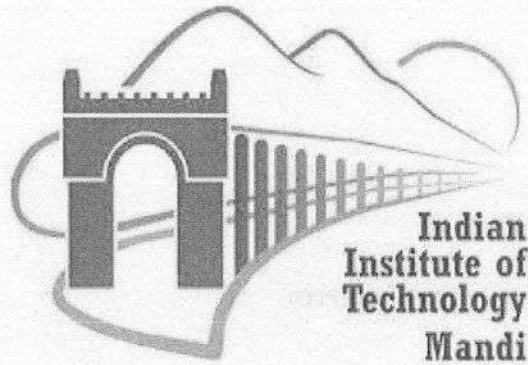# ORDINANCES & REGULATIONS

for

Master of Arts

School of Humanities and Social Sciences

Indian Institute of Technology Mandi, Himachal Pradesh, India

2020

Table of Contents

ORDINANCES
M.A Program

O.1   Name of the Degree Program
- Master of Arts

O.2   Abbreviation
- Master of Arts is abbreviated as M.A.

O.3   Duration
- The minimum and maximum duration of the Program are 2 and 3 years, respectively. Each academic session is divided into two regular semesters and two vacation semesters (Winter & Summer) and follows a Senate approved calendar of academic activities.

O.4   Credits to be Earned
- The students have to earn a minimum of 80-82 credits for the degree of M.A.

O.5   Credit Distribution
- Credits should be evenly distributed across semesters to the extent possible.
- Research components should be at least 10 credits with an upper limit of 25 credits.
- Open electives from outside the discipline (i.e. Outside Discipline Elective) of the Program should be at least 6 credits.
- Independent study courses, research-based academic or industrial projects and courses offered by on-line platforms supported through Government of India initiatives like SWAYAM/NPTEL, etc. can contribute towards fulfilment of a maximum of 3 credits with a Pass/Fail (P/F) grade. Such credits can be earned only under Discipline Elective or Outside Discipline Elective in the M.A. Program.

O.6   Eligibility
- Candidates who have qualified for the award of a three/four year Bachelor Degree (B.A./B.Sc./B.Tech./B.E. or equivalent), after 10+2 or equivalent schooling, from a recognized University or Institute with at least 55% marks (or 6.0 CGPA on a scale of 10), are eligible to apply for admission to the Program.

- Exact eligibility criteria will be announced by the Institute in the advertisement for admission each year.
- Students belonging to reserved categories will get relaxations as per the Institute rules.
- The admission of the candidate is subject to approval by the Chairperson, Senate and this shall be reported to the Senate.

O.7   Number of Seats
- The number of seats shall be as approved by the Senate with reservations as per the Institute norms.

O.8 Award of Degree

- Award of the M.A. degree shall be in accordance with the regulation of the Senate in relation to the requirements of the given Program.

O.9 Academic Events

- The dates of academic events scheduled during the academic session shall be specified in the academic calendar.

O.10 Campus Stay

- The students admitted to this degree Program are required to stay on campus and complete all requirements of the Program. Any exception to this requires prior approval through the proper channel.
- The students, with prior approval, may stay off-campus/on field-sites for a specific duration as per course requirements.

O.11 Exception

- Any exception to the above clauses will require the approval of the Senate or by the Chairperson, Senate.

REGULATIONS
M.A Program

R.1   Academic Calendar

R.1.1   Each academic session is divided into two regular semesters of approximately eighteen weeks durations (with at least seventy working days for classes in each semester): An Odd Semester (normally August-November) and an Even Semester (normally February-June). Further, there are two vacation semesters (Winter & Summer) of nearly 8-10 weeks duration as well.

R.1.2   The Senate approved schedule of academic activities for a session, including dates of enrolment, registration, examinations, result declaration, semester breaks, etc. shall be laid down in the Academic Calendar of that session.

R.2   Admission

R.2.1   All students, admitted to the Program, will be regular full-time students.

R.2.2   The maximum number of students to be admitted in each M.A. Program will be decided by the Senate.

