

# Handbook of Guidelines

## BS-MS Dual Degree Programme

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भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे  
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

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## 1. Overview of the BS-MS Dual Degree Programme

*This Guidebook contains information on the rules and regulations applicable to the BS-MS dual degree programme. Every student is expected to adhere to all the academic regulations of the programmes and have an understanding of the requirements of the programmes as given in the guidebook. The rules and regulations of the academic programmes are subject to periodic revision.*

*The Institute reserves the right to modify/amend/revise any rules without prior notice. For special cases not covered in this Guidebook, the decision of Academic Deans' Committee (A-DC) or the IISER Pune Senate will be final and binding.*

### Introduction

The BS-MS dual degree programme is a fully residential programmes, nominally of 5 years duration. The programme is organized around a credit-based semester system. An academic year is organized as two semesters in which courses are taught, and two breaks.

January Semester	Summer Break	August Semester	Winter Break
January – April	May – July	August – November	December

From the second year onward, students are encouraged to do projects/internships at IISER Pune or other institutes during summer breaks.

### Academic Calendar

The academic calendar with all important dates (such as date of commencement of semester, last date for registration, mid-semester and end-semester exam dates, date of announcement of grades, repeat examination dates, holidays and vacation) will be announced before the start of each semester on the Institute's Webpage (<https://www.iiserpune.ac.in/education>), on the intranet (<http://intranet.iiserpune.ac.in/academic/>) and available on the Students folder: (<https://drive.google.com/drive/folders/16R-4Jm3ONjCoSaWPiM5FZ7kIzxJ9Sosr>).

### Registration

After admission, every student is assigned a unique registration number (e.g. 20221×××). This number is used throughout the course of their study. Students are required to be present on campus on the first day of instruction of every semester. Details of courses offered for each semester will be notified before the end of the preceding semester.

Students must register on the Students' Academic Management (SAM) system ([www.iiserpune.in/sam](http://www.iiserpune.in/sam)) using their IISER Pune email address (fullname@students.iiserpune.ac.in). SAM keeps a record of the academic progress of the students

from the date of registration till the award of the degree. The system manages details regarding registration of courses, grades, attendance and projects.

Late registration is allowed up to 2 weeks, under medical reasons only, if fully supported with medical certificates upon approval from Dean, Academics. Late registration will invite a penalty. A student who has not registered within 2 weeks from the start of the semester, will be considered to have left the programme and will be removed from the rolls.

Fees pertaining to tuition, hostel, mess etc., should be paid by the students before the start of each semester within the date notified through a payment gateway via SAM. *Fees will be subject to revision periodically and details will be announced before the commencement of the semester.* Students who do not clear their outstanding dues will not be permitted to register and their attendance will not be counted until all dues, including the fees for the ongoing semester are paid. Students facing financial difficulties can approach the Financial Assistance Committee ([finassist@iiserpune.ac.in](mailto:finassist@iiserpune.ac.in)). Financial Assistance depends on the availability of endowment funds that are donated by individuals/corporates.

## **Academic Conduct**

Each student is expected to conduct himself/herself in a responsible manner befitting to their association with an institute of learning. Academic misconduct includes, but is not limited to, cheating in examinations, copying assignments, plagiarism, research misconduct, tampering with academic documents, transcripts or marks, and forgery of signatures.

The Institute reserves the right to academically dismiss a student at any time for academic misconduct and/or for failure to maintain a satisfactory academic record and/or wilful or unethical violation of the code of conduct and/or wilful damage of Institute property. Each student is expected to be familiar with the '*Ordinance for maintenance of discipline and good conduct by students*', available on the IISER Intranet:

([http://intranet.iiserpune.ac.in/circular/iiser/OM-Ordinance for maintenance of discipline and good conduct by students.pdf](http://intranet.iiserpune.ac.in/circular/iiser/OM-Ordinance%20for%20maintenance%20of%20discipline%20and%20good%20conduct%20by%20students.pdf))

A student may be dismissed when the Dean, Academics judges that academic progress towards the degree has virtually ceased. A dismissed student may appeal against their dismissal only once, citing any mitigating circumstances not conveyed to the Dean's Office earlier.

## **Monitoring of Performance**

The Institute has a committee for monitoring academic performance (MoCA, Monitoring committee for Academics), which monitors students' progress and advises students facing

academic difficulties. The parents/guardians can contact the MoCA for various academic issues of their wards.

## 2. Courses and Evaluations

### Curricular Pattern

The pattern of courses in the BS and BS-MS programmes are as follows.

