Section as approved by the Senate. The Academic calendar will be available on the Institute website.

The dates for the important academic events scheduled during the Academic Session shall be specified in

the Academic Calendar. In particular, the dates for the following events shall be specified: Orientation, Registration, Late Registration, Commencement of Classes, Examinations, Supplementary Examinations, Submission, Conversion and Authentication of Marks/Grades, and Vacations.

The Academic Calendar, or any change therein during the session, shall require prior approval of the Senate.

5. Curriculum

Every Department has a prescribed course structure which, in general terms is known as the Curriculum. It prescribes all the Theory courses/Laboratory courses/Projects and other requirements for the degree. It also gives the syllabus and a list of text/ reference books for each course. These courses/syllabi are updated regularly and are made available at the Institute Website.

Any faculty member can offer a new course by submitting a new course proposal to the concerned DPGC chairman. The course is to be recommended by the BoAc for approval of the senate.

The Teachers and Instructors for all the courses to be offered by a Department, during any semester/summer-term shall be assigned by the concerned DFC.

5.1 Courses

The courses in a discipline are broadly classified as Theory Courses and Laboratory Courses. Theory courses consist of lecture (L) and tutorial (T) hours and may have attached practical (P) hours in special cases while Laboratory courses may have only practical (P) class hours.

Each department offers several specializations in the corresponding Master's programme.

The entire curriculum is divided into various set of courses: –

- a) **Program Core Courses (PC):** This is a compulsory set of courses in a particular specialization.
- b) **Program Specific Electives (PSE):** These are elective courses that students have to take from within their parent department.
- c) **Open Electives (OE):** These are elective courses that students have to take from outside their parent department.
- d) **Value Added Courses (VAC):** Value added courses are compulsory for all postgraduate students.
- e) **Laboratory:** The laboratory papers are based on some of the theory papers for which experimental, design or other field support is required.
- f) **Internship/Industrial Training (I):** A student has to undergo one mandatory internship/training in the 4-semester postgraduate programme as a part of his/her graduation requirement. This internship/training may be taken in an industry, in a research organization or in an Institute of national repute or even in this Institute. The total duration of internship/training must be of minimum 4 weeks. If a student fails to submit the Internship/training certificate and report, his/her marksheet will be withheld till the submission of Internship certificate and report. The internship policy as approved by the institute will be followed.
- g) **Master's Thesis/ Project (P):** In the thesis, a student, under the guidance of a faculty member, is required to do some innovative/practical work individually. This is normally done in the last three semesters and exact duration may slightly differ across the programmes.
- h) **Seminar / Viva-Voce (O):** Students are to take some projects as practical work, and related seminars and viva-voce in different stages of their curriculum.
- i) **Additional Courses:** A student may take additional courses over and above the curriculum requirement, either available as Institute/Departmental courses or online courses (NPTEL/MOOCs, etc). Credits earned by the student from such courses will not be used to calculate the CGPA/SGPA of the student, but will be shown in the Grade Card as additional credits earned.
- j) The MOOCs courses like NPTEL as approved by the Senate or from any other Institute with

which MOU has been signed for credit transfer, may be assigned to the students. Such a course shall be a PG level course and for a minimum duration of 12 weeks. The percentage marks obtained in NPTEL courses will be considered for awarding letter grade and CGPA calculation as per the postgraduate regulation at IEST Shibpur. The student has to submit the grade card/mark sheet/certificate of the completed course to the DPGC, which will be sent to the Examination Section for inclusion in the mark sheet. In the mark sheet, the name of the course along with NPTEL course identification code will be mentioned.

The list of subjects to be offered by a Department will be finalized by the Academic Section in consultation with the respective DPGC well before the date of registration.

Course structure may be changed from time to time as per the NEP 2020 requirements and industry requirements. The Senate may approve the changes made in the course structure. In addition to these, for M.Plan, the guidelines of the Council of Architecture (CoA) will be considered to finalize the course structure.

5.1.1 Master's Thesis

Normally the last year of a 2-year Master's Programme is devoted on project/thesis work working towards innovative research. This work is submitted as an original document prepared by the student known as "Master's Thesis". The duration of the project work in a programme is guided by the respective course structures.

- a) The respective Department/DPGC will allot a supervisor from the faculty members of the Department to every student at the beginning of the second Semester through a transparent procedure. The student continues to work under guidance of his/her allotted supervisor during the subsequent semesters.
- b) Normally a student will be allotted one supervisor. However, if the DPGC feels, a Joint Supervisor may be allotted. The joint supervisor may be from other Academic Units of the Institute or from other Institute to facilitate interdisciplinary research.
- c) The student is allowed to appeal to the DPGC for a change of Supervisor for any valid reason. However, the decision of the DPGC will be final.
- d) In case the selected supervisor is absent for more than three months or is unable to continue to work/resigns/retires, the DPGC will appoint another supervisor from the Department so that the Master's Thesis of the student is not discontinued.
- e) The student is expected to acknowledge works taken from the existing literature.
- f) A postgraduate student submits an original document in the form of a "Term Paper" report, duly endorsed by his/her supervisor(s), at the end of the second Semester which may be related to his/her project. He/she is evaluated for his/her Term Paper on the basis of the submitted report along with a seminar and viva voce before the Board of Examiners of each specialization as decided by DPGC.
- g) A postgraduate student submits an original document in the form of a "Progress Report", approved by his/her supervisor, at the end of the third Semester of his/her Master's Programme. He/she is evaluated for his/her "Progress Report" on the basis of the submitted report along with a seminar and viva voce before the Board of Examiners of each specialization as decided by DPGC.
- h) At the end of the last semester of the programme, a postgraduate student submits her/his "Master's Thesis", endorsed and approved by her/his supervisor(s), in a standard format approved by the Senate. After submission of the Thesis, the student should present the "Master's

