

STUDENT INFORMATION HANDBOOK

UNDERGRADUATE PROGRAMMES

Updated as of October 2026

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CHAPTER 1

FOUR-YEAR BACHELOR OF SCIENCE (RESEARCH)

1.1 BASIC STRUCTURE

The Four-Year Bachelor of Science (Research) Programme is organised into eight semesters. The following Major disciplines are available in the programme:

- Biology
- Chemistry
- Earth and Environmental Sciences
- Materials*
- Mathematics
- Physics

**Materials Major is available only to students admitted up to Batch 2025*.

A student is required to take a specified number of core courses in the first three semesters. At the end of the 3rd semester, each student will be assigned a Major discipline (from the list above) based on her/his preferences and CGPA. While students specialise in a Major discipline, they can also broaden their knowledge and skills by taking courses in other disciplines. Students who take a sufficient number of courses in a discipline other than the chosen Major will qualify for a Minor in that discipline.

1.2 FACULTY ADVISOR

In the first three semesters, the Dean and the Associate Deans will be advising the students. Each student will be assigned a Faculty Advisor (Major Discipline Coordinator) at the beginning of the 4th semester. The Faculty Advisor may be consulted about all matters (academic as well as non-academic) that may be of concern to the student. The Faculty Advisors will do their best to promote the development and growth of the students in their scientific career.

1.3 REGISTRATION OF COURSES AND COURSE LOAD

1.3.1 UNTIL BATCH 2021

Table 1.1: Details on course registration and credit limits till 2021 Batch

Semester	Criteria	Credits
I and II	Students need to register a fixed number of credits	17 in each semester
III	Students need to register a fixed number of credits	18
IV to VIII	CGPA < 8	Min.: 16 and Max.: 19
IV to VIII	CGPA ≥ 8	Min.: 16 and Max.: 23
IV to VIII	Preceding term TGPA ≥ 8	Min.: 16 and Max.: 23

1.3.2 BATCH 2022 ONWARDS

Table 1.2: Details on course registration and credit limits Batch 2022 onwards

Semester	Criteria	Credits
I	Student needs to register for a fixed number of credits	18
II	No CGPA and TGPA requirements	Min.: 15 and Max.: 21
III	No CGPA and TGPA requirements	Min.: 15 and Max.: 21
IV	CGPA < 8	Min.: 15 and Max.: 17
	CGPA ≥ 8	Min.: 15 and Max.: 21
V to VIII	CGPA < 8 or Preceding term TGPA < 8	Min.: 16 and Max.: 18
	CGPA ≥ 8 or Preceding term TGPA ≥ 8	Min.: 16 and Max.: 21

1.3.3 DETAILED BREAKUP OF COURSES FROM 1st TO 3rd SEMESTERS

Table 1.3: Detailed Breakup of Courses for Semester 1

SEMESTER I			
Course Type	**Course Code**	**Course**	**Credits**
Basic Courses (Mandatory)	UMA 101	Analysis and Linear Algebra I	4:0
	UBL 101 (T & L)	Introductory Biology I	3:1
	UCY 101 (T & L)	Introductory Chemistry I	3:1
	UPH 101 (T & L)	Introductory Physics I	3:1
Humanities (Mandatory)			2:0
Total Credits			**18**

Table 1.4: Detailed Breakup of Courses for Semester 2

SEMESTER II			
Course Type	**Course Code**	**Course**	**Credits**
Engineering (Mandatory)	UENG 103	Introduction to Earth and its Environment	3:0
Basic Courses *Choose any Three out of Four courses*	UBL 102 (T & L)	Introductory Biology II	3:1
	UCY 102 (T & L)	Introductory Chemistry II	3:1
	UMA 102	Analysis and Linear Algebra II	4:0
	UPH 102 (T & L)	Introductory Physics II	3:1
Humanities (Optional)			0-2
Optional Elective	UENG 102 (T & L)	Electrical and Electronics Engineering	3:1
Total Credits (Min. - Max.)			**15-21**

Table 1.5: Detailed Breakup of Courses for Semester 3

SEMESTER III			
Course Type	**Course Code**	**Course**	**Credits**
Engineering (Mandatory)	UENG 201	Introduction to Material Science	3:0
Basic Courses *Choose any three out of Four courses*	UBL 201 (T & L)	Introductory Biology III	3:1
	UCY 201 (T & L)	Introductory Chemistry III	3:1
	UMA 201	Probability and Statistics	4:0
	UPH 201 (T & L)	Introductory Physics III	3:1
Humanities (Optional)			0-2
Optional Elective	UENG 101 (T & L)	Algorithms and Programming	3:1
Total Credits (Min. - Max.)			**15-21**

Note: *A. Humanities courses cannot be dropped in both semesters II and III.*
B. Humanities courses cannot be dropped in both semesters IV and V.
C. Students must complete 9 credits in humanities pool by the end of six semester

1.3.4 After the 3rd semester, students will be assigned to their respective Major disciplines. Details regarding **Major Core Courses, Major Electives and other Major-specific course requirements** are provided in the **Scheme of Instruction (SOI)** of the respective Major discipline and may be accessed through the **BS (Research) Programme website**

1.4 CHOOSING MAJOR AND MINOR: BATCH 2022 ONWARDS

1.4.1 MAJOR DISCIPLINE

i) A student is required to select a Major discipline before the commencement of the 4th semester. The Major disciplines offered in the Four-Year Bachelor of Science (Research) Programme are listed below, along with the eligibility criteria.

Table 1.6: Majors and eligibility criteria

Sl. No.	Major	Criteria for being eligible to apply for Major Discipline
1	Biology	A student must have passed all three Biology Basic Core Courses by the end of the 3rd semester.
2	Chemistry	A student must have passed all three Chemistry Basic Core Courses by the end of the 3rd semester.
3	Earth and Environmental Sciences	All students are eligible to apply
4	Materials#	All students are eligible to apply
5	Mathematics*	A student must have passed Mathematics Basic Core Courses by the end of the 3rd semester.
6	Physics	A student must have passed Physics Basic Core Courses by the end of the 3rd semester.

*Note: *A minimum of two 'B' and one 'C' grades are required in the mathematics core courses in the first three semesters.*
#Materials Major is available only to students admitted up to Batch 2025.

ii) A few examples explaining the eligibility criteria are given below.

Example 1: Student drops Physics in Semesters 2 & 3
In this case, the student is no longer eligible for a Physics Major but can choose from any other five Major disciplines (Biology, Chemistry, Mathematics, Earth & Environmental Science, Materials).

Example 2: Student drops Physics in Semester 2 and Chemistry in Semester 3
In this case, the student is ineligible for Physics and Chemistry Majors but can choose from any of the four other Major disciplines (Biology, Mathematics, Earth & Environmental Science, Materials)

iii) A student can choose up to three disciplines (provided the conditions laid down in table 1.6 are met) for a Major in the order of preference while applying for specialisation in the SLCM. The student will be assigned one of these disciplines as a Major on Dean UG's approval.

1.4.2 MINOR DISCIPLINE

i) Students are not required to choose a Minor discipline, as it is optional. If a student decides to opt for a Minor, they can do so before the commencement of the 4th semester and until the start of the 7th semester. The list of available Minor disciplines for the Four-Year Bachelor of Science (Research) Programme and eligibility criteria are provided below for reference.

Table 1.7: Minors and Eligibility criteria

Sl. No.	Minor	Criteria for being eligible to apply for Minor Discipline
1	Biology	A student must have completed the Biology Basic Core courses by the end of 6th Semester.
2	Chemistry	A student must have completed the Chemistry Basic Core courses by the end of 6th Semester.
3	Earth and Environmental Science	All students are eligible to apply.
4	Materials	All students are eligible to apply.
5	Mathematics	A student must have completed the Mathematics Basic Core courses by the end of 6th Semester.
6	Physics	A student must have completed the Physics Basic Core courses by the end of 6th Semester.
7	Bioengineering	All students are eligible to apply.
8	Quantum Technology	All students are eligible to apply.

ii) A student can choose up to three disciplines for a Minor in the order of preference while applying for specialisation in the SLCM. The student will be assigned one of these disciplines as a Minor on Dean UG's approval.

1.5 PROJECTS

1.5.1 Project work could be initiated at the end of the 6th semester. **Each student must register for the Project at the beginning of the 8th semester.** The project is carried out under the supervision of a Project Advisor chosen based on the student's interests. The Project Advisor will also serve as the Faculty Advisor from this stage. The minimum pass grade is "D".

1.5.2 Major wise Project credit details are given below:

Table 1.8: Project credit details

DISCIPLINE	PROJECT DETAILS	
	Until Batch 2021	**Batch 2022 onwards**
Biology	16	16
Chemistry	14	12
Earth & Environmental Sciences	16	15
Materials	13	13
Mathematics	13	13
Physics	16	15

1.5.3 Extension of Projects: If there is a need for an extension of the project, prior approval from the Dean UG must be obtained on or before April 15 of the Academic Year. In such cases, an application recommended by the project advisor and the PCC Chair is to be submitted. Then, the student must register for the summer term. The best grade that can be obtained in such cases will be a 'B' grade.

1.6 DEGREE AWARD REQUIREMENT

A. Normally, students have to complete the Bachelor of Science (Research) programme in 8 terms. However, in special circumstances, a student may be permitted an extension to complete all requirements for the degree within a maximum of 12 terms. Further, the core courses need to be cleared within a maximum of 6 terms. Summer terms are not counted for this purpose.

B. The computation of the final CGPA is done only if the student clears all courses successfully within the period specified.

C. A student must complete the specified course requirements of 131 credits of the relevant degree programme with a minimum CGPA of 5.0.

Table 1.9: Degree Award Requirement Until Batch 2021

Degree Award Requirement Until Batch 2021						
Basic Course	**Engineering**	**Humanities**	**Major and Project**	**Minor (Optional)**	**Electives (Assortment Courses)**	**Total**
36	19	9	52	15	0-15	131
				15*		

NOTE:

1. **Students not opting for a minor should fulfill 15 credits of assortment courses.*
2. *To be eligible for a minor, a student should fulfill 15 credits from the minor pool.*
3. *Excess credit(s) from any pool will be counted towards assortment credits.*

Table 1.10: Degree Award Requirement Batch 2022 onwards

Degree Award Requirement Batch 2022 onwards						
Basic Course (Sem 1-3)	**Engineering (Sem 2-3)**	**Humanities (Sem 1-6)**	**Major and Project**	**Minor (Optional)**	**Electives (Assortment Courses)**	**Total**
40	6	9	51	15	10-25	131
				25*		

NOTE:

1. **Students not opting for a minor should fulfill 25 credits of assortment courses.*
2. *To be eligible for a minor, a student should fulfill 15 credits from the minor pool.*
3. *Excess credit(s) from any pool will be counted towards assortment credits.*

1.7 MEDALS

A list of medals awarded in the Four-Year Bachelor of Science (Research) programme is given below.

Table 1.11: Medals

Discipline	**Name of the Medal**
Biology	Krothapalli Satyanarayana and Vimaladevi Medal
Chemistry	Rajarshi Bhattacharya Memorial Medal
Earth and Environmental Sciences	Institute Medal
Materials	Sitaram Jindal Foundation Medal
Mathematics	Rohan Memorial Medal
Physics	Prof. R. Srinivasan Medal

Please refer to section 11.15 for the norms governing the recommendation of students for medals.

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CHAPTER 2

MASTER OF SCIENCE

2.1 BASIC STRUCTURE

Undergraduate students who fulfill the requirements towards the Bachelor of Science (Research) degree at the end of the 4th year have an option to continue for a 5th year to register for a Master of Science degree. The 5th year is organised into two semesters. Students are required to earn the prescribed number of credits as outlined in table 2.1 and complete a research project in their Major discipline. A project report has to be submitted which will be evaluated and graded. All other guidelines as laid out for the Bachelor of Science (Research) programme will be applicable for the Master of Science programme as well.

2.2 MAJOR DISCIPLINE REQUIREMENTS

Table 2.1: Major Discipline Requirements for Master of Science Programme

DISCIPLINE	COURSE CREDITS	PROJECT CREDITS
BIOLOGY	12	20
CHEMISTRY	12	20
EARTH & ENVIRONMENTAL SCIENCES	12	20
MATERIALS#	12	20
MATHEMATICS	32	-
PHYSICS	12	20

**Please refer to Section 2.5 for course/project details*

2.3 CREDIT CARRYOVER

Credits fulfilled over and above 131 in the Bachelor's degree could be considered towards Master's degree provided the following conditions are met:

i) A maximum of 12 credits completed over and above 131 in the Bachelor's degree and belonging to the subject area of the student's Major discipline could be considered towards the Master's degree.

ii) If the 12 credits taken in excess of the required 131 in the Bachelor of Science (Research) programme are those of mandatory course credits required to be fulfilled in the Master's programme, then the student will only have to fulfill project credits in the 5th year.

iii) If the excess 12 credits (fulfilled in the Bachelor's programme) do not include any compulsory courses (as prescribed by the respective discipline for the Master' degree programme) then the student is required to fulfill the compulsory course credits in the 5th year.

iv) No exemptions will be given for compulsory courses.

2.4 REGISTRATION OF COURSES AND COURSE LOAD

Table 2.2

Semester	Credits
9th Semester	Min: 0 and Max: 18
10th Semester	Min: 20 and Max: 26

2.5 MANDATORY COURSE REQUIREMENTS: (BATCH 2020 ONWARDS)

i) **BIOLOGY**

Any 12 credits from the Biology division **[**(i.e. Biochemistry (BC), Centre for Ecological Sciences (CES), Centre for Neurological Sciences (CNS), Microbiology and Cell Biology (MCB), Molecular Biophysics Unit (MBU), Developmental Biology and Genetics (DBG), Courses offered by integrated Ph.D. by Biological Science Division (course codes starting with DB, LS)**]**, and from Department of Bioengineering (BE).

- UB 500 (0:20): Master's Project

ii) **CHEMISTRY**

Minimum of 6 credits (200 or 300 level) from within the Chemical Sciences Division **[**i.e. Inorganic and Physical Chemistry (IPC), Organic Chemistry (OC), Solid State and Structural Chemistry Unit (SSCU), Materials Research Centre (MRC), Chemical Division Courses offered for Integrated Ph.D. students (course codes starting with CD) & Courses offered for MSc Chemical Sciences Programme (course codes starting with CY)**]** and 6 credits (200 or 300 level) from any division OR all 12 credits (200 or 300 level) from within the Chemical Sciences Division.

- UC 500 (0:20): Master's Project

iii) **EARTH AND ENVIRONMENTAL SCIENCES**

Any 4 courses (12 credits) from Departments/Centre participating i.e.; Civil engineering (CiE), Centre for Atmospheric and Oceanic Sciences (CAOS), Centre for Earth Sciences (CEaS), Centre for Sustainable Technologies (CST) in the E&ES programme or equivalent courses as per students' handbook after a discussion with the EES coordinators and 20 credits from the Project with the Masters' thesis advisor.

- UES 500 (0:20): Master's Project

iv) **MATERIALS**

The choice of 4 courses (12 credits) should be as follows:

i) Core courses*:

- MT 202 (3:0): Thermodynamics and Kinetics (Aug)
- MT 204 (3:0): Structure and Properties of Materials (Aug)

ii) Any one out of the following soft-core courses:

- MT 213 (3:0): Electronic Properties of Materials (Jan)
- MT 209 (3:0): Defects in Materials (Jan)
- MT 217 (3:0): Computational Mathematics for Materials Engineers (Aug)
- MT 307 (3:0): Materials in Extreme Environments (Aug)
- MT 253 (3:0): Mechanical Behaviour of Materials (Aug)
- MT 260 (3:0): Polymer Science and Engineering (Aug)
- MT 206 (3:0): Texture and Grain Boundary Engineering (Aug)

- MT 240 (3:0): Principles of electrochemistry and corrosion (Jan)
- MT 220 (3:0): Microstructural Engineering of Structural Materials (Jan)
- MT 205 (3:0): Structural Characterization of Materials (Aug)
- NE 316 (3:0): Advanced Electron Microscopy (Aug)

iii) Any one PG-level course offered in Materials Engineering or Materials Research Centre

**Those who have already taken MT 202 and/ or MT 204 in their Bachelor's programme, can fulfill the core credit requirements from the above list of soft core courses (refer point 2).*

- UMT 500 (0:20): Project: MATERIALS

v) **MATHEMATICS**

i) Following mandatory courses to be fulfilled:

- MA 389A (1:0): Seminar on topics in Mathematics I (AUG)
- MA 389B (1:0): Seminar on topics in Mathematics II (JAN)
- MA 213 (3:1): Algebra II (JAN)
- MA 222 (3:1): Analysis II (JAN)

ii) Soft core courses requirement: Any 3 courses from the list below

- MA 223 (3:0): Functional Analysis
- MA 232 (3:0): Introduction to Algebraic Topology
- MA 242 (3:0): Partial Differential Equations
- MA 361 (3:0): Probability Theory
- MA 235 (3:0): Introduction to Differentiable Manifolds
- MA 220 (3:0): Representation Theory of Finite Groups
- MA 312 (3:0): Commutative Algebra
- MA 313 (3:0): Algebraic Number Theory
- MA 262 (3:0): Introduction to Stochastic Processes
- MA 321 (3:0): Analysis III

iii) <u>Optional Reading Projects</u>:

UM 501 (0:6): Project A (Aug term)
UM 502 (0:6): Master's Project B (Jan term)

Note :

1) The student must complete MA 213 (Algebra 2) and MA 222 (Analysis 2) either in the BS programme or in the 5th year in Master's programme.
2) 3 courses must be taken from the softcore pool of 10 courses. If 'n' number of courses out of these 3 softcore courses have been completed in the BS programme, then the remaining '3-n' courses must be credited in the 5th year.
3) Master's projects A and B are optional, but if credited in the 5th year, will count towards the 32 credits.
4) If the student has completed MA 213 - Algebra-II, MA 222 - Analysis-II, and 3 softcore courses in the BS programme, then the 30 credits in the 5th year can potentially be taken from any department (subject to the approval of the mathematics coordinator)

vi) **PHYSICS**

Following mandatory courses to be fulfilled:

- PH 206 (3:0): Electromagnetic Theory
- PH 208 (3:0): Condensed Matter Physics -1 (**OR)**
  IN 232 (3:0): Concepts in Solid State Physics
- PH/HE 215 (3:0): Nuclear and Particle Physics
- PH 217 (3:0): Fundamentals of Astrophysics

NOTES:

- The students have to complete 12-Credit blackboard courses during the 5th Year.
- In case none of the above-mentioned mandatory courses are completed by the student during the 1st Four-Years (Bachelor of Science), they have to credit all of them in the 5th year.
- In case the student has already completed all of the above-mentioned mandatory courses during 1st Four-Years (Bachelor of Science), to fulfill the 12-credit requirement, they can take any other course(s) (200 or 300 level) from any department, with the consent of their respective advisor, Instructor and the UG coordinator.
- In case the student has completed part of the above-mentioned mandatory courses during the 1st Four-Years (Bachelor of Science), they have to complete the remaining mandatory courses and to fulfill the 12-credit requirement, any other course(s) (200 or 300 level) from any department, with the consent of their respective advisor, Instructor and UG coordinator.

- **UP 500 (0:20): Project: PHYSICS**

For details regarding the project, please refer to Scheme of Instructions (SoI).

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CHAPTER 3

BACHELOR OF TECHNOLOGY (AEROSPACE ENGINEERING)

3.1 BASIC STRUCTURE

The Bachelor of Technology (Aerospace Engineering) is a Four-Year programme, organised into 8 semesters. Students need to complete 128 credits as specified in the table and sections below.

Table 3.1: Summary of Credit requirements

Course Category	Core	Breadth softcore	Humanities	Project	Soft core/ Electives	Total
Minimum Credit Requirement	76	8	9	14	21	128

3.2 OVERVIEW OF COURSE REQUIREMENTS

A. CORE:

- **Science:** Mathematics for AE I and II, Introductory Physics I - Mechanics, Oscillations and Waves, Physical Principles of Chemistry, Electricity, Magnetism and Optics.
- **Engineering:** Engineering Mechanics, Solid and Fluid Mechanics, Thermodynamics, Science of Design.
- **Aerospace:** Aerodynamics of flight vehicles, Flight Vehicle Propulsion, Flight Vehicle Structures, Systems and control and Flight Mechanics I and II, Flight Lab and Design-Build-Fly.

The list of core courses and semester-wise break-up can be found in the scheme of instructions (SoI).

B. BREADTH SOFT CORE:

- 8 credits from: Electrical, programming and AI

C. SOFT CORE:

- Soft core consists of a list of electives from aerospace engineering and students have to take **at least 6 credits** from this list. The course list is specified in the scheme of instruction (SoI).

D. PROJECTS:

- Project refers to a research project and carries 14 credits. Detailed rules governing projects are specified in Section 3.6.

E. ELECTIVES:

Elective credits can be fulfilled by passing any course offered across the Institute.

3.3 SEMESTER-WISE COURSE STRUCTURE

Table 3.2: Course Structure for Semester I

SEMESTER I			
Course Type	**Course Code**	**Course**	**Credits**
Core Courses	UAE 101	The Science of Flight	2:0
	UCY 101 (T & L)	Introduction to Chemistry I	3:1
	UMA 101	Analysis and Linear Algebra 1	4:0
	UPH 101 (T & L)	Introductory Physics I	3:1
Humanities (Mandatory)			**2:0**
Total			**16**

Table 3.3: Course Structure for Semester II

SEMESTER II			
Course Type	**Course Code**	**Course**	**Credits**
Core Courses	UMA 102	Analysis and Linear Algebra II	4:0
	UENG 104	Engineering Mechanics	4:0
	UENG 204	Mechanics of Fluids	4:0
	UPH 102 (T & L)	Introductory Physics II	3:1
Humanities/ UG Elective**			**2-4**
Normal Load			**18-20**
Reduced Load *(UMA 102, UENG104, UENG 204 are mandatory, must register an additional 2 to 5 credits)*			**14-17**

Table 3.4: Course Structure for Semester III

SEMESTER III			
Course Type	**Course Code**	**Course**	**Credits**
Core Courses	UAE 201	System and Control	3:1
	UAE 202	Flight Mechanics I	4:0
	UENG 201	Introduction to Materials Science	3:0
	UENG 202	Thermodynamics	4:0
Breadth Soft Core	UENG 101 (T&L)	Algorithms and Programming	3:1
Humanities/ UG Elective**			3-5
Normal Load			18-24
Reduced Load *(UAE 201, UAE 202, UENG 202 are mandatory, must register additional 2 to 5 credits)*			14-17

Note: ***For students who are not under reduced load in both semesters II and III, Humanities course cannot be dropped in both semesters II and III.*

Table 3.5: Course Structure for Semester IV

SEMESTER IV			
Course Type	**Course Code**	**Course**	**Credits**
Core Courses	UAE 203	Aerodynamics of flight vehicles	3:1
	UAE 204	Flight Vehicle Propulsion	3:1
	UENG 203	Mechanics of Structures	4:0
	UENG 205	Science of Design	3:1
Breadth Soft Core	UMC 203	Introduction to Artificial Intelligence and Machine Learning	3:1
Humanities/ UG Elective / Elective**			**2-4**
Normal Load			**18-24**
Reduced Load *(UAE 203, UAE 204, UENG 203 are mandatory, must register additional 2 to 5 credits)*			**14-17**
Enhanced Load			**18-26**

Table 3.6: Course Structure for Semester V

SEMESTER V			
Course Type	**Course Code**	**Course**	**Credits**
Core Courses	UAE 301	Flight Mechanics II	4:0
	UAE 302	Flight Vehicle Structures	3:1
	UENG 301	Solids and Fluids Lab	0:1
Humanities / UG elective / Elective			**3-6**
Normal Load			**12-15**
Enhanced Load			**16-19**

Table 3.7: Course Structure for Semester VI

SEMESTER VI			
Course Type	**Course Code**	**Course**	**Credits**
Core Course (Pass/Fail)	UAE 303	Flight Lab (Winter term)	0:0
Core Course	UAE 304	Design-Build-Fly	2:4
Humanities / UG elective / Soft core			**6-8**
Normal Load			**12-15**
Enhanced Load			**16-18**

Note: ***Humanities course cannot be dropped in both semesters IV and V.*

Table 3.8: Course Structure for Semester VII

SEMESTER VII			
Course Type	**Course Code**	**Course**	**Credits**
Soft core / UG Elective			12-18
Normal Load			**12-18**
Enhanced Load			**12-21**

Table 3.9: Course Structure for Semester VIII

SEMESTER VIII			
Course Type	**Course Code**	**Course**	**Credits**
Project	UAE 402	AE Project	0:14
Normal Load			**14-19**
Enhanced Load			**14-21**

Note:

1. *For reduced, normal and enhanced load criteria, refer to section 3.5*
2. *Detailed rules governing projects are specified in section 3.6*

3.4 FACULTY ADVISOR

Each student will be assigned a Faculty Advisor at the beginning of the 1st semester. The Faculty Advisor may be consulted about all matters (academic as well as non-academic) that may be of concern to the student. Faculty advisors will do their best to promote the development and growth of the students during the Programme.

