

# **Regulations for M.Sc. program**



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IIT PALAKKAD

## **R.1 Admission to the M. Sc. Programme**

The Institute offers courses leading to the award of M.Sc. Degree in Chemistry, Physics, and Mathematics. Admission to each of the M.Sc. courses will be offered to those who qualified in the Joint Admission Test for Masters (JAM). Announcement for admission to MSc courses will be made by the JAM organizing Institute, and the candidates are required to submit their applications in the prescribed application form on or before the dates specified in the announcement by the organizing Institute.

The candidates who qualify in JAM shall have to fulfill the following Eligibility Requirements for admissions into M.Sc. Program at IIT Palakkad

- All candidates admitted through JAM should have a Bachelor's degree with the following specialisations.

**For M.Sc. Chemistry,**

Bachelor's degree with Chemistry as a subject for 3 years/ 6 semesters and Mathematics at (10+2) level.

**For M.Sc. Physics,**

Bachelor's degree with Physics as a subject for at least 2 years / 4 semesters and Mathematics for at least 1 year/ 2 semesters.

**For M.Sc. Mathematics,**

Bachelor's degree with at least 4 Mathematics subjects.

- In the qualifying degree, the aggregate marks or CGPA/CPI without rounding-off (taking into account all subjects, including languages and subsidiaries, all years combined) should be at least 55% or 5.5 out of 10 for General/OBC (NCL)/ Economically Weaker Sections (EWS) category candidates and 50% or 5.0 out of 10 for SC/ST and PwD category candidates.

Candidates who are likely to obtain the degree by the end of the current academic year can also apply, but their admission is subject to obtaining the degree.

The Senate of the Institute will decide every year on the number of seats to be allotted for various

specializations. Vacancies, if required to be filled after the last date of admission, will be decided by the Chairman, Senate and reported to the Senate for post-facto approval. Seats are reserved for SC, ST, OBC, EWS and PwD candidates as per the rules of the Government of India.

## **R.2 Structure of the M. Sc. Programme**

The basic structure of the program along with the curriculum and syllabi will be as approved by the Senate from time to time. The M.Sc. programme will be of 4 semesters duration. Every stream of specialization in the programme will have a curriculum and syllabi for the courses approved by the Senate. The curriculum should be so drawn up that the minimum number of credits for successful completion of the M.Sc. of any stream is  $70 \pm 3$  credits. **2.1**The main components of the program in each stream will consist of:

**(i)Core courses:**Compulsory courses to be taken and cleared by all the students enrolled in the program to get the degree. These will be listed in the curriculum of the program.

In the case of Chemistry and Physics Departments, the core subjects include laboratory-based courses too.

**(ii)Elective courses:**Can be of Departmental elective or open elective as per the curriculum. Open electives can be any course taken from within or outside the department. The Department may provide a list of open electives from the available options to the students. The curriculum for any M.Sc. programme provides for a minimum of four elective courses with a total of 12 credits. The distribution of the electives across the semesters will be as specified in the curriculum.

**(iii)Project work:** For the M.Sc. Physics and M.Sc. Chemistry programmes, every student must do a mini project and a main project in third and fourth semesters respectively, the nature and credits of which will be as per the specific curriculum.

**(iv)Seminar/Viva Voce:** As may be prescribed by the course faculty. **(v)**In addition to the types courses listed in Section 2.1 (i) to (iv) above, the curriculum of M.Sc. may contain Course/s Without Credits (CWC)

## **2.2 Definition of the credit system**

Teaching of the courses shall be reckoned in credits; Credits are assigned to the courses based on the following general pattern:

- One credit for each lecture hour,
- One credit for each tutorial hour,
- Two credits per Laboratory session of 3-hour duration.

### **R. 3 Faculty Adviser (FA)**

The department will assign a faculty member to a group of students enrolled in the program, who will be designated as the Faculty Adviser (FA) of the students. This assignment will be done within one month of their joining.

