

Frequently Asked Questions about PG Rules

1. When my registration is deemed to be complete?

A. When you complete all three requirements given in section 4.a. Your programme may be terminated if one or more requirements remain incomplete by last date of registration/late registration.

2. Can I register late?

A. **Yes.** In exceptional circumstances, you can register late as per Section 4.1.

3. Who advises me about the courses, substitution, repetition etc.?

A. Convenor, DPGC is the nodal point in your department. You will have to discuss all matters with him/her (Section 4.2)

4. Can I overload/underload in a semester?

A. Yes. You can be overloaded/underloaded in a semester (within the range given in Section 4.3) with explicit recommendation of DPGC. **Chairperson, SPGC does not have power to allow any student to go above the maximum or below the minimum load specified in Section 4.3.**

5. Is it mandatory for me to register for summer term?

A. Yes. All students (except external students) have to register for summer term (Section 4.4).

6. Can I drop or withdraw from a course during the semester/term?

Yes, you **may be** allowed to drop from a course till last date of dropping mentioned in academic calendar. This **requires** consent from instructor and **recommendation of DPGC** (see Section 4.5 for details).

7. I am a M.Tech. student. Is it possible for me switch to Ph.D. programme?

A. Yes. Procedure and conditions are laid down in Section 4.6. However, students in part-time M.Tech. programme are not permitted to change over to part-time Ph.D. programme.

8. I am a Ph.D. student. Can I exit from Ph.D. programme?

A. Under very special circumstances, Senate may allow you to exit from Ph.D. programme with a lower degree. Please see Section 7.8.

9. I am a part time student. Is it possible for me switch to full time programme?

A. Yes. Procedure and conditions are laid down in Section 4.7.

10. I am a full time Ph.D. student. Is it possible for me switch to part time programme?

A. Yes. Procedure and conditions are laid down in Section 4.8.

11. I am a full time M.Tech. student. Is it possible for me switch to part time programme?

A. No, currently there is no provision for it.

12. What are the credit requirements for obtaining my degree?

A. The credit requirements depend on several factors:

- (a) Degree programme in which you are currently registered.
- (b) Your qualifying degree.
- (c) Your department.

Section 7.1 gives the complete details about minimum credit requirements. Please note that these are the minimum requirement prescribed for your department. Department/DPGC/Supervisor can ask you to take more courses based on your background and your thesis topic or any reason deemed fit by them. Additional courses can either have S/X grades or letter grades. Please go through section 7.1 for more details.

13. What do minimum and maximum durations refer to?

Minimum duration is the minimum period required to get your degree(Section 7.1). Maximum duration indicates that you have to finish your degree within that period failing which your academic programme will be terminated unless Senate approves any extension. You will have to initiate the process of academic extension by writing an application to Chairman, Senate (recommended and forwarded by supervisor, DPGC and SPGC) explaining the circumstances due to which you were not able to complete your programme within stipulated time.

14. I am a Ph.D. student. When can I appear in my comprehensive exam?

A. You can appear in your comprehensive exam. any time after you successfully complete your minimum course requirement before the end of fifth semester (for students admitted after B.Tech./M.Sc.) or forth semester (students admitted after M.Tech.). Please refer sections 8.1 & 8.2. for more details.

15. What happens if I fail in my comprehensive exam?

You will be given another chance to clear the comprehensive exam. If you are unsuccessful second time also, your Ph.D. programme will be terminated. (Section 8.6).

16. When can I give my State of the Art seminar (SOTA)?

SOTA has to be successfully delivered within 6 months of passing your comprehensive exam. In exceptional circumstances, you can request for maximum two extensions (upto three months each). (Section 10).

17. What is Ph.D. Open Seminar? When do I have to deliver it?

Open seminar is a seminar delivered in presence of academic staff and students indicating that you are just about to finalize your thesis and you are seeking comments and suggestions from the audience on your work presented in open seminar which you may like to incorporate in your thesis. You have to submit your thesis within 6 months of presenting open seminar. If you fail to submit your thesis within 6

months of delivering open seminar, your open seminar will be deemed canceled and you will have to re-deliver it. (section 11.2).

