

ACADEMIC CALENDAR 2011-2012

Postgraduate & Undergraduate Programmes

A) ACADEMIC ACTIVITIES

Please refer, also to: 'Notes Pertaining to Academic Activities for Academic Year 2011-2012' at the end of the Section A.

AUTUMN SEMESTER (I)

Orientation and Registration for New Students to be admitted to the Institute in Autumn Semester 2011-2012 (July 2011)

| Student Group | Orientation Dates | Registration Dates | Instruction begins |
|---|--|----------------------------|--------------------|
| Postgraduate New Entrants (Ph.D., M.Tech., M.Des., 2-year M.Sc., M.Phil., M.Mgt.) | 14 (Thursday) to 20 (Wednesday). This includes Teaching Assistant Orientation and R&D/ IRCC Orientation. | 14 (Thursday), 15 (Friday) | 21 (Thursday) |
| Undergraduate New Entrants admitted through JEE-2011 | 21 (Thursday), 22 (Friday) | 21 (Thursday), 22 (Friday) | 25 (Monday) |

Orientation and Registration for Students who are already on roll (July 2011)

| Student Group | Orientation Dates | Registration Dates | Instruction begins |
|---|--|---------------------------------|--------------------|
| Postgraduate Students (Ph.D., M. Tech., M.Des., 2-year M.Sc., M.Phil., M.Mgt.), Dual Degree (B. Tech. + M. Tech.), Dual Degree (M.Sc. + Ph.D.) who are to serve as Teaching Assistants in the Institute | 14 (Thursday) to 20 (Wednesday). This includes Teaching Assistant Orientation and R&D/ IRCC Orientation. | 14 (Thursday) to 20 (Wednesday) | 21 (Thursday) |
| Other Postgraduate and Undergraduate Students who are already on roll | | 18 (Monday) to 20 (Wednesday) | 21 (Thursday) |

Orientation Programme for Teaching Assistants and R&D (IRCC) Orientation (Ph.D./ Masters'/ Dual Degree students) to be organized centrally as well as in each academic unit

From 14th July 2011 (Thursday) to 20th July 2011 (Wednesday)

Last date for **late registration** with fine
Last date for **course adjustment**

25th July 2011 (Monday)
1st August 2011 (Monday)

49th Convocation of the Institute (to be held 5th August 2011 (Friday) and

in Two Sessions)

7th August 2011 (Sunday)

Chronological Day – versus-Teaching Day Changes for Autumn Semester 2011-2012

(Please see Notes NI.6 and NI.7).

| Chronological Day | Teaching/ Instructional Timetable to be followed |
|--|---|
| 4 October 2011 (Tuesday) | Thursday |
| 8 November 2011 (Tuesday) | Thursday |
| 11 November 2011 (Friday) | Monday |
| Submission of fresh application form for the MCM scholarship | 5 th September 2011 (Monday) |
| Mid Semester Examination | 12 th September 2011 (Monday) to 17 th September 2011 (Saturday) |
| Instruction begins for half-semester courses | 19 th September 2011 (Monday) |
| Review of Mid-Semester performance of undergraduate students in core courses by DUGCs & report of academically weak students to the Departmental Academic Mentor Programmes | 27 th September 2011 (Tuesday) |
| Last date of course adjustment for half-semester courses | 23 rd September 2011 (Friday) |
| Re-examination for half-semester courses if applicable, to be conducted and grades submitted to the Academic Section, during the following window | 20 September 2011 (Tuesday) to 27 September 2011 (Tuesday) |
| Payment of Spring Semester fees (barring salary days to IIT staff) | From 3 rd October 2011 (Monday) to 2 nd December 2011 (Friday) |
| Payment of Spring Semester fee with fine | 5 th December 2011 (Monday) to 16 th December 2011 (Friday) |
| Last date for sending list of courses (including new courses) to be offered in Spring Semester (January 2012) with name of Instructor & Slot No. | 1 st November 2011 (Tuesday) |
| Finalization of ' Drop due to Inadequate Attendance' Grades and communicating to the Academic Section | 11 th November 2011 (Friday) |
| Last day of instructions | 14 th November 2011 (Monday) |
| Semester-end examination | 16 th November 2011 (Wednesday) to 28 th November 2011 (Monday) |
| Winter vacation begins (for students) | 1 st December 2011 (Thursday) |
| Last date for display of performance records/ showing evaluated answer scripts of all examinations of a course | 2 nd December 2011 (Friday) |
| Last date for submission of on-line grades | 5 th December 2011 (Monday) |