R.2.3   Candidates who have qualified for the award of a three/four year Bachelor Degree (B.A./B.Sc./B.Tech./B.E. or equivalent), after 10+2 or equivalent schooling, from a recognized University or Institute with at least 55% marks (or 6.0 CGPA on a scale 10), are eligible to apply for admission to the Program.

R.2.4   Exact eligibility criteria will be as prescribed in the regulations approved by the senate of the Institute from time to time and announced by the Institute for admission each year.

R.2.5   For admission to the M.A. Program, the School of Humanities and Social Sciences shall adopt qualifying criteria for short-listing applications and carrying out the selection process.

R.2.6   The selection committee shall decide on the mode of selection and prepare a merit list of selected candidates on the completion of the selection process.

R.2.7   Students belonging to reserved categories will get relaxations as per Institute rules.

R.2.8   The admission of the candidate is subject to approval by the Chairperson, Senate and this shall be reported to the Senate.

R.2.9   If at any point in time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the information brochure/advertisement/ offer letter or has furnished the wrong information then the admission of the candidate will stand cancelled and the matter shall be reported to the Senate.

R.3   Structure of the M.A. Program

R.3.1   Every M.A. Program will have a specific curriculum and course contents approved by the Senate.

R.3.2   The curriculum consists of courses mainly in the following categories: Discipline Core Courses, Discipline Elective Courses, and Outside Discipline Elective courses.

R.3.3   Independent study courses, research-based academic or industrial projects and courses offered by on-line platforms supported through Government of India initiatives like SWAYAM/NPTEL, etc. can contribute towards fulfilment of a maximum of 3 credits with a Pass/Fail (P/F) grade. Such credits can be earned only under Discipline Elective or Outside Discipline Elective in the M.A. Program.

R.3.4   The curriculum of the M.A. Program is designed to have a minimum credit requirement of 80 i.e. the minimum requirement of credits under various courses should add up to 80. However, a range of 80-82 credits is generally prescribed to accommodate the varying number of credits in different courses.

R.3.5   Students are also permitted to take extra credits, beyond 82. However, the extra credits earned will not be counted towards the calculation of the final CGPA. In the final transcript, the courses which are not counted for final CGPA will be denoted by an asterisk with a note '*the course is not considered in CGPA calculation*'.

R.4   Definition of Credit System

R.4.1   For theory courses and tutorials, 1credit indicates an effort of 50 minutes (1 contact-hour) per working week (14 contact hours per semester).

R.4.2   A student is expected to spend 2-3 hours outside the class for every contact hour. This time is devoted to self-study, assignments and so on.

R.4.3   For laboratory courses, practical and practicums, the credit distribution is as follows:
    1-2 hour lab session per week - 1 credit
    3-4 hour lab session per week - 2 credits
    5-6 hour lab session per week - 3 credits
    7-8 hour lab session per week - 4 credits

R.4.4   A student is expected to spend 1 hour outside the lab per lab hour, for preparation, self-

study, etc.

R.4.5   L-T-P-C Notation: L-T-P-C => Lecture – Tutorial – Practicum/Practical – Credits

The credit structure of each course is given in the L-T-P-C form (e.g. 2–1–0–3). The numbers corresponding to L, T and P denote the contact hours per week for Lecture, Tutorial and Practical/Practicum respectively, and that of C denotes the total number of credits for that course in a semester.

R.5   Program Coordinator/Program Faculty Group (PFG)

R.5.1   A Program Coordinator shall be appointed for each M.A. Program as per institute norms.

R.5.2   A Program Faculty Group (PFG) shall be formed consisting of faculty members who have taught courses for the particular Program in the past, doing so currently, scheduled to do so in the immediate future, and/or are interested to supervise postgraduate projects in the Program.

R.5.3   Institute norms will be followed regarding the formation of the Program Faculty Group and also to decide the responsibilities of the Program Coordinator/ Program Faculty Group.

R.6   Faculty Advisor

R.6.1   To help students in planning their courses of study and for getting general advice on the academic program, a faculty member shall be appointed as the Faculty Advisor for each batch of students in an M.A Program as per institute norms. Generally, a Faculty Advisor shall have responsibility for a particular batch of students from their first year until graduation.

