



Student Handbook

2020-21

**ICFAI Science School
Faculty of Science & Technology
The ICFAI University Tripura
[Established under Section 2(f) of UGC Act, 1956]**

Calendar of Events

Academic Year: 2020 – 2021

Semester	Activity	Date
First	First Semester Begins	7 th September, 2020 (Monday)
	Registration of students	7 th September, 2020 (Monday) to 11 th Sept.,2020, (Friday)
	Orientations and preparatory class for fresher's	10 th September, (Thursday) to 11 th Sept.2020.(Friday)
	Commencement of class-work	14 th September, 2020 (Monday)
	Last day for substitution of courses	28 th September, 2020
	Last day for withdrawal from courses	12 th October, 2020
	MIDTERM	23 rd November, 2020(Monday) to 27 th November, 2020(Friday).
	Comprehensive Examinations	28 th December, 2020(Monday) to 8 th January, 2021(Friday)
	First Semester Ends	8 th January, 2021(Friday)
Second	Second Semester Begins	18 th January,2021(Monday)
	Registration of students	18 th January, 2021(Monday) to 20 th January (Wednesday), 2021.
	Class-work begins	21 st Jan., 2021(Thursday)
	Late registration	6 th January, 2020 (Monday) – 10 th January, 2020 (Friday)
	Last day for substitution of courses	1 st Feb 2021(Monday)
	Last day for withdrawal of courses	15 th Feb 2021(Monday)
	MIDTERM	8 th Mar., 2021 (Monday) to 13 th Mar., 2021(Saturday).
	Comprehensive Examinations	26 th Apr 2021 (Monday) to 7 th May 2021(Friday).
	Second Semester ends	7 th May, 2020 (Friday)
Summer Term	Internship Program begins	
	Internship Program ends	
	Next session commence	

PREFACE

This student handbook provides students with information on operational features and course curriculum for the three years B. Sc. (Hons.), and two years M.Sc. Mathematics, Physics and Chemistry programs.

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PART I

General Information

1.1 The ICFAI University, Tripura

The ICFAI University, Tripura, (IUT) was established in 2004 through an Act of the State Legislature (Tripura Act 8 of 2004). The UGC has included this university in the list of Universities under section 2 (f) of the UGC Act, 1956. The campus is equipped with the state of art facilities like Amphitheatre, Auditoriums, Academic Blocks, Computer Centre, Language Lab, Library, Hostels, Canteen, Faculty Accommodation, ATM Centre, Gymnasium, Sports and Recreational Facilities.

The University believes in creating and disseminating knowledge and skills in core and frontier areas through innovative educational programs as well as research, consultation and publication. It aims at developing a new cadre of professionals with a high level of competence, a deep sense of ethics, and a commitment to the code of professional conduct.

The University offers Bachelor's, Master's and Doctoral programs in Management, Engineering, Science, Liberal Arts, Commerce, Education, Computer Applications, Law, Library and Information Science, Physical Education, Special Education, Allied health Sciences, Post Graduate Diploma Program in Yogic Science, etc.

Some unique features of IUT are as follows:

- Signed MOA with IIT Bombay for setting up North Eastern Region Spoken Tutorial FOSS HUB.
- Texas Instruments Innovation Center has been set up in the University premise.
- Virtual Lab in collaboration with IIT Delhi.

1.2 ICFAI Science School (ISC)

The ICFAI Science School (ISC) is a constituent of IUT. It has been established to promote quality education, research, training and consultation in the field of Science and Technology with a global perspective to meet the challenges of the fast changing trends in the field and to match international standards.

1.3 Knowledge at ISC

ISC integrates into its learning system, an innovative and emerging body of knowledge. The following are its highlights:

- Cutting-edge course curriculum, incorporating contemporary, effective and an application-oriented pedagogy, with emphasis on both fundamentals and application.
- Encouraging students to address Science and Technology demands by providing appropriate solutions.
- Developing appreciation for synthesized multidisciplinary learning through workshops, internships and other group learning assignments.

1.4 Objectives of ISC

- To acquire a reputation as a highly purposive innovative institution, setting the pace for workable reforms in professional education, suitable and relevant for Indian demands.
- To provide a high quality, cutting-edge and career-oriented education program in Science to the student population across the country.
- To offer practice-oriented, contemporary and flexible program developed through regular assessment and consultation with leading institutions, employees, academicians and practitioners.
- To turn out highly motivated and successful Science graduates/post graduates to meet the current and projected needs of knowledge workforce.

1.5 B.Sc. Programs:

Physics Honours Program: IUT offers career-oriented three years B.Sc. (Hons.) in Physics program. There are 18 core courses, 8 general courses and 2 elective courses apart from English Language Skill, Environmental Science and 2 ‘Ability Enhancement Courses’. There are 8 lab courses in B.Sc. (H) Physics.

Chemistry Honours Program: IUT offers career-oriented three years B.Sc. (Hons.) in Chemistry program. There are 17 core courses, 8 general courses with 4 elective courses, ‘Ability Enhancement Courses’ and English Language Skill in the program. There are 7 lab courses in B.Sc. (H) Chemistry.

Mathematics Honours Program: IUT offers career-oriented three years B.Sc. (Hons.) in Mathematics program. There are 29 core courses, 4 electives, 8 general courses and two ‘Ability Enhancement Courses’ along with English Language Skill and Environmental Science.

Each program is framed to provide high quality in the relevant field.

1.6 Eligibility and Admission

Pass 10+2 or equivalent examination with Physics, chemistry and Mathematics as compulsory subjects from a recognized board.

M.Sc. Physics Program

Science is basic foundation of any technological and engineering creation. In view of the changing scenario at national and international level in the field of Science and Technology, there is great demand for basic sciences with considerable knowledge of its applications. ICFAI University Tripura is committed to high academic standards. The M.Sc. Physics course is designed for four semesters (two years) in such a way that a good basic foundation of the subjects is laid and applications along with recent developments are covered. Students also get theoretical and practical knowledge of computer programming. This M.Sc. program will provide opportunity to make career in R&D, industries, and academic institutions.

Eligibility and Admission: For admission to M.Sc. in Physics candidate is expected to meet the following eligibility requirement,

- (i) B.Sc. (Physics/Applied Physics), B.Sc. (Physics) with 45% marks (40 % for SC/ST/OBC candidates)

- (ii) B.Sc.Ed (Physics, Chemistry and Mathematics) with 45% marks (40 % for SC/ST/OBC candidates) along with Physics as major students must have mathematics as one of the subjects in their bachelor's degree. Candidates who have already passed their qualifying degree examination or who have appeared/are appearing for the final semester/year examination in 2019 are eligible to apply.

M.Sc. Chemistry Program

IUT offers full-time regular M.Sc. Chemistry program of two years duration. The program contains twenty two courses including four special papers, a programming language and project work. The program provides a broad foundation in Chemistry that stresses scientific reasoning and analytical problem solving with a molecular perspective. It develops necessary skills in students which are required to succeed in the chemical industry or professional schools. The program also exposes the students to a breadth of experimental techniques using modern instrumentation.

Eligibility and Admission: For admission to M.Sc. in Chemistry, the candidate should pass B.Sc. or equivalent with 40% marks secured in Chemistry from a recognized university of the country.

M.Sc. Mathematics Program

IUT offers full-time regular M.Sc. Mathematics program of two years duration. The program contains some compulsory courses as well as few electives in the second year. The compulsory courses are aimed at building strong mathematical background and also in the process students will be benefitted in various competitive examinations. The electives, however, are essential to the flexibility of this program. These courses will act as specializations for the students and also give them opportunity to select from various career paths. Students will be using computer laboratory sessions for few of their compulsory courses and also for some their electives depending upon their choices.