- In the first one and a half years (or three semesters), all students take common, compulsory courses that give them a broad background in the sciences. In the 3<sup>rd</sup> semester, besides the compulsory courses, students choose two elective courses.
- In the 4<sup>th</sup> semester, all students take two compulsory courses and six elective courses. At this point, a student can begin to exercise any one of these three options: to Major in one discipline; to Major in one discipline and minor in another; to not choose a Major and take a combination of courses of their choice within the scope of the timetable.
- If a student wishes to have a Major or Minor, she/he has to take a certain number of prescribed courses in the 4<sup>th</sup> to 8<sup>th</sup> Semesters (i.e. for five semesters) to fulfil the major or minor requirements. These courses and the Department specific requirement for Major/Minor are detailed in the document '*BS-MS Curriculum at IISER Pune*', available at the online Student's Notice board.
- The student can choose to register for credited summer internships in India or abroad, during summer breaks between Year 2/3 and Year 3/4.
- In the fifth year (i.e. two semesters), the student works on a research project and writes a MS thesis.

The distribution of courses across semesters and across disciplines is shown in the table below.

Discipline	Sem 1	Sem 2	Sem 3		Sem 4		Sem 5 – 8	Sem 9 – 10
	C	C	C	E1	C	E1	E2	
Biology	2	1	1	1	–	3	≥ 5	Research project and MS thesis
Chemistry	1	2	1	1	–	3	≥ 5	
Mathematics	1	2	1	1	–	3	≥5	
Physics	2	1	1	1	–	3	≥5	
Earth and Climate Science	1	1	1	1	–	3	≥5	
Humanities and Social Sciences	–	1	1	–	–	–	≥3	
Foundation courses	2	–	–	–	2	–	–	
<b>Total number of courses for a student</b>	<b>9</b>	<b>8</b>	<b>6</b>	<b>2 of 5</b>	<b>2</b>	<b>6 of 15</b>	<b>6-7 per semester</b>	

- C: Compulsory courses
- E1 and E2: Elective courses; students choose an appropriate number as indicated in the last row
- Repeat examinations for C and E1 courses are allowed, only when a student has a F or I grade, in a subsequent semester when the repeat exam for that course is offered.
- Repeat exams for E2 are offered, for a student with F or I grade, only once, at the *end of the semester for which the course is registered*. For E2 courses, with F or I grade, and to meet the credit requirements, the student must either repeat the entire course or substitute/replace credits with another course.
- Student majoring in a subject/discipline should choose elective courses to meet the credit requirements for that 'Major/Minor'.

A detailed description and list of courses is available in the latest “*BS-MS Curriculum at IISER Pune*” document. The document is revised every year, with the current version dated August 2021. This document is available on the Students Notice Board (<https://drive.google.com/drive/folders/16R-4Jm3ONjCoSaWPiM5FZ7kIzxJ9Sosr>).

### Assessment and Credits

Each course has a certain number of credits assigned to it, based on the number of lectures, tutorial, or lab contact hours per week. The credits also reflect the academic expectation that includes self-study outside class hours. Each course will have a faculty member as the Course Coordinator, who has the responsibility of conducting the course and awarding grades. One or more faculty members may share the teaching.

*The medium of instruction for all courses is English.* Details of courses offered in each semester will be announced before the semester begins, via email and the same information will be available on the Students Notice Board. The general distribution of credits over the semesters is shown below.

Semesters 1–4	Semesters 5–8	Semesters 9–10 (Project)	Total
99	85	36	220

- In Semesters 5–8, students are allowed to credit minimum of 18 and a maximum of 28 credits.
- In Semesters 5–8, students are allowed to drop a course, within a timeframe of 1 month after start of the semester.
- The total credits (220) can include a maximum of 4 *elective* summer internship credits. 2 credits are awarded for two months of internship, with only one internship per year considered. Credited internships are only permitted in the summer breaks between Year 2/3 and Year 3/4.

There are three components of assessment of performance in a course as given below.

Semester 1-3:

End-Semester Exam	Mid-Semester Exam	Continuous Assessment
30%-40%	30%-40%	20%-40%

Semester 4-8:

End-Semester Exam	Mid-Semester Exam	Continuous Assessment
30%-50%	30%-50%	0%-40%

Continuous assessment will be based on the overall academic performance of the student throughout the semester, derived from quizzes, assignments, projects, test papers, oral presentations, etc. At the discretion of the Instructor, this may also include participation in tutorials, effective interaction in lectures, regularity in submitting assignments, etc. The details will be announced by the coordinator of the course at the beginning of the semester.