R.7 Class Committee

R.7.1   The Class Committee is a body consisting of faculty and students to monitor the conduct and progress of a set of courses in a semester. There will be one Class Committee for each set of courses being offered in a semester. The constitution of the Class Committee will be as follows: One faculty member as the Chair who is not associated with the teaching activities of the courses listed under that Class Committee, instructors of the courses listed under that Class Committee and 1 or 2 student representatives for each course.

R.7.2   The Class Committee shall meet at least thrice in a regular semester: once at the beginning of the semester, once before the 2nd quiz and once after the end semester

examination to finalize the grades. After each meeting of the full Class Committee, the Chair shall meet separately with the student representatives for confidential feedback. The final Class Committee meeting for the grade finalization should be conducted in the absence of the student representatives.

R.7.3 The basic responsibilities of a Class Committee are:

    a) to review periodically the progress of the courses.

    b) to discuss any issues concerning the conduct of the classes.

    c) to discuss and record the attendance criteria and evaluation scheme for each course. This should be done in the first Class Committee meeting.

R.7.4 The Class Committee Chair will communicate the minutes of the Class Committee meetings, especially those of the first and second Class Committee meetings, to the Dean (Academics).

R.8 Enrollment and Registration

R.8.1 The enrollment for the first semester will take effect after the payment of prescribed fees. From the second semester onwards, all students will have to report and register on a day specified in the Academic Calendar at the beginning of the semester. A student will be eligible for registration only if he/she satisfies the conditions under R.9 and will be permitted to register only if he/she has cleared all dues to the Institute up to the end of the previous semester, provided he/she is not debarred from enrolment, on disciplinary grounds.

R.8.2 If a student fails to report on the specified date, he/she may be allowed by the Dean (Academics) to enroll within one week from the reporting date with a fine. The amount of fine will be specified from time to time.

R.8.3 Under exceptional circumstances, a student may be allowed to enroll after one week of enrolment date with permission from Chairperson, Senate through Faculty Adviser and Dean (Academics).

R.8.4 If the student is away on approved leave for a credited internship/ field-based study/ archival work, etc. within the scope of the Program, at the time of semester-registration, the student may be exempted from reporting in-person to the Faculty Advisor and no fine will be applicable in that case. This will be applicable second semester onward

R.8.5 Except for the first semester, course pre-registration for other semesters will be done during a specified week before the end-semester examination of the previous semester.

R.8.6 Pre-registration is to be done through an online portal of the Office Automation System (OAS) of the Institute.

R.8.7 If a student wants to modify the pre-registered courses, he/she may do so by adding or dropping courses after the start of the semester within the course add or drop deadline mentioned in the Academic Calendar with the approval of the Faculty Advisor and the concerned course instructors. 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 credit requirement

R.8.8 Students should register for the minimum prescribed credits during each semester and not exceed the maximum credit limit (including backlogs, if any) without prior permission as per the curriculum of the Program.

R.9 Minimum Requirement to Continue the Program

R.9.1 At the end of a semester, the student must maintain a minimum CGPA of 5.0 to continue the Program. If the CGPA of the student falls below 5.0, the student will be placed in academic probation and an advisory note will be issued. If the CGPA continues to be less than 5.0 in the following semester also, then he/she shall be terminated from the Program.

R.9.2 The student will automatically be terminated from the Program if he/she fails to graduate within the maximum permissible duration of the Program. If a student is suspended for any semester or obtains semester break, that semester will be counted towards the maximum duration of the Program.

R.9.3 The student will be terminated from the Program on grounds of unacceptable conduct. In such instances, the Students' Welfare & Discipline Committee (SWDC), or a similar committee empowered by the Senate, will deliberate on the violation and make a recommendation to the Senate.

R.9.4 The student who is terminated from the Program may appeal to the Chairperson, Senate through proper channel for mercy and a second chance to re-enroll in the Program. The Chairperson, Senate may take appropriate decisions on such applications on behalf of the Senate and the same shall be reported to the Senate.

