

Indian School of Mines

Dhanbad-826004



The Dual-Degree & Integrated Programmes **(Examination and Miscellaneous Provisions) Rules, 2012**

(As amended by the 84th Academic Council Meeting held on 11.12.2012)

2012

INDIAN SCHOOL OF MINES
DHANBAD

**The Dual-Degree & Integrated Programmes (Examination and Miscellaneous Provisions)
Rules, 2012**

*(Approved by Academic Council in the 84th Meeting held on December 11, 2012 for implementation from 2012-2013 Academic Session. **These rules and regulations will supersede all separate notifications issued from time to time covering attendance requirements, eligibility for special examination, etc.)***

In exercise of the powers conferred by and in discharge of the duties in Section – 9A proviso (1)(d) of the Rules and Regulations of the Indian School of Mines, Dhanbad the Academic Council hereby makes the following Rules, namely :-

1. PRELIMINARY

1.1 Short Title and Commencement

- (a) These Rules may be called The Dual-Degree & Integrated Programmes (Examination and Miscellaneous Provisions) Rules, 2012
- (b) These shall come into force from the 2012-13 session

1.2 Definitions

In these Rules, unless there is anything repugnant in the subject or context -

- (a) “Rules” will mean the Rules framed under the Society Rules and approved by Academic Council of the School.
- (b) “Academic Council” shall mean the Academic Council of the School.
- (c) “Examination Board” shall mean Examination Board of the School.
- (d) “Chairman” shall mean the Chairman of Examination Board and Academic Council of the School.
- (e) “Director” shall mean the Director of the School.
- (f) “DSW” shall mean the Dean of Students Welfare of the School.
- (g) “HOD” shall mean the Head of the Department of the School.
- (h) “Head Faculty Department” shall mean Head of the Department offering the Degree.
- (i) “SMO” shall mean Senior Medical Officer of the School.
- (j) “Academic Section” shall mean the Academic Section of the School.
- (k) “Examination Section” shall mean the Examination Section of the School.

- (l) “School” shall mean the Indian School of Mines.
- (m) “Academic Session” shall mean the period for academic activities (normally July to June).
- (n) “Academic Week” shall mean the period from Monday to Friday when regular classes are held excluding Holiday(s), if any.

1.3 General

- 1.3.1** These rules are applicable to students of 5-year (10 semesters) Integrated M.Tech./M.Sc.Tech. and 5-year (10 semesters) Integrated B.Tech./ M.Tech./ M.B.A. Dual Degree Programmes.
- 1.3.2** Each Academic Session is divided into two Semesters each approximately of 20 weeks duration : Monsoon Semester (normally July to December) and Winter Semester (normally January to June). Besides, each academic session for some of the Programmes wherever applicable will include about 4 to 6 weeks of Industrial Training in the Summer period. The academic activities for a session as approved by the Academic Council, including dates of registration, end-semester examination, special examination, training period, project submission, grand viva-voce, last date for submission of marks, date of publication of results etc. will be laid down in the Academic Calendar for the session.
- 1.3.3** End-Semester Examination is the final examination at the end of each semester. Special Examination is the supplementary examination of each semester i.e. a second chance to clear a semester.
- 1.3.4** In these rules unless there is any thing repugnant in the subject or context, Sessional Component of a subject will include Mid-Semester Examination, Quizzes, Home Assignments, Camps, Excursions etc. Course work for a Practical subject will include Practical class work, Practical report writing, Practical Examination, Viva-voce etc. The performance of a student in Practical subject will be evaluated by assigning 50% weightage to regular laboratory work and 50% weightage to Practical examination and viva-voce.

For a pure sessional subject, the assessment will be made on the basis of continuous evaluation throughout the semester which may include regular course work, practice work, home assignment, quizzes, camps, excursion etc.

1.4 Mid-Semester Examination

Mid-semester examination shall be conducted for all theory papers, which have end semester examination. There will be no mid-semester examination for sessional subjects or Practical subjects.

Mid-semester examination in each subject will be of 30 marks. Quizzes and assignments will be of 10 marks. This will constitute the sessional of 40 marks in a subject. A student has to score 14 marks out of 40 marks for passing the sessional component.

Mid-semester examination will be of 2 hours duration for the subject which has 3 hours duration in the end-semester examination and will be of 3.0 hours duration for

subjects which have more than 3 hours duration in the end-semester examination. Mid-semester examination will be conducted in a semester as per the Academic Calendar. A student who secures less than 10.5 marks out of 30 will be allowed to take a second chance at the mid-semester (special) examination to be conducted by the subject teacher on any day at least 2 weeks before the preparation week of a semester. A student who takes a second chance will get a maximum of 10.5 marks out of 30 marks even if he/she scores more.