3.5 REGISTRATION FOR COURSES AND COURSE LOAD

A. Registration for courses will be done in consultation with the Faculty Advisor.
B. All students must complete a total of at least 128 credits comprising courses and other components like projects, as specified in Tables 3.2 to 3.9. The course load for the 1st semester is fixed. Semesters 2, 3 and 4 have "Reduced Load" options and semesters 4, 5, 6, 7 and 8 have "Enhanced Load" options. "Normal", "Reduced" and "Enhanced" course load, are as specified in Table 3.2 to 3.9. Based on their CGPA and previous-term TGPA, students must register for an appropriate course load as specified in Table 3.10. Any deviation from the recommended load will be allowed only with the permission of the Dean.

Table 3.10: Recommended Course Load

Criteria	Course Load
CGPA ≤ 6.0 AND Prev-TGPA ≤ 5.5	Reduced in Semester II to IV, Normal in Semester V to VIII
6.0 < CGPA < 8.0 OR 5.5 < Prev-TGPA < 8.0	Normal in Semester II to VIII
CGPA ≥ 8.0 AND Prev-TGPA ≥ 8.0	Normal in Semester II and III, Enhanced in Semester IV to VIII

3.6 PROJECT

A. The AE Project is aimed at training students to analyse independently any problem posed to them. The project may be a purely analytical piece of work, a completely experimental one or a combination of both. The project report is expected to show clarity of thought and expression, critical appreciation of the existing literature, and analytical and/or experimental or design skill.
B. Each AE Project needs a faculty advisor from the AE department, even if the project is done outside the Institute. It is deemed to be done outside the Institute if it involves visiting an organization outside the Institute for more than 30 days in the semester.
C. Students and outside organizations must be aware that AE Project is not an internship, but an industry-relevant research-oriented project and will be evaluated as such at the Institute.

D. Minimum Project Pass Grade: The minimum pass grade is D. Should there be a need for extension of the project, prior approval from the Dean needs to be obtained before the end of the 8th semester. In such cases, an application forwarded by the project advisor and the PCC Chair is to be submitted. The student must then register for the summer term and the maximum grade that can be obtained for project will be a B grade.

E. For applying to projects outside the Institute refer to the procedure outlined in section -10.2.

F. In case the AE Project is to be undertaken in a laboratory/institute/organization outside the institute, the project must be proposed by the project advisor at IISc in the form of an application to the Dean with details of the work to be carried out by the student. A period not exceeding one semester may be permitted based on the application.

G. Process Overview/ Logistics:
   i. The PCC (Programme Curriculum Committee) / DCC (Department Curriculum Committee) will gather AE Project proposals from faculty and share them with the students.
   ii. Students must approach a faculty member to fix an advisor and select a project topic. This can be done either from the list of proposals shared by the PCC/DCC or by choosing a topic independently.
   iii. After selecting an advisor and project topic, students are required to fill in the AE Project Form and have it signed by the advisor. This completed form must be submitted to the UG Office for processing.
   iv. Students must register for AE Project on SAP at the beginning of the semester.

H. Evaluation:
   i. Students must submit a final report and present their work to a committee, which will include their Advisor and two other faculty members.
   ii. The final grade will be based on evaluations from the Advisor (50% weightage) and the other members of the committee (50% weightage).

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CHAPTER 4

MASTER OF TECHNOLOGY (AEROSPACE ENGINEERING)

A. CONTINUING TO M.TECH. IN AEROSPACE ENGINEERING:

Students have the option to continue for their 5th year to obtain an M.Tech. degree in Aerospace Engineering. To be eligible to exercise this option, students must:

- have completed all the requirements of the B.Tech. Aerospace Engineering degree at the end of their 8th semester; and
- have a CGPA of 7.0 or more at the end of their 8th Semester

Credit Requirement

The credit requirements in 5th year for the dual-degree Programme are as given below

Table 4.1: Course Structure for Semester IX

SEMESTER IX			
Course Type	**Course Code**	**Course**	**Credits**
M.Tech. Project	UAE ….	M.Tech. Project	10
Electives			6*
Normal Load			**16**

Table 4.2: Course Structure for Semester X

SEMESTER X			
Course Type	**Course Code**	**Course**	**Credits**
M.Tech. Project	UAE ….	M.Tech. Project	13
Electives			3*
Normal Load			**16**

** Students who have earned more than 128 credits by the end of the 8th semester may avail themselves of the flexibility to register for fewer credits in the 5th year of the dual-degree programme. The reduction in registered credits shall be equivalent to the surplus credits earned beyond 128, subject to a maximum of 9 credits.*

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CHAPTER 5

BACHELOR OF TECHNOLOGY (MATERIALS SCIENCE AND ENGINEERING)

5.1 BASIC STRUCTURE

The Bachelor of Technology (Materials Science and Engineering) is a Four-Year programme, organised into 8 semesters. Students need to complete 128 credits as specified in the table and sections below.

Table 5.1: Summary of Credit requirements

<table>
<tr><th rowspan="2">Core</th><th rowspan="2">Breadth Soft Core</th><th rowspan="2">Humanities</th><th colspan="4">Soft Core</th><th rowspan="2">ISP/Project</th><th rowspan="2">Elective</th><th rowspan="2">Total</th></tr>
<tr><th>I</th><th>II</th><th>III</th><th>IV</th></tr>
<tr><td rowspan="2">65</td><td rowspan="2">4</td><td rowspan="2">9</td><td>6</td><td>6</td><td>6</td><td>0-24</td><td>0-12</td><td rowspan="2">8*</td><td rowspan="2">128</td></tr>
<tr><td colspan="5">42#</td></tr>
</table>

***Note** :*

#A student shall complete a total of 42 credits from Soft Core Courses (I, II, III and IV) and ISP. A minimum of 6 credits each must be completed from Soft core I, II & III.

**Excess credits from any pool will be counted towards elective credits.*

5.2 OVERVIEW OF COURSE REQUIREMENTS

i) CORE:

- **Sciences:** Analysis and Linear Algebra I, Introductory Physics I - Mechanics, Oscillations and Waves, Physical Principles of Chemistry, Probability and Statistics.
- **Engineering:** Introduction to Electrical and Electronics Engineering, Algorithms and Programming, Numerical Methods, Engineering Mechanics, Thermodynamics, Science of Design, Transport phenomena.
- **Materials:** Introduction, Structure, Thermodynamics, Mechanics, Physics, and Transport.

ii) *BREADTH SOFT CORE*

4 credits from a selection of Mathematics and Physics subjects.

The list of core and breadth soft core courses and their semester-wise break-up can be found in the Scheme of Instructions (SoI).

iii) *SOFT CORE*

There are **four Soft Core pools**.

- **Soft Core Pool I (Structural Materials):**
  Courses pertaining to the *Structural Materials* theme are included in this pool. Students are required to complete a **minimum of 06 credits** from this pool **by the end of the 6th semester**.
- **Soft Core Pool II (Functional Materials):**
  Courses pertaining to the *Functional Materials* theme are included in this pool. Students are required to complete a **minimum of 06 credits** from this pool **by the end of the 6th semester**.
- **Soft Core Pool III (Computational Materials):**
  Courses pertaining to the *Computational Materials* theme are included in this pool.

Students are required to complete a **minimum of 06 credits** from this pool **by the end of the 6th semester**.

- **Soft Core Pool IV:**
  This pool comprises MTE/MRC courses that are not included in Soft Core Pools I, II, and III, as well as select non-MTE/non-MRC courses that are not included in these pools. Students may earn credits from this pool during Semesters 7 and 8.

In addition, students are required to complete a minimum of 42 credits in total from the Soft-Core pools by the end of the 8th semester.

The list of courses in each soft-core pool is specified in the SoI

iv) *PROJECTS*

ISP stands for Independent Study Project. ISP-I (semester 7), ISP-II (semester 8) carry 6 credits each. Detailed rules governing ISP/Research Projects are specified in Section 5.6.

v) *ELECTIVES*

Elective credits can be fulfilled by passing any course offered across the institute.

5.3 SEMESTER-WISE COURSE STRUCTURE

Table 5.2: Course Structure for Semester I

SEMESTER I			
Course Type	**Course Code**	**Course**	**Credits**
Core Courses	UCY 101 (T&L)	Introductory Chemistry I	3:1
	UENG 201	Introduction to Materials Science	3:0
	UMA 101	Analysis and Linear Algebra I	4:0
	UPH 101 (T & L)	Introductory Physics I	3:1
Humanities (Mandatory)			**2:0**
Normal Load			**17**

Table 5.3: Course Structure for Semester II

SEMESTER II			
Course Type	**Course Code**	**Course**	**Credits**
Core Courses	UENG 102 (T & L)	Introduction to Electrical and Electronics Engineering	3:1
	UENG 104	Engineering Mechanics	4:0
	UMT 202 (T & L)	Structure Of Materials	2:1
Breadth Soft Core *Choose any **ONE** out of the Two courses*	UMA 102	Analysis and Linear Algebra II	4:0
	UPH 102 (T & L)	Introductory Physics II (Elec-Mag-Optics)	3:1
Humanities/ UG Elective**			**2 - 4**
Normal Load			**17-19**
Reduced Load *(Drop any course other than UMT 202)*			**13-15**

Table 5.4: Course Structure for Semester III

SEMESTER III			
Course Type	**Course Code**	**Course**	**Credits**
Core Courses	UENG 101 (T & L)	Algorithms and Programming	3:1
	UENG 202	Thermodynamics	4:0
	UMA 201	Probability and Statistics	4:0
	UMC 202	Numerical Methods	3:1
Humanities/ UG Elective**			**2 - 4**
Normal Load			**18-20**
Reduced Load *(Can drop any course)*			**14-16**

Note: ***For students who are not under reduced load in both semesters II and III, Humanities course cannot be dropped in both semesters II and III.*

Table 5.5: Course Structure for Semester IV

SEMESTER IV			
Course Type	**Course Code**	**Course**	**Credits**
Core Courses	UENG 205	Science of Design	3:1
	UENG 207	Transport Processes	3:0
	UMT 203	Thermodynamics of Materials	3:0
	UMT 205A	Mechanics of Materials	3:0
	UMT 309A	Physics of Materials	3:0
Humanities*/ UG Elective/ Elective**			**2 - 4**
Normal Load			**18-20**
Reduced Load *(Can drop any course)*			**14-16**
Enhanced Load			**18-21**

Table 5.6: Course Structure for Semester V

SEMESTER V			
Course Type	**Course Code**	**Course**	**Credits**
Core Courses	UMT 301A	Transport in Materials	3:0
	UMT 311A	Functional Properties Lab	0:1
	UMT 312L	Mechanical Testing Lab	0:1
Soft Core	MT/MRC	Thematic Electives (I/II/III)	9
Humanities*/ Elective**			3 - 6
Normal Load			17-20
Enhanced Load			**17-21**

Table 5.7: Course Structure for Semester VI

SEMESTER VI			
Course Type	**Course Code**	**Course**	**Credits**
Core Course	UMT 313	Materials Innovation Lab	0:2
Soft Core	MT/MRC	Thematic Electives (I/II/III)	9
Humanities*/ Elective**			**6 - 7**
Normal Load			**17-18**
Enhanced Load			**17-21**

Note: ***Humanities course cannot be dropped in both semesters IV and V.

Table 5.8: Course Structure for Semester VII

SEMESTER VII	
Course/Course Type	**Credits**
UMT 400A ISP-I (0:6) + Soft Core (6) / Soft Core (12)	12
Normal Load	12
Enhanced Load	13-21

Table 5.9: Course Structure for Semester VIII

SEMESTER VIII	
Course/ Course Type	**Credits**
UMT 401A ISP-II (0:6) + Soft Core (6) / Soft Core (12)	12
Normal Load	**12**
Enhanced Load	**13-21**

Note:

1. *For reduced, normal and enhanced load criteria, refer to section 5.5*
2. *Detailed rules governing ISP/Research Project are specified in section 5.6*

5.4 FACULTY ADVISOR

Each student will be assigned a Faculty Advisor at the beginning of the 1st semester. The Faculty Advisor may be consulted about all matters (academic as well as non-academic) that may be of concern to the student. Faculty advisors will do their best to promote the development and growth of the students during the Programme.

5.5 REGISTRATION FOR COURSES AND COURSE LOAD

5.5.1 Registration for courses will be done in consultation with the Faculty Advisor.

5.5.2 All students must complete a total of at least 128 credits comprising of courses and other components like projects, as specified in Tables 5.2 to 5.9. The course load for the 1st semester is fixed. Each subsequent semester has a "Normal", "Reduced" and "Enhanced" course load, as specified in Table 5.2 to 5.9. Based on their CGPA and previous-term TGPA, students must register for an appropriate course load as specified in Table 5.10 below. Any deviation from the recommended load will be allowed only with the permission of the Dean.

Table 5.10: Recommended Course Load

Criteria	Course Load
CGPA ≤ 6.0 AND Prev-TGPA ≤ 5.5	Reduced in Semester II to IV, Normal in Semester V to VIII
6.0 < CGPA < 8.0 OR 5.5 < Prev-TGPA < 8.0	Normal in Semester II to VIII
CGPA ≥ 8.0 AND Prev-TGPA ≥ 8.0	Normal in Semester II and III, Enhanced in Semester IV to VIII

5.6 ISP/ RESEARCH PROJECT

A. Students can choose to undertake an independent study/research experience (denoted 'ISP' in the course table) worth 6 credits in their 7th semester and 8th semesters. Alternatively, students can choose to earn credits for one or more of the ISP components from courses (from soft core pool IV). Note that the option of doing an ISP/elective exists only for students who are leaving the Programme with a B.Tech. degree, not for students opting to pursue an additional M.Tech. degree. The choice of ISP/electives must satisfy the following criteria:

i) The topics can be broadly in the design and applications of Materials.

ii) Each ISP needs a faculty advisor from the institute, even if the ISP is done outside. It is deemed to be done outside the Institute if it involves visiting an organization outside the Institute for more than 30 days in the semester.

iii) Each ISP needs to be advised or co-advised by a faculty member of the Materials Engineering department. If the primary advisor of the ISP is not affiliated to Materials Engineering, then the student will have to nominate a co-advisor from the Materials Engineering department for supervising the project.

iv) Students are eligible to opt for ISP-I in semester 7, provided they successfully completed and obtained a CGPA of 7.5 or above in all UMT core courses (i.e., UMT theory and UMT lab courses) at the end of semester 6. Students should not have any backlogs of UMT core courses at the end of semester 6

v) Students who have not opted for ISP-I are eligible for the 6 -credit ISP-II in semester 8, provided they have a CGPA of 7.5 or above in all UMT core courses (i.e., UMT theory and UMT lab courses) at the end of Semester 6. Students should not have any backlogs of UMT core courses at the end of semester 6.

vi) Students who have opted for ISP-I are eligible for ISP-II provided they do not have a B grade or lower in ISP-I.

vii) For ISP outside the Institute:

- ISP-I and/or, ISP-II, can be done outside the institute (academia or industry).
- Students and outside organizations must be aware that the ISP is not an internship, but an industry-relevant or academically relevant research-oriented project and will be evaluated as such.
- Students doing ISP-I in Semester 7 outside must satisfy the following conditions:
  - Must have a CGPA of at least 7.5 up to and including Semester 6.
  - Must not have backlogs of any UMT core courses (theory and lab) at the end of Semester 6.
  - Must have completed at least 3 of the 6 elective credits needed for semester 7. The remaining can be completed in semester 8. More precisely, the student should have completed 104+3=107 credits before semester 7, including all core requirements. Here 104 is the total minimum normal credit load in semester 1-6.
- Students doing ISP-II / Project in Semester 8 outside, must have completed all other credit requirements earlier. (i.e., all core, humanities, soft-core, and elective credits except the 6 reserved for the project) without any remaining backlogs

viii) Students who choose to do an ISP component must obtain the consent of a faculty member who is willing to act as a Project Advisor. If the student chooses to do a project, the Project Advisor becomes the student's Faculty Advisor from that point.

ix) For applying internship/ project outside the Institute refer the procedure outlined in section -10.2.

B. Minimum Project Pass Grade: The minimum pass grade is D. Should there be a need for extension of the project, prior approval from the Dean needs to be obtained before the end of the 8th semester. In such cases, an application forwarded by the project advisor and the PCC Chair is to be submitted. The student must then register for the summer term and the maximum grade that can be obtained for project will be a B grade.

C. Internship to be undertaken in a laboratory/institute outside the institute in connection with the project, has to be proposed by the primary project advisor at IISc in the form of an application to the Dean with details of the work to be carried out by the student. A period not exceeding one semester may be permitted based on the application. A specific recommendation by the primary project advisor at IISc must be made. No exemptions will be given for compulsory courses during the period of absence. Project credits will have to be registered for that semester before leaving for internship.

D. Process Overview/ Logistics:

- Students must approach a faculty member to fix an advisor and select a project topic. This can be done independently by the students and must be completed before the beginning of the semester (either semester 7 or 8).
- After selecting an advisor and project topic, students are required to fill in the ISP Form and have it signed by the advisor. This completed form must be submitted to the UG Office for processing.
- Students must register for the ISP on SAP at the beginning of the semester.

E. Evaluation:

- Students must submit a final report and present their work to a committee, which will include their advisor(s), PCC coordinator(s), and any other suitable faculty member(s)/evaluator(s).
- The final grade will be based on evaluations from the advisor(s) (70% weightage) and the committee (30% weightage).

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CHAPTER 6

BACHELOR OF TECHNOLOGY (MATHEMATICS AND COMPUTING)

6.1 BASIC STRUCTURE

The Bachelor of Technology (Mathematics and Computing) is a Four-Year programme, organised into 8 semesters. Students need to complete 128 credits as specified in the table and sections below.

Table 6.1: Summary of Credit requirements s Until Batch 2024

Course Category	Core	Breadth Soft Core	Humanities	Soft Core		ISP-I /ISP-II /Project /Electives	Total
				Math	Computing		
Minimum Credit Requirement	49	14	9	21		35*	128
				6	6		

Table 6.2: Summary of Credit requirements Batch 2025 onwards

Course Category	Core	Breadth Soft Core	Humanities	Soft Core		ISP-I /ISP-II /Project /Electives	Total
				Math	Computing		
Minimum Credit Requirement	50	14	9	21		34*	128
				6	6		

***Note**: *Any excess credits in the Breadth Soft Core, Humanities or Soft Core pool will be counted towards elective credits.*

6.2 OVERVIEW OF COURSE REQUIREMENTS

i) **CORE:**

- **Mathematics:** Analysis and Linear Algebra I, II, Probability and Statistics, Basic Analysis, Introduction to Algebraic Structures.
- **Computing:** Algorithms and Programming, Introduction to Electronics and Electrical Engineering, Introduction to Computer Systems, Discrete Mathematics, Data Structures and Algorithms, Automata Theory and Computability, Introduction to Numerical Methods and, Introduction to Artificial Intelligence & Machine Learning.

ii) **BREADTH SOFT CORE**

14 credits from a selection of Physics, Chemistry, Biology, Material Science, Earth and Environmental Science subjects.

The list of core and breadth soft core courses and their semester-wise break-up can be found in the scheme of instructions (SoI).

iii) **SOFT CORE**

The soft core consists of the Mathematics and Computing streams. Students have to take at least 6 credits in each stream. Students have to take at least 21 credits from the combined list of soft-core courses. The list of courses in each stream is specified in the Scheme of Instructions (SoI).

iv) **PROJECTS**

ISP stands for Independent Study Project. ISP-I (semester 7), ISP-II (semester 8) carry 6 credits each. Project refers to Research or Industry Project and carry 12 credits. Detailed rules governing projects are specified in Section 6.6.

v) **ELECTIVES**

Elective credits can be fulfilled by passing any course offered across the institute. Some useful elective courses are also provided under the category of suggested electives in the SoI.

vi) **STUDY TRACKS**

The programme structure encourages interested students to pursue a study track should they wish to do so. Here is an indicative list of study tracks (The corresponding courses in each study track can be found in the SoI); Mathematics, Artificial Intelligence & Machine Learning, Computational Science, Theoretical Computer Science, Quantum Computing, Computational Biology, Signal Processing, Mathematical Finance.