18. When can I submit my Ph.D. thesis?

You can submit your thesis only after 4 weeks of approval of your thesis board and the intimation of the satisfactory completion of the open seminar has been received (Sections 11.3.3, 11.4.2).

19. I am a M.Tech./M.Des./M.S. student. When can I defend my thesis?

An M.Tech. thesis can be defended anytime AFTER one week but BEFORE four months of submission of thesis (Sections 11.4.1. & 11.5.1.1).

20. Is Chairperson, SPGC authorized to waive off minimum or maximum periods (such as time between submission and defence, comprehensive exam & SOTA, open seminar and thesis submission etc.) mentioned in various clauses?

A. No. Most of these limits have been set by the Senate and only Senate can over-ride these on recommendation from SPGC. It is always advisable to adhere to these periods.

21. What kind of leaves can I get?

A. You can avail several kinds of leaves. Depending upon the reason, you can apply for these leaves. You should not avail any leave without first getting it sanctioned. Submission of leave application or sending an e-mail is not enough. The ceiling on the number of leaves during semester and carrying them over to next semester/term are given in Section 5.

(a) Casual leave: Mainly for emergencies. These are only kind of leaves which you can sometimes avail without prior sanction. However, you should intimate the Convenor, DPGC about it at your earliest and should submit your application immediately after returning from leave.

(b) Personal leave: These can be availed for various reasons including family functions, visiting home, family problems etc.

(c) Medical leave: These can be availed only on medical grounds.

(d) Maternity leave: For female students for pregnancy related matters.

22. Can I combine various kinds of leaves?

Yes, you can combine various kinds of leaves. However, if you combine various kinds of leave, you should clearly specify the dates for each type of leave. However, if you combine various kinds of leaves, the intervening holidays between two types of leaves will have to be accounted (see next Q&A).

23. Are Saturdays, Sundays and other holidays excluded while counting the number of days?

A. For all types of leaves except casual leaves, all holidays (including Saturdays/Sundays) except the one just preceding the start of leave and just succeeding the end of leave will be counted as leave days (and not holidays). For example, if the leave is taken from Friday Nov. 6, 2015 to Monday Nov. 16, 2015., the

leave period will be 11 days (for personal and medical leaves). If leave is taken from Saturday, Nov. 7, 2015 to Sunday, Nov. 15, total leave period will be 5 days. In case of casual leave, the number of leaves in first case will be 6 days (excluding Nov. 7, 8, 13(holiday), 14 & 15) and 4 days in second case. However, if casual leave is combined with any other leave then all intervening holidays will be counted as leave days.

23. Do I get extra leaves during mid-semester recess, winter break and summer term?

A. No. There are no extra vacation leaves.

24. I am a sponsored student and/or do not get any assistantship from the institutes. Do I also have to take leaves?

A. Yes. All full time students from any other sponsoring agency (including PSUs, govt. lab, defence services etc.) are governed by the same rules irrespective of their ranks and positions in their parent organization. All students may have to mark their attendance as per the instructions of their DPGC Convenor or departmental policy.

25. I do not care about leave rules. I want to take one month leave for personal work during the semester. What should I do?

A. Sorry, you may not be able to do that. You have to follow the leave rules. Use the carried over leaves, if any, and try to figure out the breakup of all leaves available to you and apply for those leaves only. If you leave without sanctioned leave, you are at the risk of cancelation of your registration and/or termination of your academic programme (sections 5.6 & 5.7).

26. Can I request for a semester drop?

A. Semester drop or semester leave is permitted as very special case subject to fulfilling the conditions laid down in Section 5.4.