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|---|--|
| Academic Performance review by UGAPEC & PGAPEC | 12 th December 2011 (Monday) to 16 th December 2011 (Friday) |
| Re-examination to be conducted by the Instructor(s) and reexamination grades to be submitted during the period | 30 th November 2011 (Wednesday) to 21 st December 2011 (Wednesday) |
| Academic Performance review by UGAPEC & PGAPEC: only for re-examination cases | 23 rd December 2011 (Friday) to 28 December 2011 (Wednesday) |
| Last date for transfer to Academic Rehabilitation Programme (ARP) / Academic Probation (AP) | 29 th December 2011 (Thursday) |
| List to faculty advisers for monitoring weak students | 29 th December 2011 (Thursday) |

SPRING SEMESTER (II)

| | |
|--|--|
| Orientation Programme & Registration for New Entrants (Ph. D. students) | 29 th December 2011 (Thursday) to 1 January 2012 (Sunday) |
| Registration for all other Postgraduate and Undergraduate Students | 29 th December 2011 (Thursday) to 1 January 2012 (Sunday) |
| Orientation Programme for all Teaching Assistants (PhD/ Masters'/ Dual Degree) Students to be organized in each academic unit/ centrally for Institute Core Courses | 30 th December 2011 (Friday) |
| Instruction begins | 2 nd January 2012 (Monday) |
| Last date for late registration with fine | 3 rd January 2012 (Tuesday) |
| Last date for course adjustment including dropping of courses | 9 th January 2012 (Monday) |
| Mid Semester Examination | 20 th February 2012 (Monday) to 25 th February 2012 (Saturday) |
| Instruction begins for half-semester courses | 27 th February 2012 (Monday) |
| Review of Mid Semester performance of undergraduate students in core courses by DUGCs and report of academically weak students to the Departmental Academic Mentor Programmes | 6 th March 2012 (Tuesday) |
| Last date: course adjustment for half-semester courses | 2 nd March 2012 (Friday) |
| Last date for sending list of courses (including new courses) to be offered in Autumn Semester (July 2012) with name of Instructor & Slot No. (for Academic Year 2012-2013) | 30 th March 2012 (Friday) |
| Finalization of 'Drop due to Inadequate Attendance' Grades and communicating to the Academic Section | 16 th April 2012 (Monday) |

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|---|---|
| Last day of instructions | 18 th April 2012 (Wednesday) |
| Semester end-examination | 20 th April 2012 (Friday) to 2 nd May 2012 (Wednesday) |
| Last date for display of performance records/ showing evaluated answer scripts of all examinations of a course | 9 th May 2012 (Wednesday) |
| Last date for submission of on-line grades | 10 th May 2012 (Thursday) |
| Summer vacation begins (for students) | 5 th May 2012 (Saturday) |
| Academic Performance review by UGAPEC & PGAPEC | During the period 17 th May 2012 (Thursday) to 23 rd May 2012 (Wednesday) |
| Re-examination to be conducted by the Instructor(s) and reexamination grades to be submitted during the period | 4 th May 2012 (Friday) to 15 th June 2012 (Friday) |
| Academic Performance review by UGAPEC & PGAPEC after Re-examination | Between 25 th June 2012 (Monday) and 29 th June 2012 (Friday) |
| Last date for transfer to the Academic Rehabilitation Programme (ARP) / Academic Probation (AP) | 6 th July 2012 (Friday) |
| List to faculty advisers for monitoring of weak students | 10 th July 2012 (Tuesday) |
| Payment of Autumn Semester (2012-2013) fees (barring salary days to IIT staff) | 11 th May 2012 (Friday) to 16 th July 2012 (Monday) |
| Payment of Autumn Semester (2011-2012) fee with fine | 18 th July 2012 (Wednesday) to 25 th July 2012 (Wednesday) |

SUMMER SEMESTER (Summer Courses)

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|---|--|
| Registration on or before | 11 th May 2012 (Friday) |
| Summer term instruction begins | 15 th May 2012 (Tuesday) |
| Last date of instructions | 2 nd July 2012 (Monday) |
| Summer Course Final Examination to be completed during the period | 3 rd July 2012 (Tuesday) to 6 th July 2012 (Friday) |
| Last date for submission of grades for Summer courses | 9 th July 2012 (Monday) |
| Academic Performance review by UGAPEC & PGAPEC for summer term | 11 th , 12 th July 2012 (Wednesday, Thursday) |

Notes Pertaining to Academic Activities for Academic Year 2011-2012

NI.0. Attendance in classes is expected from the very beginning of the semester. Students who miss even one single lecture from among the first three lectures of a course, are liable to have themselves de-registered automatically from the semester, as a penalty.