Eligibility and Admission: For M.Sc. Mathematics, the candidate should be a Graduate and must have a minimum of 40% marks in Mathematics in Graduation level.

1.7 The Academic Year

The academic year at IUT consists of the First Semester, the Second Semester and Summer Term. Each semester is of 17 weeks duration and the summer term of 8 weeks duration. There are three years B.Sc. (Hons.) program and four semesters during the two years M.Sc. program.

All B.Sc. (Hons.) students will have to undergo a screening test in English Language Skills and Mathematics. Remedial course in English Language Skills and/or Mathematics will be offered to the students with low proficiency level. After completing two semesters (for regular students) they undertake an Internship Program (IP-I). After completing four semesters, the students undertake another Internship Program (IP-II) for two months.

PART-II

The UG-PG Program Details

2.1 The UG-PG Program

ISC constantly endeavors to update the curriculum, benchmark its academic delivery against best academic standards and create a better environment for the students. The UG-PG Program encourages the future professionals to equip themselves with the latest tools and techniques in the field of Science and Technology. The program has been structured to identify and understand the commonality and the divergence in it.

The eligibility for the degree is determined on the basis of the number of units completed. Each course has a prescribed weightage in terms of units. The semester-wise program consists of a prescribed set of courses adding to a certain total number of units in each semester for an anticipated normal progress through the program.

A 'unit' is a convenient means to anticipate the number of hours per week of the total effort, including the class-work put in by the students. One unit normally indicates three hours per week of the total effort of a student including the lab and formal contact hours in the classroom. This also includes the hours for sustained self-study.

The study program leading to the award of the B.Sc. (Hons.) and M.Sc. Physics, Chemistry and Mathematics degree consists of the prescribed courses sequentially distributed over the required number of semesters known as Semester-wise pattern. The current operative semester-wise pattern for the above programs is given in Section- 3.2, 3.3, 3.4 and 3.5. The duration of degree program for a student can be shorter or longer than the normal duration due to academic flexibilities and student's ability. The eligibility for a degree is determined on the basis of number of courses or units completed. The UG-PG Programs offer the Elective Courses for encouraging specialization in a particular field.

2.2 The B.Sc. (Hons.) Program Structure:

2.2.1 Physics

Year	Semester I	Semester II
I	Mechanics & General Properties of Matter	Physical Optics
	Mathematical Physics - I	Heat & Radiation
	Waves & Oscillation	Mathematical Physics -II
	Mechanics & General Properties of Matter Lab	Environmental Studies
	General Course -I (A)	Heat & Radiation Lab
	General Course -I (B)	General Course -II (A)
	English Language Skill	General Course -II (B)
Summer Term	SUMMER INTERNSHIP PROGRAM - I	
	Semester III	Semester IV

II	Electricity & Magnetism	Electromagnetic Theory
	Classical Mechanics & Theory of Relativity	Statistical Mechanics & Plasma Physics
	Quantum Mechanics -I	Electronics
	Thermodynamics	Quantum Mechanics -II
	Electricity & Magnetism Lab	Electronics Lab
	General Course -III (A)	General Course -IV (A)
	General Course -III (B)	General Course -IV (B)
	General Course Lab	Soft Skills
Summer Term	SUMMER INTERNSHIP PROGRAM - II	
Semester V		Semester VI
III	Elements of Modern Physics	Digital Electronics & Solid State Devices
	Solid State Physics	Digital Electronics Lab
	Computational Physics	Elective –I
	Computational Physics Lab	Elective II
	Solid State Physics Lab	(Optional Dissertation or Project work in place of one discipline specific Elective)
	Physics Workshop Skills	

Program structure is tentative, subject to change.

Elective I: Astrophysics & Astronomy, Classical Dynamics, and Communication Systems, Nano Materials and Applications

Elective II: Nuclear Physics, Digital Signal Processing, Embedded System, Experimental Techniques

2.2.2 Chemistry

Year	Semester I	Semester II
I	Inorganic Chemistry I (Atomic Structure & Chemical Bonding)	Organic Chemistry II (Oxygen Containing Functional Groups)
	Physical Chemistry I (States of Matter & Ionic Equilibrium)	Physical Chemistry II (Chemical Thermodynamics and its Applications)
	Organic Chemistry-I (Basics and Hydrocarbons)	Inorganic Chemistry II (s- and p-Block Elements)
	Chemistry Lab -I (Organic, Inorganic and Physical)	Environmental Studies
	General Course -I (A)	Chemistry Lab II (Inorganic, Organic and Physical)
	General Course -I (B)	General Course -II (A)
	English Language Skill	General Course -II (B)
Summer Term	SUMMER INTERNSHIP PROGRAM - I	
Semester III		Semester IV
II	Organic Chemistry III (Heterocyclic Chemistry)	Inorganic Chemistry IV (Organometallic Chemistry)
	Physical Chemistry III (Phase Equilibria and Electrochemical Cells)	Organic Chemistry IV (Biomolecules)
	Inorganic Chemistry III (Coordination Chemistry)	Physical Chemistry IV (Conductance & Chemical Kinetics)
	Chemistry Lab III (Organic, Inorganic and Physical)	Chemistry Lab IV (Organic, Inorganic and Physical)
	General Course -III (A)	General Course -IV (A)
	General Course -III (B)	General Course -IV (B)
	General Course Lab	Soft Skill
Summer Term	SUMMER INTERNSHIP PROGRAM - II	
Semester V		Semester VI
III	Organic Chemistry V (Spectroscopy)	Applications of Computers in Chemistry
	Physical Chemistry V (Quantum Chemistry & Spectroscopy)	Analytical Methods in Chemistry
	Chemistry Lab V (Organic and Physical)	Chemistry Lab VI (Analytical Chemistry)
	Elective -I	Elective -III
	Elective -II	Elective IV

Program structure is tentative, subject to change.

2.2.3 Mathematics

Year		Semester I	Semester II
I	Classical Algebra	Analysis I	
	Abstract Algebra I	Integral Calculus	
	Analytic Geometry	Differential Equations I	
	General Physics I	General Physics II	
	General Chemistry I	General Chemistry II	
	English Language Skills	Environmental Studies	
Summer Term	SUMMER INTERNSHIP PROGRAM - I		
		Semester III	Semester IV
II	Abstract Algebra II	Vector Calculus	
	Linear Algebra I	Statics And Dynamics Of Particle	
	Analysis II	Differential Equations II	
	General Physics III	Linear Algebra II	
	General Chemistry III	General Physics IV	
	General Chemistry Lab - I	General Chemistry IV	
	General Physics Lab -I	Soft Skills	
Summer Term	SUMMER INTERNSHIP PROGRAM - II		
		Semester V	Semester VI
III	Analysis III	Mathematical Probability	
	Metric Spaces and Complex Analysis	Numerical Analysis	
	Linear Programming Problem	Tensor Calculus	
	Computer Programming	Computer Aided Numerical Practical	
	Computer Programming Lab	Elective III	
	Elective I	Elective IV	
	Elective II		

Program structure is tentative, subject to change.

2.3 The M.Sc. Program Structure

2.3.1 Physics

Year	Semester I	Semester II
I	Mathematical Methods of Physics	Classical Electrodynamics
	Classical Mechanics	Quantum Mechanics -I
	Electronics & Instrumentation	Numerical Analysis
	Electronics Lab	Condense Matter Physics
	C Programming	Condense Matter Physics Lab
	C Programming Lab	Numerical Analysis Lab
Summer Term	SUMMER INTERNSHIP PROGRAM	
	Semester III	Semester IV
II	Atomic & Molecular Physics	Elective -II
	Statistical Mechanics	Elective -III
	Quantum Mechanics -II	Experimental Techniques
	Nuclear & Particle Physics	Scientific Writing and Ethics
	Elective -I	Dissertation
	Advance Experimental Lab -I	

Program structure is tentative, subject to change.