The duties of a FA include:

- (i) Advise the students for registering courses as per the curriculum, or otherwise within the scope of the rules and regulations set by the Senate from time to time.
- (ii) Approve the registration / enrolment of the students.
- (iii) Advise the students to drop one or more courses / activities based on her / his academic performance, as per rules.
- (iv) Pay special attention to weak students and carefully monitor performance of students recommended for slow-pace option.
- (v) Guidance of students for good academic performance

### **R. 4 Class Committee**

For each semester of each of the M Sc programmes, there shall be a Class Committee consisting of:

- (i) A Chairman to be nominated by the Dean, Academic Courses.
- (ii) Course teachers of all lecture based subjects,
- (iii) Course co-ordinators of each laboratory course,
- (iv) Faculty Advisers of the respective class,
- (v) Two student members.

The Class Committee will be constituted by the Dean (Academics).

The responsibilities of the Class Committee are:

- a) To review periodically the progress of the courses;
- b) To discuss issues concerning curricula and syllabi, and the conduct of the classes;

- c) The method of assessment for the course will be decided by the teacher in consultation with the Class Committee, and will be announced to the students at the beginning of the semester. Each Class Committee chairman will communicate its recommendations to the Dean (Academics) .
- d) The Class Committee, without the student members, will also be responsible for the finalization of the semester results.

The Class Committee is required to meet thrice in a semester. The first at the beginning of the semester, second after Test 1 and the third (without student representatives) after the end-semester examination to finalize the grades.

## **R. 5 Pre-registration and Enrolment**

### **5.1 Pre-registration:**

Except for the first semester, registration for a semester will be done during a specified week before the end-semester examination of the previous semester.

### **5.2 Enrolment:**

From the second semester onwards, all students have to enroll on a specified day at the beginning of a semester. A student will be eligible for enrolment only if he/she has cleared all dues to the Institute, Hostel and Library up to the end of the previous semester, provided he / she is not debarred from enrolment on disciplinary grounds.

Late enrollment will be permitted up to two weeks from the last date specified with a late fee as decided from time to time.

**5.3** The M Sc students are eligible to take extra courses apart from the courses prescribed in the curriculum subject to a maximum of 6 credits, provided a student has no backlog and has a CGPA of 7.0 & above, at the end of the previous semester. The extra courses should be limited to one in any semester. Students taking extra courses should obtain the prior approval of the Dean (Academics) through the Faculty Advisor. This will be shown in the grade card as EXT category and will not be taken for CGPA calculation . If a student wishes to transfer the EXT

course into one of the elective courses of the next semester, he/she may put up a request to the Dean (Academics) through FA at the beginning of the next semester.

## **R. 6 Slow Pace Program**

If a student finds his/her academic (course) load heavy in any semester or for any other valid reason, he/she may register for fewer number of courses than the regular courses as per the curriculum. The student can also drop or withdraw from a course as per the last date given in the academic calendar. Such a request has to be addressed to Dean (Academics) forwarded by course instructor and FA . However, the student shall ensure that the total number of credits registered in any semester would enable him/her to earn the minimum number of credits as specified in R.9.0

## **R. 7 Contact Courses**

**7.1** A Contact Course will be offered by a Department *only during a regular Semester or during summer vacation: The contact courses are offered under the following circumstances:*

- i) To students who completed two semesters and have obtained a **“U” grade** in a course, and
- ii) When a teacher who is **willing to offer** this course is identified by the Department.

**7.2** *No student shall register for more than two contact courses during the M.Sc. programme.*

**7.3** The contact course will not be offered if the same course is offered as regular course during that period.

**7.4** Such students who are desirous of registering for a contact course shall make a request in the prescribed form, through the Faculty Adviser to the Dean (Academics) during enrolment.

