

ADDENDUM / MODIFICATION TO PG MANUAL ONLY FOR Y23 AND LATER BATCH STUDENTS

Addendum to existing Clause 7.1 of PG Manual

a) Requirement of English Proficiency

Passing an English proficiency test must be considered as partial fulfilment of the PG program of a student (except in MBA, VLFM, DIIT, MSc-2Yr programs).

English proficiency tests may be conducted by the English Language Cell (ELC) two times a year, at the beginning of the regular Semesters (I and II).

PG Students must clear the English proficiency test in the first academic year of their joining.

For students with IELTS/TOFEL/GATE-English scores above a threshold specified by the ELC Coordinator, the requirement of clearing the English proficiency test can be waived.

Resources for improving English proficiency will be made available by the PG Facilitation Centre at the DOAA office to all the students.

Those students who cannot clear the English proficiency test in the first academic year will be required to credit a remedial course offered by ELC (S/X grade) or any other relevant MOOC course as available. This course will be counted towards the semester load (as given under Clause. 4.3), but not towards the minimum credit requirements for graduation (as given under Clause. 7.1 in [PG-manual](#)).

b) Compulsory PG Courses PG Seminar Course

All PG students should register for a zero-credit PG Seminar Course (at least for one semester for M.Tech. and two semesters for Ph.D. students) in which they attend seminars given by students by turn under the mentorship of a faculty. The seminar delivered by the student should be as per specified norms on a topic approved by the instructor/thesis supervisor.

The department and programme-wise templates for the various postgraduate (PG) programs with the necessary additional requirements like compulsory courses/seminars etc. as approved by the SPGC is available with the department (Please refer to department website for information).

c) Courses – Professional & Communication Skills

All PhD students should register for a course on professional and communication skills, relevant to the disciplinary community.

The department and programme-wise templates for the various postgraduate (PG) programs with the necessary additional requirements like compulsory courses/seminars etc. as approved by the SPGC is available with the department (Please refer to department website for information).

Note to SPGC: Dept templates should mention whether this course counts towards graduation credit requirements (as given under Clause. 7.1 in [PG manual](#)).

d) Special Topic Course Capsule:

These courses are temporary 4-week long 3-credit courses consisting of about 12 lectures, and about two hours of testing or equivalent evaluation. Such courses may be offered by a visiting professor, or a special invitee, or any regular faculty member. Such courses may also include remedial course capsules for students. The course lectures cannot be part of a Workshop/Conference etc., or a part of activities of another organization.

The approval of STCC courses should be proposed by the concerned DPGC and approved within a week of its circulation after collecting feedback, through the SPGC.

STCC courses offered during a semester should be announced before the beginning of the semester clearly indicating the dates for the offer of the course.

STCC courses will be evaluated through S/X grades only. The courses will appear in the transcript. The credits earned will count towards semester load of the students, but not towards satisfying the minimum credit requirements for graduation.

The grades for these courses will be submitted by the DPGC.

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Addendum to existing Annexure -I of PG Manual

The SPGC shall have a five-member subcommittee, namely, the Post-Graduate - Academic Performance Evaluation Committee (PG-APEC). The Chairperson of this subcommittee shall be nominated by the SPGC Chairperson. The PG-APEC Chairperson, in turn, shall constitute the PG-APEC from the faculty members of the SPGC in consultation with the SPGC Chairperson. The PG-APEC shall evaluate the academic performance of the postgraduate students at the end of each semester, and make recommendations regarding action to be taken in the case of academically deficient students to the SPGC. The report of the PG-APEC shall be presented to the Senate for approval at the end of each semester.

Addendum for existing Clause 7.8 and 11.6.1 of PG Manual.

a) Exit from M.Tech. via Project Option

If an M.Tech. student is not able to complete the requirements of a full thesis in the stipulated time as per the departmental norms, then the student can be offered an alternate degree, called M. Tech. (Project Report), as an exit option.

The final decision of whether a student graduates with regular M. Tech. (with Thesis) or exit option M. Tech. (with Project work not amounting to Thesis) rests with the thesis supervisor. The decision can be conveyed to the DPGC by the end of 20 months in the programme.

b) M Tech/M.Des./M.S. by Research/D.IIT. Oral Examination

The Oral Examination Committee can recommend the award of M.Tech.(Project Report) degree if it finds that the submitted 'Thesis' document does not fulfil the requisite academic quality requirements and merits to be a 'Project Report'.