R.10 Duration of the Program

R.10.1 The minimum and maximum durations of any M.A Program are of 2 and 3 years, respectively.

R.11 Semester Break from the Program

R.11.1   A student may obtain semester break for a maximum period of 2 semesters on medical/ other valid grounds with the permission from the Dean (Academics) through the proper channel. Such semester breaks shall be counted towards the maximum duration of the Program.

R.12   Discipline

R.12.1   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 bring down the prestige of the Institute. The students should strictly follow the 'Student Code of Conduct' of IIT Mandi.

R.12.2   Any act of indiscipline by a student shall be referred to the Students' Welfare & Discipline Committee (SWDC). The Committee shall enquire into the charges and recommend suitable punishment if the charges are substantiated. Dean (Academics) will consider the recommendations for minor punishments and warnings and take appropriate action accordingly. In the case of major punishment, the Senate will take appropriate decisions.

R.12.3   Appeal: The student may appeal against the disciplinary action to the Chairperson, Senate, whose decision will be final in such matters.

R.12.4   Ragging of any dimension is a criminal and non-bailable offence in our country. The 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 Institute and will not be readmitted. Avenues also exist for collective punishment, if individuals cannot be identified in this inhuman act. Every student of the Institute shall give an undertaking at the time of admission in this regard.

R.13   Attendance

R.13.1   Generally, the minimum attendance requirement of a course is 70%. However, a course instructor can have a different criterion for his/her course. In such a case, the changed criteria shall be announced to the students at the beginning of the course. It should also be announced in the 1st Class Committee Meeting and recorded in the minutes.

The percentage of attendance in a course will be indicated in the grade sheet by a letter code as below:

Attendance Rounded to	Remarks	Code
92 to 100 %	Very Good	VG
80 to 92%	Good	G
70 to 80 %	Satisfactory	S
< 70%	Poor	P

R.13.2   A student who has an attendance lower than the required minimum attendance in a course, whatsoever the reason for the shortfall in attendance, will not be permitted to appear in the end-semester examination of the course. His/her registration for that course will be treated as cancelled, and he/she shall be awarded an 'F' grade in that course.

R.13.3   The instructor of a course must finalize the attendance on the last instructional day of the semester. The instructor must announce the particulars of all students who have attendance less than the required minimum in the class.

R.14 Assessment Procedures

R.14.1   The system of assessment procedure may vary from course to course. However, the general practice of tests and examinations may consist of components such as mid-term tests/quizzes and end-semester examinations. In addition, there may be other components as part of the assessment procedure such as surprise quizzes, assignments, projects, practical tests, viva voce, etc. as per the requirements of a course.

R.14.2   A continuous evaluation process will be followed to evaluate the progress of practicum-based courses/Post-Graduate Project. The assessment and valuation will be based on presentations (may include open house), project reports, viva-voce, etc.

R.14.3   Evaluation in practicum-based courses will be carried out by the faculty mentor and an internal evaluation committee formed by the Program Coordinator in consultation with the Program Faculty Group. The detailed evaluation process will be formulated by the Program Coordinator in consultation with the Program Faculty Group.

R.14.4   Evaluation of the Post Graduate Project will be carried out by the faculty mentor and an internal evaluation committee formed by the Program Coordinator in consultation with the Program Faculty Group. In the case of a guided internship under the Post Graduate Project, the faculty supervisor at IIT Mandi will be consulting with the organization/Institute of internship and evaluate the student based on the inputs from

the organization/Institute. External experts may be invited if required for evaluation of the Post Graduate Project. The detailed evaluation process will be framed by the Program Coordinator in consultation with the Program Faculty Group. In these assessments, the contribution of the faculty mentors' evaluation should not exceed 50% i.e. the contribution of the examination/evaluation committee should not be less than 50%.

R.14.5   Based on the performance, each student is awarded a final letter grade at the end of the semester for each of the Post Graduate Project.

R.14.6   A student is deemed to have completed a course successfully and earned the specified credits if he/she secures in the course a letter grade other than F, which implies a failure or I, which implies incomplete.

