Academy of Scientific & Innovative Research
Ordinances

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ORDINANCE 1
NOTICES

1.1. The Chairman, Board of Governors is hereby empowered to make Ordinances governing the provision of notice required to be given under any Statutes or Ordinances.

1.2. Unless otherwise specified in the Articles of Association, Statutes, or Ordinances, whenever notice is required to be given under any Statutes or Ordinances, it may be given by written notice delivered personally or sent by mail, electronic mail, or electronic facsimile transmission or any electronic media to the intended recipient. as per the records of the Academy. Such notice shall be deemed given, on the Day it is so sent. Notice given electronically shall be deemed delivered, when transmitted electronically to the intended recipient's electronic mail address or facsimile number or SMS or other methods, provided no transmission error message is generated by the transmitting device.

1.3 Termination of Membership of the Board/ Senate/ Board of Studies/ Finance Committee and other sub-committees constituted from time to time

A member of the Board/ Senate/ Board of Studies/ Finance Committee and other sub-committees shall cease to be such member, if:

a) The member dies, resigns, becomes insolvent, becomes of unsound mind or be convicted of a criminal offence involving moral turpitude;

b) The member nominated in personal capacity (not ex-officio) does not attend three consecutive meetings without prior information to the Chairman/ Convener of the meeting concerned.

ORDINANCE 2
ADMINISTRATIVE AND OPERATIONAL DOMAINS

2.1. ADMINISTRATIVE DOMAIN

Functions that require to be undertaken under the direct supervision of the Director shall form Directorates, while those that could be delegated to suitable officers shall form offices. Presently, the following structure shall remain in place:

2.1.1 Directorate of Academic Affairs

The Directorate of Academic Affairs shall function under the direct supervision of the Associate Director (Academic) who shall be assisted by the respective Cluster Deans. The functions of the Directorate shall be as follows:

i) To assist the Board, Senate and Boards of Studies in framing course modules, syllabi etc.;
ii) To look into all matters related to credit system and evaluation;
iii) To oversee examination with respect to its conduct, declaration of results, re-examination/re-evaluation;
iv) To constitute and legitimize Doctoral Committees;
v) To undertake quality assurance exercises.
vi) To perform such other functions as may be directed by the Boards of Studies and Senate.

2.1.2 Directorate of Student Affairs

The Directorate of Student Affairs shall function under the direct supervision of the Associate Director (Student Affairs), who shall be assisted by the Cluster Deans and Associate Deans. The functions of this Directorate shall be as follows:

i) To oversee all aspects of admission processes and frame admission modalities from time to time;
ii) To frame modalities and oversee student registration process for various courses of study;
iii) To constitute the Admission Committee;
iv) To deal with all student disputes and grievances.
v) To obtain regular feedback from students, staff and stake holders and to take such action for improvements in respect thereof;
vi) To provide necessary inputs to Directorate of Networking and Resource in matters related to framing and implementation of overseas students policy;
vii) Perform such other functions as may be directed by the Boards of Studies and Senate.

2.1.3. Directorate of Resource Development and Network

The Directorate of Networking with Industries and Planning & Development shall function under the direct supervision of the Associate Director (Resource Development & Network), who shall be assisted by Deans and Associate Deans. The functions of the Directorate shall be as follows:

i) To undertake comprehensive planning activity for the growth and the development of the Academy, both nationally and internationally;

ii) To prepare a strategy for industry interaction and fund raising from industries, philanthropic organizations and individuals;

iii) Raising funds for sponsored chairs, fellowships etc., and project funding from Government and other sources;

iv) To frame and implement overseas students policy in consultation with the Directorate of Student Affairs and issue guidelines in this respect;

v) To foster international collaboration in education and research activities for the Academy;

vi) To institute overseas training fellowships and scholarships under the Academy;

vii) To publish regular impact documents, strategy papers and status reports for international scenarios relevant to the areas of work of the Academy.

viii) To promote, nurture and sustain innovation in the activities of the Academy through development and implementation of innovation strategy, concepts, processes and methods;

ix) To facilitate technological and academic entrepreneurship amongst faculty, students and other associates of the Academy;

x) To identify new and unique revenue generation mechanisms;

xi) All relationships with international institutions shall be planned, managed and executed by the Directorate of Resource Development and Network;

xii) Perform such other functions as may be directed by the Boards of Studies and Senate.