**7.5** The assessment procedure for the contact course will be same as that of the regular semester course.

**7.6** *Withdrawal from a contact course is not permitted.*

## **R 8 Minimum Requirement to Continue in the Programme and Readmission**

A student should earn a minimum 50 % of the total credits in each semester to enroll for the next semester. If a student fails to earn credits every semester as stated above, he/she will be relieved from the program at the end of the semester. In order to continue in the program, even after earning the minimum number of credits, a student must earn a minimum CGPA of 5.0, failing which he/she will be given a warning. If the student is not able to improve his/her performance in the following semester, he/she will be relieved from the program. For calculating the CGPA for eligibility to continue the program, only the courses that the student has successfully completed up to the point under consideration, will be taken into account.

**R.9 Readmission** The student who does not satisfy the minimum requirement vide R.9.0 and relieved from the program, may seek readmission by applying to the Dean (Academics) with recommendation from the Faculty Advisor.

## **R. 10 Temporary Withdrawal from the Programme**

A student may be permitted by the Dean (Academics) to withdraw from the program for a semester or longer for reasons of ill health or other valid grounds. Normally a student will be permitted to discontinue from the program only for a maximum continuous period of two semesters. The student shall get his/her application forwarded through the Faculty Advisor to Dean (Academics).

## **R. 11 Maximum Duration of the Programme**

A student is ordinarily expected to complete the M Sc program in 4 semesters. However, a student may complete the program at a slower pace, but in any case taking not more than *six semesters* commencing from the date of admission (excluding the period of withdrawal, if any, permitted by the Dean (Academics)). However, the student has to satisfy R.8.0 every semester, failing which his/her registration will be cancelled.

## R. 12 Discipline

Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity which will tend to bring down the prestige of the Institute. Any act of indiscipline of a student reported to the Dean (Academics), will be referred to the *Disciplinary Committee of the Institute* nominated by the Senate from time to time.

## R. 13 Attendance

Every faculty handling a class will take attendance till the last instructional day in the Semester. The percentage of attendance, calculated up to this point, will be indicated by a letter grade as follows:

Attendance Rounded to	Remarks	Code
95% and above	Very Good	VG
85 to 94%	Good	G
<85%	Poor	P

It is mandatory that a student should have a minimum attendance of 85% in all courses in a semester. The teacher handling a course must finalize the attendance 3 calendar days before the last instructional day of the course in the semester. A warning in writing by the course instructor regarding possibility of shortage of attendance should be intimated to the students by the middle of the semester. The particulars of all students who have attendance less than 85% in that course must be announced in the class by the teacher himself/ herself and intimation given to students individually. Copies of the same should be sent to the Dean (Academics). Students who get less than 85% should not be permitted to appear in the end-semester examination without the permission of the Dean (Academics). His/her registration for that course will be treated as cancelled, and he/she shall be awarded “W” grade (W stands for registration cancelled for lack of minimum attendance) in that course. Condonation of shortage of attendance may be considered and decided by the Dean (Academics) subject to ratification by the Chairman, Senate.

**This grade shall appear in the grade card till the course is successfully completed.**

In the case of a core course, the student should register for and repeat the course as and when it is offered again.



**R. 14 Assessment Procedure – Tests and Examinations** All lecture based courses will normally have two tests during the semester and one end semester examination. The assessment of Laboratory based courses may be decided by the course instructor as approved by the Class Committee. The assessment scheme in all courses may be proposed and announced by the teacher and discussed in the class at the beginning of the semester. The assessment details, as decided, of lecture and laboratory based courses will be presented at the 1st Class Committee Meeting of the Semester and minuted.

**R. 15 End Semester Examination** There will be one end semester examination of **3 hours of duration** in each lecture based subject and should have a minimum weightage of 40%. The end semester assessment of the Laboratory based courses will be as decided by the teacher/s and as approved by the Class Committee.

**R. 16 Project Evaluation** Evaluation of Final Project work as mandated in R.2.2 (iii) will be taken up only after the student completes all the core as well as elective course requirements satisfactorily. The evaluation scheme of the Final Project work will be decided by the Dean (Academics) from time to time. However, the third semester project will be assessed by a scheme approved by the class committee.

