

ORDINANCES AND REGULATIONS

M.Sc.
(Applicable from 2019 Batch)



INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI
TIRUPATI – 517 619

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**Ordinances and Regulations
M.Sc. (Master of Science)
(applicable from 2019 batch)**

ORDINANCES

- 0.1 Candidates who have qualified for the award of a three year B.Sc. Degree after 10 + 2 of a recognized University or Institute in Chemistry, Mathematics or Physics are eligible to apply for admission to the M.Sc. programme of this Institute. The exact eligibility criteria will be as prescribed in the Regulations approved by the Senate of the Institute from time to time and announced by the Institute for admission each year.
- 0.2 Notwithstanding what has been stated in 0.1
- The Chairman, Senate or his nominee may approve of admission in an individual case and such action shall be reported to the Senate for ratification.
- 0.3 The duration of the course shall normally be ***four semesters***.
- 0.4 The award of scholarships to the candidates admitted to the M.Sc. programme shall be in accordance with the Regulations of the Senate of the Institute.
- 0.5 The award of the M.Sc. degree be in accordance with the Regulations of the Senate of the Institute.

REGULATIONS

R.1.0 Admission to the M.Sc. Programme

R.1.1 The Institute offers courses leading to the award of M.Sc. Degree with specialization in Chemistry, Mathematic and Statistics, Physics. Candidates who have already obtained or are likely to obtain at the end of the academic year a bachelor's degree (a three year B.Sc. degree after 10+2) in Chemistry, Mathematics or Physics are eligible to apply for admission to the M.Sc. degree courses offered by the Institute.

R.1.2 Minimum educational qualification for admission:

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. **Mathematics and Statistics**, Bachelor's degree with Mathematics as a subject for at least 2 years or 4 semesters.

For M.Sc. **Physics** , Bachelor's degree with Physics as a subject for at least 2 year / 4 semesters and Mathematics for at least 1 year/ 2 semesters.

Degrees obtained through distance education/ correspondence degree are eligible for admission to M.Sc programmes, in CY/MA/PH depts. The departments to follow the interview for screening in such cases.

R.1.3 Eligibility requirements: At least 55% marks (taking into account all subjects, including languages and subsidiaries, all years combined) for General / OBC / EWS category candidates and at least 50% aggregate marks (taking into account all subjects, including languages and subsidiaries, all years combined) for SC/ST and PD category candidates in the qualifying degree.

R.1.4 Announcement for admission to M.Sc. courses will be made by the 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.

Foreign nationals whose applications are received through proper channels will also be considered for admission.

R.1.5 Admission to each of the M.Sc. Courses will be made to those who qualified in Joint Admission Test.

Seats are reserved for SC, ST, OBC , EWS and PWD candidates as per the rules of the Government of India.

R.1.6 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.

R.1.7 In addition to satisfying the conditions given in the application form and other relevant handouts concerning the M.Sc. admissions, the selected candidates should also satisfy all the other admission requirements indicated in the offer of admission and then only they will be admitted to the M.Sc. programme after payment of the prescribed fees. However, ***if at any time the Dean Academic Affairs finds any of the requirements is not fulfilled by the candidate, the Dean may revoke his/her admission to the programme.***

R.2.0 Structure of the M.Sc. programme

R.2.1 The programme in each stream will consist of:

- (i) ***Core courses*** to be compulsorily taken by all candidates in the stream.
- (ii) ***Elective courses*** depending on the choice of the candidate from amongst the courses offered.
- (iii) ***A project work.***

A course can either be lecture based or laboratory based. A department may, if it finds it desirable, prescribe not more than one B.Tech course, to be offered by another department, as a soft core subject for all students in that stream. (***Note:*** In the core program there may be two types of courses. Courses which have to be successfully completed for the award of the degree will be referred to as ***hard core courses***. Those courses, a successful completion of which is not a pre-requisite for the award of the degree, will be referred to as ***soft core courses***.)

R.2.2 The complete programmes in each stream of specialization will normally be of ***4 semesters duration***. The academic programme in each semester may consist of course work and/or project work as specified by the Senate for each specialization.

R.2.3 Each of the M.Sc. programmes will have a curriculum and syllabi approved by the Senate. The curriculum will be so designed by the department that the minimum number of credits to be obtained for the award of the degree in that department ***should be not less than 70 and not more than 77.***

R.2.4 Credits will be assigned to each of the courses based on the following pattern:

- (i) ***One*** credit for each lecture period
- (ii) ***One*** credit for each tutorial period
- (iii) ***Two*** credits for each laboratory or practical session of three periods.