Elective I: Quantum Field Theory, Advance Condense Matter Physics, Laser Physics, Fiber Optics & Optoelectronics

Elective II: Introduction to Nanophysics, Physics around Compact Objects, Semiconductor Device Circuit

Elective III: Open elective: Numerical Linear Algebra, Advance Digital Signal Processing, General Theory of Relativity,

2.3.2 Chemistry

Year	Semester I	Semester II
I	INORGANIC CHEMISTRY - I (Symmetry, Bonding, Non-transition elements, Environmental and Bioinorganic, kinetics and Mechanism)	INORGANIC CHEMISTRY – II (Transition metals, Lanthanides and actinide and Bioinorganic Chemistry)
	ORGANIC CHEMISTRY – I (Bonding, Stereochemistry, Substitution, Addition, Elimination Reactions)	ORGANIC CHEMISTRY- II (Reductive and Oxidative reaction, Intermediates, Photochemistry and Pericyclic Reactions)
	PHYSICAL CHEMISTRY – I (Thermodynamics and Kinetics)	PHYSICAL CHEMISTRY – II (Electrochemistry, Solid state, Surface chemistry and micelles)
	GENERAL CHEMISTRY	QUANTUM CHEMISTRY
	Inorganic Chemistry Practical	ORGANIC CHEMISTRY PRACTICAL
	C Programming	MOLECULAR SPECTROSCOPY
	C Programming Lab	
Summer Term	SUMMER INTERNSHIP PROGRAM	
	Semester III	Semester IV
II	INORGANIC CHEMISTRY – III (Organometallic, Catalysis, Group theory and its application, Nuclear and Supramolecules)	Special Paper III
	ORGANIC CHEMISTRY – III (Reagents, Heterocyclic, Green Chemistry, Natural products, Biogenesis)	Special Paper IV
	PHYSICAL CHEMISTRY – III (Statistical Thermodynamics, Macromolecules, reactions on Surface)	Project work, Inorganic/Organic/Physical
	Special Paper I	ANALYTICAL AND COMPUTATIONAL CHEMISTRY
	Special Paper II	CHEMISTRY OF ADVANCED MATERIALS
	Physical Chemistry Practical	

Program structure is tentative, subject to change.

2.3.3 Mathematics

Year	Semester I	Semester II
I	Modern Algebra - I	Linear Algebra-I
	Mathematical Analysis -I	Complex analysis
	Ordinary Differential Equations	Mathematical Analysis-II
	C-programming	Modern Algebra-II
	C-programming Lab	Probability and Statistics
	Classical Mechanics	Numerical Analysis
		Numerical Analysis Lab
Summer Term	SUMMER INTERNSHIP PROGRAM	
	Semester III	Semester IV
II	Linear Algebra-II	Mathematical Methods
	Partial Differential Equations	Elective - II
	Technical Report Writing (Latex)	Elective - III
	Functional Analysis	Master's Dissertation
	Elective - I	Calculus of Variation and Integral Equation
	Operation Research	
	Topology	

Program structure is tentative, subject to change.

PART – III

Registration

3.1 Registration

The structuring of the courses with reference to lecture hours, lab hours etc. is done through the timetable for each semester/term. A student, whether newly admitted or already on rolls, is required to undergo a registration process on the first day of each semester/term. It is the responsibility of the student to complete his/her registration properly, failing which he/she will not be permitted to attend classes or use the facilities of ISC during that semester/term. However, late registration is permitted only on the 7th day following the day of original registration with penalty fee. Physical presence of the student on the day of registration is mandatory. The student should take a written permission of absence from the Registrar & Dean, FST to be allowed for the late registration. The permission for the late registration will be sanctioned only under extreme circumstances.

3.2 Not Permitted to Register

A student is not permitted to register in a semester/term if:

- (i) He/She has outstanding dues to the University, hostel or any recognized part of the University.
- (ii) His/her grade sheet of the immediately preceding semester/term is withheld.
- (iii) He/She has an incomplete (I) report in the immediately preceding semester/term.
- (iv) He/She has been specifically asked to stay away from the semester.
- (v) He/She has failed to convert the provisional admission into a regular admission by the specified date.

3.3 Backlog

If a student has not cleared a course (other than electives) mentioned in his/her semester-wise chart by the time under consideration, then the student comes under backlog category. While registering, the student should first register for all those backlog courses which are offered in that semester to avoid clash in the timetable. Electives are not included in the package of backlog courses.

3.4 Provisional Registration

Registration in certain courses, like IP-I, may be permitted even if the result of the preceding semester is not available due to a very small gap between the semester and the term. But the same will be subjected to cancellation without notice later, if the student is found defaulting from any of the conditions given in Section 4.2 (Not permitted to Register).

Students can check his/her registered course details through University online ERP system using their login ID and password.

3.5 Amendment to Original Registration

The registration in a semester, when altered at the initiative of a student, will be called an amended registration and will be covered by the conditions listed below.

- (i) A student may request for substitution from a course, in which he/she has already registered to another course any time within two weeks from the beginning of the semester.
- (ii) If a student desires to withdraw from a course, he/she may submit a formal application for withdrawal from the course within ten weeks from the beginning of the semester.
- (iii) A student may be permitted to completely withdraw from all the course and drop the semester/term when the Director/Dean is satisfied about the genuineness of his/her reason(s) under exceptional circumstances.
- (iv) A student who comes under the purview of Academic Counseling Committee (ACC) (see section 5.8 & 5.9) ceases to have any right in the amendment of his/her original registration. When any alteration in the original registration is called for, it will be done entirely at the discretion of the ACC.

3.6 Revision of Original/Amended Registration

The revision of original/amended registration can be done by concerned authority any time during the semester, term as per the details listed under 4.9 (Flexibilities).

- (i) If the registration of a student in a course is found to be not in accordance with the regulations, his/her registration in that course will be cancelled and the grade obtained, will be rejected.
- (ii) The registration of a student in a course or a complete set of courses in a semester can be revised through the instrument of Registration Cancelled (RC) (see section 5.7.3) by the concerned authority, when the student is found guilty in cases of unfair means, breach of discipline, etc., or when he/she persistently and deliberately does not clear his/her dues.
- (iii) Concerned authority can revise the registration by cancelling registration in all courses, when the student ceases to be on the rolls of the University by his/her own action or by the action of the University.
- (iv) The ACC can revise the registration of a student who is under its purview.
- (v) Concerned authority can revise the registration by cancelling the Internship Program (IP) option through the instrument of RRA/RC (see section 5.7.3).
- (vi) Revision of registration can be modified by the concerned authority by allowing a student to register in additional course or by canceling the registration of a course in which the student has registered, when the situation warrants.

3.7 Pre-requisite Courses

Certain courses have pre-requisite conditions attached to them. Before registering in such course(s), a student should fulfill the pre-requisite conditions. If a course has pre-requisite conditions, then the student should have a valid grade and not a report in the pre-requisite course(s).

3.8 Prior Preparation

For **B.Sc. (Hons.) Program**, a specified prior preparation is required as given in the following table.

To register in	Prior preparation required to be cleared
IP-I	All courses in the semesters preceding IP-I
IP-II	All courses in the semesters preceding IP-II

For **M.Sc. Program**, a specified prior preparation is required as given in the following table.

