



2026

BS-MS PROGRAMME MANUAL



**Indian Institute of
Science Education
and Research (IISER)
Berhampur**

An autonomous institution under the
Ministry of Education, Government of
India

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1. INTRODUCTION

The Indian Institute of Science Education and Research Berhampur (IISER Berhampur) is an esteemed autonomous degree-granting institution of national importance, established in 2016 under the Ministry of Education (MoE) by the Government of India. IISER Berhampur is dedicated to promoting high-quality interdisciplinary science education and research, incorporating undergraduate teaching with state-of-the-art research in an integrated manner, nurturing both curiosity and creativity. With focus on excellence, IISER Berhampur has developed advanced teaching and research laboratories where students will have the opportunity to perform experiments as well as pursue advanced research under the mentorship of highly accomplished faculty.

IISER Berhampur campus is situated in a beautiful location, about 25 km from Berhampur Town on the coast of Bay of Bengal. Away from the hustle and bustle of the city, the campus offers a tranquil environment surrounded by pristine nature, fostering a conducive atmosphere for holistic education and personal growth. The intellectually vibrant atmosphere in the campus offers a platform to ignite excellence and inspire innovation. The faculty at IISER Berhampur dedicate themselves to learn, teach and serve society through excellence in science education and research, in an ecosystem based on integrity, fairness, dignity and professionalism, aimed to provide equal opportunities for all.

This handbook provides information on the rules and regulations pertaining to the BS-MS dual-degree programme offered by IISER Berhampur. Every student is expected to adhere to all the academic regulations and have an understanding of the requirements of the programme. From time to time these guidelines may change without prior notice based on the institute requirements. For special cases not covered in this handbook, the decision of the Senate of IISER Berhampur will be final and binding.

1.1 Academic Programmes

IISER Berhampur currently offers the following academic programmes:

- (i) **Bachelor of Science-Master of Science (BS-MS Dual Degree)** programme for students who have completed their 10+2 schooling. This five-year flagship programme is currently offered with provision to Major in any one of the following disciplines :
 - a) Biological Sciences
 - b) Chemical Sciences
 - c) Geological Sciences
 - d) Mathematical Sciences
 - e) Physical Sciences

In addition to the Major, eligible students can also take a Minor in any of the above-mentioned disciplines (for example: Major in Biological Sciences, and Minor in

Chemical Sciences). IISER Berhampur also offers Minor in Engineering Biology and Computational Data Science to eligible students. The BS-MS programme is organized around a credits-based semester system with two semesters in each academic year. The interdisciplinary curriculum offers a choice-based credit system which empowers flexibility in learning.

- (ii) **Ph.D. programme** in Biological Sciences, Chemical Sciences, Computational Data Science, Earth and Environmental Sciences, Mathematical Sciences and Physical Sciences for students who have acquired a Master's degree or B.Tech. (refer Ph.D. manual for additional information).
- (iii) **Integrated Ph.D (iPh.D.) programme** in Biological Sciences, Chemical Sciences, Earth and Environmental Sciences, Mathematical Sciences and Physical Sciences for students who have acquired a bachelor's degree (refer iPh.D. manual for additional information). Students enrolled in the iPh.D. programme are supported by institutional/external fellowship.

1.2 Academic Administrative Bodies

The Senate

All Academic programmes at IISER Berhampur are governed by the Senate of IISER Berhampur as authorized by the Statutes of the Institute and the Board of Governors of IISER Berhampur.

The Department Under-Graduate Committee (DUGC)

This committee, for each academic department, consists of a Convener (nominated by the Head of the Department (HoD), the HoD as the chairperson and 2 faculty members. The tenure of DUGC shall be for two years. DUGC shall advise students in their academic programmes and provide appropriate guidance to maintain the required individual academic standing (including minimum credits and CPI requirements to complete the academic programme).

The Institute Academic Affairs Committee (IAAC)

This committee consists of all HoDs, all DUGC conveners and conveners of Department Post-Graduate Committee (DPGC) from all departments and is headed by the Dean, Academic Affairs (DOAA). IAAC shall examine all academic matters and recommend suitable decisions and forward them to the Senate for consideration and approval.

The Office of Academic Affairs

The Office of Academic Affairs, headed by the DOAA, is responsible for implementing the decisions taken by the Senate.

2. ACADEMIC CALENDAR

The schedule of all important events for the students, such as registration, commencement of classes, add/drop of courses, submission of documents, mid-semester examinations, mid-semester recess, academic pre-registration, end-semester examination, submission of grades, and vacations during the academic session, are specified in the academic calendar displayed on the web page of the Office of Academic Affairs (<https://www.iiserbpr.ac.in>). The academic calendar for every year (January to December) is released between September and October of the preceding year, duly approved by the Senate.

3. The SEMESTER SYSTEM

The academic year consists of two semesters, each spanning the duration of about 17 weeks, interspersed by the winter and summer recesses:

- **Semester I (odd semester):** first week of August to the first week of December
- **Semester II (even semester):** first week of January to the first week of May

4. COURSE STRUCTURE

BS-MS programme consists of compulsory common courses (**core courses**) for all disciplines during the first four semesters (two years) and department specific courses (**professional courses**) during the remaining six semesters (third year onwards). Core courses consist of compulsory courses in Biological Sciences, Chemical Sciences, Geological Sciences, Mathematical Sciences, Physical Sciences, Computer Science, and topics in Humanities and Social Sciences. Professional courses consist of discipline specific compulsory, elective (courses students can choose, allowing them to study topics of interest), and open-elective (elective courses that students from other departments can also take) courses.

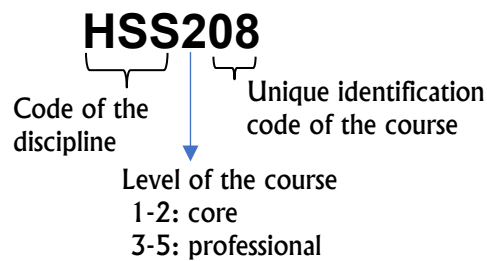
During the ninth and tenth semesters (fifth year), students are required to undertake a project work (MS project). Typically, all students are expected to carry out project work at IISER Berhampur.

Approval of Courses: The Senate approves each course along with credits allotted for that course. Only the approved courses will be offered in a given semester.

List of Courses: The list of courses offered by a department is finalised before the pre-registration of each semester by the HoD in consultation with the DUGC. The list of courses should be submitted to Office of Academic Affairs at least two weeks before pre-registration.

Course numbering Scheme: Each course is referred to by a course code and title. Course

code for each course is a six alpha-numeric characters consisting of three alphabets followed by three numerals. An example is shown below,



Conduct of Courses: Each course is to be conducted by the instructor-in-charge with assistance from other instructors and/or tutors (if any).

Medium of Instruction: For all courses, the medium of instruction and examination is English.

4.1 Credit System

Each course is allotted credits depending on the number of contact hours (lectures and tutorials) and/or laboratory contact hours (as specified in the course structure for each semester).

The Senate approved definition for a Credit is as follows:

- **Lecture and tutorials:** One lecture or tutorial hour per week over the period of one 14-week semester is assigned one credit. For example, for a “3” credit course the requirement will be 3 lecture hours per week for 14 weeks.
- **Practical:** Three laboratory hours per week over the period of the 14-week semester is assigned one credit.

4.2 Academic Load

The academic load is the number of credits for which a student is registered in a semester. In the core curriculum (first four semesters), a student will register for 19 to 22 credits in a semester. In professional component curriculum (remaining six semesters), a student should register for the credits specified by their department in each semester. Each department shall declare the minimum and maximum credit requirement per semester which generally falls between 19 and 24 credits respectively. Academic overload (number of credits registered in a semester) shall be calculated based on the maximum credit requirements of the department per semester.

Department can decide to reduce the academic load of a deficient student; however, this should not result in a net registration of less than 12 credits per semester. Likewise, every

department can also allow a particular student to take an overload of course to complete the credit requirements to Major/Minor in a particular discipline.

4.3 Provisions for Academic Overload

A student can register for the courses(s) over and above the prescribed credit requirement per semester. Such a course is called an Overload Course. The following is applicable regarding overload course registration:

- During the 2nd year, a maximum overload of 3 credits per semester is permitted.
- From 3rd year onwards, per semester, a maximum of 1 overload course will be permitted to students with a CPI > 8.0, and a maximum of 2 overload courses will be permitted to students with CPI > 9.0.
- From 3rd year onwards, for academically deficient students a maximum overload of 4 credits per semester is permitted.

The course structure, credits and contents of each of the courses offered are detailed in the 'Course Contents Page', available online via <http://www.iiserbpr.ac.in/>. The course structure and contents are subject to revisions and modifications from time to time as per the approval of the Senate of the Institute.