6.3 SEMESTER-WISE COURSE STRUCTURE

Table 6.3: Course Structure for Semester I

SEMESTER I			
Course Type	**Course Code**	**Course**	**Credits**
Core Courses	UENG 101 (T & L)	Algorithms and Programming	3:1
	UMA 101	Analysis and Linear Algebra I	4:0
Breadth Soft Core *Choose any **TWO** out of the three courses*	UBL 101 (T & L)	Introductory Biology I	3:1
	UCY 101 (T & L)	Introductory Chemistry I	3:1
	UPH 101 (T & L)	Introductory Physics I	3:1
Humanities (Mandatory)			**2:0**
Normal Load			**18**

Note: *UMA 101 is a prerequisite for UM 204*

Table 6.4: Course Structure for Semester II

SEMESTER II			
Course Type	**Course Code**	**Course**	**Credits**
Core Courses	UENG 102 (T & L)	Electrical and Electronics Engineering	3:1
	UMA 102	Analysis and Linear Algebra II	4:0
	UMC 102	Computer Systems	3:0
	UMC 103*/ UMC 103A	Discrete Mathematics	2:0*/ 3:0
Breadth Soft Core *Choose any **ONE** outof the four courses*	UBL 102 (T & L)	Introductory Biology II	3:1
	UCY 102 (T & L)	Introductory Chemistry II	3:1
	UPH 102 (T & L)	Introductory Physics II (Elec-Mag- Optics)	3:1
	UENG 103	Introduction to Earth and its Environment	3:0
Humanities**			**0-2**
Normal Load			**17-20**
Reduced Load (UMA 102, UMC 102, UMC 103A are mandatory. Must register for an additional 2 to 5 credits)			**12-15**

Note: * *Applicable until batch 2024.*

Table 6.5: Course Structure for Semester III

SEMESTER III			
Course Type	**Course Code**	**Course**	**Credits**
Core Courses	UMA 201	Probability and Statistics	4:0
	UMC 201	Data Structures & Algorithms	3:1
	UMC 202	Numerical Methods	3:1
Breadth Soft Core *Choose any ONE out of the four*	UBL 201 (T & L)	Introductory Biology III	3:1
	UCY 201 (T & L)	Introductory Chemistry III	3:1
	UPH 201 (T & L)	Introductory Physics III	3:1
	UENG 201	Materials Science	3:0
Humanities**			**0-2**
Normal Load			**15-18**
Reduced Load *(UMA 201, UMC 201, UMC 202 are mandatory. Can register for a maximum of 4 additional credits)*			**12-16**

Note: ***For students who are not under reduced load in both semesters II and III, Humanities courses cannot be dropped in both semesters II and III.*

Table 6.6: Course Structure for Semester IV

SEMESTER IV			
Course Type	**Course Code**	**Course**	**Credits**
Core Courses	UM 204	Analysis	3:1
	UM 205	Algebraic Structures	3:1
	UMC 203	Introduction to Artificial Intelligence and Machine Learning	3:1
	UMC 205	Automata and Computability	3:1
Humanities			**0-3**
Normal Load			**16-19**
Reduced Load *(drop one core course; can register for a maximum of 4 additional credits)*			**12-16**
Enhanced Load			**16-21**

Note*: The minimum number of credits to be earned under Normal Load by the end of Semester IV: 68*

Table 6.7: Course Structure for Semester V

SEMESTER V			
Course Type	**Course Code**	**Course**	**Credits**
Soft Core/Elective			16
Humanities***			0-3
Normal Load			**16-19**
Enhanced Load			**16-21**

Note*: The minimum number of credits to be earned under Normal Load by the end of Semester V: 87*

Table 6.8: Course Structure for Semester VI

SEMESTER VI			
Course Type	**Course Code**	**Course**	**Credits**
Soft Core/Elective			16/15#
Humanities* **			**0-3**
Normal Load			**16/15#-19**
Enhanced Load			**16/15#-21**

Note:

1. *The minimum number of credits to be earned under Normal Load by the end of Semester VI: 104*
2. ****Humanities course cannot be dropped in both semesters IV and V.*
3. *# Applicable for 2025 batch onwards*

Table 6.9: Course Structure for Semester VII

SEMESTER VII	
Course/Course Type	**Credits**
UMC 401 ISP I (0:6)/Soft Core/Electives	6
Soft Core/Electives	6
Normal Load	**12-16**
Enhanced Load	**12-21**

Note: *The minimum number of credits to be earned under Normal Load by the end of Semester VII: 116*

Table 6.10: Course Structure for Semester VIII

SEMESTER VIII			
Course Type	**Course Code**	**Course**	**Credits**
Any **ONE** of the Two	UMC 402 ISP II (0:6) /Soft Core/ Electives (6) + Soft Core/Electives (6)		12
	UMC 403 Project		0:12
Normal Load			**12-16**
Enhanced Load			**12-21**

Note: *The minimum number of credits to be earned under Normal Load by the end of Semester VIII: 128*

Additional Note:

1. For reduced, normal and enhanced load criteria, refer to section 6.5
2. Detailed rules governing projects are specified in section 6.6
3. Students who have earned more than the minimum required credits by the end of a semester may register for fewer credits in the subsequent semester, provided that they meet the minimum credit earned requirement by the end of that semester

6.4 FACULTY ADVISOR

Each student will be assigned a Faculty Advisor at the beginning of the 1st semester. The Faculty Advisor may be consulted about all matters (academic as well as non-academic) that may be of concern to the student. Faculty advisors will do their best to promote the development and growth of the students during the programme.

6.5 REGISTRATION FOR COURSES AND COURSE LOAD

i) Registration for courses will be done in consultation with the Faculty Advisor.

ii) All students must complete a total of at least 128 credits comprising courses and other components like projects, as specified in Tables 6.2 to 6.9. The course load for the 1st semester is fixed. Each subsequent semester has a "Normal", "Reduced" and "Enhanced" course load, as specified in Table 6.2 to 6.9. Based on their CGPA and previous-term TGPA, students must register for an appropriate course load as specified in Table 6.10 below. Any deviation from the recommended load will be allowed only with the permission of the Dean.

Table 6.11: Recommended Course Load

Criteria	Course Load
CGPA ≤ 6.0 AND Prev-TGPA ≤ 5.5	Reduced in Semester II to IV, Normal in Semester V to VIII
6.0 < CGPA < 8.0 OR 5.5 < Prev-TGPA < 8.0	Normal in Semester II to VIII
CGPA ≥ 8.0 AND Prev-TGPA ≥ 8.0	Normal in Semester II and III, Enhanced in Semester IV to VIII

6.6 PROJECT

A. Students can choose to undertake an independent study/research experience/industry project (denoted 'ISP' in the course table) worth 6 credits in their 7th semester, followed by either an ISP for 6 credits or a research/industry project worth 12 credits in their 8th semester. Alternatively, students can choose to earn credits for one or more of these components from courses. The choice of ISP/project/electives must satisfy the following criteria:

i) The topics can be broadly in applications of Math or EECS, possibly advised by faculty in other departments.

ii) Each ISP/Project needs a faculty advisor from the institute, even if the ISP/Project is done outside. It is deemed to be done outside the Institute if it involves visiting an organization outside the Institute for more than 30 days in the semester.

iii) Students who have not opted for ISP-I are eligible for the 12-credit Project in semester 8, provided they have a CGPA of 7.0 or above at the end of Sem 6.

iv) Students who have opted for ISP-I are eligible for ISP-II provided they do not have a C grade or lower in ISP-I.

v) Students who have opted for ISP-I are eligible for the 12-credit Project in semester 8, provided they do not have a B grade or lower in ISP-I.

vi) For ISP/Project outside the Institute:

- At most "one" of ISP-I, ISP-II, or Project can be done outside the institute (academia or industry).
- Students and outside organisations must be aware that the ISP/Project is **not** an internship, but an industry-relevant research-oriented project and will be evaluated as such.
- Students doing ISP-I in Sem 7 outside must satisfy the following conditions:
  - Must have a CGPA of at least 7.0 up to and including Sem 5.
  - Must have completed at least 3 of the 6 credits needed for Sem 7. The remaining can be completed in Sem 8. More precisely, the student should have completed 104+3=107 credits before Sem 7. Here, 104 is the total minimum normal credit load in Sems 1-6.
  - Must have completed at least 18 soft-core credits before Sem 7.

- Students doing ISP-II / Project in Semester 8 outside, must have completed all other credit requirements earlier.

vii) Students who choose to do an ISP/Project component must obtain the consent of a faculty member who is willing to act as a Project Advisor. If the student chooses to do a project, the Project Advisor becomes the student's Faculty Advisor from that point.

viii) For applying internship/ project outside the Institute refer the procedure outlined in section -10.2

B. Minimum Project Pass Grade: The minimum pass grade is D. Should there be a need for extension of the project, prior approval from the Dean needs to be obtained before the end of the 8th semester. In such cases, an application forwarded by the project advisor and the PCC Chair is to be submitted. The student must then register for the summer term and the maximum grade that can be obtained for project will be a B grade.

C. Internship to be undertaken in a laboratory/institute outside the institute in connection with the project, has to be proposed by the primary project advisor at IISc in the form of an application to the Dean with details of the work to be carried out by the student. A period not exceeding one semester may be permitted based on the application. A specific recommendation by the primary project advisor at IISc has to be made. No exemptions will be given for compulsory courses during the period of absence. Project credits will have to be registered for that semester before leaving for internship.

D. Process Overview/ Logistics:

- The Programme Curriculum Committee (PCC) will gather ISP/Project proposals from faculty and share them with the students.
- Students must approach a faculty member to fix an advisor and select a project topic. This can be done either from the list of proposals shared by the PCC or by choosing a topic independently.
- After selecting an advisor and project topic, students are required to fill in the ISP/Project Form and have it signed by the advisor. This completed form must be submitted to the UG Office for processing.
- Students must register for the ISP/Project on SAP at the beginning of the semester.

E. Evaluation:

- Students must submit a midterm report that outlines their progress on the project.
- Students must submit a final report and present their work to a committee, which will include their Advisor and the PCC coordinators.
- The final grade will be based on evaluations from the Advisor (70% weightage) and the Committee (30% weightage).

6.7 MEDAL: A Prof. M. N. Murthy Medal is awarded to a student of the programme for meritorious performance in the Four-Year Bachelor of Technology (Mathematics and Computing) programme. The award of the medal will be governed by the norms stated in Section 11.15

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CHAPTER 7

MASTER OF TECHNOLOGY (MATHEMATICS AND COMPUTING)

7.1 BASIC STRUCTURE

A. Students have the option to continue for their 5th year to obtain an M.Tech. degree in Mathematics and Computing. To be eligible to exercise this option, students must:

- have completed all the requirements of the B.Tech. Mathematics and Computing degree at the end of their 8th semester; and
- have a CGPA of 7.0 or more at the end of their 8th semester.

B. To obtain an M.Tech. degree, students need to complete 32 credits with the following breakup:

- 13 credits of courses in the 9th and 10th semesters.
- A project of 19 credits in the 9th and 10th semesters.

The project will be evaluated in both semesters. Registration for the project, however, will happen at the start of the 10th semester.

C. Students are required to complete a minimum of **10 credits** from the **Mathematics Soft Core Pool** and **10 credits** from the **Computing Soft Core Pool** over the entire **B.Tech. / M.Tech.** programme (10 semesters).

Table 7.1: Summary of Credit requirements

Course Category	Soft Core		Project	Elective	Total
	Math	Computing			
Minimum Credit Requirement	8		19	5*	32
	4	4			

Note: **Any excess credits from the Soft Core pool during masters will be counted towards elective credits.*

 # For credit carryover refer to section 7.4

7.2 SEMESTER-WISE COURSE STRUCTURE

Table 7.2: Course Structure for Semester IX

SEMESTER IX	
Course/Course Type	**Credits**
Soft core / elective	**0-16**
Maximum Load	**16**

Table 7.3: Course Structure for Semester X

SEMESTER X	
Course/Course Type	**Credits**
Soft core / elective	**0-9**
UMC 501 Project	**19**
Maximum Load	**28**

Note: *The credit ranges of 0–16 and 0–9 in the above tables provide flexibility to students who have earned credits in excess of the 128-credit requirement for the Bachelor's degree. Up to 12 excess credits may be carried forward to the Master's programme, enabling such students to register for fewer credits in the Master's programme, subject to fulfilling all applicable programme requirements.*

7.3 PROJECT

M.Tech. students must do a 19-credit project spanning their 9th and 10th semesters.

Projects can broadly fall within Mathematics and EECS (typically the areas covered by the CDS/CPS/CSA/ECE/EE/ESE/Math departments). Advisors can be in any department of the Institute, if the project topic is broadly in the Math/EECS areas.

Students must work on their projects with their advisors in the Institute. In cases where the project work requires the student to spend time at an external academic/industry organisation with which the advisor collaborates, the student may spend up to three months at that organisation. This must be based on a specific recommendation from the advisor and the Dean's permission.

i) Process Overview/ Logistics:

Students need to do the following:

- Identify a faculty member of the Institute who is willing to act as their Project Advisor.
- Fill out the M.Tech. Project Form in consultation with their Project Advisor and get it signed by them.
- Submit the signed forms to the UG Office before the closing of registrations for the 9th semester.
- Register for the M.Tech. Project on SAP at the beginning of their 10th semester.

ii) Evaluation:

Evaluation will be done by a committee which includes the Advisor and PCC representatives, on the basis of:

- Mid-Term report and/or presentation at the end of the 9th semester. This component will carry 30% weightage.
- Final report and presentation at the end of the 10th semester. This component will carry 70% weightage.

iii) Extension of Projects: If there is a need for an extension of the project, prior approval from the Dean UG must be obtained on or before April 15 of the Academic Year. In such cases, an application forwarded by the project advisor and the PCC Chair is to be submitted. Then, the student must register for the summer term, and the best grade that can be obtained will be a 'B' grade.

7.4 CREDIT CARRYOVER

7.4.1 A maximum of 12 credits worth of courses fulfilled over and above the requirements of the B.Tech. programme, can be considered towards fulfilment of the 13 course credits in Semesters 9 and 10.

Note:

1. Excess Credit in soft core pool (Math or Computing) can be carried forward to the Master's for fulfilling soft core pool requirement. Remaining credits in the respective soft-core pool need to be completed during Master's programme.
2. Excess credit in elective or any other pool can be carried forward to Master's for fulfilling the elective requirement. Remaining credits in the elective pool need to be completed during Master's programme.

7.4.2 Some Possible scenarios are explained below:

Credits completed in B.Tech.						
Scenario	**Math soft core pool**	**Computing soft core**	**Total Soft core**	**Elective**	**Total credits**	**Remarks**
1	12	12	24	32	128	Soft core requirement completed. Student needs to complete 13 credits from any pool.
2	6	19	25	35	132	Student needs to complete 4 credits in the math soft core pool and 5 credits from any pool.
3	19	6	25	35	132	Student needs to complete 4 credits in the computing soft core pool and 5 credits from any pool.
4	15	15	30	34	136	Student needs to complete 5 credits from any pool.
5	15	15	30	39	141	Student needs to complete a minimum 1 credit from any pool.
6	6	23	29	40	141	Student needs to complete 4 credits from Math soft core pool.

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CHAPTER 8

BACHELOR OF TECHNOLOGY (MECHANICS AND COMPUTING)

8.1 BASIC STRUCTURE

The Bachelor of Technology (Mechanics and Computing) is a Four-Year programme, organised into 8 semesters. Students need to complete 128 credits as specified in the table and sections below.

Table 8.1: Summary of Credit requirements

Course Category	Core	Breadth Soft Core	Humanities	ISP-I /ISP-II /Project /Electives	Total
Minimum Credit Requirement	68	4	9	47*	128

***Note**: *Any excess credits in the Breadth Soft Core or Humanities pool will be counted towards elective credits.*

8.2 OVERVIEW OF COURSE REQUIREMENTS

i) **CORE**

- **Sciences:** Analysis and Linear Algebra I and II, Introductory Physics I, Probability and Statistics.
- **Math & Computing:** Introduction to Computer Systems, Introduction to Numerical Analysis, Introduction to Artificial Intelligence and Machine Learning.
- **Engineering:** Algorithms and Programming, Numerical Methods, Introduction to Materials Science, Thermodynamics, Mechanics of Solids, Mechanics of Fluids, Solids & Fluids Lab.
- **Mechanics & Computing:** Marvels of Engineering, Introduction to Mechanics & Computing I and II, Product Realisation, Data-driven analysis of ME systems, Sensors, Measurement and Hardware Lab.

ii) **BREADTH SOFT CORE**

4 credits from one of the following: Introductory Physics II or Introduction to Electrical and Electronics Engineering.

The list of core and breadth soft core courses and their semester-wise break-up can be found in the scheme of instructions (SoI).

iii) **PROJECTS**

ISP stands for Independent Study Project. ISP-I (semester 7), ISP-II (semester 8) carries 6 credits each. Project refers to a Research or Industry Project and carries 12 credits. *Detailed rules governing projects are specified in Section 8.6.*

iv) **ELECTIVES**

Elective credits can be fulfilled by passing any course offered across the institute. Some useful elective courses are also provided under the category of suggested electives in the SoI.

8.3 SEMESTER-WISE COURSE STRUCTURE

Table 8.2: Course Structure for Semester I

SEMESTER I			
Course Type	**Course Code**	**Course**	**Credits**
Core Courses	UENG 101 (T & L)	Algorithms & Programming	3:1
	UMA 101	Analysis and Linear Algebra I	4:0
	UMEC 101	Marvels of Engineering	2:0
	UPH 101 (T & L)	Introductory Physics I	3:1
Humanities (Mandatory)			**2:0**
Normal Load			**16**

Table 8.3: Course Structure for Semester II

SEMESTER II			
Course Type	**Course Code**	**Course**	**Credits**
Core Courses	UMA 102	Analysis and Linear Algebra II	4:0
	UMC 102	Computer Systems	3:0
	UMEC 102	Introduction to Mechanics & Computing I	4:0
Breadth Soft Core *Choose any **ONE** of the Two courses*	UENG 102 (T & L)	Introduction to Electrical and Electronics Engineering	3:1
	UPH 102 (T & L)	Introductory Physics II	3:1
Humanities (Mandatory)			**2**
Normal Load			**17**
Reduced Load (*Drop breadth soft core course)*			**13**

Table 8.4: Course Structure for Semester III

SEMESTER III			
Course Type	**Course Code**	**Course**	**Credits**
Core Courses	UENG 201	Introduction to Materials Science	3:0
	UENG 202	Thermodynamics	4:0
	UMA 201	Probability and Statistics	4:0
	UMC 202	Numerical Methods	3:1
	UMEC 103	Introduction to Mechanics & Computing II	4:0
Normal Load			**19**
Reduced Load *(Drop UENG 201)*			**16**

Table 8.5: Course Structure for Semester IV

SEMESTER IV			
Course Type	**Course Code**	**Course**	**Credits**
Core Courses	UENG 203	Mechanics of Structures	4:0
	UENG 204	Mechanics of Fluids	4:0
	UMC 203	Introduction to Artificial Intelligence and Machine Learning	3:1
	UMEC 205	Product Realisation	2:1
Humanities / UG elective / Elective			**2-4**
Normal Load			**17-19**
Reduced Load *(Drop one Humanities / UG elective / Elective)*			**15**
Enhanced Load			**17-21**

Table 8.6: Course Structure for Semester V

SEMESTER V			
Course Type	**Course Code**	**Course**	**Credits**
Core Courses	UMEC 301	Data-driven analysis of ME systems	4:0
	UENG 301	Solids & Fluids Lab	0:1
Humanities / UG elective / Elective			**12-15**
Normal Load			**17-20**
Enhanced Load			**17-21**

Table 8.7: Course Structure for Semester VI

SEMESTER VI			
Course Type	**Course Code**	**Course**	**Credits**
Core Course	UMEC 302	Sensors, measurement & hardware Lab	3:1
Humanities / UG elective / Elective			**12-16**
Normal Load			**16-20**
Enhanced Load			**16-21**

Note: *Humanities course cannot be dropped in both semesters IV and V.*

Table 8.8: Course Structure for Semester VII

SEMESTER VII	
Course /Course Type	**Credits**
UMEC 401 ISP-I (0:6) / UG elective / Elective / Seminar course	14-19
Normal Load	**14-19**
Enhanced Load	**14-21**

Table 8.9: Course Structure for Semester VIII

SEMESTER VIII		
Course /Course Type		**Credits**
Any **ONE** of the Two	UMEC 402 ISP II (0:6) + Electives (6) / Electives (12)	12
	UMEC 403 Project	0:12
Normal Load		**12-16**
Enhanced Load		**12-21**

Note:

1. *For reduced, normal and enhanced load criteria, refer to section 8.5*
2. *Detailed rules governing projects are specified in section 8.6*

8.4 FACULTY ADVISOR

Each student will be assigned as Faculty Advisor at the beginning of the 1st semester. The Faculty Advisor may be consulted about all matters (academic as well as non-academic) that may be of concern to the student. Faculty advisors will do their best to promote the development and growth of the students during the Programme.

8.5 REGISTRATION FOR COURSES AND COURSE LOAD

8.5.1 Registration for courses will be done in consultation with the Faculty Advisor.

8.5.2 All students must complete a total of at least 128 credits comprising courses and other components like projects, as specified in Tables 8.2 - 8.9. The course load for the 1st semester is fixed. Each subsequent semester has a "Normal", "Reduced" and "Enhanced" course load, as specified in Table 8.2 - 8.9. Based on their CGPA and previous-term TGPA, students must register for an appropriate course load as specified in Table 8.10 below. Any deviation from the recommended load will be allowed only with the permission of the Dean.

Table 8.10: Recommended Course Load

Criteria	Course Load
CGPA ≤ 6.0 AND Prev-TGPA ≤ 5.5	Reduced in Semester II to IV, Normal in Semester V to VIII
6.0 < CGPA < 8.0 OR 5.5 < Prev-TGPA < 8.0	Normal in Semester II to VIII
CGPA ≥ 8.0 AND Prev-TGPA ≥ 8.0	Normal in Semester II and III, Enhanced in Semester IV to VIII

8.6 PROJECT

A. Students can choose to undertake an independent study/research experience/industry project (denoted 'ISP' in the course table) worth 6 credits in their 7th semester, followed by either an ISP for 6 credits or a research/industry project worth 12 credits in their 8th semester. Alternatively, students can choose to earn credits for one or more of these components from courses. The choice of ISP/project/electives must satisfy the following criteria:

i) The topics can be broadly in the area of Mechanics and Computing and must be undertaken with a primary faculty advisor from Mechanical Engineering and possibly co-advised by faculty in other departments.

ii) Each ISP/Project needs a faculty advisor from the Institute, even if the ISP/Project is done outside. It is deemed to be done outside the Institute if it involves visiting an organization outside the Institute for more than 30 days in the semester.

iii) Students who have not opted for ISP-I are eligible for the 12-credit Project in semester 8, provided they have a CGPA of 7.0 or above at the end of Sem 6.

iv) Students who have opted for ISP-I are eligible for ISP-II provided they do not have a C grade or lower in ISP-I.

v) Students who have opted for ISP-I are eligible for the 12-credit Project in semester 8 provided they do not have a B grade or lower in ISP-I.

vi) For ISP/Project outside the Institute:

- At most "one" of ISP-I, ISP-II, or Project can be done outside the Institute (academia or industry).
- Students and outside organisations must be aware that the ISP/Project is not an internship, but an industry-relevant research-oriented project and will be evaluated for the final grade with this in mind.

- Students doing ISP-I in Sem 7 outside the Institute must satisfy the following conditions:
  - Must have a CGPA of at least 7.0 up to and including Sem 5.
  - Must have completed at least 4 out of the 8 credits (excluding ISP credits) required for Semester 7. The remaining credits may be completed in Semester 8. More precisely, the student should have completed 102+4=106 credits before Sem 7. Here 102 is the total minimum normal credit load in Sems 1-6.

vii) Students who choose to do an ISP/Project component must obtain the consent of a faculty member who is willing to act as a Project Advisor. If the student chooses to do a project, the Project Advisor becomes the student's Faculty Advisor from that point.

viii) For applying internship/ project outside the Institute, refer to the procedure outlined in Section -10.2.

B. Minimum Project Pass Grade: The minimum pass grade is D. Should there be a need for extension of the project, prior approval from the Dean needs to be obtained before the end of the 8th semester. In such cases, an application forwarded by the project advisor and the PCC Chair is to be submitted. The student must then register for the summer term and the maximum grade that can be obtained for the project will be a B grade.

C. Internship to be undertaken in a laboratory/institute outside the Institute in connection with the project, has to be proposed by the primary project advisor at IISc in the form of an application to the Dean with details of the work to be carried out by the student. A period not exceeding one semester may be permitted based on the application. A specific recommendation by the primary project advisor at IISc has to be made. No exemptions will be given for compulsory courses during the period of absence. Project credits will have to be registered for that semester before leaving for internship.

D. Process Overview/ Logistics:
   - The Programme Curriculum Committee (PCC) will gather ISP/Project proposals from faculty and share them with the students.
   - Students must approach a faculty member to fix an advisor and select a project topic. This can be done either from the list of proposals shared by the PCC or by choosing a topic independently.
   - After selecting an advisor and project topic, students are required to fill in the ISP/Project Form and have it signed by the advisor. This completed form must be submitted to the UG Office for processing.
   - Students must register for the ISP/Project on SAP at the beginning of the semester.

E. Evaluation:

   - Students must submit a midterm report that outlines their progress on the project.
   - Students must submit a final report and present their work to a committee, which will include their Advisor and the PCC coordinators.
   - The final grade will be based on evaluations from the Advisor (70% weightage) and the Committee (30% weightage).