The subject teacher/HOD shall prepare a list of students failed (by securing less than 14 marks out of 40 marks) in sessional component of the subject concerned and send the same to the Examination Section before the commencement of the preparation week for the semester. Such students will be debarred from appearing at the end-semester examination of the concerned subject.

1.5 The subjects offered in each semester will include :

- (a) Theory paper having End-Semester Examination and Sessional work in the ratio of 60:40 weightage.
- (b) Purely Practical paper with full weightage
- (c) Purely Sessional paper works with full weightage.

REMARKS : A student should at least score 35 out of 100, 21 out of 60, 14 out of 40 to pass a subject in the end semester examination.

1.6 Submission of Project Reports/Dissertations :

Students are required to submit Project Reports/Dissertations within the date mentioned in the Academic Calendar of each Academic Session.

In no case Project Reports/Dissertations will be accepted after expiry of last date as stipulated and the student will be declared fail and will be required to repeat in the appropriate semester of the next academic session.

The interim Project Reports/Dissertations will be normally of 30 to 40 pages and will not exceed 50 pages.

Every student shall, on completion of his/her dissertation work at the end of the tenth semester, submit to the HOD (through the Supervisor(s) concerned) three types (or printed) soft-bound copies of his/her dissertation embodying the results of his/her dissertation work along with three copies of abstract of about 500 words for examination. The final Project Report/Dissertation may exceed 50 pages for dual degree programmes & 5 years M.Tech./M.Sc.Tech. integrated course.

1.7 DISSERTATION

- 1.7.1** In addition to the Sessional and Practical work as required in the syllabi and course curricula, every student shall, in his/her third and subsequent semesters, carry out dissertation work under the overall supervision of a supervisor or two supervisors.

Normally only a teacher of the Department/Centre concerned shall be allowed to supervise a dissertation work. When the topic of a dissertation so warrants at the most two teachers of the Department/Centre concerned may be allowed to supervise a dissertation work. Considering the interdisciplinary nature of the work involved, a teacher from the sister department may be allowed to be associated as a co-supervisor. No person, other than a teacher of the School, shall be permitted to supervise the dissertation work. Under no circumstances there shall be more than two supervisors (including co-supervisor) for a dissertation work.

17.2 Every student shall, before the end of second semester, apply to the HOD concerned for allotment of suitable topic for carrying out dissertation work during the third and subsequent semesters. Every such application shall contain, among other things:

(a) The proposed plan of work and the title of the proposed dissertation.

(b) The name(s) and designation(s) of the proposed supervisor(s).

(c) An affirmation of consent by the proposed supervisor(s).

1.7.3 The concerned HOD will finalise the topic for dissertation work along with the name(s) of the supervisor(s).

For this purpose the HOD shall take into account the relevance of the topic on which the candidate proposes to work. However, the HOD may, if necessary or expedient, ask a student to carry out dissertation work on a topic other than the topic proposed by the student and/or under a supervisor other than the one under whom the student proposed to carry out his/her dissertation work. Under every such situation the student shall submit a fresh application under rule 1.7.2 incorporating necessary changes as desired.

The HOD shall prepare a list comprising the names of the students, topic allotted to each of them along with the name of the supervisor(s) before the commencement of the third semester so as to enable the students to register their dissertation during third semester. It is expected that the same topic will continue for the subsequent semesters.

1.7.4 The dissertation shall :

(a) Be composed on the problem stated in the student's application made under Rule 1.7.2;

(b) Embody the result of studies carried out by him/her;

(c) Show evidence of the student's capacity for critical examination and judgement; and

(d) Be satisfactory in presentation so far as language, style and form are concerned.

Every such dissertation shall include a suitable abstract of the work presented.

1.7.5 The student shall indicate clearly and extensively in the preface to his/her dissertation and specially in notes :-

(a) The source from which referred information is taken;

(b) The extent to which he/she has availed himself/herself of the work of others and the portion of the dissertation he/she claims to be his/her original;

(c) Whether his/her dissertation work has been conducted independently or in collaboration with others; and

(d) Be accompanied by a certificate from the supervisor to the effect that the

dissertation is a record of work done by the student himself/herself.

1.7.6 No student shall be allowed to submit his/her interim dissertation or the dissertation or to deliver the seminar on dissertation/interim dissertation or to appear at the viva-voce examination on dissertation/interim dissertation or to appear at the viva-voce examination on dissertation/interim dissertation at the end of each semester, as the case may be, unless he/she was present and actually carried out dissertation related work on 75% of the working days during the semester concerned. A certificate to this effect, issued by the Supervisor(s) concerned shall be considered necessary and sufficient for this purpose. However, a student who, owing to medical or other valid grounds (as admissible by the Director), fails to secure the required 75% attendance but carries out dissertation related work by being present on not less than 60% of the working days in a semester, may be permitted by the Director, in his own discretion, to submit the dissertation/interim dissertation and/or to deliver the seminar on dissertation/interim dissertation and/or to appear at the viva-voce examination. In all such cases, the Director shall exercise his discretion in consultation with the DSW and the Head concerned.