5. MAJOR AND MINOR DISCIPLINES

A student will choose her/his Major discipline by the end of the fourth semester (second year). The following restrictions for choice of Major will be imposed:

- The student should have earned at least 64 credits out of total 76 credits during the first four semesters.
- The student should not have 'FF' grade in more than 12 credits, of which there is no more than 1 FF in theory and 1 FF in a laboratory course of the discipline in which the student wants to Major.
- The student should have acquired a Cumulative Performance Index (CPI) of at least 5.0 (≥ 5).

To register for a Major discipline, the student will have to fulfil all credit requirements and other criteria specified by the Department. If a student fails to meet eligibility criteria for choosing a Major, she/he will have to drop a year.

Although not mandatory, earning a Minor will enable students to be better prepared for inter-disciplinary research. A minimum CPI of 8.0 (at the end of 4th semester) is mandatory to register for a Minor degree and completed at least 64 credits. To earn a Minor, the student has to acquire a minimum of 24 credits (which could be earned from theory courses of 18 credits and a project of 6 credits in the discipline in which she/he

wants to carry out Minor. However, for a Minor degree in Computational Data Science, Geological Sciences and Engineering Biology, 24 credits could also be earned from theory courses). The grade report of the student, in addition to the Major discipline, will also show the Minor discipline, if earned.

5.1 Capping of Seats for Major Disciplines

Maximum intake capacity for a Major discipline will be decided by the department and ordinarily this should not exceed 33% of the total strength of the concerned BS-MS batch. Similarly, the minimum capacity should not be less than 25% of the total batch strength except in departments such as Earth and Environmental Sciences. If required, selection will be based on CPI and/or grade obtained in department specific core courses as decided by the department. The intake capacity will be reviewed from time to time. The Capping of Seats for Major disciplines will be implemented from the BS-MS batch of 2023.

5.2 Change of the Major/Minor Discipline

A student can change her/his Major/Minor (in which she/he has registered at the end of the fourth semester) before the start of the seventh semester (under exceptional circumstances) with prior approval from the HoD to which the student wishes to migrate, under intimation to the HoD of the current Major discipline. In such cases, the student has to drop a year to complete discipline specific courses as mandated by the Department.

If a student chooses to change her/his Major/Minor in the fifth semester itself, she/he should do so by the add/drop deadline. The successful completion of all courses and other requirements, as laid down by the department in which the student wants to Major/Minor, has to be accomplished for award of degree with that Major/Minor.

6. REGISTRATION TO A SEMESTER

Every student is required to register in each semester for the courses to be credited by her/him during that semester. The registration process will be carried out on the dates mentioned in the academic calendar. The Office of Academic Affairs will carry out registration of students for all the semesters including the summer semesters (if any), centrally, under the supervision of DUGC and Heads of all departments. It is the duty of every student to ensure that she/he has fulfilled the prerequisites (if any), stipulated for registering into a course. Also, the student must ensure that there is no conflict in the timetable of the courses that she/he wishes to register. All students must be present, in person, on the day of registration. They should also carry a copy of their grade report, fee payment receipt and any other prescribed forms suggested by the Office of Academic Affairs / Department along with them to the registration desk.

All students are strongly advised to meet with course instructors/DUGC/HoDs prior to

registration for academic counselling. A student can also choose to drop a year to clear all the courses in which she/he has earned 'FF' grades in the previous years. A student will not be permitted to register for higher-level courses during the year drop. The voluntary year drop will be considered for determining maximum residence.

The student is entirely responsible for registration in appropriate courses. A late fee shall be applicable as decided by the Institute for those students who failed to register on time.

6.1 Pre-registration

Every student is required to pre-register for courses to be credited by her/him during the following semester. Pre-registration process will be carried out on the dates specified in the academic calendar. List of courses along with name of instructor(s), tutor(s), credits, prerequisites, learning objectives and outline of each course to be offered during the following semester will be made available on the webpage of the Office of Academic Affairs <http://www.iiserbpr.ac.in/>, a fortnight before the pre-registration date.

The students who fail to complete the pre-registration during the period specified in the academic calendar, for any reason, can complete it during the day of registration upon payment of a prescribed penalty.

6.2 Late Registration

If, for any compelling reason (e.g., illness), a student is unable to register on the day of registration, she/he can register on or before the last date of late registration as specified in the academic calendar after payment of the late registration fee.

Even in the event of late registration, the semester fee must be paid on or before the last date specified for fee payment. On the day of late registration, only the late registration fine may be paid.

6.3 Add and Drop of Courses

A student may add or drop the Elective/Repeat/Substitute/Improvement/Overload course(s) (refer section 4 & 6.11-6.13) in which she/he is registered, on or before the last date specified in the academic calendar for the same, by submitting the add/drop form to the Office of Academic Affairs with the approval of DUGC, HoD and the concerned course instructor(s). However, the student should ensure that the total number of credits registered in any semester enables him/her to earn the minimum number of credit requirements as specified in the BS-MS manual (dropping of course(s) should not result in a net registration of less than the minimum credit requirement as approved by the Senate). Final grades will be assigned for all courses not dropped by a student in a timely fashion, even if she/he does not appear for the examinations.

6.4 Registration for Higher Level Courses

During the fifth and sixth semesters (the first year into the Major), students will not be permitted to register for courses at a level higher than '300'. However, they may be permitted to do so upon the recommendation of the Convener, DUGC. Students in semesters seventh to tenth (fourth and fifth year) will be permitted to register for higher-level courses, upon fulfilling the course pre-requisites or obtaining the consent of the course Instructor/Convener, DUGC.

6.5 Registration of an Academically Deficient Student

A deficient student is one who has either not registered (due to ineligibility, refer section 6.0) or has registered and failed in course(s) of the previous semester(s). The course registration per semester of a deficient student may be recommended to DOAA by the Convener, DUGC of the concerned department in such a manner that as many backlog courses as possible are included.

Provisions for a student on year drop

- She/he may register for less than the minimum specified load of 12 credits per semester.
- She/he should register for all courses with FF grades (as far as possible), if offered, during the year drop.
- She/he will not be permitted to register for more than 21 credits during a semester.

6.6 Registration for Summer Semester Courses

A list of short module courses to be run during the summer semester (from mid-May to mid-July), if offered, will be announced by the second week of March, every year. Students can register for these courses at the beginning of the summer semester.

6.7 Cancellation of Registration

Registration of a student will be cancelled if she/he fails to register for a given semester by the last date for late registration stipulated in the academic calendar, and consequently she/he may be terminated from the programme.

Semester registration of a student will also stand cancelled, if she/he remains absent for a period of two weeks or longer during a semester without obtaining prior permission from the DOAA, and she/he may be marked for termination.

Except when it is with medical reasons, if a student does not appear in the end-semester examination of all the courses in which she/he is registered, the Senate may terminate her/his registration.

Registration of a student in a course may be cancelled at any stage if it is found that she/he does not meet the pre-requisites of that course, if there is a clash in the student's

timetable preventing her/him from attending the course, or if she/he is found not eligible to register for that course for any other reason.

6.8 Attendance and Cancellation of Registration in a Course

Students are advised and encouraged to attend all the lectures and a minimum of 75% attendance is mandatory to appear for the end-semester examination. Instructors may allot weightage for attendance towards the final grade as per the policy outlined in Assessment/Evaluation section 7.0. The weightage for attendance (if any), should be communicated clearly to the students in the class by the Course Instructor at the start of the semester.

If any student in a course is absent for an extended period of time (more than 5 lectures), the instructor of that course may intimate the Office of Academic Affairs, no later than 7 days after the mid-semester examination.

6.9 The Requirement of a Minimum Number of Registered Students in a Course for the Same to be Offered:

- a. A minimum of five students should be registered in any course to be offered to PG (from semesters 5th to 10th) and UG (from semesters 1st to 4th) students.
- b. In case of fewer registered students in a particular course, the same course will be dropped for that semester.
- c. For special cases, the request with a justification may be submitted to the Chairperson, Senate through the DOAA and respective DUGC for approval.

6.10 Additional Criteria for Registration

Registration to the various semesters of BS-MS programme will be subject to the following conditions:

Criteria for registration to 5th semester (3rd year)

A student will not be allowed to register for the fifth semester (third year), if she/he has backlogs ('FF' grade) in core courses with more than 12 credits. In such cases, she/he will have to drop a year to clear the course backlogs.