To register in	Prior preparation required to be cleared
IP-I	All courses in the semesters preceding IP-I

3.9 Flexibilities

A few flexibilities are available for students during registration. The principle of merit, preference of students and facilities available at ISC, which generally guide decisions regarding flexibilities, can be listed as follows:

- (i) Choosing electives from across the courses offered by other disciplines is possible, provided the student fulfills the required pre-requisites for these courses.
- (ii) A student may, at his/her own responsibility, delay or advance taking of the electives in the prescribed program structure.
- (iii) To improve grades, a student can repeat courses at his/her own option, subject to regulations.
- (iv) Apart from the number of electives specified in the chart, students are allowed to take a maximum of two additional courses as optional electives. A student can graduate even if he/she do not get valid grades in these optional elective courses. However, a student will not be permitted to register in a semester only in optional elective courses. For the purpose of eligibility for a degree, a student should get valid grades in at least the prescribed number of electives of his/her program.

The student's semester-wise course list upon transfer arising from any of the above options has to be changed accordingly. If a student has done a course, with a valid grade, which is not a course belonging to the new program; it may be allowed to be booked against a future necessity for an elective slot in the new program. Further his/her entire up-to-date scholastic record including CGPA is carried over to the point of transfer.

3.10 Fee Payment

- (i) A student is required clear all the dues on or before the day of registration failing which the student will not be allowed to register for the semester.
- (ii) However special permission should be taken from the competent authority for the delays in extraordinary circumstances.
- (iii) Students can pay semester fee through University online ERP system using their login ID and password.

The B.Sc. (Hons.) Programs for a normal student are of three years duration. The program consists of six semesters for B.Sc. (Hons.) Program.

The M.Sc. Programs for a normal student are of two years duration. The program consists of four semesters for M.Sc. Program.

For any reason, if the student's own Degree Program is delayed beyond normal duration, he/she is required to pay the applicable semester-wise fee. Course-wise fee payment modules will be applicable for only Summer-Term.

3.11 Address Change

In case of a change in permanent address, or e-mail, students are required to incorporate the same in the registration cards during Registration. If a change is contemplated in the middle of any semester, students can submit an application at the Students Services Department. All correspondences will be sent only to the mailing address.

PART – IV
Teaching, Evaluation and Grading

4.1 Teaching

The objective of classroom education is to awaken the curiosity of students, generate habits of rational thinking in them, gear their mind to face the unfamiliar and train them to be independent. Classroom instructions help a student to organize and correlate facts, comprehend ideas and to use knowledge creatively.

The teacher also has the additional responsibility of making the student seek knowledge on their own and encourage them to use all facilities offered by the University like library and laboratory, to optimize their learning process. As self-study by a student would form an important factor in the planning of teaching and evaluation, a student is required to co-operate and respond to meet this challenge.

Every course, whether single-section or multi-section, is conducted by a member of the faculty called an Instructor-in-Charge, with the assistance, wherever necessary, of required number of Instructors - who will be partners with them in meeting the full academic responsibilities and organizational needs of teaching and evaluation. Wherever the Instructor-in-Charge is mentioned hereafter, it connotes the team of instructors, acting as one entity under his/her captainship.

The Instructor-in-Charge with the team of instructors makes a comprehensive plan with respect to the conduct of the course even before the semester begins. In case of a multi-section course, the team remains in continuous interaction in order to ensure smooth operation of the course. Variations due to personal attitudes and styles are smoothed out so that the operational aspects including grading in various sections of a course are free from any seeming arbitrariness.

The Instructor-in-Charge/Course Instructor provides necessary information through the Course Handout at the beginning of the Class-work. Course Handout gives details about offered courses, their scope & objectives, text and reference books, lecture wise plan and other details as given below.

- (i) Scope & objectives and references.
- (ii) Text books and reference books.
- (iii) Operations of the course (its pace, coverage and level of treatment).
- (iv) Frequency/duration of classes.
- (v) Tentative schedule; textbooks and other reading assignments, home tasks etc.
- (vi) Components of evaluation like quizzes/tests/examination (announced or unannounced, open-book or closed-book), laboratory exercises, home assignments and their relative weightage.
- (vii) Attendance policy.
- (viii) Broad policy governing decisions about make-up tests.
- (ix) Mid-semester grading.
- (x) Grading procedure (overall basis, review of border line cases, effect of class average, etc.).
- (xi) Chamber consultation hours.
- (xii) Other matters found desirable and relevant.

4.2 Evaluation Components

Teaching and evaluation forms a coherent function and operates on the basis of mutual understanding and trust at ISC. The different components of evaluation are evenly spread out in the semester and are aimed to draw out responses from the students. Various attributes like spontaneous recall, practical application of concepts, ability to work on their own, competence in conceptualized arguments, aptitude to face unfamiliar situations are put to test. One of the components (examination) is comprehensive enough to include the entire course and is held at the end of the semester.

The evaluation component, weightage and evaluation method may vary depending on the nature of the course. However, in general, there will be two major written examination components: **Midterm of 20 marks** and **Comprehensive of 30 marks**. The components for **internal evaluation consists of Internal I & Internal II of 25 Marks each** would be decided by the Course Instructor/Instructor-in-charge along with his team and announced at the beginning of the semester, with dates.

Mid-semester grading for each course will be announced to the students to inform their current position compared to other students in that course. This grade alert will help the student to improve their performance in the remaining evaluation components.

All written examinations are conducted at specified venues as per the pre-specified schedules. Examination schedules are announced to the students through Student Circulars. The written examination consists of questions like multiple-choice, short-answer, descriptive-answer, numerical problems. The pattern and type of questions may vary depending on the nature of the course.

4.3 Evaluation Feedback

Just as evaluation is done in a continuous manner, feedback is also made available at regular intervals. The answer scripts are promptly evaluated, shown to the students for clarification on their performance and returned whenever practicable. The performance of the students with reference to the highest, lowest and average marks is discussed in detail in the class. Solutions with the marking scheme are displayed soon after a test.

4.4 Attendance Policy

A student must maintain a **minimum of 75% attendance**, failing which he/she will be barred from appearing in the examinations. A student must inform the concerned Instructor-in-Charge in case of any absence from class. In case of any absence due to illness the genuine medical certificate must be submitted to the course in charge immediately after joining back the class. However, final consideration of attendance status completely depends upon the respective Instructor-in-Charge.

If a student misses the Midterm exam due to attendance shortage and is unable to secure 75% attendance till the middle of the semester, he/she may withdraw from the course. If a student does not maintain requisite attendance by the end of the semester, his/her registration in that particular course may be cancelled and he/she will be required to register again (RRA) for the same course.

Students can check their up-to-date attendance in registered courses through University online ERP system using their login ID and password.

4.5 Unfair Practices

Students are prohibited from resorting to unfair practices during any evaluation components. Any of the following events (inclusive but not exhaustive) will be considered as unfair practice(s) during examinations.

- (i) Possessing unauthorized material like notes, small slips, content written on calculator, scale, cell phone, etc inside exam hall, whether used or not.
- (ii) Copying from other students.
- (iii) Allowing/enabling other students to copy from one's paper.
- (iv) Communicating with others in or outside the examination hall during examination.
- (v) Referring to any notes, slips or other sources in the wash room.
- (vi) Indiscipline and disruptive conduct.
- (vii) Resorting to any other unfair means to provide or obtain advantage.

Use of unfair means would result in academic actions against students leading to:

- (i) Cancellation of student's registration for the course(s).
- (ii) Cancellation of student's registration for the subsequent semester.
- (iii) Cancellation of scholarship.
- (iv) Cancellation of academic initiatives; i.e., facility of late registration, amendment to registration.
- (v) Cancellation of any fee waiver.

4.6 Make-up Policy

Any student, who misses any component of evaluation for genuine reasons, must immediately approach the Instructor-in-Charge/instructor with a request for make-up for the same, stating the reasons. If the Instructor-in-Charge is satisfied with the request, a make-up test would be given at the earliest. If a student anticipates a genuine difficulty in meeting the date of component of evaluation, he/she should take the Instructor-in-Charge/Course Instructor into confidence prior to the event. The decision of the Instructor-in-Charge/Course Instructor in the matters of make-up shall be final.

