

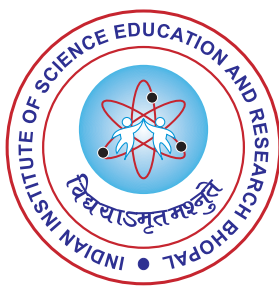
# ACADEMIC MANUAL



## Guidelines and Regulations 2020

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल  
Indian Institute of Science Education and Research Bhopal

# **Academic Manual**



**Guidelines and Regulations  
2020**

**Indian Institute of Science Education  
and Research Bhopal**

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## **1. GENERAL INTRODUCTION**

The Indian Institutes of Science Education and Research (IISERs) were established in 2006 through a proclamation of the Ministry of Human Resource Development (MHRD), Government of India, to promote quality education and research in basic sciences. Soon after the announcement, two of these Institutes at Pune and Kolkata were started in 2006. This was followed by the start of an Institute at Mohali in 2007, Bhopal and Thiruvananthapuram in 2008, Tirupati in 2015 and Berhampur in 2016.

Subsequently, these Institutes were brought under the ambit of an Act of the Parliament (NITs Amendment Act-2012, no. 28 of 2012) promulgated with the assent of the President of India on June 7, 2012, vide Gazette Notification no. 13, dated June 8, 2012. The Act was further amended in 2014, entitled the NITSER Act 2014. IISERs are degree granting autonomous Institutions with a focus on integrating science education and research.

IISER Bhopal provides a platform for the faculty to engage in high quality teaching and research, at both the undergraduate and postgraduate levels in frontier areas of various disciplines. Further, it is the philosophy of the Institute to remove barriers between different knowledge streams.

This booklet is the academic manual comprising of an overview of Academic Affairs and the guidelines/regulations that the Institute follows for various academic programmes. However, in addition to these general guidelines, different Departments may impose

specific requirements, approved by the Senate, from time-to-time, in order to achieve their goals.

## **2. ACADEMIC PROGRAMMES**

IISER Bhopal currently offers the following programmes:

### **2.1 Bachelor of Science (BS)**

The four years Bachelor of Science (BS) Programme is offered to students who have passed their 10+2 with Mathematics as one of the subjects. BS programme is currently offered in the following departments:

- Chemical Engineering
- Data Science and Engineering
- Economic Sciences
- Electrical Engineering and Computer Science

After spending four years in BS programme, students have the option to obtain BS-MS (Dual Degree) by spending an additional year devoted to courses and research project.

Details about the BS programme is available on Institute's website (<https://www.iiserb.ac.in/doaa/bs-programme>).

### **2.2 Bachelor of Science-Master of Science (BS-MS) Dual Degree**

The five years BS-MS (Dual Degree) Programme is offered to students who have passed their 10+2, in the following departments of the Natural Sciences Stream:

- Biological Sciences
- Chemistry

- Earth & Environmental Sciences
- Mathematics
- Physics

In addition to majoring in one of the disciplines, students can also minor in another discipline by fulfilling criteria specified by individual departments.

Details about the BS-MS (Dual Degree) programme is available on Institute's website (<https://www.iiserb.ac.in/doaa/bsms-programme>).

Students eligible to receive KVPY fellowship/INSPIRE-SHE scholarship will be paid fellowships/scholarships directly by the funding agency.

### **2.3 Integrated Ph.D.**

Integrated Ph.D. programme is offered for students with bachelor's degree in relevant discipline. The programme is currently offered in the following Departments

- Chemistry
- Mathematics
- Physics

The programme aims to provide young motivated individuals with a rigorous training, desired level of scientific understanding, and a glimpse of global contemporary research at an early stage to enable them to pursue a career in science education and research. After successful completion of the coursework based on the advanced professional courses, students may continue with the state-of-the-art research that leads to the Ph.D. degree. MS degree will be awarded upon

fulfilling the prescribed requirements. However, the students, who do not intend to carry out their Ph.D. degree, can exit the programme with an MS Degree after the successful completion of the course work.

Details about the Integrated Ph.D. programme is available on Institute's website (<https://www.iiserb.ac.in/doaa/iphd-programme>).

Students admitted to the Integrated Ph.D. programme will be paid scholarship/fellowship from the Institute/Funding Agency subject to meeting the criteria.

Upon successful completion of the third year, the students who continue with the Ph.D. programme will be paid enhanced fellowship at par with the Ph.D. fellows.

## **2.4 Ph.D.**

The Ph.D. Programme is offered to students who have acquired a Master's degree and meet other eligibility criteria. Departments may have their own additional eligibility criteria. Ph.D. programme is currently offered in the following Departments:

- Biological Sciences
- Chemical Engineering
- Chemistry
- Economic Sciences
- Electrical Engineering and Computer Science
- Earth and Environmental Sciences
- Humanities and Social Sciences
- Mathematics
- Physics



Details about the Ph.D. programme is available on Institute's website (<https://www.iiserb.ac.in/doaa/phd-programme>).

Further provision exists in the Institute to introduce new programme/disciplines, as appropriate.

Students admitted to the Ph.D. programme will be paid fellowship from the Institute/Funding Agency subject to meeting the criteria.

### **3. ADMINISTRATIVE BODIES**

#### **3.1 Senate**

The Senate is the principal academic body of the Institute and shall have control over the general regulation of Academic Affairs. The Senate is responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, and for considering and recommending the results of examinations and award of degrees to the Board of Governors (BoG) of the Institute for its approval. The Senate shall exercise such powers and perform other duties as may be conferred or imposed upon it by the Statutes.

#### **3.2 Office of Academic Affairs**

The Office of Academic Affairs, headed by the Dean, Academic Affairs (DoAA) is responsible for implementing the decisions taken by the Senate, in consultation with the Institute Academic Affairs Committee (IAAC), Department Undergraduate

Committee (DUGC) and Department Postgraduate Committee (DPGC). Its activities include:

- Receiving, processing and maintaining all records related to admissions to various programmes, semester registration, leave, grades, scheduling of courses and examinations and award of degrees/prizes.
- Periodically releasing course contents, manuals for various programmes and academic calendar, duly approved by the Senate.
- Conduct of Convocation.
- Disseminating information pertaining to all academic matters to students and faculty.
- Issuing necessary memoranda/orders.
- Acting as a channel of communication between students, Instructors, Departments, IAAC, DUGC and DPGC.