Criteria for registration to 7th semester (4th year)

A student will not be allowed to register for the seventh semester (fourth year), if she/he has not cleared all courses of first and second semesters (first year). In addition, she/he should not have backlogs ('FF' grade) in more than 6 credits in core courses of second year and no more than two backlogs (2 FF grades) in third year registered courses of which no more than 1 FF grade in theory and 1 FF grade in the laboratory course in her/his Major discipline

Criteria for registration to 9th semester (5th year)

A student will not be allowed to register for the ninth semester (fifth year), if she/he has not

completed all courses of the third and fourth semesters (second year). In addition, she/he should not have more than two backlogs (2 FF grades) in all registered courses of which no more than 1 FF grade in theory and 1 FF grade in the laboratory course in her/his Major discipline.

Typically, all students are expected to carry out project work (9th & 10th semester) at IISER Berhampur, however, if project work is allowed outside of IISER Berhampur those students must clear all course backlogs before their registration for the ninth semester.

6.11 Registration for Repeat Courses

A student can repeat a course in which she/he has earned an 'FF' grade. Such a course is called a repeat course. To avail this the student has to register during the regular semester when the course (if eligible), is floated. Repeat course(s) must be clearly marked in the registration form as 'R'. The HoD and DUGC shall permit this as an overload course for academically deficient students. However, registration for first year courses "repeat" must be done before the completion of the 3rd year and for the 2nd year courses before the completion of the 4th year of the BS-MS programme.

6.12 Registration for Substitute Courses

If a student has failed twice in a professional elective/open elective course (300 level & above), then she/he can substitute that course with another course. If a student has failed in a core course (first and second year), she/he should attempt to clear it by registering once again for the same. However, at any time, if the student has not cleared a core course offered in the first and second years, she/he may substitute the same with a course from her/his Major discipline, provided: (i) her/his CPI ≥ 7 , and (ii) she/he has registered for the course at least twice and has appeared for re-examination at least once. A student with CPI < 7 will not be permitted to substitute the course. A compulsory course (professional course) of Major discipline must be cleared by repeatedly registering for the same. Such a course cannot be substituted by any other course. A departmental elective can only be substituted by another departmental elective. A course can only be substituted with another course with equal or higher credits.

A maximum of two elective courses can be substituted during the entire course of study, upon the recommendation of Convener, DUGC, and approval of DOAA. A student can substitute a maximum of two core courses (first and second year) during the entire programme. A student can substitute a maximum of two elective courses (departmental or open) during the entire programme to clear courses with 'FF' grade and/or for improving grades in courses already credited. Substitute course(s) must be clearly marked in the registration form as 'S'. For computation of CPI the new letter grade will replace the old 'FF' grade.

In the event of discontinuation of a course by the Department, a suitable substitute course will be identified for students who have failed in the discontinued course. Such substituted courses will not be counted towards calculating the maximum number of substitutions permitted.

6.13 Registration for Improvement courses

A student will be allowed to register over and above the minimum compulsory credit requirement, a maximum of two courses during her/his BS-MS programme under the category of improvement courses. However, registration for first year courses grade improvement must be done before the completion of the 2nd year and for the 2nd year courses before the completion of the 3rd year of the BS-MS programme and so on. There will be no grade improvement provision for the 5th year students. The best of the two grades obtained will be included in the transcript.

6.14 Registration for Audit Courses

A student can audit any course in addition to the prescribed academic load with prior permission from the instructor. The students registered for auditing a course shall be awarded the grade “AU”, if they fulfill the requirement of minimum attendance and satisfactorily completed all course requirements (pass in mid-semester & end-semester examinations and class assignments, if any). The instructor shall include “AU” grade while submitting the final grade report for the course. If the student does not qualify for “AU” grade (excluding the scenario where the student failed in the examination), it will be assumed that the course has been dropped (and the course won't be part of her/his final transcript).

7. ASSESSMENT/EVALUATIONS

The assessment of students in a course is a continuous process. It is based on their performance in the mid-semester examination, the end-semester examination, quizzes, assignments, attendance, and make up examination (if any). For each course, the instructor or the Course Coordinator (if any), has the responsibility of conducting the course, assessment and awarding grades.

7.1 Weightage for Various Evaluation Components

- For the written component, the weightage is as follows:

Course Type	Minimum Weightage for Written Components		Maximum Weightage for Other Components (quizzes, assignments, attendance, term paper, seminar, etc.)
	Mid	End	

	Semester	Semester	
Core	30%	50%	20%
Professional	20%	30%	30%

For professional courses, no more than 10% weightage should be given to oral examination and attendance. The weightage for various components should be communicated clearly to the class at the start of the semester.

If laboratory work is a part of the course, it should be weighted appropriately according to the total credits for the course. For example, in a given course of four credits, if the credits for theory and laboratory parts are in the ratio of 3:1, the final grades for the course should be assigned in such a manner that the weightage ratio for the theory and the laboratory parts remains 3:1.

The answer scripts of mid-semester and end-semester examinations should be shown to the students before grades are assigned as per the schedule specified in the Academic Calendar. The mid semester answer scripts, however, must be shown within 20 (twenty) days from the last date of the mid-semester examination. The instructor must retain the answer sheets for a minimum of two semesters before destroying them.

7.2 Scheduling of Examinations

Time tables for the mid-semester and end-semester examinations will be prepared by the Office of Academic Affairs and circulated to all faculty members and students at least 7 days prior to the start of the examination week.

The schedule for core courses examinations must be strictly followed. Also, all examinations (core and professional courses) must be conducted during the approved examination week only.

7.3 Duration of Examinations

The duration of end-semester examinations should be 2 to 3 hours, and the mid-semester examinations should be 1½ to 2 hours.

7.4 Make-up Examinations

If a student misses the end-semester examination in one or more than one course due to genuine reasons (medical/family emergency), she/he can register for a make-up examination. Permission must be obtained from the Academic Affairs office within 48-hour from the actual examination date by submitting the necessary documents duly certified by the competent authority. If necessary documents are not submitted, an “FF” grade will be awarded, and the student must appear for re-examination.

Only one make-up examination in lieu of the end-semester examination is allowed

per course. When a mid-semester examination is missed, it would be the instructor's prerogative to decide how to evaluate the student and to assess the reasons given by the student. The instructor can give a make-up mid-semester examination or can choose to prorate the performance of the student in the other components for performance evaluation of the course, alternatively.

7.5 Misconduct During Examination

All cases of misconduct during examination (detected during the examination or after conclusion of the examination (e.g., while grading)), the instructor must report the incident immediately to DOAA/Office of Academic Affairs via email/hardcopy to initiate the process for disciplinary action.

In the event that the student contests the decision, the case will be referred to the Disciplinary Action Committee.

Do's and Don'ts for Students During Examinations:

Do's

- Students must take their seats 10 minutes prior to the start of the examination.
- Students should adhere to the seating arrangement determined by the instructor/ invigilator, if any.
- Once seated, students must maintain total silence in the examination hall.
- Students must bring all stationery items that they might require during the examination, like pen, pencil, eraser, sharpener, scale, compass, etc.

Don'ts

- Students should not chatter, smile, or attempt to communicate with each other either verbally or non-verbally.
- Students are strictly prohibited from carrying rough paper, book, wallet, and calculator (permitted only if the instructor allows explicitly) inside the examination hall. If any prohibited item is found with them, the invigilator is entitled to assume that the student was cheating during the examination and initiate disciplinary action accordingly.
- Mobile phones and electronic devices are not allowed inside the Lecture Hall Complex (LHC) and classrooms of academic building during examination week. Such items, if found with a student, will be confiscated.
- Students should not indulge in any other act of indiscipline during the conduct of the examination.

7.6 Examination Guidelines

- The students must bring/show identity card issued by the Institute during examination. The classroom entry and appearance in the examination shall be restricted without the identity card.

- The students must refrain from carrying Mobile Phones, Smart Watches or any other Electronic Device inside the Examination Hall. If a student is found to be possessing these items after the start of the examination, then disciplinary action will be taken against the student for academic malpractice.
- The students shall bring their own transparent water bottle.
- Before every examination, the students must check the seating plan and student mapping shared online and also displayed outside the examination room and occupy the allotted seat / joining the link at least 10 minutes prior to the start of the examination.
- The students shall check the seat & desk and ensure that there are no stray pieces of paper, etc. lying under the desk or shelf. If there is any piece of paper, it should be handed over to the invigilator before the commencement of examination.
- The students shall carefully fill in the essential information on the front page of their answer book immediately on receipt of answer book and before the commencement of examination.
- Sharing of calculator/stationary in the examination hall is strictly prohibited and will be treated as per provision(s) of Disciplinary Action. Please follow the instructor's guidelines regarding the use of calculators.
- The students will not be allowed to leave the examination hall during the First 45 Minutes of the examination except the medical emergency.
- The students must refrain from indulging in any unfair means, e.g., discussing a question with other students, passing the answer sheet to another student, carrying written/printed study material related to the examination, writing on handkerchiefs or body, communicating with other students outside the examination room during the examination, or reading or discussing inside the toilet.
- One bio break with permission of Invigilator is allowed during the examination. Students are required to maintain discipline/silence during bio break and avoid using any unfair means of examination.
- The students must refrain from gathering inside the examination hall before or after the examination.
- Please note that any violation of the above-mentioned guidelines will attract disciplinary action. In all such cases, no excuse will be entertained. Any violation of the above shall be reported to the Disciplinary Action Committee.