Thesis” before a Board of Examiners of each specialization as decided by DPGC which must consist of one external expert, and the project supervisor(s).

- i) Marks/Grades will be awarded for “Term Paper”, “Progress Report” and “Master’s Thesis” by the respective Examination Boards and the same will be duly forwarded to the Academic Section.
- j) If the progress made by a student in his Project/Thesis, as judged by his/her supervisor, is found to be unsatisfactory, he/she may not be allowed to submit any report/thesis and may have to extend his/her work as decided by the DPGC. For final semester students (i.e. 4th semester) the deadline may be extended up to the date of submission for the final project of 4th semester given in the Academic calendar for the next academic year. For 2nd semester Term paper and 3rd semester project report a deadline should be given which may preferably be before the date of registration for the next semester.
- k) In case of Two-years Master’s Programmes, if a student gets offer of a job from a reputed organization after successful completion of third semester and if he/she having CGPA more than 7.0, he/she may appeal to Head of Department to continue his / her study for thesis work of the fourth semester externally. The DPGC and thereafter SPGC will review the application on case to case basis. If the DPGC and SPGC feel that it would be possible to continue without full time involvement in the Institute and the supervisor(s) strongly recommends the same, he/she may be permitted to work externally. The student will have to apply for external registration, and he/she will not be eligible to draw any scholarship further. The student will have to submit the thesis within next one year.
- l) If a student fails to submit his/her thesis in the final (4th) semester for some genuine reason which convinces the DPGC to recommend his/her extension for a maximum period of 2-semesters, then the Chairman, SPGC may allow his/her extension as per recommendations of the DPGC. In such a case the student must submit the thesis by the date of submission for the final project of 4th semester given in the Academic Calendar for the next academic year. In such a case the student has to do semester registration as per institute norms and will not be paid any fellowship.
- m) If there is a need for any student to be away from the Institute for multiple days to carry out part of his/her thesis research at any other institutes/industry, the student may apply for the same to the HOD with reasons for such need through his/her supervisor. The permission may be provided by SPGC after the same has been forwarded with relevant comments from DPGC. The application made by the students should accompany the permission from such institute/industry.

6. Registration for Courses

6.1 Registration during Admission

All admitted students must register for all the specified courses on payment of requisite fees within the scheduled date as mentioned in the admission brochure/ notified on the Institute website.

6.2 Semester Registration

- a) For every student, registration for the courses before the beginning of each semester is mandatory till he/she completes his/her entire course of study.
- b) The registration is done on remittance of the requisite fees within the prescribed dates announced in the Academic Calendar/Institute website.
- c) The subjects to be pursued will be suggested by the Academic Counsellors from the respective departments.
- d) If a student does not register in a particular semester without prior permission of the SPGC, his/her studentship is liable to be cancelled.
- e) Without registration, a student will be debarred from all academic activities (courses/ seminars /projects etc.) in a semester and the student will be declared failed in all the courses of that semester.

6.3 Procedure for Registration

The registration schedule will be mentioned in the Academic Calendar. The registration process generally starts before the commencement of each semester. However, registration after the last date may be allowed with a late fee in all circumstances, semester registration must be completed on or before the prescribed last date for registration.

The registration process is to be followed as per the existing practice of the Institute – either online or manual. The student has to fill a Course Registration Form (CRF) for the courses that the student is required to pursue in that semester.

6.4 Late Registration

In special cases, on the ground of severe illness or some exigencies in the family of the student, if a student fails to contact the academic counsellor and/or avail the online facility/ institute portal in due time, the student may apply to the Chairman, DPGC through his/her academic counsellor with supporting documents/ medical certificates for late registration. The application will be processed through the Academic Section and sent to the SPGC for approval. In such cases, the student may be allowed by the SPGC to register late even after the commencement of semester classes (latest by one month) with payment of a late registration fee.

7. Teaching

7.1 Medium of Instruction

The medium of instruction and examination will be English for all students admitted to the various postgraduate programmes.

7.2 Class Timings

The Institute follows a 5 days per week schedule. Regular classes are held from Monday through Friday from 9 am to 4:35 pm. No classes are scheduled beyond this time period on a regular basis. Lecture/Tutorial classes are usually scheduled in 55-minute slots and lab classes are usually scheduled in 3 class-hours (165 minutes) slots. No classes are usually held on Saturdays and Sundays, unless announced by the Institute on recommendation of the Senate to make up for some holidays due to exigent conditions.