### **3.3 Department Undergraduate Committee (DUGC)**

The Constitution of this committee is as follows:

- Convener – HoD's nominee from the faculty members of the Department
- Head of the concerned department – Ex-officio member
- 2–4 other faculty member of the Department nominated by the Head.

The tenure of DUGC shall be for two years, with half of the members retiring every year. At the end of the first year, the retiring members may be decided by consensus or by drawing lots. In general, the convener DUGC should not be a retiring member. The constitution of the DUGC shall be reported to the

Office of Academic Affairs as and when there are changes in the same.

**Functions:** Following are the functions and duties of the DUGC:

- To advise students in their academic programmes and provide appropriate guidance to maintain their required academic standing (minimum credits and CPI requirements to complete the academic programme).
- To make recommendations to the DoAA in all matters pertaining to academics, including the introduction of new courses, credits allotted to them, and approval of their contents.
- To recommend modifications, as appropriate, for courses already approved by the Senate.

Notwithstanding any of the above, the Senate retains powers of final review of guidelines/policies recommended by the DUGC and such matters as may be brought in appeal before it. In discharging his/her responsibilities, the DoAA shall make full use of the appraisals and the recommendations of the DUGCs.

### **3.4 The Department Postgraduate Committee (DPGC)**

The Constitution of this committee is as follows:

- Convener – HoD's nominee from the faculty members of the Department
- Head of the concerned department – Ex-officio member
- 2–4 other faculty member of the Department nominated by the Head.

The tenure of DPGC shall be for two years, with half of the members retiring every year. At the end of the

first year, the retiring members may be decided by consensus or by drawing lots. In general, the convener DPGC should not be a retiring member. The constitution of the DPGC shall be reported to the Office of Academic Affairs, as and when there are changes in the same.

**Functions:** Following are the functions and duties of the DPGC

- To advise students in their academic programmes and provide appropriate guidance to maintain their required academic standing (minimum credits and CPI requirements to complete the academic programme).
- DPGC will monitor the performance of every Ph.D. student and whenever a student falls below the desired requirements of the programme.
- To make recommendations to the DoAA in all matters pertaining to academics, including the introduction of new courses, credits allotted to them, and approval of their contents.
- To recommend modifications, as appropriate, for courses already approved by the Senate.

Notwithstanding any of the above, the Senate retains powers of final review of guidelines/policies recommended by the DPGC and such matters as may be brought in appeal before it. In discharging his/her responsibilities, the DoAA shall make full use of the appraisals and the recommendations of the DPGCs.

### **3.5 Institute Academic Affairs Committee (IAAC)**

This committee consists of the Conveners, DUGC/DPGC (as applicable), and the Heads of the departments and is headed by the DoAA. This standing

committee will examine matters related to academic issues common to all departments and recommend appropriate actions, including those taken to the Senate for its consideration.

### **3.6 Academic Affairs Committee of the Senate (AACS)**

The committee consists of Dean, Academic Affairs, Dean, Students Affairs, Deputy Director, HoDs of the Department concerned as ex-officio members and two expert members nominated by the Director.

This Standing Committee of the Senate will (i) consider various academic matters and observe the Institute's progress and practices and make recommendations to the Senate for better academic decision making, (ii) advise the Chairperson of the Senate on various academic matters during the course of activities and subsequently place the matter for the ratification of the Senate at its periodic meetings which will hasten-up the decision making process, and (iii) look into disciplinary and related matters of UG and PG students of the Institute.

## **4. ADMISSIONS**

Students are required to pay the necessary tuition and hostel fees before the date of joining. Students should submit all the original and valid documents (relevant degree certificate, marks sheet, passing certificate of national qualifying examination and migration certificate) at the time of admission for verification.

### **4.1 Admission to BS/BS-MS (Dual Degree) programmes**

Admission to the BS/BS-MS (Dual Degree) programme is managed by the duly constituted Joint

Admissions Committee (JAC) of the IISERs. Admission takes place once a year in July, through the following channels:

1. Kishore Vaigyanik Protsahan Yojana (KVPY)
2. IIT-Joint Entrance Examination (Advanced)
3. State and Central Boards Channel (SCB)

Candidates who have passed 10+2 or equivalent level exam with science stream in last two years are eligible to apply for admissions subject to fulfilling the prescribed criteria.

Indian nationals and students belonging to PIO or OCI category are eligible to apply.

The list of above channels can be modified by the empowered body from time-to-time.

Details of admission procedure may be accessed via the IISER Admission website (<http://www.iiseradmission.in/>)

#### **4.2 Admission to Integrated Ph.D. programmes**

Students are admitted to the Integrated Ph.D. programme, once a year in August. Students must have Bachelor's Degree in the relevant discipline with a minimum of 60% marks or Cumulative Grade Point Average/Cumulative Performance Index (CGPA/CPI) 7.0 in a 10 point scale.

Additionally, the applicants should qualify the nationwide aptitude test, Joint Admission Test for M.Sc. (JAM) for admission to Integrated Ph.D. programme in Mathematics and Chemistry and Joint Entrance Screening Test (JEST) for admission to Integrated Ph.D. programme in Physics.

Prospective students must apply for admission following advertisements along with the required documents.

Applicants will be selected for admission to the Integrated Ph.D. programme by the concerned Departmental Selection Committee, comprising of faculty members of the Department, duly constituted by the Head of the Department. The Chairperson, Senate/DoAA will approve the admissions.

Selection of applicants for admission to the Integrated Ph.D. programme will be based on a written test and/or oral interview of the short-listed candidates. SC/ST candidates will be interviewed first and will not be compared with general category candidates.

#### **4.3 Admission to Ph.D. programmes**

Students are admitted to the Ph.D. programme, twice a year in August and in January. Admission to the Ph.D. programme is advertised by the Office of Academic Affairs, in consultation with the Departments, between March and April for August session, and between September and October for January session.

Students admitted to the Ph.D. programme must have Master's Degree in relevant discipline with a minimum of 60% marks or Cumulative Grade Point Average/Cumulative Performance Index (CGPA/CPI) 7.0 in a 10 point scale. Under special circumstances, exceptionally bright students with B.Tech./B.E/B.S. (4 year) degree are also considered for admission. Students should have also qualified a national level entrance test such as: GATE/NET/DBT/JEST/ICMAR (or any other national level examination) and will be selected through written test and/or interview process.