Guidelines regarding students, who indulge in Malpractices and Unfair Means during Quizzes, Mid-Semester and End-Semester Examinations.

Following disciplinary action will be imposed on those who indulge in Unfair Means and

Malpractices during Quizzes, Minor Tests, Mid-Semester Examinations and End-Semester Examination:

1. If a student is found displaying rude and indecent behavior towards fellow students and/or invigilators, then a warning shall be issued to him/her, on the repeat of the offense:
 - I. The student is liable to be expelled from the examination hall, and
 - II. The parents of that student would be informed of such indiscipline.

The Academic Malpractices and Disciplinary action are presented in the table below:

	Nature of Malpractice	Disciplinary action to be imposed
1	Communicating with neighbours during the examination	The student shall be: <ol style="list-style-type: none"> 1. Awarded Zero Marks in the examination; OR 2. Awarded one Grade less in the overall assessment of the Semester in that course.
2	Indiscipline with the invigilator; Possessing incriminating material with oneself during the examination; Possessing answer book of another Student, even for a moment; Passing on answer book to another Student; Exchange of question papers, with some answers, jotted down on them; Referral to material or holding discussion with other students, when going outside the examination room to the toilet; OR Any other means unacceptable in fairness	The student shall be: <ol style="list-style-type: none"> 1. Awarded two Grades less in the overall assessment of the Semester in that course; 2. De-registered from that course; OR 3. Awarded F Grade in that course.
3	Involved in malpractice during an examination for the second time, during the program	The student shall be: <ol style="list-style-type: none"> 1. Deregistered from all the courses during the current semester
4	Impersonation during the examination	Both the students shall be <ol style="list-style-type: none"> 1. Deregistered from the current semester; AND 2. Debarred from registering in the succeeding semester.

2. Incriminating materials include written/printed material, unauthorized additional sheets without or with write-ups, bits, scribbles on scales, handkerchief, or on the body, abuse of calculator, organizer, or cell phone;
3. A student shall not be eligible to seek Re-Examination in the subject concerned and shall not be given any special consideration while offering Summer Course if he/she is awarded any of the above disciplinary action.

8. GRADING

8.1 Grades

Each course is assigned with a credit number and continuous assessment is used to award a letter grade to each student taking that course, based on the relative grading scheme at the end of each semester. The grade awarded reflects the overall proficiency acquired by the student in that course. There are 11 letter grades: AA, AB, BB, BC, CC, CD, DD, FF, FA, AU and AF. The letter grades, their descriptions, and their numerical equivalents on a scale of 10-points (called grade point) are as follows:

Grade	Grade Point	Description
AA	10	Excellent
AB	9	Very Good
BB	8	Good
BC	7	Fair
CC	6	Fair
CD	5	Fair
DD	4	Pass
FF	0	Fail
FA	0	Fail for attendance
AU	0	Audit
AF	0	Audit Fail

A “FA” grade will be awarded to those students who failed to attend the end-semester examination due to insufficient attendance (75% attendance is mandatory for appearing the end-semester examination). A student with “FA” grade is not eligible to appear for re-exam in the same academic year but need to re-register for the course during the next regular semester (when the course is offered) and satisfy all the course requirements for awarding grades except class attendance.

An “AU” grade will be awarded to students who register for an audit course and satisfy the essential course requirements (pass in mid-semester & end-semester examinations,

complete class assignments and necessary class attendance as per the instructor's recommendation). Those students who does not pass the audit course will be awarded an "Audit Fail or AF" grade.

Incomplete Grade: An 'I' (Incomplete) grade in any course may be awarded to a student who has missed the end-semester examination because of some genuine reason, but otherwise has completed all the requirements satisfactorily. An 'I' grade should not be given in a course because the student has failed in it. It must, however, be converted into a proper letter grade by the instructor-in-charge and should be communicated to the Office of Academic Affairs by the last date for submission of grades for make-up examination as specified in the academic calendar. If the instructor or instructor-in-charge does not intimate the Office of Academic Affairs on time, all the 'I' grades awarded will be automatically converted into 'FF' grade.

Satisfactory and Unsatisfactory Grades: Satisfactory ('S') and Unsatisfactory('X') grades do not carry any numerical equivalence, and are not used for computation of SPI/CPI. Grade 'S' implies that the student has earned the credits. Grade 'X' implies that the student has failed in the course.

8.2 Evaluation and Grading of Project Work

The 9th & 10th semesters of a BS-MS Programme (5th year)) will mainly be devoted to a project work. If need be and included in the programme structure of the BS-MS Programme, departments can run courses along with the project work during this period. Each student will be allotted a faculty member to supervise her/his project work at the time of registration (students allowed to undertake project work with outside institutions/industry will be assigned a co-supervisor, in addition to the external supervisor). If the project supervisor is temporarily unavailable, a co-supervisor/administrative supervisor may be assigned to the student.

The project work will be evaluated twice (a mid-term evaluation at the end of 9th semester and a final evaluation at the end of 10th semester) during the academic year, as mentioned below. A Project work Assessment Committee (PAC) will evaluate the project work. The PAC committee will have three or more members and is recommended by the DUGC with approval from the Head of the department.

Constitution of the Project work Assessment Committee:

- 1) Subject expert/faculty member from the department (Project supervisor's nominee)
- 2) Faculty member from the department (DUGC* nominee)
- 3) Project Supervisor/Co-supervisor: PAC convener**
- 4) External subject expert proposed by the project supervisor (optional)

**In case of the Convener, DUGC himself/herself is the supervisor/Co-supervisor, HoD will nominate.*

***if project supervisor is external, the co-supervisor will act as the convener.*

Evaluation and grading

The project work will be evaluated and graded by the PAC committee based on oral presentation and work progress report* (9th semester) or project work report* (10th semester) submitted by the student.

**shall be shared (coordinated by DUGC), with the PAC members before the presentation so that they can provide informed feedback.*

For outstation students, the mentor has to be present during the final presentation either in person or through online mode.

Grading shall be done as follows,

Part A: The supervisor shall award marks out of 30 based on student performance in the laboratory, quantity and quality of the work.

Part B: The PAC shall award marks out of 70 based on the presentation, Q&A and work progress report/ project work report submitted (in the prescribed evaluation form).

Grade will be awarded based on the total marks obtained out of 100 (part A + part B).

Project grades shall be given as per the usual norms by the last date specified for submission of the grades in each semester. An 'I' grade shall not be awarded for non-completion of the project, except when it is due to illness. Nor can an 'I' grade be awarded for non-completion of the projects due to lack of facilities.

In order to encourage the students to register for Ph.D. programme in the Institute, the BS-MS project work may be considered as part of her/his doctoral dissertation.

8.3 Submission of Grades

Prior to assigning a final letter grade, the instructor-in-charge of each course must show the answer sheets of all the examinations to the students. The letter grades given by the instructors must reflect the progress of the student based on her/his performance in the mid-semester examination, end-semester examination, quizzes, assignments and regular attendance in the classes. After finalization by the class committee (grade moderation meeting), the course instructor will submit the letter-grades awarded to the students in a course to the ERP/academic office. Final grades must be entered online (on the ERP portal), and a signed hardcopy must be submitted to the Office of Academic Affairs as per the schedule specified in the Academic Calendar.

8.4 Declaration of the results

The academic office will announce the results to the students through ERP portal of the

institute. A letter grade once awarded shall not be changed unless the request made upon detection of genuine error of omission and/or commission by the concerned instructor/coordinator with all relevant records and justification and recommended by the departmental UG committee and Head of the Department and approved by the Chairman, Senate/ DoAA. Any request for change of grade must be submitted within 1 week after the declaration of the results.

8.5 Semester Performance Index (SPI)

The Semester Performance Index (SPI) is a weighted average of the grade points earned by a student in all courses credited, and describes her/his academic performance in a semester. It is calculated as:

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

where c_i = credit for i^{th} course; g_i = grade point secured by the student. Summation is over all n courses credited by the student in that semester.