27. Can I take leave for work related with my thesis?

A. Yes. IIT Kanpur permits the student to go for academic work outside the institute. It can be for the purpose of research, field work, presenting thesis related work in conference etc (Section 6.2).

26. I still have some doubts. What should I do?

A. Step1: Read PG Manual.

Step 2: Again read PG Manual.

Step 3: Still not convinced! Send your query to Convenor, DPGC of your department or seek an appointment with him/her for clarification.

Some Sections Relevant to and Referred in above FAQs.

4 REGISTRATION

4.a. A student is required to register for I semester, II semester and Summer term for the courses/thesis credits that he/she intends to pursue in that semester/term. The registration process involves:

- i) submitting a duly approved course programme to be followed in the semester/term,
- ii) payment of fees for that semester/term and clearance of any outstanding dues, and
- iii) signing the registration roll with the office of the Dean of Students Affairs.

4.1. Late Registration

4.1.1. If for any compelling reason like illness, a student is unable to register on the day of registration, he/she will be allowed to register on the day of late registration specified in the academic calendar (which is about one week from the date of registration). Any student registering late will be required to pay the specified late registration fee.

4.1.2. In exceptional cases, the SPGC on the recommendation of the DPGC may consider registration beyond the date of late registration. In such a case, the student will be allowed to register for thesis credits only.

4.2. Academic Advising

4.2.1. A student will be advised in the selection of courses by the registration adviser appointed by the DPGC of the concerned department. A student registering for thesis credits must have a thesis supervisor assigned to him/her.

4.2.2. A student may be permitted to repeat or substitute courses in which he/she has obtained D, E or F grades. Permission to repeat/substitute a course will be governed by the guidelines laid down in section 7.6. The request for repeat or substitution of a course must be given in writing duly endorsed by the DPGC to the Academic Section at the time of registration.

4.3. Semester Load Requirements

4.3.1. The normal semester load is defined as equivalent of 36 credits. Most courses carry 9 credits, while a few modular courses carry 5 or 11 credits (see annexure III for explanation). For a well-merited case, the SPGC may permit a student to register for a maximum of 45 credits or a minimum of 27 credits.

4.3.2. The normal semester load for a part-time student is equivalent of 18 credits. For a well-merited case, the SPGC may permit a student to register for a maximum of 36 credits and a minimum of 17 credits during a regular semester. A part-time M.S. by Research student employed on a sponsored research project in the Institute may register for 36 credits, if he/she is only registered for thesis credits and his/her thesis work is aligned with the project work. If a part-time M.S. by Research student gets financial assistance from the department/IDP or the Institute, he/she must register as a full-time student.

4.3.3. A student in the external registration programme when registering for thesis research, to be carried out at his/her organization, can register for a maximum of 27 credits or a minimum of 9 credits during the regular semester.

4.3.4. Notwithstanding the provisions of Para 1, a semester load is defined as equivalent of 54 credits for an MBA student. For a well-merited case, the SPGC may permit a student to register for a minimum of 36 credits.

4.4. Summer -Term Registration

A student is required to register in the summer term for up to a maximum of half the normal semester load. The student in the external registration program is not required to register for the summer term.

4.5. Adding/Dropping of Courses and Withdrawing from Courses

4.5.1. Adding and dropping of courses after registration is permitted only if the student's request is endorsed by the instructor of the course that he/she is adding or dropping and is also endorsed by the DPGC. The last dates of applying for adding and dropping of courses are specified in the academic calendar.

4.5.2. A student may be required to drop a course at any stage if it is determined that he/she does not fulfil the prerequisites for the course, or if a timetable clash exists which does not permit him/her to attend all the meetings of the course, or any rule in this manual which forbids him/her to take the course(s) that he/she has registered for.

4.5.3. A student may withdraw from a maximum of one course in a regular semester, four weeks prior to the end semester exam with the consent of the instructor in-charge on the recommendation of the DPGC and approval of the SPGC but the reduced load cannot be less than the minimum semester load (specified in section 4.3).