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CHAPTER 9

OPTION TO APPLY FOR M.TECH./M.TECH. (RESEARCH) AFTER 3rd YEAR

9.1 OPTION TO APPLY

B.Tech. students of the Institute may apply for admission to the M.Tech. or M.Tech. (Research) programmes offered by the Institute at the end of their 3rd year, subject to fulfilling the prescribed eligibility criteria and other applicable rules and regulations.

9.2 ELIGIBILITY

A student applying for admission to the M.Tech. or M.Tech. (Research) programme after the 3rd year must:

(a) be enrolled in the 3rd year of the B.Tech. programme;

(b) have earned at least 102 credits by the end of the 6th semester, including the applicable pool-wise minimum credit requirements of the respective B.Tech. programme; and

(c) have a CGPA of 8.0 or above at the end of the 6th semester.

9.3 APPLICATION AND SELECTION

- Students seeking admission to the M.Tech. or M.Tech. (Research) programme shall apply through the **regular IISc admission portal** within the prescribed admission timeline.
- Applicants must satisfy the **programme-specific eligibility criteria** prescribed for the M.Tech. or M.Tech. (Research) programme to which they seek admission.
- Selection shall be based on interviews conducted by the respective Department.

9.4 PROGRAMME STRUCTURE – M.TECH.

- Students admitted to the M.Tech. programme under this provision shall join the M.Tech. programme from the 7th semester onwards.
- Students shall complete 64 additional credits and satisfy all the degree requirements prescribed for the M.Tech. programme in which they are admitted.
- Upon successful completion of all requirements of the M.Tech. programme, the student shall be awarded separate B.Tech. and M.Tech. degrees.
- In case of an upgrade to the Ph.D. programme, the B.Tech. degree shall be awarded upon completion of all B.Tech. degree requirements, and the M.Tech. degree shall be awarded along with the Ph.D. degree by the Institute, subject to fulfilment of the applicable requirements.
- A student who discontinues the M.Tech. programme midway shall be awarded only the B.Tech. degree upon completion of all B.Tech. degree requirements.

9.5 PROGRAMME STRUCTURE – M.TECH. (RESEARCH)

- Students admitted to the M.Tech. (Research) programme under this provision shall complete 12 course credits beyond the B.Tech. requirements, along with the prescribed thesis requirements.
- Upon successful completion of the M.Tech. (Research) requirements, the student shall be awarded separate B.Tech. and M.Tech. (Research) degrees.

- In case of an upgrade to the Ph.D. programme, the B.Tech. degree shall be awarded upon completion of all B.Tech. degree requirements. The M.Tech. (Research) degree shall be governed by the applicable requirements of the upgraded Ph.D. programme.
- A student who discontinues the M.Tech. (Research) programme shall be awarded only the B.Tech. degree upon completion of all B.Tech. degree requirements.

9.6 DEGREE AWARD

Students admitted to the M.Tech. or M.Tech. (Research) programme under this provision shall be awarded separate B.Tech. and M.Tech./M.Tech. (Research) degrees upon successful completion of the respective programmes

9.7 POOL-WISE CREDIT REQUIREMENTS

For eligibility to apply for admission to the M.Tech. /M.Tech. (Research) programme after the 3rd year, a student must have earned a minimum of 102 credits by the end of the 6th semester, including the applicable minimum credit requirements in each pool specified below.

9.7.1 Aerospace Engineering

Core	Breadth	Humanities	Soft Core/Elective	Total
76	8	9	9	102

9.7.2 Materials Science and Engineering

Core	Breadth Soft Core	Humanities	Soft Core I	Soft Core II	Soft Core III	Soft Core IV / Elective	Total
65	4	9	6	6	6	6	102

9.7.3 Mathematics and Computing

Core	Breadth Soft Core	Humanities	Soft Core – Mathematics	Soft Core – Computing	ISP-I / ISP-II / Project / Electives	Total
50	14	9	6	6	8	102

9.7.4 Mechanics and Computing

Core	Breadth Soft Core	Humanities	Elective	Total
68	4	9	21	102

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CHAPTER 10

INTERNSHIPS, CONFERENCES AND COMPETITIONS

10.1 INTERNSHIPS

i) Summer Term Internship

- Students of all programmes may undertake internships during the Summer Term.
- Students undertaking internships during the Summer Term must apply for Internship Leave prior to commencing the internship.
- Students must report back to the Institute on or before 31 July.

ii) Internship for B.Tech. Students during the normal semester

The norms applicable to internships undertaken by students of the B.Tech. programme during a normal semester or extending into a normal semester are provided in the respective programme chapter of this Handbook.

iii) Internship for Bachelor's and Master's Students during the normal semester

Final-year students enrolled in the Bachelor's or Master's programme may undertake an internship for a period not exceeding one semester within the respective degree programme.

For internships undertaken during the 7th, 8th, 9th or 10th semester, the following conditions shall be satisfied:

7th Semester

a) All Core Course credit requirements up to the 7th semester shall have been completed.

b) The combined total of pending course credits and project credits shall not exceed:

- 21 credits for students with a CGPA of 8.0 or above; and
- 18 credits for all other students.

8th Semester

a) All course requirements shall have been completed.

b) Only project credits may remain, for which students must register during the course registration period.

9th Semester

a) All Core Course credit requirements up to the 9th semester shall have been completed.

b) The combined total of pending course credits and project credits shall not exceed 26 credits.

10th Semester

a) All course requirements shall have been completed.

b) Only project credits may remain, for which students must register during the course registration period.

The internship request shall be recommended by both the Project Guide and the Major Discipline Coordinator.

10.2 PROCEDURE FOR APPLYING FOR INTERNSHIP/PROJECT OUTSIDE THE INSTITUTE

Students intending to pursue an Internship or Project outside the Institute during the Summer Term or a regular semester shall follow the procedure outlined below:

a) Students shall submit the Internship Application Form (Form-1) along with all supporting documents by raising a service request through the AdSer Portal.

b) Upon approval of the internship request by the Competent Authority, the UG Office shall issue the necessary documents, including the Bonafide Certificate and No Objection Certificate (NOC), through AdSer.

c) Upon selection for the internship, the student shall apply for Internship Leave through the SAP Portal, attaching the approved documents issued by the UG Office. The student must ensure that the Internship Leave request is approved before proceeding for the internship.

d) Internship Leave Cancellation: If a student decides not to proceed with the internship after the Internship Leave has been approved in SAP, the student shall submit an Internship Leave Cancellation request through the SAP Portal.

10.3 ATTENDING CONFERENCES

i) Eligibility

Students in the 4th year of the Bachelor's programme or the 5th year of the Master's programme may apply for partial financial support to attend and present papers at international conferences, subject to the following conditions:

- The student must have a CGPA of 7.0 or above.
- The student must be the first author and the Research Mentor/Advisor/Guide must be from IISc.
- A specific recommendation letter from the Institute Research Mentor/Advisor/Guide must be submitted.
- For students in the final semester (8th or 10th semester), the conference must be held no later than 30 April.

ii) Procedure for Applying for No Objection Certificate and/or Financial Assistance

- Students planning to attend **an International Conference/ Workshops/ School** must submit an **AdSer request at least 7 days in advance** to obtain the **Bonafide Certificate and No Objection Certificate (NOC).** Where **financial assistance** is required, the request must be submitted **at least 21 days in advance**. The request shall be submitted using Form-3 (refer to the Forms section).
- The status of the request shall be updated by the **UG Office through AdSer**.
- Upon approval by the **Competent Authority**, the UG Office shall issue the **Bonafide Certificate, NOC**, **where applicable, approval for financial assistance** through AdSer.
- The student shall then apply for **Study Leave through the SAP Portal**, along with the required approval documents, and shall ensure that the leave is approved before departure.

iii) Financial Assistance

A. GARP Fund

Financial assistance under the GARP Fund shall be subject to the availability of funds and approval by the Competent Authority.

- Financial assistance of up to ₹25,000 may be provided.
- Up to 80% of the sanctioned amount may be provided as an advance.
- The grant may be utilized towards travel, hotel accommodation, conference registration fees and visa fees.

- Travel tickets should be booked only through Government-authorized agencies, namely Ashok Travels, Balmer Lawrie and IRCTC.
- For availing the Travelling Advance (TA), the student must apply 15 days before travel by submitting the TA Advance Request Form

B. ODAA Travel Grant

Financial assistance under the ODAA Travel Grant shall be subject to the availability of funds and applicable conditions.

- ODAA shall communicate the grant details and procedure to the student by email after approval.
- The grant may cover conference registration fees, visa fees and round-trip economy-class travel by flight, train or bus, subject to the approved maximum amount.
- Travel tickets shall be booked through authorised agencies, namely IRCTC, Ashok Tours & Travels and Balmer Lawrie.
- TA advance shall not be permitted under the ODAA Travel Grant. Reimbursement shall be made after completion of the travel and submission of the required documents.

iv) **Settlement of TA Claim**

After attending the conference, the student shall settle the TA claim by submitting the prescribed supporting documents, including:

- TA Claim Checklist
- Self-declaration
- Travel tickets
- Boarding passes
- Relevant bills and receipts.

The TA Bill should be settled within 30 days from the date of their return.

v) **Leave Cancellation and Refund of Grant**

If a student is unable to attend the conference for any reason after the UG Office has issued the NOC, the student must apply for leave cancellation through the SAP Portal and refund any TA advance availed within 10 days of approval of the leave cancellation.

10.4 GENERAL CONDITIONS

- A student registered for any course during a semester may attend a conference/ workshop/ school for a maximum of 5 days in that semester, excluding Saturdays and Sundays.
- A student may avail of the GARP Travel Grant only once during the entire programme duration, subject to the availability of funds and applicable conditions.
- ODAA Travel Grant may also be provided to a student, subject to the availability of funds and applicable conditions.

10.5 PARTICIPATION IN NATIONAL AND INTERNATIONAL ACADEMIC COMPETITIONS

Students may participate in Institute-approved national or international academic competitions, subject to prior approval by the Institute.

- A student may participate in more than one competition during the programme.
- However, approval for financial support by Dean UG shall be limited to one competition during the entire programme duration.

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CHAPTER 11

COMMON ACADEMIC AND ADMINISTRATIVE NORMS FOR UNDERGRADUATE PROGRAMMES

11.1 This chapter provides the common academic and administrative norms and procedures applicable to students of the Undergraduate programmes. It covers various aspects of the student life cycle, including course registration, assessment and grading, examinations, academic progression, registration status, degree completion, awards, and internship/project-related activities. Additional provisions may be included in this chapter as required.

11.2 STUDENT LIFE CYCLE MANAGEMENT (SLCM) USER MANUAL – The SLCM User Manual, containing the procedures for various student activities such as course registration, course dropping, leave, internship, and other academic processes, is available on the DIGITS website(https://digits.iisc.ac.in/) under SAP S/4 HANA → SAP User Manuals, Training Materials and FAQs → SLCM for Academics → User Manual – For UG Students. Students shall refer to the latest version of the manual for applicable procedures**.**

11.3 COURSE REGISTRATION

i) Course registration should be done on the SAP portal within the prescribed dates.

ii) Each student registers for a set of courses in the 1st three semesters under the guidance of the Dean and the Associate Deans. From the 4th semester onwards, the students register for courses under the guidance of the Faculty Advisor assigned to them.

11.4 LATE COURSE REGISTRATION

i) To ensure accountability while encouraging timely compliance, following late registration fee will be charged for registering courses after course registration deadline:
   - First time: ₹2,500 per course
   - Second time: ₹5,000 per course
   - Third time: The student shall not be allowed to register for the course

ii) Additionally, late registration requests, if any, must be submitted to the UG Office within 15 days of the last date of course registration by raising AdSer request Requests (FORM - 2). The request raised beyond this period shall not be considered.

11.5 DROPPING OF COURSE

i) Students can drop the courses as per the timelines mentioned in the academic calendar in SAP. The options for dropping a course are as follows:
   - Course dropping without mention in the transcript.
   - Course dropping with mention in the transcript.

ii) Dropping the courses requires the approval of the course instructor and Faculty advisor /Dean UG. Dropping up a course is permitted only if the total number of credits does not fall below the minimum stipulated.

iii) It is advised that the student informs the course instructor if the course is being dropped.

iv) If a course is dropped during the 'course drop without mention' period (as mentioned in the Academic Calendar), the dropped course will not be listed in the final transcript. If a course is dropped during the 'course drop with mention' period, the dropped course will be included in the transcript with a 'W' (Withdrawn).

v) If a student fails to drop a course before the deadline for dropping with mention, an 'F' grade will be assigned for that course. Requests to drop the course after the stated deadline will not be accepted.

vi) A student may register again for the course that they dropped in an earlier term.

11.6 GRADING SYSTEM

i) The 10-point system of grading has been adopted in the Institute from the academic year 2016-2017.

ii) The instructor decides the grading pattern at the beginning of the semester. Only the grades are recorded in the transcripts. The letter grades and the corresponding grade points are provided in Table 11.1. All grades except the 'F' grade are passing grades.

iii) The Grade Point Average (GPA) is a measure of overall performance. The Term GPA (TGPA) is based on the grades of the current term, while the Cumulative GPA (CGPA) is based on the grades of all courses taken in the programme. The grade points accrued for each course is the product of the number of credits and the grade point value corresponding to the grade obtained in it.

iv) For instance, for a 3-credit course, if a student gets a B grade (which carry a grade point value of 7), then the accrual of the total grade points is equal to 3 x 7 = 21. The TGPA is obtained by adding the grade points accrued by all the courses taken in the current term divided by the total number of credits in the term. The CGPA is calculated similarly, the only difference being that one considers the grade points accrued for all the courses taken in the programme. The TGPA and CGPA are rounded off to the 1st decimal place.

Table 11.1: Grades and Grade Point Values

Grade	A+	A	B+	B	C	D	F
Grade Point Value	10	9	8	7	6	5	0

11.7 EXAMINATION AND ASSESSMENT

i) Student performance in a course shall be evaluated through various assessment components, such as assignments, quizzes, midterm examinations, terminal examinations, and other assessments, as prescribed for the course.

ii) The course instructor shall specify the assessment components and their respective weightages at the beginning of the semester.

11.7.1 EXAMINATION SCHEDULE

i) Midterm examinations, wherever applicable, shall normally be conducted during the midterm period.

ii) Terminal examinations shall normally be conducted during the last two weeks of each semester.

iii) The examination timetable for UG courses shall be notified in advance; students taking Departmental courses shall follow the schedule notified by the respective Department.

11.7.2 MEDICAL ABSENCE

i) In case of absence from an examination due to medical reasons, duly certified by the Chief Medical Officer, the absence may be condoned. The UG Office shall issue a memo confirming approval of the medical leave, wherever applicable.

ii) The student shall apply for **medical leave through SLCM within seven days of recovery from illness** and upload the required **medical certificate issued by the Health Centre**.

11.7.2.1 MIDTERM EXAMINATION

In case of an approved medical absence, the course instructor may determine the midterm marks through any of the following methods:

i) Conducting a re-test.
ii) Conducting an alternative assessment, such as an additional assignment or quiz.
iii) Awarding midterm marks in proportion to the performance in the terminal examination.
iv) Determining midterm marks based on other continuous assessment components.

11.7.2.2 TERMINAL EXAMINATION

i) In the case of an approved medical absence, an 'X' grade shall be assigned, and the instructor shall upload the medical leave memo issued by the UG Office/Academic Section at the time of grading. In such cases, the student may be permitted to take a retest within the prescribed period
ii) For further details regarding the **'X' grade**, refer to the section on **"Handling of 'X' Grade"**.

11.7.3 DETERMINATION OF FINAL GRADE

i) If a student does not appear for a scheduled examination, **zero marks** shall be awarded for that examination.
ii) The final grade may be determined based on the marks obtained in the other assessment components, as applicable.
iii) In case of a **re-test of the final examination on medical grounds**, the final grade shall be determined after considering the marks secured in the re-test examination. The 'X' grade shall thereafter be replaced by the final letter grade secured by the student.
iv) To replace an 'X' grade, the course instructor shall initiate a Grade Change in SAP.

11.7.4 MAKE-UP EXAMINATIONS

i) A make-up examination shall be conducted during the **Summer Term** for a **UG Departmental course (U-Course)** in which a student has secured an **'F' grade during the current academic year**. The student shall register for the make-up examination during the Summer Term and appear as per the schedule issued by the UG Office.
ii) For **other Departmental courses**, offering a make-up examination during the Summer Term shall be **at the discretion of the course instructor**. If offered, the instructor shall activate the course in the Summer Term, and the student shall register for the course accordingly.
iii) The make-up examination for other Departmental courses shall be conducted during **June**, and grading shall be completed **by 30 June** of the respective academic year.

iv) The make-up examination provision shall apply only to courses in which the student has secured an **'F' grade during the current academic year**. An **'F' grade secured in a previous academic year** shall not be eligible for a make-up examination.

v) A student may take make-up examinations for a **maximum of 10 credits** in a Summer Term, including both U-Courses and other Departmental courses.

vi) The assessment method and grading scheme for the make-up examination shall be determined by the course instructor and may differ from those followed during the regular semester. The instructor may, at their discretion, carry forward marks from selected regular-term assessments for determining the final grade.

vii) No regular teaching shall be conducted during the Summer Term for the purpose of a make-up examination.

viii) The **maximum grade** that may be awarded upon successful completion of a make-up examination shall be **'C'** for both U-Courses and other Departmental courses.

ix) A student awarded an **'F' grade due to shortage of attendance or disciplinary reasons** shall not be eligible for a make-up examination.

x) There shall be **no re-test on any grounds** if a student fails to appear for the scheduled make-up examination.

xi) The make-up examination provision shall **not apply to Humanities or Laboratory courses**, whether offered as U-Courses or other Departmental courses.

11.8 HANDLING OF 'F' AND 'X' GRADES

A. 'F' Grade

i) 'F' is a failing grade. The student should clear the 'F' grade course either by repeating the same course or by taking a substitute course (in case of an elective), in consultation with the PCC of respective discipline.

ii) Only one chance is provided to the student to clear the 'F' grade. If, upon repeating the course (or in the substitute course), the student gets an 'F' grade again, the studentship will be terminated.

iii) If the 'F' grade is obtained in a core course, the same course must be repeated. For an elective/softcore course, the substitute course can be any other elective/softcore course.

iv) Such repetition of courses is permitted only to clear 'F' grades. Students are not permitted to retake courses in which they have obtained any other grades.

v) Until an 'F' grade is cleared, it will be used for the computation of the TGPA and the CGPA. Subsequently, it will be omitted from the TGPA computation of the term in which the 'F' grade is cleared, and the grade from the repeated or the substitute course will be replaced in the CGPA computation.

vi) If a student has completed all the minimum course credit requirements for the award of a degree and obtains an 'F' grade in any additional courses, the student is not required to clear such 'F' Grades.

vii) While registering for the courses students should give priority for repeating or substituting the F grade courses.

B. 'X' Grade

i) 'X' grades may be awarded to students who are unable to attend the final examination due to medical reasons. Students must submit a valid medical certificate attested by the Institute's Chief Medical Officer (CMO). In the absence of such certification, an 'F' grade shall be awarded.

ii) To award an 'X' grade, the course instructor must upload the medical certificate or leave memo issued by the CMO or the Academics Section at the time of grading the course in SAP. The course instructor must also provide written justification based on the submitted document. The 'X' grade must be cleared within a specified period after completion of the final assessment.

iii) Under normal circumstances, the course instructor should conduct the retest and update the grades in SAP within 15 days from the declaration of results. However, in unavoidable circumstances where the examination cannot be conducted within this period, **the final assessment shall be completed no later than June 30 of the same academic year for courses offered in both the August and January terms.**

iv) **'X' grades shall not be awarded for courses registered during the summer term, as these are intended as make-up courses for UG students.**

v) If the examination is conducted within the permitted timeframe, the 'X' grade will be replaced with the appropriate grade earned. If not, the 'X' grade shall lapse and be converted to an 'F' grade, unless additional certified medical justification is provided.

11.9 SCRUTINY OF ANSWER SCRIPTS

A student is entitled to go through their corrected answer scripts for the courses offered during the August-December term before 14th January of the next calendar year, and for the courses offered during the January-April term before 25th May. If a change in the grade is warranted due to the student's scrutiny, it should be made by the course instructor and approved by the SCC/UGSCC in the SLCM within two weeks of the above-mentioned dates.

11.10 CANCELLATION OF REGISTRATION ON ACADEMIC GROUNDS

A student's registration shall be cancelled if any one of the following academic conditions is met:

- Obtaining more than four active "F" grades at any point during the period of studentship
- Obtaining a TGPA below 4.5 in the 1st term or a CGPA below 5.0 in any subsequent term.
- Obtaining an F grade in a repeated course or in a specified substitute course.
- Failing to complete the Bachelor's degree within a maximum of twelve semesters (six years), excluding Summer Terms.
- Failing to complete the Master's programme within a maximum of two years from the date of continuation into the Master's programme.

11.11 REINSTATEMENT OF REGISTRATION

- A student whose registration has been cancelled may appeal for reinstatement within seven days of receiving the intimation of cancellation of registration.
- The competent authority for considering reinstatement shall be as follows:

Instance of Cancellation	Competent Authority for Reinstatement
First time	Dean (UG)
Second time	Director, based on the recommendation of the Dean (UG)
Third time onwards, up to the maximum tenure permitted for the programme	Director, based on the recommendation of the UGSCC

- Reinstatement following the third cancellation or subsequent cancellations may be considered by the Director on a case-by-case basis, based on the merits of the case and the recommendation of the UGSCC.
- In cases where a student has taken a break from studies due to medical or other extraordinary circumstances, reinstatement beyond the maximum tenure permitted for the programme may be considered by the Director, based on the recommendation of the UGSCC.

11.12 CONTINUATION TO THE MASTER'S PROGRAMME

i) Continuation after Four-Year Bachelor's Programme

- Students who complete the Bachelor's programme in our years and fulfill all requirements for the Bachelor's degree by 31 July of that academic year may continue to the Master's programme in the 5th year, subject to the prescribed eligibility criteria.

ii) Slow Track for SC/ST Students

- SC/ST students may either complete the Bachelor's programme in Four Years and continue to the Master's programme in the 5th year, or opt for a slow track and complete the Bachelor's programme in five years and continue to the Master's programme in the 6th year, subject to the prescribed eligibility criteria.

iii) Continuation in the January or Subsequent August Semester

- SC/ST students and students with approved semester breaks who complete the requirements for the Bachelor's degree by 31 December of their 5th year may continue to the Master's programme in the following January or August semester, subject to the prescribed eligibility criteria.
- Such students shall normally complete the Master's programme within two semesters from the programme's commencement date.
- Where the remaining credits required for completion of the Master's programme are less than the credit load prescribed for the January–April semester, due to excess credits earned earlier, the student may be permitted to complete the Master's programme within six months to enable completion along with their batch, subject to the recommendation of the Project Guide and Programme Coordinator/PCC and approval of the Dean (UG)

11.13 TIME SPAN FOR DEGREE

The minimum and the maximum time span for completing the degree award requirement for a programme are given below:

Table 11.2

Programme	Minimum/Normal Duration	Maximum Duration
Four-Year Bachelor of Science (Research)	4 Years	6 Years
Master of Science (In continuation of Bachelor of Science (Research) degree)	5 Years (4+1)	6 Years
Bachelor of Technology (Mathematics & Computing)	4 Years	6 Years
Master of Technology (M.Tech.) (In continuation of B.Tech. degree)	5 Years (4+1)	6 Years

Note:

1. In exceptional circumstances, the Director may grant a further extension of one more year based on the recommendation of UGSCC.