R.2.5 A student will have to register in all the core courses listed in the curriculum of his/her stream of specialization and successfully complete all of them (except for the soft core, if it is a part of the curriculum) (***see R.2.1***).

In the case of Chemistry and Physics departments, the core subjects should include a minimum of four laboratory-based courses totaling upto a minimum of twelve credits.

The curriculum for any M.Sc. programme ***should provide for a minimum of three elective courses with a total of 9-15 credits.*** Electives will have to be taken from the courses offered by the Department in the particular semester from amongst the list of approved courses. However the Department may permit selection of electives other than those listed against the departments provided they have relevance to the area of specialisation and subject to the approval of the Faculty Adviser.

R.2.6 The medium of instruction, examination and project reports will be English.

R.3.0 Faculty Advisor

R.3.1 To help the students in planning their courses of study and for getting general advice on the academic programme, the concerned department will assign a certain number of students to a Faculty Member, who will be designated as Faculty Adviser.

R.4.0 Class Committee

R.4.1 For each semester of each of the M.Sc. programmes, there shall be a Class Committee consists of

- (i) One Professor, preferably not offering courses for the class, to be nominated by the Head of the Department concerned to act as Chairman of the Class Committee
- (ii) Course teachers of all lecture based subjects,
- (iii) Course co-ordinator of each practical course,
- (iv) Class representative(s).

These Class Committees will be constituted department wise by the respective Heads of the Departments.

R.4.2 The basic responsibilities of the class committee are :

- i) to review periodically the progress of the courses
- ii) to discuss issues concerning curricula and syllabi and the conduct of the classes.
- iii) 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 in accordance with R 15.0. Each class committee will communicate its recommendations to the Head of the Department and the Dean of Academic Affairs.
- iv) The class committee, without the student members, will also be responsible for the finalisation of the semester results.

R.4.3 The class committee is required to meet at least twice in a semester, once at the beginning of the semester and another time after the end-semester examination, to finalise the grades.

R.5.0 Change of specialization

Change of specialization is not permitted once a student is given admission to M.Sc. programme.

R.5.1 Upgradation to Dual M.Sc + Ph.D Programme

Optional upgradation to M.Sc + Ph.D programme is available to IIT Tirupati M.Sc students studying in Chemistry, Mathematics and Statistics, Physics departments with the following norms.

1. Qualifying CGPA is 8.00
2. CGPA will be computed at the end of 3rd semester and upgradation request can be given by M.Sc students after 3rd semester.
3. The upgradation will be awarded for M.Sc and Ph.D Dual degree.
4. The M.Sc students have to complete all the M.Sc courses as per M.Sc Curriculum and course requirement as per Ph.D regulation and one/two special departmental courses in lieu of M.Sc project.
5. Comprehensive Viva Voce to be completed within three semesters after conversion.
6. Students can exercise exit option (with M.Sc degree alone) after 6th semester and have to meet the M.Sc credit requirement of the respective departments.
7. M.Sc degree will be awarded on successful submission of Ph.D synopsis.
8. The date of award of M.Sc degree in the M.Sc certificate shall be printed as date of completion of M.Sc course requirements for which, certificate of date of completion of M.Sc courses to be issued by the respective HoDs.
9. Other requirements for Ph.D such as seminar, research proposal meeting, defense etc remains the same as per Ph.D regulations.

R.6.0 Enrolment and Registration

R 6.1 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 satisfies R.10.1 and will be permitted to enroll 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.

R 6.2 Registration:

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

Late registration/enrolment will be permitted with a fine as decided from time to time up to one week from the last date specified for registration.

- R.6.3 The registration sheet contains the course number, course name, number of credits and category for each course to be taken in that semester. The student makes the choice of course in consultation with his / her Faculty Adviser.

R.7.1 Registration Requirement

R.7.2 The curriculum for any semester, except for the final semester will normally carry credits between 15 and 25.

If a student finds his/her academic/course load heavy in any semester, or for any other valid reason, he/she may drop courses before the last date mentioned in the Academic Calendar with the approval of course Teacher and his/her Faculty Adviser. Request for dropping courses can be approved up to 45 working days from the commencement of the class provided the student maintains a minimum attendance grade of G (Good-85% to 94%) till the time of dropping (i.e. date of getting the approval of course faculty). In specific courses, the teacher can reduce this period to less than 45 days by prior intimation to the class.

However, the student should ensure that the total number of credits registered in any semester should enable him/her to earn the minimum number of credits as specified in **R.10.1**.

R.8.0 Supplementary Examination

R.8.1 Supplementary Examinations are not conducted for the students who failed in the regular semester Examinations. The Students failed in the regular Semester Examinations have to repeat the course(s) in a regular semester as and when it is offered.

