

ORDINANCES AND REGULATIONS

M.A.

(Applicable from 2015 batch)



INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI 600 036

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FIVE YEAR INTERGRATED MASTERS PROGRAMME

M.A.

ORDINANCES

- O.1 Candidates who have completed the final examination of the 10+2 system in Science, Arts, Commerce or any other recognized group/discipline, conducted by any recognized Central/State Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi; or
- ❖ Intermediate or two-year Pre-University Examination Conducted by a recognized Board/University or
 - ❖ Final Examination of the two-year course of the Joint Services Wing of the National Defence Academy or
 - ❖ General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced (A) Level or
 - ❖ High School Certificate Examination of the Cambridge University or International Baccalaureate Diploma of the International Baccalaureate office Geneva or
 - ❖ Any Public School/Board/University Examination in India or in any foreign country recognized by the Association of Indian Universities as equivalent to 10+2 system or
 - ❖ H.S.C. Vocational Examination or
 - ❖ Senior Secondary School Examination conducted by the National Open School with a minimum of five subjects
 - ❖ In case the Class XII examination is not a public examination, the candidate must have passed at least one public (Board or Pre-University) examination earlier
- with atleast 60% marks in aggregate for general candidates (55% marks in aggregate in the case of SC and ST)

and

who have been placed in the final merit list in the Humanities and Social Sciences Entrance Examination (HSEE) administered by the Indian Institutes of Technology Madras are eligible to be considered for admission to the Five Year Integrated M.A. degree programme in the year in which the HSEE is held.

In addition; candidates who are eligible to seek admission as foreign nationals or under other categories as approved by the Council of the IITs will also be considered for admission to the Integrated M.A. degree programme, if their applications are received through proper channels and if they qualify in HSEE.

- O.2 The duration of the dual Integrated M.A. degree programme will normally be 10 semesters.
- O.3 The award of merit scholarships to the Integrated M.A. students will be governed by the regulations framed by the Senate from time to time.
- O.4 The award of the Integrated M.A. degree shall be in accordance with the regulations of the Senate of the Institute.

REGULATIONS

R.1.0 Admission to M.A. Programme

- R.1.1 The number of seats in each discipline viz. Development Studies and English Studies, of the Integrated M.A. programme for which admission is to be made in the IIT Madras, will be 46 for the two disciplines put together. Seats are reserved for candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes, persons with disability as per the Government of India orders, from time to time. Allocation of seats to stream specialization will be made at the end of the fourth semester based on the performance of the students in the first three semesters, the preference of the students and the availability of seats in a stream.
- R.1.2 Admission to the Integrated M.A. programme in any year will be based on the results of Humanities and Social Sciences Entrance Examination (HSEE) conducted in the month of April/ May of that year.
- R.1.3 The eligibility criteria, consistent with ordinance 1.0, for appearing at the Entrance Examination in any year will be decided by the HSEE Admission Committee and the Director of IIT M in his/her capacity as Chairman of the Senate.
- The criteria will be set out in an information brochure to be forwarded to the applicants along with the relevant application form.
- R.1.4 The HSEE Admission Committee will decide on the procedure for conducting the Entrance Examination and preparing a merit list for the general category of students and a separate merit list for candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes. Subject to minimum performance criteria in the examination, decided by the committee from year to year, the HSEE Admission committee will offer admission to students, in order of merit, from the list, taking into account the number of available seats.
- R.1.5 At the time of admission, a candidate should have appeared/ passed in the final examination of the 10+2 system or with equivalent qualification in Science, Arts, Commerce or any other recognized group/discipline with 60% aggregate marks (55% for SC/ST).
- R.1.6 Candidates have to fulfill the medical standards required for admission as set out in the Information Brochure sent along with the application form.
- R.1.7 The selected candidate will be admitted to the Integrated M.A. programme after he/she fulfills all the admission requirements as indicated in the letter of admission and after payment of the prescribed fees.
- R.1.8 *In matter of admission to the Integrated M.A. programme the decision of the HSEE Admission Committee is final.*
- R.1.9 If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the admission of the candidate may be cancelled and report the matter to the Senate.