NI.1. Many Academic Units organize an Orientation Programme for Teaching Assistants and an R&D Orientation for new Postgraduate/ Undergraduate Entrants. An Institute level Orientation is also often organized for these purposes. Attendance and participation in the Orientation Programme is mandatory for Teaching Assistants. All academic units/ Instructors of Institute Core Courses are expected to organize the orientation in a format which they find appropriate, to enable the best use of the services of Teaching Assistants. Wanton absence from the Orientation programme makes the Teaching Assistant liable for a financial penalty in the scholarship/ financial support being paid through the Institute.

NI.2. Saturdays are also used to conduct Mid-semester and Semester-end Examinations. An effort is normally made to exclude Sundays for mandated academic activities, including examinations.

NI.3. Registration for half semester courses should also be completed at the beginning of the semester.

NI.4. While adjusting the courses (including dropping of courses), students should ensure that the prescribed load, as approved for each programme, is maintained.

NI.5. Re-examinations are conducted for students in courses, where they are awarded II/ FF Grades. The Instructor(s) of the course shall be responsible for conducting the re-examination as per the prescribed schedule and for sending the grade of the re-examination within the prescribed deadline. The re-examination grade shall be included in the Academic Record of the student if and only if his/her overall performance warrants his continuation in the Academic Programme – as decided by PGAPEC/ UGAPEC. In case his/her overall performance does not warrant continuation, then the re-examination grade shall be noted but not included in the academic performance record. Students who appear in the re-examination shall have to pay the re-examination fees, as per instructions to be given by the Academic Section from time to time.

NI.6. An effort will be made to balance the number of each kind of 'Teaching Day' (Monday, Tuesday, Wednesday, Thursday, Friday Teaching/ Instructional Time Tables) in each semester. To achieve this, the 'Chronological Day' (Monday, Tuesday, ..., Friday as per the chronological sequence) may be announced to be different from the 'Teaching Day' for a few of the days of the semester. For example, a 'Chronological Monday' could be announced to be a 'Teaching Tuesday' – which means that on that Monday, the Teaching/ Instructional Timetable for Tuesday shall be followed. Some adjustments have been announced in the Chronological-vs-Teaching Day Change Table for Autumn Semester 2011-2012. Some further adjustments may be announced AFTER the mid-semester examinations in each of the two semesters, to allow time for settling down and to take into account the status of Teaching Day balance evidenced upto that point.

NI.7. The reasoning behind the Chronological-vs-Teaching Day Change Table proposed for Autumn Semester 2011-2012 is as follows. In the absence of these adjustments, it is noticed that 3 Mondays, 2 Wednesdays, 4 Thursdays, 1 Friday are affected. With these adjustments, all Teaching/ Instructional Timetables (Monday, Tuesday, ..., Friday) are uniformly affected 2 times in the semester.

NI.8. Dates for payment of fees by New Entrants will be informed to the candidates while offering admission and will also be put on IITB website. These dates could be different for various programmes offered by the Institute.

NI.9. Students (PG/UG) other than the New Entrants can deposit their semester fees as per schedule displayed by the Academic Office before the end of examination for the earlier semester.

NI.10. Course evaluation shall be conducted in all courses towards the end of each semester, for courses taught during that semester. The timelines for course evaluation shall be announced during the semester. Students are expected to participate honestly and enthusiastically in giving their feedback for courses that they have studied.

B) SPECIAL EVENTS

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|--|--|
| Senate Meeting for Convocation | 27 th July 2011 (Wednesday) |
| 49 th Convocation of the Institute | 5 th August 2011 (Friday) and 7 th August 2011 (Sunday) |
| Teacher's Day | 5 th September 2011 (Monday) |
| National Education Day Mood Indigo (Finalized dates shall be announced by the Office of the Dean, Student Affairs) | 11 th November 2011 (Friday) On 4 consecutive days during the period 12 th December 2011 (Monday) to 23 rd December 2011 (Friday). |
| Alumni Day | 25 th December 2011 (Sunday) |
| Inter IIT Sports (To be announced by the Office of the Dean, Student Affairs after consulting Organizing IIT) Techfest | Mid-December 2011 Timeframe 6 th January 2012 (Friday) to 8 th January 2012 (Sunday) |
| Foundation Day (it may be celebrated on the following working day) | 10 th March 2012 (Saturday) |

Notes pertaining to Special Events

NII.1. There will not be any theory or laboratory instruction (Classes) in the afternoons of the Convocation Days, Teachers' Day, National Education Day, Foundation Day (on the day when it is celebrated). The classes/laboratory sessions missed, if any, should be compensated by extra classes/sessions.

NII.2. No instruction (classes/ laboratories) shall be conducted on Friday, 6 January 2012 (Friday) on account of the infrastructural issues associated with the organization of Techfest 2012. However, the loss of this one day of instruction shall be compensated as follows: the Teaching/ Instructional Timetable of Friday shall be followed on 18 April 2012 (Wednesday).