R.9.0 Contact Courses

R.9.1 A Contact Course will be offered **during the regular semester or summer by the Department . The contact course will be offered only:**

- i) To final year students who have obtained a **"U" grade** in a core course.
- ii) When a teacher who is **willing to offer** this course is identified by the Department.

R.9.2 No **student should register for more than two contact courses during the semester or in summer.**

R.9.3 The contact course will not be offered if the same subject is offered as regular course during that period.

R.9.4 Such final year students who are desirous of registering for a contact course should make a request in the prescribed form, through the Faculty Adviser & HoD to the Dean, Academic Affairs ,well before the commencement of the semester in which the contact course is to be taken.

R.9.5 The assessment procedure for the contact course will be similar to that of regular semester course.

R.9.6 **Withdrawal from a contact course is not permitted.**

R.10.0 Minimum Requirement to Continue in the Programme

- R.10.1 A student should have earned not less than **12 credits** in the first semester, **30 credits** at the end of the second semester and **40 credits** at the end of the third semester.

If a student fails to earn the required minimum credits at any particular semester, he/she will be relieved from the programme at the end of the semester.

- R.10.2 In addition to the above, to be eligible to continue in the programme the student ***should have a minimum CGPA of 5.00***, calculated according to the formula in R.25.2. However, in calculating the CGPA for eligibility to continue the programme only courses that the student has successfully completed, up to the point under consideration, will be taken into account. ***If the CGPA of any student so calculated falls below 5.00, the student will be issued a warning and if he/she does not make good and continues to get a CGPA less than 5.00 in the following semester also then he/she will be relieved from the programme.***

R.11.0 Maximum Duration of the Programme

A student is ordinarily expected to complete the M.Sc. programme in 4 semesters. However, a student may complete the programme at a slower pace but in any case not more than **six semesters** commencing from the date of admission (excluding the period of withdrawal if any permitted by the Dean of Academic Affairs). However, the student has to satisfy R.10.1 every semester, failing which his/her registration will be cancelled.

R.12.0 Temporary Withdrawal from the Programme

A student may be permitted by the Dean of Academic Affairs to withdraw from the programme for a semester or longer for reasons of ill health or other valid grounds. ***Normally a student will be permitted to discontinue from the programme only for a maximum continuous period of two semesters.***

R.13.0 Discipline

- R.13.1 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.

- R.13.2 Any act of indiscipline of a student reported to the Dean, Academic Affairs, will be referred to the ***Discipline and Welfare Committee*** nominated by the Senate from time to time.

The committee will enquire into the charges and recommend suitable punishment if the charges are substantiated. The Senate will consider the recommendation of the Discipline and Welfare Committee for appropriate action.

- R.13.3 **Appeal:** The student may appeal to the Chairman, Senate, whose decision will be final. The Dean will report the action taken at the next meeting of the Senate.

- R.13.4 Ragging in any dimension is a criminal and non-bailable offence in our country. The current State and Central legislations provide for stringent punishment including imprisonment. Once the involvement of a student is established in ragging, the offending student will be dismissed from the Institution and will not be admitted into any other Institution. Avenues also exist for collective punishment, if individuals can not be identified in this inhuman act. Every senior student of the Institute, along with the parent, shall give an undertaking every year in this regard and this should be submitted at the time of enrolment.

R.14.0 Attendance

R.14.1 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 code as follows:

Attendance Rounded to	Remarks	Code
$\geq 95\%$	Very Good	VG
85 to 94%	Good	G
$<85\%$	Poor	P

R.14.2 A student who has an attendance lower than 85%, whatever may be the reason for the shortfall in attendance, will not be permitted to appear in the end-semester examination of the course in which the shortfall exists.

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. **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.14.3 The teacher handling a course must calculate the attendance 3 calendar days before the last instructional day of the course in 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. Copies of the same should be sent to the Dean, Academic Affairs, and Heads of Department concerned. Students who get less than 85% should not be permitted to appear in the end-semester exam without the permission of the Dean, Academic Affairs.