11.14 CLASSIFICATION OF AWARDS

The classification of awards for the Bachelor's and Master's degrees shall be as follows:

Bachelor's Degree

CGPA	Award
8.5 and above	First Class with Distinction
6.0 to 8.4	First Class

Master's Degree

CGPA	Award
8.5 and above	First Class with Distinction

Note:

1. The classification of the Bachelor's degree shall be based on the CGPA calculated upon completion of all requirements for the award of the Bachelor's degree.
2. The classification of the Master's degree, for students continuing to the Master's programme after completing the requirements for the Bachelor's degree, shall be based on the final CGPA calculated at the end of the Dual-Degree programme, taking into account the student's academic performance in both the Bachelor's and Master's components.
3. Upon successful completion of the Dual-Degree programme, separate Bachelor's and Master's degrees in the same discipline shall be awarded, with the same degree award date.

11.15 NORMS FOR RECOMMENDING A STUDENT FOR THE MEDALS

i) Only students who have fulfilled all degree requirements by the end of the **8th semester** are eligible for medal consideration.

ii) A minimum of **five eligible candidates** is required within a major discipline for the medal to be awarded. If fewer than five candidates meet the criteria, they may be considered **along with the next graduating batch** in the following year.

iii) In exceptional cases where fewer than five students are eligible, and a student has achieved a **CGPA of 9.5 or above**, the **Dean may recommend** the candidate for consideration by the Medal Committee, accompanied by a detailed justification.

iv) The recommended candidate must meet the following criteria:

a) a CGPA ≥ 8.5.

b) The **highest CGPA** among all eligible candidates

c) secured a minimum of an 'A' grade in the project work

v) Only **one candidate** may be recommended for each medal. **Medals cannot be shared** between two students. In the event of a **tie in CGPA**, the following criteria may be used in the order given to determine the final nominee:

a. Number of **'A+' grades**

b. Number of **'A' grades**

c. **Publications** or other academic achievements during the course of the programme.

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CHAPTER 12

FEE STRUCTURE AND OTHER CHARGES

12.1 Students are required to pay the fees prescribed by the Institute. These are subject to change from time to time. The details of the fees currently in force are available at https://www.iisc.ac.in/about/student-corner/

12.2 DUE DATES

Table 12.1

For students who joined in August	
Period	**Due Date**
I Instalment (August – October)	16th August
II Instalment (November – December)	15th November
III Instalment (January – July)	16th January

NOTE:

1. Students who are in receipt of scholarship/fellowships the I, II, III instalment fees will be deducted from their scholarship/fellowship payable in the month of August, November and January, respectively.
2. Students who are not in receipt of scholarship/fellowship and those who are under Direct Beneficiary Transfer (DBT) scheme have to pay the fees as per the due dates given in the Table above. However, if the due date falls on a holiday, fees must be paid on the next working day (late fee will not be levied). Those students who do not pay the fees by the due dates, a fine of ₹ 20/- per week will be levied.

12.3 REFUNDABLE DEPOSITS

- The deposits are towards covering liabilities such as:
  - i) Damage of apparatus or other property
  - ii) Wastage of materials
  - iii) Fines
  - iv) Hostel and dining hall dues
  - v) Loss of books and other dues
- A request for a refund of Statutory and library deposits is to be submitted to the F & A at the time of leaving the Institute. Students should submit the request through the chair of the department.
- Concessions: Students belonging to SC and ST communities are exempted from the tuition fee only.

12.4 PENALTIES

- If a student fails to pay tuition and other fees by the due date, any one or more of the following penalties will be levied:

    1. Overdue charges of Rs. 20/- per week or part thereof.

    2. Stoppage of scholarship and/or loss of attendance for the period of non-payment.

    3. Withdrawal of permission to take the examinations or to continue research and cancellation of registration.

- If the last date of payment is a holiday, the fees can be paid without penalty on the next working day.

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CHAPTER 13

SCHOLARSHIPS/FELLOWSHIPS AND FINANCIAL ASSISTANCE

Fellowships and scholarships offered by Government agencies, Indian and multinational organisations, and private donors are available to meritorious students enrolled in undergraduate programmes. Information on Government fellowships may be obtained from the websites of the respective agencies/departments, while information on private fellowships may be accessed through the ODAA Fellowship webpage (https://odaa.iisc.ac.in/fellowships/) and the websites of the respective undergraduate programmes.

13.1 ASSIGNMENT OF SCHOLARSHIP/ FELLOWSHIP

a. Initially, for 1st year students, a scholarship/fellowship will be assigned by the UG Office based on eligibility.

b. The scholarship for the students admitted under 'provision' status will be processed only after admission is confirmed. Hence, the students must upload the required certificates/documents online in the Applicant's Interface and produce them at the UG Office to regularise admission on or before 31st October of the admission year.

13.2 MOE FELLOWSHIP FOR CONTINUING M.TECH. STUDENTS

a. Students who continue to the M.Tech. programme after completing the requirements for the B.Tech. degree with a CGPA of 8.0 or above, or who qualify in the GATE examination, shall be eligible for the MoE Fellowship of ₹12,400 per month, at par with students admitted to the regular M.Tech. programme.

b. The fellowship shall be payable for a maximum period of one year.

13.3 PAYMENT OF SCHOLARSHIP/FELLOWSHIP

a. The students assigned with KVPY or INSPIRE (SHE) will get the scholarship payment directly credited to their bank account by the Department of Science and Technology (DST) in Direct Beneficiary Transfer (DBT) Mode, subjected to fulfilling renewal of scholarship criteria. To renew the scholarship, students should follow the instructions given by the scholarship agency.

b. The students who are assigned with the IIScP Scheme or other private fellowships/scholarships will have to raise scholarship payment requests for each month from the 6th to 15th. For more details refer to the SAP SLCM UG Student Manual.

c. If a student undertakes project work/Internship outside the Institute during these periods, payment will be made on production of a certificate of attendance and satisfactory progress in the training along with the declaration that they have not received any other emoluments during any part of this period. If the student has received any emolument during the project work/ Internship, no scholarship will be paid.

13.4 RENEWAL OF SCHOLARSHIP/FELLOWSHIP

a. The renewal of the scholarship/Fellowship is subject to the following eligibility criteria as on July 31st

Table 13.3

Scholarship/Fellowship Name	Eligibility criteria for renewal
KVPY	i) No Active 'F' or 'X' grade. ii) Previous year GPA >=6. iii) For SC/ST category students, Previous year GPA >=5. For more details, follow the instructions provided on the fellowship agency website.
INSPIRE (SHE)	i) No Active 'F' or 'X' grade. ii) Previous year GPA >=7. For more details, follow the instructions provided on the fellowship agency website.
IIScP Scheme or other private fellowships/scholarships	i) No Active 'F' or 'X' grade. ii) CGPA >=6.

b. If the student has an active 'X' grade(s), his/her scholarship renewal will be on hold until it becomes any other valid grade than 'F' within the stipulated time. If the grade is changed into 'F', then he/she is not eligible for scholarship renewal.

c. KVPY Scholarship: The students are directed to follow the renewal procedures as mentioned in the guidelines provided on the official website until the completion of the course.

d. INSPIRE (SHE): The students who are recommended through the Institute mode will be contacted by the UG Office for a renewal process and submission of summer project for availing the mentorship grant. To avail the mentorship grant, the scholars are expected to do project work under a Research Supervisor (Mentor) during summer vacation period, in any recognised Universities or Institutes or Research Laboratories/ Centres of their choice outside their parent institutions. The students are advised to visit the official website for more details/guidelines and to download prescribed format for the submission of the summer project.

e. Students receiving scholarships/fellowships under the IIScP Scheme or other private scholarship/fellowship schemes shall submit a renewal request through SAP for each academic year from the 2nd year onwards, between 1st August and 31st August. If a student does not submit the renewal request within the prescribed period, the scholarship/fellowship for that academic year shall lapse. The student may, however, apply for renewal for the subsequent academic year within the prescribed period.

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CHAPTER 14

ATTENDANCE AND LEAVE RULES

14.1 ATTENDANCE

- Students are required to attend lectures and other academic activities. Attendance in all classes (lectures, tutorials, laboratories, etc.) must be at least 80% of the total number of classes. Students with less than 80% attendance on a course at the time of the mid-term examination will not be allowed to take the examination. A student will be debarred from appearing in the terminal examination of a course if her/his attendance in the course for the semester falls below 80%. A shortage of attendance may be condoned by the Dean only in exceptional circumstances.
- Condonation of attendance: The 80% mandatory attendance may be condoned for medical issues, in which case, proper supporting documents (medical certificate issued by the CMO, Health Centre, IISc) need to be furnished at the time of applying for medical leave of absence on the SAP. In such instances, the attendance requirement will be condoned for the days of medical leave.
- **Application for medical leave of absence must be made on the SLCM portal within seven days of recovery from an illness.** At the time of applying for medical leave on the SAP portal, supporting documents (medical certificate) issued by the Health Centre must be uploaded on the portal

14.2 LEAVE RULES

Applications for leave of absence are to be made through the SAP Portal. A student is eligible for the following leaves:

i) **Leave on personal grounds**: 30 days a year. Leave of absence on personal grounds will not be condoned for attendance purposes.
ii) **Leave on medical grounds**: Up to 30 days a year with a scholarship for extended sickness normally requiring hospitalization. Medical Leave can be availed for any duration (maximum 30 days). A Medical Certificate and a subsequent Fitness Certificate from the CMO of the Institute are required for resumption of studies.
iii) Women students are permitted to avail maternity leave as per the prevailing GoI regulations - currently 26 weeks per child for a maximum of 2 children.
iv) A combination of different types of leave is normally not permitted.
v) Absence for a period not exceeding two weeks in a semester due to unavoidable reasons for which prior application could not be made may be condoned by the Dean of Undergraduate Studies provided she/he is satisfied with the explanation.
vi) No carryover of leave is permitted.
vii) With regard to leave, the year is reckoned from the date of commencement of the 1st term, irrespective of the date of joining.
viii) Leaves availed more than the permissible limit will be treated as leave without scholarship.
ix) All students are entitled to take leave for the full summer term. Students are not required to apply for leave during term break (Summer Term). However, permission needs to be sought in case of attending an internship during this period.

x) **Students taking up an Internship outside the Institute should apply for Internship leave for the entire duration on SAP.**

xi) Students permitted to attend approved conferences may be considered on duty. However, students are required to apply for "Study leave / Travel" on SAP. Prior permission on SAP should be sought before any travel.

xii) Cancellation of the approved leaves (in case of a change of plan) may be sought through SAP mentioning reason for cancellation.

14.3 BREAK IN STUDIES

i) Students may be permitted a break in studies only on medical grounds for a maximum period of one year. Students should apply on SAP as soon as the problem is presented for consideration by the UGSCC. Break in studies in other pressing cases may also be granted under exceptional circumstances with the approval of the Director following a favorable recommendation of UGSCC.

ii) The request must be accompanied by a certificate from the Chief Medical Officer (CMO) of the Institute. It should be forwarded through the PCC chair and Dean UG.

iii) Resumption of studies requires a fitness certificate from the CMO of the Institute.

iv) For Break in studies on medical grounds, scholarship will be paid for a maximum period of one month and the rest of the leave period will be without any scholarship.

v) Students on an approved break in studies shall not be entitled to hostel accommodation during the period of the break and shall vacate their hostel accommodation accordingly

vi) To maintain the studentship status, the student should pay tuition and all other fees even during the break period.

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CHAPTER 15

DISCONTINUATION OF STUDIES

i) Students who wish to discontinue their studies for personal reasons or who secure a job opportunity must submit a request in SAP, attaching a request letter justifying the reason for discontinuation, recommended by the PCC Chair and the Dean, UG, before leaving the Institute.
ii) Students must apply for No Dues through the SAP portal and initiate a discontinuation request in SAP once the No Dues process is completed by all respective departments/units/sections.
iii) A request for a refund of statutory deposits should be made to the Finance and Accounts section.
iv) 15 days after leaving the Institute, the Finance and Accounts may be contacted for the refund status at telephone no. 080-22932570.

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CHAPTER 16

STUDENTS' ASSISTANCE PROGRAMME

16.1 STUDENTS' AID FUND

i) Each student shall contribute at least Rs. 50 per annum towards the Students' Aid Fund. Donations are also received from other sources.

ii) The Fund is administered by a committee constituted by the Director. This Committee prescribes operational rules for sanctioning assistance from time to time.

iii) Assistance in the form of loans from the fund is available to poor students to meet:

- tuition fees
- purchase of books, instruments and stationery necessary for the course or research programme
- other expenses connected with their work and for their maintenance at the Institute as may be approved by the Committee.
- hostel, dining hall, medical expenses, etc.

iv) No payment shall be made as scholarships or prizes to students from this fund.

v) This assistance in the form of loans will be reimbursed for expenditure incurred. The amount will be recovered in equal instalments. The number of instalments will be decided at the time of sanctioning the loan.

vi) Requests for assistance should be made to the Academic Section in the prescribed form.

vii) Financial Assistance for medical care: Students can get limited assistance to meet the cost of expenditure incurred in the case of hospitalisation from the Students' Medical Care Fund, formed out of contributions made by the students and a matching grant made by the Institute.

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CHAPTER 17

SAP, AdSER and SOLMAN

17.1 SAP (SYSTEMS APPLICATIONS AND PRODUCTS IN DATA PROCESSING)

i) Since 2021, IISc has implemented the digital platform SAP for almost all its academic and financial activities. Currently, most of the academic and financial activities related to students are being (or already) migrated to SAP. What follows is a brief overview of SAP. Complete details of SAP, related to student activities, are available at **(https://digits.iisc.ac.in)**

ii) At the time of Registration, a student will be assigned an SAP number, and the students should familiarise themselves with the essential features of SAP. On being assigned an SAP number, the student should:

- Provide contact details – address, telephone number, email etc. – of a person to be contacted in case of emergency.
- Provide bank account details for scholarship-related transactions.

iii) Applications for leave, scholarship, etc. are to be done on SAP.

iv) The student is responsible for paying tuition and other fees on time. In case the tuition fee is remitted from external funding agencies, it is the responsibility of the student to ensure that tuition and other fees are deposited on time. A fine may be imposed if the tuition fees are not paid on time.

v) The courses credited by a student and the grades obtained are maintained in SAP. It is advisable to check the accuracy of the data and contact the Academic section (through AdSeR portal) in case of any issues to avoid errors in the transcripts generated through SAP.

vi) SOP for various student-related activities in SLCM is available on the DIGITS website **(https://digits.iisc.ac.in)** under SAP S/4 HANA section.

17.2 ADSER (ADMINISTRATIVE SERVICE REQUEST)

i) AdSeR is a portal developed in-house primarily for students, faculty, and administrative employees to raise service requests pertaining to administrative functions.

ii) AdSeR is an online system that facilitates employees and students to raise service requests/queries to various administrative units. (Academic Section, Finance and Accounts, etc.) The service requests are automatically forwarded to the respective admin officer for review and resolution. The service request can also be delegated by the admin officer to any other employees dealing with the subject matter. The system tracks various stages of service requests and notifies the initiator and the admin officers about the progress.

iii) The URL to access AdSeR portal is**: https://adser.iisc.ac.in/**

iv) Users can login to the AdSeR portal using their IISc e-mail id and password. The portal access is restricted within the IISc network and VPN.

v) **Students should raise all queries and service requests on the AdSeR portal** and avoid making personal visits, e-mail communication and telephone calls to administrative units unless absolutely necessary.

vi) Requests for documents like NOC, course completion certificates, Bonafide certificates, scholarship certificates, thesis submission certificates, provisional degree certificates etc. should be made on AdSer portal.

17.3 SOLMAN (SAP Solution Manager)

i) Student can raise their complaints related to SAP processes using the URL: **solman.iisc.ac.in**

ii) Please refer to the user guide with the following link: **SAP Complaint and Service Request Management (Solution Manager) for IISc Users**

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CHAPTER 18

CONDUCT RULES AND CODE OF ETHICS

Common to UG and PG Student Handbooks

Discipline and code of ethics summarise the behavioural expectations from students at the Institute campus. The following document outlines the general norms, rules, and responsibilities of a student and failure to comply with the code of ethics may result in disciplinary action by the competent authority

18.1 PRIVILEGES AND RESPONSIBILITIES

18.1.1 All students are bound by the rules and regulations of the Institute.

18.1.2 Full-Time Students (including foreign nationals): During the tenure of their studentship, full-time students are eligible for the following:

- Residence in the Hostel, subject to availability.
- Membership of the Gymkhana.
- Participation in the activities of the Students' Council
- Participation in the Students' Assistance Programme
- Assistance from the Students' Aid Fund (SAF)
- Leave privileges
- Limited assistance from the Special Medical Care Scheme

18.1.3 QIP Scholars: These scholars are governed by specific rules of the Ministry of Human Resource Development with regard to scholarship, duration of stay, leave, etc. They are eligible for membership of the Gymkhana. They are not eligible for Students Aid Fund loans, the Students Assistance Programme and Financial Assistance for attending National/International Conferences.

18.1.4 Foreign Nationals need prior permission from the Dean to go out of India on vacation/ leave.

18.1.5 Sponsored and ERP Candidates are eligible for Gymkhana membership.

18.1.6 At the time of admission, each student must sign a statement accepting the code of ethics and conduct, and giving an undertaking that:

- The student will complete their studies in the Institute.
- If the student is forced to discontinue studies for any legitimate reasons, it will be done only with permission of the Deans of the Faculty.

18.2 WHAT CONSTITUTES MISCONDUCT?

The Institute believes in promoting an environment that ensures safety to all and promotes academic efficiency by enforcing behavioral standards. These standards include upholding of academic integrity and respecting all people, their rights and property etc., Prohibited conduct includes, but is not limited to the following:

18.2.1 **Alcohol and Substance Abuse**

i) Consumption, manufacture, sale, possession, and distribution of alcohol is prohibited on campus. Any student found guilty of behaving irresponsibly under the influence of alcohol will be penalized. A first-time offender will be charged a fine of Rs 10,000/- and asked to submit a written commitment that they will not repeat the offence. A second- time offender will be fined Rs 25,000/- and the offence will also be reflected in the student records. A third-time offence will attract a more severe penalty, including rustication from the Institute.

ii) Students found guilty of engaging in any unlawful possession, use, distribution or manufacture of controlled substances or illegal drugs, or their raw materials will be referred to the state police. Once found guilty the student will be suspended and could also be dismissed.

18.2.2 **Ragging**

All forms of ragging are prohibited. The Institute has a coherent and effective anti-ragging policy in place which is based on the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']. The UGC Regulations have been framed as per the directions issued by the Honorable Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.

Ragging constitutes one or more of the following acts:

a. Any conduct by a student or students hurting, teasing, or being rude to others.
b. Rowdy or undisciplined activities which causes or are likely to cause annoyance, hardship, physical or psychological harm or raise fear or apprehension thereof in any other student.
c. Asking a student to do an act which makes them uncomfortable, and which has the effect of causing or generating a sense of shame, torment or embarrassment, affecting the physique or psyche of such a student,
d. Any act that prevents, disrupts or disturbs the regular academic activity of any student.
e. Exploiting other students to complete academic tasks assigned to them,
f. Any act of financial extortion or forceful expenditure burden put on a student by other students,
g. Any act of physical abuse including sexual abuse, stripping, indulging in obscene, lewd acts including but not limited to gestures, causing bodily harm or any other danger to the health of a student,
h. Any act or abuse either orally or in writing including by spoken words, emails, post, public insults which would also include deriving perverted pleasure, the vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student.
i. Any act that affects the mental health and self-confidence of any other student with or without an intent to derive sadistic pleasure.

18.2.3 **Anti-Ragging Committee**

The Anti-Ragging Committee, as constituted by the Director and headed by students' affairs advisors, shall examine all complaints of anti-ragging and come up with recommendations based on the nature of the incident. The committee can have the Deans, Student Counsellors, Faculty Advisors, and the Chairperson of the concerned Department as its members as decided by the Competent Authority from time to time. The Committee, however, should have a diverse mix of membership in terms of levels and gender.

18.2.4 **Anti-Ragging Squad**

To assist students, the Institute has also constituted a body called the Anti-Ragging Squad, which consists of various members of the campus community. The Squad shall keep a tab on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times. It also makes surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee.

18.2.5 **Penalties in case of ragging**

On receipt of any recommendation from the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of the Institution shall also immediately determine if a case under the criminal laws have been made out and if so, then either on his own or through a member of the anti-ragging committee authorised by him on his behalf proceed to file a First Information Report (FIR) within twenty four hours of receipt of such recommendation with the police or local authorities including those of abetment to ragging, criminal conspiracy to rag, unlawful assembly and other offences as enumerated in Para 18.9 and Para 18.11 of the Regulation.

The Institute shall also continue with its own enquiry, and any remedial action shall be initiated and completed immediately, and no later than 7 days from the reported occurrence of the ragging incident. A student found guilty by the committee will attract one or more of the following penalties, as imposed by the Anti- Ragging Committee:

a. Suspension from attending classes and academic privileges.
b. Withholding/withdrawing scholarship/fellowship and other benefits.
c. Debarring from appearing in any test/examination or other evaluation processes.
d. Withholding results.
e. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present their research work.
f. Suspension/expulsion from the hostels and mess.
g. Cancellation of admission.
h. Expulsion from the institution and consequent debarment from admission to any other institution for a specified period.
i. When the persons who commit or abet ragging are not identified, the institute shall resort to collective punishment.
j. If need be, in view of the severity of the ragging committed, the Institute shall file a First Information Report (FIR) with the local police authorities.

The Anti-Ragging Committee of the Institute shall take an appropriate decision, including the imposition of punishment, depending on the facts and the nature and gravity of the incident.

An Appeal against any of the orders of punishment enumerated above can be submitted to the Director of the Institute.

18.3 SEXUAL HARASSMENT

Students are expected to conduct themselves in a manner that provides a safe working environment for fellow students. Sexual harassment of any kind is unacceptable and will attract disciplinary action.

Students should note that sexual misconduct or harassment encompasses a range of behaviour, including but not limited to, sexual assault, unwanted physical contact, persistent unwelcome comments, sending e-mails, messages on social media or pictures that are insulting or degrading.

Sexual harassment amounts to a serious misconduct and will be dealt with as per the Indian Institute of Science Policy on Prevention and Prohibition of Sexual Harassment at Workplace, 2017 and the Indian Institute of Science Rules for Internal Committee, 2017. All cases will be referred to the 'Internal Committee Against Sexual Harassment' (ICASH) of IISc. ICASH will determine, based on the circumstances of each case, whether the action brought to its notice constitutes a violation of the sexual autonomy and dignity of the recipient of the action.

Further details can be obtained from the website **http://iisc.ac.in/icash/**

18.4 OTHER MISCONDUCTS

a. Students are expected to dress and to conduct themselves professionally.
b. Storing, possessing or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, drugs, or toxic or otherwise dangerous materials on Institute premises.
c. Stealing, misusing, destroying, defacing or damaging Institute property or property belonging to someone else.
d. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, skin colour, region, language, sexual orientation, marital or family status, physical or mental disability, etc.
e. Unauthorised use of any Institute facilities, equipment, services or computers. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services, which includes unauthorised entry, use, tampering of Institute property or facilities, the private residence of staff/professors, offices, classrooms, computer networks, and other restricted facilities.
f. Making false accusations against any member of the Institute.
g. Not producing the identity card issued by the Institute or refusing to produce it on demand by campus security.
h. Physical assault, threats of violence, which includes any disruptive activity in a classroom or in an event sponsored by the Institute. Any conduct that has a negative impact or constitutes a nuisance on and off campus.
i. Organising meetings and processions without permission from the Institute.
j. Accepting membership of religious or terrorist groups banned by the Institute/Government of India.

k. Smoking on the campus of the Institute.

l. Parking a vehicle in a no-parking zone or an area earmarked for parking other types of vehicles.

m. Rash driving on campus may cause inconvenience to others.

n. Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer, which may cause hindrance to academic progress.

o. Misbehaviour at the time of student body elections or during any activity of the Institute.

p. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.

q. Altercations of any kind between students or student groups will be taken seriously as a violation of the code and will be dealt with accordingly.

r. Students encouraging, aiding, or conspiring in any prohibited conduct. And failing tocomply with a disciplinary measure or disciplinary measures imposed under the procedures of this Code.

s. If these acts are committed off-campus, the Institute will determine whether the Code will apply after considering the seriousness of the alleged offence, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off- campus.

