

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

RULES AND REGULATIONS

**M.Tech./M.Phil./M.U.D.E./M.P.P./
M.Des./M.Mgt./DIIT Programme**



Academic Office

2018-2019

July, 2018

I N D E X

- Preface
- Programme Committees
- Faculty Advisory System
- M.Tech. and M.Phil. Programmes
- M.Des. Programme
- Master of Management Programme
- PGDIIT (Postgraduate Diploma of the IIT)
 1. General Information
 - 1.1 A) : Registration
 - 1.1 B) : Submission of final year mark sheets/provisional certificates of their qualifying degree by the Master's students
 - 1.2 : Course Adjustments
 - 1.3 : Institute Electives
 2. Rules and Regulations
 - 2.1 : Admission
 - 2.1.1(a): Programme Categories and Financial Support
 - 2.1.1(b): Criteria for admission to M.Tech. programme through CEP
 - 2.1.2 : Change of Categories
 - 2.1.3 (a): Change from M.Tech. to Ph.D.
 - 2.1.3 (b): Change from one PG programme to another
 - 2.1.4 : Dual Degree – M.Tech/ M.Phil. + Ph.D. Programme
 - 2.2 : Pattern of Courses and Credits
 3. Course Credit Requirement and Registration for Course
 - 3.1 : Minimum credit requirement for M.Tech./M.Phil. Programme
 - 3.2 : Part-time students
 - 3.3 : Registration of maximum UG level courses for PG programme
 - 3.4 : Dropping of course(s)
 - 3.4 (i) : Course Withdrawn grade
 - 3.5 : Grade Improvement
 - 3.6 : Course Relaxation for reserved category students
 - 3.7 : Transfer of course credits completed under CEP for the students who are not admitted through CEP to the M.Tech. Programme
 - 3.8 : Minimum number of students required to run a particular coursework
 4. Course Assessment and Award of Grades (FF/FR/II/Audit/Seminar/Additional Learning/Class Attendance Rule/DX grade/PP-NP grade etc.)
 5. Performance Requirement and Re-examination in Courses
 6. Project

- 6.1 : Project Allotment
- 6.2 : Schedule for Project Assessment
- 6.3 : Submission of Project
- 6.4 (A) : Late Submission of Project
- 6.5 : Project Evaluation
- 7. Temporary Discontinuation
- 8. Vacation /Leave Rules
- 9. Procedure to be adopted by students for research work involving human participation
- Glossary

Rules for provision for exit degree from M.Tech. and Ph.D. programme, refer <http://www.iitb.ac.in/newacadhome/rules.jsp>

Preface

Academic Programmes of the Institute are governed by Rules and Regulations as approved by the Senate, which is the highest Academic body of this Institute. The Senate continuously monitors these programmes and makes appropriate modifications/improvements from time to time. This booklet gives comprehensive information on the existing Rules & Regulations about the M. Tech./M. Phil./M. Des./M.Mgt./M.U.D.E./M.P.P./DIIT Programmes.

The academic system is semester based and hence the students are required to follow certain procedures and meet certain academic requirements each semester.

It is in the interest of the student that he/she should be fully familiar with the academic systems of this Institute. Particular attention should be paid to the schedule and structure of coursework and project work, the assessment procedure and the rules governing conduct and assessment of these activities.

The academic performance is monitored by the **Postgraduate Academic Performance Evaluation Committee (PGAPEC)**, which also reviews status of individuals after reviewing their performance.

PROGRAMME COMMITTEES

The Institute offers Postgraduate Programmes in various areas (Table-1). The following sections provide the details of the programmes and set of rules governing them.

In order to keep pace with the rapid developments in science and technology and also to keep in view the requirements of the nation and the aspirations of students, it is imperative that the academic programmes of the Institute are reviewed continuously. The **Postgraduate Programmes Committee (PGPC)** is entrusted with this responsibility. It deliberates upon academic proposals received from the various **Departmental Postgraduate Committees ((DPGCs)**, **Interdisciplinary Programmes Committees (IDPCs)**, **School Postgraduate Committees (SPGCs)** and **Postgraduate Committees for Centre (PGCs)**. Based on its deliberations, it makes suitable recommendations to the Senate for its approval.