R.14.7   The details of the weightage of marks for various components of the assessment procedure have to be announced and recorded in the first Class Committee meeting. The Dean (Academics) should be informed about the scheme of evaluation of a course after the first Class Committee meeting.

R.14.8   In case of any grievance, the student may appeal to the Dean (Academics).

R.15   Grading System

R.15.1   Letter Grades

The performance of a student in a course is denoted by a letter grade. The letter grades, their interpretation and the corresponding grade points are given below:

Letter Grade	Grade Point Value	Interpretation
O	10	Outstanding
A	9	Very Good
B	8	Good
C	7	Average
D	6	Below Average
E	4	Pass
F	0	Fail
I	0	Incomplete; subsequently be changed into a letter grade in the first month of the subsequent regular semester.
P	0	Passed the course; however, the credits earned will not be counted for SGPA/CGPA calculations.

R.15.2   The I-grade indicates a temporary grade and that a small part of the total requirement of the course remains to be completed and that the student has done satisfactory work in all other aspects of the course. The student is required to complete this small part within a prescribed date, generally within one month of the start of the following

regular semester, and the course instructor will amend the I-grade to a regular grade within this period. If the conversion to a regular grade is not done within one month of the start of the following regular semester, the I-grade will be automatically converted to an F grade.

R.16 Method of Awarding Letter Grades

R.16.1 A final meeting of the Class Committee without the student representatives 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 in such meetings.

R.17 Declaration of Results

R.17.1 After finalization by the Class Committee, the course instructor will submit the letter-grades awarded to the students in a course to the academic office in the prescribed format. The academic office will compile all the results and announce the same to the students through E-mail or the OAS portal of the Institute.

R.18 Re-evaluation of Answer Papers

R.18.1 If a student has grievances about the result of a particular course, he/she can contact the concerned course instructor within one week from the commencement of the regular semester immediately following the announcement of the results. If the course instructor feels that the case is genuine, he/she may re-examine the case and submit a revised grade, if applicable. Any request to reconsider the grade after one week of the start of the subsequent regular semester will not be considered.

R.18.2 The course instructor will return answer scripts to the students after evaluation, as part of the learning process. If any student does not collect his/her answer script by the 1st week of the subsequent regular semester, the course instructor may discard it.

R.18.3 The evaluation pattern and all assignments, quizzes, exams, etc. used in evaluation shall be posted on the course Moodle page.

R.19 Supplementary Examination

R.19.1 Students who have missed the regular quizzes/assignments/end-semester examination for valid reasons may request for a make-up examination to the respective course instructor within ten days from the date of the examination missed, explaining the reasons for absence. Applications received after this period shall not be entertained. If the course instructor is satisfied with the explanation provided by the student, he/she may conduct the make-up exam either during the make-up exam slots mentioned in

the Academic Calendar or as per the convenience of both the parties. If the instructor is not satisfied with the explanation, he/she may reject the application.

R.19.2   A student who earns an F grade in a Discipline Core course must secure a pass grade in that course.

R.19.3   A student who gets an "F" grade in a Discipline Core course is eligible to seek a Supplementary Examination in a subsequent semester to clear the backlog, provided he/she satisfies the minimum attendance criteria of the course. For taking such Supplementary Examination, the student need not attend classes of that course again.

R.19.4   A student is eligible for only one Supplementary Examination in a course to clear the backlog. In case a student fails in the Supplementary Examination, he/she has to register for that course again in a regular semester/vacation semester and repeat the course by attending regular classes and exams.

R.19.5   The Supplementary Examination may be offered by the same instructor who offered the course earlier or the instructor who offers the course in the current semester.

R.19.6   The Supplementary Examination can be held along with the regular students of the subsequent semesters or during the make-up exam slots of the subsequent semesters or at the convenience of the course instructor.

R.19.7   Generally, the end semester exam alone is given as the Supplementary Examination and the sessional marks (i.e. quiz marks, etc.) earned by the student in the original semester will be taken into account for calculating the final marks. The grade cut-off used in the original semester shall be used for finalizing the grade.

R.19.8   A student securing an F grade in an Elective course may also attempt the Supplementary Examination option as per the conditions (R.19.2–R.19.6) mentioned above in the case of a Discipline Core course to get a successful grade in that course.