4.7 Grading Policy

ISC emphasizes continuous evaluation, which includes numerical marking in grading the student. At the end of a semester, letter grades A⁺, A, B⁺, B, C⁺, C, D and E are awarded to the students based on their overall performance in the course. Absolute Grading System has been introduced, effective from 2016-17 sessions.

4.7.1 Letter Grades

Each letter grade has a qualitative meaning and grade point values as given below:

Letter Grade	A+	A	B+	B	C+	C	D	E	S	U
Grade range	90 - 100	80 - 89	70 - 79	60 - 69	50 - 59	40 - 49	30 - 39	20 - 29	—	—
Qualitative Meaning	Outstanding	Excellent	Very good	Good	Fair	Moderate	Poor	Exposed	Satisfactory	Unsatisfactory
Grade Point	10	9	8	7	6	5	4	3	0	0

4.7.2 Non-letter Grades

For the course Soft Skill, a student will get non-letter grades such as **Satisfactory (S)** or **Unsatisfactory (U)**. These non-letter grades have no grade points attached to them.

4.7.3 Reports

At the end of a course, in certain cases, the Instructor-in-Charge can report, certain events/facts in suitable words, in place of letter grades discussed earlier. These reports are not to be construed as grades. The various reports are elaborated below:

1. Incomplete (I)
2. Grade Awaited (GA)
3. Withdrawn (W)
4. Registration Cancelled (RC), Required to Register Again (RRA) and Discontinued from the Program (DP)
5. Not Cleared (NC)

Incomplete (I)

If the Instructor-in-Charge finds that a student has not fulfilled some of the requirements of a course before the final deadline for transmitting the grades, and is satisfied that the student is able to transmit other grades or a report with or without this particular fulfillment, but at their discretion wishes to give the student an opportunity, then they can within the deadline, send a report 'I' (Incomplete) for that student and also inform the student of the same.

It shall be the responsibility of the student to contact the Instructor-in-Charge on time for replacement of the 'I' report within two weeks after the end of the semester. This may be relaxed by the competent authority, failing which the Instructor-in-Charge will communicate whatever the grade/report is possible for that situation. Whenever such relaxation is made, the concerned authority will specify at their discretion, with the consent of the Instructor-in-Charge, the date by which 'I' report has to be converted.

Grade Awaited (GA)

There are many situations where operational and practical difficulties may cause a delay in the communication of a grade. In situations like (a) pending case of unfair means (b) pending case of indiscipline (c) where the courses are being conducted at an off campus centre for IP students, co-ordination between the University and the centers may not work in a timely manner. In these circumstances, the concerned authority may make a specific authorization for the Instructor-in-Charge to report GA (Grade Awaited).

A student may also get a “GA” report if he/she due to genuine reasons is unable to appear for an examination on the scheduled date and his/her request for make-up has been granted. In such a case, the student should ensure by the end of the term that either:

- (i) He/she takes the make-up examination and converts the “GA” report into a letter grade or
- (ii) He/she makes an application to the concerned authority, through the Instructor-in-Charge to convert the “GA” report to “NC” report.

Whenever the report GA appears in the grade sheet, a student will not be allowed to register for the subsequent semester, until the student takes steps to convert the “GA” report into a letter grade or a “NC” report.

Withdrawn (W)

A student may seek withdrawal from course(s) in a semester for any of the following reasons:

- (i) The student is unable to register for the course(s) for genuine reasons.
- (ii) The student is unable to cope with the normal load and withdraws from the course(s) to reduce his/her academic load for a particular semester.

Request for withdrawal should be made to the competent authority, within two weeks of commencement of the semester in case of above point (i) and within the stipulated duration as specified in the academic calendar in case of above point (ii). In such cases, the grade sheet/transcript of the student will indicate ‘W’ (withdrawn) against the course(s) from which the student has withdrawn his/her registration. The student will have to register for the course(s) at the next offer and obtain a valid letter grade. If ‘W’ remark is on a pre-requisite course, registration to course(s) of the subsequent terms is possible only on obtaining a valid letter grade in the course with ‘W’ remark. If the student withdraws after the due date, the event will be reported as “RC” or “DP” as the case may be.

Registration Cancelled (RC), Required to Register Again (RRA)

If the registration of a student for a course has to be cancelled, it will be reported in the grade sheet as RC. Registration will be cancelled and a RC is issued in the following cases:

- (i) Cancellation is recommended as a part of disciplinary action against the student for resorting to unfair means during examination or other unprofessional behavior.
- (ii) Cancellation is recommended if the student gets less than the minimum required percentage of attendance.
- (iii) Cancellation is recommended if a provisionally admitted student fails to submit the proof of necessary documents required for registration and/or does not satisfy the minimum eligibility requirements for the admission within prescribed time limit.

(iv) Cancellation is recommended when a student persistently and/or deliberately does not pay his/her dues.

RC has several meanings and is subject to the following:

- (i) If it is clearly known that the student is required to register again in the same course, the event will be reported as RRA (Required to Register Again).
- (ii) If RC amounts to discontinuation from the program, it will be reported as DP (Discontinued from the Program).
- (iii) If the cancellation of registration is not reported either as RRA or as DP but as RC, the meaning of the constraint has to be construed from the context in which the RC is reported.

Not Cleared (NC)

If a student continues to remain registered in a course but gives the Instructor inadequate opportunity to evaluate him/her by not attending the quizzes/tests/examinations/and other components of evaluation, or by appearing in the same for the sake of appearing without applying himself/herself to the task at hand or by submitting a blank answer script, these events will be reported as NC (Not Cleared).

Whenever a student gets a NC report in a course, irrespective of whether he/she has or has not obtained a grade in the course previously, the following terms will govern further action. It is to be noted that a NC cannot be ignored, except under the situations described in (ii) and (iii) below:

- (i) If a student gets a NC report in a course which is in the compulsory package of his/her program, he/she is required to register again in the same course and get a valid grade therein.
- (ii) If a student gets a NC report in an elective course, he/she can either repeat the course to get a valid grade or ignore it to choose another course. However, a student must get valid grades in at least the prescribed number of electives in his/her program.
- (iii) If a student gets a NC report in a course which remains unaccounted after a process of transfer has been completed, it will not be possible for him/her to wipe out the NC report because this course is no longer a part of his/her program; and he/she can graduate with this NC.
- (iv) If a student gets a NC report in a project course, it will administratively be converted to RC by the competent authority and future registration in project courses will be done only if the concerned authority is satisfied with the candidate's interest in the course.
- (v) If a student gets a NC in Thesis or Seminar, he/she will be required to register in the same for one more semester. Operationally, this is achieved by requiring him/her to register once again in as many units of Thesis or Seminar in which he/she had registered when he/she was awarded NC. If these two courses get separated due to NC in one of them, there is no need to register in the other.

4.7.4 Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) is used to describe the overall performance of a student in all courses in which he/she is awarded letter grades, since his/her entry into the University up to and including the latest semester/term. It is also used for the declaration of division when the program is completed.

CGPA is the weighted average of the grade points of all the letter grades received by the student from his/her entry into the University and is computed as follows:

$$CGPA = \frac{\sum u_i g_i}{\sum u_i} = \frac{(u_1 g_1 + u_2 g_2 + u_3 g_3 + \dots)}{(u_1 + u_2 + u_3 + \dots)}$$

Where, $u_1, u_2, u_3 \dots$ denotes units associated with the courses taken by the student and g_1, g_2, g_3, \dots denotes grade points of the letter grades awarded in the respective courses. The reports obtained in a course or non-letter grades obtained in thesis/seminar will not alter the CGPA, since the same are not accounted for in the CGPA calculation.