7.3 Extra Classes

Extra classes may be scheduled by the teacher of a course, in case he/she cannot complete the allotted number of lecture-hours for the course, if he/she misses the scheduled classes due to repeated holidays on class-days or due to his/her leave or any other exigencies. Extra classes should be scheduled in consultation with the students registered in the course at a time mutually convenient to everyone.

7.4 Attendance

- a) The attendance of a student in a course should not fall below 75% of total number of classes held for that course in the semester.
- b) Students having attendance below 75% in a course will be de-registered for that course. He/she will be debarred from appearing in the semester examination for that course and will be awarded a **DR** grade for that course.
- c) The respective teacher(s) shall inform all students about the status if their attendance in the subject after the mid semester examination with a copy to the convener DPGC.
- d) After receiving the above attendance of all students, the DPGC shall interact with all students, particularly those who are having attendance less than 75%. DPGC may like to find the reasons for their less attendance and advise the students as necessary. The students shall be duly informed about the provision of Ordinance that **if a student's attendance becomes less than 75% at the end of the semester in a course, the student will be de-registered for that course in that semester.** DPGC shall monitor the performance of the students having poor attendance.
- e) The teacher shall send the updated final list of students having attendance less than 75% to the Jt. Registrar (Academic), through the chairman DPGC within one week before the commencement of the end semester examination. The last date will be duly notified.
- f) When a subject is taught by more than one teacher for a class or a section of a class, the attendance of a student shall be calculated by combining the attendance report of all the teachers of the subject.
- g) SPGC shall immediately review the recommendation of DPGC and the final list of students to be declared deregistered shall be forwarded to the Director through Dean (Academic) by the Chairman SPGC for approval and direction.
- h) If no list is forwarded within the stipulated date for any subject by the Chairman DPGC it will be presumed that all students in that subject had the attendance of 75% or more.
- i) Above steps will be followed for all subjects including theory as well as practical/project paper.
- j) A student de-registered for a course may again register for that course in the Summer Term.
- k) Attendance requirement for the Summer Term courses shall be the same as for a regular semester.

7.5 Absence due to any Genuine Reason

If a student's attendance in one or more of the courses falls below 75% because of her/his inability to attend the classes owing to reasons acceptable to the SPGC, the SPGC may, subject to such conditions as it may specify, condone the absence and allow the student to sit for the semester examinations. The reasons that may be considered by the SPGC for excusing the absence may include, but need not be limited to, the following.

- a) Prolonged illness or serious accident suffered by the student
- b) Some assignments vested on the student by the Institute during the class-days to participate in any inter-institute sports, tech-fests, campus interviews etc.
- c) Any other reason that the SPGC may consider condonable.

A student who seeks condonation of her/his absence on any of the above grounds may apply for the same to the Chairperson, DPGC through the Academic Counsellor/ Institute Infirmary/ Dean of Students Welfare/ Head of HRM Dept, as the case may be, with proper supporting documents. The Chairman DPGC may forward the application, along with her/ his comments and observations to the SPGC for consideration. The SPGC shall take an appropriate decision before the commencement of the semester examinations.

8. Evaluation System

8.1 Evaluation for Theory Courses

The evaluation of students' performance in a theory course is a continuous process. A student's performance in theory papers will be evaluated through Internal Assessment and an End-Semester Examination.

8.1.1 Regular Examinations

In any semester, for theory courses there will be mid-semester examinations and end-semester examinations, conducted centrally by the Academic Section. Mid-semester examinations will be held in the middle of a semester, generally after completion of the first six to seven weeks of study. End-semester examinations will be held after the completion of the course. The dates of such examinations will be displayed in the Academic Calendar.

If reports of any unfair means adopted during the mid-semester and/or end-semester examination of a course is submitted by the course instructor/invigilator, 'F' grade will be awarded in the relevant course of that particular semester for the first offence. On the subsequent offence(s) during the entire period of her/his academic program, the student will be declared as failed in all the courses for which s/he has registered in that particular semester.

8.1.2 Internal Assessment

- a) The Internal Assessment has two components – i) performance in mid-semester examination and ii) Teacher's assessment
- b) The Teacher's assessment may have the following components - class tests, quizzes, home assignments, group assignments, viva-voce etc. As per the teacher's discretion.

8.1.3 Weightages

A typical distribution of relative weightage for the various modes of assessments is mentioned below. The course teacher will inform the students about these weightages at the start of the semester.

- | | |
|---|-----|
| a) Mid-semester examination | 30% |
| b) Class Test/ Quiz/ Viva-voce/ Assignments/
Presentation etc. as per Teacher's discretion | 20% |
| c) End-semester assessment | 50% |

For any student, appearing in the end-semester examination is mandatory.

To ensure the principle of continuous evaluation, it is recommended that the Teacher will conduct at least two quizzes/ class tests, one before the mid-term examination and other between the mid-term and the end-semester examination. If a student fails to appear in a mid-semester examination or class test or quiz, or submit an assignment etc., it is entirely up to the Teacher to judge about validity of the reason and decide whether or not to provide a make-up opportunity.

