

Dissertation, spread over various semesters, alongwith other courses. A student of higher degree programme can register up to a maximum of one elective more than those prescribed in a semester. This additional elective can be from the pool of electives of the concerned degree or named/electives courses from other disciplines' with the permission of DCAs – namely the DCA of the student's Department and the DCA of the Department offering the course that the student wants to pursue. The grade obtained in such additional electives will also be counted towards the CGPA. Each course in the Core Requirement or in the List of Electives must be a graduate level (5th or 6th level) course or an advanced under-graduate course (4th level) with the restriction that a student may use at the most two 4th level courses to meet the requirements in above.

While a defined semester programme exists for M.E. (Collaborative) a case by case identification of courses is done in M.Phil. (Applied) programmes. For all other higher degrees, the semester wise programme is drawn up by the cross-campus DCA concerned (see 1.08(a)) ensuring distribution of prescribed units into Practice School/Dissertation/Research Practice/Technical Communication and other courses including Core/Elective/General/Special courses earmarked for any particular degree.

Third Tier

The Ph.D. programme is designed for the student to achieve a broad competence before research begins. He/she is required to clear certain course work, if not already cleared, and pass the Qualifying Examination to satisfy the Institute that his/her spectrum of knowledge is such as to enable him to undertake the demands of interdisciplinary research. Working knowledge of a modern European language, wherever specified, Teaching Practice, Research Methodology and specified units of Thesis course and Seminar are significant components of the Ph.D. programme. The pursuit of research through the Thesis-Seminar course will continue and terminate in a thesis which meets the standard and requirement of the comity of scholars. University-Industry linkages that have been fostered over the years by the Institute have resulted in the Ph.D. programme moving into domains of up-to-date technology of national relevance, also enabling professionals of collaborating, associating and sponsoring organisations to pursue Ph.D. research of the Institute.

3. Registration

It has been described in Section 1 how every student once admitted to the Institute must pursue the prescribed programme which consists of a set of courses in successive semesters. Because of the structural flexibilities in the Bulletin and the flexibilities inherent in these regulations, the semester courses are not always predetermined. One of the objectives of the registration process is to name these courses at the beginning of each semester after allowing for the student's options and working out the permissible details within the limits prescribed by the rules and the announced **Timetable**. The Institute will always be in its rights to refuse to

initiate the registration process if a student, without valid reasons or without prior approval of the concerned Dean, has dues outstanding against him or has not paid his/her semester fees in advance.

Registration is not merely a routine event but it is a process which guides a student through the complexities of a flexible system. While these regulations provide a guidance to a student, registration advisors, the teachers and the Deans in terms of all necessary detailed specifications of action, it is to be appreciated that Dean ARC is in overall charge of the entire process. It is in this capacity that He/she should be able to do all that is necessary and permitted in these regulations to make the registration process always a vital component and an instrument for furthering the cause of an innovative educational system. 3.02

The registration process is controlled by and is completed with the prior approval of Dean ARC for on-campus programmes and Dean WILP for off-campus programmes; however, for the Ph.D. programme, and for the Thesis, Seminar and Dissertation courses they are guided by Dean, Academic Research; wherever necessary for PS courses they are guided by Dean PS; and for Teaching Practice/Practice Lecture Series they are guided by Dean Instruction. Dean ARC is assisted by a team of registration advisors who are appointed by him. 3.03

Registration for the semester programmes for every individual student, whether newly admitted or already on rolls, will be at the beginning of each semester on dates to be announced. Every student is required to register for his/her semester programme in person and to get his/her registration properly completed at his/her own responsibility, failing which He/she shall not be permitted to attend any classes or use any of the facilities of the Institute. The registration must be done at the location where the student pursuing his/her semester of study. 3.04

To meet unusual circumstances, Dean ARC is vested with the discretionary authority to determine whether a late registration can be permitted on a case by case basis and also to determine whether such a late registration can be done with or without payment of requisite fine. In case of courses like PS, courses of off-campus programmes, Thesis, and Dissertation, and courses of all the three tiers when conducted at off-campus centres, or whenever Dean PS or Dean AR, as the case may be, faces practical difficulty of maintaining proper coordination between the campus and these centres, they will make suitable recommendations to Dean ARC. 3.05

Whenever a late registration is contemplated beyond one week of the beginning of class work, in all the above cases, the concurrence of Dean Instruction should be obtained for making the contemplated late registration possible. 3.06

The registration in a semester, when altered at the initiative of a student (see 3.26) will be called an **amended registration**. On the other hand when a registration already done is altered by other events, it will be called a **revised registration** (see 3.27). For the purpose of reference the first registration in a semester will be hereafter referred to as **original registration** to distinguish it 3.07

from subsequent amendments or revisions, if any.