R.2.0 Structure of the Integrated M.A. Programme

R.2.1 The programme of instruction will consist of:

Sl.No.	Course Category	No. of courses	No. of Credits	Percentage of total credits
1	Common Courses (including mini projects)	23	208	40
2	Discipline Courses (Core and Electives)	19	186	36
3	Other Electives (including Free Electives/Minor stream)	9	85	16
4	Dissertation/Seminar	3	42	8
Total		54	521	100

In addition, a student should satisfactorily complete the prescribed NCC/NSO/NSS programme.

R.2.2 The Integrated M.A. programme will have a curriculum and course contents (syllabi) for the courses approved by the Senate.

R.2.3 The curriculum of any five year Integrated M.A. programme is designed to have a total of 521 credits for the award of the five year Integrated M.A. degree.

R.2.4 A student must earn a minimum number of credits under each category, as shown in R.2.1 The minimum number of credits to be earned for the award of the Integrated M.A. degree is 521.

R.2.5 a In each semester, the number of courses for which a student can register, is subject to a maximum of 60 credits.

- b. Students can register for one backlog course in V & VI semesters and two backlog courses from seventh semester onwards, subject to a maximum of 60 credits in a semester.
- c. No withdrawal from any of the courses registered will be allowed except as per regulation 12.0.
- d. The student's Faculty Adviser and Head of the Dept. of Humanities and Social Sciences may recommend the same.

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

R.2.7 Definition of new credits system

- (i) One credit indicates an effort of 50 minutes (1 *credit-hour*) per working week.
- (ii) One *credit-hour* of lecture is assumed to need two *credit-hours* (1 hour 40 minutes) outside the class room in terms of student effort to thoroughly comprehend the subject material, do the home works etc. Thus, a course with 3 lectures a week will be a $3+(3 \times 2) = 9$ credit course, indicating that a student needs to put in 9 *credit-hours* (7 hours 30 minutes) of work a week on this course, inside and outside the classroom put together.
- (iii) A one *credit-hour* supervised session with no effort required outside should count for one credit. Thus, an afternoon (2 hours 30 minutes) laboratory session, where the student runs an experiment, collects data, interprets it and writes a report should be awarded 3 credits. If a laboratory course requires effort outside of the allotted 2.5 hour slot, appropriate credit should be awarded (1 credit for 1 *credit-hour*, i.e., 50 minutes). In the same vein, a 1 *credit-hour* tutorial session should be awarded 1 credit, if no work is expected outside.
- (iv) In any given semester, a student should not be required to register for more than 60 credits. This means a maximum academic time commitment of about 50 clock hours every week.

In line with the above credit definition, sample credit mapping for typical courses/laboratory structure is summarized below:

Nature of Course	Credit hours per week for					
	Lecture	Tutorial	Extended Tutorial	Afternoon Lab Session	Time to be spent out of class	Total credits in newsystem
		(b)	©	(d)	(e)	a+b+c+d+e
Theory	3	0	0	0	3 x 2 = 6	9
Theory + Tutorial ^{\$}	3	1	0	0	3 x 2 = 6	10
Theory + Tutorial ^{\$}	3	1	1	0	3 x 2 = 6	11
Theory + Lab	2	0	0	3	2 x 2 = 4	9
Laboratory	0	0	0	3	0	3
Laboratory	0	0	0	3	2	5
Project	0	0	0	0	27	27

^{\$} Assuming tutorial does not require any work outside

Each time unit specified in the table = 50 minutes

R.3.0 Faculty Adviser

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

R.4.0 Class Committee

R.4.1 Every class of the Integrated M.A. programme will have a Class Committee consisting of Faculty and Students. There will be one Common Class Committee for the first four semesters constituted by the Dean, Academic Courses and one Class Committee from fifth to tenth semesters, for each discipline, constituted by the Head of the Humanities and Social Sciences department.

R.4.2 The composition of the Class Committee:

- (i) Chairman (a professor who is not offering courses for the class)
- (ii) All teachers of courses
- (iii) Two students from the class to be chosen by the students of the class from amongst themselves
- (iv) Faculty Advisers of the respective class

R.4.3 The basic responsibilities of the Class Committees are:

- a) to review periodically the progress of the courses
- b) to discuss issues concerning curriculum and syllabi and the conduct of the classes
- c) The type of assessment in the course will be decided by the teacher in consultation with the Class Committee and will be announced to the students at the beginning of the semester. However, for the common courses in the first four semesters of the Integrated M.A. programme, the method of assessment will consist of sessional assessment, including one quiz and an end-semester examination, with weightages specified in R.19.1. Each Class Committee will communicate its recommendations to the Head of the Humanities and Social Sciences Department and the Dean of Academic Courses.
- d) The Class Committee, without student members, is responsible for the finalization of the semester results.