8.2 Evaluation for Laboratory Courses

The assessment in a laboratory course will be based on continuous evaluation of the student's weekly performance in laboratory experiments/ work, quality of their reports and a final performance in a semester- end test that contains experiment/quiz/test/viva-voce. The semester-end test on laboratory course will normally be held a week before the end-semester theory examinations. For any student, appearing in the end-semester test is mandatory.

8.2.1 Weightages

A typical distribution of the relative weightage for these modes of assessments may be as follows.

- a) Regular performance in laboratory works 30%

b) Quality of laboratory reports	30%
c) Semester-end test	20%
d) Viva-vice/ Teacher's Assessment	20%

The course teacher will inform the students about these weightages at the start of the semester.

8.3 Evaluation of Projects and Seminars

Projects will be evaluated based on the performance of a student throughout the semester. These projects are performed by the students and need regular interaction (at least once a week) with the supervisor. At the end of the semester the student should submit a project report duly approved by the supervisor, and present the same through a seminar cum viva-voce before a board duly constituted by the department. In the report, the student should duly acknowledge the sources of any existing literature to avoid plagiarism.

8.3.1 Weightages

A typical distribution of relative weightage may be as follows.

a) Supervisor's Assessment (Project work + Seminar)	60%
b) Board's Assessment (Report + Seminar)	40%

In case of an irregularity of interactions, or if the performance of a student is not satisfactory, the student may be awarded a 'F' grade. Such a student will be given a maximum time of two months to improve his/her performance. If the performance of such a student is not satisfactory even after the extended time period, he/she will have to repeat the project work in the next academic year. The board may award an 'I' grade if the student misses the presentation. If the basis for absence is valid, the student may be granted a second chance for presentation and 'I' grade may be converted to suitable grade that the student deserves.

8.4 Display of In-Semester Performance

In-semester performances in Mid-semester exam, quiz/ class test/ viva etc. of all students must be displayed/ communicated by the course teacher to the students before the commencement of the end-semester examination.

8.5 Disclosing the Evaluated Answer Scripts

The evaluated answer scripts of the end-semester examination of a subject have to be displayed to the students within the date, as mentioned in the Academic Calendar.

8.6 Retention of Answer Scripts

Evaluated answer scripts are to be preserved by the Teacher/ Departmental Office at least for one year.

8.7 Grade Card

- At the end of a semester examination, or supplementary examination, the teacher of a theory course will evaluate the end-semester answer-scripts and make online entry of the internal assessment marks and end-semester marks. For laboratory and other courses also, the concerned teacher will make online entry of marks obtained by the students in such courses.
- The Academic Section will compile the marks and a letter grade will be awarded to the student for each course. A Grade Card will be prepared for each student showing the grades obtained by the student in each course and corresponding credit for the course. The Grade Card will also show the semester grade point average (SGPA) value and cumulative grade point average (CGPA) value obtained by the student.

8.7.1 Letter Grade

- As a measure of students' performance, a 10-scale grading system using the following letter grades and corresponding grade points per credit will be followed.

Performance	Marks Obtained (%)	Letter Grade	Grade Point
Credit			
Excellent	90 to 100	A+	10
Very Good	80 to 89	A	9
Good	70 to 79	B	8
Fair	60 to 69	C	7
Average	50 to 59	D	6
Pass	40 to 49	P	5
Fail	< 40	F	0
Incomplete	—	I	.
De-registered	—	DR	.

- For practical courses including laboratory courses, projects, seminars, viva-voce, etc., the 'P' grade is at 50%. Students who obtain marks less than 50% will be awarded 'F' grade. Definition of all other grades remains the same.
- The course in which a student obtains 'F' will be a 'Backlog' course for the student. A backlog can be cleared by appearing in a supplementary examination. **The internal assessment marks obtained by the student for the course will be retained.**
- A student shall be awarded the grade 'I' (Incomplete) in a course if she/he fails to attend the end-semester examination. The candidate has to appear in supplementary examination for converting it into quantifiable letter grade.
- Students having attendance below 75% in a course will be de-registered and will be awarded a 'DR' grade. The student will not be eligible for supplementary examination and has to register for the course in the Summer-Term, without retaining the internal assessment marks obtained for the course.
- If a student has missed, for a genuine reason, a minor part of laboratory course/ sessional/ project requirement but has done satisfactorily in all other parts, he/she may be awarded the grade 'I' (Incomplete) in that course. An 'I' must, however, be converted by the Teacher into an appropriate letter grade and communicated to the Academic Section Office within a maximum period of **two months**. Any outstanding 'I' after this date shall be converted automatically into an 'F' grade.
- A student with CGPA ≥ 6.5 will be considered to pass in 1st class and else in 2nd class and that will be mentioned in the degree certificate.

8.7.2 Change of an Already Awarded Grade

The marks and the letter grades once awarded shall not be changed unless a request for change of marks is made by the teacher of the course, and is accepted by the Chairman-SPGC. Any such request for a change of grade must be made within two weeks from the publication of results.

8.7.3 Semester/Summer term Grade Point Average (SGPA)

A Semester Grade Point Average (SGPA) will indicate the performance of the student in a semester and the summer term to which it refers. It will be computed as follows.

$$SGPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

where n is the number of courses the student registered in the semester/summer term, c_i is the number of credits allotted to the i -th course and g_i is the grade points awarded to the student for the i -th course. The

calculated SGPA will be rounded off to the second place of decimal and recorded as such.