4.5.4. In the summer term, a student may withdraw from a course, two weeks prior to the end semester exam, with consent of the instructor in-charge on the recommendation of the DPGC and approval of the SPGC but the reduced load cannot be less than the minimum summer term load (specified in section 4.4).

4.6. Change of Registration from M.Tech. Programme to Ph.D. Programme

A student registered for the M.Tech./M.Des programme may be allowed in the beginning of the second / third / fourth / fifth semester to change his/her registration to that of the Ph.D. programme in Engineering, Management, Earth Sciences or Design on the recommendation of DPGC and with the approval of SPGC. The application has to be submitted at least one month before the start of the semester. Since this is a change of programme, Section 2.3 rules are not automatically applicable. Instead, one of the following two conditions must be satisfied:

4.6.(a) The student satisfies the eligibility criteria of Section 2.3.6, 2.3.7 (ES) or 2.3.10 and has completed one/two/three semesters of the M.Tech./M.Des programme with a minimum of 27 credits through course work, and has a CPI of at least 7.0.

4.6.(b) The student does not satisfy the eligibility criteria of Section 2.3.6, 2.3.7 (ES) or 2.3.10; however, he/she has completed two/three semesters of the M.Tech./M.Des programme as well as has completed course requirements of the M.Tech./M.Des programme with a CPI of at least 7.0.

Such a change of registration shall be reported to the Senate. Students in part-time M.Tech. programme are not permitted to change over to part-time Ph.D. programme.

4.7. Change of Registration from Part-Time to Full-Time Programme

A student admitted to a part-time programme may be allowed to change his/her registration to full-time (regular) studies at the beginning of a semester upon the recommendation of the DPGC and with the approval of the SPGC. For the purpose of determining the maximum period of stay (specified in section 7.1), one-half of the period spent as a part-time student will be counted.

4.8. Change of Registration from Full-Time to Part-Time Ph.D. Programme

4.8.1. A student admitted to a full-time Ph.D. programme may be permitted to change to a part-time Ph.D. programme. A student requesting such a conversion must:

- i) have completed the coursework, passed the comprehensive examination, given the "State of Art" seminar which is adjudged as satisfactory.
- ii) get the request endorsed by the supervisor(s) and the DPGC,
- iii) produce a "No Objection" Certificate from the Head of the institution/organisation, which he/she proposes to join.

4.8.2. Such conversion, if approved by the SPGC, will be subject to the following conditions:

- i) The student must complete his/her thesis within 7 years counted from the date of his/her first registration in the programme,
- ii) provision of conversion from full-time to part-time status can be availed of only once by the student during his/her programme, and
- iii) the status of the student will be reviewed by the supervisor and the DPGC at least once every two semesters after the conversion, and his/her continuation on part-time status will be subject to his/her making satisfactory progress towards completing the Ph.D. thesis.

4.8.3 The Institution/Organization which the student proposes to join need not be local.

7 ACADEMIC REQUIREMENTS

7.1. Minimum Duration, Maximum Duration and Academic Requirements

The following table lists the minimum duration and maximum duration allowed in the programme, and credits requirements for graduation in the various programmes:

"Course Work" includes only postgraduate course credits unless otherwise stated. To satisfy the "Minimum Duration" requirements, registration must be over consecutive semesters; exception will be made only if the student is on authorized leave. "Maximum Duration" is counted from the student's first registration date. SPI/CPI will be calculated on the basis of all postgraduate courses taken by the student.