Mid-semester examinations are not mandatory for E1 and E2 courses, the Instructor however has to communicate this decision to the students in class (and the Academic section) at the start of the course. Also, in the absence of Mid-Sem examinations, continuous assessment (>30%) becomes important and mandatory.

## Grading

At the end of each semester, a letter grade is awarded for each course registered by the student. The grade awarded reflects the overall proficiency acquired by the student in that topic. The grading is relative, done separately for each course by the instructor or the coordinator of the course in consultation with the participating faculty. The Instructor should share the corrected answer scripts with students before the grades are formally released by the academic office. Grade statistics, as defined by the academic office, for each course should also be released to students by the instructor.

A+ is the highest grade, while D is the lowest passing grade. F indicates failure in the course. The grade I means that the course is incomplete, and this grade has to be substituted by another letter grade in the course of time. Depending on whether the course is mandatory or not, the student will have to repeat or substitute for the course, or repeat exams and complete the course. For a Pass/Fail course, the letter P will indicate that the student has completed the course requirements.

1. Grading is on a 10-point scale with the following correspondence between letter grades and grade points:

A+	A	B+	B	C+	C	D	F
10	9	8	7	6	5	4	0

2. Grades are based on the following scheme:
  - i. A student getting a score less than half of the class median ( $M/2$ ) is declared failed in that course and gets the grade F.
  - ii. Students with scores higher than  $M/2$  will be awarded a letter grade between D and A+.
3. Grades will be assigned as follows
  - i. The highest score [ $S_A$ ], which will get the grade A, will be decided by the instructor and the grading committee.
  - ii. The value of  $S_A$ , can be less than or equal to the top score in the class, not higher.
  - iii. If there are scores higher than  $S_A$ , those scores will get the A+ grade.
  - iv. The range of scores from  $M/2$  to  $S_A$  is divided into six equal intervals and grades are assigned sequentially to the resulting intervals of marks.
4. The above grading scheme applies to courses in years 1 and 2.
5. For courses of later years, it is *recommended* that grading scheme as above be followed for class sizes  $>30$ . However, the passing score *cannot be higher* than  $M/2$ .
6. In the grading system the Instructor is required to set the boundary between the A+ and A grades [ $S_A$ ]. It is generally expected that 5-10% students will get the A+ grade in all courses, except in the situation when the highest score falls considerably below the instructor's expectation.
  - The choice of A/A+ boundary value has to be actively made in the calculation template circulated by the Academic Office. The value that appears in the cell in red is a suggested value, but must not to be taken as universal.
  - In all cases, including small classes where faculty may assign grades according to their discretion, faculty should adhere to the recommended grading guidelines as far as is reasonable, and no letter grade should be 'skipped' arbitrarily (that is, the number of students assigned a particular intermediate grade between A+ to D should not be zero, unless the discontinuity of the marks distribution makes this inevitable).
7. Students can clarify details regarding the grade obtained in any course with the course instructor within 5 days of announcement of grades. The corrections, if any, will be reported to the Academic Office by the instructor/coordinator and no corrections/revisions/complaints regarding grades will be allowed on any grounds after this procedure.



8. The student's performance is indicated by the number of credits that he/she has earned and quantified by the grade point average (GPA), which is the average of the grade points weighed by the credits of the course. Courses with P/F are counted for credits, but not for calculating CGPA.

### Academic Transcript

The academic transcript, with details of the courses registered and grades obtained, will be available to the student once the results for that semester are declared officially. In addition the transcript shows the grade point average for the current semester (SGPA) and the cumulative grade point average (CGPA).

The SGPA is based on all courses registered for in the semester, while the CGPA takes into account only those courses that are complete. The number of credits registered for and the number of credits completed is indicated on the semester transcript.

The CGPA is a weighted average of the grade points earned by the student based on cumulative evaluation of performance in all evaluated/credited courses. The CGPA can be *notionally* converted to a percentage by multiplying the CGPA by a factor of 10.

One copy of the semester transcript is issued free of charge from the academic office. A graduation transcript is issued with the degree certificate. Additional copies will be available against payment. A consolidated transcript is available against payment at any time.

### Self-Study

Self-Study, outside the classroom and without direct supervision, is strongly recommended in order to deepen the understanding of any subject. Recommended study hours are as listed below.