R.14.4 Condonation of Attendance: Every student is expected to maintain 100% attendance. The percentage of attendance in a subject shall be computed as:

i) For calculation of attendance in normal cases:

For cases of minor illnesses and casual absenteeism actual % of attendance is computed as:

$$\frac{\text{Actual no. of classes attended} \times 100}{\text{Total no. of classes held till date of compilation of attendance}}$$

Total no. of classes held till date of compilation of attendance

which should be $\geq 85\%$. Otherwise, W grade shall be awarded. The minimum-attendance requirement is 85%. For cases of casual absenteeism, no condonation of attendance is permissible. If a student has less than 85% attendance, he/she should be assigned 'W' grade in that subject along with 'P' as the attendance code. Such cases will not come under the purview of condonation of attendance.

ii) For calculation of attendance in case of prolonged illness and/or hospitalization with medical certificate:

a) A student should have more than 40% attendance calculated as per (i) above to be eligible for condonation and

b) Notional % of attendance =

$$\frac{\text{Actual no. of classes attended} \times 100}{(\text{Total no. of classes held in the semester}) - (\text{No. of classes held during the days of prolonged illness and or hospitalization})}$$

should be $\geq 85\%$ for condonation.

R.15.0 Assessment Procedure – Tests and Examinations

R.15.1 For Lecture /Lecture and Tutorial based subject to a minimum of two sessional assessments will be made during the semester. The sessional assessment may be in the form of periodical tests, assignments or a combination of both, whichever suits the course best. The assessment details as decided at the Class Committee will be announced in the class by the teacher right at the beginning of the semester.

R.16.0 End Semester Examination

R.16.1 There will be one end semester examination of **3 hours of duration** in each lecture based subject.

R.17.0 Project Evaluation

R.17.1 Evaluation of Project work will be taken up only after the student completes all the core as well as elective course requirements satisfactorily.

R.18.0 Weightage

R.18.1 The following will be the weightages for different courses:

a)	Lecture or lecture and tutorial based courses: Sessional assessment: End Semester examination:	Minimum of 40% Minimum of 40%
b)	Laboratory based courses: Sessional Assessment: Practical examination must be conducted for all the lab courses. For End-semester examination, Maximum weightage is:	75% 25%

R.18.2 The markings for all tests, tutorial assignments (if any), laboratory work and examinations will be first made on an absolute basis. The final percentages of marks are calculated in each subject as per the weightages given in R.18.1.

R.19.0 Make-up Examination

R.19.1 Students who have missed the quizzes or end-semester examination for valid reasons are eligible for a make-up examination.

A student who has missed quiz(zes) and the end semester examination in the same course due to genuine reasons like illness etc. may be permitted to write a make-up examination for the missed end-semester alone and awarded zero marks for the missed quiz(zes), provided the student satisfies the attendance requirements.

The students should make an application to the Dean, Academic Affairs **within ten days from the date of the examination missed, explaining the reasons for their absence.**

Applications received after this period need not be entertained.

- R.19.2 Official permission to take a make-up examination will be given under exceptional circumstances such as admission to a hospital due to illness.

Students residing in the Hostels should produce a Medical Certificate issued by the Chief Medical Officer of the Institute that he/she was admitted in the Hospital during the period of the missed quiz / exam.

Students residing in the Hostels and taking medical consultation with outside Doctors are required to obtain written permission from the Medical Officer of the Institute Hospital **before they proceed for such consultation.**

Students residing in the hostels but taking medical consultation with outside Doctors are required to obtain an endorsement on the certificate of treatment by the Medical Officer of the Institute Hospital.

A student staying as a day scholar must produce a medical certificate from the Registered Medical Practitioner and the same **should be duly endorsed by the parent / guardian.**

- R.19.3 **A slot-wise make-up examination will be held during the makeup week as per next semester Academic Section for those who are permitted to take the make-up examination.**

- R.19.4 **A student who misses this make-up examination will not be given another make-up examination.** However, in exceptional cases of prolonged illness resulting in the student missing a make-up examination, the Chairman of the Senate, in consultation with the Dean of Academic Affairs or with approval of the Senate may permit the student to appear for the second make-up examination.

R.20.0 Subject-wise Grading of Students

R.20.1 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.

Grade	Grade points	Remarks
S	10	
A	9	
B	8	
C	7	
D	6	
E	4	
U	0	
P	-	Pass
F	0	Fail
W	0	Failure due to insufficient attendance in course
I	0	Incomplete (Subsequently to be changed into pass (E to S) or U or W grade in the same semester).

- R.20.2 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. A letter grade U/F/W in any subject implies failure in that subject.

R.21.0 Method of Awarding Grades

- R.21.1 A final meeting of the Class Committee without the student members will be convened ***within seven days after the last day of the end semester examination.*** The letter grades to be awarded to the students for different subjects will be finalised at this meeting.
- R.21.2 Two copies of the results sheets for each subject, one with the final grade and attendance code and the other with the absolute marks, the final grade and the attendance code should be submitted by the teacher to the concerned Class Committee Chairman.