2.1.4 Directorate of ICT Infrastructure, e-Learning and Distance Education

The Directorate shall be consortium-led and shall function under the direct supervision of the Associate Director (Institute Affairs and ICT Infrastructure). The functions of the Directorate shall be as follows:

i) To frame E-learning and distance education policy for the Academy;

ii) To undertake content development;

iii) To undertake and evolve a suitable content delivery platform;

iv) To assure the quality of courses being offered;

v) To frame guidelines for students to be enrolled under distance programs and issue such guidelines to the Directorate of Student Affairs;

vi) To liaise and coordinate with the Distance Education Council;

vii) To serve as the Corporate Communications Unit of the Academy;

viii) To frame the ICT policy for the Academy;

ix) To be the custodian of the ICT infrastructure;

x) To maintain the Academy homepage/website, databases etc.;

xi) Perform such other functions as may be directed by the Board of Studies and the Senate.

xiii) Perform such other functions as may be directed by the Boards of Studies and Senate.

2.1.5 Directorate of Administration and Financial Support

The Directorate of Administration and Financial Support shall function under the direct supervision of the Associate Director (Administration and Finance), who shall be assisted by Deans, Associate Deans and the Finance Committee. The functions of the Directorate shall be as follows:

i) To provide all Administrative, legal and Financial support to all the four Directorate
ii) To coordinate activities related to the Academy's MoUs with national and international centers of learning and research;
iii) To prepare annual budget for the Academy;
iv) To monitor expenditure as per the revenue generation and budget of the Academy;
v) Perform such other functions as may be directed by the Boards of Studies and Senate.

Notwithstanding any of the provisions as mentioned above, the functioning of the Academy shall be decentralized, to be implemented through a grid mechanism as stated under the section below.

2.2. Operational Domain

Operations for AcSIR shall be decentralized and extensively automated so as to achieve efficiency. Decentralization shall be achieved both in terms of subject cluster and in terms of region.

2.2.1 Sourcing of Operators and the Operating Infrastructure

Subject to provisions laid down in the Act, Statutes and Ordinances, the sourcing for smooth and efficient functioning of the administrative machinery for running of the Academy shall be decided by the Senate. Operators can be sourced through three modalities:

a) Direct recruitment

Subject to provisions laid down in the Act and Statutes and Ordinances, personnel required for smooth and efficient functioning of the Academy could be filled up by direct recruitment from amongst eligible contenders. Such persons shall be governed by the Personnel and Service Rules of the Academy.

b) Contract and Deputation

In addition to the aforesaid provision of sourcing persons by direct recruitment, the Vice Chairman, on advice and recommendation of the Director, shall be empowered to draw personnel into the Academy on contract or deputation, both from within CSIR and outside CSIR. Such persons shall be governed by the Personnel and Service Rules of the Academy. The period of contract or deputation, shall be decided by the Selection Committee duly approved by the Director of the Academy, on a case by case basis, in keeping with ordinance or any other relevant rule as applicable.

c) Outsourcing

The Director, on advice and recommendation of the concerned Associate Director, shall also be empowered to source manpower and services from external agencies and organization. Such outsourcing shall be determined on a case by case basis.