Credits	Semesters	Nature of Course	Contact Hours per week	Self-[ study hours per week
3	Semester I-IV	Introductory	2 Lectures and 1 tutorial	4.5
3	Semester I-IV	Lab courses	1 Session of 3 hours	4.5
2	Semester I-IV	IDC/HSS/ECS	2	3.0
4	Semester V-VIII	Advanced & basic courses	3	7.0
3	Semester V-VIII	Introductory/ interdisciplinary/ specialized	2	5.5
4/3	Semester V-VIII	Lab courses	4/3	6/4.5
3	Semester V-VIII	Lab training/ Theory project	3	4.5

### **3. Requirements for Completing the Programme**

#### **Rules for Continuation, Repeat and Exit**

Accounting of students' performance is based on the number of completed credits [CC] and CGPA. A course that is incomplete, or in which the student has failed, earns no credits. The maximum permitted residence time in the programme is as follows: 6 years for BSMS, 5 years for BS and 2.5 years for students exiting with a Diploma in Science. To be considered for a BS or BSMS dual degree, the student must have passed all courses of semesters 1–4.

#### **To qualify for a Diploma in Science (DiS)**

If  $CC \geq 90$  at the end of 2 or 2.5 years, the student can choose to exit with a DiS.

1. A student who has completed 90 credits, but does not continue/register in the program will be considered for a DiS.
2. A student cannot be awarded a DiS until they complete a minimum of 2 years in the programme.
3. A student who has  $CC < 90$ , but does not continue/register for the program will be considered for a Certificate of Study (CoS).

#### **To qualify for the BS degree**

1. If  $CC \geq 184$  at the end of 4 years, the student can choose to exit with a BS degree.
2. If  $CC < 184$  at the end of 4 years, then the student is ineligible for the BS degree and can exit with a BS degree, provided they reach  $CC \geq 184$  within 5 years.
3. A student who starts the MS thesis, but fails to complete it, exits with a BS degree.

#### **To qualify for the BS-MS dual degree**

1. The student usually must reach  $CC \geq 184$  within 4 years. Registering for the thesis and starting the thesis work is mandatory when  $CC \geq 184$  is reached.
2. The thesis must be completed within 1 year of registering for the MS project. (with a possible extension of one semester at the discretion of the A-DC).
3. A student completing 184 credits at the end of the 5<sup>th</sup> year of residence is allowed to do an MS thesis. Such students must finish the thesis within 1 Year, without any extension of tenure.

## Semester-wise Checks

The BSMS Program is a 5 Year Program. There are Four major checkpoints (Year 1, Year 2, Year 4, Year 6). At these checkpoints, based on the guidelines below, a student will be mandated to, or given the option of, formally exiting the program, usually with a Certificate (CoS, Certificate of Study), Diploma (DiS, Diploma in Science) or Degree (BSMS or BS). The checkpoints are based on credits completed (CC) or Cumulative Grade Point average (CGPA). A CC is allocated when the student is awarded a letter grade A+, A, B+, B, C+, C, D or P (Pass). The letter grades F(Fail) or I(Incomplete) do not count as CC.

The system described below will be implemented from the 2022 batch onwards. For batches before 2022, the guidelines in the BSMS2019 handbook apply.

The caps on the DiS, BS and BSMS Programs are 2.5, 5 and 6 years respectively. Students who require more time to meet the credit requirement will only be allowed under exceptional circumstances, such as serious, long term medical illness during the tenure of the program.

Timeline	Credits expected or required	Checkpoints
Year 0.5, Sem 1	27	CC $\leq$ 21, advised exit at the end of Year 1. <u>Advisory:</u> All F and I grades (Sem 1-3) must be cleared by Year 2.5 to continue for a degree.
Year 1.0, Sem 2	51 CC $\geq$ 40	CC $\leq$ 39 or CGPA $\leq$ 4.5, <u>exit with CoS</u> , or repeat Year 1. The cap on the program remains at 6 years, inclusive of the repeat Year.
Year 1, Certificate Checkpoint	No credit requirement	Any student can leave with a certificate (and transcript) at the end of Year-1 ( <i>Certificate will report CGPA and CC</i> ).
Year 1.5, Sem 3	75 CC $\geq$ 57	CC $\leq$ 57, advised exit with CoS. <u>Warning:</u> If CC < 75, all F and I grades (Sem 1-3) must be cleared by Year 2.5 to continue for a degree.
Year 2.0, Sem 4	99 CC $\geq$ 90	<ul style="list-style-type: none"> <li>• CC &lt; 75 <u>mandatory exit with CoS</u>.</li> <li>• If <math>75 \leq</math> CC &lt; 90, <u>mandatory exit with DiS</u>. One additional semester may be given to students who wish to complete DiS credit requirements.</li> <li>• If CC &gt; 90, but CGPA &lt; 5.0 <u>mandatory exit with DiS</u>.</li> <li>• If CC <math>\geq</math> 90 and CGPA &gt; 5.0, can continue toward BS or BSMS.</li> </ul>
Year 2, Diploma Checkpoint	CC $\geq$ 90	Any student can leave with a DiS, provided they meet the credit requirements (CC $\geq$ 90).