National level examination is exempt for those with B.Tech. from IITs or BS-MS from IISERs with CGPA/CPI more than 8.0 on a 10 point scale.

#### **4.4 Physical Fitness**

All selected students will have to submit a medical examination report at the time of admission from a registered medical practitioner in the format prescribed on IISER Admission website.

#### **4.5 Reservation Policies**

Reservation of seats for various categories shall be as prescribed by the Board of Governors in line with the statutory requirements, in vogue. The reservation policies currently in vogue are as follows:

##### **i. Scheduled Caste (SC) and Scheduled Tribe (ST) Candidates**

Currently, 15% and 7.5% seats are reserved for the SC and ST categories, respectively. Candidates belonging to SC/ST categories will be required to produce the original caste/tribe certificate issued by a competent authority in the format prescribed on IISER Admission website.

##### **ii. Other Backward Class Non-Creamy Layer (OBC-NCL) Candidates**

Currently, 27% seats are reserved for candidates belonging to OBC-NCL category. The OBC-NCL candidates will be required to produce original OBC-NCL certificate issued by competent authority in the format prescribed on IISER Admission website.



Those belonging to the creamy layer of OBC are not entitled for reservation.

### **iii. Persons with Disability (PD) Candidates**

There is a horizontal reservation of 5% for candidates with Physical disability. The minimum percentage for reservation under this category is 40% Physical disability.

For any category of disability, candidates are required to produce the original medical certificate at the time of admission in the format prescribed.

In case of any dispute in establishing physical disability, the decision of the Medical Board constituted by the Institute will be final.

### **iv. Kashmiri Migrants:**

As per the extant IISER Admissions Policy.

### **v. EWS**

The persons belonging to EWSs who, are not covered under the scheme of reservation for SCs, STs and OBCs shall get 10% reservation.

Persons whose family has gross annual income below Rs. 8 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

#### **4.6 Cancellation of Admission**

All students are considered provisionally admitted to the academic programme until the submission of all required and valid documents including mark-sheets, provisional certificates, reserved category certificates (if applicable), and/or other supporting documents of the qualifying examination to the Office of Academic Affairs. Student should bring the original documents for verification. These documents must be submitted by the last date specified for this purpose in the admission/declaration form. The Chairperson, Senate can cancel the admission of any student who fails to submit the required documents by the specified date or meet other stipulated requirements.

The Senate may also cancel the admission at any later stage if it is found that the student had supplied false information or suppressed relevant information while seeking admission. Further, the Institute has the right to cancel the admission of any student and terminate his/her academic programme at any stage, on grounds of unsatisfactory academic performance, irregular attendance in classes, or acts of indiscipline.

## 5. ACADEMIC SESSIONS

Every academic year is organized as two semesters of 17 weeks each which includes the following:

- Mid-Semester Examination
- One week Recess
- End-Semester Examination

The typical distribution of an Academic Year is as follows:

Odd Semester	Winter Break	Even Semester	Summer Break	Summer Semester
August to December	December	January to April	May to July	-

### Academic Calendar

The schedule of all important events, such as registration, late registration, commencement of classes, add/drop of courses, submission of documents, mid-semester examinations, mid-semester recess, academic pre-registration, end-semester examination, submission of grades, and vacation during the academic session, are specified in the academic calendar, displayed on the Academic Affairs Office webpage. The academic calendar for every year (January to December) is released between September and October of the preceding year, duly approved by the Senate. (<https://www.iiserb.ac.in/doaa/schedule>)

Every student is expected to adhere to all the academic regulations of the programme and have an understanding of the requirements of the programme as given in the manual.

## 6. REGISTRATION

The Office of Academic Affairs will register students for all the semesters including the summer semesters, centrally, as per the academic calendar. It is the duty of every student to ensure that he/she has completed the pre-requisites, if any, required to register for a course. Also, the student must ensure that he/she does not register for two or more courses of the same slot and there is no conflict in the timetable of the courses.

Registration procedure comprises of the below listed steps to be followed by all students during each semester:

1. Every student is required to register online in each semester for the courses to be credited by him/her during that semester within the date notified.
2. The students must register online in the Academic Automation Portal ‘Shiksha’ ([shiksha.iiserb.ac.in](http://shiksha.iiserb.ac.in)). Shiksha portal monitors the entire progress of the students from the date of registration till the award of the degree. The system manages details regarding registration of courses, marks and grades of the student during the semester.
3. Fees pertaining to tuition, hostel, mess including late registration fee, penalty, if any, etc. must be paid by the student before the start of each semester within the date notified. Students who are yet to clear their outstanding balance of dues are not allowed to register until all dues are

cleared and the fee for the on-going semester is remitted.

4. The students must submit the duly signed hardcopy of course registration, undertaking for Academic Probation/Warning and anti-ragging, fee payment proof and other documents within the specified timeline and signature on the registration rolls, in person. Registration Process shall be deemed complete only once the all the steps mentioned above have been successfully completed.
5. Late registration charge, as approved by the Senate, is imposed on students not abiding by the above procedures.
6. Fees will be subject to revision periodically and the details will be announced before the commencement of the semester.

To facilitate students who is on approved leave during the entire duration of registration owing field trip/conference/MS thesis outside IISER Bhopal, the student designated by the HoD of the department will be permitted to carry out registration procedure on behalf of the student not present in the Institute, on production of copy of approved leave application and nomination letter from the HoD.

All students are strongly advised to meet the concerned course Instructors/DUGC/DPCG/HoDs/DoAA for academic advising prior to registration.

The curriculum at IISER Bhopal is organized around credit-based semester system.

## **6.1 Late Registration**

If for any compelling reason (e.g., illness), a student is unable to register on the day of registration, he/she can register on or before the last date of late registration specified in the academic calendar upon the payment of the late registration fee.

Even in the event of late registration, the semester fee must be paid on or before the last date specified for fee payment. On the day of late registration, only the late registration fee may be paid.

## **6.2 Course registration**

Every student is required to register for the courses to be credited by him/her during the next semester in accordance with the schedule in the academic calendar and the courses requirements specified by the departments.

Students who do not complete the registration during the period specified in the academic calendar, for any reason, can complete it during the add/drop window upon payment of a prescribed late charges.

