

## **C.I: MATTERS CONCERNING RULES AND REGULATIONS**

### **ITEM: SENATE – 319.C.I.C.1**

To **consider** the final report of the Senate Committee, constituted at the 318<sup>th</sup> meeting of the Senate held on 26<sup>th</sup> October 2016 on the proposal for establishing “**Semester Away Programme in India/Abroad**” for Undergraduate and Postgraduate students of IIT Kharagpur for exposure of International professional at a reputed university and the experience of living and working abroad.

The Undergraduate Programme Evaluation Committee at its 270<sup>th</sup> Meeting held on 15<sup>th</sup> December 2016 and the Postgraduate Programme Evaluation Committee at its 257<sup>th</sup> meeting held on 15<sup>th</sup> December 2016 recommended the above for consideration and approval of the Senate.

Appendix- 319.C.I.C.1 of the Agenda

**RESOLVED that : The proposal for establishing “Semester Away Programme in India/Abroad” for Undergraduate and Postgraduate students of IIT Kharagpur for exposure of International professional at a reputed university and the experience of living and working abroad, be approved.**

However, this provision should also be extended to Research Students. A separate guideline for Research Students be prepared by the Senate Committee and submitted to the RPEC/Senate for approval.

13 December 2016

**Reference: Memo no. IIT/Acad/B/318/2016/19 dated 18 November 2016**

**Subject: "Semester Away Programme in India/Abroad" - Report of the Committee**

The final report of the Senate Committee, constituted to prepare regulations for "**Semester Away Programme in India/Abroad**", is enclosed.

Dean (UGS) is requested to please take further necessary action for tabulating the report for the consideration of the Senate.



(Rajendra Singh)

Professor, AgFE &  
Chairman of the Senate Committee

~~Dean (UGS)  
IIT Kharagpur~~

Pl. place it to PGPEC/RPEC. & invite  
prof R. Singh for presentation



AR (PGSER)

Report of the Senate Committee Constituted to  
Prepare Regulations for “Semester Away  
Programme in India/Abroad”

*Submitted to*

Dean (Undergraduate Studies), IIT Kharagpur

December 2016

The Senate vide memo no. IIT/Acad/B/318/2016/19 dated 18 November 2016 constituted a committee to prepare regulations for “**Semester Away Programme in India/Abroad**”.

The committee was set-up under the chairmanship of Prof. Rajendra. Singh, AgFE with Prof. Swagata Dasgupta, CY, and Prof. Baidurya Bhattacharya, CE, as members.

The committee met on two occasions, i.e., 31 October 2016 and 24 November 2016. The first meeting of the committee was held in the chamber of the Dean, UGS, whereas the second meeting was held in AgFE Department. The committee reviewed large number of documents/rules & regulations/reports relevant to the Semester Away Programme, especially those dealing with similar programme existing in other IITs. The Chairman of the committee also held two rounds of discussion with students belonging to the “International Relations Cell” on 1<sup>st</sup> and 2<sup>nd</sup> December 2016 to learn about students’ viewpoint on the programme.

The report is presented in the form of two Annexures – Annexure I, dealing with the process flow to be followed for “Course Work” (to be undertaken by UG/DD students) and Annexure II, dealing with the process flow to be followed for “Project Work” (to be undertaken by PG students). The responsibility of various players, involved in the process, at different stages is defined. The Committee has taken utmost care while preparing the regulations presented in this report. The detailed regulations framed by the committee are appended.



(Prof. Swagata Dasgupta)



(Prof. Baidurya Bhattacharya)



(Prof. Rajendra Singh)

## Annexure I

### Semester Away Programme for Course Work

<i>Location:</i>	<b>India/Abroad</b>
<i>Beneficiary:</i>	<b>UG/DD Students</b>
<i>Duration:</i>	<b>One Semester/One Year</b>
<i>Application Deadline:</i>	<b>31 July for Spring Semester under the Programme</b>
	<b>31 January for Autumn Semester under the Programme</b>

### Process Flow

<i>Players:</i> Student	Faculty Advisor	HoD/Department UG/Academic Committee
	Institute Equivalence Committee	Dean (UGS)                      Dean (AA & IR)

#### **I (A) Application Process Initiation**

<b>Student</b>	<b>(a) Eligibility</b>  (i) Completed 4 Semester stay at IIT Kharagpur (before proceeding on SAP) (ii) CGPA $\geq$ 7.0 (At the time of application) without any backlog (iii) No Disciplinary Action initiated OR should not be within the Disciplinary Action period
	<b>(b) Host Institute Selection</b>
	<b>(c) Subject Selection</b> (i) Select subjects such that the equivalent credits range over 12 – 20 (indicative upper and lower limits) (ii) Prepare a Table showing subjects to be registered in the Host Institution and their equivalent subjects at IIT Kharagpur (attach the subject details) (iii) The equivalent subjects may be chosen from the subject list belonging to the semester planned under the programme as well as to the subsequent semesters (of the Academic Curriculum being followed at IIT Kharagpur), without violating the prerequisite conditions.