8.7.4 Cumulative Grade Point Average

Starting from the second semester, the Cumulative Grade Point Average (CGPA) would indicate the cumulative performance of the student from the first semester up to the semester/summer term to which it refers and will be computed as follows.

$$CGPA = \frac{\sum_{i=1}^m ci.gi}{\sum_{i=1}^m ci}$$

where m is the number of courses the students registered from first semester up to and including the semester/summer term concerned, c_i is the number of credits allotted to the i -th course and g_i is the grade points awarded to the student for the i -th course. The calculated CGPA will be rounded off to the second place of decimal and recorded as such. The CGPA, SGPA and the grades obtained in all the subjects in a semester will be shown in the Grade Card to be delivered to every student at the end of every semester.

8.8 Conversion of CGPA into Percentage Marks

In case of a specific query by a student/employer/any other Institute regarding conversion of CGPA into percentage marks, the following formula may be adopted for notional conversion of CGPA into percentage marks.

$$\% \text{ Marks} = (CGPA - 0.5) \times 10$$

8.9 Declaration of the Result

- a) The Academic Section will place the results of the examinations in a meeting of SPGC to decide about declaration. The grades earned by a student in a semester/summer term shall be communicated to him/her in the form of a printed copy of Grade Card. The rank of a student will be decided based on CGPA obtained by him/her.
- b) Grade Card of a student may be withheld if he/she has not paid his/her dues, or if there is a pending disciplinary action against her/him, or for any other appropriate reason as per the directives of the Senate.

8.10 Backlogs and Supplementary Examinations

- a) The course in which a student obtains 'F' grade will be a 'Backlog' for the student. A backlog can be cleared by appearing in a supplementary examination. The internal assessment marks obtained by the student for the course will be retained. The student may also register in the Summer-term for the course (if available), without retaining the internal assessment marks obtained for the course.
- b) Supplementary examinations will be conducted after both odd and even semesters.
- c) **In the supplementary examinations conducted after each odd/even semester, a student will be allowed to appear for supplementary examination in a maximum of three (03) backlog papers.**
- d) **If any student has more than two (02) backlog papers after the even semester supplementary examinations, s/he will not be promoted to the next year and will have to repeat the current year.**
- e) A student may opt for repeating only those courses in which she/he obtained 'F' grade. He/she may also selectively choose to repeat for any/all subjects he/she graded higher than 'F', and apply to the SUGC through DPGC and academic counsellor.

8.11 Provisional Certificate

The Academic Section will duly issue a certificate to declare that the student is provisionally admitted to the degree of MTech/ MPlan/ MSc/ MBA with effect from the date of the publication of result for the final examination provided the rest of the official procedure is completed by the student.

8.12 Degree Certificate

The name of the student admitted to the Degree of the MTech/ MPlan/ MSc/ MBA is to be recommended by the Senate to the Board of Governors for final approval for conferring the formal degree in the next convocation of the Institute. A degree certificate duly signed by the competent authority will be awarded to the student. The Senate shall approve the format of each Degree Certificate.

8.13 Transcripts

Students may apply for the transcripts for the courses pursued in different semesters, if required by other Institutes. The transcript will show the final grades and credits obtained in all courses, semester-wise, showing the date on which, the credit was actually credited.

8.14 Teaching Assistantship

It will be obligatory for every post-graduate student availing fellowship to undertake 8 to 10 hours (per week) of work related to teaching and research activities as assigned to him / her by the Institute. This could include tutorials, laboratory classes, development and maintenance of laboratories, assistance in research and development activities undertaken by faculty members, maintenance and operation of computers and other central facilities, assistance in library, etc. Also, for release of scholarship a student's performance needs to be checked from (a) report of the faculty under whom he / she is assigned TA duty, (b) attendance records from the department AND (c) report of supervisor (when allotted).

8.15 Students Feedback

1. Student should submit the feedback for all the subjects taught to them in the semester before the end semester examination.
2. Students having 75% and above attendance in a particular subject are eligible for providing feedback in that subject.

9. Requirements for the Degree

9.1 MTech, MPlan, MSc, MBA, Dual-Degree (BTech – MTech)

In order to qualify for an MTech, MPlan, MSc, or MBA Degree of the Institute covered under this Regulations a student must:

- a) Complete all the credit requirements for the degree as laid down in the prescribed curriculum of the discipline.
- b) Obtain a CGPA of 5.00 or higher at the end of the semester in which he/she completes all the requirements for the degree.
- c) Have cleared all dues to the Institute, the Halls of Residence, the Library, other facilities and the Department.

9.2 Award of the Degree

A student who has completed all the graduation requirements shall be recommended by the Senate to the Board of Governors for the award of appropriate Degree in the ensuing Convocation. A Degree can be awarded only after the Board has approved the award of the Degree.

Under exceptional circumstances, where gross violation of the graduation requirements is detected at a later stage, the Board of Governors may, on the recommendation of the Senate, cancel the Degree already awarded.