ORDINANCE 3

STUDENT SELECTION, ADMISSION & RESERVATION POLICY

3.1. Admission of Students

Admission of students into the AcSIR for different courses of studies shall generally be undertaken according to the following modalities:

a) Admissions to courses of studies shall be completed twice a year i.e. during January and August.
b) Students shall be admitted through online application process controlled centrally by AcSIR and the admission/selection process will be CSIR laboratory specific as per the options provided by the applicant. The Coordinator of the corresponding CSIR laboratory will initiate the processes of admission and screening.
c) To enhance specialized and inter-disciplinary courses of study, individual students will be encouraged for placement in multiple institutions with multiple guides.
d) Students once admitted to a course of study shall be allowed to change stream. The Supervisor can request for the change citing appropriate reasons and forwarded by the coordinator of the lab provided the Dean of both the disciplines provide their consent to the change. This change should be immediately informed to the AcSIR office. The student will have to fulfill the course and credit requirements of the changed faculty of study. Credits earned can be carried forward.
e) The Admission Committee of the Directorate of Academic Affairs shall form prescribed rules and guidelines to complete the admission procedure that can be revised annually. The details of the procedure shall be updated in the website of the Academy.

3.2. Screening of Applications and Selection

The screening of the applications received will be through the respective Screening Committee constituted by the Director of the concerned CSIR laboratory that will have the Coordinator of the laboratory as the Convener and nominee of the Dean of the corresponding faculty as one of the members.

The screened applicants will be intimated by the CSIR laboratory to appear for aptitude test/interview by electronic media including through e-mails, website notices etc. The list of screened candidates called for test/interview shall also be displayed on the website of AcSIR and the laboratory. It will be the prerogative of the CSIR laboratory to decide whether an aptitude test needs to be held depending on the number of applicants called for. In case the aptitude test is conducted the results will be declared normally on the same day as of the test and interviews can be held in the next consecutive days, depending on the number of candidates called for interview.

The members of the selection committee to conduct the interview shall be constituted by the Director of the concerned CSIR laboratory and will include the corresponding AcSIR coordinator and the nominee of the Dean of the corresponding faculty.

The list of selected candidates will be sent to the Dean of the corresponding faculty for approval and forwarded to the Senate for endorsement. The CSIR laboratory will intimate the selected candidates and also display the same on its website. Senate has to endorse the list of selected candidates before the beginning of the academic session.

3.3. General conditions for Admission

a) A candidate shall be admitted to a program of study leading to the award of a degree or diploma only if he/she satisfies the conditions and criteria specified by the relevant Faculty or Academic Unit, as approved by the Senate.

b) Notwithstanding the above, the Academy may, in its absolute discretion, withdraw an offer of admission made to a candidate, or expel a candidate who has accepted an offer of admission from the Academy but has yet to enroll/register to study at the Academy, where the candidate has:

  i) at any time, been convicted of an offence in a court of law; or

  ii) in the opinion of the Academy, made a false statement or has withheld material information in connection with his application.

3.4 Reservation Policy

The Academy shall be open to all persons, of either sex, irrespective of caste, creed, race or class. The Academy has special provision for the admission of women, persons with disabilities or of persons belonging to the weaker sections of the society and in particular, of the Scheduled Castes, the Scheduled Tribes and the other socially and educationally backward classes of citizens following the reservation policy laid down by the Govt. of India in this regard.

3.5 Enrollment of Students

3.5.1 The Academy shall issue all the students with photo-identity cards within one month of completion of the admission process. Such Cards shall bear all the information of the student's bio-data, his or her course of study etc. along with a twelve digit enrollment number bearing information relating to code for course of study along with any transition in program (e.g., M.Tech to Integrated Ph.D); primary node in which he/she is being attached and subsequent change in faculty, if any; year of admission; Session (January/August); Lab Code and the roll number etc. This enrollment number can track a student through his/her entire duration of association with AcSIR.

3.5.2 The enrollment number shall form the unique identification of the student in the Academy and shall be used for all references. Results of examinations, record of conduct, record of attendance, credits etc. shall be eventually entered into the Smart Card from time to time.