**R. 17 Make-up Examination** Students who have missed the tests or end-semester examination for valid reasons such as illness or calamities in the family etc are eligible for make-up examination. A student who has missed tests and the end semester examination in the same Course due to genuine reasons may be permitted to write a make-up examination for the missed end-semester alone. In such cases, zero marks will be assigned for the missed sessional evaluation and full credits assigned for the end semester examination provided the student satisfies the attendance requirements. The students should make an application to the Dean (Academics) **within a week, ordinarily, from the date of the examination missed, explaining the reasons for their absence.** Official permission to take a make-up examination will be given under exceptional circumstances such as hospitalization or calamities in the family. To request for make-up examination due to medical reasons, the student staying in IIT Palakkad Hostels

should produce Medical Certificate issued by a Registered Medical Officer stationed in Palakkad that he/she was indisposed / admitted in the Hospital during the period of the missed quiz / exam. Outstation medical certificates will be accepted only if the treatment / hospitalization is outside Palakkad. Such certificates should be endorsed by parent/guardian. A slot-wise make-up examination will be held during the makeup / supplementary week as announced by the Academic Section for those who are permitted to take the make- up examination.

A student who misses this make-up examination will not normally be given another make-up examination. However, in exceptional cases of prolonged illness resulting in the student missing a make-up examination, the Dean (Academics) may permit the student to appear for the make-up examination on a different date.

## **R. 18 Supplementary Examination**

- 18.1** Students who get “U” grade and attendance code “G” (Good) and above in a core course are eligible to seek Supplementary Examination.
- 18.2** A student is eligible for only one Supplementary Examination in any core course. No second chance is given. In case a student fails in the Supplementary Examination, he/she has to repeat the course in a regular semester, as and when it is offered. **18.3** The Supplementary Examination will be preferably offered by the same teacher who offered the course earlier.
- 18.4** The Supplementary Examination can be held during the makeup/supplementary week as per the academic calendar .
- 18.5** For taking Supplementary Examinations, the students need not attend classes in that course once again. The same attendance code earned in the earlier examination will be retained for the Supplementary Examination.
- 18.6** The End-semester Examination alone is given as a Supplementary Examination and the sessional marks already secured by a student in that course will be taken into account for finalizing the grade and the same cut-off for the grades shall be used.

## R. 19 Subject-wise Grading of Students

### 19.1 Letter Grades

Based on the performance, each student is awarded a final letter grade at the end of the semester for each of the registered courses. The letter grades and the corresponding grade points are as follows.

### 19.2 Course Without Credits (CWC):

If any course is registered as Course Without Credits Y grade will be assigned if the mark scored is above U grade cut off, and N grade will be assigned if the mark is less than or equal to the U grade cut off. The credit earned by the CWC course will not be considered for CGPA/GPA calculation.

Grade	Grade Points	Remarks
S	10	Outstanding
A	9	Excellent
B	8	Very Good
C	7	Good
D	6	Average
E	4	Marginal To be decided
U	0	Unsuccessful
W	0	Failure due to insufficient attendance
I	0	Incomplete
Y	0	Completed (in CWC requirements)
N	0	Incomplete (in CWC requirements)

**19.3** A student is deemed to have completed a course successfully and earned the credit if he/she secures an overall letter grade other than U/F/W/I/N. A letter grade U/F/W/N in any subject implies failure in that subject.

**R. 20 Method of Awarding Grades** A final meeting of the class committee without the student members will be convened within a short time after the last day of the end semester

examination. The letter grades to be awarded to the students for different courses will be finalized at this meeting.

## **R. 21 Declaration of Results**

- 21.1** After finalization by the Class Committee the letter-Grade awarded to the students will be announced by the Academic section.
- 21.2** The Wgrade once awarded stays in the record of the student and is deleted when he / she completes the subject successfully later. The grade acquired by him/her will be indicated in the grade card of the appropriate semester with an indication of number of attempts made for completing the course.
- 21.3** 'U'grade obtained by the students will be deleted in the grade card once that course is successfully completed, but the number of attempts made for completing the course will be indicated.