R.4.4 The Class committee shall meet at least thrice in a semester, once at the beginning of the semester, once after the II Quiz and once after the end-semester examination to finalise the grades.

R.5.0 Change of Stream specialization

R.5.1 Stream specialization will be made at the end of the 4th semester based on the academic performance of the students till the end of the third semester, the preference of the students, and the availability of seats in a stream.

R.6.0 Registration and Enrolment

R.6.1 Enrolment:

From the second semester onwards all students have to enroll on a specified day at the beginning of a semester. A student will be eligible for enrolment only if he / she satisfies R.10 and will be permitted to enroll only if he / she has cleared all dues to the Institute, Hostel, Library and the NCC unit, upto the end of the previous semester, provided he/she is not debarred from enrolment, on disciplinary grounds.

At the time of enrolment, a student can drop a course registered for earlier and also substitute it by another course, for valid reasons.

R.6.2 Registration

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

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

R.6.3 The M.A. students are also eligible to take extra courses apart from the courses prescribed in the curriculum, viz., one course in the 5th, 6th, 7th and 8th semesters and not more than two courses in the 9th & 10th semesters, subject to a maximum of 45 credits, provided a student has no backlog and has a CGPA of 7.0 & above, at the end of the previous semester. Students taking extra courses should obtain the prior/approval of the Dean (Academic Courses). This will be shown in the grade card as EXT category and will be taken for CGPA calculation.

R.7.0 Registration Requirement

R.7.1 The curriculum for any semester shall not exceed 60 credits.

Any change in the category requirement of courses registered also should be modified before 45 days from the commencement of classes.

If a student finds his/her academic/course load heavy in any semester, or for any other valid reason, he/she may drop courses if the student maintains a minimum attendance grade G in that case till the date of application within 45 instructional days from the commencement of the semester with the written approval of his/her Faculty Adviser & Head of the Department.

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

R.8.0 Supplementary Examination

R.8.1 Students who get "U" grade and attendance code "G" (Good) and above in a core course are eligible to seek Supplementary Examination.

R.8.2 A student is eligible for only one Supplementary Examination in any course. No second chance is given. In case a student fails in the Supplementary Examination he/she has to repeat the course in a regular semester, as and when it is offered.

R.8.3 The Supplementary Examination will be offered by the same teacher who offered the course earlier.

R.8.4 The Supplementary Examination can be held during the makeup/supplementary week of the subsequent semester, at the convenience of the teacher concerned.

R.8.5 For taking Supplementary Examinations, the students need not attend classes in that course once again. The same attendance code earned in the earlier examination will be retained for the Supplementary Examination.

R.8.6 The end semester alone is given as a Supplementary Examination and the sessional marks already secured by a student in that course will be taken into account for finalizing the grade and the same cut-off for the grades shall be used.

R.9.0 Contact Courses

R.9.1 A Contact course may be offered during the regular semester or during summer by a Department, **only** to a final year student who has obtained "U" grade in a CORE course.

The course will be offered **only** on the recommendation of the Department, with the mutual agreement of the teacher and the student.

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

R.9.3 The contact course cannot be offered if the same subject is offered as a regular course, during that period.

R.9.4 Such final year students, who wish to take contact course(s), should apply to the Dean, Academic Courses before the commencement of the semester or summer as the case may be, in which the contact course is to be taken.

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

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

R.10.0 Minimum Requirement to Continue the Programme and Readmission

R.10.1 A student should earn not less than 26 credits in the first semester and 68 credits at the end of the second semester.

Thereafter, he/she must maintain an average of 36 credits per semester, including first two semesters, to continue his/her studies.

If a student fails to earn credits every semester, as stated above, his/her name will be struck off the rolls at the end of the semester.

R.10.2 A student who has not completed the NCC / NSO / NSS requirements (see R.27) in the first four semesters will not be permitted to continue the Integrated M.A. programme.