3.6 Procedure of Admission to different programs offered by AcSIR

3.6.1 Procedure of Admission for Ph.D Program

a) Applicants opting for Ph.D with the Academy in various disciplines shall fill up their applications online within the prescribed dates.
Minimum eligibility criteria shall be determined by the Admission Committee of the Directorate of Student Affairs. Candidate with any basic or combination of qualification in Science, Engineering or Social sciences are eligible to apply. Having a valid National level fellowship (JRF/SRF of various funding agencies), INSPIRE or other equivalent fellowships will be considered an added advantage.

b) Selection processes will be flexible, transparent and completely merit based giving equal opportunity to all. Screening, shortlisting and selection will be done at the lab level.

c) CSIR laboratory can evolve a procedure to decide on the project work the student can be assigned.

d) A final list of successful candidates, along with labs of placement, shall be compiled by the Admission Committee and communicated to the students along with a copy to Associate Director of Student Affairs and Associate Director (Administration and Finance) for initiating the process for collection of tuition fees.

In the event of vacancies existing in the labs after allotment of candidates, the Admission Committee shall have the right to undertake counseling session with wait-listed candidates to fill up such vacancies.

3.6.2 Admission of Project Assistants, SRFs, CSIR and Industry Sponsored candidates for Ph.D Program

a) *Project Assistants*

This provision of admitting exceptionally bright students working as project assistants in CSIR Institutes for Ph.D has been kept for students, who do not have a valid fellowship either because the fellowship lapsed or the student did not qualify/appear in the examinations that offer fellowships due to some reasons but are otherwise found to have high potential for research, based on reasonable evidence. A minimum one year residency is required for a Project Assistant before consideration for enrollment in the Ph.D programme. Such candidates should have the suitable educational qualification as required for the project. In such cases the screening/interview committee shall evaluate the applicant's knowledge in the subject and research capabilities critically with proper justification.

b) *Senior Research Fellows*

SRFs are also eligible for enrollment for Ph.D at AcSIR after going through the prescribed admission procedure. A minimum one year residency is required for a SRF before consideration for enrollment in the Ph.D programme. It is also expected that the candidate would have research publications.

c) *CSIR Scientists*

CSIR Scientists shall apply when the applications are called. The applications will then be screened and the shortlisted candidates will appear for an interview. The Interview Committee will evaluate the candidate's knowledge in the subject as well as the research capabilities critically with proper justification. Such requests shall be placed before the Senate from time to time. The candidates shall fulfill the following criteria:

   i) The candidate must have a guide/co-guide in another reputed institution (other than his primary appointing laboratory).
   ii) The proposed research program should be interdisciplinary.
   iii) The candidate must spend one semester in the institute of the guide/co-guide (including course work, if necessary), to justify the interdisciplinary nature of the study).

d) *Industry Sponsored Fellows*

AcSIR will encourage industry sponsored students for Ph.D in AcSIR. They may be given appropriate relaxation in terms of the course requirements on recommendation of the Dean of the faculty and approval of the Senate.

3.6.3 Procedures for Admission to the M.Tech and Integrated Ph.D Programs

Applicants applying for the M.Tech and Integrated M.Tech-Ph.D in Engineering Science shall send in their applications online against announcement of admission for such programs.

a) The applicants should be graduates in the relevant discipline of engineering depending on the specific program as stipulated by the Admission Committee, with a valid GATE score/ GRE score/NET (Engineering) etc.

b) A candidate shall have the option of giving a maximum of two preferences and shall be screened based on the first and second preferences. Short-listed candidates shall be required to appear before an interview.

c) The final list of selected candidates shall be prepared by the Admission Committee and the candidates informed about their selection.

d) Admission shall be given subject to the deposition of the tuition fees and other prescribed fees.

e) In the event of vacancies that might arise, the Admission Committee shall have the right to undertake counseling sessions with wait-listed candidates to fill up such vacancies.

3.6.4 Procedure for Admission to M.S by Research

The procedure for admission to such course shall be decided by the Senate and respective Board of Studies.

3.6.5 Procedure for Admission to Dual Degree Honors Courses

The procedure for admission to such course shall be decided by the Senate and respective Board of Studies.

3.6.6 Procedure for Admission to Finishing School Courses

The procedure for admission to such course shall be decided by the Senate and respective Board of Studies.