1.7.7 Every student who, with prior permission from the HOD concerned, spends a specified period of time in an industry/organization/ institute during the tenth semester for reasons of work related to his/her dissertation, shall be required to produce an attendance certificate from an appropriate officer of the industry/organization/institute concerned, in respect of the days on which the student was actually present in the industry/organization/ institute concerned and carried out work related to his/her dissertation. The number of days so mentioned in the certificate shall be reckoned for the purpose of deciding a student's eligibility to submit his/her dissertation/interim dissertation as the case may be and/or to deliver the seminar on dissertation/interim dissertation and/or to appear at the viva-voce examination under rule 1.7.6.

For the purpose of this rule the HOD concerned shall not permit a student to spend any period of time in an industry/organization/ institute for reasons of work related to his/her dissertation unless the supervisor(s) concerned specifically recommends to do so. While granting permission under this Rule the HOD shall ensure that the student concerned completes other requirements for the semester as stipulated in the curricula and syllabi. No student shall be entitled to any relaxation of the requirements of the course curriculum and syllabus on the ground that he/she was absent from the School for the purpose of carrying out dissertation related work.

1.8 SUBMISSION AND EVALUATION OF INTERIM DISSERTATION

1.8.1 Every semester student shall submit, at the end of the semester, on a date not later than the last date specified for the purpose in the academic calendar, one typed (or printed) copy of his/her interim dissertation to the HOD concerned. The interim dissertation shall contain details as defined under 1.7.5.

1.8.2 Examination of the Interim Dissertation, Seminar and Viva-voce

At the end of each semester from third semester onwards, registered and eligible student shall deliver a seminar / appear at the viva-voce examination to be held by a committee of examiners. The concerned HOD will notify the date of the seminar / viva-voce. The performance of the student in the seminar shall be evaluated and the

viva-voce shall be conducted by a committee of examiners comprising the following :

- | | |
|--------------------------------------------------------------------------------------------------|----------|
| (i) Head Concerned | Chairman |
| (ii) One member of faculty from a Sister Department/ Centre (to be nominated by the Director) | Member |
| (iii) One faculty member of the Department (other than HOD and supervisor) | Member |
| (iv) Supervisor(s) | Member |

The interim dissertation shall be examined by the committee.

Presence of three members of the committee shall be necessary for conducting the seminar / viva-voce. The viva-voce shall be with reference to the dissertation work and related topic only and shall be conducted in public where persons not belonging to the Committee of examiners can be present as silent observers.

The Committee shall evaluate and send marks in a sealed envelope to the Asstt./Dy. Registrar (Examination).

1.9 SUBMISSION OF DISSERTATION

Every student shall, on completion of his/her dissertation work, submit to the HOD (through the Supervisor(s) concerned) three typed (or printed) soft-bound copies of his/her dissertation embodying the results of his/her dissertation work along with three copies of abstract of about 500 words for examination.

1.10 EVALUATION OF FINAL DISSERTATION

1.10.1 Seminar and Viva-voce

At the end of the tenth semester every registered and eligible student shall be required to deliver a seminar and appear at the viva-voce examination to be held by a committee of examiners. The concerned HOD will notify the date of the seminar / viva-voce. The performance of the student in the seminar shall be evaluated and the viva-voce shall be conducted by a committee of examiners comprising the following :

- | | |
|-------------------------------------------------------------------------------------------------|----------|
| i. Head Concerned | Chairman |
| ii. One member of faculty from a Sister Department/ Centre (to be nominated by the Director) | Member |
| iii. One faculty member of the Department (other than HOD and supervisor) | Member |
| iv. Supervisor(s) | Member |
| v. External expert | Examiner |

The supervisor under whose guidance the student worked for his/her dissertation shall normally be the internal examiner. Under exceptional cases, the Chairman may appoint a different internal examiner.

The Chairman may, in his own discretion, appoint an external examiner to be the fifth member of the committee as above.

Presence of three members of the committee shall be necessary for conducting the seminar and viva-voce.

The viva-voce shall be with reference to the dissertation work and related topic only and shall be conducted in public where persons not belonging to the Committee of examiners can be present as silent observers.

The Committee shall evaluate and award marks for the dissertation, seminar and r the Viva-voce. The marks so awarded shall be sent in a sealed envelope to the Asstt./Dy. Registrar (Examination).

1.11 RE-EXAMINATION OF DISSERTATION

If a student fails in the ‘Seminar and viva-voce on dissertation’ or in dissertation in the tenth semester, he/she may be allowed to resubmit the dissertation and appear at the viva-voce/seminar within a period of six months from the date of declaration of the result of the tenth semester. Evaluation shall be done in the same manner as specified in rule 1.10. If he/she again fails to clear the semester, his/her name shall be struck off the School roll.