	<p>(iv) The above Table must also list the remaining subjects of the curriculum, belonging to the semester planned under the programme, along with a timeline plan for completing these remaining subjects.</p>
	<p><b>(d) Financial Support</b></p> <p>(i) Obtain a letter of Financial Support for the Program from Parents/Funding Agency.</p> <p>(ii) No financial support from IIT Kharagpur</p>
	<p><b>(e) Final Application</b></p> <p>(i) Submit to Faculty Advisor</p> <p>A <b>Template</b> may be prepared and made available through website for submitting the final application  May include details about the Student (including CGPA); Host Institution (Ranking, Credit System, MoU/Non-MoU); Subject Equivalence Table; Financial Support Details; and Period of Absence</p>
<b>Faculty Advisor</b>	<p>(a) Examine the application, especially the suitability of the Host Institution, and the equivalence of the subjects (may seek further clarification from the student)</p> <p>(b) Forward the application to HoD, once satisfied</p> <p><b>(Timeline: 10 Working Days from the date of Application)</b></p>
<b>HoD/Department UG Committee</b>	<p>(a) HoD convenes the meeting of the <b>Department UG/ Academic Committee</b></p> <p>(b) The Committee examines and endorses the recommendation of the Faculty Advisor with respect to the suitability of the Host Institution, and the equivalence of the subjects (may seek clarification from student)</p> <p>(c) HoD forwards the application to Dean (UGS) with a “Specific Recommendation”</p> <p>(d)</p> <p><b>(Timeline: 10 Working Days after Faculty Advisor forwards the application)</b></p>
<b>Dean (UGS)/Institute Equivalence Committee</b>	<p>(a) Dean (UGS) forwards the Department Recommendation to the <b>Institute Equivalence Committee</b></p> <p>(b) The Committee examines and endorses the recommendation of the HoD regarding the equivalence of the subjects (may seek clarification from Department)</p> <p>(c) The Committee forwards its recommendation to Dean (UGS)</p> <p>(d) Dean (UGS) approves the application and forwards it to Dean (AA &amp; IR) for further necessary action</p> <p><b>(Timeline: 10 Working Days after HoD forwards the application)</b></p>

<b>Dean (AA &amp; IR)</b>	<ul style="list-style-type: none"> <li>(a) Help student in formal application process</li> <li>(b) May help in identifying a mentor in the Host Institution</li> <li>(c) May communicate and finalise the process of grade submission by the Host Institution to the Dean (UGS)</li> <li>(d) May issue “No Objection Certificate (NOC)” for Visa Application</li> </ul>
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### **I (B) On Acceptance by the Host Institution**

<b>Student</b>	(a) Formally inform the Dean (UGS) about the exact date of absence
<b>Dean (UGS)</b>	<ul style="list-style-type: none"> <li>(a) Forward the matter to ERP for recording the matter appropriately</li> <li>(b) May report the matter to UGPEC and the Senate</li> </ul>

### **I (C) While at the Host Institution**

<b>Student</b>	<ul style="list-style-type: none"> <li>(a) Inform the Faculty Advisor, in case of any deviation from the approved subject list, and get the changes approved by HoD/Department UG Committee and Dean (UGS). [Dean (UGS) may refer the matter to Institute Equivalence Committee, if needed]</li> <li>(b) Remain in touch with the Mentor at the Host Institution</li> <li>(c) Adhere to the approved schedule for reporting back to IIT Kharagpur</li> </ul>
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### **I (D) Once back at IIT Kharagpur**

<b>Student</b>	(a) Make a formal application, duly forwarded by HoD, to Dean (UGS) for “Transfer of Credits”
<b>Dean (UGS)</b>	<ul style="list-style-type: none"> <li>(a) Approve the “Transfer of Credits” and forward the matter to ERP for formal recording of grades</li> </ul> <p>At this stage, an appropriate mapping of grades (obtained at the Host Institution) will be done, and recorded in ERP.</p> <p>For mapping the grades from a Host University, the following formula may be used:</p>