S. No.	Programme	Minimum Total Credits	Credits Through Course Work (Minimum)	Credits Through Research (Minimum)	Minimum duration ^{3&4}	Maximum Duration ⁵
1	DIIT	72	36	18	2 Sem	3 Sem
2	M. Tech./ M.Des	144	54 ¹	63	4 Sem	4 Years
3	MS by Research (Engineering Disciplines) students with BTech/BS/MSc or equivalent	144	36~45	72	4 Sem	4 Years
4	MS by Research (Engineering Disciplines) students with BSc (3-year) or equivalent	216	72~90	72	6 Sem	5 Years
5	MBA	216	216	-	4 Sem	3 Years
6	Ph.D (Engineering except BSBE/ME/EE/CSE) students with B.Tech., BS & M.Sc.	216	72 ²	72	6 Sem	7 Years
7	Ph.D (ME/EE) students with B.Tech., BS & M.Sc	216	90 ²	72	6 Sem	7 Years
8	Ph.D (CSE) students with B.Tech., BS, M.Sc. & MCA	216	36 ²	72	6 Sem	
9	Ph.D (BSBE) students with B.Tech., BS, B.Pharma, B.V.Sc., M.B.B.S or M.Sc.	216	36 ²	72	6 Sem	7 Years
10	Ph.D (BSBE) students with M.Tech., M.Pharma, M.V.Sc. or M.D.	144	36 ²	72	4 Sem	6 Years
11	Ph.D (Engineering/ Management/Science except BSBE & ME) students with M.Tech./M.Des	144	36 ²	72	4 Sem	6 Years
12	Ph.D (ME) students with M.Tech./M.Des	144	54 ²	72	4 Sem	6 Years
13	Ph.D (Management) students with MBA (with M.Sc., M.A., B.Tech.)	144	36 ²	72	4 Sem	6 Years
14	Ph.D (Management) students with MBA (with B.A., B.Sc.)	180	54 ²	72	5 Sem	6 Years
15	Ph.D (Management) students with B.Tech., M.Sc., M.A., or M.Com	216	72 ²	72	6 Sem	7 Years
16	Ph.D (Sciences (other than Chemistry/Physics) / HSS) students with M.Sc., M.A., M.Phil	216	54 ²	72	6 Sem	7 Years
17	Ph.D.(Chemistry/Physics) students with M.Sc., M.Phil	180	36 ²	72	6 Sem	6 Years
	Ph.D (Design) students with 4 year program or equivalent in Design, engineering, technology or architecture	180	72 ²	72	5 Sem	6 Years

1. May include one undergraduate course (permitted by the DPGC).

2. 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 taken by a student, the student will be awarded S/X grade unless the student requests for a course to be used for computing his/her CPI at the time of registration. These additional courses may also include UG courses with only S/X grade.

3. Excludes summer term.

4. 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.

5. Add an additional year in case of part-time/external students.

A department may prescribe, with prior approval of the SPGC, additional credits of courses/thesis over and above the minimum specified in the above table.

7.2. Extension of Programme

1. No student who has completed the prescribed maximum duration in the programme shall be allowed to register in the subsequent semester unless he/she has been granted extension of the programme by the Senate on the recommendations of the DPGC and the SPGC.
2. However, those Ph.D. students who have submitted their theses and are waiting for the defence will be treated automatically as registered unless they apply for leave.

7.8. Exit from Ph.D. in Engineering

A Ph.D. student in an engineering department may request with proper justification to exit from the programme. The request has to be recommended by Thesis Supervisor, DPGC and the SPGC. The matter shall be brought to the Senate for approval. The student opting for exit option may be considered for awarding other form of Degree/Diploma depending upon the completed course/research work.

8 COMPREHENSIVE EXAMINATION OF Ph.D. STUDENTS

8.1. Students registered in the Ph.D. programme must pass a comprehensive examination designed to test the overall comprehension of the student in the various subjects. **A student can appear in the comprehensive examination only after he/she has completed the course requirements and satisfied the minimum specified CPI requirement.**

8.2. **Students admitted with B.Tech., M.Sc., M.A. or M.Phil. degrees or part-time students with M.Tech. or equivalent degrees may appear in the comprehensive examination earliest at the end of the second semester, but must pass it before the end of the fifth semester after their first registration. Students admitted with M.Tech. or equivalent degrees may appear in the comprehensive examination earliest at the end of the first semester, but must pass it before the end of the fourth semester after their first registration.** The above time limits are exclusive of the period of sanctioned leave, if any.