R.19.9   However, a student may replace a failed Elective course with an equivalent course approved by the Faculty Advisor. In such cases, the student has to declare in advance that a particular course he/she is doing in a particular semester is an Equivalent course in place of a failed Elective course taken in a previous semester. This declaration has to be done before the course drop deadline of that semester that is given in the Academic Calendar by submitting the relevant form.

R.19.10 A course successfully completed cannot be repeated/improved. In case a student passed all the required Core and Elective courses but failed to earn the required minimum CGPA of 5.0 for graduation, the student may be permitted to repeat the Core or Elective courses to earn the minimum CGPA required to pass the Program.

R.20   Grade Sheet

R.20.1   The grade sheet issued at the end of a semester to each student will contain the following:

a) the course number, course name and the credits for each course registered in that semester.

b) the letter grade obtained in each course

c) the total number of credits earned by the student up to the end of that semester

d) the Semester Grade Point Average (SGPA, see R.20.4) for that particular semester

e) the Cumulative Grade Point Average (CGPA, see R.20.5) of all the courses taken from the first semester

R.20.2   At the end of the Program, a final Transcript containing details of all the courses taken by the student mentioning the overall CGPA will be issued along with the Degree certificate.

R.20.3   The record of the F grade(s) obtained for a course will be retained in the Grade Sheets and final Transcript.

R.20.4   Semester Grade Point Average (SGPA): The performance of a student in a semester is indicated by SGPA, which is a weighted average of the grades in all the courses done by the student in the given semester. The SGPA is calculated as follows:

$$SGPA = \frac{\sum_{i=1}^{n} c_i g_i}{\sum_{i=1}^{n} c_i}$$

where c_i stands for the credit in a course and g_i *is the* point equivalent of the grade obtained in that course. The summation is over the number of registered courses in the semester.

R.20.5   Cumulative Grade Point Average (CGPA): The performance up to any time in the course of the student's Program is indicated by the student's CGPA, which is also calculated by the formula used for SGPA calculation, except that the averaging is done over all of the courses and credits that the student has taken during his/her entire Program up to that point. This includes F grades as well, if not cleared.

R.21 Leave Rules

R.21.1   The leave rules will be as per the Institute leave norms for the students.

R.21.2   In case students are going for a credited internship/ field-based study/ archival work, etc. within the scope of the Program, he/she needs to seek approval through the FA, at

least 15 days before the day of the proposed departure.

R.22   Scholarships and Tuition Fee Exemption

R.22.1   The details of various scholarships available for students shall be displayed on the Institute Website from time to time.

R.22.2   The number of Merit Cum Means (MCM) scholarships for each year and each branch will be limited to 25% of the strength of students in that particular branch in that year.

R.22.3   The eligibility criteria and other conditions for MCM scholarship shall be notified subject to terms and conditions and at the rates approved by the Government of India from time to time.

R.22.4   The students who receive MCM scholarship are exempted from paying tuition fee and will receive a monthly scholarship as specified from time to time.

R.22.5   In the cases of scholarships provided by private organizations, the rates and terms and conditions for the award of such scholarship shall be as approved by the Senate.

In the case of the SC/ST candidates, all are exempted from payment of tuition fees. The award of scholarships and other benefits will be in accordance with the rules framed or amended by the Government of India from time to time.

R.22.6   The Dean (Academics) will lay down the administrative procedures to be followed in the selection of students for the award of various scholarships consistent with existing Government regulations if any. The number and names of the candidates selected for various scholarships will be reported to the Senate.

R.23 Eligibility for the Award of M.A. Degree

R.23.1   A student shall be declared to be eligible for the award of M.A. degree if he/she:
   o has registered and successfully completed all the academic requirements including prescribed courses and the Post Graduate Project.
   o successfully acquired the minimum number of CGPA (5.0) prescribed in the curriculum within the stipulated time.
   o submitted no dues to the Institute, Library and Hostels.
   o has no disciplinary action pending against him/her.

R.24   Power to Modify

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