1.12 Submission of Term Paper for Dual Degree B.Tech./M.B.A course

- (a) The Term Paper will normally be of 30 to 40 pages and will not exceed 50 pages.

Students are required to submit Term Paper within the date mentioned in the Academic Calendar of each Academic Session.

The Term Paper will not be accepted after expiry of last date as stipulated. If a student fails to submit the Term Paper within the stipulated date, he/she will be declared failed and will be required to repeat in the appropriate semester of the next academic session.

- (b) The student shall submit to HOD (MS)/Course Coordinator three typed (or printed) bound copies of his/her Term Paper.
- (c) An Assessment Committee consisting of HOD (MS) or a senior member of the faculty as Chairman and at least three faculty members of the department shall conduct the seminar on Term Paper .
- (d) The Assessment Committee shall meet on a prefixed date (on or before the period as mentioned in Academic Calendar) notified in advance by the HOD (MS)/Course Coordinator for conducting seminar of all the students.
- (e) The final grade on Term Paper shall be computed by the Assessment Committee and shall be forwarded to the Examination Section of the School.

2. REGISTRATION

- 2.1** Each and every student is required to register within the time period to be notified for each semester. Registration after the notified time will be permitted with a late fine as decided from time to time.

In exceptional circumstances, Director on recommendation of HOD and DSW may allow late registration up to first week with heavy late fine. However, there will be no relaxation on attendance requirement for late registration.

Late registration will not be applicable for new admission.

2.2 Carryover :

Carryover will be permitted for failed subjects and lower graded subjects to fulfill the GPA requirements for clearing a semester.

For registration in III, IV, V, and VI semester, a student has to take all subjects of the current semester plus one or maximum two carryover subjects of I, II, III, IV, V, VI, VII & VIII semester respectively. However, total subjects [for which end semester examination exist] in any semester including carryover subjects will not be more than seven. The limitation of seven subjects excludes pure sessional and/or practical subjects.

Subjects with less than required attendance for which the student was not allowed to appear in end semester examination or special examination or both, will not be allowed as carryover subjects. In such cases, student has to repeat the semester.

I and II semesters must be cleared in all respects before registering for V and VI semester respectively. Similarly I to IV semester must be cleared in all respects before registering for VII & VIII semester and I to VI semester must be cleared in all respect before registering IX & X semester. Provided further that a student may be allowed to register provisionally in V/VI semester if results of I/II semester are pending for special examination etc. and similarly in the VII/VIII semester if results from I to IV semesters are pending and IX/X semester if results of I to VI semester are pending. Provisional registration in the current semester will be automatically cancelled in case of failure in such special/pending results and the concerned student will be readmitted in relevant lower semester without further registration fees.

- 2.3** A student, who absented himself/herself or who has been debarred from appearing in an end semester & special examination but fulfilled the attendance requirement, will be allowed to register for the next academic session with carryover facility for the failed subjects as per clause 2.2
- 2.4** The students who are repeating a semester or having carryover subject(s), have to submit during registration, a completed registration card checked and verified by In-Charge Examination Section and concerned HOD to the Academic Section through Cash Section. The registration card will contain the list of failed and/or lower graded subjects for which the student is repeating or the list of carry over subject(s) along with current semester subjects, as the case may be.
- 2.5** Only those students will be permitted to register who have
- (a) Paid all required tuition fee and other charges including hostel charges for the current semester
 - (b) Cleared all the School and Hostel dues of previous semesters/years and
 - (c) Not been debarred from registering for a specified period on disciplinary and other ground.

- 2.6** Examination fee (non-refundable) for end semester examination will be collected at the time of registration of each semester.

Fees once paid shall not be refunded.

3. SEMESTER EXAMINATION

3.1 Attendance

For a fully residential Institution like ISM, all students must attend every lecture, tutorial and practical classes. However, to account for late registration, sickness, family calamity or other such contingencies, the attendance requirement will be a minimum of 75% of the classes actually held in each subject.

A student with less than 75% attendance in a subject during the semester will be awarded F grade in that subject irrespective of his/her performance in the tests.

However, a student with 60% or more attendance in a subject during the semester may be allowed special examination provided he/she makes up shortfall of attendance before special examination through additional classes and/or assignments etc, solely at the discretion and full satisfaction of the concerned subject teacher.