8.6. When a student has not passed the comprehensive examination in his/her first attempt, a second comprehensive examination will be conducted by the same board that was constituted earlier unless otherwise approved by the Chairman, Senate on the recommendation of the DPGC and the SPGC. **A student will not be allowed to appear in the comprehensive examination more than twice.**

10 STATE OF ART SEMINAR

Every Ph.D. student admitted to the candidacy for the Ph.D. degree is required to give a general seminar in the Department covering the *State of Art* of the area of research. **This seminar must be given within six months of passing the comprehensive examination.** A report of satisfactory completion of this requirement is to be communicated to Chairperson, SPGC by the thesis supervisor through the Convener, DPGC.

If a student fails to successfully deliver the SOTA seminar within stipulated 6 months then on the request of student, Chairman, SPGC may grant the extension upto three months and another three months extension may be granted by SPGC on the recommendation from the thesis supervisor and Convener, DPGC. Student has to apply for these extensions in advance. If a student fails to deliver the SOTA seminar even after extension granted, his/her academic program will be terminated.

11.2. Open Seminar of Ph.D. Students

Before proceeding to finalize the thesis, each Ph.D. student must deliver a seminar open to faculty and students in which the research work will be presented to obtain comments and criticism which may be incorporated in his/her thesis. A notice of the seminar must be displayed at least four days in advance. A thesis can be submitted only after the satisfactory fulfillment of this requirement. The intimation that the open seminar has been given should be communicated by the thesis supervisor through the Convener, DPGC to the Academic Section.

The maximum time duration for the submission of the thesis after the delivery of the open seminar will be six months. In exceptional circumstances, the students may seek an extension up to three months with proper justification. However, if the thesis is not submitted within the desired period including the extension, the open seminar already delivered will stand cancelled and the student will be required to give a fresh open seminar before he/she submits his/her thesis.

11.3.3. Ph.D. Thesis Board

11.3.3.1. The thesis board shall consist of three members in addition to the thesis supervisor(s) approved by the Chairman, Senate. Unless some special circumstances make it impractical, at least two members of the thesis board (other than the supervisor(s)) must be from outside the Institute and at least one of these two must be from within the country. 11.3.3.2. The procedure for constituting the thesis board is given below.

i) The thesis board may be proposed at the most 4 weeks before the submission of the thesis.

11.4. Submission of Thesis/Project

11.4.1. M.Tech./M.Des./MS by Research Thesis / D.IIT. Project

After the M.Tech./M.Des./M.S./D.IIT. oral examination committee has been constituted, unbound copies of the thesis/project report one for each examiner of the oral board, prepared according to the format prescribed in the pamphlet entitled: Specification and Information Regarding the Preparation of Thesis, **will be submitted at least a week before the probable date of oral examination.** The Academic Section will arrange to send the copies of the thesis to the examiners. Two copies of the abstract (approximately 250 words) should also be submitted along with the thesis/project report.

11.4.2. Ph.D. Thesis

Ph.D. thesis can be submitted only after the thesis board has been duly approved and the intimation of the satisfactory completion of the open seminar has been received. Bound copies of the Ph.D. thesis (prepared according to the format prescribed in the pamphlet entitled: Specification and Information Regarding the Preparation of Thesis) one for each examiner of the thesis board plus an additional adequate number of copies for the oral board, will be submitted.

11.5. Processing of Project/Thesis

11.5.1. M Tech/M.Des./MS by Research/D.IIT. Oral Examination

11.5.1.1. The oral examination will be conducted within four months from the date of submission of the thesis/project. If a student does not appear in the oral examination within this time period, his/her programme would be deemed to have been terminated. Request for reinstatement in the programme by such a student should be addressed to the Chairman, Senate. The request may be considered by the Senate and in case the Senate grants the request it shall specify the requirements that the student must fulfill for the award of the degree.

