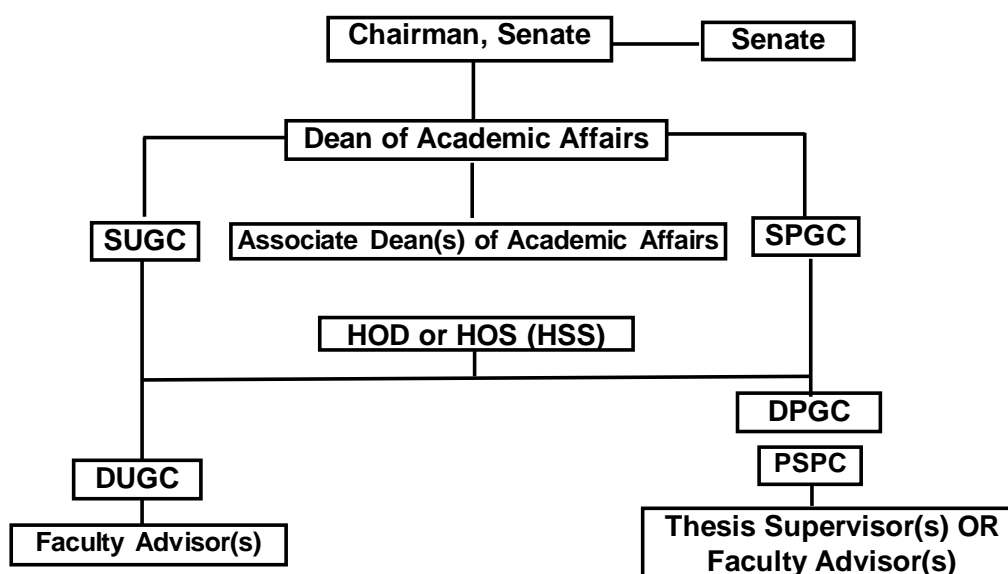


# Indian Institute of Technology Indore

## Organization Structure for Academic Matters



### (A) Committees for Academic Issues of the PG, PhD and Dual Degree Students

**A.1 Department/Discipline Post-Graduate Committee (DPGC):** Each department/discipline/inter-disciplinary research program has a DPGC to deal with all the academic matters of its PG and PhD students. The committee members and its convener are appointed by the concerned Head. The Thesis supervisor(s) or Faculty advisor(s) of a PG/PhD student report the academic matters related to that PG/PhD student to the concerned DPGC. Its composition and scope of work are described below:

Composition of DPGC	Scope of Work
<p><b>1. Members:</b> 3-4 faculty members representing all the major specializations of that discipline and PG/PhD Student Representative nominated by the Students Gymkhana.</p> <p><b>2. Convener:</b> One of the members of DPGC appointed by the concerned Head.</p> <p><b>3. Appointing authority:</b> The concerned Head.</p>	<ol style="list-style-type: none"> <li>1. To deal with issues related to <b>academic programs, PG and PhD curriculum and courses, academic performance, academic indiscipline, academic malpractices</b> of individual PG student and send its recommendations to the SPGC.</li> <li>2. Assessment of the <b>academic programs</b> and suggests appropriate <b>revisions or modifications or improvements</b> to Academic Senate through SPGC.</li> <li>3. Revising the PG and PhD curriculum.</li> <li>4. Starting of new PG programs and courses and recommending same to the SPGC.</li> <li>5. Cases of <b>Early-termination</b> of the PG and PhD students of the concerned Departments/Disciplines.</li> <li>6. Any other issue related to PG and PhD students.</li> </ol>

**A.2 Senate Post-Graduate Committee (SPGC):** This is an Institute level committee for dealing with the academic matters of the PG and PhD students based on the recommendations of the concerned DPGC and submit its recommendations to the Senate. Its composition and scope of work are described below:

Composition of SPGC	Scope of Work
<p><b>1. Members:</b></p> <p>(A) Conveners DPGC of all the disciplines, HSS and all the centers</p> <p>(B) One PG and one PhD student representative nominated by the Students Gymkhana*</p> <p>2. <b>Convener:</b> Nominated by the Senate</p> <p>3. <b>Member Secretary:</b> DR/AR (Academics) <i>ex-officio</i></p>	<ol style="list-style-type: none"> <li>1. To discuss the issues recommended by the DPGCs covering the <b>academic programs, PG and PhD curriculum and courses, academic indiscipline, academic malpractices</b> and send its recommendations to the Senate.</li> <li>2. Based on the recommendations of the DPGC, and assessment of the <b>academic programs</b>, suggest appropriate <b>revisions or modifications or improvements</b> to Senate.</li> <li>3. Discussing the revision of the PG and PhD curriculum based upon the recommendations of the DPGC and recommending same to the Senate.</li> <li>4. Discussion on the starting of new PG programs.</li> <li>5. Discussion on starting of new PG and PhD courses and recommending same to the Senate.</li> <li>6. Cases of <b>Early-termination</b> of the PG and PhD students keeping in view the recommendations of the concerned DPGC.</li> <li>7. Any other academic issue related to the PG and PhD students.</li> </ol>

*(\* to be excused from those meetings or part of meeting in which certain academic performance issues of the students are to be discussed)*

## **(B) Committees for Academic Issues of the UG Students**

**B.1 Faculty Advisor:** On joining the institute, a student is assigned to a Faculty Advisor. The faculty advisor will provide guidance and advice concerning academic, professional, and personal growth of the assigned students. The guidance to the students will enable them to complete their course of study in a smooth and satisfactory manner.

**B.2 Department/Discipline Under-Graduate Committee (DUGC):** Each department/ discipline/inter-disciplinary research program has a DUGC to deal with all the academic matters of its UG students. The committee members and its convener are appointed by the concerned HOD. The Faculty advisors of the UG students report the academic matters related to the UG students to the concerned DUGC. Its composition and work scope are described below:

<b>Composition of DUGC</b>	<b>Work Scope</b>
<p><b>1. Members:</b> 3-4 faculty members representing all the major specialization of that discipline and UG Student Representative nominated by the Students Gymkhana.</p> <p><b>2. Convener:</b> One of the members of DUGC</p> <p><b>3. Appointing authority:</b> The concerned HOD.</p>	<ol style="list-style-type: none"><li>1. To deal with all issues related to <b>academic programs, UG curriculum and courses, academic performance, academic indiscipline, academic malpractices</b> of individual UG students and send its recommendations to the SUGC.</li><li>2. Assessment of the <b>academic programs</b> and suggest appropriate <b>revisions or modifications or improvements</b> to Academic Senate through SUGC.</li><li>3. Revising the UG curriculum.</li><li>4. Starting of new UG programs and courses and recommending same to the SUGC.</li><li>5. Cases of <b>Early-termination</b> of the UG students of the concerned Departments/Disciplines.</li><li>6. Any issue related to UG students.</li></ol>

**B.3 Senate Under-Graduate Committee (SUGC):** This is an Institute level committee to deal with all the academic matters of the UG students based upon the recommendations of the concerned DUGC and it submits its recommendations to the Senate. Its composition and work scope are described below:

Composition of SUGC	Work Scope
<p><b>1. Members:</b></p> <p>(A) Conveners of DUGC of all disciplines, HSS and centers.</p> <p>(B) Two UG student representatives nominated by the Student Gymkhana. *</p> <p>2. <b>Convener:</b> Nominated by the Senate.</p> <p>3. <b>Member Secretary:</b> DR/AR (Academics) <i>ex-officio</i>.</p>	<ol style="list-style-type: none"> <li>1. To discuss all the issues recommended by the DUGCs covering the <b>academic programmes, UG curriculum and courses, academic indiscipline, academic malpractices</b> and send its recommendations to the Senate.</li> <li>2. Based upon the recommendations of the DUGC, assessment of the <b>academic programs</b> and suggest appropriate <b>revisions or modifications or improvements</b> to Senate.</li> <li>3. Discussing the revision of the UG curriculum based upon the recommendations of the DUGC and recommending the same to the Senate.</li> <li>4. Discussion on the starting of new UG programs.</li> <li>5. Discussion on starting of new UG courses and recommending the same to the Senate.</li> <li>6. Cases of <b>Early-termination</b> of the UG students keeping in view the recommendations of the concerned DUGC.</li> <li>7. Any issue related to UG students.</li> </ol>

(\* can be excused from those meetings or part of meeting in which certain academic performance issue of the students are to be discussed)