Year 2.5, Sem 5	123	<ul style="list-style-type: none"> <li>End of extra semester for candidates exiting with a DiS. If credits (CC <math>\geq</math> 90) not complete, then <u>mandatory exit with a CoS</u>.</li> <li>All F and I grades (Sem 1-3) must be cleared by Year 2.5 to continue for a degree. Else, <u>mandatory exit with DiS</u>.</li> </ul>
Year 3.0, Sem 6	142	<u>Warning</u> : Clear F and I grades for Sem 4 (requirement for BS or BSMS degree).
Year 3.5, Sem 7	163	<u>Warning</u> : Clear F and I grades for Sem 5 (requirement for 'Major/Minor', in choice of discipline).
Year 4.0, Sem 8	184	If CC < 184, student can take extra semester(s) within a 6-year cap. <u>Mandatory</u> : Clear F and I grades for Sem 4. <u>Warning</u> : Clear F and I grades for Sem 6 (requirement for 'Major/Minor', in choice of discipline).
Year 4, BS Degree Checkpoint	CC $\geq$ 184	Any student can leave with a BS Degree, provided they meet the credit requirement and do not have F or I grade in Sem 1-4.
Year 5.0, Sem 10	CC $\geq$ 220	A maximum of two registrations are allowed for the MS thesis project. A student can exit with a BS degree at any point after starting MS project, provided they meet the posted credit requirement(s).
Year 6, Terminal checkpoint	CC $\geq$ 184 or CC $\geq$ 220	Student exits with a BS or a BSMS, provided they meet the posted credit/project requirement(s).

Notes:

1. A total of 4 elective summer credits, 2 credits per summer, are allowed after end of Sem 4 and Sem 6.
2. Degrees are awarded at the Convocation, once a year, which is usually held in the last week of May or the first week of June.
3. The requirements for a 'Major/Minor' are discipline specific and must be met independent of semester-wise checks for granting of a degree, with respect to that 'Major/Minor' discipline/subject.

## Repeat Exams

Students are offered a repeat examination opportunity in the *same semester* in which they took the course to make up for F or I grade. The repeat examination, held approximately 3-4 weeks after the end-of-semester examination, is offered for all C, E1 and E2 courses of Semesters 1–8.

For all C and E1 courses of Semesters 1– 3 students *must clear these courses* before end of Sem 5. For all C and E1 courses in Semester 4, students with F or I grade are eligible to write the repeat exam to clear the course *any number of times* until they clear it, but only when the course is offered again in the subsequent years. However, a student can neither register for the MS thesis, nor can exercise the BS option, unless the F or I grade of Core courses (Semesters 1–4) are cleared.

The repeat examination (C, E1, E2) *can only lead to a D grade* for students initially awarded an F grade.

For E2 courses, and only when an F grade has been awarded, the student can substitute/replace the course (and therefore CC) by taking another course in subsequent semesters or repeat the same course by attending it afresh. The second option is only available when a student can repeat the full course, completing all attendance and examination requirements. In such cases, when a student repeats the full course, completing all attendance and examination requirements, and only for E2 courses, the F grade can be replaced by any other grade, not only D. Apart from this exception, *grade improvement exams*, where a lower grade in any course is replaced by a higher grade by giving repeat exams *or by repeating the course* is not supported in the Academic system.

*Marks and grading for repeat exams.* The score in the repeat examination is a replacement for the entire set of evaluations of that course for F grades. In the case of I grades, the score will substitute proportionately for the missed evaluations, and grading will be according to the grade boundaries of the entire semester.

## **Guidelines for Semester and Summer Projects**

Students are expected to carry out two semester-long projects during Semesters 5–8. These projects are to be carried out concurrently with the courses at IISER Pune. In summer students may choose to carry out projects/internships at IISER Pune or at other institutes within the country or abroad. For all such projects appropriate formalities need to be completed. Credits are awarded for summer internships taken between year 2/3 and 3/4. Such projects are helpful in pursuing higher studies and employment after the completion of the BS or BS-MS programme.