When a student repeats a course in which he/she has already received a grade, as soon as a new grade is obtained, it will replace the earlier one in the calculation of CGPA. It is to be noted that only the latter grade in a course would be taken into account for the calculation of CGPA and not the better of the two grades.

4.7.5 Grade Sheet

A student's grades, reports, CGPA, etc., at the end of every semester/term will be recorded on a grade sheet, a copy of which will be issued to him/her. The grade sheet will be withheld when a student has not paid his/her dues or when there is a case of breach of discipline or unfair means pending against him/her.

While registration with approval of the appropriate authority is a token of permission to pursue studies, the grade sheet is a complete record of the outcome of what was intended in the original/amended/revised registration. The various grades and reports discussed above will be appropriately used to tally the grade sheet with original/amended/revised registration. It would be evident that this tally between what was registered for and what was obtained in terms of grades and reports will apply to all courses except for any course which was originally registered for, but subsequently replaced by another course through substitution.

The tally is made on a course basis at the end of the term to determine which of the courses have been cleared. A course is deemed to have been cleared if a student obtains a grade in the course. However, mere clearing of the prescribed courses one-by-one is not tantamount to fulfilling the requirements of graduation.

All grades secured, reports and other pertinent information for a semester are given in a grade sheet. The chronologically organized information from the grade sheets of a student with necessary explanation constitutes his/her transcript, which is issued at the time he/she leaves the University or at an intermediate point on request. Students can check their grades through University online ERP system using their login ID and password.

4.8 Minimum Academic Requirements

The education philosophy of the ISC interlinks and distinguishes between the performance of a student in a single course and his/her overall cumulative performance. Accordingly, a student has to maintain an expected minimum academic requirement for the B.Sc. (H) and M.Sc. Program at the end of each semester. They are as follows:

- (i) A student should not have secured more than one 'E' grade in a semester.
- (ii) A student should have CGPA of at least 4.50 (while 5.5 in case of post-graduation)

(iii) A student should have at least cleared with his/her latest performance, such courses (counted from the point of his/her entry into the University) as are prescribed for a period that corresponds to two-thirds of the number of semesters spent by him/her since his/her entry into the University with reference to his/her current program. This means that at any stage of reckoning, a student should not have spent more than 50% extra time than what is prescribed for him/her up to that stage.

4.8.1 Minimum Credits Requirements

Following are the minimum requirement of credits, to be fulfilled by a student for his/her UG-PG degree.

Program Name	Minimum Credits Required
B.Sc. (Hons.) Physics, Chemistry and Mathematics Program	148
M.Sc. Physics, Chemistry and Mathematics Program	94

4.9 Academic Counseling Committee (ACC)

The minimum requirements that every student should meet at the end of every semester are mentioned in 5.8 above. Failure to meet even one of these requirements will automatically bring the student under the purview of the ACC or the designated authority. The ACC will take immediate charge of the student and ask him/her to follow a specific path so that he/she can be rehabilitated at the earliest; failing which, the student will be required to leave the University.

During the course of time of the purview, the student will lose all his/her options with regard to the various features permitted during the process of registration namely: option of naming the courses, choice of courses under electives, repetition of courses, taking a higher level course, departure from the normal load etc.; and will also lose all his/her options for amendment to his/her original registration namely, substitution and withdrawal. However, the ACC has the right to revise the original registration at any time during the semester. The student's entire semester load will be determined by the ACC and will have to be followed to the satisfaction of the ACC.

Once a student has been placed under the purview of the ACC, he/she should continue to be under its direct guidance until ACC, after being satisfied with his/her overall progress and performance, declares him/her to be outside its purview. All decisions of the ACC shall be final.

Students are advised to take serious note of the consequences of coming under the purview of the ACC as mentioned below:

Warning: A student, who comes under the purview of the ACC for the first time due to a performance which is not too bad, is warned to take studies seriously and improve the performance to be declared by the ACC in the next semester.

Severe Warning and Reduction in Course Load: If a student performs very badly and/or remains under the purview of the ACC in the subsequent semester, he/she would be severely warned and will not be allowed to register with normal academic load in the ensuing semester. The ACC will work out a package of courses with reduced load for the ensuing semester, so that the student gets a chance to improve and come out of the purview of the ACC.

Probation: If the advice and guidance of the ACC is not taken seriously by the student, who continues to perform badly, he/she might be given a last chance and kept on probation during the next semester. During this semester his/her progress will be closely monitored. If the student does not show satisfactory improvement, he/she may be asked to leave the University. A student might be put on probation directly (without warning) if his/her performance so warrants.

Discontinued: If a student on probation during a semester fails to improve his/her performance to the satisfaction of the ACC, he/she would be discontinued from the Program (DP) and would be asked to leave the University. However, if the student shows a satisfactory improvement, ACC may extend his/her probation by one more semester, so that he/she may come out of the purview of the ACC.

It must be noted that any student under the purview of the ACC found to be involved in any act of indiscipline or unfair means in examination at any time would be immediately asked to leave the University.

It should therefore be the single minded objective of the student to fulfill the minimum academic requirements stipulated, thus enabling himself/herself to be declared outside the purview of the ACC.

4.10 Graduation Requirements

A student is deemed to have fulfilled the requirement of graduation for the program when he/she satisfies the following conditions:

- (i) Has cleared all the courses prescribed for him/her in his/her program.
- (ii) Has obtained a minimum CGPA of 4.5 (while 5.5 in case of post-graduation).
- (iii) Has remained outside the purview of the ACC or been declared outside its purview.
- (iv) Has overcome all the consequential stipulations of an NC report; except where there is an NC report in an elective course over and above the prescribed number of elective courses or in a course which has ceased to be a part of his/her current program as a result of transfer of program.

A student is deemed to have become eligible for the Bachelor's degree if, in addition to the above requirements he/she has,

- (i) Satisfied all the rules of evaluation.
- (ii) No case of indiscipline or unfair means pending against him/her.

However, in case of a student having outstanding dues against him/her to be paid to the University, hostel or any other recognized organ of the University, his/her degree will be withheld until the said dues are cleared.

4.11 Certification

The following classification based on CGPA will be made and mentioned in the graduation certificate of the student.

Distinction	CGPA 9.00 or above
I Division	CGPA 7.00 or more but less than 9.00
II Division	CGPA 4.50 or more but less than 7.00

A student who fulfills the graduation criteria will be given a Provisional Certificate before the final certificate. In case of a student having outstanding dues against him/her to be paid to the University or any other affiliate/associate organization of the University, his/her provisional certificate/degree will be withheld until the dues are cleared.

PART – V
Internship Program

5.1 Objective

The Internship Program (IP) forms an important component of education at ISC. This program is an attempt to bridge the gap between the academic institution and industry by involving the students in an ongoing developmental activity under the direct supervision of experienced Faculty and experts from the Corporate World. The IP method of education and curriculum represents a controlled simulation of real life situations and circumstances. It is adopted by ISC to link the educational institution with the real working environment.

The registration for the Internship program has to be done on the day of original registration only. Late registration as mentioned in 4.1 is not applicable for Internship Program.

Students at ISC undertake two Internship Program Courses for B.Sc and one Internship Program Course for M.Sc, at professional locations lasting for about two months where the students and faculty get involved in working on real-life situations.

- **For B.Sc. (Hons.) Program**

- a) Internship Program-I (IP-I) is of two months duration, conducted during the summer term after first year of study carries a weightage of 5 units.
- b) Internship Program-II (IP-II) is of two months duration, conducted after second year, that also includes a part of the summer term, carries a weightage of 5 units.

- **For M.Sc. Program**

Summer Internship is of two months duration, conducted during the summer term after first year of study carries a weightage of 5 units.