- 3.2** Concerned subject teacher shall maintain the attendance record and shall forward to the office of DSW latest by the evening of the last class held in that semester only such names where the attendance is less than 75%. DSW will publish the defaulter list within three days from the day of last class of each semester. A student with less than required attendance in a subject during the semester will not be allowed to sit for the end semester as well as special examination for that subject and will be awarded F grade in that subject irrespective of his/her performance in the tests. However, students having 60% or more attendance in a subject may approach concerned subject teacher with intimation to the office of DSW for make up of attendance before special examination. The rest of the registered candidates, whose names do not appear in the defaulter list, are eligible for appearing at the end semester examination. **No separate ADMIT CARD will be issued for such purpose. However, identity card has to be carried positively in the examination hall.**

- 3.3** Examination Schedule will be prepared by Head of Faculty Department (DSW in case of First Year) and submitted to Examination Section three weeks before the start of Examination. Examination Schedule for the subjects offered for more than one department should be endorsed by all the concerned HODs. Consolidated programme for all the students will be notified by the Examination Section one week before the commencement of Examination.

- 3.4** To encourage students participation in Co-curricular Activity it is included in course structure with suitable credit points.

Every student shall also be required, according to the School requirements currently in force to have, (i) Secured a minimum attendance of 66% at NCC parades or (ii) Participated satisfactorily in the NSS or (iii) Shown marked proficiency in games and sports as a member of the National Sports Organisation or Yoga Society.

Allocations of marks in different heads are as follows :

| | | |
|-------|------------------------------------------------|-----|
| (i) | Physical Efficiency Test | 30 |
| (ii) | Attendance in NSO/NCC/NSS/Yoga | 20 |
| (iii) | Performance in NSO/NCC/NSS/Yoga | 30 |
| (iv) | Performance in other Extra curricular Activity | 10 |
| (v) | Attendance in Annual Sports | 10 |
| | Total | 100 |

Grade of Co-curricular Activity will be taken for GPA calculation but clearing it may not be considered as an academic requirement for passing a semester.

For 5-Year Dual Degree/5-Year M.Tech., M.Sc. Tech integrated Programme Co-curricular Activities will be limited to first two years only.

- 3.5** In order to clear a semester in all respect, student must obtain at least pass mark [i.e. 35%] each in end Semester Theory and Sessional and also a combined D grade of the Subject Paper and D grade in purely Practical and purely Sessional paper and GPA of at least 5.00.
- 3.6** Students abstaining at the semester examination without prior written permission from Director, will not be allowed to appear in special examination. A student who is absent at the semester final examination of any course(s), will be declared fail in the course(s) as well as the semester. In all such cases a chance available but not utilized will be treated as a chance utilized.

4. SPECIAL EXAMINATION

- 4.1** A student who clears a semester examination as per clause 3.5, will not be eligible for Special Examination.
- 4.2** A student who fails to appear at the semester examination on medical and other valid ground (to the satisfaction of Director) in one or more subjects with written permission from Director on or before the last day of semester examination, will be eligible for Special Examination on the subject or subjects.
- 4.3** A student who fails in subject(s) including carryover subject(s) will be eligible to take special examination for the failed subject(s) to clear the semester.
- 4.4** No special examination will be available for practical and sessional subjects. This can be only cleared either by repeating the semester or taking carryover facility in the next academic session.
- 4.5** A student who fails in aggregate i.e. secures less than required GPA for passing but passes all subjects individually, will be allowed to take Special Examination in minimum number of C/D graded subject(s), so that by improving to next higher grade, he/she is able to secure required GPA for passing the semester subject to the condition that the earlier grade(s) will stand cancelled and only grade(s) obtained in the Special Examination will be taken into consideration for the purpose of semester result.
- 4.6** A student who fails in aggregate (i.e. the required GPA for passing a semester) as well as in individual subject(s) may be allowed to take Special Examination in failed

and/or C/D graded subject as per Clause 4.3, 4.4 and 4.5 above.

However, if it is found that by getting a D grade in the failed subject(s), the student is able to secure required GPA, will not be allowed to take C/D graded subject(s) for improvement in the special examination along with the failed subject(s).

- 4.7 A student who fails in an elective subject in the semester examination may similarly clear the same in the Special Examination. Change of elective subject is not allowed for the Special Examination.
- 4.8 An application in a prescribed format is required to be submitted to Examination Section through Head Faculty Department (DSW in case of First Year), who will ensure eligibility and minimum number of subject(s) as per clause 4.5 and 4.6 above, along with the schedule of examination and examination fee as decided from time to time per subject opted for appearing in Special Examination two weeks before the start of Special Examination. No separate ADMIT CARD will be issued for appearing in the special examination. **However, identity card has to be carried positively in the examination hall.**
- 4.9 If a student who has completed all the other requirements up to final semester and failed in theory component of final semester subject(s) only, his/her appeal may be considered for early special examination within one month from date of publication of the final semester results to help the student for joining industry/going for higher studies. The responsibility of conducting the early special examination will of subject teacher and concerned HOD with the assistance of the examination section under intimation to the Competent Authority.