9.3 Course Completion Time

A student should complete all the requirements for an MTech, MPlan, MSc, MBA, or Dual-Degree (BTech - MTech) within the specified durations of the Programmes mentioned in section 2.6. However, under exceptional cases, as per the discretion of the Senate, the student may be allowed to complete all the requirements within next one year after completion of the specified duration of the Programme.

9.4 Discontinuation of Study

- a) If a student does not register and defaults in paying the dues for a semester, without the approval of the SPGC or any other competent authority, he/she shall have to discontinue studies and leave the Institute.
- b) A student, whose cumulative academic records at the end of any semester clearly indicate that he/she will not be able to qualify for the degree for which he/she had been admitted within the specified maximum time limits, may be asked to discontinue studies and leave the Institute.
- c) If a student is absent for more than a month in a semester without sanctioned leave, he/she shall have to discontinue studies and leave the Institute.
- d) A student having faced a disciplinary action for some of his/her act(s), which is detrimental to the student life and may pollute the academic environment in the Institute, the Institute may cancel his/her admission and the student may be asked to leave the Institute at any time at the discretion of the SPGC/Senate.
- e) The Academic Section will issue a termination letter to the respective student. This information will also be sent to the Head of the Department and other concerned offices. The student will have to vacate his/her hostel accommodation and shall not be entitled to enjoy any other facility of the Institute.

The Academic Section will issue a termination letter to the respective student. This information will also be sent to the Head of the Department and other concerned offices. The student will have to vacate his/her hostel accommodation and shall not be entitled to enjoy any other facility of the Institute.

9.5 Appeal against Discontinuation

- a) A student whose Programme is terminated may appeal to the Chairperson, Senate, for re-instatement in the Programme.
- b) In cases of termination due to inadequate academic performance, the student should clearly explain causes for the poor performance, including how those causes will not adversely affect her/his performance in the future. The Senate shall take a final decision after considering all available inputs.
- c) A student may re-appeal even after a previous appeal has been rejected. However, the Senate may not entertain any re-appeal for review unless substantial additional information is brought to its notice.

9.6 Relaxation

Under exceptional circumstances, if a student has a severe deficiency in any of the requirements stated in these Regulations due to psychological or other medical conditions, the SPGC/Senate may relax the relevant provisions of these Ordinances based on the merit of the case. The grounds on which such relaxation is granted shall invariably be recorded and cannot be cited as precedence.

9.7 Temporary Withdrawal from the Course of Study

Students are expected to complete their Course of Study without any break. However, for bonafide reasons like prolonged illness or acute problems or exigencies happening in his/her family, Senate may grant leave of absence (temporary withdrawal) from the Course of Study. But such absence(s) shall ordinarily not exceed one semester with or without break.

- a) The student should apply to the DPGC within 15 days of the commencement of the semester or the incident or from the date he/she last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the parent/guardian.
- b) The Institute has to be satisfied that, inclusive of the period of withdrawal, the student is likely to complete his requirements for the degree within the time limits specified in Section 9.2.
- c) There are no outstanding dues or demands on him/her.
- d) A student who has been granted temporary withdrawal from the Institute will be required to pay the tuition fee and other essential fees/late fees/ other charges for the intervening (withdrawal) period while joining for the course later.
- e) He/she cannot draw scholarship (if any) for the period of absence.
- f) A student will be granted only one such temporary withdrawal during his/her entire tenure as a postgraduate student of the Institute.
- g) A student who has been granted a temporary withdrawal on medical grounds will be allowed to rejoin and resume his/her studies only after being declared medically fit by the Institute Hospital.
- h) The grounds on which such withdrawal is granted shall invariably be recorded and cannot be cited as precedence.

9.8 Conduct and Discipline

- a) Each student shall conduct himself/ herself, 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 neighbourly behaviour to fellow students. They should also pay due attention and courtesy to the visitors and residents of the campus.

- b) Without prejudice to the general requirements of conduct and discipline stipulated in subsection (1) above, every student shall conduct herself/ himself within and outside the precincts of the Institute in a manner befitting the students of the institute and shall abide by the 'code of conduct for students' framed by the Senate.
- c) Violation of the 'code of conduct for students' (Annexure-II) 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, rustication and expulsion from the Institute.

10. Scholarships, Medals, Awards and Prizes

10.1 Institute Scholarships, Medals and Prizes

The Institute awards a number of medals and prizes (Annexure - III) to students with excellent academic records, from the Institute fund. List of such medals and prizes are available from the Academic Office as well as in the Institute website.

10.2 Basic Eligibility Criteria for all Institute Medals, Awards and Prizes

A student is eligible for the award of any medals or prize if

- a) He/she has passed in all the prescribed subjects in the programme and cleared all other requirements, if any, obtaining a CGPA not lower than 8.0 in the semester after which the Medal or Prize is to be awarded.
- b) He/she has not failed in any subject at any stage during his/her academic career till the time of the award.
- c) No disciplinary action has been taken against him/her for any offence at any time prior to the award.
- d) He/she has not been punished under examination malpractice and involved in violation of code of conduct at any stage of the course in the Institute.