The Internship Program requires the students to undergo the rigor of the professional world in form as well as in substance, providing them an opportunity to apply their classroom knowledge to live situations which cannot be simulated in the classroom environment. It differs from the “Practical Training” as well as “Sandwich Schemes” as the entire student education at the Internship Program station is supervised by the ISC faculty with active assistance of company counterparts. The program forms a part of the total credit towards student’s degree.

Students are advised to take up assignments of direct interest to the host organization. These assignments involving team-work would be multidisciplinary, time bound, mission-oriented and goal-oriented. Solutions to various problems confronted in the assignment might be open-ended, involving an element of analytical thinking, processing and decision making in the face of insufficient data, parameters and uncertain situations.

5.2 Student-Faculty Interaction

A team of students, attending the Internship Program at an organization is assigned a faculty guide at the beginning of the program. The role of the faculty guide during the Internship program is executives while the IP is in progress. He/she plays the role of a mentor and facilitator to ensure smooth conduct of Internship

Program. The faculty co-ordinates and interacts with the representatives of the host organization and monitors the student's progress.

It is the student's responsibility to regularly report to the faculty and co-operate in the effective monitoring.

The faculty guide interacts with the student's project guide and professional experts regularly to chalk out an effective interaction plan and to know about the student's progress in their respective projects and the quality and quantity of work put in by the students. For the final round of evaluation, the faculty should also ensure participation of the department head or other senior officials of the organization, apart from the project guide.

5.3 Student-Project Guide Interaction

The project guides from the host organizations help in identifying the assignment suitable for the students. Later they act as technical guides to the students. They evaluate the students on the progress of work. The project guide's time should not be taken for granted and the student should approach him/her well prepared for specific assistance and guidance or suggestions on the project.

5.4 Discipline and Conduct

Attendance

100% attendance is compulsory for the Internship Program. However, if for any genuine reason a student is unable to report to the allotted organization on any day, he/she should obtain a formal permission for leave of absence as per the rules and regulations of the organization. Permission should also be taken from the faculty in-charge of the Internship Program, ISC.

Conduct and Behavior

As Interns, the students assume the role of ISC ambassadors. The University expects the students to maintain high standards of professional and social conduct in the organization. ISC expects the students at all times during the Internship Program, to conform to the rules and regulations of their place of work. It is important to be regular, punctual and obedient at work. During the period of Internship Program, a student shall be subjected to the leave rules of the organization he/she is working for and must ensure strict adherence to the timings of the organization.

Unprofessional behavior, misconduct, indiscipline, irregularity and unsatisfactory performance will lead to the cancellation of registration in the Internship Program. Consequently, a student may lose at least one year of study, besides other form of disciplinary action that ISC might deem fit to take.

5.5 Evaluation Criteria

The educational process in the Internship Program seeks and focuses attention on many latent attributes that do not surface in normal classroom situation. Hence, the process of evaluation in these courses is designed with care so that information becomes available continuously. The following attributes are put to test here: intellectual ability, personality, commonsense, professional judgment, responsibility and punctuality, team work, leadership qualities, ability to take initiative, problem-solving and decision-making skills capability to meet deadlines, communicate through oral and written presentations etc. There will be two evaluation components- Mid-term and Comprehensive. In the mid-term, the evaluation will be on mid-term report (softcopy) submission, Seminar/Viva-voce, Group Discussion or Quiz. In the comprehensive exam, the evaluation will be on Project report, Seminar and Viva-voce.

5.5.1 Project Report (Compulsory)

A Project Report is a written presentation of the work done by the students on a given assignment. It is important to bear in mind that even though the project report is submitted only at the end of given assignment, in reality it is the culmination of a continuous effort on the part of Students.

The project report is judged on the following points:

- (i) Knowledge and comprehension of the problem.
- (ii) Ability to analyze and comprehend the subject and aim of the study.
- (iii) Logical sequencing, organization and handling of the data in the problem.
- (iv) Findings, observations and concluding remarks in terms of the objectives set earlier and the future scope of the project.
- (v) Organization of the report.

5.5.2 Seminar/Viva-Voce

The seminar evaluates the students in terms of the following:

- (i) Knowledge of basic concepts and physical principles and the ability to apply them.
- (ii) Additional knowledge acquired.
- (iii) Ability to analyze a given problem or situation.
- (iv) Logical development of the subject. Effective oral communication.
- (v) Self-reliance, co-operation & moderation.

5.5.3 Group Discussion

The Group Discussion evaluates the student in terms of the following:

- (i) Knowledge and comprehension of the problem/topic introduced for Group Discussions.
- (ii) Level of participation.
- (iii) Ability to lead the discussion in the correct direction and co-operate with fellow members.
- (iv) Ability to re-initiate the topic when the discussion drops due to lack of participation.
- (v) Ability to suggest new ideas for extending and improving the discussion.
- (vi) Ability to moderate discussions.
- (vii) Ability to create good impression on observers and members.

5.5.4 Quiz

Quiz evaluates the students in terms of the following:

- (i) Orientation of the student with the internship organization.
- (ii) Knowledge of basic concepts and physical principles and the ability to apply them.
- (iii) Additional knowledge acquired.

- (iv) Ability to analyze a given problem or situation.
- (v) Ability to follow logical path in problem solving efforts.

5.5.5 Evaluation through Observation

During Internship Program, students are evaluated through observations by the faculty and project guide for the following traits:

- (i) Regularity and ability to meet deadlines.
- (ii) Sense of responsibility.
- (iii) Initiative, leadership and co-operation.
- (iv) Industry and diligence.
- (v) Social sense and adaptability to practical situations.

Finally at the end of IP duration student will report to the IP Coordinator and appear for Internship Project presentation. The final evaluation will depend on:

- (i) Project Report
- (ii) Presentation performance
- (iii) Other attributes as mentioned above

5.5.6 Diary

Further, a student is expected to maintain a diary which is an attempt to cultivate the habit of documentation, enabling the student to develop his/her own thought process and reasoning abilities. ISC faculty will check and sign the diary periodically. Here, the student is tested for the following attributes.

- (i) Data procurement, calculations and presentation.
- (ii) Thought process.
- (iii) Regularity.

5.6 Internship Transcript

At the time of graduation, in addition to the Graduation Certificate, each student is given an 'Internship Transcript', which contains among other things, a rating sheet summarizing the assessment of a student's professional personality obtained by the above process by the ISC faculty and resident at the internship station.

PART - VI
Academic Administration and Infrastructure

6.1 Faculty

A team of competent and committed faculty members steers the ISC of IUT. The Faculty plays a significant role in ensuring quality education through interactive teaching, continuous multiple criteria evaluation and constructive feedback mechanism. The faculties bring their extensive knowledge, professional experience and advanced education to their task at IUT. The University is endowed with teachers drawn from the industry, leading institutions, practicing professionals and academicians to augment the quality of academic delivery at ISC.

6.2 Library Facilities

The University has a well-stocked library containing reference materials, magazines and Indian/International books and Journals. The University subscribes to the industry information database to make available large research resources and publications with search facilities to students and faculty. In addition, the library contains directories, industry reports and statistical compilations that provide timely and concise information for project works. Library is open to all students and faculty members and is continuously updated with latest books and journals under the supervision and advice of the library committee. Books are provided to the students by 'Book Bank' for a semester.

6.3 Computer Facilities

IUT provides the latest hardware and software infrastructure to cater to all the computing needs of the students and faculty. The University is equipped with powerful servers and multiple terminals with multiple operating systems enabling a client-server environment. The students are guided by well experienced faculty to handle the computer labs. Leased internet facility is available for undertaking research activities.

6.4 Laboratory Facilities

Extensive Laboratory facilities are available in all departments. Physics, Chemistry, mathematics laboratories provide facilities for the students of all disciplines to acquire skills for measuring various parameters in science.