8.6 Cumulative Performance Index (CPI)

The Cumulative Performance Index (CPI) indicates the overall academic performance of a student in all courses registered up to and including the latest completed semester. This can be calculated as:

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

Summation is over all the courses (n) credited by the student in all the completed semesters. Whenever a student is permitted to appear for re-examination in a course, or to repeat or substitute a course, the new letter grade replaces the old letter grade in the computation of CPI.

If a student is awarded an 'FF' grade in any course registered during a particular semester, her/his SPI and CPI will be calculated tentatively from that semester onwards, assigning 0 points for each 'FF' grade earned by the student. Her/his final SPI and CPI will be calculated when the 'FF' grade is replaced by other letter grade earned after repeating/substituting or appearing for re-examination (best of the two grades will be included in the final transcript).

8.7 Grade Report

A copy of the Grade Report is issued to every student at the end of each semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee from the Office of Academic Affairs.

The grade report, with details of courses registered and grades obtained, SPI for each semester and the CPI based on the grades of all courses taken up to and including the semester, will be available to the student once the results for that semester are declared officially. One copy of the official grade report for any semester will be available free. Additional copies will be charged. At the end of the programme a consolidated transcript will be provided to the student.

8.8 Withholding of Grades

The grades of a student can be withheld if she/he has not paid the dues, or if a case of indiscipline is found pending against her/him, or for any other reason.

8.9 Mandatory Student Response Survey (SRS)

All registered students for each course shall be allowed to submit their SRS. However, the SRS submitted by only those students who have 75% attendance shall be considered for assessment.

The students who have not submitted the SRS shall not be allowed to see their results in the ERP account until the beginning of the next semester (except for those who got “FF” grade(s)).

8.10 Re-examination

Re-examination will be conducted for all theory courses in which students have earned an ‘FF’ grade (for lab courses, register as a “repeat course” when the course is next offered). A student can choose either to take the re-examination during July every year for the course she/he has failed or register for these courses as a “repeat course” (by taking overload) during the regular semester.

If a student chooses to appear for re-examination (for a course in which she/he has earned an ‘FF’ grade), she/he should do so within the same academic year. Failing to which the student needs to register for the course(s) under the repeat category during the regular semester when the course is offered.

Re-examination schedule: The re-examination will be conducted 2 weeks prior to the registration of the odd semester, *i.e.*, around first week July, every year (refer Academic Calendar). Students can appear for re-examination in any number of courses. Such students will have to pay an examination fee of ₹ 1,000 per course. The student should submit the re-examination form and pay the fee online.

Grading policy: Student registers and appears for re-examination within the academic year of failing the course, the grades for such students will be assigned as per the grading policy adopted for the regular course offered during the academic year. All quizzes, mid-

semester, assignment and other component scores earned during the regular semester will be retained and only the end-semester score obtained in the re-examination will replace the original end-semester score to award the grade.

In case, where the course instructor is no more associated with Institute, the re-examination will be conducted by an Instructor nominated for the purpose by the HoD for the course(s). In such cases, the instructor who is anticipated to leave the Institute shall submit the required grade details (all quizzes, assignment scores, mid- & end-semester scores and other score components earned during the regular semester) to the respective DUGC/Academic Affairs Office at the time of grade submission.

8. 11 Inadequate Academic Performance

The academic performance of each student is reviewed at the end of each semester, based on the credits earned by her/him in that semester.

Continuation and discontinuation of fellowship: The monthly fellowship (such as INSPIRE), if any, of the student will be discontinued if she/he earns a CPI < 7 in any semester. The Office of Academic Affairs will intimate her/his parents about the termination of the fellowship. The fellowship will be reinstated once the CPI improves to >7. No arrears will be paid for the time-period elapsed without the fellowship.

The period during which the fellowship was stopped will be included while determining the duration of the fellowship (for example, if a student's scholarship was stopped for two semesters during her/his study and if she/he received the fellowship for eight semesters, the total duration of scholarship will be deemed as five years).

8.12 Warning and Academic Probation

When a student fails to earn a CPI > 7 for the first time in a semester, her/his fellowship will be stopped (if any). In addition, the student will be placed on warning and the Office of Academic Affairs will send a letter of warning to her/his parents/guardians.

If a student fails to earn a CPI \geq 5, she/he will be placed on academic probation and the Office of Academic Affairs will intimate her/his parents.

The following conditions shall be applicable to students on warning/academic probation:

- She/he shall preferably register for all courses during re-examination/regular semester (if the course is being offered) in which the letter grade 'FF' has been obtained.
- She/he shall not hold any official position or represent the Institute in any extra-curricular activities during the period of warning/academic probation.
- She/he shall submit an undertaking counter-signed by the parents, for striving to

ensure good academic performance in subsequent semesters. The proforma for the undertaking is available in the Office of Academic Affairs.

- Any other terms/conditions laid down by the Senate.

8.13 Programme Termination

The minimum credits to stay in the academic programme at various stages in the programme are provided below. If a student fails to earn the specified minimum credits, her/his academic programme will be terminated.

Semester	Minimum credits to be earned at the end of the semester
Fourth (end of 2nd year)	24
Sixth (end of 3rd year)	48
Eighth (end of 4th year)	72
Tenth (end of 5th year)	96
Twelve (end of 6th year)	120
Fourteenth (end of 7th year)	144

In addition to the above, the student may also be terminated from her/his programme if she/he does not appear in the end semester examination of all courses in which she/he is registered.

Appeal against Termination: A student whose admission/ registration to the BS-MS programme has been terminated may appeal to the Chairman, Senate, for re-instatement in the programme. In cases of termination due to inadequate academic performance, the student should clearly explain causes for the poor performance, along with explaining why those causes will not adversely affect her/his performance in the future. The Senate shall take a final decision after considering all the available inputs. However, the Senate may not entertain any further appeal(s) for review unless substantial additional information is brought to its notice. Appeals against termination and for reinstatement may not be entertained after a certain period as specified in the termination letter.

9 ESSENTIAL REQUIREMENTS

9.1 Residence

Every BS-MS student will be provided residence in the Institute hostel. Student staying on campus has to reside in the hostel to which she/he is assigned. A student residing in the hostel has to abide by the rules and regulations laid down by the Office of Student Affairs.

9.2 Duration of the Programme

The duration of the programme is 5 years (10 semesters) for the BS-MS (Dual Degree).

If failed in any course(s), the course duration is extendable to a maximum of 7 years (14 semesters). The duration of the fellowships will be determined by the norms of the funding agency.

9.3 Academic Requirements

A student is required to complete successfully all the courses of the curriculum prescribed for her/his programme and should obtain a minimum CPI of 5.

9.4 Provisions for Relaxation

The Senate may grant relaxation in the prescribed minimum/maximum duration and/or academic requirements to a student in view of the work done by her/him in the Institute or elsewhere, to the extent considered appropriate according to the merit of the case.

9.5 Cancellation of Admission

The admissions of all students to their academic programmes are considered provisional until the submission of all required documents (duly verified copies) including mark-sheets, provisional certificates, reserved category certificates (if applicable) and/or other supporting documents of the qualifying examination. These documents should be submitted by the last date specified for this purpose in the admission/declaration form. The Senate can cancel the admission of any student who fails to submit the required documents by the specified date or meet other stipulated requirement(s).

The Senate may also cancel the admission at any later stage if it is found that the student had supplied false information or suppressed relevant information while seeking admission. Further, the Institute has the right to cancel the admission of any student and terminate her/his registration to the academic programme at any stage on grounds of unsatisfactory academic performance, irregular attendance in classes, or any act(s) of indiscipline.

10 LEAVE OF ABSENCE

The application for leave of absence should be addressed to the DOAA and submitted to the Office of Academic Affairs (along with a medical certificate if applicable). The leave should be availed with the permission of the Coordinator AA_UG program (for 1st & 2nd year BS-MS students) or the concerned DUGC Convener (for 3rd to 5th-year BS-MS students) and approval from DOAA. In no cases, a student **can be on leave without prior approval**. If a student is on leave without prior approval, it will be treated as unauthorized absence and can attract disciplinary action. A leave taken beyond the entitlement (approved or otherwise) will result in loss of scholarship/disciplinary action. The leave application must be submitted to the office **at least a week before** the start of the leave and the travel plan should be finalized only after the leave sanction.

If a student remains absent for more than 15 working days even due to medical reasons,

she/he will have to drop a semester. However, in exceptional cases, with special approval of the Chairperson Senate (with due recommendations from Institute medical officer, DUGC and HoD) student may be allowed continue (this won't be applicable for absence of more than 30 days) without dropping the semester.

The following are the various forms of leave a student is entitled to:

10.1 Mid-Semester Recess and Vacations

Undergraduate students are entitled to mid-semester recess and vacations, for durations specified in the academic calendar.