R.10.3 A student should have a minimum CGPA of 5.0 (see R.26.2), calculated for the courses successfully completed at the end of each semester. If the CGPA so calculated is below 5.0 or if he/she earns less than the average 36 credits, the students will be issued a warning. In the following semester, if the CGPA is less than 5.0 or if the student could not earn an average of 36 credits as per R.10.1, he/she will be relieved from the programme, at the end of the semester.

R.10.4 Readmission

The students who do not satisfy the minimum requirement vide R.10.1 and relieved from the programme may seek readmission to Dean, Academic courses with recommendation from Faculty Advisor and Head of the Department.

R.11.0 Maximum Duration of the Programme

R.11.1 A student is ordinarily expected to complete the 5 year integrated M.A. degree programme in ten semesters. However, he/she may complete the programme at a slower pace by taking more time, but in any case not more than 14 semesters, excluding semester(s) withdrawn on medical grounds etc. as per R.12.1. However, the students have to satisfy R.10.1 every semester, failing which their registration will be cancelled.

R.12.0 Temporary Withdrawal from the Programme

R.12.1 A student may be permitted by the Dean of Academic Courses to withdraw from the programme for a semester or longer, for reasons of ill health or other valid reasons. Normally, a student will be permitted for temporary withdrawal from the programme only for a maximum continuous period of two semesters.

R.13.0 Discipline

R.13.1 Every student is required to observe discipline and decorous behaviour both inside and outside the campus and not to indulge in any activity which will tend to bring down the prestige of the Institute.

R.13.2 Any act of indiscipline of a student reported to the Dean, Academic Courses, will be referred to the Discipline and Welfare Committee constituted by the Senate.

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

R.13.3 **Appeal:** The student may appeal to the Chairman, Senate, whose decision will be final.

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

R.14.0 Attendance

R.14.1 Every teacher handling a class will take attendance till the last instructional day in the Semester. The percentage of attendance, calculated up to this point, will be indicated by a letter code as follows:

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

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

His/her registration for that course will be treated as cancelled, and he/she shall be awarded 'W' grade (W stands for registration cancelled for lack of minimum attendance) in that course.

This grade shall appear in the grade card till the course is successfully completed.

In the case of a core course, the student should register for and repeat the course as and when it is offered again.

R.14.3 The teacher handling a course must finalise the attendance 3 calendar days before the commencement of the end semester.

The particulars of all students who have attendance less than 85% in that course must be announced in the class by the teacher himself/herself. Copies of the same should be sent to the Dean, Academic Courses, and Heads of Department concerned. Students who get less than 85% should not be permitted to appear in the end-semester exam without the permission of the Dean, Academic Courses.

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

(a) For calculation of attendance in normal cases:

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

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

which should be 85%. Otherwise, W grade shall be awarded. The minimum-attendance requirement is 85%. For cases of casual absenteeism, no condonation of attendance is permissible. If a student has less than 85% attendance, he/she should be assigned 'W' grade

in that subject, along with 'P' as the attendance code. Such cases will not come under the purview of condonation of attendance.

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

- (i) A student should have more than 40% attendance calculated as per (a) above, to be eligible for condonation and
- (ii) Notional % of attendance =

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

should be 85% for condonation.

R.15.0 Assessment Procedure – Tests and Examinations

R.15.1 The Senate will decide from time to time on the system of tests and examinations in each course in each semester.

R.16.0 System of Tests

R.16.1 For all the courses, the details of weightage of marks for sessional assessment and end-semester exam have to be announced to the students, in consultation with the Class Committee, and the Dean of Academic Courses should be informed of the scheme, at the beginning of the semester.

R.17.0 End-Semester Examination

R.17.1 There will be one end-semester examination of three hours duration, in each lecture based course.

R.18.0 Project Evaluation

R.18.1 At the completion of a project, the student will submit a project report which will be evaluated by duly appointed examiner(s). The evaluation will be based on the report and a viva-voce examination on the project.

R.18.2 The project reports of 5 year Integrated M.A. degree students who have not completed their course work should be evaluated in that semester itself, and the result sent in confidential to the Dean, Academic Courses. The result of the project work evaluation will be declared by the Dean, Academic courses, only after the successful completion of the course requirements.