	$Y = L_{KGP} + \frac{(H_{KGP} - L_{KGP})}{(H_{Host} - L_{Host})} * (X - L_{Host})$ <p>Where, Y = Grade Point mapped for IITKGP (rounded off to the nearest integer), <math>L_{KGP}</math> = Lowest, non-failure Grade Point at IITKGP (i.e., 5.0), <math>H_{KGP}</math> = Highest Grade Point at IITKGP (i.e., 10.0), <math>L_{Host}</math> = Lowest, non-failure Grade Point at Host Institution (e.g., 1.0 if Scale is 1.0 -4.0), <math>H_{Host}</math> = Highest Grade Point at Host Institution (e.g., 4.0 if Scale is 1.0 -4.0) and X = Grade Point obtained at the Host Institution.</p> <p>If the student fails to clear any subject in the Host Institution, then he has to register the subject, originally listed in the curriculum, here at IIT Kharagpur.</p>
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### I (E) Miscellaneous

<b>Special Selection Criteria</b>	In cases where MoU between IIT Kharagpur and the Host Institution limits the number of applications, the decision will be based on the CGPA, i.e. an applicant with a higher CGPA will be given preference.
<b>Tuition Fee</b>	<p>(a) The student has to pay Tuition Fee here at IIT Kharagpur only if she/he is travelling to a Host Institution with which IIT Kharagpur <u>has a MoU</u> under which the tuition fee is waived at the Host Institution</p> <p>(b) The student has to pay Tuition Fee here at IIT Kharagpur only if she/he is travelling to a Host Institution with which IIT Kharagpur <u>does not have MoU</u> and the tuition fee is waived at the Host Institution</p> <p>(c) The tuition fee is waived here at IIT Kharagpur if the student pays Tuition Fee at the MoU/Non-MoU Host Institution. A payment certificate from the Host Institution will be needed for the purpose.</p>
<b>Hostel and Mess Fee</b>	<p>(a) The student need to pay Hostel Overhead and Hall Establishment Charges for the period of absence from IIT Kharagpur provided he/she retains the hostel room.</p> <p>(b) The student need not pay Hostel Overhead and Hall Establishment Charges for the period of absence, provided he/she vacates the hostel room. A certificate from Warden of the Hall of the Residence will be needed for the purpose</p> <p>(c) The student need not pay Mess Charges for the period of absence from IIT Kharagpur</p>
The student should submit a formal application to Dean (UGS) along with I(B)(a). Dean (UGS) will forward the matter to ERP for formal recording.	

## Annexure II

### Semester Away Programme for Project Work

<b>Location:</b>	<b>India/Abroad</b>
<b>Beneficiary:</b>	<b>PG Students</b>
<b>Duration:</b>	<b>One Semester/One Year</b>
<b>Application Deadline:</b>	<b>31 July for Spring Semester under the Programme 31 Janfor Autumn Semester under the Programme</b>

### Process Flow

<b>Players:</b>	<b>Student</b>	<b>Project Supervisor</b>	<b>HoD/Department PG Committee</b>
	<b>Dean (PGS&amp; R)</b>	<b>Dean (AA &amp; IR)</b>	

### II (A) Application Process Initiation

<b>Student</b>	<p><b>(a) Eligibility</b></p> <ul style="list-style-type: none"> <li>(i) Completed 2 Semester stay at IIT Kharagpur (before proceeding on SAP)</li> <li>(ii) For MMST students: Completed 4 Semester stay at IIT Kharagpur (before proceeding on SAP)</li> <li>(iii) CGPA <math>\geq</math> 7.0 (At the time of application) without any backlog</li> <li>(iv) No Disciplinary Action initiated OR should not be within the Disciplinary Action period</li> </ul>
	<b>(b) Host Institute Selection</b>
	<p><b>(c) Project &amp; Supervisor Selection</b></p> <ul style="list-style-type: none"> <li>(i) Select Project Topic and Supervisor in the Host Institution</li> <li>(ii) Discuss the Project with the Project Supervisor at IIT Kharagpur</li> </ul>
	<p><b>(d) Financial Support</b></p> <ul style="list-style-type: none"> <li>(i) Obtain a letter of Financial Support for the Program from Parents/Funding Agency/Host Institution</li> <li>(ii) No financial support from IIT Kharagpur</li> </ul>
	<p><b>(e) Final Application</b></p> <ul style="list-style-type: none"> <li>(i) Submit to Project Supervisor</li> </ul> <p>A <b>Template</b> may be prepared and made available through website for submitting the final application May include details about the Student (including CGPA); Host Institution (Ranking, Credit System, MoU/Non-MoU); Project Details; Financial Support Details; and Period of Absence</p>