While drawing up the registration programme for the semester and subsequent amendments and revisions, if any, the student, registration advisor and Dean ARC will pay particular attention to the conditions listed in the clauses as under: 3.08

- A. Original Registration: All students (see 3.09 to 3.20)
- B. Original Registration: Additional regulations for students departing from normal (see 3.21 to 3.25).
- C. Amendment to Original Registration: All students (see 3.26).
- D. Revision of Original/Amended Registration: All students (see 3.27).

A. Original Registration: All students

A student is not permitted to register in a semester if (i) He/she has dues outstanding to the Institute, hostel, or any recognised organ of the Institute, or (ii) his/her grade sheet in his/her immediately preceding semester is withheld, or (iii) He/she has an 'Incomplete' report 'I' in his/her grade sheet in his/her immediately preceding semester or (iv) He/she has been specifically debarred or asked to stay away from that semester 3.09

Where a 'Grade Awaited' (GA) report (see 4.15) appears in his/her grade sheet in his/her immediately preceding semester, Dean ARC will act in the matter of registration, according to provisions of clause 4.16. 3.10

Certain exigencies of situations may occur like registration in PS I, etc., where the closing of the previous semester and the registration in such a course invariably has a very thin time gap. In such situations, when the Dean has reasonable evidence of good faith on the part of the student that nothing under clause 3.09 will prevent registration, the registration in such a course will be permitted, which will be subject to cancellation without notice if the student is discovered later on to be suffering from any of the conditions of clause 3.09. 3.11

A student should not without sufficient justification depart from the normal semester pattern as applicable in his/her case. The semester pattern of various programmes and combination of programmes are presented in the Bulletin or would be made available at the time of admission for cases not available in the Bulletin. 3.12

Before a student can register in a course, He/she should have fulfilled the prerequisite conditions attached to this course. 3.13

Clause 1.06 has stated that before registering in certain courses or a group of courses, a specified prior preparation is required. These requirements are described in the following table where the second column describes the courses to be cleared by the student prior to the registration in course or courses given in the first column, the two columns having a one-to-one correspondence (Read in conjunction with clause 2.07 for definition of 'named courses' and clause 6.08 for the effect of delay of PS I on Core Courses. 3.14

(a) For first degree students:

- (i) PS I for single/dual degree (i) Normally all courses in the

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| | semesters preceding PS I for his/her programme/composite programme. |
| (ii) PSII/TS for single/dual degree | (ii) All named courses of his/her programme/composite programme, other than TS/PS-II. |
| (iii) For any other prescribed semester of single/dual degree | (iii) All named courses in semesters and terms preceding this set of courses in his/her programme. |

However in case of (iii) above, the DCA may examine the case of a student who has not cleared at most two courses out of the prior-preparation package and if the “not cleared courses” has no direct bearing on the Core courses, a modified semester wise pattern may be recommended by the DCA so that the student meets the prior-preparation requirements and is able to register in the prescribed semester courses. As much as feasible, in the modified semester wise pattern the backlog course(s) must be given first. In modified semester wise pattern, the pre-requisite conditions must still be fulfilled. However the finalization of the semester wise pattern is subject to availability and other operational constraints on courses and therefore will be the prerogative of the Dean, Instruction.

Clauses 2.09 give the student an opportunity to choose courses to fulfil the elective category. In the search for courses the student may go to the general course pool of the Institute offerings in that semester outside his/her own discipline(s) and outside the Humanities Electives pool as well. However, before He/she is permitted to register in any course from the above pool the following conditions have to be remembered:

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| (a) | General conditions: Prerequisites (see 3.13), overpreparedness & underpreparedness (see 3.18), |
| (b) | Additional further conditions presented in the second column for the host regions described in the first column in the following table on a one-to-one correspondence. (Read in conjunction with clause 2.07 for definition of 'host region' and with clause 3.14 for prior preparation for core courses): |
| (i) Discipline (Core or Elective) course of a degree other than student's own degree(s) | (i) Must have completed the prior-preparation of the third year first semester of his/her own programme. |
| (ii) Courses of a higher degree of his/her own discipline(s) | (ii) After clearing first set of his/her own Discipline core courses in the case of single degree. After clearing the first set of his/her Discipline core courses of the corresponding degree in the case of dual degree. Note |

that the first set of Discipline core courses are prescribed in the second year of the semester wise pattern of a single degree student; in the second year for the first degree and in the third year for the second degree of a dual degree student.