3.7 Academic Calendars

Generally, the following timeline will be followed:

Admission

Sl. No	Activity	August (Current year) & January (following/next year) Session*	August (following/next year) Session
i)	Uploading admission related information	3rd Friday of April previous year	3rd Friday of September previous year
ii)	Advertisement in National Dailies (Select)	4th Monday to Wednesday of April	4th Monday to Wednesday of September
iii)	Last date of Online Submission	4th Thursday of May	4th Thursday October
iv)	Intimation to candidates (electronic)	31st May	31st October
v)	Aptitude Test/Interview	4th Monday of June – 2nd Friday of July	4th Monday of November – 2nd Friday of December
vi)	Declaration of results (on the web)	3rd Wednesday of July	3rd Wednesday of December

*Students can take advance admission e.g. for the session starting Aug. 2014, in July 2013 or in Dec. 2013.

Enrollment

Sl. No	Activity	August Session*	January Session
i)	Registration	2nd Monday–Tuesday of January	2nd Monday–Tuesday of August
ii)	Session begins	2nd Friday of January	2rd Friday of August
iii)	Mid Semester Exams	2nd week of March (Monday to Saturday)	2nd week of October (Monday to Saturday)
iv)	Session Ends	1st Friday of May	1st Friday of December
v)	End Semester Exams	2nd Week of May (Monday to Friday)	2nd Week of December (Monday to Friday)
vi)	Grades Finalization	2nd Friday of June	1st Monday of January
vii)	Publication of Grades	3rd Friday of June	2nd Monday of January

Note: If any of the days indicated above in the calendar year happens to fall on a closed holiday, the Activity will be done on the next working day.

ORDINANCE 4
COURSES OF STUDY

4.1. Courses Offered and Award of Degrees

AcSIR shall run a Graduate program, which leads to awarding of a Ph.D degree. Masters degrees are also offered in some subjects. To get admission in Ph.D programs, one should have a Master's degree in any of the Science/Technology disciplines. An integrated M.Sc.-Ph.D program shall also be offered. For post BSc integrated Ph.D, one needs to have a Bachelor's degree in any field of Science/Engineering. Selections shall be made on the basis of a written test followed by a group discussion and interview.

4.2. Academic Requirements

In the following, course of one credit is equivalent either to 1 lecture hour per week (minimum 14 contact hours) or 2 laboratory hours per week (minimum 28 contact hours) or a combination thereof for the duration of the semester.

4.2.1 Minimum Residence, Maximum Duration and Academic Requirements

The following table lists the minimum residence and maximum duration allowed in the Program, and the credits requirements for graduation in the various Programs:

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

Program	Min. Total Credits	Min. Credits thro' Coursework	Credits thro' Research/ Project	Min. Residence Period#	Normal Period of Completion#	Max. Duration of Completion
M.Tech	64	32	32	4 Sems.	2 Years	3 Years
M.Tech (with Industry Sponsorship)	64	32	32	2 Sems.	2 Years	3 Years
Integrated Ph.D (Engg) *	12*	4	Completion of thesis	3 Sems.	3 Years	4 Years
Ph.D (Sciences)**	20*	12	Completion of thesis	4 Sems.	4 Years	5 Years
Ph.D (Engg)**	20*	12	Completion of thesis	4 Sems.	4 Years	5 Years
Ph.D (with Industry Sponsorship)**	16*	8	Completion of thesis	1 Sems.	3 Years	4 Years

*Over and above the credits and other requirements of the Masters (M. Tech) Program

**Exceptional candidates with Bachelor's degree will be eligible for direct admission to the Ph.D program. They will have to appear and qualify through the admission process. They may also be eligible for exemption from additional credits as decided by the respective DAC of the student after admission.

#Depending on the merit of the case this may be reduced/ waived as per Clause No. 7.5.3.