10.2 Short Leave

Leave of absence during the semester is discouraged for all registered students. However, in case of genuine reasons, a student may be granted leave of absence during the semester for a maximum of 7 days. However, short leave will not be allowed for more than 5 days at one time.

10.3 Medical Leave

A student is permitted to avail medical leave during a semester for a maximum duration of 15 days upon submission of a medical certificate (hardcopy hand-delivered through a representative or email and recommendation from the Institute medical officer) to the Office of Academic Affairs. A student who remains on authorized leave of absence due to ill health is required to submit a certificate of fitness by a registered medical practitioner (and recommendation from the Institute medical officer) prior to resuming the semester.

10.4 Semester Leave

A student is normally not allowed to withdraw from the academic programme temporarily and is expected to finish her/his studies without any break. However, for genuine reasons and/or under exceptional circumstances, a student may be allowed to withdraw temporarily at the discretion of Chairperson, Senate for an extended period. Such an application of temporary withdrawal must be supported by proper documentation and should be endorsed by the parents/guardians. A student who has been granted temporary withdrawal from the Institute under the above provisions will be required to pay the tuition fees and other essential fees/charges for the intervening period till her/his name is borne on the roll list. Such leave of absence shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme. During the entire duration of her/his leave, no fellowship will be awarded in any form, irrespective of the CPI.

10.5 Academic Leave

Students in the fifth year of the BS-MS programme can be allowed to avail the academic

leave for carrying out project/research work outside the Institute. Such leave will only be granted upon recommendation/approval by the concerned department. The departments are advised to critically evaluate the requirements for graduation of the concerned student before recommending/approving her/his leave.

11 GRADUATION AND AWARD OF DEGREES

Fulfilling the following requirements makes a student eligible for award of a BS-MS dual degree:

- Minimum residence of 5 years and a maximum residence of 7 years since admission to the BS-MS programme
- Minimum of 188 credits earned from course and laboratory work (should satisfy the minimum credit requirements in each semester as per the concerned department guidelines).
- Should register and clear all core courses and compulsory professional courses of her/his Major discipline.
- Minimum CPI of 5.0 in the 188 credits as mentioned above.
- No 'FF' in any courses registered for.
- Should satisfy the additional requirements, if any, stipulated by the concerned department.
- Should pay all the dues to the Institute and the hostel(s).
- Should have no case of indiscipline pending against her/him.

Upon satisfying the eligibility criteria for graduation and the requirements for participation in the convocation, the student will be awarded her/his degree on the occasion of the convocation.

Procedurally, upon the completion of every semester, the Office of Academic Affairs of the Institute will compile the grades obtained by students registered for various courses. These grades and the list of students eligible for award of degrees will be placed before the Senate for due consideration. After considering the proposal, the Senate shall recommend the list of candidates to the Board of Governors (BoG), for its further necessary approval for award of degrees at the next Convocation of the Institute.

Under exceptional circumstances, where gross violation of the graduation requirements, falsification/misrepresentation of facts pertaining to the eligibility to the programme or any misconduct (such as tampering with the grade report) is detected at a later stage, the BoG may withdraw the degree already awarded, upon the recommendation of the Senate.

11.1 Award of provisional degree to the students fulfilling the academic requirements

During the academic session, from time-to-time, on behalf of the Board of Governors, the Chairperson, Senate shall approve the issue of provisional degrees as recommended by the DOAA. A provisional certificate shall be issued to the graduating students of BS-MS and Ph.D. through the following procedure:

- The students have to meet the academic requirements as per the academic manual and submit no dues certificate.
- The transcripts are to be checked by DUGC/DPGC and recommended by the Head of the concerned department and submitted to the Office of Academic Affairs. The office will forward the request to the Chairperson Senate with the recommendation of Coordinator Academics UG/Coordinator Academics PG and DOAA.
- The provisional certificate will be issued after approval of Chairperson Senate and the same will be ratified in the next Senate meeting. The provisional certificate shall be valid till the respective Convocation date.

12.MEDALS

12.1 President's Gold Medal

The President's Gold Medal is awarded for the best academic performance in the graduating class across all disciplines of the BS-MS (Dual Degree) programme.

Students with a CPI ≥ 8 (excluding the project work credits) and no 'FF' grade in any course during the entire programme can be shortlisted for this medal. Amongst the shortlisted students, the student with the highest CPI score on completion of the programme will be awarded a President's Gold Medal. In the event of a tie, the student with the maximum number of 'AA' grades will be awarded the medal. If there is a tie in 'AA' grades, the student with the maximum number of 'AB' grades will be awarded the medal, and so on.

12.2 Director's Gold Medal

The Director's Gold Medal is awarded for an outstanding all-round achievement and leadership in the graduating class across all disciplines of the BS-MS (Dual Degree) programme. Students from all disciplines with CPI ≥ 8 and no 'FF' grade in any course during the entire programme will be considered for the award of this medal. These students will be ranked based on their CPIs, beginning with the highest. The maximum number of shortlisted candidates, chosen by rank (beginning from the first), will be no more than 5% of the graduating class.

The Senate Scholarship and Prizes Committee will choose the Director's Gold Medal

winner based on the following methodology. All students considered for the medal will be scored out of 100. 40% credit will be awarded based on the CPI, and another 40% credit will be based on participation in student activities (co-curricular, extra-curricular and sports) as assessed by the DOSA. The remaining 20% credit will be calculated from student activities within the Department, as assessed by the HoD. The student with the highest score will be awarded the medal. In the event of a tie, the student with the maximum number of 'AA' grades will be chosen for the medal. If there is a tie in 'AA' grades, the student with the maximum number of 'AB' grades will be awarded the medal, and so on.

12.3 Shri Durgadas Mohanty Memorial Gold Medal

Awarded to the passing out BS-MS student who secures among the highest CPI in Physics Major discipline at IISER Berhampur every year.

12.4 Founder Director's Gold Medal

Awarded to an eligible passing out BS-MS Girl student from any discipline at IISER Berhampur every year with a record of excellence in academics and extracurricular activities.

12.5 Proficiency Silver Medals

These medals are awarded for the best academic performance in each individual discipline of the BS-MS (Dual Degree) programme. Currently, five proficiency medals are in place, one each for Biological, Chemical, Geological, and Physical Sciences and Mathematics. Proficiency medal for new disciplines will be instituted as and when the first batch of students from that discipline graduates.

From each discipline, students with a $CPI \geq 8$ and no 'FF' grade in any course during the entire programme can be shortlisted for this medal. Amongst the shortlisted students, the student with the highest CPI in a given discipline on completion of the programme will be awarded a proficiency medal in that discipline. In the event of a tie, the student with the maximum number of 'AA' grades will be awarded the medal. If there is a tie in 'AA' grades, the student with the maximum number of 'AB' grades will be awarded the medal, and so on.

13. MULTIPLE EXIT OPTIONS in the BS-MS Programme

13.1 Exit Options

The Institute provides the following exit options to the BS-MS dual degree students, in line with the NEP-2020 as per the Resolution (no. 8) of the 18th Senate, 2023:

Exit 1: Certificate in Introductory Science

Time: After the completion of the 1st year

Minimum requirement: All courses cleared (i.e., no FF grade in any theory and practical course), one year as a buffer (to clear backlog courses).

Exit 2: Diploma in Science

Time: After the completion of the 2nd year

Minimum requirement: All courses cleared (i.e., no FF grade in any theory and practical course), Mandatory credits to be earned from all compulsory courses, if applicable also from core/professional compulsory and optional courses as specified by the departments. one year as a buffer (to clear backlog courses).

Exit 3: BS (General)

Time: After the completion of the 3rd year

Minimum requirement: All courses cleared (i.e., no FF grade in any theory and practical course). Mandatory credits to be earned from all compulsory courses including core/professional compulsory and optional courses as specified by the departments. one year as a buffer (to clear backlog courses).

Exit 4: BS Honours with a Subject Major or BS Honours in Subject Major (with Research)

Time: After the completion of the 4th year

Minimum requirement: All courses cleared (i.e., no FF grade in any theory and practical course). Mandatory credits to be earned from all compulsory courses including core/professional compulsory and optional courses as specified by the departments. One year as buffer (to clear backlog courses).

Students fulfilling the above-mentioned criteria will be eligible for the BS Honours degree.

Those having an additional essential research credit will be eligible for BS Honours (with Research) degree. Research credit can be a Minor research project of a minimum of 6 credits. The research project has to be done within the department in which the student is registered for Major. The details of the project and the evaluation will be as per the department specific guidelines but should include a report submission along with a presentation/oral examination.