However, special vigilance should be exercised by all concerned before registration is done. 3.16

Further the appearance of any report like NC (see 4.19) or the outcome of a course in which a student had registered even after obtaining a grade should be examined for appropriate actions. 3.17

Unless specifically permitted by these regulations (see 3.25II) no student can register in a course if He/she is considered to be overprepared or underprepared in relation to the contents of the course. 3.18

The semester programme drawn up finally should be free from any Timetable conflict. 3.19

If these regulations mandatorily require a registration for a specific course and in the meantime the course has ceased to be offered, Dean Instruction will name, for this limited purpose, another academically similar course from the current offerings and assign to it the same units as that of the specific course. 3.20

B. Original Registration: Additional regulations for students departing from normal

The departures from the normal pattern are to be pinpointed and quantified by making a tally of courses in what is known as **eligibility sheet**. The eligibility sheet of the student is updated at the conclusion of every semester by entering against each course his/her performance in that course in that semester (grade or report). This process when carried out every semester gives also the multiple performances, if any, in a course over the semesters. The courses a student has repeated under clause 3.25 II or has been **required to register again** by appropriate authority would thus be easily identified from the eligibility sheet. Before doing a semester registration a student is first located in the proper point of reckoning (which is invariably the beginning of a semester/term in the semester wise pattern of his/her prescribed programme). For students admitted with advanced standing this location is done on a notional basis. On the other hand, for students in single degree, dual degree, students admitted with marginal deficiency, students admitted in the second semester and students who have gone through one or more transfers, this is done with reference to the student's date of entry into the Institute. Now, this semester of operation is designated as **current semester** for the student. All courses which appear in 3.21

the case may be.

In view of the preponderance of the PS option, all students admitted to the various integrated first degree and higher degree programmes may be allotted to this option. Any student of integrated first degree, however, is free to move out of this option and seek, from Dean PS, a transfer to the Thesis option before He/she is allotted a seat in PS I. If a higher degree student wants to move out of the PS option, He/she should seek the transfer not later than the completion of first semester of his/her degree programme, through Dean PS. Once Dean PS gives his/her permission, the case will be referred to Dean ARC for transfer to the Thesis/Dissertation option. The usual rules of transfer will operate (see section 7(d)). The decision of Dean PS in this matter will be final. 6.10

If a student wants to move out of the PS option after attending PS I, He/she should seek the transfer not later than the completion of one semester after PS I, through Dean PS. After the above date, it would normally not be possible for a student to seek such a transfer except where Dean PS agrees to the transfer in view of extenuating circumstances. 6.11

A student who has once opted out of the PS option should not expect automatic permission to get back to the PS option at a later stage unless He/she satisfies Dean PS that these actions of opting out and seeking to opt in are based on bonafide reasons. 6.12

Since the PS programme interfaces with the world outside the campus and is heavily committed, whenever the progress of a student in any PS course is found unsatisfactory and his/her conduct unworthy of the professional world, He/she may be required to discontinue from his/her programme with PS option without any reasons being assigned. However, He/she will be free to seek a transfer to the Thesis/ Dissertation option as soon as possible. His/her current registration will be cancelled and the grade sheet will show DP (see 4.20 (e)). 6.13

A dual degree student who is required to discontinue from a PS course at anytime will thereafter have to complete his/her degree(s) with thesis option only after taking necessary actions for his/her transfer to the thesis option. 6.14

(b) Thesis-Seminar, Dissertation

Before registration in Thesis a student must complete the prior preparation which differs from tier to tier. In the first tier a single degree student must have cleared all named compulsory courses – this will include all named courses in General Institutional Requirement and all Discipline Core courses. Regarding the registration in Thesis for students in the dual degree schemes see clause 3.14. In the second tier a student should normally have cleared all other courses before He/she registers in Dissertation. In the third tier He/she should have completed the requirement of clause 8.13. 6.15

(a) A Ph.D. student registering in Thesis cannot be simultaneously registered in any other course; this rule will apply even when a student is registered in the Thesis course or the Seminar course in the decoupled 6.16

situation of clause 6.17. Exceptions to this rule are the courses mentioned in clauses 8.08& 8.10, applicable to Ph.D. students