The registration procedure involves:

- Completing the registration form mentioning all courses to be credited in a semester.
- Identifying repeat/substitute/improvement/overload courses during registration, if applicable.
- Payment of fees and clearance of dues, if any.
- Signing of the registration roll, in person, in the Office of Academic Affairs.

### **6.3 Add and Drop**

- Elective/Repeat/Substitute/Improvement/Overload courses can be added/dropped up to August 10 and January 10 for odd and even semesters, respectively.
- The request to drop the course(s) must be approved by the Instructors-in-charge and the Convener, DUGC/DPGC of the Department.
- Dropping of course(s) should not result in a net registration less than the specified requirements for the semester.
- The last date of course registration on Shiksha (Academic Automation) Portal and submission of hardcopy of registration to Office of Academic Affairs will be August 10 and August 12 for odd semester and January 10 and January 12 for even semester. Dates specified for Add/Drop of courses must be strictly adhered to else Senate approved late course registration charges will be levied.

Final grades will be assigned for all courses not dropped by a student in a timely fashion, even if she/he does not appear for the examinations.

### **6.4 Repeat Courses**

A student can repeat a course in which he/she has earned an F grade. Such a course is called a repeat course. A student will not be permitted to register for more than two repeat courses during a regular semester.

### **6.5 Substitute Courses**

A maximum of two elective courses with 'F' grade can be substituted during the entire course of study. A

departmental elective can only be substituted by another departmental elective. Ph.D. students will be permitted to substitute a course with 'C' or 'D' grade also.

The students will not be permitted to substitute any core/compulsory course.

## **6.6 Improvement Courses**

A student can repeat a maximum of 8 credits of already passed course(s) for grade improvement during the entire course of study. Such a course is called an Improvement Course.

## **6.7 Short Module Courses**

In addition to the courses that run for an entire semester, short module courses (of one or two credits) may also be offered. Students will be permitted to register for such courses at the time of registration/pre-registration.

## **6.8 Registration for an Academically Deficient Student**

An academically deficient student is one who has either not registered or has registered and failed in course(s) of previous semester(s). The registration of such a student may be recommended to DoAA by Convener DUGC/DPGC of the concerned Department in such a manner that as many backlog courses, as possible, are included.

## **6.9 Summer Semester Registration**

A list of short module courses, if offered, during the summer semester, will be announced by the second week of March, every year. Students can register for these courses at the beginning of the summer semester.



## **6.10 Cancellation of Registration**

Registration of a student will be cancelled if he/she fails to register for a given semester by the last date for late registration as mentioned in the academic calendar and consequently he/she may be terminated from the programme.

Semester registration of a student will also stand cancelled, if he/she remains absent for a period of four weeks or more during a semester, without obtaining prior permission from the DoAA. In such a case, he/she may be terminated from the programme.

If a student does not appear for the end-semester examination of all the courses in which he/she is registered, except for medical reasons (duly approved by the authorised Medical Officer of the Institute's Health Center), in such a case, he/she may be terminated from the programme.

### **Attendance and cancellation of registration in a course:**

75% attendance will be mandatory for appearing in the end-semester examination. Unauthorized absence of students for more than two weeks shall lead to suspension of the entire semester.

Further, instructors can allot weightage for attendance towards the final grade as per the policy outlined in *Evaluation/Assessment section*. Further, an instructor of a course may intimate the office of Academic Affairs if any student in that course is absent for an extended duration, no later than 7 days after the mid-semester examination. In such case, a student may be de-registered from the course. Proceedings for such

cancellation shall be completed no later than one week after the mid-semester recess.

Registration of a student in a course may be cancelled at any stage if it is found that he/she does not meet all the criteria required for that course.

## **7. TEACHING AND EVALUATION**

### **7.1 Teaching**

- **Medium of Instruction:** Medium of instruction is English.
- **Approval of Courses:** The Senate approves each course along with credits allotted for that course. Only approved courses will be offered in a given semester.
- **List of Courses:** The list of courses offered by a Department is finalized before the pre-registration of each semester by the concerned Head of that Department in consultation with the DUGC. In general, during every semester, no two courses, within or across Departments with overlapping contents (>50%) will be offered. The list of courses to be offered should be submitted to the Office of Academic Affairs two weeks before pre-registration.
- **Course credits:** Credit of a course is decided by the Academic Load which is the amount of time student is expected to spend while learning that course.

Academic Load, AL is defined as follows:

- $AL = \text{Lecture (L)} + \text{Tutorial (T)} + \text{Self Study (SS)} + \text{Lab (Lab)} + \text{Discussion/Seminar (D)}$
- Self-Study (SS) includes assignments, reports/term papers. Instructors should ensure that the workload is commensurate with the SS hours allotted.
  - SS hours are calculated as follows:
  - $SS = 1.5 * L + 1/3 * \text{Lab}$  (for 1<sup>st</sup> and 2<sup>nd</sup> year BS-MS courses)
  - $SS = 2.5 * L + 1/3 * \text{Lab}$  (for professional courses)
- Credits are calculated using academic load, as follows:
  - Credits = Round off  $(AL/3)$  (for courses with lecture and/or lab component)
  - Credits = Round off  $(AL/2.5)$  (for all other courses, e.g., thesis, seminar, reading courses)
- **Conduct of Courses and Examination:** Each course is conducted by the instructor-in-charge with assistance from other instructors and/or tutors, as applicable. The instructor should provide the solution set for the mid and end semester examinations of core and pre-major courses (100 and 200 level courses) to the students within a maximum of 4 hours of the completion of the examination. The solution set should be displayed on the LHC notice board or sent via email, under intimation to Office of Academic Affairs. The instructor should make it possible for the student to see the graded answer scripts of mid-semester examination and end-semester examination by the

last date of the mid/end-semester examination or before assigning the grades.

- **Auditing of Courses:** A student can audit any course in addition to the prescribed academic load with prior permission from the concerned instructor-in-charge. Under this arrangement, the student is simply auditing the course and no grade will be awarded for the same.

## **7.2 Guidelines for the conduct of examinations**

In the week prior to commencement of the end-semester examination, quizzes and assignment should not be conducted. However, all lectures and laboratories will be conducted as per schedule. Also, laboratory end-semester examination may be conducted during this period.

- a. Scheduling of Examinations:** Mid-semester and end-semester examinations timetable will be prepared by the Office of Academic Affairs and circulated to all faculty members and students at least 10 days prior to the start of the examination.