5. RE-REGISTRATION (FOR REPEATERS ONLY)

- 5.1 A student, after availing end semester as well as special examination fails in subject(s), may repeat the failed subject(s) or take as carryover subject(s) as per the conditions of clause 2.2. A student, after availing end semester as well as special examination fails in carryover subject(s), has to repeat the semester from where the subject was carried over by re-registering in the appropriate semester of the next academic session. During registration in any semester if it is found that number of carryover subjects exceeds two and/or total number of subjects including carryover subjects exceeds seven, then the student must clear the lower semester first by repeating the failed subject(s) in the next academic session. Along with failed subjects, the student can also repeat lower graded subject(s) to clear the GPA, subject to the condition that the earlier grade(s) will automatically stand cancelled for the re-registered subjects.
- 5.2 If a student, after availing end semester and special examination, passes all subjects individually but fails in aggregate i.e. less than required GPA, the student may repeat by registering or take the carryover facility as per clause 2.2 in the appropriate semester of next academic session.
- 5.3 If a student fails in purely sessional subject(s) or practical subject(s) the student may repeat the same or take the carryover facility in the appropriate semester of the next academic session.
- 5.4 Due to course revision if the registered subject(s) or carryover subject(s) are no longer available, the student will require to take subject(s) from the revised course structure as decided by concerned HOD.

- 5.5** Special examination facilities as per clause 4 will be available for the re-registered subject(s).
- 5.6** Attendance clause 3.1 will be strictly applicable for re-registered subject(s).

6. DELETION FROM SCHOOL ROLL

- 6.1** The name of the student will be struck off from School Roll if he/she cannot complete FIRST YEAR (both the semesters) in all respect by first TWO ACADEMIC YEARS time including idle semester, if any.
- 6.2** Normally a student should complete all the requirements for 5-year Integrated M.Tech./M.Sc. Tech. and Dual Degree M.Tech programme in 10 semesters. However, students who do not qualify for some of the requirements in their first attempt and have to repeat them, may be permitted up to 14 semesters for 5-year Integrated M.Tech./M.Sc. Tech./Dual degree M.Tech. to fulfill all the requirements for the respective degree including IDLE semester(s), if any, beyond that the name will be struck off from School Roll. *Idle semester means that semester when a student remains idle due to non-availability of chance to register or re-register in subject or subjects. Registration and other fees as applicable are to be deposited in idle semester for continuation in the School.*
- 6.4** The name of students, whose academic records at the end of any semester clearly indicate that they will not be able to fulfill all the requirements and conditions for the respective degrees within the limits of time as mentioned under different clauses above, will be struck off from the School Rolls.

7. GUIDE LINES TO PAPER SETTERS/EXAMINERS

- 7.1** The Paper Setter shall be guided as to the scope of the subject of examination by the syllabus prescribed. The paper set should be such that a candidate, fairly well prepared in the subject can reasonably be expected to answer it within the time allotted. The questions in each subject shall be fairly distributed over the syllabus.
- 7.2** The Paper Setter shall as far as practicable avoid any marked change of standard from examination to examination but shall not be required to set same type of question in every examination. As far as possible 40 percent marks shall be allotted to long answer questions (2 to be attempted out of 3) and 60 percent marks shall be allotted for short answer questions (6 to 10), all compulsory. It should be ensured that question paper of special examination is not easier than that of regular examination. Questions may also be repeated.
- 7.3** After totaling all the marks in the paper, the fraction of a mark, if any, shall be rounded off to the next higher figure.
- 7.4** In a practical examination, the laboratory notebook of the candidate shall also be inspected by the examiner who shall take it into consideration along with the candidate's performance at the practical examination. A notebook, which has not been signed at frequent and regular intervals by the teacher under whom the candidate worked, shall not be accepted.
- 7.5** Paper Setters and Examiners shall keep the question papers and the result of the evaluation strictly secret.

8. MODERATION OF QUESTION PAPER

- 8.1** The Chairman, Academic Council, shall appoint Boards of Moderation for the purpose of moderation of question papers and results.
- 8.2** In case moderation is done for more than 30% (not merely edited), the case shall be reported with full justification to the Chairman, Academic Council who shall have power to change the paper, if necessary.

9. RULES FOR AWARD OF GRADES

- 9.1** The following grade conversion scale shall be applicable for awarding grades and making qualitative assessment.

| Marks % | Grade | Performance Level | Grade Point |
|----------|-------|-------------------|-------------|
| 91 – 100 | A+ | Outstanding | 10 |
| 81-90 | A | Excellent | 9 |
| 71-80 | B+ | Very Good | 8 |
| 61-70 | B | Good | 7 |
| 51-60 | C+ | Above Average | 6 |
| 41-50 | C | Average | 5 |
| 35-40 | D | Pass | 4 |
| Below 35 | F | Fail | 0 |

The 10 point scale of grading system and practical as separate subject is effective for all students.