R.19.0 Weightage

R.19.1 The following will be the weightage for the courses:

The weightage for theory courses:

For the first Four semesters:		
1.	Sessional	Not less than 40% with a minimum of 20% for a quiz
2.	End semester	60%
For the Fifth to Tenth Semesters:		
1.	Sessional	Not less than 40%
2.	End Semester	Not less than 40%

Subject to the above constraint, the Class Committees are free to decide the weightage in any course, and announce to the students, within 2 weeks from the beginning of the semester.

R.19.2 The marking for all tests, tutorial assignments (if any), workshop work and examinations will be on an absolute basis. The final percentages of marks are calculated in each course as per the weightage given in R.19.1.

R.20.0 Make-up Examination

R.20.1 Students who have missed the quizzes or end-semester examination for valid reasons are eligible for a make-up examination.

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

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

Applications received after this period need not be entertained.

R.20.2 Official permission to take a make-up examination will be given under exceptional circumstances such as admission to a hospital due to illness.

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

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

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

A student staying outside the Campus permanently / temporarily must produce a medical certificate from the Registered Medical Practitioner and the same should be duly endorsed by the parent / guardian.

R.20.3 A slot-wise make-up examination will be held during the makeup / supplementary week as per Academic Calendar of subsequent semester for those who are permitted to take the make-up examination.

The question paper will be common to all the students taking make-up examinations in a given subject. However, the question paper will be so structured that a student will be required to answer only parts of the paper carrying marks in proportion to the weightage of the tests / examinations missed by him / her.

R.20.4 A student who misses this make-up examination will not normally be given another make-up examination. However, in exceptional cases of prolonged illness resulting in the student missing a make-up examination, the Chairman of the Senate, in consultation with the Dean of Academic Courses or with approval of the Senate, may permit the student to appear for a second make-up examination.

R.21.0 Course-wise Grading of Students

R.21.1 Letter Grades

Based on the academic performance, each student is awarded a final letter grade at the end of the semester, in each subject. The letter grades and the corresponding grade points are as follows:

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

R.21.2 **Pass/Fail Course:** If an elective is registered as Pass/Fail (P/F) course than the teacher will upload the marks scored by the student and based on the cut off marks P grade will be assigned if it is above U grade cut off and F grade will be assigned if the mark is less than or equal to the U grade cut off. The credit earned by the P/F course will not be considered for CGPA/GPA calculation.

R.21.3 A student is deemed to have completed a course successfully and earned the credit if he/she secures an overall letter grade other than U/F/W/I.

A letter grade U/F, in any subject, implies failure in that subject.

A subject successfully completed cannot be repeated.

R.22.0 Method of Awarding Letter Grades

R.22.1 A final meeting of the **class committee** without the student members will be convened within **seven days after the last day of the end semester examination**. The letter grades to be awarded to the students for different courses will be finalized at this meeting.

R.22.2 The faculty member shall upload grade through workflow and the Chairman of Class Committee approve the grade within the senate prescribed deadline specified in the academic calendar.

R.23.0 Declaration of Results

R.23.1 After finalisation by the Class Committee as per R.22.1, the Letter-Grades awarded to the students in uploaded through online by the teacher.

R.23.2 The '**W**' grade, once awarded, stays in the record of the student and is deleted when he/she completes the subject successfully, later. The grade acquired by him/her will be indicated in the grade card of the appropriate semester with an indication of number of attempts made in that course.

R.23.3 '**U**' grade obtained by the students will be deleted in the grade card once that course is successfully completed, indicating also the number of attempts made in that course.

R.24.0 Re-examination of Answer Papers

R.24.1 In case a student feels aggrieved, he/she can contact the teacher concerned for a second look at his/her performance but **not later than three weeks** from the commencement of the semester, following the announcement of the results.

The student shall have access to his/her answer paper(s) in the end semester examination which may be shown to him/her by the teachers concerned. If the teacher feels that the case is genuine, he/she may re-examine the case and upload a revised grade, if any, through workflow. After approval by HoD and Dean(Academic Courses) the revised grade will be reflected in the grade card.

R.25.0 Course Repetition

R.25.1 A student who has earned U or W grade in a core course has to repeat it compulsorily when the course is offered next.