The schedule for examination of core and pre-major courses must be strictly followed. Also, all examinations (core, pre-major and professional courses) must be conducted only during the approved examination period.

The scheduling of examination of courses offered through the NKN will be decided by the host Institution and the students will be informed by the Office of Academic Affairs/local instructor as soon as the information is received.

- b. Make-up Examinations:** If a student misses the end-semester examination due to genuine reasons, in one or more course(s), he/she can make a request, personally or by nominating a suitable person, to the Instructor under intimation to DoAA for a make-up examination within a day of missing the scheduled examination. Such a request must be made in writing and submitted to the concerned instructor with a copy to the Office of Academic Affairs. If a student is medically unfit, he/she must substantiate it with a certificate from the authorised doctor at the Health Center of the Institute.

Only one make-up examination in lieu of end-semester examination is allowed per course. In case of missing a mid-semester examination, it is totally up to the instructor as to how he/she decides to evaluate the student provided that he/she is satisfied with the reasons given by the student. The instructor can conduct a make-up mid-semester examination or can choose to prorate the student's performance based on quizzes/assignments/end-semester examination.

- c. Duration of Examinations:** The duration of the mid-semester examination will be 1½ to 2 hours and the end-semester examination will be 2 to 3 hours.

**d. Misconduct during Examination**

All cases of misconduct during examination must be reported to the DoAA/Office of Academic Affairs by the instructor/invigilator on the same day via email/hardcopy.

The case will be referred to the Institute's standing academic disciplinary committee comprising of the following members:

- Dean, Academic Affairs - Convener
- Head of the Department to which the reported student's script belongs, if applicable
- The invigilator reporting the case
- The instructor-in-charge if different from the invigilator
- Assistant Registrar (Academics)
- Special Invitee, if required

**e. Dos and Don'ts During Examinations:**

***Dos***

1. It is mandatory for students to carry their Institute issued Identity card and produce the same to the Invigilators when asked for. Penalty will be imposed if the same is not produced for verification.
2. Students must take their seats 10 minutes prior to the start of the examination.
3. Students should adhere to the seating arrangement, if any, as specified by the instructor/ invigilator.
4. Once seated, students must maintain silence in the examination hall.
5. Students must bring all stationery items that they might require during the examination like pen, pencil, eraser, sharpner, scale, compass, etc.

### ***Don'ts***

1. Students should not chatter, smile, and attempt to communicate with each other either verbally or non-verbally.
2. Students are strictly prohibited from carrying rough paper, book, wallet and calculator (permitted only if the instructor specifies) inside the examination hall. If a student is in possession of any prohibited item, the invigilator is free to assume that the student was cheating during the examination and initiate disciplinary action accordingly.
3. Mobile phones and electronic devices are not allowed in the Lecture Hall Complex (LHC) and classrooms of academic building during examination period. Such items, if found with the student will be confiscated and/or destroyed.
4. Student should not indulge in any act of indiscipline.
5. Students are not permitted to use LHC atrium when exams are going on in classrooms. As soon as exam is over, they should leave the LHC.

For details of penalties approved by Senate for various acts of academic misconduct please refer to Annexure I.

### **7.3 Evaluation/Assessment**

The assessment of students in a course is a continuous process. It is based on their performance in the mid-semester examination, end-semester examination, quizzes, assignments, attendance, and make up examination (if any).

## Weightage for various evaluation components

- a. For the written component, the weightage is as follows:

Course Type	Minimum weightage for written components		Maximum weightage for other components (quizzes/assignments/term paper/seminar etc.)
	Mid Semester	End Semester	
Core	30%	50%	20%
Professional	20%	30%	30%

For professional courses, no more than 10% weightage will be given to oral examination and attendance.

The weightage for various components and the grading policy (absolute or relative) will be made clear to the students at the beginning of the semester.

- b. If laboratory work is a part of the course, it will be weighted appropriately depending on total credits for the course. For example, in a given course of four credits, if the credits for theory and laboratory parts in the course are in the ratio of 3:1, the final grades for the course will be assigned such that the weightage for the theory and the laboratory part remains 3:1.
- c. Instructor must retain the answer sheets for a minimum of one year before destroying them.



## 7.4 Grading

- (i) **Submission of Grades:** Prior to assigning a final letter grade, the instructor-in-charge of each course must show the answer sheets to the students. The letter grades given by the instructors must reflect the progress of the student based on his/her performance in the mid-semester examination, end-semester examination, quizzes, assignments and regular attendance in the classes.

Final grades must be entered online and a signed hardcopy must be submitted to the Office of Academic Affairs within the prescribed time limit as given below:

Number of students	Prescribed time-limit
Less than 25	48 hours
26 to 50	72 hours
51 to 150	96 hours
151 to 200	120 hours
More than 200	144 hours

- (ii) **Grades:** There are six letter grades: O, A, B, C, D and F. The letter grades, their descriptions, and their numerical equivalents on a scale of 10-points (called grade point) are as follows:

Grade	Weight (grade point)	Description
O	10	Outstanding
A	10	Excellent
B	8	Good
C	6	Fair
D	4	Pass
F	0	Fail

‘O’ grade is intended to recognize and encourage outstanding performance in a class. This grade is to be used sparingly.

In addition, there is an ‘I’ grade which stands for Incomplete. Besides, these grades, there are two other grades ‘S’ and ‘X’. ‘S’ stands for Satisfactory and ‘X’ for Unsatisfactory.

- (iii) **Incomplete Grade:** An ‘I’ (Incomplete) grade in any course may be awarded to a student who has missed the end-semester examination because of some genuine reason, but otherwise has completed all other requirements satisfactorily. An ‘I’ grade in a course should not be given to a student because he/she has failed in it. An ‘I’ grade must, however, be converted into a proper letter grade by the instructor-in-charge and should be communicated to the Office of Academic Affairs by the last date for submission of grades for make-up examination, as specified in the academic calendar. If the instructor-in-charge does not intimate the Office of Academic Affairs on time, all the ‘I’ grades awarded will be automatically converted to ‘F’.
- (iv) **Satisfactory and Unsatisfactory Grades:** Grades ‘S’ and ‘X’ do not carry any numerical weight, and are not used for the computation of SPI/CPI. Grade ‘S’ implies that the student has earned the credits. Grade ‘X’ implies that the student has failed in the course and thereby does not earn any credit.
- (v) **MS Thesis Grade:** The fifth year of BS-MS Programme is mostly devoted to MS Thesis. Some departments can have courses along with the thesis work during this period. Each student will be allotted

a faculty member to supervise his/her thesis work. Additionally, for faculty members on probation, a co-supervisor must also be allotted. If the thesis supervisor is away, a co-supervisor/administrative supervisor may be assigned to the student. The progress of the thesis work will be evaluated on the basis of (a) thesis work carried out by the student, (b) a presentation of the thesis work by the student to the entire Department. The first component will be evaluated by a three-member committee (proposed by the thesis supervisor of the student) and approved by the DUGC, in each semester. This committee will award marks out of 70. A three-member committee appointed by the Head of the Department will assess the second component and marks will be awarded out of 30. The assessment is based on the thesis, oral presentations during the semesters and defense of the work done in the thesis. A letter grade (O-F) will be assigned based on the total marks obtained in components (a) and (b).