Direct Ph.D in Engineering for candidates with:						
Program	Min. Total Credits	Min. Credits thro' Coursework	Credits thro' Research/ Project	Min. Residence Period#	Normal Period of Completion#	Max. Duration of Completion
BTech + Gate/NET	36	24 (M.Tech level) + 4 (Ph.D level)	Completion of thesis	4 Sems.	5 Years	6 Years
BTech + 2 Year experience as PA/CSIR-SRF/ Industrial Sponsored Candidates	28	16 (M.Tech level) + 4 (Ph.D level)	Completion of thesis	3 Sems.	5 Years	6 Years
BTech or MSc + National level fellowship/ Ranked first in University	36	24 (M.Tech level) + 4 (Ph.D level)	Completion of thesis	4 Sems.	5 Years	6 Years

#Depending on the merit of the case this may be reduced/ waived as per Clause No. 7.5.3

Additional 8 credit courses are mandatory as per the following:

i) One Project Proposal to be prepared by selecting topics of high relevance comprising state-of-the-art review, methodologies, recommendations, etc. (2 credits). This needs to be completed before appearing for the Comprehensives.

ii) One Review Article on specific research area of the student. (2 credits). This needs to be completed before appearing for the Comprehensives.

iii) Six to Eight weeks have to be dedicated on a project concerned with societal/rural issues under the CSIR-800 Programs (4 credits). This needs to be completed before the submission of the thesis.

iv) M.Tech and Ph.D courses may be cross-listed for a comprehensive offering at an institute. Courses on offer at any of the AcSIR/CSIR institute can be availed by the Ph.D candidate to fulfill the academic courses requirement. One or more required level of courses may be offered by each institute that broadly cover aspects of research methodologies, technical report writing, technical communications, oral presentations, research projects, ethics, laboratory safety practices, *etc.* as per their needs and requirements. Such courses should be made available to Ph.D and M.Tech candidates.

v) In case more than one faculty member is teaching a course, one of faculty members will act as the course-coordinator and will be responsible for its grading, course hand-out, coordination among its teaching faculty members, order of topics and their teaching, etc. A review of the courses and feedback received should be done by the AcSIR coordinator in consultation with the concerned faculty members at the end of each semester.

4.3. Postgraduate (PG) Courses

Two-year PG programs at CSIR labs in different disciplines of Science and Engineering can be introduced through the recommendations and resolution of the Senate.

4.4. Ph.D programs

4.4.1 Ph.D programs shall be as under, but not limited to, the following faculties:

- a) Engineering Sciences
- b) Biological Sciences
- c) Chemical Sciences
- d) Physical Sciences
- e) Mathematical and Information Sciences

4.4.2. Number of Ph.D Programs including integrated M.Tech-Ph.D can be introduced through the recommendation and resolution of the Senate.

4.4.3. The academic courses required to be completed by each Ph.D candidate will be recommended by the doctoral advisory committee for the candidate keeping in view the minimum credits requirement as per AcSIR guidelines. The Ph.D candidates should normally complete their academic courses requirement by the end of their second semester.

4.4.4. The Ph.D candidates need to complete the required level of courses by writing the Project Proposal and Review Article before the Ph.D comprehensive examination.

4.5. Procedure for Admission to Dual Degree Honors Courses

The procedure for admission to such courses shall be decided by the Senate and respective Board of Studies.

4.6. Procedure for Admission to Finishing School Courses

The procedure for admission to such course shall be decided by the Senate and respective Board of Studies.

ORDINANCE 5
ENROLLMENT/REGISTRATION OF GRADUATES

5.1. Enrollment/Registration of Graduates:

5.1.1. All students will be governed by the leave rule of the respective Laboratory and of the fellowship. However, long leaves affecting coursework or suspension of fellowship, need to be reported to AcSIR office through the Coordinator of the respective laboratory.

A suitable entry should be made in the database for students for proper calculation of the period of residency. Also, the database should be purged off the entries remaining about students, who would quit the program with no expressed intent of return.

5.1.2. The Senate of the Academy shall be empowered to prescribe any specific fees and also a period over which such fees shall remain valid, if so desired, for such enrolled/registered graduates.

5.1.3. For the purpose of this ordinance, a person shall be deemed to hold a degree with effect from the date of publication of the result of the course he/she had been enrolled for in the Academy.

5.2. Database of Registered Graduates:

The database of enrolled/registered graduates shall be maintained by the Associate Director of ICT Infrastructure and Resource Networking with the help of other officials of the Academy as required. The above database shall also be made available online and shall be periodically updated.