## **Rules Regarding Attendance**

The rules for attendance are as follows

1. The recommended attendance is 90%. Attendance is collected centrally by the Academic Section in the Lecture Hall complex.
2. The absolute minimum attendance for the semester is 60%. There is **zero tolerance** on this. If the attendance, taken centrally is less than 60%, registration for the *entire semester* stands cancelled and all evaluations for the semester are null and void. For individual courses where attendance is formally collected by the instructor, the 60% rule applies for that specific course.
3. For laboratory/practical courses the students are expected to have attended 100% of modules for the course to be considered complete.

4. For courses without examinations and also for Pass/Fail courses, the instructor can implement stricter attendance guidelines (>60%) and also have the discretion of assigning a percentage of marks for attendance. The marks and guidelines have to be formally announced at the start of the semester to the class.
5. No medical certificates will be considered for exemption from attendance, except as explained in Point 4. *Absence for extra-curricular purposes, casual illnesses, or other emergencies must be managed by the student within the 40% grace provided.* Nonetheless, students are advised to inform the academic office of long term hospitalization or mental illness or other issues that may lead to long absence.
6. Absence in a quiz or a mid-semester or end-semester exam can be exempted only in case of a severe medical condition, such as hospitalization, subject to the following.
  - (a) A medical certificate endorsed by the IISER Pune Medical Officer must be furnished within two working days of the medical absence. Late submission will not be entertained. The medical certificate is to be submitted to the academic office. Students should not approach the instructor(s) with respect to medical certificates, they should however inform the instructor that they are not attending the examination on medical grounds.
  - (b) Absence on medical grounds on the day of the quiz or exam, when granted by the Dean, will be intimated to the respective instructors by the academic office.
  - (c) Upon receiving the intimation of medical exemption for a missed quiz or assignment, the instructor may either give a repeat quiz, or pro-rate the score of other internal evaluations to compensate for the missed evaluation. The choice is left to the instructor; the academic office need not be consulted on this matter.
  - (d) A missed mid-sem or end-sem exam cannot be compensated independently by the instructor. In such cases, the student will be awarded an I (incomplete) grade at the end of the semester and will have to appear for a repeat exam (typically conducted a month after the close of semester). The score in this exam will be appropriately scaled to compensate for the missed exam, and the grade will be accordingly awarded.
7. Absence for a laboratory based quiz or viva-voce can also be exempted based on a serious medical condition. Instructors have *discretionary power* to repeat or replace missing lab modules, lab record evaluations, lab quizzes or viva-voce. However, if >20% of modules of a laboratory course have been missed, the student will be awarded an I (incomplete) grade. A student has to repeat partial/entire laboratory course in a future semester to replace the I with a letter grade. Elective laboratory courses can be replaced by any other lecture based courses provided they are not counted for the students choice of Major.

## 4. MS Project and Graduation

Students who meet the full course credit requirements within the time frame explained above must submit their MS Project proposal for approval by the departmental committee.

For every project, a Thesis Assessment Committee (TAC), consisting of the supervisor and an expert will be constituted by a departmental projects committee. For projects which are supervised by a non-IISER Pune member, the expert must be from IISER Pune. In such cases an endorsement of the project and consent from the supervisor must be furnished along with the proposal. Forms can be downloaded from the intranet.

Students must attend the course or workshop on academic ethics, offered twice a year, before registering for fifth year project.

Evaluation of the project will be as per the table below.

<b>Evaluation</b>	<b>Components of Assessment</b>	<b>Marks given by</b>	<b>Weight</b>
Semester IX	Continuous Evaluation for Semester IX	Supervisor	20 %
	Report and Presentation	TAC Member	15 %
Semester X	Continuous Evaluation for Semester X	Supervisor	20 %
	MS Thesis	TAC Member	15 %
	Defence/Viva	Discipline-wise Committee	30 %

If a student fails to secure at least 17 marks out of 35 after Semester IX, they will have to start the project afresh. It can be with the same supervisor or a new supervisor. The final score for the project is given by the marks out of 100 divided by 10, rounded off to one decimal place. This score will be used for calculating the CGPA at end of the programme. If a student scores less than 5.0 at the end of the project, they will be declared failed in the project. They may either apply for an extension to continue the project to improve the score, or to start a new project for another year, provided the 6-year duration is not exceeded. Extension of the project duration or withdrawal from a semester for medical or any other reasons will be at the discretion of the A-DC.

## Graduation

To graduate with both BS and MS degrees from IISER Pune, a student must have:

- completed credits as per Section 3 above,
- completed the BS and also MS project ~~with a score of 5.0 or above,~~
- no disciplinary action/case pending against them.
- No Dues and/or financial clearance.