Credit hours for each course will be calculated giving double weightage to lecture hours unless otherwise decided by the Academic Council (For Example, if a subject has L-T-P of 3-1-0, credit hours will be $3 \times 2 + 1 + 0 = 7$ or if a subject has L-T-P of 0-0-2, credit hours for the subject will be $0 + 0 + 2 \times 1 = 2$).

- 9.2** The following formula is used for calculating the Grade Point Average (GPA) for a semester.

$$\text{GPA} = \frac{\text{TCP}}{\text{TCH}} + \frac{G_1 C_1 + G_2 C_2 + G_3 C_3 + \dots}{C_1 + C_2 + C_3 + \dots}$$

Where G_1, G_2 etc stand for the Grade Point obtained in specified subjects and C_1, C_2 etc. stand for Credit Hours of the respective subjects.

TCP stands for Total Credit Points and TCH stands for Total Credit Hours.

GPA stands for Grade Point Average and will be calculated up to 2nd place of decimal.

- 9.3** The OGPA (Overall Grade Point Average) for the whole programme shall be calculated on the basis of the Total Credit Hours Allotted to each semester as indicated below :

$$\text{OGPA} = \frac{\text{TCP}_1 + \text{TCP}_2 + \text{TCP}_3 + \dots}{\text{TCH}_1 + \text{TCH}_2 + \text{TCH}_3 + \dots}$$

Where, TCP₁, TCP₂ etc. stand for Total Credit Points for respective semesters and TCH₁, TCH₂, etc stand for Total Credit Hours for those semesters. Along with the GPA, Overall Grade Point Average (OGPA) will also be shown in the Grade Card of the final semester of the programme.

10. TABULATION OF GRADES AND PREPARATION OF RESULT SHEET

- 10.1 The marks list in each subject shall be prepared in duplicate by the Examiner concerned.
- 10.2 The tabulators shall be provided with detailed instructions for computing the grades and grade point average.
- 10.3 Appropriate Grade Cards shall be prepared for communication of the results of the examination to the candidates through web site within seven days of publication of result. A photocopy of the Grade Card will also be sent to the Guardians.

11. AWARD OF CLASS

An OGPA (Overall Grade Point Average) calculated as above, of 7.00 and above but less than 9.0 shall be equivalent to pass in the First Class and an OGP of 9.0 and above shall be equivalent to First Class with Distinction. An OGPA between 5.00 (including the OGPA of 5.00) and 7.00 (excluding the OGPA 7.00) shall be equivalent to a pass in Second Class. The Final Class would be based on the OGPA of all the semesters.

OGPA multiplied by 10 will give the percentage of marks.

In 5 Year Dual Degree programme OGPA and class for B.Tech degree and M.Tech degree will be calculated based on courses undertaken of B.Tech and courses undertaken of M.Tech respectively.

12. DECLARATION AND RECTIFICATION OF RESULT

- 12.1 The grades obtained will be tabulated by the tabulators and moderated by Moderation Board as below :
 - (a) A candidate who fails in one subject only by not more than five percent of the Theory Component in that subject will be awarded requisite mark subject to the limit of 5% to enable him to secure the pass mark in that subject as well as the required GPA. The student has to secure at least 18 out of 60 for getting the benefit under this clause.
 - (b) A candidate who passes in all papers independently but fails to secure necessary GPA by virtue of having obtained one grade lower in any one subject by not more than five percent of the full marks in the subject concerned, will be awarded higher grade in that subject. In case of possibility of moderation in more than one subject, the subject having least credit hour will be considered for moderation.

Normally one of the clauses as in (a) & (b) above is applicable for a student in a particular semester. However, as a special case, the Examination Board may allow the application of both the moderation clauses simultaneously for a student, once and only once during his study period at ISM with specific recommendation of the Moderation Board under the following circumstances :

- (i) If the student of final year is in a position to complete the degree by application of the clauses.
- (ii) If the student can be saved from deletion of his/her name from School Roll by application of both the clauses.
- (c) While calculating OGPA, a candidate who misses a higher class in his degree programme by virtue of having obtained one grade lower in any one subject of the final semester examination by not more than 5 percent of full marks in that subject, will be awarded the next higher grade. In case of possibility of moderation in more than one subject, the subject having least credit hour will be considered for moderation.
- (d) The Sessional component of a theory subject, purely Sessional subject and Practical subject cannot be moderated.

In case Moderation Board detects some obvious errors in the tabulation sheet, it may not be necessary to call the tabulator for rectification of the mistakes. The Chairman of the Moderation Board can rectify the mistake.