ORDINANCE 6
CONTROL, SUPERVISION AND INSPECTION OF TEACHING PROGRAMS OF CONSTITUENT INSTITUTIONS

6.1. Records to be maintained by Constituent Institutes
The following records shall be maintained by each of the constituent institutions of the Academy in relation to its activities:

  i) Admission register of all the students enrolled in a particular program of study
  ii) Attendance records of the students, faculty and other employees associated with the Academy
  iii) Register of results and periodical and continuous assessments carried out in various courses of study
  iv) Record of transfer and migration
  v) Information about any intellectual property generated out of the activities of the Academy.

6.2. Procedure of Inspection
Every constituent establishment of the Academy shall be inspected on behalf of the Academy by a committee consisting of the Associate Director (Academy) and the Deans.

The inspection of the academic activities at each of the constituent labs shall base its audit on the following documentations:

  i) Compilation of teaching and training materials for various programs
  ii) The self-study manual
  iii) Reports of the program reviews

Inspection shall be carried out normally once a year or as required.

6.3. Report of Inspection
The Inspection Committee shall submit the report of the inspection of a particular node of the Academy to the Senate. Chairman of the Senate will keep DG-CSIR/ Vice Chairperson and the Chairperson, BoG, AcSIR informed about the activities of AcSIR at respective laboratories.

ORDINANCE 7
EXAMINATIONS

7.1.   The Examination Syndicate

7.1.1. The examination and subsequent evaluation process shall be overseen by an Examination Syndicate that shall function as a special-purpose sub-committee of the Senate.

7.1.2. Composition of the Examination Syndicate:

The Examination Syndicate shall have the following composition:-

• Associate Director of Academics (Chairperson)

• Associate Director of Student Affairs

• Deans of all the Clusters

• One Associate Dean, who shall be nominated as Secretary

The Syndicate might co-opt further members during any particular examination term, if felt necessary, on approval of the Senate.

7.1.3. Duties and Powers of the Examination Syndicate:

The Examination Syndicate shall have the following duties and functions:-

• It shall oversee proper conduct of examination process for all the courses of studies of the Academy.

• It shall compile and publish the examination calendar for the Academy in advance.

• It shall coordinate with all the nodes of the Academy so as to ensure proper adherence of norms laid down in the Statutes and Ordinances with respect to the examination process.

• It shall be the custodian for the Central Examination Server of the Academy and shall have the obligation to maintain confidentiality of all data contained in the server.

• It shall complete the evaluation process within 45 days' time frame from the date of conduction of the examination and publish results of the examination.

• It shall perform such other functions as may be directed by the Board of Governors and the Senate from time to time.

7.2. Implementing Authority & Appellate Authority for Examinations

7.2.1.   The Deans of the Academy shall function as the principal controlling officers for examinations for the respective areas and shall place before the Examination Syndicate any matters of disputes or grievances arisen thereof.

7.2.2. The Director of the Academy shall be the Appellate Authority for the Examinations

7.3. Examination Regulations

The procedure of operating the examination process shall be framed by the Examination Syndicate in consultation with the respective Boards of Studies and shall be published on

the Academy website in the form of regulations. Such a regulation published shall remain valid till a next regulation is published by the Examination Syndicate.

7.4. Re-examination and Re-evaluation

Requests for re-examination and re-evaluation shall be made to the respective Dean of Cluster, through an online application process. The Board of Studies shall have the option to fix a prescribed fee to the process. Normally, a student shall be permitted to request for re-examination or re-evaluation for a maximum of two courses during a given semester.

7.5. Assessment and Examination

7.5.1. Student performance in undergraduate, graduate coursework degree and graduate diploma programs may be assessed through a combination of examinations and continuous assessment. All assessments shall be governed by the Boards of Examiners appointed by the Senate.

7.5.2. The student performance in graduate research degree programs may be assessed through a combination of examinations, continuous assessment, a written thesis, and an oral examination on their thesis and related subject matter.