Specific rules that govern any particular medal/award/prize, are mentioned against each such award in the List. In case of a tie between two or more students, the prize will be awarded jointly, the value of prize shall be equally shared amongst the awardees and the award certificate will mention 'jointly awarded'.

10.3 Endowment Medals, Prizes and Scholarship

A number of medals and prizes are awarded through endowment fund. Lists and the rules that govern such awards are mentioned in the list of Endowment Awards, available in the Academic Section. The Institute awards endowment medals, scholarships, awards and prizes to the students on the basis of merit or means as specified in each case separately. The following basic rules govern the conditions for such awards.

All Endowment Scholarships will be awarded from the income of endowments received by the Institute from Industries, Institutions, R & D Organizations, Alumni and other individuals for this purpose.

- a) The students i) who have failed in any subject at any stage during his/her academic career till the time of the award, ii) undergone disciplinary action for any offence at any time prior to the award, iii) punished under examination malpractice and involved in violation of code of conduct at any stage of the course in the Institute; are not eligible for such award.
- b) The Institute may decide to discontinue the award of any endowment medal, prize or merit certificate at any moment of time, if it so desires and feels fit. The same be communicate in writing, citing the reasons to the donor/society granting such funds or endowments.
- c) The conferment of award, medals, prizes & merit certificate shall be made during the Annual Convocation of the Institute/or on any other occasion decided by the Senate, following the announcement of the results on which the prize is based.

10.4 Conduct of an Awardee

An awardee of a medal, award or prize under these rules is expected to maintain, besides satisfactory academic progress, regularity in attendance and good conduct, behaviour and discipline in the Department and in the Institute/Halls of Residence. In the event of an awardee being found to be involved in any act of misconduct, misbehavior, indiscipline or adopting unfair means at an examination, the award or prize is liable to be cancelled with immediate effect, before its disbursement.

10.5 MTech Scholarship

- a) Regular MTech students admitted on the basis of their GATE score/rank are entitled to receive GATE scholarship for 24 months as per MoE norms.
- b) Dual Degree (BTech – MTech) students are also eligible to receive GATE scholarship in the 5th year on the basis of their GATE score/rank, if produced, as per MoE norms.

10.6 Leave Rules

Students will be permitted to take leave as per the leave rules of the Institute.

11. End Note

These ordinances, on approval by the Board of Governors, are applicable from 2025 onwards. The Ordinances have been modified during 2024-25 and have been placed in the 36th, 37th and 38th Senate, for subsequent approval by the Chairperson, Senate.

The provisions contained in these ordinances govern the policies and procedures on the admission of students, imparting instructions of courses, conducting of examinations and evaluation and certification of student's performance.

For students admitted in earlier years, these ordinances are also applicable wherever eligible. But such applications shall be dealt with appropriately and carefully, so as to ensure that these students are not subjected to any unfair situation whatsoever. In case of any conflict with the present regulations and earlier regulations, rules that are in favour of these students shall be applicable.

A. Senate Post-Graduate Committee (SPGC)

The Senate Postgraduate Committee (SPGC) will have the following members –

- 1) Chairperson
- 2) Members
 - a) Conveners of various DPGCs
 - b) Last SPGC Chairperson (Ex-officio)
 - c) One Senate Nominee
 - d) Two PG students and two research scholars nominated by the student senate

The Chairperson shall be nominated by the Senate from amongst the members of the Senate. The tenure of the Chairman and the Senate nominee shall be normally of two years. Student representatives as nominated by the postgraduate and PhD students will change every year. One member will be nominated by the Chairman to act as convener.

The SPGC must meet as frequently as essential, but at least two times in every Semester.

B. Departmental Post-Graduate Committee (DPGC)

Each academic department constitutes this committee which consists of the following – Chairperson :

Head of the Department/School/Centre

Convener : A faculty member of the department, nominated by the DFC

Members : At least three members nominated by the DFC, including one member from each PG specialization and one member from earlier DPGC

Student Representative : One postgraduate student and one research scholar of the department (one preferably a female student).

The tenure of DPGC is for two years; student representatives as nominated by the postgraduate and PhD students will change every year.

Note: Dual Degree students will come under the purview of DPGC and SPGC, from the beginning of their seventh semester.

C. Departmental Faculty Committee (DFC)

The Departmental Faculty Committee will have the following structure – Chairperson: Head of the Department

Convener : A faculty member of the department, nominated by the Head

Members : All faculty members of the Department Tenure of the Convener will be normally of two years.

D. Board of Academics (BoAc)

Each Department should have a Board of Academics comprising the following members –

Chairperson : Dean Academic

Convener : Head of the Department

Members : All regular faculty members of the Department

External Members : Eminent experts from Industry and Premier Academic/Research Institutes

Names of the External Members will be nominated by the DFC through the Head to the Senate for approval. Tenure of the External Members will normally be of two years.