6.5 Awards

All students who successfully complete the prescribed course work and examinations will receive the degree from the ICFAI University, Tripura. Gold and Silver medals will be awarded to the students scoring the first rank and second rank, respectively on completion of the UG-PG Program.

A student against whom disciplinary action has been taken or who had any backlog of course(s) will not be eligible to get merit scholarship/medals.

6.6 IUT Alumni Association

IUT has established the IUT Alumni Association (IUTAA). All students are required to seek membership in IUTAA. The provisional membership in the alumni body entitles the students to participate in seminars, workshops, conferences and local chapter activities organized by IUTAA.

6.7 Co-curricular Activities

Emphasis is laid at IUT on the need to balance classroom and out-of-classroom situations. The University endeavors to build up personal growth and maturity in the students by providing a variety of opportunities for participation and initiation in co-curricular activities. The activities have been intended to support the educational purpose of the University by working to create experimental learning options outside the classroom and encourage the students to actively participate in the greater educational arena.

The students learn to value collaborative and collective learning through diverse activities, such as organizing seminars on contemporary issues, guest lectures and other inter-college competitions. Students are also encouraged to form informal groups and clubs based on their areas of interests, and share information and exchange ideas. Students also organize annual meets, which offer a wide array of opportunities to develop closer interaction with other colleges.

IUT encourages student involvement in several co-curricular activities like:

- | | | |
|---------------------|------------------|--------------------------|
| ⊗ Group Discussions | ⊗ Academic Meets | ⊗ Seminars |
| ⊗ Debating | ⊗ Sports Meets | ⊗ Publications/Magazines |
| ⊗ Elocution | ⊗ Cultural Meets | ⊗ Technical Group |
| ⊗ Quizzes | ⊗ Skits & Plays | |

These co-curricular activities help the students to:

- Improve communication skills
- Develop the right attitude
- Discover and develop one's uniqueness and intelligence
- Enhance leadership qualities and abilities
- Manage stress and work under pressure
- Emerge as a team player
- Refine interpersonal/group skills
- Improve creativity
- Set ambitious targets.

6.8 Placements and Higher Education

IUT gives utmost importance to ensure that the successful UG/PG graduates receive suitable placements. In this context, the ICFAI University is uniquely placed to leverage on the industry network developed by the ICFAI University and its constituents.

Placement meets and personality development workshops are organized as a part of the placement program. All students will be provided guidance in career planning as they progress to higher levels of the program.

IUT believes that the entire placement exercise is a joint effort between the University and the students. While University provides guidance, support and network with potential employers, the students have the responsibility to put in the maximum possible efforts to obtain suitable placements.

There are students who would like to appear various competitive examinations for higher studies and job opportunities. IUT conducts regular coaching for JAM/GATE and NET examination. Faculty members also guide students to join various foreign Universities for Master's and Ph.D. program.

6.9 Guest Lectures and Seminars

Guest lectures and seminars play an important role in the development process of the students at IUT. Eminent academicians and practicing professionals are invited for guest lecturers that give the students an opportunity to interact closely with them and understand the practical applications in various industries.

6.10 Medical Facility

Medical facility is provided to the students and the faculty members as and when required. A doctor is available in campus to attend any health complications. Students are referred to corporate hospitals in case of severe complications and emergency. 24x7 ambulance facility is available.

6.11 Students' Activity Council

Students' Activity Council consisting of Student Representatives interacts with the faculty members for necessary guidance. Students' Activity Council meets regularly to decide and organize various activities on and off the campus.

6.12 Disciplinary Committee

Students must adhere to the "Campus Rules". Anyone found violating any of these would come under the purview of Disciplinary Committee of the University and would be liable for punishment given by the committee. A few guidelines are mentioned below:

- Ragging is strictly prohibited as per Government Acts.
- Good behavior, discipline and respect towards the faculty, staff and fellow- students is expected.
- Cell phones are strictly prohibited in classrooms, laboratories, library, computer center, examination halls etc.
- Decent dress code must be maintained within the college campus.
- Utmost care must be taken to avoid any damage while handling the property of the University.
- Unfair means in tests/examinations and other components of evaluation are strictly punishable.
- Students should carry their identity cards always.
- Smoking, gambling, consumption of alcohol, drugs and other narcotics in the campus/hostel premises are strictly prohibited.
- Gossiping or eating in the classrooms, library, computer center and labs is not allowed even if the rooms are vacant.
- The students should strive to keep the campus clean and avoid littering.
- A student should not be involved in any case of violence or nuisance within or outside the campus.
- Hostellers should abide by the rules and regulations of the hostel.

- They should necessarily avail the mess facilities of the hostel.
- Hostellers should take prior permission for going out of the hostel except for classes.
- They should not cause disturbance to their neighbors and fellow students.
- The students should not keep any valuables in their hostel rooms.
- Students are not allowed to entertain any person of the opposite sex within their hostel rooms.
- Recreational facilities provided to the students should be strictly followed at the specified timings.
- All hostel dues including the mess bills, service charges etc., should be cleared in time.
- Students must take advice of the University's Medical Officer before seeking medical treatment outside the campus.

These guidelines are not exhaustive. Students must adhere to all the rules of the University.

6.13 Prohibition of Ragging

Students are prohibited from indulging in any disorderly conduct whether by spoken words or written or by an act to the effect of teasing, treating or handling with rudeness, any other students. Indulging in unruly or undisciplined activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any student, junior or senior, or asking the student to do any act or perform something which such a student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of the student is prohibited. Any student violating the above and thus indulging in any act of ragging will be severely dealt with.

6.14 Students' Club

There are five students' clubs, which provide platforms to the students to showcase their talent in different arena beyond their academic potentiality. The activities of these clubs like Vibrato (Music Club), The Mandali (Dance & Drama Club), The Shutter Bug (Photography Club), House of Coders (Coding Club) and the Robotics Club (Science forum) often play a vital role to inculcate friendly but competitive attitude among the students.

Do's and Don'ts

Do's

1. Students must abide by the rules and regulations of the University.
2. They must behave with decorum with the faculty, staff, students and guests of the University.
3. They have to be regular and punctual in attending classes and all activities connected with the University.
4. Students must read notices/circulars displayed on the ISC Notice Board. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
5. Vehicles should be parked in the allotted place.
6. While representing University in any program or event, students should conduct themselves in such a way as to earn credit to themselves and to the institution.
7. The students are expected to take up all assignments, tests and examinations of this University seriously and try to perform the best.
8. Every student of this University must always possess Student Identity Card whenever they step inside the University campus.
9. Use the resources of the University namely library books, computers, equipments, transport, communications, power, etc. judiciously and effectively.

Don'ts

1. Students shall desist from indulging in violence.
2. Shall not talk or act in any manner in a way that would bring disrepute to the University.
3. Gathering in groups at roads, entrance, exit and pathways is strictly prohibited.
4. Smoking, consumption of any kind of alcoholic drinks/drugs inside the University is strictly prohibited.
5. Damaging the building or any other property of the University in any way is strictly prohibited.
6. Indulging in Ragging and Eve Teasing are crimes and strictly prohibited. If any student indulges in any form of ragging or Eve-Teasing inside the University premises or outside, he/she will be summarily expelled from the University
7. Misconduct during examination, production of false information or documents for admission purpose and the failure to return materials taken on loan from the University would be seriously dealt with.
8. Use of mobile phones/other electronic gadgets such as ipod, etc. within the classrooms, laboratories, seminar halls and auditoriums are strictly banned.
9. Students should not involve themselves either directly or indirectly in any form of politics either inside or outside the University during their period of study.

Important contact numbers

	Designation	Name	Contact number
	Dean (FST)	Dr. P. R. Borthakur	+91 9436128180
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