- (b) Concurrent registration in Higher Degree Dissertation with appropriate number of units for higher degree along with other courses may be permitted by DCA of the Department concerned. (see clause 1.08(a)). In specific cases of Higher Degree programs, Dissertation with an extended duration is explicitly mentioned in the semester-wise chart for the program. In such cases students may opt for the same wherein coursework requirement may be reduced (in number of courses and units) as per the chart in compensation for increased units for Dissertation as stated in the chart for the program. However such a decision should be made by the student in the semester prior to the start of the Dissertation in concurrence with the supervisor(s) of the Dissertation and the Head of the Department. Concurrent coursework may be permitted during Dissertation only as stated in the chart for the program.
- (c) A first degree student opting for a Thesis has two options: (i) register for a 16-units Thesis, in which case the student cannot be simultaneously registered in any other course; or (ii) register for a 9-units Thesis, in which the case it may be necessary for the student to take additional elective courses to meet graduation requirements (see clause 6.16(d)) and He/she may be permitted to register in courses simultaneously with the Thesis (see clause 6.16(e)).
- (d) Graduation requirements for a first degree student includes Thesis (16 units) or Practice School I and II (25 units) for each program the student is pursuing. (i) If a single degree student opts for a 9-units Thesis, He/she must complete at least 2 additional elective courses (of at least 6 units) to meet graduation requirements i.e. the Open Electives requirement of such student is assumed to have increased to at least 7 courses and at least 21 units. If such a student pursuing a 9-units Thesis has completed PS-I, the PS-I course and the corresponding units may be accounted towards the modified Open Electives requirement. (ii) If a dual degree student opts for a 9-units Thesis for either one of the two degrees, the modified Open Electives requirement would apply. And as the discipline electives requirement of either degree is accounted as open electives for the other degree in a dual degree program, the student would be deemed to have satisfied the modified Open Electives requirement if the total number and units of discipline electives from the two programs exceed 7 courses and 21 units respectively; if not the student may have to complete additional electives to complete this modified requirement. Of course, if a dual degree student is opting for PS-II in neither of his two degrees but has completed PS-I, He/she may account the PS-I course and the corresponding units towards the modified Open Electives requirement stated above. (iii) If a dual degree student opts for a 9-units Thesis for each of the two degrees He/she is pursuing the Open Electives requirement would be assumed as at least 9 courses and at least 27 units; And the student would be deemed to have

satisfied the modified Open Electives requirement if the total number and units of discipline electives from the two programs and those of PS-I (if completed) exceed 9 courses and 27 units respectively.

- (e) A first degree student registered in a 9-units Thesis may be permitted to simultaneously register in at most 3 courses of at most 9 units total. Such courses are normally accounted under Open Electives category.

Thesis and Seminar courses are permitted to be decoupled in the following situations:

6.17

- (i) when, his/her thesis and Seminar get separated because of the operation of consequential action of NC report on one of them while there is no need to register in the other (see 4.20 (d));
- (ii) when, in the case of a Ph.D. student, he is required to register in Seminar even before he is allowed to register in the Thesis course (see 8.16 (b));
- (iii) When, in the case of a Ph.D. student, he has been specially permitted to register during the summer term.

Whenever a programme does not visualise Thesis or Seminar to be time bound, the time schedule is made elastic until the original tasks in these courses are completed. In such a situation, after the units attached to each course have been fulfilled the student will register in these courses for units as per clauses 8.16 (b) & 8.22.

6.18

When Dean, AR is satisfied that the organisation of the Seminar is not feasible, the student will register in Independent Study in lieu of Seminar for the same number of units.

6.19

In the first two tiers, a student is assigned a topic of research as well as his/her supervisor by DCA giving due consideration to the student's preference, the research goals of the Institute and the equalisation of the work load of the supervisors. The decision of Dean AR shall be final.

6.20

While the student has to be in residence throughout the duration of the programme in the campus, Dean AR may, however, require him to do part or whole of his/her thesis course at any off- campus centres. In such a case, a supervisor can also be drawn from the host organisation.

6.21

For the purpose of these regulations the **thesis/dissertation** are defined as that coherent document which embodies the investigations on the completion of the work and which has been prepared with the approval of the supervisor and which is ready for submission to the examiners. In the first two tiers the student must submit to DCA, two typed copies of his/her thesis which should also incorporate a certificate from his/her supervisor stating that the work has been completed to the satisfaction of the supervisor. The thesis must be written in English. For submission of thesis in the third tier and for the language in which it should be written see clauses 8.12.

6.22

The Thesis/Dissertation course in the first two tiers are visualised to be a time bound activity and must coterminate with the successful completion of the assigned units. The submission of thesis/dissertation must take place within

6.23