REMARKS : *The Chairman, Moderation Board shall affix his/her signature on the tabulation sheet for each such modification.*

- 12.2** The result tabulated and moderated as above, shall be put up to the Chairman, Examination Board for his approval and declaration of results.
- 12.3** The Examination Board shall have the power to quash or rectify the result of a candidate (even after it has been declared) if :
 - (a) It is found that he/she was not eligible to appear at the examination,
 - (b) He/she used unfair means in the examination.
 - (c) A mistake is found in his/her result.
- 12.4** In any case where the result of the examination has been ascertained and/or declared and it is found that such result has been effected by any error, malpractice, improper conduct or other sufficient cause, the Examination Board shall have the power to amend the result and make such declaration as it may consider necessary in that behalf.
- 12.5** A candidate shall be entitled to have his/her answer book(s) re-checked on payment of prescribed fee for each paper, subject to the following conditions :
 - (a) The application for re-checking is received by Registrar within one week of the date on which the result is declared, or the start of next semester whichever is later.
 - (b) Re-checking shall be done by the Moderation Board to see whether all the answers have been valued by the examiner, whether the marks awarded to the various answers have been correctly added and converted.

If any mistake is detected as a result of the re-checking as above, examiner/tabulator shall rectify the result. In such a case, the fee paid by the candidate will be refunded .

13. GRADUATION REQUIREMENTS

13.1 In order to qualify for Integrated and Dual degrees of the School, a student must –

- (a) Complete all the Credit requirements for the degree with grade ‘D’ or a higher grade in each of the subjects (theory, practical, sessional, etc.), seminar, project work and viva-voce.
- (b) Satisfactorily complete all other requirements for the degree viz. co-curricular activities, industrial training, field trip, if any etc.,
- (c) Obtain OGPA of 5.00 or more at the end of the semester in which he completes all the requirements for the degree.

13.2 A student who has qualified for the degree will be admitted to it only after he has cleared all School and Hostel dues, if any, outstanding against him, has returned all Library books borrowed by him as well as the Library Cards, and has also returned NCC kits, Sports articles and departmental library books, etc. all in good condition.

14. RULES REGARDING PUNISHMENT FOR ADOPTION OF UNFAIR MEANS IN EXAMINATION

All incidences of unfair means must be reported in writing with relevant documents, wherever possible, by the Invigilator through the Centre Superintendent to the Chairman, Examination Board, for further action under the following broad guide lines:

| Nature | | Punishment to be awarded |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. | (a) Where undesirable material has been found in possession which are unrelated to the question paper or are related but not copied and the student hands over the materials when challenged and accepts the fault in writing, if directed to do so. | (A) Examination in that paper shall be cancelled. The student(s) may be allowed to clear the subject by appearing in the special examination. |
| | (b) Where students try to copy from other students’ answer books, talk to other students, try to exchange answer books/question papers/calculators, try to pass on information in any form and accept the fault in writing, when challenged | |
| B. | (a) Where undesirable material has been found in possession and copied or where the examinee refused to be searched, if so desired by the Center Supdt., Invigilator. | B. Examination in the paper as also in all other papers of the semester shall be cancelled and the student declared as having failed in the said examination. However, student may be allowed to clear the semester by appearing at special examination in all papers having end-semester examination. |
| | (b) Where students try to copy from other students’ answer books, talk to other students, try to exchange answer books/question papers/calculators, try to pass on information in any form and do not accept the fault when challenged and/or enter into arguments with the Invigilator(s). | |

| | | |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C. | <p>(a) Where undesirable material has been found in possession, the examinee having been punished for use of unfair means on earlier occasion also.</p> <p>(b) Where undesirable material has been found in possession, the examinee having been caught for use of unfair means on earlier occasion of the same semester examination also.</p> <p>(c) Where the undesirable material comprises of answer book/additional answer sheet stolen earlier and/or tries to destroy the material, tries to tear the answer book, instigate/disturb others in the examination hall to support his cause.</p> | (C) Examination in all papers of the Semester shall be cancelled and the student shall be required to repeat the semester concerned as regular student by re-registering in all subjects in the next academic session subject to condition that student concerned is otherwise eligible to continue studies at the School fulfilling requirements of the various rules and regulations. . |
| D. | Where use of unfair means has been attempted or where undesirable material has been found in possession, and the examinee has misbehaved with the teachers or staff on examination supervisory duty. | (D) Examination in all papers of the semester shall be cancelled and the student expelled for a period determined by the Examination Board. |

15. DISPUTE RESOLUTION

Whenever a dispute arises regarding interpretation of one or more provisions of these Rules the matter shall be referred to the Board and the interpretation given by the Board shall be considered correct and final.

For any matter pertaining to these Rules if the Board is of the opinion that there is inadequate coverage in these Rules, the Board shall have the power to take all such measures as it deems necessary or expedient for the purpose of maintaining and/or improving the standard and quality of the 5-year (10 semesters) Integrated M.Tech./M.Sc.Tech. and 5-year (10 semesters) Dual Degree Programmes run by the School. The Board also may in the exercise of its powers and functions under these Rules, issue directions to any student, teacher or officer and such student, teacher or officer shall be bound to comply with such directions.