Modified clause 11.2 of PG Manual

A Doctoral Monitoring Committee shall be formed for all PhD students at the time of the formal admittance to the candidacy for the Ph.D. degree. The form for forming the DMC is given in **Annexure A**. The DMC for each PhD student should comprise of his/her supervisor(s) and two more faculty members of the Institute. As far as possible, the subsequent committees for the PhD students should include all DMC members.

A Thesis Work Plan (TWP), giving a broad outline and plan of the envisaged thesis work, has to be submitted to the DMC by the student within four months of delivering the SoTA seminar.

The members of the DMC shall meet with the student every semester to monitor the progress of the student's thesis. The DMC members shall be provided with a brief summary of the progress by the student prior to this review meeting. The DMC review meeting can be held at any time during the semester, but at least a week before the start of pre-registration for the next semester. As far as possible, a constant gap shall be maintained between subsequent DMC meetings in subsequent semesters.

Based on the DMC review meeting, the supervisor, on behalf of the DMC, shall submit a report of his/her student's progress every semester. The report of the DMC shall contain any changes in TWP, hurdles faced, progress made, and any deviation from a target of delivering the open seminar by the 9th semester.

A deadline for submitting the DMC report will be part of the Academic Calendar, and will be one week before the start of pre-registration. Without the submission of the DMC report, a student will not be able to complete his/her pre-registration.

Addendum for Clause 11.6.1 of PG Manual

The Oral Examination Committee of the M.Tech./MSR/M.Des. thesis, in its report, will provide an overall rating of the thesis as Excellent or Good or Satisfactory, with a brief justification. This overall rating will not be applicable for Project Reports. This overall rating will not be mentioned in the transcript. If the thesis is adjudged as excellent, a certificate to that effect will be issued by the Department.

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Addendum for Clause 6.2 and 7.5 of PG Manual

- a) M.Tech./MS/M.Des. (Industry Experience)
- 1) MTech/MS students are permitted to work in industries/research labs outside IIT Kanpur for their thesis/project work.
 - 2) Student can choose to do so after joining the MTech.
 - 3) Going out of the campus for this program should only be permitted if all regular required coursework towards the M. Tech. degree is complete. (Check: An application for this should be forwarded by the supervisor, through the DPGC, and approved by the SPGC.)
 - 4) At least one internal and one external supervisor from the visiting industry/research laboratory should be assigned. The assignment of the external supervisor should be as per 11.1.4.
- b) Residence Outside IITK

Students registered in the postgraduate programmes may count for residence and credit requirements, research or field work undertaken outside the institute under the supervision of the Institute supervisor(s), if facilities for such work are not available at this institute or if the student is registered in M.Tech./MS/M.Des. (Industry Experience) programme. Such cases must be recommended by the DPGC and approved by the SPGC before the student proceeds to the place of assignment. The D.IIT. students will not be allowed to count research undertaken outside the institute for residence and credit requirements.

Addendum for Annex-I of PG Manual

- a) The faculty members of the SPGC will have 2-year terms, with half of the members replaced every academic year.
- b) The term of the Convener, DPGC, shall be for two years, keeping in view that the faculty members of the SPGC will have 2-year terms, with half of the members replaced every academic year.

Addendum for Clause 7.7 of PG Manual

The academic performance of each PG student is reviewed by the Academic Performance Evaluation Committee (APEC) at the end of each regular semester. (**Refer to Annexure-C for PG-APEC Guidelines**)

Modified clause 7.7.7 of PG manual

For student's whose programme should be terminated due to academic performance deficiency, based on PG-APEC report, a show-cause notice for potential termination shall be issued by the respective Convener, DPGC, after authorization from the SPGC. The SPGC, as a standing committee, shall take the final decisions of reinstatement in such cases, on a case-by-case basis, considering the written and clearly argued response to the show-cause notice by the student, along with recommendations of the concerned DPGC and Counselling Service.

In a case in which the SPGC decides against reinstatement, the concerned student's programme will be formally terminated, and the Head of the concerned Department will issue the letter of termination.

The Chairman, Senate, shall be authorized to approve the cases in which the SPGC decides for or against reinstatement. Such cases shall be brought to the Senate only as reporting items, and shall become agenda for discussion in the Senate only if a member of the Senate explicitly desires so.