7.5.3. A student, depending on his/ her knowledge base, may opt for the option of directly appearing for the qualifying exam(s) with an exemption from attending the classes for the specific course(s). This would be considered by the respective Dean of the Faculty based on the merit of the case.

7.5.4. A student may continue in a degree or diploma program only if he satisfies the requirements specified by the relevant Faculty or Academic Unit, as approved by the Senate.

7.5.5. A student may be barred from an examination or have his grade for a module withheld if:
   a) he has failed to satisfy specific requirements of the relevant Faculty or Academic Unit for admission to the examination or completion of the module;
   b) he is in debt to the Academy (other than through an explicit loan made by the Academy); or
   c) he is so barred or his grade so withheld arising from disciplinary proceedings as prescribed by established ordinances, policies and procedures.

7.5.6. A student who has not been admitted to an examination or whose grade for a module has been withheld pursuant to clause 7.5.5 above shall be deemed to have failed the examination or module.

7.5.7. The Senate may, in its absolute discretion, withhold the result of a student in the whole or any part of an examination or module pending the outcome of disciplinary proceedings as prescribed by established ordinances, policies and procedures.

7.5.8. The degrees conferred by the Academy include, but not limited to, the following:
   a. M.Tech
   b. Ph.D in Science, Engineering or Social Science & Humanities
   c. Integrated M.Tech-Ph.D in Engineering
   d. Integrated M.Sc-Ph.D in Science
   e. MS by Research in Science and Engineering
   f. Honors Dual Degree
   g. PG Diploma in Finishing School (One/Two year PG diploma)
   h. Diploma in areas offering new knowledge (Short term diploma)

7.5.9. Candidates for the degrees of Doctor of Social Sciences, Doctor of Letters, and Doctor of Science shall be assessed on the basis of their collected published works. These degrees may also be conferred on an honorary basis in accordance with established ordinances, policies and procedures.

7.5.10 In conferring the above degrees, the Academy shall indicate in all official documents the specific disciplines or specializations undertaken or marks of distinction conferred, and the abbreviated name of the degree.

7.5.11 The Academy may grant graduate diplomas, and in awarding such graduate diplomas, the Academy shall indicate in all official documents the specific disciplines or specializations undertaken, and the abbreviated name of the graduate diploma.

7.5.12 Concurrent degrees, double degrees, joint degrees and joint diplomas shall be approved by a resolution of the Senate and may be conferred by the Academy on any person who has completed all of the requirements for the degree or diploma.

7.5.13 Unless specifically authorized, the work submitted by a candidate to fulfill the requirements of a degree or diploma must not have been used to fulfill the requirements of another degree or diploma at the Academy or elsewhere.

7.5.14 A candidate may be awarded a degree or diploma only if:
   a) he has successfully completed all the requirements for that degree or diploma; and
   b) he is not in debt to the Academy (other than through an explicit loan made by the Academy).

7.5.15. The Senate may, in its absolute discretion, waive any of the requirements. No person shall be deprived of any degree, diploma or academic award except for compelling reasons and on a resolution of the Senate.

7.6. Examination & Evaluation procedures for M.Tech and Ph.D course work

7.6.1. Continuous evaluation procedure shall be followed throughout the semester through class tests, quiz, assignment, seminar/presentation on special topic, midterm and end term examinations etc. The course coordinator is free to decide upon the evaluation procedures depending upon the course being taught.

7.6.2. End semester examination shall have maximum weightage of 40%.

7.6.3. Depending on the nature of the subject, faculties may opt for open or close book examination.

7.6.4. For laboratory courses, the candidates shall have to submit laboratory reports to the course coordinator. Depending on nature of the laboratory work, the coordinator can opt for a viva-voce at the end.

7.6.5. The grading system to be followed for course work is illustrated below:

Letter Grade	Performance	Numerical Value
A+	Outstanding	10
A	Excellent	9
B+	Very Good	8
B	Good	7
C+	Average	6
C	Not Qualified	5
S	Satisfactory (for thesis & audit course)	
X	Unsatisfactory (for thesis & audit course)	