13.2 Additional Provisions and Requirements

- (i) If a student wishes to exercise the exit option for the previous semester in the middle of the following semester, she/he will forfeit the fee for this respective semester.
- (ii) The student can withdraw his/her exit option request before the last date of fee payment of the next semester without any penalty subject to the fulfillment of the criteria and timeline as mentioned in the student manual to continue next semester.

- (iii) The student can be allowed to withdraw the exit option request after the last date of fee payment too but with a penalty and subject to the fulfillment of the criteria and timeline as mentioned in the student manual to continue next semester.
- (iv) If any student opting for exit after completion of an academic year but fails to clear all courses even after repeated attempts, may be allowed to exit with the certificate/diploma/degree for the previous completed year(s) with no F grade as the case may be.
- (v) Continuation in the programme and the maximum residency time for the BS-MS programme will be followed as per the BS-MS Manual.
- (vi) IISER Berhampur has registered with the Academic Bank of Credit (ABC) and further pan-IISER discussion is required for credit sharing option and NCrF mandates by NEP 2020 to ensure consistency with other IISERs.
- (vii) Only those students who complete the BS General, BS Honours (4th Year) or BS-MS (5 Year) degree requirements will be awarded the degree in convocation. Those who are choosing exit options after 1st, 2nd years will be awarded their Certificates/ Diploma in a separate function.
- (viii) **Proposed re-entry method:** A student of IISER Berhampur can re-enter the BS-MS programme, after taking one of the Exits offered, within a maximum of two years. In such a case, the time in between exit, and re-entry will also be included within residency period. Maximum residency period will remain same as stipulated in the BS-MS manual.

The Exit Option will be implemented from the BS-MS batch of 2023.

The Institute provides a 'BS only' exit option at the end of 5 years from admission to the BS-MS (Dual Degree) programme, to academically deficient students.

13.3 BS only Exit Option for Academically Deficient Students

BS option for the students identified as academically deficient

The following criteria will be followed for award of a BS (Major) degree alone:

- Minimum residence of 5 years and a maximum residence of 7 years from admission to the BS-MS (Dual Degree)
- Minimum of 144* credits earned from course and laboratory work.
- Should register and clear all core courses and mandatory professional courses of her/his Major discipline.
- Minimum CPI of 5.0 in the 144 credits.
- No 'FF' in all courses registered for.

This decision will be made on a case-by-case basis by the DOAA in consultation with DUGC Convener/Head of the department in which the student will Major. Such approvals will be reported to the Senate.

13.4 Additional Provisions for Special Circumstances

If a student requires less than 12 credits in any semester (after the completion of 4 years) to satisfy the 144-credit requirement for BS (Major) degree, she/he may be allowed to register for less than 12 credits in a semester and still be considered a full-time student.

If the student fulfils the minimum requirements for award of BS degree at the end of an odd semester (after the completion of 5 years), she/he will be awarded the degree at the following convocation.

BS-MS option for the students identified as academically deficient

If an academically deficient student meets the requirements to earn BS degree latest by the end of year 6 from the time of admission to the BS-MS (Dual Degree) [*i.e.*, minimum 144 course credits with $CPI \geq 5.0$.], she/he may be allowed to register for project work to complete BS-MS in the following years (up to a maximum of the start of year 7).

The student should complete all course and project work requirements specified for BS-MS (Dual Degree).

14. SCHOLARSHIPS

A limited number of students admitted are eligible to receive **Innovation in Science Pursuit for Inspired Research (INSPIRE)** scholarship as per the rules prescribed by Department of Science & Technology, Govt. of India (DST). Internet link for the guidelines of INSPIRE scholarship: <http://www.inspire-dst.gov.in/scholarship.html>

In addition to INSPIRE, students may also be avail other fellowships such as,

- a) National Fellowship and Scholarship Scheme (Top Class) for Higher Education of ST Students (Formally Top-Class Education for Schedule Tribe Students)
- b) Scholarship for Top Class Education for Students with Disabilities
- c) PM-USP: Central Sector Scheme of Scholarships for College and University Students
- d) Central Sector Scholarship of Top Class Education for SC Students
- e) PM-YASASVI: Top Class Education in College for OBC, EBC and DNT Students

The value of the scholarships and disbursement policies will be in accordance with the respective guidelines of the funding agencies and Institute rules, as announced periodically. At any given point of time, a student will be allowed to draw scholarship from only one source (national or international).

15. DIRECT ADMISSION TO THE Ph.D. PROGRAMME AT THE INSTITUTE

BS-MS (Dual Degree) students of the Institute can be admitted to the Ph.D. programme in accordance with the following guidelines:

- Students who have completed four years of BS-MS (Dual Degree) programme at IISER Berhampur:

- ✓ With an aggregate CPI > 8 at the end of eighth semester, and
- ✓ With a CPI > 8 in their Major subject at the end of the eighth semester, will be eligible to apply for lateral admission to the Ph.D. programme at the end of their BS-MS programme.

In addition to the above, individual departments may impose additional requirements (e.g., minimum grade that should be obtained in professional courses of that particular discipline chosen by the concerned student).

- There can be additional departmental screening in the form of interview(s). The timing of conducting this screening/selection process is left to the discretion of individual departments.
- The departments will intimate the list of selected candidates to the Academic Section on or before the end of mid-semester break of the tenth semester of that particular batch.
- For candidates thus shortlisted for lateral admission, the last date for fee submission shall be the same as that for external candidates in that year.
- The candidates admitted to the Ph.D. programme through this mode of entry should complete a minimum of 16 credits through course work within the first two semesters of the programme.
- The protocol for allotting a guide will be decided by individual departments.
- Financial support shall commence from the date of registration to the Ph.D. programme and the support shall be at par with that given to Institute fellows. However, if a lateral entry student chooses to commence her/his research work after the completion of the BS-MS programme, she/he shall be paid arrears for the duration of her/his stay prior to registration. A limited paid leave of 2 and half days per month will be available to the students during this period.
- Each department shall send a list of lateral entry students eligible for arrears along with the duration of arrears due to the academic office within two weeks of Ph.D. registration.
- Each department should preferably limit the intake of Ph.D. students through this mode to around 30%. Thus, depending on the number of sanctioned Ph.D. positions, each department should declare the number of positions available for lateral admission that year.
- The eligibility/selection criteria for admission to Ph.D. by lateral entry and the number of approved positions available every year, in each department, will be communicated to all students from time to time or as and when necessary.

16. STUDENT MENTORSHIP PROGRAM

IISER Berhampur gives immense importance to the physical and mental health of its students. The institute appreciates that students across all age groups have complex needs to remain vibrant, motivated and enthusiastic. Source of stress can be anything

from academics to social and personal. While the institute medical setup addresses the physical health aspects, a more holistic approach is taken to address mental health. Emphasis is given on making students engaged in various activities. Following that regular screening and monitoring to identify developing mental health issues before they become a deep concern. Finally, it is understood that some students may need additional help and interventions - for which the institute arranges professional help. A brief summary of the steps taken in the above-mentioned directions are added below (for details refer Student Mentorship Program hand book, Office of Dean, Student Affairs).

16.1 Addressing Mental Health and Wellbeing

The Mental health and wellbeing support system comprises of:

- **Student counsellors:** A clinical psychologist and a psychiatric social worker are available on campus from Monday through Saturday during regular working hours.
- **Online Counselling Service:** It is an 24x7 online counselling service via the Amaha Health platform is available to staff and students of IISER Berhampur. Additionally, they also provide on campus wellbeing sessions throughout the year.
- **Consultant Psychiatrists:** Two psychiatrists visit the campus weekly once to provide psychiatric consultation.
- **Student Mentorship Programme:** The IISER Berhampur has an active student mentorship programme (SMP) where peers support the incoming batch of students transition into campus life, addressing the various issues including academic, career related confusion and challenges in getting accustomed to campus life. The SMP initiative is a three tiered support system for the students where senior batch students mentor the freshers, supported by a faculty mentor, and the entire mentee, mentor group comes under the overview of the student welfare board.

The SMP support system thus provides,

1. A supportive and non-judgmental environment between the mentee, peer mentor and faculty mentor, which can help in fostering the learning journey.
 2. A platform to address common student concerns such as adjustment issues, areas of emotional wellness, learning difficulties, adjustment to campus life and interpersonal issues.
 3. A motivating environment to guide students beyond the scope of academics.
 4. An opportunity to identify strengths and weaknesses of students and foster their development throughout their academic journey.
 5. A well thought escalation matrix to address any problematic issues through the relevant support channel/system
- **Student Welfare Council:** Led by the Coordinator of Student Welfare, who is a faculty member, a student welfare council oversees all aspects of student welfare especially mental health and related issues. The council includes faculty members and student counsellors.