If SPGC stands divided on a case as per the sense of the house perceived by Chairperson, SPGC, or because of voting in SPGC, then the case shall be brought to the Senate for discussion and final decision.

Addendum for Clause 7.7.8 of PG Manual

Any such appeal/re-appeal for reinstatement shall be brought to the Senate for discussion and decision.

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**Annexure A
Doctoral Monitoring Committee Report**

Name of the Student:

Roll No:

Department:

Thesis Supervisor(s):

Members of the Committee:

1. (faculty 1)
2. (faculty 2)
3. (supervisor(s))

Date of the Meeting:

Present status of the thesis:

(max 500 words)

Report the progress made as per the Thesis Work Plan (TWP):

(max 500 words)

Modification suggested for the TWP:

(max 500 words)

DMC's opinion on the work done since the last DMC meeting:

(max 500 words)

Bottlenecks and difficulties which need attention:

(max 500 words)

OS9S* recommendations:

(max 500 words)

Notes:

1. *DMC meetings for a student need not be held at the end of the semester, but at any time during it with a constant gap between them in subsequent semesters.*
2. *'Thesis Work Plan' (TWP) to be submitted to the DMC within four months of finishing SOTA.*
3. *It is desirable that the members of DMC are provided with a summary along with a pre-recorded video/voice-over presentation prior to the meeting.*
4. **OS9S=Open Seminar by 9th Semester; While evaluating the progress, comment on whether the student could give an Open Seminar by the 9th Semester. If the student is beyond nine semesters but could not give the Open Seminar, mention the hurdles faced by the student and suggest corrective measures*
5. *A DMC report submission is required for the students who are on academic leave.*

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Annexure-B

Revised Table 7.1

S. No.	Programme	Minimum total credits	Credits through course work (minimum)	Credits through research (minimum)	Minimum duration (in sems)^{1,2}	Maximum duration (in years) duration^{3,4}
1	DIIT	72	36	18	2	18 months
2	M.Tech./ M.Des. (Design, Management, AE, BSBE, CE, CGS, CHE, CSE, ES, MSP, NET, SSA)	144	54 ^{^,@}	63	4	4
3	M.Tech. (PSE)	144	63 ^{^,@}	63	4	4
4	M.Tech. (CGS, EE, ES, ME, MSE, SEE)	144	72 ^{^,@}	72	4	4
5	MSR (AE, CE, CHE, CSE, EE, PSE, SEE) with B.Tech., B.S. (4 years) or M.Sc.	144	36 [@]	72	4	4
6	MSR (ME) with B.Tech., B.S. (4 years) or M.Sc.	144	45 [@]	72	4	4
7	MSR (Exit option only) for PhD (MSE) after B.Tech, M.Sc. or M.Tech.	150	36 [@]	72	4	4
8	MSR (CGS) with B.Tech., B.S. (4 years) or M.Sc.	144	54 [@]	72	6	5
9	MSR with B.Sc.	216	72 [@]	72	6	5
10	MBA	216	216	-	4	3
11	Ph.D. (CSE, CHE) with B.Tech., B.S. (4 years), M.Sc., M.C.A.	216	36 ^{*,@}	72	6	7
12	Ph.D. (Management, AE, BSBE) with B.Tech., B.Arch., B.S. (4 years), B.Pharm., B.V.Sc., M.B.B.S, M.Sc., M.A., M.Com. Or Chartered Accountancy	216	54 ^{*,@}	72	6	7
13	Ph.D. (CGS) with B.Tech., B.S. (4 years), M.Sc.	216	54 ^{*,@}	144	6	7
14	Ph.D. (PSE) with B.Tech., B.S. (4 years), M.Sc.	216	63 ^{*,@}	72	6	7
15	Ph.D. (Design, CE, CHM, EE, ECO, ES, HSS, ME, MTH, MSE, NET, PHY, SEE, SSA) with B.Des., B.Tech., B.Arch., B.S. (4 years), M.Sc., M.A., M.Com. Or Chartered Accountancy	216	72 ^{*,@}	72	6	7
16	Ph.D. (MSP) with B.Tech., B.S. (4 years), M.Sc.	216	90 ^{*,@}	72	6	7