To graduate with a BS degree only, a student must have:

- completed the minimum course credits as described in Section 3 above,
- completed 4.0 years of residence,
- no disciplinary action/case pending against them.
- No Dues/Financial clearance.

To be awarded a DiS only, a student must have:

- completed 90 credits,
- completed at least 2.0 years of residence,
- no disciplinary action/case pending against them.
- No Dues/Financial clearance.

### Certificates Awarded upon Graduation

The BS and MS degrees are awarded together at the end of the BS-MS programme. A BS degree is awarded a student who decides not to complete the MS thesis. The degrees are awarded at a Convocation held at the end of May or at the beginning of June every year. Students who complete the programme with a CGPA of 9.0 or above are awarded BS or BS-MS degrees with Distinction. The BS and MS degree certificates will have the 'Major/Minor' discipline mentioned, if the student has chosen a 'Major/Minor' discipline and has completed the requirements for the same.

In addition to the degree certificates, a consolidated transcript of courses and projects completed, and the CGPA, and a Transfer Certificate is issued upon graduation.

A provisional certificate will be issued to eligible students if they complete the requirements of the degree(s) mid-year. It will be valid only till the degree certificate is awarded.



## 5. Scholarships

With KVPY (<http://www.kvpy.iisc.ernet.in>) discontinued in 2022, INSPIRE (<http://www.online-inspire.gov.in/>) remains the primary scholarship for students. Furthermore, there are scholarships from different State Government departments and Central Government ministries. A complete list is available at (<https://scholarships.gov.in/>). At any given point of time, a student will be allowed to draw scholarship from only one source (national or international).

IISER Pune will endorse applications to different agencies initiated by the students. However, applying to an agency, renewal of a scholarship etc. is entirely the responsibility of the student. The Institute has no role in the decision making of the awarding agency as to the award and its continuation.

The Institute offers a few scholarships, details of which can be found on the intranet (<http://intranet.iiserpune.ac.in/academic/>).

## 6. Library and Computing Facilities

### Srinivasa Ramanujan Library

Srinivasa Ramanujan Library has a rich collection of reference books, textbooks, and research journals in electronic as well as print formats in the field of basic sciences and allied subjects. Online full-text, abstracting and indexing databases and multimedia resources are also part of the library's collection. The Institute Library Committee decides all policies related to the Library.

The Library is open from 9 am to 11 pm on all days including holidays for browsing as well as issuing and return of books. Library Annexe is open 24x7.

### Membership

- All students are entitled to register as members of the library to use the facilities and services offered.
- Use of library facilities and services implies acceptance of its rules and procedures.

### Circulation System

An 'Automated Circulation Kiosk' installed in the library enables users to issue, return, and renew books by themselves. The kiosk is operational from 9 am to 11 pm on all days including holidays. For each transaction, the kiosk generates a receipt with details of documents transacted and due dates. To use the automated kiosk services, users need to get their fingerprint recorded once at the circulation desk during library working hours. Kiosk will not allow users to get books issued if their library account quota is already full. It will also not allow for the renewal of overdue

books and books having reservations. Security cameras and sensors are in operation to monitor library traffic.

### **Circulation Policy**

- Borrowing Privileges: BS-MS Students – 4 books for 30 days
- Overdue charges for non-return of books after the due date
  - Rs 1/- per day per book for 3 days after the due date
  - Rs 5/- per day per book from the 4th day onwards
- Documents marked as “Reference Copy” are for use within the library premises.
- A document issued may be renewed, provided there is no pending reservation against it.
- Borrower should bring material physically to the library for renewal.
- Members are held responsible for all items issued on their name, until they are returned to the library.
- If an issued book is lost / damaged, it is to be either replaced with the latest edition or compensated by double the original cost at the prevailing exchange rate. The penalty is not refundable if the lost book is found later.
- No material from the library should be taken out without proper issue. The borrowing facility can be restricted or suspended in case of misbehavior or misuse of the library facilities / materials. Any type of violation may lead to suitable disciplinary action.

### **General Rules**

- The books issued should not be brought to the library except for returning.
- Students can bring their personal books and other printed material inside the Library Annexe but not to the main library.
- Students can recommend books or any other reading materials for the library through a faculty member.
- Computers installed in the library are meant for catalogue browsing and accessing e-resources for academic and research purposes.

### **Photocopy / Printing**

Students can avail of the photocopy and printing facility @ Rs.1/- per page with a limit of 100 pages per day.