18.5 PRINT AND VISUAL MEDIA AND SOCIAL MEDIA CLAUSES

18.5.1 Students are expected not to interact, on behalf of the Institute, with media representatives or invite media people to the campus without the permission of the Institute authorities.

18.5.2 Students are not permitted to either audio or video record lectures in classrooms, actions of other students, faculty, or staff without prior permission.

18.5.3 Students are not permitted to provide audio and video clippings of any activity on campus to the media without prior permission.

18.5.4 Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on social media or indulge in any such related activities that could have negative ramifications on the reputation of the Institute.

18.6 STUDENT PARTICIPATION IN GOVERNANCE

Students are members of the Institute campus, and they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein seek to encourage students to be involved in governance in both administrative and academic areas. Students must, at all junctures, be encouraged to put forth their views and advice, for informed decision making. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute, are advised to uphold the policy, inform the Institute of any violations, and assist individually and collectively to improve the quality and effectiveness of this Code and policies.

18.7 THE DISCIPLINARY PROCESS

A complaint of misconduct can be made by any student, staff or faculty member of the Institute at the Department concerned, Security office, the Hostel office or the Dean’s office.

An enquiry will be made by the concerned authority. All efforts will be made to address the issue. If the problem persists, the case may be referred to by the Students Affairs Committee.

The subsequent process will be as follows: A case sheet will be opened. The student(s) will be called for a hearing, and the alleged charges and circumstances will be documented. If the committee feels there is indeed an offence, the committee will make recommendations to the Dean of Science or Engineering, who are the disciplinary authorities. The recommendation will be reviewed by the Dean, who will recommend subsequent action.

The officer in charge of the academic section will issue the penalty.

18.8 PENALTIES

The recommendation can be, but will not be restricted to, one or more of the following actions, depending on the nature of the offence:

a. Warning- indicating that the action of the said student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action. The student may be required to tender a written apology.

b. Community Service - for a specified period to be extended if needed. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

c. Restrictions - reprimanding and restricting access to various facilities on the campus for a specified period.

d. Monetary Penalty - may also include suspension or forfeiting scholarship/fellowship for a specific period.

e. Withholding Grades – withholding the grade card or certificate for the courses studied or work carried out.

f. Suspension - a student may be suspended for a specified period, which will entail prohibition from participating in student-related activities, classes, programmes etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Students may be suspended and dismissed, along with the following additional penalties.

g. Expulsion - students may be expelled from the Institute permanently. The student is prohibited from entering the Institute premises or participating in any student-related activities and staying in campus residences etc.

h. Ineligibility - to reapply for admission to the Institute for a period of three years.

i. Repeat offenders will be given a higher penalty.

18.9 DISCIPLINARY AUTHORITIES

18.9.1 For imposing the penalties of 18.8 a. and 18.8 b., the Students' Affairs Committee will be the Disciplinary Authority.

18.9.2 For all other penalties, the Dean Science, Dean Engineering or Dean Undergraduate will be the Disciplinary authority for students from Science, Engineering or Undergraduate Programmes, respectively.

18.9.3 The hostel office with the approval of the Chair, CoW may impose penalties related to certain cases of misconduct in the hostels and messes.

18.10 APPEAL

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, they may appeal to the Director. The Director may decide on one of the following:

18.10.1 Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in the Code corresponding to the gravity of the proved misconduct, or

18.10.2 Refer the case back to the committee for reconsideration.

In any case, the Director's decision is final and binding in all cases involving possible misconduct by a student.

18.11 IISC POLICY FOR ACADEMIC INTEGRITY

As a premier institution for advanced scientific and technological research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment. Academic Integrity encompasses honesty, responsibility and awareness of the ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential to the success of the Institute and its research missions; therefore, violations of academic integrity constitute a serious offence.

18.11.1 **Scope and Purpose**

Academic Integrity, which forms an integral part of the Code, applies to all students at the Institute. Students are required to adhere to the said policy. The purpose of the Policy is two-fold:

- To clarify the principles of academic integrity
- To provide examples of dishonest conduct and violations of academic integrity

Failure to uphold these principles of academic integrity threatens both the Institute's reputation and the value of the degrees awarded to its students. Every member of the Institute community, therefore, bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

The principles of academic integrity require that a student:

i. Properly acknowledges and cites the use of the ideas, results, material or words of others, where 'others' includes both web sources and AI tools.
ii. Properly acknowledges all contributors to a given piece of work.
iii. Makes sure that all work submitted is his or her own in a course.
iv. Produces academic work without the aid of impermissible materials or impermissible collaboration.
v. Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
vi. Respects the integrity of other students and their right to pursue educational goals without interference. This requires that a student neither facilitates others' academic dishonesty nor obstructs their academic progress.

Violations of this policy include, but are not limited to:

1. **Plagiarism**: It includes the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve the submission of material, verbatim or paraphrased, that is authored by another person or entity or published earlier by oneself. Examples of plagiarism include:
   a. Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet, or AI tools.
   b. Self-plagiarism, which constitutes copying verbatim from one's own earlier published work (data, illustrations, figures, images) in a journal or conference proceedings without appropriate citations.
   c. Taking material from class notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
   d. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
   e. Using AI tools to assist in coursework in violation of policies specified by the Course, Department, Division, or Institute (in order of priority).
   f. AI tools can be used in a responsible manner for research purposes with the approval of RS, with discretion and caution, and with due acknowledgement.

2. **Cheating:** It includes, but is not limited to:
   a. Copying during examinations, and copying homework, assignments, term papers, theses, or manuscripts.
   b. Allowing or facilitating copying or writing a report or taking an examination for someone else.
   c. Using unauthorised material, copying, collaborating when not authorised and purchasing or borrowing papers or material from various sources.
   d. Fabricating or falsifying (manipulating) data and reporting them in theses and publications.
   e. Creating sources or citations that do not exist.
   f. Altering previously evaluated data and resubmitting the work for re-evaluation.
   g. Signing another student's name on an assignment, report, research paper, thesis, or attendance sheet.

3. **Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:**
   a. Use proper methodology for experiments and computational work. Any use of AI tools for tasks other than word processing (see below) must be disclosed in the Methods or Acknowledgements section, including details of precisely which tools, their usage, and the extent to which these tools were used. Accurately describe and compile data. *AI tools can be used in a responsible manner for research purposes with the approval of RS, with discretion and caution, and with due acknowledgement.*

   b. Carefully record and save primary and secondary data, such as original images, instrument readouts, laboratory notebooks, and computer folders. There should be minimal digital

manipulation of images/photos; the original version should be saved for later scrutiny if required, and the changes made should be clearly described.

c. Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to cherry-pick data: omitting some data points to make an impressive figure.

d. Laboratory notes must be well maintained in bound notebooks with printed page numbers, which can be checked during publications or patents. The date should be indicated on each page.

e. Write clearly in your own words. It is necessary to resist the temptation to "copy and paste" from the internet or other sources for class assignments, manuscripts and thesis. AI tools may be used freely, without acknowledgement, for word-processing tasks such as improving grammar, punctuation, clarity, etc. However, see item (g) below.

f. Give due credit to previous reports, methods, computer programs, etc., with appropriate citations. Material taken from your own published work should also be cited.

g. Do not input sensitive, confidential, or restricted information into open generative AI tools.

18.11.2 Institute policy on academic integrity in courses

At the beginning of the course, the instructor(s) shall clearly communicate the modalities for conducting the course as outlined below.

1. Homework:
    a. Individual submissions OR Collaborative.
    b. Discussion permitted, but copying not permitted.
    c. Use of AI permitted OR not permitted.
2. Projects:
    a. Individual projects OR Joint projects (to be decided at an appropriate time of the programme)
    b. Certify that work was done by author/s
    c. No plagiarism
    d. Proper citations and acknowledgements.
    e. Use of AI permitted OR not permitted.
3. Examinations:
    a. Copying is a major offence.
    b. Use of unauthorised materials is a major offence.
    c. Open book **OR** Closed book **OR** Formula sheets
    d. AI permitted **OR** not permitted.
4. Attendance: 75% minimum attendance **OR** no minimum attendance. This minimum attendance requirement excludes authorised absence(s).
5. In case of misconduct:
    a. The instructor shall report the conduct to the DCC, along with documentary evidence if necessary.
    b. The instructor and DCC shall inform the students regarding the nature of the conduct, and the penalty imposed.

    c. Depending on the severity of the violation, the penalty could be
        i. Zero marks for the assignment/exam,

ii. Reduce the student's grade
iii. Give an F grade in the course.

d. The offence and penalty will be entered in the student records.
e. In case of three or more offences, the records will be forwarded to the Deans for further action.

18.12 CONFLICT OF INTEREST

A clash of personal or private interests with professional activities can lead to a potential conflict of interest across diverse activities such as teaching, research and publication, and working on committees, funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a wide range of professional academic activities, including peer reviewing, serving on various committees that may, for example, oversee funding or grant recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interest must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis.

18.13 INDIVIDUAL AND COLLECTIVE RESPONSIBILITY

The responsibility varies with the role one plays.

i) **Student roles:** Before submitting a thesis (BSc (Research), MS, M.Tech. (Res), or PhD) to the Department, the student is responsible for checking the thesis for plagiarism using available web-based software. In addition, the student should undertake to be aware of the Institute's academic guidelines, to have checked the document for plagiarism, and to confirm that the thesis is an original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy, such student is strongly encouraged to report the misconduct in a timely manner. Any student who uses AI tools must do so within the permitted framework. Further, the student is wholly responsible for the correctness of the content generated by such tools.

ii) **Faculty roles**: Faculty members should ensure that students follow proper methods for experiments, computations, and theoretical developments, use AI tools, and record and save data for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring their personal compliance with the broad issues related to academic integrity outlined above. Faculty members are expected to inform students at the Institute’s academic integrity policy within their specific courses to ensure minimal academic dishonesty, and to respond appropriately to violations of academic integrity. Course Instructors should clearly specify, at the beginning of the course, policies governing the use of AI tools for the course's sessional and final assessments.

18.14 REPORTING AUTHORITY AND PENALTIES IN CASE OF ACADEMIC INTEGRITY VIOLATIONS

18.14.1 It is recommended that faculty bring any academic violations to the attention of the Department Chair or the concerned Dean. All complaints lodged against students regarding breesach of academic integrity and research misconduts shall be governed by the Indian Institute of Science (IISc) policy for handling Misconduct in Research.

18.14.2 All cases of student-faculty conflict will be handled by the concerned Dean with assistance from the committee. Students may approach the committee or the Dean if they have a genuine problem.

18.14.3 Upon receipt of reports of scientific misconduct, the Director may appoint a committee to investigate the matter and suggest appropriate measures on a case-by-case basis.

18.14.4 A breach of academic integrity is a serious offence with long-lasting consequences for both the individual and the institute, and this can lead to various penalties. In the case of a student, the first violation of academic breach will lead to a warning and/or an 'F' grade in the course. A repeat offence, if deemed sufficiently serious, could lead to expulsion.

18.15 INTELLECTUAL PROPERTY

Intellectual Property or IP" refers to creation of mind and primarily encompasses inventions; literary and artistic works; designs; symbols and names used in commerce, method or process of manufacture; biological material; drawings, prototypes, integrated circuit, circuit layout or semiconductor chip layout or design; or scientific, technical or engineering information; computer software (in source and object format); improvement, modification or development of any of the foregoing; trade secret and Know-how

Indian Institute of Science (the "Institute"), through the Intellectual Property (IP) Policy and Guidelines has put in place a system that brings order to the process of protection of IP including inventions, and the utilisation of IP through processes of technology transfer and entrepreneurship. The complete details of the IP policy of the Institute are available at **https://iptel.iisc.ac.in/ip-policy/**

The IP Policy of the Institute is applicable to all Institute personnel (including students), active, retired or alumni, associated or engaged with IISc and/or making substantial use of Institute resources. "Institute resources" means any form of funds, facilities or resources, including equipment, consumables and human resources.

Students are not authorised to negotiate, discuss, or enter into any legal agreements, contracts, or binding commitments on behalf of IISc or in connection with their academic or extracurricular activities conducted under the institute's auspices.

Any violation of the IP policy by students is considered as misconduct and will be handled by the competent authority.

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CHAPTER 19
STUDENTS' GRIEVANCE REDRESSAL

Common to UG and PG Student Handbooks

Grievance means a formal complaint that includes any kind of dissatisfaction arising out of any guideline associated with the Institute that a student believes is unfair/discriminatory.

GUIDELINES FOR STUDENTS' GRIEVANCE REDRESSAL

The Students' Grievance Redressal system at the Indian Institute of Science (IISc), Bangalore, is established to address and resolve student complaints in a fair, transparent, and efficient manner. It ensures that students can raise concerns about both academic and non-academic matters without fear of discrimination or unfair treatment.

The Indian Institute of Science (IISc) has various mechanisms to address student grievances, both academic and non-academic, to ensure a quick and accountable response to all student-related concerns, thereby fostering an environment in which students can freely express their grievances without fear of discrimination or victimisation.

19.1 EXTENT AND APPLICABILITY

Students at the Institute during their tenure/registration period.

19.2 OBJECTIVES

a) To ensure that the views of aggrieved students are valued, and they are neither discriminated against nor victimised.
b) To ensure a fair, impartial redressal of different issues faced by the students.
c) To develop a responsive and accountable approach for maintaining a harmonious atmosphere in the IISc campus.
d) To ensure that grievances are resolved promptly, objectively and with complete understanding and confidentiality.

19.3 TYPES OF GRIEVANCES

19.3.1 Academic

a) Admissions
b) Courses registration and other related matters
c) Examination/Assessments/Evaluation
d) Research related matter/issues.
e) Issuance of various certificates which within the domain of Academic Section
f) Placement & Internships
g) Discontinuation/Termination.
h) Revocation of registration

19.3.1.1 Process of handling

a) An aggrieved student shall first submit his/her complaint to his/her Advisor/Research Supervisor. In case the matter is unresolved, she/he shall forward it to the DCC/Chair of the Department for appropriate action.
b) In case the grievance is not resolved/satisfied by the resolution, he/she shall request the Deans of Faculty giving the reasons for his/her dissatisfaction.
c) Deans of Faculty shall verify the facts and shall take necessary action to redress the grievance of the student.
d) In case the aggrieved student is not satisfied with the decision of the Deans of Faculty, he/she can submit an appeal to the Director, within a period of 15 days from the date of receipt of decision of Deans of Faculty.

19.3.2 Non-Academic

a. **Hostel Facilities – Complaints regarding amenities/provisions/ food services, safety and security inside the hostels, harassment (excluding complaints of sexual harassment) of any form inside the Hostel**
First Point of Contact – Respective hostel wardens; Chair, Council of Wardens
Escalation Point- SAC
b. **DIGIT - Wi-Fi/Internet Connectivity, Computer facilities**
First Point of Contact - Office of Digits
Escalation Point- SAC
c. **Amenities - Utility stores, Drinking Water, Sanitation & Hygiene, Maintenance**
First Point of Contact - Samadhan/CCMD
Escalation Point- SAC
d. **Dept. wellness committee, Wellness centre, CMO, Wellness related**
First Point of Contact - Assistant Registrar handling
Wellness centre Escalation Point- SAC
e. **Finance & Accounts - Collection of fees, scholarship disbursement**
First Point of Contact - Financial Controller
F&A Escalation Point- SAC
f. **Other issues like ID cards, Safety and Security, Discipline, Misbehaviours**
First Point of Contact - Assistant Registrar, Security
Escalation Point- SAC
g. **Physical health issues, Medical Facilities, emergency services, Mental health issues**
First Point of Contact - CMO, Health Centre
Escalation Point- SAC
h. Complaints of sexual harassment may be made to the Internal Committee Against Sexual Harassment (ICASH). Details of the ICASH are available on the IISc website.

19.3.2.1 Process of handling:

a) The Institute shall provide on its website all relevant information in respect of the SAC and the Ombudsperson for the purpose of appeals.
b) The students can approach the appropriate authority mentioned in para 5 ii) above. If the aggrieved student is not satisfied with the resolution, they can submit the grievance via email to the SAC Chair.

c) SAC may be approached if students are unsure how to contact any authorities.
d) The law of natural justice shall be observed, and a fair hearing to the grievant shall be given.
e) SAC shall submit its recommendations to the relevant Dean following its examination of the student's grievance.

19.3.3 Exclusions

The following complaints/grievances are not within the purview of the SAC/Ombudsperson for consideration:

i) Decisions of the Court/Council/Senate and other related Academic Committees constituted by the Institute.
ii) Complaints involving policy matters in which the student has not been directly/ indirectly affected.
iii) Decisions regarding the award of fellowships, scholarships, fee concessions, medals and other related matters.
iv) Decisions regarding disciplinary matters/misconduct. All such matters relating to students/Institute members are dealt with as per the relevant conduct rules and hence outside the purview of student grievances.
v) Decisions regarding recruitment/selection in the Institute.
vi) Anonymous complaints.

19.4 Appellate Authority/Ombudsperson

19.4.1 Functions Of Ombudsperson

a) The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed of all other remedies provided under these Guidelines.
b) All such appeals shall be routed through the Chair/Secretary, SAC.
c) While issues of Academic matters may be referred to the Ombudsperson, such an application shall be entertained only in cases of specific irregularity leading to student discrimination.
d) The Ombudsperson may avail assistance of any person for hearing complaints/grievances.

19.4.2 Procedure For Redressal of Grievances by Ombudsperson

a) Grievances not resolved by the SAC within 30 days maybe referred to the Ombudsperson.
b) The Ombudsperson shall, after giving reasonable opportunities of being heard to the parties concerned, on the conclusion of proceedings, pass such order, with reasons thereof, as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student
c) The Institute, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson.
d) The institution may comply with the recommendations of the Ombudsperson.
e) The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

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CHAPTER 20

IMPORTANT COMMITTEES

20.1 UNDERGRADUATE SENATE CURRICULUM COMMITTEE (UGSCC)

A. The Undergraduate Senate Curriculum Committee (UGSCC) is one of the important standing committees of the institute which deals with the curriculum, examination, and course-related activities at IISc for the UG Programme.

B. The UGSCC/SCC holds the authority to make decisions on the following matters:

- Academic Calendar
- Course Registration
- Course Dropping
- Examination Timetable
- Course-Instructor feedback
- Finalisation of Marks and Publishing of Results
- Termination of Deficient academic performers
- Granting an extension to complete the coursework.
- To ensure that all programmes and courses meet acceptable standards.
- Academic Structure of different programmes under UG.

20.2 STUDENT AFFAIRS COMMITTEE (SAC)

The Student Affairs Committee (SAC) is the institute's standing disciplinary committee. SAC is mandated to:

- Handle all student complaints and grievances related to academic matters, availability of academic and research facilities, student-faculty relationships and other students' affairs.
- Enquire into the alleged case and recommend suitable disciplinary action.
- Act as 'mentoring cell' on curbing the menace of ragging.
- To review the students' code of ethics and conduct and make recommendations.

Members SAC

- P Thilagar (Chair & Advisor)
- Arpita Patra (Member & Counsellor)
- Deepak Subramani (Member & Counsellor)
- Kavita Isvaran (Member & Counsellor)
- Manish Jain (Member & Counsellor)
- Vishwesha Guttal (Member & Counsellor)
- Arindam Chakraborty (Member & Counsellor)
- Sirshendu Pathak (Member nominated by SC)
- M Senthil Kumar (Assistant Registrar, Academic Member Secretary)

Email : chair.sac@iisc.ac.in

20.3 THE SEXUAL HARASSMENT COMPLAINT COMMITTEE (SHCC)

A. Sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as physical contact and advances, demand or request for sexual favours, sexually coloured remarks, any other unwelcome physical, verbal or non-verbal conduct of a sexual nature. It is discriminatory when the aggrieved woman has reasonable ground to believe that her objection would disadvantage her in connection with her employment, or when it creates a hostile working environment. In accordance with the Hon'ble Supreme Court's decision, a Sexual Harassment Complaint Committee (SHCC) was constituted in April 2003.

B. The SHCC will provide equal opportunity for all women in IISc, without regard to age, to lodge complaints of any sexual harassment in the workplace. The affront to personal dignity that occurs as a result of sexual and other types of harassment constitutes an action unbecoming of a student/ staff member of the Institute and will attract appropriate disciplinary action. Complaints may be made verbally or in writing at any time.

C. The Government of India (GoI) has enacted the Protection of Women from Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act (the SH Act), 2013. For details, refer: http://shebox.wcd.gov.in (SHe-Box–Ministry of Women & Child Development) and https://www.rightsofemployees.com/2018/01/26/sexual-harassment-at-workplace/

20.4 INTERNAL COMMITTEE AGAINST SEXUAL HARASSMENT (ICASH)

A. The Internal Committee against Sexual Harassment (ICASH) will provide equal opportunity for all IISc personnel, without regard to gender or age, to lodge complaints of any sexual harassment in the workplace.

B. Any ICASH member may be contacted verbally or in writing at any time to lodge complaints. The details about ICASH committee members are available at https://iisc.ac.in/icash/

Email: icash@iisc.ac.in

20.5 COMMITTEE TO INVESTIGATE COMPLAINTS OF CASTE-BASED DISCRIMINATION

A. IISc has constituted a Committee on the Promotion of Equity and the Prevention of Discrimination to promote an inclusive, equitable, and discrimination-free campus and to examine complaints of discrimination.

B. The Committee receives and examines complaints relating to discrimination on the grounds of caste reported by reserved category students. It conducts a fair and impartial inquiry, reviews the available information and relevant records, and submits its recommendations to the competent authority for appropriate action in accordance with Institute rules and applicable regulations.

C. Students who experience or witness caste-based discrimination are encouraged to report it through the Institute's designated grievance mechanism. Requests for confidentiality will be respected to the extent permitted under applicable regulations, and every effort will be made to ensure that complainants are protected from retaliation.

D. The Committee is committed to fostering equal opportunity, mutual respect and social inclusion across the IISc community while ensuring that complaints are addressed promptly, fairly and with due sensitivity

E. E-Mail id: cbdcstudent.admin@iisc.ac.in
Contact Number: 9187973500
CBDC Portal: cbdc.iisc.ac.in

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CHAPTER 21

FACILITIES AT INSTITUTE

Common to UG and PG Student Handbooks

21.1 JRD TATA MEMORIAL LIBRARY

The J.R.D. TATA Memorial Library, at the Indian Institute of Science, is one of the oldest yet modern Science and Technology libraries in India. Starting in 1911 as one of the first set of departments in the Institute, it has become a precious national resource center in the fields of Science and Technology. The library is centrally located with four floors with lift facility and has a total area measuring about 5,000 sq. mts. The collection of the library which includes books, journals, reports, theses, Indian Patents and standards is regarded as one of the richest collections in the country. This rich and valuable collection built over ten decades has some rare reference materials and back volumes of several important journals. Apart from its print resources, the library has access to a large collection of e-journals, eBooks and databases. Functioning as an effective support system for information services across the campus continues to be the primary goal of the library.