MS Thesis grades shall be given by the last date specified for submission of the grades in each of Semester 9 and 10. An 'I' grade shall not be awarded for non-completion of the thesis except due to illness. An 'I' grade cannot be awarded for non-completion of the thesis due to lack of facilities.

**Ph.D. thesis work grades:** A student earns four credits for each Ph.D. thesis unit he/she has registered. Thesis supervisor will monitor the progress towards thesis credits during every semester and assign the student a letter grade of 'S' or 'X'. For e.g. a student registered for 16 research credits in a semester may be awarded any one of the following

grade combinations: SSSS, SSSX, SSXX, SXXX or XXXX. If a student is on leave for part of a semester or submits his/her thesis in the middle of the semester, the DoAA may reduce his/her research credits.

**(vi) Change of Grade already awarded:** A letter grade once awarded shall not be changed, unless a request is made by the course instructor-in-charge and is approved by the Chairperson Senate. Any request for change of grade must be made within six weeks of the start of the next semester with all the relevant records and justifications.

**(vii) Semester Performance Index (SPI):** The Semester Performance Index (SPI) is a weighted average of the grade points earned by a student in all courses credited and describes his/her academic performance in a semester. SPI is calculated as follows:

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

where  $c_i$  = credit for the  $i^{th}$  course;  $g_i$  = grade point secured by the student. Summation is over all 'n' courses credited by the student in that semester.

**(viii) Cumulative Performance Index (CPI):** The Cumulative Performance Index (CPI) indicates the overall academic performance of a student in all courses registered up to and including the latest completed semester. CPI is calculated as follows:

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

Summation is over all the 'n' courses credited by the student in all the completed semesters. Whenever a

student is permitted to appear for re-examination in a course, then the new letter grade replaces the old letter grade in the computation of CPI.

- (ix) **Grade Report:** The grade report, with details of courses registered and grades obtained, SPI for each semester and the CPI based on the grades of all courses taken up to and including the semester, will be available to the student on Shiksha portal once the result for that semester are declared officially. At the end of the programme a transcript will be provided.
- (x) **Withholding of Grades:** The grades of a student can be withheld if he/she has not paid the dues or if there is a case of indiscipline pending against him/her or for any other reason.

## 7.5 Re-examination

Re-examination will be conducted for all courses in which students have earned an 'F' grade. A new code 'RE' will be introduced in the grade report to indicate that the student has appeared for a re-examination. For the purpose of CPI calculation, re-examination will be treated similar to repeating a course.

### a. Re-examination schedule

Re-examination registration window will open for ten days starting from the first working day of June every year.

Re-examination will be scheduled during the first week of July

Students will not be allowed to register for more than 6 courses during the re-examination.

Such students will have to pay the prescribed examination fee. The student should pay the fee

online and submit online fee receipt along with re-examination form to the Office of Academic Affairs.

#### **b. Grading policy**

If a student registers and appears for re-examination within a period of one year of failing the course, the grades for such students will be assigned as per the grading policy for the original class. All quizzes, mid-semester, assignment and other component scores earned during the regular semester will be retained and only the end-semester score obtained in the re-examination will replace the original end-semester score to award the grade. For students appearing in re-examination after one year, only the re-examination scores will be used to award the final grade and such a grade will be capped at a maximum of 'C'.

### **7.6 Inadequate Academic Performance**

The academic performance of each student is reviewed at the end of each semester based on the credits and SPI/CPI earned by him/her at the end of that semester.

**Warning and Academic Probation:** A student will be placed under warning/academic probation in view of academic deficiency.

<b>Programme Name</b>	<b>Warning</b>	<b>Academic Probation</b>
BS	CPI < 6.0 SPI < 4.0	CPI < 5.0
BS-MS	CPI < 6.0 SPI < 4.0	CPI < 5.0

<b>Programme Name</b>	<b>Warning</b>	<b>Academic Probation</b>
Integrated Ph.D.	CPI < 7.0 / 2 or more X grades in a semester	CPI < 6.0
Ph.D.	2 or more X grades in a semester	-

*A letter of warning/academic probation will be issued by the office of Academic Affairs and copy of the same will be sent to parent/guardian.*

The following conditions shall be applicable to students on warning/academic probation:

- a) He/she shall preferably register for all courses during re-examination and regular semester, as per rule, (if the course is being offered) in which the letter grade F is obtained.
- b) He/she shall not hold any official position or represent the Institute in any extra-curricular activities during the period of warning/academic probation.
- c) He/she shall submit an undertaking counter-signed by the parents/guardian, ensuring good academic performance. The proforma for the undertaking is available in the Office of Academic Affairs.
- d) Any other terms and conditions laid down by the Senate.

### **Termination**

The Senate may terminate the academic programme of a student due to misconduct or inadequate academic

performance (as detailed in respective course curricula).

A student can also be terminated when his/her academic progress toward the degree has virtually ceased.

### **Appeal against Termination**

A student whose programme is terminated may appeal to the Chairperson, Senate, for re-instatement in the programme. In cases of termination due to inadequate academic performance, the student should clearly explain causes for the poor performance, including why those causes will not adversely affect his/her performance in the future. The Senate shall take a final decision after considering all the available inputs. However, the Senate may not entertain any further appeal(s) for review unless substantial additional information is brought to its notice. Appeals against termination for reinstatement may not be entertained after a period specified in the termination letter.

If reinstated, the student will be placed on Academic Probation.