### **Access to Resources**

- Library catalogue (OPAC): <http://catalog.iiserpune.ac.in:8380/opac/>
- Search the catalogue to know bibliographic details of books, number of copies, status of book, issued to whom, due date, new additions of books to the library, and to reserve books.
- Online Resources: IP based access is available to all the subscribed online resources which are listed on the library webpage: <https://www.iiserpune.ac.in/library>

## **Digital Repository**

- An institutional repository has been set up to preserve and provide instant access to knowledge generated within the institute for the overall academic development of the scientific community. It encompasses full text resources like MS theses, PhD theses, publications of faculty and students, , conference proceedings, newspaper clippings, etc.
- It is mandatory to deposit an electronic copy of project reports, dissertations, and theses submitted in fulfillment of the requirements of the degree programmes.

## **Research Support Services**

Following are some of the important research support services provided by the library.

Plagiarism Checking Service

Faculty Research Profiles (IRINS)

Remote Access Portal

Resource Guides

Current Awareness Service

Document Delivery Service

Inter Library Loan

Assistance with Open Access Publishing

Digital Literacy and Training Programmes

Research Tools

## **Library Communication Policy**

Library normally communicates with members via the institute email address. Communications from the library include announcements, notices, information about overdue books, reservations, recall of issued items, etc. Members are therefore requested to check their emails regularly.

## **Computer Facility**

The computer and information technology infrastructure available at the Institute is to be used only for official and academic work in accordance with rules and regulations prescribed from time to time. It is a shared facility to be jointly used by the students, faculty and other technical and non-technical staff of the Institute. Hence students must use it in a responsible manner without causing inconvenience to other users in the Institute. They should follow the guidelines issued from time to time by the IT committee of the Institute.

- Institute reserves the right to monitor email (including the contents of email), data and file systems, internet and all other online activities of the students and no privacy is guaranteed.

- Institute also reserves the right to restrict the quantum of use of these facilities by the students.
- Institute does not take any responsibility for loss of data stored on the computer/electronic media in the Institute for any reason whatsoever.

### Computing Ethics

- Students must use only those computing resources authorized for use by the Institute. Any unauthorized access and use of computing resources by students will invite penal action.
- The entire computer and information technology infrastructure at the Institute must be used only for academic and institution-related work. Any unauthorized use of these facilities, including for any commercial and other personal use, is against the rules of the Institute.
- Students should not authorize anyone else to use their computer/internet access accounts for any reason and they will be held responsible for any misuse arising from such unauthorized use.
- Students must not copy, move or manipulate in any way the system and application related software stored in the system. They should not copy, distribute, display or disclose third-party proprietary software without prior authorization from the licensor. Proprietary software should not be installed on systems not properly licensed for its use.
- Intentional misuse of computing systems of any kind including installing and/or spreading malware, viruses, trojans, spams, etc., will invite penal action.
- Attempts to access unauthorized data of the Institute, trying to modify or delete them will be dealt with serious punishment. The Institute reserves the right to initiate legal action and in some cases, criminal prosecution, depending on the severity of the violation.
- Any violation of the rules will invite disciplinary action including suspension of computer accounts, denial of computing facilities to suspension or dismissal of the student from the Institute. In addition, the violator may be required to make up for any loss to the Institute's property.

## 7. Academic Office Staff

### *Staff*

Name	Title	contact email ID @iiserpune.ac.in	Phone (Internal)	Contact for
Dipali Dalvi	Assistant Registrar (Academics)	ar.academics, dipali.dalvi	8108	All academic matters
Alok Mishra	Office Superintendant	alokmishra	8469	Admissions, Scholarships

Priyadarshini Tamhane	Office Assistant (Multiskill)	priyadarshini	8470	Course Registration, Transcripts
Rajan Kishor Sahu	Junior Office Assistant (Multiskill)	ranjan.sahu, graduatestudiesoffice	8468	Fees, Examinations
Sneha Chordiya	Junior Office Assistant (Multiskill)	sneha	8160	MS Thesis
Swapnil Bhutkar	Junior Office Assistant (Multiskill)	swapnil.bhutkar	8152	Issue of Certificates, Attendance
Sanjay Gomale	Attendant	sgomale	8131	LHC support
Vitthal Shejwal	Attendant	vitthal	8259	LHC and NLH Support

Note: When calling from an outside line, dial (0)20-2590-XXXX, where XXXX is the extension number tabulated.

*Academic Deans*

Name	Title	contact email ID @iiserpune.ac.in	Phone (Internal)	Contact for
Dr. Girish Ratnaparkhi	Dean	dean.acad	8248	All academic matters
Dr. Bejoy Thomas	Associate Dean	adean.gs.exam	8248	Examinations