The library has a total collection of about five lakh documents which includes books and monographs, bound volumes and periodicals, theses, standards, technical reports etc. It subscribes to over 750 current e-journals. In addition to Library subscriptions, the **e-Shodh Sindhu Consortium (INFLIBNET)** provides access to over 8000+ e- journals. The library continues to maintain pre-eminence in providing access to a large number of e-resources.

A. **EPrints & ETD Digital Repositories**

ePrints@IISc (eprints.iisc.ernet.in) is one of the earliest and largest Institutional Repositories in the country. The ePrints@IISc was started by the erstwhile National Centre for Science Information. It is currently being managed by the J.R.D. Library. The repository collects, preserves, and disseminates the research output created by the IISc research community in digital format. The repository content can be accessed through the search and browse functionalities. As on date, the total number of publications in the repository is about 46,000+.

etd@IISc (eprints.iisc.ernet.in) is the digital repository of Theses and Dissertations of IISc, Bangalore, India. This repository has been developed to capture, disseminate, and preserve the research theses of IISc. The repository content can be accessed through the search and browse functionalities. To date, the total number of records in the repository is about 3800+.

A.1. Library Automation

The library has been using LIBSYS, a Library Management Software for its functions such as Acquisition, Cataloguing, Serials Control, and Circulation. Online access to Library holdings data is through WEB-OPAC. Users have the facility to browse and search the library to catalogue and view the status of a document or their own transactions and make on-line reservations for a document issued.

A.2. Working hours

Monday – Saturday	24 HRS
Sunday & IISc Holidays	10:00 AM to 5:00 PM

A.3. Circulation rules and procedures

- Items that can be borrowed:
  a) Books
  b) Series Publications
  c) Reference Books (except Handbooks, Dictionaries, Encyclopaedias, etc.)
- Loan Period:
  a) Books (General): 14 days
  b) Periodicals (bound/series/references): 48 hours.

A.4. Library Website

The Library maintains its own web portal (https://library.iisc.ac.in/) and the portal acts as a one-stop-shop to access all the information related to the library including services & facilities available, Web OPAC, links to all e-resources subscribed, Staff etc.
Contact No: 080 2293 2407
E-mail: library@iisc.ac.in

21.2 SUPERCOMPUTING EDUCATION AND RESEARCH CENTRE AND COMPUTATIONAL FACILITIES

The Supercomputing Education and Research Centre (SERC) is a state-of-the-art supercomputing facility in Indian Institute of Science (IISc). It primarily caters to computational and specifically, high performance computing needs for scientific and engineering research in IISc. The Centre hosts 24/7 supercomputing facilities and services including supercomputers of Petaflop capacities for traditional HPC (High performance computing), deep learning and AI based applications, HPC software and about 2 Petabytes of storage.

SERC currently boasts of a supercomputing system called Param Pravega installed under the National Supercomputing Mission (NSM), a prestigious project in the country. Param Pravega is a 2.6 PFlop system with 28000 CPU cores, 80 GPUs and 4 Petabytes storage. It is the largest supercomputing system in an academic Institution in India. Besides this, SERC also has a medium-scale cluster with about 2000 CPU cores and the latest GPU resources. In addition to the hardware, SERC has a wide array of attractive computational and visualisation softwares including MPI, OpenMP, MATLAB, Mathematica, ScaLAPACK, Ansys, and other domain-specific software for various fields of research.

The supercomputer systems in SERC have served about 44 departments, 134 research groups and 450 users of the Institute in various fields including aerospace, brain research, chemistry, climate modelling, computational and data sciences, computer science, earth sciences, electronics system engineering, inorganic and physical chemistry, materials research, mechanical engineering, microbiology and cell biology, molecular biophysics, physics etc.

About 150 million CPU core hours per year are being provided and used for research by both faculty and students in these areas. Supercomputing usage results in a total of about 50 publications every year across the Institute. SERC resources are also being used by researchers from other academic organisations, government-funded R&D laboratories and industries.

Students can easily access these attractive state-of-the-art resources by filling in a simple form mentioning their programme and other details and submitting them to SERC, which then facilitates the access within a day. Students can then remotely log in to these resources from the convenience of their labs, hostel rooms, or even their homes and submit jobs for executions 24/7.

The centre also provides periodic HPC training courses to both the Institute community and personnel from outside the Institute and offers HPC consulting services. Students can avail themselves of these training programmes to get acclimatised with the usage of the latest resources in SERC.

Contact No: 080 2360 0492
E-mail: office.serc@iisc.ac.in
Website: https://www.serc.iisc.ac.in/

21.3 HEALTH CENTRE

Medical services for students are provided at the Health Centre. It has out-patient and in- patient facilities served by Medical Officers and nursing staff. Specialists in the areas of eye, dental and psychiatry visit the Health Centre regularly. There is a doctor on duty to look after emergency cases at night.

Diagnostic facilities like a clinical laboratory, an X-ray facility, ECG and ultrasonography are available. Cases requiring other specialist services refer to appropriate centres/ hospitals.

All regular students are covered by the "Students Health Care Scheme" which permits reimbursement of medical expenses incurred as per norms. Students must undergo a medical examination at the time of joining only and medically fit candidates are admitted to the Institute.

Health insurance is mandatory for all Institute students.

Appointments can be made through the website: Health Centre Login (iisc.ac.in)
Important Contacts:

A. Medical Officers
   1. Dr. Satish Rao. C, Sr. Medical Officer, Officer-in-charge, Ph:2293 2226(off), 2293 2031(res)
   2. Dr. Nirmala. R, Sr. Medical Officer, Ph: 2293 2411 (off), 2293 2073 (res)
   3. Dr. Aditya Malladi, Medical Officer, Ph: 2293 2936 (off)
   4. Dr. Neethi Ravindran, Medical Officer 2293 2552 (off)
   5. Dr. Rohan Khot, Authorised Medical Officer, Ph No. 2293 2346
   6. Dr. Chelsy Anna, Authorised Medical Officer, Ph No. 2293 2346
   7. Dr. K. T. Bharath, Authorised Medical Officer, Contact No. 080 2293 3468
   8. Dr. Ravi Kiran, Authorised Medical Officer, Ph No. 2293 2346
   9. Authorised Medical Officer (Night-Duty): Ph: 2293 2006 / 2390

B. Consultants
   1. Dr. Shyam Prasad, Skin/Dermatology, Ph: 2293 2552 (off), 2331 8936 (res)
   2. Dr. Sanjay B Patil, ENT, Ph: 2293 2226 (off), 2349 3487 (res)
   3. Dr. M. N. Srinivasan, Consultant Radiologist, Ph: 2293 2412 (off), 98451 66705 (mob)
   4. Dr. Nandyala Sundari, Consultant Gynecologist, Ph. No. 080 2293 2412
   5. Dr. Kailash Chhabria, Consultant Ophthalmologist, Ph. No. 080 2293 2412
   6. Dr. Suryanarayana, Endocrinologist, Ph: 2293 2226 (off)
   7. Dr. Basavaraj Kuntoji, Physician, Ph. 2293 2411
   8. Dr. Shalini Sharma, Pediatrician, Ph. 2293 2990
   9. Ms. Savitha M. S, MSc (Clinical Psychology), PDCP Ph: 080 2294 3628
   10. Mr. Shridhar B. G, MSc (Clinical Psychology), Ph: 080 2293 3629

C. Allied Specialty

1. Mr K Vishnu Kumar Reddy, Physiotherapy, Ph: 080 2293 3468
2. Mrs Ruth Boyle, Physiotherapy, Ph: 080 2293 3468

D. Other Contacts

1. Office	080 2293 2234/3617
2. Reception	080 2293 2227
3. Laboratory	080 2293 2007
4. Nursing	080 2293 2390/2006
5. X-ray	080 2293 2348
6. Pharmacy	080 2293 2412

21.4 HOSTELS AND DINING HALLS

A. Registered students at the Institute are eligible to apply for the available on-campus hostel accommodation.

B. **First-year students are required to vacate their hostel before 31st May.**

C. There are four dining halls: Vegetarian 'A', 'D', and 'E'; and Composite 'B' and 'C' (both vegetarian and non-vegetarian).

D. Contact No.: 080 2293 2593 / 080 2293 2822

E. For information on Married Student Apartments, please contact the Housing Allotment Committee (HAC) office.

F. Charges towards hostel facilities per month are available at: https://www.iisc.ac.in/about/student-corner/

21.5 STUDENTS' COUNCIL

A. The Students' Council (SC) is the representative body of the entire student community of the Indian Institute of Science. It is an interface between the students and the administration and works together with the students to identify and address concerns that affect them, directly or indirectly. The Students' Council also represents the interests of the students and plays an active role in discussions and decisions affecting the student community.

B. The Students' Council is also vested in the all-round development of the students and organises several extracurricular activities throughout the year. These activities include sporting and cultural events organised in association with the Gymkhana and the different activity clubs on campus. The Students' Council also coordinates the student volunteer effort for various Institute events like Sangam (Freshers' welcome party) and Open Day, thus actively encouraging student participation and contribution. The motivation is to instill a sense of social responsibility and a drive to give back to society.

C. The Students' Council takes a stand on issues of social importance and organises the student body in their protests and acts as united voice of the students at the Institute. This is aimed at making the students aware of the outside world and encouraging them to take a stand for what is right.

D. The office bearers of the Students' Council are elected for a term of one year. Nominated members constitute the Steering and Executive Committee of the Students' Council. Additionally, two representatives from each of the departments are members of the Council. The Students' Council is also responsible for the constitution of the following committees:

- **Academic:** All issues relating to courses and academic resources
- **Amenities:** Looking after on-campus amenities and monitoring the quality
- **Communication:** Media interface and dissemination of information to the students' hostels, looking after the students' hostels
- **Student Support Network:** Coordinating with the Counselling Centre to provide a counselling platform for students
- **Placements:** Looking after campus placements and other career opportunities
- **Health:** Coordinating between the Health Centre and students
- **Women's Welfare:** Working with the Women's Cell for the welfare of the women students
- **Cultural:** Organising and promoting intra- and inter-institute cultural events
- **Environment:** Reducing the Institute's environmental footprint, expanding green cover

E. There are other committees, such as the social, UG welfare, and foreign student welfare committees.
Contact No: 080 2293 2653
Email: office.sc@iisc.ac.in
Website: https://scouncil.iisc.ac.in/

21.6 STUDENTS' BODY FOR INNOVATION AND ENTREPRENEURSHIP (ENTIISC)

A. **EntIISc** is the abbreviation for 'Entrepreneurship and Innovation at IISc'. It is a student-run forum that encourages, promotes, and supports entrepreneurship and innovation activities at IISc. It aims to become a welcoming forum that promotes and sustains entrepreneurial spirit and facilitates idea exchange and networking through events, workshops, and training. Beneficiaries include students, faculty, research staff, and associates.

- **Vision:** This club aims to leverage IISc's unique ecosystem to create an international hub for entrepreneurship and innovation.
- **Mission:** EntIISc is a welcoming forum that promotes and sustains entrepreneurial spirit and facilitates idea exchange and networking through events, workshops, and training.
- **Stakeholders:** IISc students primarily, IISc community (faculty, supporting staff and others), external entities (IISc alumni, industry partners, VCs, industry bodies, government and other academic institutes and interested individuals)
- **Objectives:** Be a world class showcase for entrepreneurship and innovation by executing professionally through:
  - Innovative and comprehensive IT-driven operations
  - Creative, engaging, and useful events that benefit the stakeholders
  - Metrics-driven achievements, demonstrating transparency and integrity in actions and thoughts via constant communication to all stakeholders on a regular basis

B. **Events at EntIISc:**

Since its formal inception, the office bearers of EntIISc have established this forum as the go-to place for all IISc students and entities external to IISc on matters related to student entrepreneurship and innovation. EntIISc has engaged about 500 students from the campus through more than 10 events during the first six months of its operation. Students and other IISc scholars, professionals, entrepreneurs, and innovators benefited from the events.

Website: entiisc.iisc.ac.in

21.7 RECREATIONAL FACILITIES

A. **The Gymkhana** is a centre of cultural activity at the Institute. It has a cricket ground, tennis, volleyball, and basketball courts, and a cinder track. An indoor badminton court, table tennis, billiards, karate, shaolin-chu-kung-fu, taekwondo, chess, and carrom are a few among the many facilities in the Gymkhana. Athletic and recreational facilities at the Gymkhana provide a conducive atmosphere for interaction between students and staff, and a break from regular work schedules at the Institute.

The Gymkhana also has a good gymnasium with facilities like home gym, a Hercules multi trainer, and wall bar equipment.

Attached to the Gymkhana is a small, well-kept swimming pool where coaching classes are also conducted during summers. The Gymkhana subscribes to about 14 magazines in English at its Ranade Library, apart from making available about 10,000 books to readers. The music room in the Gymkhana houses a stereo system and record player, with a good collection of records. There is a separate TV lounge. An indoor Students' Auditorium where cultural activities can be organised is available as a facility. There is also an open-air auditorium.

B. **General Facilities**

- The Film Club regularly screens popular and classic films in its main hall.
- The Gymkhana organises inter-departmental, inter-collegiate and inter-university tournaments in sports, games, and cultural events. 'VIBRATIONS', a weeklong annual cultural festival, which attracts students from institutions all over the country and helps to bring out their inherent cultural talent, is celebrated at the Gymkhana.
- A dark room facility for the Photography Club situated at the Gymkhana caters to the needs of camera-loving members.
- A snacks parlour, which serves coffee, snacks, and soft drinks to the members, is also situated in the Gymkhana premises.
- Other general facilities at the Institute include banks, Xerox centres (photocopying facility), travel agencies, bookstores, and a cafe and tea kiosk.

Contact No: 080 2293 2257
Email: office.gym@iisc.ac.in
Website: iiscgym.iisc.ac.in

21.8 OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS (ODAA)

A. **INTRODUCTION**

The Office of Development and Alumni Affairs spearheads IISc's efforts to raise funds from alumni, corporates, and philanthropists. These contributions have been used for several initiatives at the Institute including construction of new buildings, establishment of new research/academic centres, chair professorships, research projects, and student support initiatives like fee waivers, fellowships, awards, medals and travel grants.

B. **FEE WAIVER AND FELLOWSHIPS**

Several alumni and well-wishers have established fee waivers and fellowships for students at the Institute through ODAA.

- Exclusive women fellowships have encouraged more women students to pursue careers in science and engineering, to address gender inequality.
- Other eligibility criteria include academic merit and socio-economic needs of students.
- **Selections are made by the UG Office only.** ODAA only facilitates the setting up and coordination of such initiatives.

For a complete list of fellowships, please visit: Fellowships

C. **TRAVEL GRANTS**

There are a limited number of UG travel grants available like the Smt Gowramma and Sri Ubrani Venkateshiah Travel Grant for the science stream and the Smt Sharada and Sri SK Ramanna Travel Grant for the engineering stream which are **solely awarded through the UG office.** ODAA hands over funds received exclusively for UG travel grants to the UG office for disbursement amongst deserving student applications.

For a complete list of travel grants, please visit: UG Travel Grants

D. **AWARDS**

Student awards recognis e exceptional academic or research accomplishments of IISc students. There is a limited number of student awards open to UG students. Selections are made by the UG Office only. ODAA only facilitates the setting up and coordination of such initiatives.

For a complete list of student awards, please visit: Awards

E. **MEDALS**

Medals are prestigious honours awarded during the annual IISc convocation to recognise top-performing graduating students who have demonstrated outstanding academic excellence in their respective disciplines, across specific undergraduate and postgraduate programmes. Receiving an IISc medal serves as a permanent mark of distinction, honouring a graduate's dedication, high scholarly standards, and meaningful contribution to the Institute's academic legacy. ODAA only facilitates the setting up of new medals.

For a complete list of Medals through ODAA, please visit: Medals

F. **NO DUES PROCESS**

For any student who is about to complete their degree at IISc or has decided to discontinue their degree, a No Dues clearance is mandatory for degree collection (or a smooth exit from IISc in the case of a discontinuation). This is the final clearance given by several units in IISc like the library, Gymkhana, hostel and ODAA as well. As part of the No Dues process, ODAA needs you to create an account in the Alumni Networking Portal (more below) and fill in the ODAA Exit Form that captures details of your time as a student in IISc.

For more details, visit: No Dues

G. **ALUMNI ENGAGEMENT**

ODAA serves as the primary point of contact between IISc and its global alumni network. ODAA keeps alumni updated on ongoing activities at the Institute and collaborates with them on initiatives that support current students.

As part of the mandatory No Dues clearance process, all graduating IISc students must create a profile on the IISc Alumni Portal. This portal helps the Institute stay connected with its graduates while enabling alumni to network across batches and tap into a world-class professional network.

Post No Dues clearance from ODAA and the convocation, each student who has graduated from IISc is given an alumni card (digital) that enables smooth entry into the Institute for specific events and visits only.

For more details, visit: ODAA Alumni Engagement

H. **BUILDINGS AND LABS**

ODAA's fundraising efforts have resulted in the development of several new facilities available to students from different departments. This includes the TCS Smart X Hub, the upcoming Kotak IISc AI-ML Centre, Axis Bank Centre for Mathematics and Computing, and the Jindal, BPCL and LTTS Women's Hostel Blocks, among several other initiatives. Most of these have been funded through CSR contributions, while some, such as the K Subramonian Centenary Memorial Building (Biological Sciences Annexe), have been supported through philanthropic contributions.

ODAA publishes an annual report highlighting its fundraising and alumni engagement activities; read the annual reports here: Annual Reports

Contact No: 080 2293 3590
Email: office.odaa@iisc.ac.in
Website: odaa.iisc.ac.in

21.9 OFFICE OF INTERNATIONAL RELATIONS (OIR)

Since its inception in 1998, the Office of International Relations (OIR) has been overseeing all the international programmes and activities of the Institute, which includestheadmission of international students to various programmes offered by the Institute: Bachelor of Science (Research); Bachelor of Technology in Aerospace Engineering, Materials Science and Engineering, Mathematics and Computing, and Mechanics and Computing; Master of Science in Life Sciences and Chemical Sciences; Master of Technology (Course and Research) in Engineering, Master of Design (MDes), Master of Management Programme (MMgt), and PhD in Science, Engineering, and Interdisciplinary areas. Currently, IISc has 104 international students enrolled in the full-time UG and PG programmes in various disciplines. All these students are provided with the fellowships on par with the Indian students, along with campus accommodation.

OIR has formulated several mechanisms for engaging with the foreign universities/research institutions through the execution of the Memoranda of Understanding (MoU) and agreements. OIR coordinates the IISc visit of international academic, industrial, and diplomatic delegations and the Institute's delegations to foreign universities to strengthen our existing collaborations and forge new partnerships. Under the MoUs, we facilitate the exchange of students for semester-based courses, collaborative research and internships, as well as Joint PhD Supervision Programmes (JSP), Joint Doctoral Programmes (JDP), and study abroad programmes with selected partners under specific agreements. OIR also nurtures joint research ventures through bilateral exploratory workshops, webinars/information sessions, seed funds, and visiting programmes for international faculty and students. Currently, IISc has about 150 active MoUs and agreements with international institutions across the globe.

In addition, OIR facilitates the networking of international students on campus by organising orientation programmes for newly admitted students and connecting them to the Institute's international community. We conduct various programmes like one day exploratory visit, sports day, Year-end get-together, and Meet and Greet sessions throughout the year for the international students/visitors. We also provide the required documents and support for the visa process, registration with the Foreign Regional Registration Office (FRRO), and research permission for the Overseas Citizens of India (OCI). Therefore, we serve as a nodal office for the international students/visitors at IISc and universities abroad for any support or assistance required.

Contact No: 080 2293 2560 / 080 2293 2451
Email: chair.oir@iisc.ac.in, oir.admin@iisc.ac.in, iro.admin@iisc.ac.in and admission.oir@iisc.ac.in
Website: https://oir.iisc.ac.in/

21.10 OFFICE OF COMMUNICATIONS (OoC)

The Office of Communications (OoC) at the Indian Institute of Science (IISc) is the single point of contact for all external communications related to the Institute. OoC's activities include publishing periodic magazines and newsletters related to research and campus life as well as books by faculty members, maintaining and archiving historical documents, disseminating science news, managing social media, and organising talks and workshops on diverse science-related topics. OoC also coordinates the publication of the Institute's Annual Reports, brochures, and other publicity materials. OoC also offers science writing internships for IISc students interested in learning the basics of science writing and communication.

Contact No: 080 2293 2750/2066
Email: office.ooc@iisc.ac.in
Website: ooc.iisc.ac.in

21.11 DIGITAL CAMPUS AND IT SERVICES (DIGITS)

The DIGITS (Digital Campus and IT Services) Office is IISc's hub for digitalisation. It is a unit set up by the Institute to plan and create a best-in-class information technology (IT) and networking system for the campus, and to implement agile IT and networking services for operational excellence in the Institute.

Some of the main activities of DIGITS are:

- Maintenance of emails, SAP, and Scholar One
- Making available legal copies of widely used softwares
- Broadcast Service for IISc-wide announcements
- Maintenance of the campus wide network and various portals, and the IISc website

For more information, see https://digits.iisc.ac.in
Contact No: 080 2293 3006
Email: office.digits@iisc.ac.in
Website: digits.iisc.ac.in

21.12 OFFICE OF CAREER COUNSELLING AND PLACEMENT (OCCaP)

A. **About OCCaP**

The Office of Career Counselling and Placement (OCCaP) (previously known as the 'Placement Cell') provides centralised support for internship and full-time placements for the Bachelor of Science (Research), Bachelor of Technology (Mathematics & Computing), Master of Science (Research), M.Tech., M.Tech. (Research), MDes, MMgmt, MEngg, MSc, PhD students, and postdocs at IISc.

B. **Internship placements**

The Institute allows students to take up internship positions in industry for up to three months without affecting their academic activities. Undergraduate and Master's students may take up these internships during the summer months (May to July). Research students can avail internships once their coursework is completed, subject to approval from their advisor and department. Longer internships are allowed with special arrangements.

The placement season begins with Pre-Placement Talks in December, followed by tests and interviews starting in January, and continues until April.

For further information on internships, please refer to the respective programme rules.

C. **Full-time placements**

The placement season begins with Pre-Placement Talks in August, followed by tests and interviews starting in September, and continues until June.

Interested and eligible students may apply to participating companies. Students who wish to apply for a company are expected to participate in the corresponding selection process. The selection process may include Pre-Placement Talks, tests, interviews, or other stages as determined by the respective company. These processes may be conducted in physical, virtual, or hybrid mode. The eligibility criteria for applying to a company, as well as student selection, are determined solely by the respective hiring company. OCCaP will manage the placement process of all the visiting companies.

For more details, visit: https://occap.iisc.ac.in/
Email: placement.occap@iisc.ac.in/support.occap@iisc.ac.in

21.13 WELLNESS CENTRE

IISc has an active Wellness Centre for students and all members of the campus community. The mandates of the Wellness Centre are:

- Promotion of psychological well-being of the IISc community
- Identification of resources required for early communication, including emergency hotline and other modes of communication, or advice from consulting psychiatrists and psychologists (outside campus), as well as psychological social workers
- Organisation of events such as workshops, seminars, and so on to create awareness.

The Wellness Centre is a part of the overall health support system at the Institute. It is chaired by Prof PS Anil Kumar (Dean, Administration & Finance) and, in addition to medical doctors, psychologists and psychiatrists, has representatives from students, faculty, and staff at IISc.

There are various options for seeking and receiving help – 24 x 7 helpline, Online counselling (DOST), and one-on-one meetings. Students are encouraged to help themselves and one another at the first appearance or signs of emotional and physical distress.