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17	Ph.D. (Design, Management, AE, CE, CHE, CSE, EE, ES, ME, MSE, MSP, NET, PSE, SEE) with M.Des., M.Tech., or MBA (with B.Tech., B.S. (4 years), M.Sc., M.A.)	144	36*,@	72	4	7
18	Ph.D. (BSBE, SSA) with M.Tech., M. Pharm., M.D., M.V.Sc.	144	54*,@	72	4	7
19	Ph.D. (CHM, PHY) with M. Sc., Ph.D. (Management) with MBA (with B.A., B.Sc.)	180	36*,@	72	5	7
20	Ph.D. (CGS) with M.A., M.Phil., Equivalent degree to M.Tech.	180	36*,@	144	4	7
21	Ph.D. (HSS, ES, MTH, ECO) with M.A., M.Phil., Fine-Art or Chartered Accountancy	180	54*,@	72	5	7
^	May include one undergraduate course (permitted by DPGC)					
@	Does not include credits of department specific course on Introduction to Professional and Communication (IPC). Additionally, relevant courses on PG seminar and IPC have to be done as per point b, c (Page 1 of 9) for graduation requirement, and will be verified by the department.					
*	<p>This is the minimum requirement specified by the departments. However, DPGC of each department can ask any student to do additional course(s) based on his/her background. For the course(s) suggested by DPGC, student will be awarded letter grades. For any other additional course(s) taken by the student, he/she may make a request for grades to be awarded in the S/X mode. These additional courses may also include UG courses with S/X grade.</p> <p>Note: A Ph.D. student is allowed to credit a course beyond the strict requirements of the degree, either with the option of Letter grades or S/X grades, with the consent of the Thesis Supervisor. These courses will be labelled as Additional Electives (AE). These additional courses may also include UG courses with S/X grade</p>					
1	Excludes summer term					
2	Students in the External Registration Programme will be required to stay on the campus at least as long it takes to (i) complete the required course work and pass the comprehensive examination (in case of a PhD student) and (ii) get a written proposal (prepared in consultation with his/her supervisor and co-supervisor) outlining the work proposed to be done for his/her thesis.					
3	Add an additional year in case of part-time/external students.					
4	In case of termination, please refer Section 7.7.8 of the PG manual for maximum duration during which appeal can be made					

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ANNEXURE-C

GUIDELINES FOR PG-APEC FOR Y23 BATCH PG STUDENTS AND ONWARDS

M.Tech., MS(By Research), MBA, M.Des. Students

S. No.	Condition	Action
1.	CPI < 5.5	Termination
2.	$5.5 \leq \text{CPI} < 6.0$	Warning/ show-cause notice from DPGC convener to student; student responds to notice; If then <u>recommended by DPGC Convener and approved by the SPGC</u> , then student allowed to continue for next semester, without termination
3.	Obtained at least one E or F in this semester and 2 or more E's/F's so far in courses	Termination
4.	Obtained at least one X in this semester and accumulated 3 or more X's so far in thesis	Termination

MSc-2year and MSPD (Y23 and later)

S. No.	Condition	Action
1	Category-A - $\text{CAR} \geq 50$	-
2	Category-B - $50 > \text{CAR} \geq 40$ and at least one backlog	-
3.	Category C $40 > \text{CAR} \geq 30$	Student will be counselled by the ACG (Academic Counselling & Guidance Centre)
4	Category D $30 > \text{CAR}$	Student will be counselled by the ACG (Academic Counselling & Guidance Centre)

CAR = TC/N

Where, TC = Total credits and N = Number of semesters student registered (This does not include the Summer Term)

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Ph.D.

S. No.	Condition	Action
1.	CPI < 6.0	Termination
2.	$6.0 \leq \text{CPI} < 6.5$	Warning/ show-cause notice from DPGC convener to student; student responds to notice; <u>If then recommended by DPGC Convener and approved by the SPGC</u> , then student allowed to continue for next semester, without termination
3.	Obtained at least one E or F in this semester and accumulated 2 or more E's/F's so far in courses	Termination
4.	Obtained at least one X in this semester and accumulated 8 or more X's so far in thesis	Termination
5.	All X grades in thesis in the last two semesters	Termination
6.	Obtained at least one X in this semester and accumulated 2–7 X's so far in thesis	Warning/ show-cause notice from DPGC convener to student; student responds to notice; <u>If then recommended by thesis supervisor and DPGC Convener and approved by the SPGC</u> , then student allowed to continue for next semester, without termination