## **8. LEAVE OF ABSENCE**

Application for leave of absence should be addressed to the DoAA and submitted to the Office of Academic Affairs with a medical certificate, if applicable. Leave taken beyond the entitlement (approved or otherwise) will result in loss of scholarship and/or penalty.

In no case, can the student be on leave without prior approval. If a student is on leave without prior



approval it will be treated as unauthorised absence and can attract disciplinary action.

## **8.1 Semester Leave**

A student is not normally allowed to withdraw from the academic programme temporarily and is expected to finish his/her studies without any break. However, for genuine reasons and/or under exceptional circumstances, a student may be allowed to withdraw temporarily at the discretion of Chairperson, Senate for an extended period. Such an application of temporary withdrawal must be supported by proper documentation and should be endorsed by the parents/guardians. A student who has been granted temporary withdrawal from the Institute under the above provisions will be required to pay the token registration fees, if the application is submitted before the commencement of semester. Such leave of absence shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme. During the entire duration of his/her leave, no fellowship will be awarded in any form irrespective of the CPI.

## **8.2 Academic Leave**

PG/Fifth year UG student can be allowed to avail the academic leave for carrying out project/research work outside the Institute. Such leave will only be granted upon recommendation/approval by the concerned department. However, departments are advised to critically evaluate the requirements for graduation of the concerned student before recommending/approving his/her leave.

**NOTE:** 1. The leave period will be included to calculate the total residence period and the period of fellowship of the student.

2. Externally funded students must take prior approval of the leave from respective funding agencies as specified by the funding agency. Institute will not be responsible for termination of fellowship for non-compliance of rules specified by the funding agency.

## **9. CODE OF CONDUCT**

Each student is expected to conduct himself/herself in a responsible manner befitting to his/her association with an institute of learning.

Academic misconduct includes, but is not limited to, cheating in examinations, copying assignments, plagiarism, experimental misconduct, tampering with academic documents, transcripts or marks, and forgery of signatures.

The Institute reserves the full right to academically dismiss a student at any time for academic misconduct and/or for failure to maintain a satisfactory academic record and/or willful & unethical violation of the code of conduct and/or willful damage of Institute properties.

Further, he/she should not indulge in such an act that may bring disrepute to the Institute. He/she is expected to show courtesy and respect to teachers, administrators, officers and employees of the Institute. He/she is expected to be courteous to visitors of the

Institute, residents of the campus and maintain good neighbourly relations with fellow students.

A student who behaves with lack of courtesy and decorum, indulges in unbecoming activities (both inside and outside the Institute), causes wilful damage to the belongings of fellow students, disturbs others in their studies, behaves in an unseemly fashion will be considered to be in violation of the code of conduct for students. Strong disciplinary actions will be taken against him/her.

### **Disciplinary Action and Related Matters**

Disciplinary action will be taken against a student who violates the code of conduct. Disciplinary action includes punishment such as: reprimand, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute.

All violations of code of conduct will be referred to Institute's Standing Disciplinary committee for suitable action.

The penalties for various acts of academic malpractices approved vide Senate in its 2018-2/48<sup>th</sup> meeting is enclosed as Annexure I.

The recommendation for any action, including expulsion of a student from the Institute shall be referred to the Senate, after consent of DoAA for its final decision.

A student, however, may appeal to the Chairperson, Senate stating clearly the case and explaining his/her

position, and seeking reconsideration of the decision, made by the disciplinary committee.

The Senate may not recommend a student, who is found guilty of some major offence, to the Board of Governors for the award of a degree even if he/she has satisfactorily completed all the academic requirements.

## **10. CERTIFICATES ON COMPLETION OF THE PROGRAMME**

The following certificates will be issued to outgoing students after completion of their academic program at IISER Bhopal:

- Consolidated transcript, showing the final CPI for courses and project work. Students have to keep the originals and use their attested copies wherever needed. Extra copies, if needed, will be charged.
- Degree certificate for BS-MS (Dual Degree): Provisional certificate degree will be issued to eligible students and this is valid only till the Degree certificate is awarded. Students must retain the original certificate and use the attested copies wherever needed. The duplicate degree certificate is issued ONLY if the original Degree certificate is lost, stolen or got destroyed. Protocol for issue of duplicate degree is enclosed as Annexure II.
- Migration Certificate: This will be issued only to those who submit the prescribed fee and application.

## **11. IMPORTANT LINKS**

- <https://www.iiserb.ac.in/doaa/forms>
- <https://www.iiserb.ac.in/doaa/schedule>
- [http://acad.iiserb.ac.in/office\\_orders.php](http://acad.iiserb.ac.in/office_orders.php)
- <https://www.iiserb.ac.in/lhc>

## **12. PROVISIONS FOR AMENDMENTS**

- The Institute reserves the right to modify/amend/revise any rules without prior notice.
- For special cases not covered under the specified rules, the decision of Deans/Senate will be final and binding.

**Disciplinary actions for various acts of academic malpractices**

The Senate vide its 2018-2/48<sup>th</sup> meeting held on May 12, 2018 approved the following disciplinary actions for various acts of academic malpractices to be implemented with immediate effect:

A student found guilty of any kind of academic malpractice shall not be eligible for any scholarship/fellowship/award/medal given by the Institute for the reminder period of study in IISER Bhopal.

- Such students shall be barred from ‘O’ grade in any future courses in the Institute.
- To enforce this, the student shall be marked as “Student involved in academic malpractice” in Shiksha portal for all the academic purposes and a copy shall be marked to personal file.