Contact No: 080 2293 3627
Email: office.wellness@iisc.ac.in
Website: https://wellness.iisc.ac.in/

21.14 SECURITY AT IISc

A. IISc has a vibrant and diverse campus set in 440 acres of greenery in the city of Bengaluru (formerly Bangalore), which includes administrative buildings, departmental buildings, Gymkhana, students' hostels and messes, auditoria, amenities shops, food outlets, faculty, and staff residential quarters and other in-house facilities spread in seven blocks/clusters. IISc maintains a safe and secure campus for all students, faculty, staff, and visitors, and for the Institute's property and physical assets.

B. The mission of the Security Department at the Institute is to create an environment that is conducive, secure, safe, andpractical where faculty, students and staff work in comfort, move freely within the Institute campus to complete their time targeted tasks without many barriers or restrictions. The Institute is under professional security cover 24x7. All security personnel are sufficiently trained and qualified, and all supervisory staff are retired from Paramilitary Forces/Armed Forces.
Emergency contact (24x7) – 080-2293 5555
Security Control Room (24x7) – 080-2293 2400 / 2225 / 2841
Assistant Registrar (Security) – 080-2293 2617
Email: security.officer@iisc.ac.in

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CHAPTER 22

AUXILIARY RULES AND PROCEDURES

22.1 IMPORTANT PROCEDURES

22.1.1 ID Cards

All students must apply for ID cards through the ID Card Portal:
https://studentidcard.iisc.ac.in

22.1.2 Issuance of ID card

- During the admissions process, students will be issued a temporary ID card with a validity of 3 months at the time of document verification.
- To obtain a permanent ID card, students must apply through the ID Card Portal, uploading a recent passport-size photograph before the expiry of the temporary card validity.

22.1.3 Renewal of ID Card

- Students must apply for renewal of their ID card at least 30 days before the expiry date through the ID Card Portal.
- A recent passport-size photograph must be uploaded.
- The expired ID card must be surrendered when collecting the renewed card.

22.1.4 Extension of ID Card Validity

- The ID card validity ends with the original course duration. However, in case a student requires an extension of validity, they must apply through the ID Card Portal and upload the following documents:
  - A validity extension letter specifying the required date, signed by the Department Chair and Research Supervisor
  - A photocopy of the existing ID card
  - A recent passport-size photograph
- The expired ID card must be surrendered when collecting the extended card.

22.1.5 Correction of ID Card

- Corrections to the following personal details on the ID card is permitted:
  - Name
  - S. R. No.
  - Address
  - Mobile No.
  - Emergency Contact No.
  - Programme
  - Department

- Students must apply through the ID Card Portal and upload:
  - A recent passport-size photograph
  - A photocopy of the existing ID card
- The existing ID card must be surrendered when collecting the corrected version.

22.1.6 Lost ID Card

- In case of loss, students must:
  - Apply for a new ID card through the ID Card Portal
  - Upload a recent passport-size photograph
  - Attach a valid FIR or e-Loss Report
- Upon verification, a payment link of Rs 250 will be sent to the student's IISc email ID.
- The ID card will be processed after successful payment.

22.1.7 Duplicate ID Card (Damaged/Defective)

For damaged or defective cards (e.g., barcode issues, wear and tear), students must apply through the ID Card Portal and upload a recent passport-size photograph.

- Upon verification, a payment link of Rs 250 will be sent to the student's IISc email ID.
- The ID card will be processed after successful payment.
- The damaged card must be surrendered when collecting the new one.

Important Notes:

- Students will receive a notification through their IISc email once the ID card is ready.
- The card can be collected from the Academic Section five days after receiving the notification.
- If security personnel confiscate a student ID card, the student must report to the Academic Section.

22.2 CERTIFICATES ISSUED BY UG OFFICE

22.2.1 COURSE COMPLETION CERTIFICATE (CCC)

Course Completion Certificates are issued to BSc (Research), B.Tech., MSc, and M.Tech. students who have successfully completed required academic requirements for the award of degree. Final No Dues completion is mandatory to issue CCC.

22.2.2 PROVISIONAL DEGREE CERTIFICATE (PDC)

Provisional Degree Certificate (PDC) mentioning the date of award of the degree can be requested by students on the AdSeR portal. The Provisional Degree Certificate will be issued only after the recommendation in the Governing Council meeting.

22.2.3 BONAFIDE CERTIFICATE

The request for Bonafide Certificate for various purposes should be made on the AdSeR portal and must mention the reason for applying for the certificate. The request for issuance of Bonafide Certificate for undertaking internships/summer projects should be made with the recommendation from the faculty advisor/coordinator and invitation, if any, received. The certificate is issued only to the students whose registration has not been cancelled.

22.2.4 DISCONTINUATION MEMO

The student can initiate a discontinuation request on SAP through the 'Request for Discontinuation' Tile. It should be ensured that No Dues are completed before initiating the request. Discontinuation memo will be issued after the approval of the competent authority.

22.3 PROCEDURE TO AVAIL TRAVEL ALLOWANCE (FOR STUDENTS WHO HAVE JOINED THE INSTITUTE)

22.3.1 After the physical document verification, the students can submit the travel allowance form issued by the UG Office along with the tickets and admission offer letter issued by the Academic Section to the concerned department office to get the approval from the Chair.

22.3.2 Once the department Chair approves, the same should be forwarded to the Finance Section by the department office.

NOTE: Any query/request regarding these certificates should be done through AdSeR only.

22.4 CHANGE OF NAME IN ACADEMIC RECORDS

Application Process:

a. Applicant/Alumni must fill out the prescribed application form (Refer Form - 4)

b. The issued transcript and/or degree certificate (issued earlier) must be returned to the Institute.

Required Documents:

a. **Change of name (full name):**

   i. Newspaper cuttings (proof of name change in two leading Indian newspapers)

   ii. Original affidavit on non-judicial stamp paper

   iii. Gazette Notification relating to the name change

   iv. Copy of ID card issued by any government agency having the updated name

   v. Copy of the 10th class certificate with the updated name

b. **Partial name change**: Newspaper cuttings, copy of ID card issued by any Government agency having the updated name and copy of the 10th class certificate with the updated name.

c. **Addition/deletion of surname:** Newspaper cuttings, copy of ID card issued by any government agency having the updated name/surname and copy of the 10th class certificate with the updated name.

d. **Change in surname after marriage/divorce**: Self-attested copy of marriage registration certificate/divorce decree and copy of ID card issued by any government agency having the updated name/surname.

Fee for issuance of updated transcript/degree certificate:

a. Transcript – Rs 500/- (Rupees Five Hundred) per transcript
b. Degree Certificate – Rs 2,000/- (Rupees Two Thousand) per certificate

22.4 IMPORTANT INFORMATION

22.4.1 **Conversion of CGPA from 8-point scale to 10-point scale**

The CGPA obtained in 8-pointscale should be multiplied by 1.25 to obtain the equivalent CGPA in 10-point scale

22.4.2 **Conversion of CGPA to percentage**

The grade points awarded are not convertible into percentage marks. However, for notional purposes, the percentage may be calculated by multiplying the CGPA by 10 for CGPA on the 10-point scale or by 12.5 for CGPA on the 8-point scale. The relevant notification regarding CGPA-to-percentage conversion is provided in Annexure A.

22.4.3 **Certificates and Other Academic Documents**

The following links may be used to access the relevant certificates and academic documents available on the IISc website. Copies of these documents are also provided in the corresponding annexures, as indicated below.

1. **Notification regarding CGPA-to-Percentage Conversion — Annexure A**

   CGPA-to-Percentage Conversion Notification

2. **Medium of Instruction Certificate — Annexure B**

   Medium of Instruction Certificate

3. **Migration Certificate / Transfer Certificate (TC) — Annexure C**

   Migration Certificate / TC

4. **Equivalence of Bachelor of Science (Research) in Materials — Annexure D**

   Equivalence of Bachelor of Science (Research) in Materials

5. **Procedure for Obtaining Official Transcripts and Verification of Academic Certificates — Annexure E**

   Procedure for Obtaining Official Transcripts

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Abbreviations/Acronyms

Sl No.	Abbreviation	Full form
1	ADSER	Administrative Service Request
2	AI	Artificial Intelligence
3	B.Tech. (M& C)	Bachelor of Technology (Mathematics and Computing)
4	B.Tech. (AE)	Bachelor of Technology (Aerospace Engineering)
5	B.Tech. (MT)	Bachelor of Technology (Materials Science and Engineering)
6	B.Tech. (MeC)	Bachelor of Technology (Mechanics and Computing)
7	BSc (Research)	Bachelor of Science (Research)
8	CGPA	Cumulative Grade Point Average
9	CMO	Chief Medical Officer
10	CoW	Council of Wardens
11	DBT	Direct Beneficiary Transfer
12	DCC	Departmental Curriculum Committee
13	DIGITS	Digital Campus and IT Services
14	DST	Department of Science and Technology
15	EntIISc	Entrepreneurship and Innovation at IISc’
16	EWS	Economically Weaker Section
17	ICASH	Internal Committee Against Sexual Harassment
18	ID Cards	Identification Document Cards
19	IIScP	Indian Institute of Science - Promotional Scheme
20	INR	Indian Rupee
21	INSPIRE (SHE)	Innovation in Science Pursuit for Inspired Research - Scholarship for Higher Education
22	M.Tech.	Master of Technology
23	MSc	Master of Science
24	OBC	Other Backward Community
25	OCCaP	Office of Career Counselling and Placement
26	ODAA	Office of Development and Alumni Affairs
27	OIR	Office of International Relations
28	OoC	Office of Communications
29	PCC	Programme Curriculum Committee
30	PDC	Provisional Degree Certificate
31	PwD	Persons with Disabilities
32	SAC	Student Affairs Committee
33	SAF	Students’ Aid Fund
34	SAP	Systems Applications and Products in Data Processing
35	SC	Schedule Caste
36	SC	Students’ Council
37	SCC	Senate Curriculum Committee
38	SERC	Supercomputing Education and Research Centre
39	SHCC	Sexual Harassment Complaint Committee
40	SLCM	Student Life Cycle Management
41	SOLMAN	SAP Solution Manager

42	ST	Schedule Tribe
43	TGPA	Term Grade Point Average
44	UG BoS	Undergraduate Programmes Board of Studies Committee
45	UGSCC	Undergraduate Senate Curriculum Committee

(Refer Section -10.2)

INTERNSHIP/COLLABORATIVE RESEARCH (CR) WORK / ISP/ PROJECT FORM OUTSIDE IISc FOR UNDERGRADUATE PROGRAMMES

Name of the Student: S. R. No: Batch:	Mr/Ms.
Program: Discipline/Major:	☐BSc (Research) ☐Master of Science ☐B.Tech. ☐M.Tech.
Semester: Completed Credits:	CGPA: Pending credits for degree requirement:
Request for (Choose the appropriate option)	☐Internship ☐CR Work ☐ISP ☐Project
Name and **Department** of the Faculty Advisor/Project Guide(s) from IISc	
Details about the Internship / CR Work / ISP / Project Name of the University / Company: Name of the Laboratory: Place: Name of the guide/ collaborator from the visiting University: Period of Internship/Project (DD/MM/YYYY):	From: ____/____/_____To: ____/ ____/ _____
Are you paid during the Internship period?	☐Yes ☐No (If yes, Amount_____)

Mandatory documents to be attached to the form as a single PDF file in the same order: -

- ☐ The acceptance/Invitation from the sponsoring University.
- ☐ Recommendation letter from the Research Mentor/ Advisor/ Guide(s).
- ☐ Recommendation letter from the discipline coordinator/ PCC Chair.

Undertaking

I understand that if I am selected for the internship/project, I will apply for internship leave on SAP and will commence the internship/project work only after the leave has been formally approved.

Declaration

I hereby declare that all entries in this form, as well as the information provided in the attached documents, are true to the best of my knowledge and belief.

Date: **Signature of the Student**

FOR OFFICE USE ONLY		
Remarks by UG Office		
Name:	**Date:**	**Signature of the caseworker**
Remarks by the Associate Dean		
Date:		**Signature of the Associate Dean**
Approval of the Dean		
Date:		**Signature of the Dean UG**

Note: For procedure, refer to Section 10.2 of Student Information Handbook

FORM – 2
Page 1 of 1
(Refer Section 11.4)

LATE COURSE REGISTRATION FORM
FOR UNDERGRADUATE PROGRAMMES

Date:

Name of the student:

SR No: **Batch:**

Program:

Major: **Minor (If Applicable) :**

Sl No	Course Code	Course title	Course Credits	Course Type	Name of the Course instructor	Instructor Signature

Signature of the student

Signature of the Project Advisor (if applicable)
Name of the project Advisor:
Department:

Signature of the PCC
Name of the PCC:
Department:

FORM – 3
(Refer section – 10.3)

REQUEST FOR APPROVAL FOR NO OBJECTION CERTIFICATE/ FINANCIAL ASSISTANCE TO ATTEND CONFERENCE FOR UNDERGRADUATE PROGRAMMES

1	Name of the Student: S. R. No: Batch:	Mr./Ms.
2	Programme: Discipline/Major:	☐BSc (Research) ☐Master of Science ☐B.Tech. ☐M.Tech.
3	Semester: Total credits completed: CGPA:	☐7th ☐8th ☐9th ☐10th
4	Name of the Conference: Period of the Conference (DD/MM/YYYY): Place of the Conference:	From: ___/___/_____ To: ___/___/_____
5	**Paper Presentation Details** Title of Paper: Presentation: ☐Poster ☐Oral Are you the first author of the paper? ☐Yes ☐ No Name of the Authors (as mentioned in the paper):	
6	**Name** and **Department** of the Research Mentor/ Advisor/ Guide(s) from IISc	
7	Approval requested for (Choose the appropriate option or both)	☐No Objection Certificate (NOC): Leave from ___/___/_____ to ___/___/_____ ☐Financial Assistance
8	If you have previously availed financial assistance from any of the following sources, select the appropriate option(s)	☐ GARP ☐ ODAA ☐None of the above
9	If financial assistance is requested for this conference, please specify the source (Choose the appropriate option or both)	☐ GARP ☐ ODAA Total estimated amount: Rs.
10	Are you availing financial assistance for this conference from any other source? If yes, please provide source and amount details.	☐Yes ☐No
11	**Check list of mandatory documents to be attached to the form as a single PDF file, in the following order:** ☐ Final Conference Programme/Brochure. ☐ The acceptance/Invitation from the conference organisers. ☐ The full paper with all authors' names and affiliations. ☐ Recommendation letter from the Research Mentor/ Advisor/ Guide(s). ☐ Recommendation letter from the discipline coordinator/ PCC Chair.	

Undertaking: I hereby undertake that I shall apply for study/travel leave on SAP and shall commence the journey only upon receipt of formal approval.

Declaration: I hereby declare that all entries in this form, as well as the information provided in the attached documents, are true to the best of my knowledge and belief. I undertake to abide by the rules and regulations set forth by the Institute.

Date: **Signature of the Student**

FOR OFFICE USE ONLY

Remarks by UG Office

Name: **Date:** **Signature of the caseworker**

Remarks by the Associate Dean

Date: **Signature of the Associate Dean**

Recommendation of the Dean

NOC : Approved Not Approved Not Applicable

Financial Assistance through

GARP: Recommended (up to Rs. 25,000) Not Recommended Not Applicable

ODAA Grant: Recommended (up to Rs.) Not Recommended Not Applicable

Recommended ODAA Fund:

Remarks:

Date: **Signature of the Dean UG**
Approval of the Dean (A & F) for Financial Assistance through GARP
Date: **Signature of the Dean (A & F)**

Note: For eligibility requirements, procedures, and regulations, please refer to Section 10.3 of the Student Information Handbook.

FORM -4
(Refer section – 22.4)

Application Form for Change of Name in Transcript/Degree Certificate

Name of the student (new)	
Name of the student (existing)	
S.R. No.	
Programme & Department	
Date of award (If applicable)	
Permanent address	
Mobile No.	
Email address	

Request Details

I request the Institute to change/correct my name in the following document(s):

☐ Degree Certificate
☐ Transcript/Marksheet
☐ Other: _____

Required Documents

a. Change of name (full name):
   i. Newspaper cuttings (proof of name change in two leading Indian newspapers),
   ii. Original affidavit on non-judicial stamp paper
   iii. Gazette Notification relating to the name change
   iv. Copy of ID card issued by any Government agency having the updated name
   v. Copy of the 10th class certificate with the updated name
b. Partial name change: Newspaper cuttings, copy of ID card issued by any Government agency having the updated name and copy of the 10th class certificate with the updated name.
c. Addition/deletion of surname: Newspaper cuttings, copy of ID card issued by any Government agency having the updated name/surname and copy of the 10th class certificate with the updated name.
d. Change in surname after marriage/divorce: Self-attested copy of marriage registration certificate/divorce decree and copy of ID card issued by any Government agency having the updated name/surname.

Applicable Fee

i. Transcript – Rs 500/- (rupees five hundred) per transcript
ii. Degree Certificate – Rs 2,000/- (rupees thousand) per certificate

Date:
Place:

Applicant Signature

ANNEXURE -A

भारतीय विज्ञान संस्थान, बैंगलोर – 560012 (भारत)
Indian Institute of Science (IISc)
Bangalore – 560012 (India)
वेबसाइट / Website: https://www.iisc.ac.in

Ref. No.: IISc/Acad/CGPA-Conversion/2021 Date: 14th October 2021

NOTIFICATION

Subject: Formula for Notional Conversion of CGPA to Percentage

At Indian Institute of Science (IISc), Bangalore, Grade Point Average (GPA) is computed from the grades as a measure of its student's performance. The Cumulative GPA (CGPA) is based on the grades of all courses taken in the programme. The students, who apply for jobs/positions outside have been requesting the Institute to indicate their performance in terms of percentage of marks or provide a formula for conversion to CGPA into percentage. However, Grade points awarded are not convertible into percentage at IISc.

The Senate of Indian Institute of Science, Bangalore, it its meeting held on 11th November 2019, which was noted by the Governing Council of IISc in its meeting held on 21st December 2019, approved the following formula regarding **notional Conversion of CGPA to percentage**: -

(a) **In 10-point scale of CGPA awarded by IISc to its students, multiply CGPA with 10 to get percentage. However, the Grade points awarded are not convertible into percentage. This is notional conversion.**

Note: The 10-point system has been adopted in IISc for those students joining from the Academic Year starting in August 2016.

(b) **In 8-point scale of CGPA awarded by IISc to its students, multiply CGPA with 12.5 to get percentage. However, the Grade points awarded are not convertible into percentage. This is notional conversion.**

Note: For the students who have joined IISc prior to August 2016, the 8-point will continue.

This notification is being issued in view of the multiple requests being received from students / outside agencies on the above matter from time to time for various purposes.

It may be noted that no individual certificate / letter would be issued on this issue hereafter.

Oct 14, 2021
REGISTRAR

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ANNEXURE -B

भारतीय विज्ञान संस्थान, बैंगलोर – 560012 (भारत)
Indian Institute of Science (IISc)
Bangalore – 560012 (India)
वेबसाइट / Website: https://www.iisc.ac.in

Ref.: IISc/Acad/Instruction-Medium/2021 Date: 30th August 2021

To Whom It May Concern

This is to certify that medium of instruction for all programmes / courses at Indian Institute of Science (IISc), Bangalore is English since its inception in year 1909 AD. This general certificate is being issued in view of the multiple requests being received from students for the same. It may be noted that no individual certificate would be issued on the issue hereinafter.

Capt Sridhar Warrier (Retd) (Aug 31, 2021 12:05 GMT+5.5)

Aug 31, 2021

REGISTRAR

****

ANNEXURE -C

भारतीय विज्ञान संस्थान, बैंगलोर – 560012 (भारत)
Indian Institute of Science (IISc)
Bangalore – 560012 (India)
वेबसाइट / Website: https://www.iisc.ac.in

Academic Section

No.: IISc/Acad/TC-MC/2022/110 Date: 16th February 2022

TO WHOMSOVER IT MAY CONCERN

Indian Institute of Science, Bangalore does not issue a Migration Certificate or a Transfer certificate to its students. Also, a Migration Certificate or a Transfer Certificate is not collected from its students for their admission at IISc.

After successful completion of his / her academic programme, the Institute has no objection, if a student wants to pursue further studies or research or job in any organization.

This general certificate is being issued in view of the multiple requests being received from students for the same. It may be noted that no individual certificate would be issued on the issue hereinafter.

Registrar

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ANNEXURE -D

ಭಾರತೀಯ ವಿಜ್ಞಾನ ಸಂಸ್ಥೆ
ಬೆಂಗಳೂರು 560012, (ಭಾರತ)
भारतीय विज्ञान संस्थान
बैंगलोर 560 012, (भारत)
Indian Institute of Science
Bengaluru 560 012, (India)
Telefax : 080-23600757, Ph: 22932440/444
Email : registrar@iisc.ac.in

Regr/05/2026/07 **18th September 2026**

NOTIFICATION

It hereby notified that the degree of Bachelor of Science (Research) with Materials major is equivalent to B.E./B.Tech. in Materials Science and Engineering and/or Metallurgical and Materials Engineering offered by Centrally Funded Technical Institutions (CFTI) in India.

2. The equivalence is based on the basis of substantial similarity in the academic content and core curriculum of the programme with undergraduate programmes in Materials Science and Engineering/Metallurgical and Materials Engineering offered by such CFTIs.

3. The Institute has transitioned from degree nomenclature of Bachelor of Science (Research) programme with Materials major to B.Tech. in Materials Science and Engineering programme with effect from the academic year (AY) 2026-27. The first batch of students with the revised degree nomenclature will graduate in the year 2030.

4. This notification may be produced by graduates of the Bachelor of Science (Research) programme with Materials major, wherever required, for establishing the equivalence of their undergraduate degree nomenclature with the corresponding B.E./B.Tech. qualification.

5. It may be noted that no individual certificate would be issued on the matter hereinafter.

REGISTRAR

Prof. D. Nagesh Kumar
REGISTRAR
INDIAN INSTITUTE OF SCIENCE
BENGALURU



Indian Institute of Science (IISc) Bangalore-560012 (India)

भारतीयविज्ञानसंस्थानबैंगलोर- 560012(भारत)

वेबसाइट/Website: www.iisc.ac.in

ACADEMIC SECTION

PROCEDURE FOR OBTAINING OFFICIAL TRANSCRIPTS & VERIFICATION OF ACADEMIC CERTIFICATES

- **OFFICIAL TRANSCRIPTS:** Alumni of Indian Institute of Science , requiring official Transcripts for the purpose of seeking Admission / Jobs , etc ., should furnish the following particulars :

1) Student Name
2) S.R Number
3) Program and Department
4) Degree Obtained
5) Details of the Transcripts
6) Number of Transcripts copies required
7) Address / University full address to whom the transcripts is / are to be sent (With contact Number)

Fee for the official Transcripts :

SL.NO	REQUIREMENT	DESTINATION	FEE PAYABLE (INR)
1	For issue and dispatch of official transcripts	Address (Abroad)	1,600/-
2	For issue and dispatch of official transcripts	Address (With in India)	400/-
3	Only for issue of official transcripts (without postal expenses/receiving in person)	Institute (Academic Section)	300/-

Attachments :

1. Copies of transcripts and degree certificates that need to be officially verified.
2. Payment Receipt

- **VERIFICATION OF ACADEMIC CERTIFICATES:**

Fee for ex-student verification :

SL.NO	REQUIREMENT	DESTINATION	FEE PAYABLE (INR)
1	For verification of academic records	Abroad	1,600/-
2	For verification of academic records	With in India	400/-
3	For verification of academic records through online	-	300/-

Attachments :

1. Copy of documents that need to be verified
2. Payment Receipt

Click here to register and pay

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