16.2 Addressing Academic Deficiency

Most of the time, a student's mental stress relates to academic issues. It either originates with academic deficiency or culminates in the same. IISER Berhampur academic programmes, including the flagship BS-MS and iPh.D. programme is designed to assist students with variable learning capacity. The programme allows multiple options to students to bounce back after a deficient performance. Without compromising in academic rigour, deficient students are allowed additional time to clear courses when they fall behind. Faculty members regularly offer additional classes, make sessions, and tutorials to help struggling students. Through the SMP mentioned above, struggling students are identified with the intention of assisting them. The institute is also developing a more specialized plan for helping students with specific learning disabilities and other forms of deficiencies.

16.3 Extracurricular Activities

Sports and yoga

One of the main triggers for many mental health issues is social isolation and lack of interaction, especially for students who are new to campus life. Students are therefore encouraged to take part in a variety of extracurricular activities, including sports and yoga.

IISER Berhampur has developed a good sports facility in the campus. Starting from outdoor sports such as, football, cricket, basketball, volleyball, tennis etc. to indoor games such as table tennis, carrom etc. are all well-supported in the campus. Students have round the clock access to these facilities, and they are encouraged to be involved in at least one sports club on a regular basis. Apart from all sporting activities, the institute organises yoga classes, workshops, competitions etc. to engage the students.

Every semester there is a big institute-wide sporting event. A large fraction of the students take part in these events. Faculty members always encourage students for taking part in sporting events.

Cultural and other activities

Sports is not the only option for the students interested in extracurricular activities. The institute supports over 20 cultural and science clubs. Each club is mentored by a faculty member with keen interest in that activity. While clubs are well-provisioned, time to time, key resource persons are invited to the institute to keep the students motivated and involved. Every semester there is at least one large cultural event. Apart from this, the student community is supported for celebrating a wide variety of festivals through cultural activities. Science and outreach clubs are equally engaging. Faculty members from within the institute as well as from other institutes spend quality time with the clubs, enriching them and motivating them to take up science as a profession as well as passion.

17. MEDICAL FACILITIES On-CAMPUS

IISER Berhampur offers Health services on campus, meeting the Primary Healthcare needs of the IISER Berhampur community. The 8-bedded Health Centre offers the following services:

- Free doctor consultations
- Outpatient Department (OPD) services
- Inpatient (IP) ward
- Minor operation theatre (OT)
- Emergency Room (ER)

The Health Centre caters to students, teaching and non-teaching staff, and their registered dependents. It is staffed by duty Medical Officer and five Nursing Officers. Emergency medical services are available around the clock.

A Basic Life Support ambulance is stationed on campus 24/7.

Contact Health Centre for additional information. The health facility setup ensures that the IISER Berhampur community has access to essential health services efficiently and effectively.

18. STUDENTS' GRIEVANCES REDRESSAL

All grievances related to teaching / training shall be directed to the DOAA. Upon investigation the DoAA shall resolve such grievances. If needed, unsolved grievances shall be reported to the Chairperson, Senate for resolution.

In addition, **Students' Grievances Redressal Committee (SGRC)**, chaired by the Dean of Academic Affairs, will address all complaints / grievances from the students including harassment, discrimination, mistreatment, denial of quality education etc. Written complaints can be submitted to the SGRC by email or letter.

19. CODE OF CONDUCT

Each student should conduct herself/himself in a manner that behoves a student of an esteemed institute. She/he should not indulge in such an act that may bring disrepute to the Institute. She/he is expected to show courtesy and respect to teachers, administrators, officers and employees of the Institute. She/he is also expected to be courteous to visitors of the Institute and residents of the campus, and maintain good sociable relations with fellow students.

A student who behaves with lack of courtesy and decorum, indulges in unbecoming activities (both inside and outside the Institute), causes willful damage to and/or commits

removal of Institute property or belongings of fellow students, disturbs others in their studies, adopts unfair means during examinations, or breaches rules and regulations of the Institute, will be considered to be in violation of the code of conduct for students. Strong disciplinary actions will be taken against her/him.

20. DISCIPLINARY ACTION AND RELATED MATTERS

Disciplinary action will be taken against a student who violates the code of conduct. Disciplinary actions may lead to reprimand, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute.

All violations of code of conduct can be referred to the disciplinary committee for suitable action. The recommendation for any action, including expulsion of a student from the Institute shall be referred to the Senate after consent of DOAA for its final decision.

21. ANTI-RAGGING POLICY

Ragging in any form is strictly prohibited and is considered a serious offence. Involvement of a student in any form of ragging may lead to her/his expulsion from the Institute. The following is a description of what constitutes ragging as per the Raghavan Committee recommendation to the Supreme Court:

Ragging is any act, which violates the dignity of the individual student or is perceived to violate her/his dignity. Ragging is a cognisable, non-bailable, noncompoundable offence with disciplinary action ranging from one-year imprisonment and fine to 7 years rigorous imprisonment and fine. Broadly, ragging can be categorized in the following way for which various terms of disciplinary action are prescribed:

- **Verbal:** Where a senior causes mental harassment or discomfort to a junior by forcing her/him to answer unacceptable/personal questions, to dance, to sing, *etc.*, it amounts to ragging the junior. Cyber ragging is also included in its ambit.
- **Disciplinary action:** 1-year imprisonment or fine or both.
- **Severe Verbal Ragging:** Where the mental harassment or discomfort is to such an extent that it forces the junior to withdraw from the college.
- **Disciplinary action:** 7 years imprisonment with fine.
- **Physical:** Any act by the senior towards the junior which inflicts bodily injury on the junior, like beating the junior, hitting her/him with objects, *etc.*
- **Disciplinary action:** 7 years imprisonment with fine.
- **Sexual Ragging:** Where the senior asks the junior to do an act which damages sexual dignity of the junior.
- **Disciplinary action:** 7 years rigorous imprisonment and fine.

Penalty for Ragging (Institute level):

The institute will expel the student, if the latter is found guilty upon enquiry against a complaint lodged by any other student.

Any student convicted with imprisonment shall be dismissed from the educational institution in which she/he has been prosecuting her/his studies for the time being, and shall not be readmitted to that educational institution.

The Institute Anti-Ragging Committee consists of:

The anti-ragging committee is constituted as per the UGC guideline (F-1-16/2007 (CPP-II) dated June 17, 2009. It has the following composition:

- The Director (Chairperson)
- Dean, Academic Affairs (Member)
- Dean, Student Affairs (Member)
- The Registrar (Member)
- All the wardens (Member)
- Student representative (as specified by the guideline)
- Parent representative (as specified by the guideline)
- External member (as specified by the guideline)

As mandated by the UGC guidelines, the institute also has an Anti-ragging squad, consisting of faculty members from different departments.

22. PROVISIONS FOR AMENDMENTS

The information in this booklet is merely an attempt to facilitate information to students. Notwithstanding anything contained in this manual, the Senate of the Indian Institute of Science Education and Research Berhampur reserves the right to modify/amend without notices the curricula, requirements, and rules pertaining to its academic programmes based on the administrative exigencies/ institute requirements.

IMPORTANT WEB-LINKS

Forms, guidelines and important information pertaining to academic affairs, including senate resolutions, can be accessed online on the Institute website.

23. OFFICE OF ACADEMIC AFFAIRS

23.1 Academic Affairs Team

- Dean Academic Affairs: doaa@iiserbpr.ac.in
- Associate Dean Academic Affairs: adoaa@iiserbpr.ac.in
- Coordinator AA_UG program: caa_ug@iiserbpr.ac.in
- Coordinator AA_PG program: caa_pg@iiserbpr.ac.in
- Senior Assistant Registrar (Academic Affairs): hos@iiserbpr.ac.in
- Superintendent (Academic Affairs): academics_ug@iiserbpr.ac.in

23.2 Contact Details

- ❖ academics_ug@iiserbpr.ac.in: for all general BS-MS related enquiries
- ❖ academics_gr@iiserbpr.ac.in: for all enquires related to registration and grades
- ❖ certificate_students@iiserbpr.ac.in: for all enquiries related to certificates/ NoC /Verification/ Transcripts
- ❖ scholarship@iiserbpr.ac.in: for all enquires related to scholarships and fellowships



Contact:

IISER Berhampur, At/Po: Laudigam, Dist.- Ganjam, Odisha
India-760003, Telephone: +91 680 2227 707

Disclaimer: The information in this handbook is merely an attempt to facilitate information to students. These are subject to periodic revision based on the administrative exigencies/ institute requirements. For legal purposes kindly refer to official notifications and Ordinances and Regulations framed by the Senate, IISER Berhampur.