<b>Project Supervisor</b>	(a) Forward the application to HoD, once satisfied <b>(Timeline: 10 Working Days from the date of Application)</b>
<b>HoD/Department PG Committee</b>	(a) HoD convenes the meeting of the <b>Department PG Committee</b> (b) The Committee examines and endorses the recommendation of the Project Supervisor with respect to the suitability of the Host Institution, and the relevance of the Project to be carried out (may seek clarification from student) (c) HoD forwards the application to Dean (PGS & R) with a “Specific Recommendation” <b>(Timeline: 10 Working Days after Project Supervisor forwards the application)</b>
<b>Dean (PGS &amp; R)</b>	(a) Dean (PGS & R) approves the application and forwards it to Dean (AA & IR) for further necessary action (May seek clarification from Department) <b>(Timeline: 10 Working Days after HoD forwards the application)</b>
<b>Dean (AA &amp; IR)</b>	(a) Help student in formal application process (b) May issue “No Objection Certificate (NOC)” for Visa Application

## **II (B) On Acceptance by the Host Institution**

<b>Student</b>	(a) Formally inform the Dean (PGS & R) about the exact date of absence
<b>Dean (PGS &amp; R)</b>	(a) Forward the matter to ERP for recording the matter appropriately (b) May report the matter to PGPEC and the Senate

## **II (C) While at the Host Institution**

<b>Student</b>	(a) Remain in touch with the Project Supervisor at IIT Kharagpur (b) Inform the Project Supervisor, in case of any deviation from the approved Project, and get the changes approved by HoD/Department PG Committee and Dean (PGS & R) (c) Adhere to the approved schedule for reporting back to IIT Kharagpur
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## II (D) Once back at IIT Kharagpur

<b>Student</b>	(a) Make a formal application, duly forwarded by HoD, to Dean (PGS & R) for “Conducting the Viva Voce Examination”
<b>Dean (PGS &amp; R)</b>	(a) Permit the conduct of the Viva-Voce Examination, and appoint an External Examiner from the Sister Departments within the Institute (in case a student avails SAP only during 3 <sup>rd</sup> Semester (Autumn), then the appointment of external examiner will not be required) (b) Forward the matter to HoD
<b>HoD</b>	(a) Arrange the Viva-Voce Examination and finalise the grade by giving due weightage to the assessment of Project Supervisor at the Host Institution (b) Communicate the final grade to Dean (PGS & R).
<b>Dean (PGS &amp; R)</b>	(a) Approve the “Grade” and forward the matter to ERP for formal recording of the Grade

## II (E) Miscellaneous

<b>Special Selection Criteria</b>	In cases where MoU between IIT Kharagpur and the Host Institution limits the number of applications, the decision will be based on the CGPA, i.e., an applicant with a higher CGPA will be given preference.
<b>Tuition Fee</b>	(a) The student has to pay Tuition Fee here at IIT Kharagpur only if she/he is travelling to a Host Institution with which IIT Kharagpur <u>has a MoU</u> under which the tuition fee is waived at the Host Institution (b) The student has to pay Tuition Fee here at IIT Kharagpur only if she/he is travelling to a Host Institution with which IIT Kharagpur <u>does not have MoU</u> and the tuition fee is waived at the Host Institution (c) The tuition fee is waived here at IIT Kharagpur if the student pays Tuition Fee at the MoU/Non-MoU Host Institution. A payment certificate from the Host Institution will be needed for the purpose.
<b>Hostel and Mess Fee</b>	(a) The student need to pay Hostel Overhead and Hall Establishment Charges for the period of absence from IIT Kharagpur provided he/she retains the hostel room. (b) The student need not pay Hostel Overhead and Hall Establishment Charges for the period of absence, provided he/she vacates the hostel room. A certificate from Warden of the Hall of the Residence will be needed for the purpose

	(c) The student need not pay Mess Charges for the period of absence from IIT Kharagpur
<b>MHRD Fellowship</b>	The student may continue to draw MHRD Fellowship if the stay is not fully funded by the Host Institution/Funding Agency
<p>The student should submit a formal application to Dean (PGS &amp; R) along with II(B)(a).  Dean (PGS &amp; R) will forward the matter to ERP for formal recording</p>	