**C) CALENDAR DETAILS FOR DISSERTATION/ PROJECT WORK
& PhD ANNUAL PROGRESS SEMINAR/ EXAMINATION**

Please see also: 'Notes Pertaining to Dissertation/ Project Work and PhD Annual Progress Seminars/ Examinations' at the end of this Section C.

Undergraduate Project Work

| Programme | Stage | Registration | Submission/ Presentation/ Assessment to be completed | Grade must reach the Academic Section by |
|-----------------------------|--------------|--|--|---|
| B.Tech | I stage | 18 th - 20 th July 2011 | Between 14 th November 2011 and 2 nd December 2011 | 5 th December 2011 |
| | II stage | 29 th December 2011 to 1 January 2012 | Between 18 th April 2012 and 9 th May 2012 | 10 th May 2012 |
| 5 Yr. M.Sc./ 2 Yr. M.Sc. | I stage | 14 th - 20 th July 2011 | Between 14 th November 2011 and 2 nd December 2011 | 5 th December 2011 |
| | II stage | 29 th December 2011 to 1 January 2012 | Between 18 th April 2012 and 9 th May 2012 | 10 th May 2012 |

Masters'/ Dual Degree Dissertations

| Programme(s) | Stage | Registration | Submission/ Presentation/ Assessment to be completed | Grade must reach the Academic Section by |
|---|---------------------------------|--|--|---|
| M.Tech./ M.Phil. 2-year Prog.: 2010 Entry Batch | I stage | For <u>both stages</u> : January 2011 | Between 2 nd Sept. 2011 and 31 st October 2011 | 4 th November 2011 |
| M.Tech./ M.Phil Part-time 3- year Prog./RA: 2009 Entry Batch | II (that is, Final stage) | Registration for dissertation not required again for the second stage, unless there is some deviation from the normally approved schedule due to failure/ personal reasons | Between 30 th April 2012 and 29 th June 2012 | 5 th July 2012 |
| Dual Degree (B. Tech. + M. Tech.) Prog. Duration: 2007 to 2012 | | | | |

| Programme(s) | Stage | Registration | Submission/ Presentation/ Assessment to be completed | Grade must reach the Academic Section by |
|---|---------------------------------------|--|--|---|
| M.Tech./ M.Phil. 2-year Prog.: 2011 Entry Batch | I stage | For both stages: January 2012 | Between 3 rd September 2012 and 31 st October 2012 | 5 th November 2012 |
| M.Tech./ M.Phil Part-time 3- year Prog./RA: 2010 Entry Batch | | | | |
| Dual Degree (B. Tech. + M. Tech.) Prog. Duration: 2008 to 2013 | | | | |
| <u>M.Des.</u> 2010 Entry Batch | Project II: | Registration along with the grade report for the I stage evaluation | By 1st December 2011 | 5 th December 2011 |
| | Project III: | Registration along with the grade report for the II stage evaluation | (sub stage I & II) before 29 th June 2012 | 5 th July 2012 |
| <u>M.Des.</u> 2011 Entry Batch | Project I: | 29 th December 2011 to 1 January 2012 | During the 1 st week of July 2012 | 9 th July 2012 |
| <u>M.Mgt.</u> | | | | |
| 2009 Entry Batch of full- time students | Project Activity Final Stage | January 2011 | By 30 th June 2011 | 5 th July 2011 |
| 2010 Entry Batch of full- time students | Project Activity Final Stage | January 2012 | By 29 th June 2012 | 5 th July 2012 |

Ph.D. Annual Progress Seminars/ Examinations

(for Research Scholars other than CSIR/UGC fellows)

Last day for Presentation + Completion of Annual Progress Seminars/ Examinations for those admitted in the Autumn Semester 30th August 2011 (Tuesday)

Last day for Presentation + Completion of Annual Progress Seminars/ Examinations for those admitted in the Spring Semester 31st January 2012 (Tuesday)

Notes Pertaining to Dissertation/ Project Work and PhD Annual Progress Seminars/ Examinations:

NIII.1. In case of CSIR/UGC fellows, as also students supported by other similar agencies, the dates of their Annual Progress Seminar should be fixed by considering requirements of the funding agency and this fixed schedule be followed strictly.

NIII.2. For the evaluations of Masters'/ Dual Degree Dissertations, it is strongly recommended that the evaluation schedule in a given academic unit be spread over a large enough segment of the permissible window, to allow for possibilities of adjustment of the evaluation date(s) for an individual student, as also to prevent overloading the faculty involved in evaluation with too many evaluations on a single day. One of the purposes behind marking out a window of almost two-month duration for these evaluations has, precisely, been to allow this to happen.