Annexure-II

Code of Conduct for Students/Hostel Residents

S.No.	Conduct Rule
1	<p>a. All residents of halls/ hostels should maintain decent standard of behavior as expected from the students of a prestigious institution.</p> <p>b. Behavior of students outside of hostel and inside of campus including various common places such as streets, shops, canteens, institute, etc, should be decent and acceptable to all.</p>
2	All residents should carry valid institute photo all. ID card
3	Lobbies and common areas should be kept neat and clean, sticking bills/posters on walls is not allowed
4	<p>a. All students shall remain present in their allotted hostels between 11 p.m. to 6 a.m, barring visits to the library (until midnight) and/or exigencies. Any such stay outside the halls/hostels beyond 11 PM and before 6AM has to follow the security protocols in place at the time.</p> <p>b. Station leaving by any resident is permitted with proper intimation and approval by the warden of the respective hall/ hostel.</p> <p>c. Signatures of students during final entry and first exit of a day to the competent authority as specified by the warden of the hostel are necessary.</p> <p>d. Staying out of hostel beyond the specified deadline can be permitted by the warden; with signed letter by the concerned faculty member for carrying out specific activity.</p> <p>e. Residents are responsible for the safekeeping of their own belongings in the room; they should use good quality lock to keep their valuables safe.</p>
5	Calling any vendors / any unauthorized person to a resident's room is strictly prohibited
6	<p>a. Rooms are allotted to a student on his/ her personal responsibility. He/she should see to the upkeep of his / her room in hostel and its environment.</p> <p>b. The resident of a room is responsible for any damage to the hostel property in the room during his / her occupancy of that room.</p> <p>c. The resident shall not move any furniture from its allotted place in the hostel room/hostel and also not damage them in anyway.</p> <p>d. The resident shall not remove any fittings from any other room and get them fitted in his/her room.</p>
7	Employing unauthorized persons for personal work such as washing clothes, etc. is not allowed.
8	Residents should not participate in any anti-national, anti-social, racist or undesirable activity in or outside the campus or engage in any activity that will disturb the peace of the campus and its residents.
9	The students must not be involved directly or indirectly in fighting, gambling, anti-social activities, ragging, or use of outside agencies for redressal of grievance, etc.
10	<p>a. Students should not display obscene poster or calendars, wall graffiti etc. in the room or anywhere in the hostel.</p> <p>b. Using unparliamentary language / vulgar expressions, and making obscene gestures to anybody is prohibited.</p>
11	<p>a. The use of electrical appliances such as coolers, immersion heaters, electric stove, heaters, electric iron, refrigerators and any such storage device are forbidden in any of the rooms allotted for residence.</p> <p>b. Private cooking in the hostels / student's room is strictly forbidden.</p>

12	<p>a. Using audio system causing inconvenience to others is not allowed and using at high volume is an offence.</p> <p>b. No Boy students are permitted to enter any Girl's hall/ hostel at any point of time. No Girl students shall enter a Boy's hall/ hostel at any point of time. All the visitors other than students of any hostel / hall shall wait in the Common room to meet the respective boarder they intend to visit.</p>
13	General damage to the hostel property is the collective responsibility of all students residing in that hostel if the students actually responsible for the damage cannot be identified.
14	Residents of hostels are duty bound to report to the Warden, Assistant Warden, and Dean (SW) in case of any undesirable incidents or activities within the campus.
15	<p>a. Students are not allowed to arrange any function / program or meeting within the Hostel/ Campus and outside without permission from the competent authority.</p> <p>b. Students should not arrange for any picnic/parties outside without specific permission of the Dean (SW).</p> <p>c. Going out in large groups, which may cause loss of control should be avoided as this can affect the individuals as well and may tarnish the reputation of the institute.</p> <p>d. Swimming and bathing are prohibited in the river Hooghly, Ponds and Jheels inside and around the campus.</p>
16	<p>a. Smoking and consumption of alcoholic drinks as well as narcotic drugs anywhere of the hostel/ campus/academic areas is strictly prohibited and possession of such materials is also strictly prohibited.</p> <p>b. Students are strictly prohibited from entering the campus premises in intoxicated state,</p> <p>c. All matters related to this point 16 are likely to attract the highest penalties.</p>
17	Ragging in any form to any student admitted to this institute is prohibited and a punishable offence.
18	Any case of accident / theft / foot / abuse / hitting/ ragging / fighting / molestation,

- Silver Medals Awarded to Students who Secured First Position in their Respective Branches
- Ganesh Chandra Mitra Memorial Medal Awarded to 1st in Post Graduate Examination
- Sindhubala Mitra Memorial Medal Awarded to 1st in Master of Business Administration Examination
- Arun Chandra Mitra Memorial Medal Awarded to 1st in Master of Science Examination
- Prof. S. C. Dasgupta Gold Medal Awarded to 1st in Master of Science In Applied Mathematics Examination
- Prof. A. K. Seal Gold Medal Awarded to 1st in Master of Technology Examination
- Aveek Guha Memorial Gold Medal Awarded to 1st in Master of Technology in Renewable Energy Science and Technology Examination
- Jaya Smriti Puroskar & Cash Prize Rs. 1000/- for Securing Highest Scorer in Mineralogy in Master of Science in Applied Geology Examination
- Sayantan Biswas Memorial Gold Medal Awarded to 1st In Master of Science in Physics Examination
- Ria Ghosh Memorial Gold Medal for Securing Highest Score of the Core Paper ‘Solid State Physics’ to Master of Science in Physics Examination