After finalization of the grades at the Class Committee meeting, one copy with the absolute marks and one without the absolute marks but having only the grades and the attendance code will be forwarded by the Chairman, Class Committee to the Dean of Academic Affairs.

R.22.0 Declaration of Results

- R.22.1 The letter grades awarded to the students in each subject along with the attendance codes will be sent to the students soon after the final Class Committee meeting.
- R.22.2 The **U / W** grade once awarded stays in the record of the student. 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 in that course.

R.23.0 Re-examination of Answer Papers

- R.23.1 In case a student feels aggrieved, he/she can contact the teacher concerned for a second look at his/her performance but ***not later than three weeks*** from the commencement of the semester following the announcement of the results.

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 teacher(s) concerned. If the teacher feels that the case is genuine, he/she may re-examine and forward the revised grade, if any, to the Dean of Academic Affairs through the Chairman of the Class Committee with justification for the revision and with intimation to the Head of the Department.

R.24.0 Course Repetition

- R.24.1 A student securing a **U** grade in a core course has to repeat it compulsorily when the course is offered next.
- R.24.2 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.
- R.24.3 In some cases where students have taken all core and elective courses but still fail to minimum CGPA of 5.00, will not be eligible to get degree. In such cases the student will be permitted to repeat the core or elective courses to earn the minimum CGPA.

Option can also be given to such students to select alternate elective.

R.25.0 Grade Card

R.25.1 The grade card issued to students at the end of each semester will contain the following:

- a. Course no, name of the course and the credits for each course registered in the semester.
- b. the performance in each subject by the letter grade obtained vide R.20.1.
- c. the attendance code secured in each course vide R.14.1.
- d. the total number of credits earned up to the end of that semester.
- e. GPA for each semester
- f. the Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester will be shown in the final semester grade card

R.25.2 The Grade Point Average (GPA) will be calculated by the formula.

$$GPA = \Sigma(C_i \times GP) / \Sigma C_i$$

Where C_i = credit for the course, GP = the grade point obtained for the course and ΣC_i = the sum of credits of all courses taken in that semester, including those in which the student has secured U and W grades.

For the Cumulative Grade Point Average (CGPA), a similar formula is used where the sum ΣC_i is the sum of credits of all courses taken in all the semesters up to the point in time. When the failed (U & W) course(s) is/are cleared, CGPA is calculated taking into account the passed grade.

R.25.3 No class/division/rank will be awarded to the students at the end of the M.Sc. programme.

R.26.0 Scholarships

R.26.1 **Merit Scholarship** : On the basis of the performance at the end of the first semester, 25% of the students admitted or 25% of the sanctioned strength whichever is less will be awarded **merit scholarship for the first two semesters of the programme and renewal for III & IV semesters will be based on the performance in the II & III semesters, at the rate approved by the Senate from time to time.** These students are exempted from payment of tuition fees.

R.26.2 **Free studentship** : In addition to the Merit Scholarship, 10% of the students admitted or 10% of the sanctioned strength whichever is less are exempted from payment of tuition fees for the first two semesters of the programme and renewal will be based on the performance in the II & III semesters.

R.26.3 50% free *studentship* : Out of the remaining students who may secure not less than 6.5 CGPA and whose parental income is less than Rs.4.5 lakhs per annum will be awarded 50% tuition fee waiver.

The Dean of Academic Affairs will lay down the administrative procedures to be followed in the selection of the students for the award of the scholarships consistent with existing Government regulations if any. The number and names of the selected candidates will be reported to the Senate.

R.27.0 Eligibility for the Award of the M.Sc. Degree

R.27.1 A student shall be declared to be eligible for the award of M.Sc. degree if he/she has

- i) Registered for all the required courses as per the curriculum and successfully completed.
- ii) No dues to the Institute, Hostels and Library.
- iii) No disciplinary action pending against him/her.
- iv) Secured a minimum CGPA of 5.00, considering only the successfully completed courses

The following procedure will be followed for credit transfer **for students visiting any other Universities/Institutes under Exchange programme** with effect from July-Dec 2019 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.

IIT Tirupati transcripts will only indicate the courses, credits and grades completed at IITT and the total no. of credits (without grades) earned in other Universities in a particular semester.

The CGPA calculation based on credits earned/completed at IIT Tirupati alone is to be considered for award of prizes.

The credits earned at Universities/Institutions will be taken into account for calculation of minimum required credits for the award of the degree.

R.27.2 ***The final award of the degree must be recommended by the Senate and approved by the Board of Governors of the Institute.***

R.28.0 Power to Modify

R.28.1 Notwithstanding all that has been stated above, the Senate has the right to modify any of the above regulations from time to time.