## **R. 22 Reviewing of Answer Papers**

- 22.1** In case any student feels aggrieved, he/she can contact the teacher concerned within one week from the commencement of the semester immediately following the announcement of the results.
- 22.2** The student shall have access to his/her answer paper(s) in the end semester examination which may be shown to him/her by the teachers concerned. If the teacher feels that the case is genuine, he/she may review the case and revise the grade under intimation to the Dean (Academics) through Chairman, Class Committee, within two weeks from the acceptance of review. After approval by Dean (Academics) the revised grade will be reflected in the grade card.

## **R. 23 Course Repetition**

- 23.1** A student securing a Ugrade in a core course has to repeat it compulsorily when the course is offered next, if the supplementary option is not exercised. A student who earns a "U" grade in an elective course has an option to repeat it in order to get a successful grade or substitute with another elective, with the permission of the Faculty Adviser.
- 23.2** A course successfully completed cannot be repeated. In some cases where students have taken all core and elective courses but still fail to minimum CGPA of 5.0 and thus will

not be eligible to get degree. In such cases the student shall be permitted to repeat the core or elective courses to earn the minimum CGPA.

## R. 24 Grade Card

- 24.1** The grade card issued to students at the end of each semester will contain the following:
- Course no, name of the course and the credits for each course registered in the semester.
  - the performance in each subject by the letter grade obtained vide R.19.1.
  - the attendance code secured in each course vide R.13
  - the total number of credits earned up to the end of that semester.
  - GPA for each semester
  - the Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester will be shown in the final semester grade card
- 24.2** The Grade Point Average (GPA) will be calculated according to the formula:  $GPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$  Where  $C_i$  and  $GP_i$  are number of credits and the grade point obtained in the (i)th course successfully completed during the semester. In the case of cumulative grade point average (CGPA), the credits  $C_i$  of all the courses successfully completed in all the semesters until that point in time are considered in the above formula. The additional courses audited, if any, are awarded grades but not counted towards GPA/CGPA calculations.
- 24.3** The U grade once awarded stays in the record of the student and is deleted when he/she completes the subject later, indicating the number of attempts made in that course. No class/division/rank will be awarded to the students at the end of the M.Sc. program. However, for conversion of (i) CGPA into percentage and (ii) Percentage to CGPA for the purpose of admission to a programme outside as well as for issuing certificate to the alumni for the purpose of their professional carrier, the following conversion formula:
- $$\text{Percentage} = (10 \times \text{CGPA}) - 5 \text{ may be made use of.}$$

## R. 25 Eligibility

**25.1 Eligibility for the Award of the M.Sc. Degree** A student shall be declared to be eligible for the award of M.Sc. degree if he/she has

- Registered for all courses as required by the approved curriculum and has successfully completed all these courses the project and its final evaluation and seminars.

- ii) Successfully earned within the specified time the required number of credits as prescribed the curriculum of the M.Sc. programme he/she is pursuing.
- iii) No dues to the Institute, Hostels and other Sections/ relevant Laboratories and Library
- iv) No disciplinary action pending against him/her.
- v) Secured a CGPA of 5.0, considering only the successfully completed courses

## **R.26 Credit Transfer**

In the case of students doing courses outside the institute, the policy regarding credit transfer will be decided by the senate from time to time. IIT Palakkad transcripts will indicate only the courses, credits and grades completed at the institute and the total no. of credits (without grades) earned in other Universities in a particular semester.

The credits / grades indicated in the grade sheet obtained from the university in which the student has completed the courses should be used by the student as part of his/her transcripts. The CGPA calculation based on credits earned/completed at IIT Palakkad alone is to be considered for award of prizes. The credits earned at Universities abroad will be taken into account for calculation of minimum required credits for the award of the degree.

## **R. 27 Award of M.Sc. Degree**

The final award of the degree must be recommended by the Senate and approved by the Board of Governors of the Institute.

## **R. 28 Power to Modify**

Notwithstanding all that has been stated above, the Senate has the right to modify any of the above regulations from time to time.

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