A student securing U or W grade in an elective course, may repeat it, if he/she so desire, to get a successful grade.

A course successfully completed can not be repeated. In some cases where students have taken all core and elective courses but still fail to minimum CGPA of 5.0 and thus will not be eligible to get degree. In such cases the student be permitted to repeat the core or elective courses to earn the minimum CGPA.

Option can also be given to such students to select courses to be considered for calculating CGPA for eligibility for award of degree.

R.26.0 Grade Card

R.26.1 The grade card issued at the end of the semester to each student will contain the following:

- a) the course number, name of the course and the credits for each course registered in that semester.
- b) the letter grade obtained in each course
- c) the attendance code in each course
- d) the total number of credits earned by the student upto the end of that semester, in each of the course categories
- e) the Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester

R.26.2 The Grade Point Average (GPA) will be calculated by the formula.

$$\text{GPA} = \frac{\sum_i (C_i \times GP)}{\sum_i C_i}$$

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

For the cumulative Grade Point Average (CGPA), a similar formula is used except that the $\sum_i C_i$ is the sum of credits of all courses taken in all the semesters completed upto the point in time, including those in which the student has secured U or W grades.

R.26.3 No class/division/rank will be awarded to the students at the end of the M.A programme. **However, for conversion of (i) CGPA into percentage and (ii) Percentage to CGPA for admission purpose as well as for issuing certificate to the alumnus for their carrier purpose senate has approved the following conversion formula: Percentage = 55 + 10 ((CGPA) – 6).**

R.27.0 NCC/NSO/NSS Requirements

R.27.1 All students admitted to the B.Tech programme will have to take either NCC or NSO or NSS as a non-credit extra-curricular programme. NCC programme is not available for Foreign nationals and women students.

R.27.2 The NCC / NSO / NSS requirement should be completed within the first two semesters.

R.27.3 Attendance requirement with as per clause R14.1.

R.27.4 If a student falls short of the attendance requirements he / she should make up the deficiency as noted below:

- I. If the absence is on valid grounds, the deficiency will be made up through extra sessions.
- II. If the absence is unauthorized, the deficiency will have to be made up during the following year. The deficiency in NCC will have to be made up in NSO / NSS programmes at the rate of four times the deficiency, i.e., each NCC / NSS class missed will be made up by four NSO classes.
- III. The deficiency in NSO / NSS classes will have to be made up at the rate of two classes for each class missed.

R.28.0 Scholarships and Tuition Fee Exemption

R.28.1 25% of the students admitted or 25% of the sanctioned strength, whichever is less, will be awarded merit-cum-means scholarship for the entire duration of the programme subject to the terms and conditions and the rates approved by the Government of India, from time to time.

These students are exempted from paying tuition fees.

In the cases of scholarships provided by private organisations, the rates and terms and conditions for the award of such scholarship shall be as approved by the Senate.

In addition, 10% of the students admitted or 10% of the sanctioned strength, whichever is less, are exempted from payment of tuition fees for the duration of the programme.

Tuition fee is exempted for all SC/ST candidates. The award of scholarships and other benefits will be in accordance with the rules framed by the Government of India.

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

R.29.0 Eligibility for Award of the Integrated M.A. degree

R.29.1 A student shall be declared to be eligible for award of the Integrated M.A. degree if he/she has

- a) registered and successfully completed all the core courses and project
- b) successfully acquired the minimum required credits as specified in the curriculum corresponding to the Discipline of his/her study, within the stipulated time
- c) completed the NCC / NSO / NSS requirements
- d) Secured a CGPA of 5.0, considering only the successfully completed courses
- e) has no dues to the Institute, Hostels, Libraries, NCC / NSS / NSO etc. and
- f) no disciplinary action is pending against him / her

The following procedure will be followed for credit transfer for students visiting Universities abroad under Exchange programme of NUS/DAAD or any other University.

The credits / grades indicated in the grade sheet obtained from the university in which the student has completed the courses should be used by the student as part of his/her transcripts.

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

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

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

29.2 The award of the degree must be recommended by the Senate and approved by the Board of Governors of the Institute.

R.30.0 Power to Modify

R.30.1 Notwithstanding all that has been stated above, the Senate has the right to modify any of the above regulations, from time to time.

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