The penalties recommended for violation of academic code of conduct are listed below:

	Nature of Indiscipline	Recommended Penalty
<b>1</b>	<b><i>Impersonation/Tampering/Forging signatures etc.</i></b>	
1.1	Impersonating of a student during exams	The disciplinary committee shall recommend termination of academic programme of both the students by the Senate
1.2	Tampering of grade sheets	The disciplinary committee shall recommend termination of academic programme of the student by the Senate
1.3	Tampering with official documents like leave application, medical certificates etc.	The disciplinary committee shall recommend termination of academic programme of the student by the Senate

	<b>Nature of Indiscipline</b>	<b>Recommended Penalty</b>
1.4	Forging signatures of faculty /staff	The disciplinary committee shall recommend termination of academic programme of the student by the Senate
<b>2</b>	<b><i>Copying</i></b>	
2.1	Copying in home assignments, programming assignments and laboratory projects	The disciplinary committee shall approve the course instructor (i) to assign no credits in the assignment/project and (ii) award penalty of one grade in end-semester examination (i.e., grade obtained will be downgraded by one grade) to both the person copying and the person from whom the material was copied. The same shall be reported to the Senate.
2.2	Copying in Examination	
	If a student is found verbally communicating with another student during the examination but no evidence of cheating is found except a signed note from the invigilator.	The disciplinary committee shall approve the course instructor to award penalty of loss of one grade in the course. The same shall be reported to the Senate.
	If a student is found verbally communicating with another student during the examination and there are evidences of cheating like identical answers in the answer-books	The disciplinary committee shall approve the course instructor to award fail grade in the course and debar the student to appear in re-examination to clear the course. The same shall be reported to the Senate.
	If a student is found passing chits/ supplements/other unauthorised material to other students	The disciplinary committee shall approve the course instructor to award fail grade in the course and debar the student to appear in re-examination to clear the course. The same shall be reported to the Senate.

	<b>Nature of Indiscipline</b>	<b>Recommended Penalty</b>
2.3	<b><i>Detection of Copying during Evaluation of Answer-Scripts</i></b>	The disciplinary committee shall approve the course instructor to award fail grade to both the students, unless the student who copied owns the mistake. The same shall be reported to the Senate.
3	<b><i>Changes in answer sheets after evaluation:</i></b> If any changes are made in evaluated answer sheets including physical distortion of a sheet	The disciplinary committee shall recommend suspension of student from the registered programme for one year by the Senate.
4	<b><i>Carrying unauthorised material</i></b> like, mobile phones, chits, electronic gadgets but for non-programmable calculators during exams (in examination hall or during toilet break)	The disciplinary committee shall approve the course instructor to award fail grade in the course and debar the student to appear in re-examination to clear the course. The same shall be reported to the Senate.
5	<b><i>Repeat Offences</i></b>	Depending upon the severity of the case, the disciplinary committee may further recommend suspension of student for one year by the Senate.
6	<b><i>Plagiarism in Internal Reports:</i></b> For reproducing material from sources like the web, texts, etc., without proper citations, in seminar and project reports	The disciplinary committee may ask student to rewrite the report or award of fail grade in the course depending upon the level of plagiarism. Depending upon the severity of the case the committee may recommend termination of the student by the Senate.



	<b>Nature of Indiscipline</b>	<b>Recommended Penalty</b>
6.1	In more serious cases, like deliberately claiming false results on experiments (for example, data manipulation), falsely claiming original content (for example, work not original but copied) in a MS/ Ph.D. thesis	The disciplinary committee shall submit a fact finding report to the Senate for further action. For the Ph.D. thesis, if the Senate finds that the charges are proved, it shall recommend to the Board for withdrawal of the degree if already awarded to the candidate.
7	<b><i>Indiscipline by students serving as Teaching Assistant (TA):</i></b> If a TA is found aiding/abetting students in cheating (who he/she is TAing) by deliberately assigning inflated marks, tampering with the mark-sheet/ answer-books etc.,	The disciplinary committee shall recommend suspension of TA from the registered programme for one semester by the Senate.

## **ISSUE OF DUPLICATE DEGREE CERTIFICATE**

The duplicate Degree certificate will be issued **ONLY** if the original Degree certificate is lost, stolen or got destroyed.

### **a. PROCEDURE**

The following procedure is to be adopted by the alumnus for getting a duplicate Degree from IISER Bhopal:

1. Lodge an FIR (First Information Report) for the same to the nearest Police Station.
2. Provide an affidavit prepared by a Notary on a non-judicial stamp paper. (The matter to be printed on the affidavit is detailed below)
3. Write an application addressed to "The Assistant Registrar (Academics), IISER Bhopal" mentioning the loss of your degree and reference of above documents.
4. Attach a Xerox copy of the original Degree conferred on you by IISER Bhopal (if available).

### **b. CHARGES**

Candidate has to pay an amount of Rs. 500/- (Rupees Five Hundred Only) towards the processing fee and Postal Charges (Rs. 200/- In India, USD 50/- for Abroad), if applicable, through online sbi-collect via

<https://www.onlinesbi.com/prelogin/icollecthome.htm>

### **c. PROCESSING**

Attach the above documents (s.no. 1- 3) in Original along with online fee payment receipt and send it at the

following address:

Dean, Academic Affairs  
Room No. 10, Main Building  
Indian Institute of Science Education and Research  
Bhopal, Bhopal By-pass Road, Bhauri  
Bhopal – 462066, Madhya Pradesh, India  
E-mail: office\_aa@iiserb.ac.in

May kindly note that it takes approximately 15 working days from the day of receiving the above documents to process an application for the issuance of a duplicate Degree certificate (this excludes postal time).

*Proforma for affidavit  
(To be printed on a non-judicial stamp paper)*

## **AFFIDAVIT**

I, **<NAME OF THE CANDIDATE>** son of Shri **<NAME OF FATHER/ MOTHER>**, resident of **<PRESENT RESIDENTIAL ADDRESS>**, hereby solemnly declare and affirm as under:

1. That, I was a student of Indian Institute of Science Education and Research Bhopal from **<MONTH & YEAR>** till **<MONTH & YEAR>**.
2. That, I appeared and passed the **<NAME OF THE PROGRAMME>** Degree in **<NAME OF BRANCH>** from Indian Institute of Science Education and Research Bhopal in the year **<GRADUATING YEAR>**.

3. That, the original **<NAME OF THE PROGRAMME>** Degree Certificate conferred upon me by Indian Institute of Science Education and Research Bhopal has actually been lost and to the best of my knowledge and belief, there is no immediate likelihood of the said original certificate being traced out.
4. That, in the unlikely event of the original degree certificate ever-getting found, will returned to the Institute.

**Deponent**

### **Verification**

Verified that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Date: **<DATE OF WRITING AFFEDAVIT>**

Place: **<CURRENT CITY OF YOUR STAY>**

**Deponent**



**शैक्षणिक कार्यालय**  
***Office of Academic Affairs***

**भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल**  
**Indian Institute of Science Education and Research Bhopal**

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भोपाल – 462 066, मध्य प्रदेश (भारत) | Bhopal - 462 066, Madhya Pradesh (INDIA)

[www.iiserb.ac.in](http://www.iiserb.ac.in)