11.5.1.2. The thesis supervisor/programme coordinator will intimate the date of the oral examination to the Academic Section.

5 LEAVE RULES

Students may be granted leave under sections 5.1 and 5.2 on application to the Head of the Department concerned through the DPGC. Leave under sections 5.3 and 5.4 will be sanctioned by SPGC on the recommendation of DPGC. Applications must be submitted well in advance of the date of commencement of the leave requested. Leave for a period longer than that specified in sections 5.1, 5.2 and 5.3 may be sanctioned by SPGC on the recommendation of DPGC and it will entail loss of financial assistantship for the extended period.

5.1. Personal Leave and Casual Leave

5.1.1. A postgraduate student may take a maximum of 30 days personal leave in an academic year (including winter break and mid-semester breaks) provided that normally no more than 10 days leave can be taken during a semester. However, this 10 day cap will not be enforced when semesters are not in progress. Leave not availed in one academic year may be carried over to the next academic year up to a maximum of 15 days.

5.1.2. In addition, a student may be allowed casual leave for up to 6 days per semester during regular semester and 4 days during summer term. The casual leave can not be carried over.

5.1.3. There will be no loss of financial assistantship for students going on personal or casual leave.

5.2. Medical Leave

Leave on medical ground, duly supported by a medical certificate, may be granted to a student for up to 8 days per semester and 4 days during summer term. Leave not availed may be carried over to the next semester/term up to a maximum of 8 days in the case of carry over to semester and 4 days in the case of carry over to term. However, at a stretch, the medical leave shall not exceed 15 days during a semester and 8 days during the summer term. Such leave shall not entail any loss of financial assistantship.

5.3. Maternity Leave

A female student may be granted maternity leave for a maximum of 3 months. Leave up to 6 weeks can also be granted for miscarriage including medical termination of pregnancy, if supported by a proper medical certificate. Such leave can be combined with any other leave due and will not entail

any loss of financial assistantship.

5.4. Semester Leave

Semester leave for up to a maximum of two semesters and a summer term for M.Tech./M.Des./M.S. by Research/Ph.D. students may be sanctioned for bonafide reasons. Except for medical reasons, such leave would not normally be sanctioned before a student has completed his/her minimum total credit requirements and in no case before the student has spent two semesters and a summer term in the programme. However, on medical considerations such leave may be sanctioned after his/her stay of one semester. Leave for more than one semester/term at a time will not be granted. No semester leave will be granted to D.IIT. students.

5.5. Medical Certificate

If a student falls ill while on the IITK campus, the medical certificate must be obtained from the Institute's medical officer. If he/she falls ill outside the campus **while on sanctioned leave**, the medical certificate must be obtained from a registered medical practitioner.

5.6. Absence for a Minimum of 4 Weeks during the semester/2 Weeks during the summer term on Sanctioned Leave

If a registered student is absent on sanctioned leave for a period of 4 weeks during a semester or 2 weeks during the summer term at a stretch, SPGC may decide to convert the leave to a semester/term leave, or reduce the thesis credits (in blocks of 9 credits) appropriately, in case the student is registered only for thesis credits.

5.7 Absence without Sanctioned Leave

Absence without sanctioned leave (5.1-5.6) will entail loss of financial assistantship for the period of absence, and may result in the termination of the student's programme on the recommendation of the DPGC and approval of SPGC.

6.2 Permission to Proceed for Academic Activities

The PG students can be permitted to proceed for academic activities outside IITK to carry out field work, library work, computational work, experimental work, and Lab works, and also to attend conference, courses and to undertake other research work etc. as recommended by the department. Permission for a duration upto 30 days be sanctioned by the department with an intimation to SPGC and more than 30 days by the Chairperson- SPGC on the recommendation of the Department.