FACULTY ADVISORY SYSTEM

The advisory system plays a very important role in a flexible curriculum of the type offered under the various programmes of the Institute. The choice of courses being very wide, and considerable flexibility in these programmes being a characteristic feature, students normally need guidance to formulate a meaningful and well-knit programme. On joining the Institute each student is assigned a Faculty Advisor or a group of Faculty Advisors. He/She is expected to consult his/her Faculty Advisor on all matters relating to his/her in-semester and end-semester academic performance and the course workload he/she may take in the particular semester. The students are advised to contact the Faculty Advisors for advice about courses within the framework of the norms laid down for the purpose. For the student's project, his/her supervisor automatically becomes a Co-faculty Advisor and often takes over most of the role played by the Faculty Advisor after the Supervisor-

student assignment is made. For further registration for courses, the students should consult their project supervisor also.

Table 1 gives the various programmes and specializations, which are available at the Institute.

Table 1
M.TECH., M.PHIL., M.DES., M.MGT., M.U.D.E./M.P.P. PROGRAMMES

Programme	Specialization	Offered by Dept/ IDP/ Centre/ School
<u>M.Tech.</u>		
Aerospace Engineering.	1. Aerodynamics 2. Aerospace Propulsion 3. Aerospace Structures	Aerospace Engineering
Chemical Engineering	--	Chemical Engineering
Civil Engineering.	1. Transportation Systems Engineering 2. Geotechnical Engineering 3. Water Resources Engg. 4. Structural Engineering 5. Remote Sensing 6. Construction Technology and Management	Civil Engineering
Computer Sc. & Engg.	--	Computer Sc. & Engg.
Earth Sciences	1. Geoexploration 2. Petroleum Geoscience	Earth Science
Electrical Engineering.	1. Communication Engg. 2. Control & Computing 3. Power Electronics and Power Systems 4. Microelectronics 5. Electronic Systems	Electrical Engineering
Energy Systems Engg.	--	Energy Science & Engg.
Mechanical Engineering.	1. Thermal & Fluids Engg. 2. Design Engineering 3. Manufacturing Engineering 4. Nuclear Engineering	Mechanical Engineering
Metallurgical Engineering & Materials Science	1. Materials Science 2. Process Engineering 3. Steel Technology 4. Corrosion Sc. and Engg.	Met. Engg. & Mat. Materials Science
Biomedical Engg	--	School of Biosciences and Bioengineering

Programme	Specialization	Offered by Dept/ IDP/ Centre/ School
Industrial Engineering and Operation Research	--	Interdisciplinary Group of Industrial Engg. & Operation Research
Systems & Control Engg.	--	Interdisciplinary Group of Systems & Control Engg.
Environmental Sc. & Engg.	--	Centre for Environmental Sc. & Engg. (CESE)
Natural Resources Engineering.(upto 2009 Batch) Geoinformatics and Natural Resources Engineering (for batches admitted to the Programme from Academic Year 2010-11 onwards)	--	Centre of Studies in Resources Engineering (CSRE)
Centre for Technology Alternatives for Rural Areas	Technology and Development	Centre for Technology Alternatives for Rural Areas (CTARA)
Cross Departmental M.Tech Programme	Materials, Manufacturing & Modelling	Metallurgical Engineering and Materials Science (MEMS) Mechanical Engineering Mathematics
<u>M.Phil.</u>		
Humanities & Social Sc.	Planning & Development	Humanities & Social Sciences
<u>M.Des.</u>		
	Industrial Design Communication Design Animation Interaction Design Mobility and Vehicle Design	Industrial Design Centre
<u>M.Mgt.</u>		
Master of Management	--	SJM School of Management
<u>M.P.P.</u>		
Master in Public Policy	--	Centre for Policy Studies
<u>M.U.D.E.</u>		
Master in Urban Design and Engineering	--	Centre for Urban Science & Engineering

M. TECH. AND M. PHIL. PROGRAMMES

These programmes are of a two-year duration. The total minimum credit requirement for the entire programme varies from one programme to another (i.e. the M.Tech Programme of Department 'A' may be different from the Department 'B'), and may be in the range of 156-170 credits. Each programme is managed as per the Institute rules by a Programme Committee (PC) set up by Department/ School/Centre/Interdisciplinary Group, offering the programme.

The total credits are divided between course credits and the M.Tech/ M.Phil project credits, as specified by the individual Programme Committees(PCs). Course credits include theory courses, laboratory courses, seminars and other academic work like practical training, field visits, etc. as specified by the PCs. To enhance interdisciplinary content, one Institute Elective course has been made mandatory for all students, wherein students will select a course from a list of courses specified from time to time. Apart from this, one course on Communication Skills (Part I & II) is compulsory for all students. A programme may have a mix of compulsory and elective courses.

The common framework of the programmes incorporates sufficient flexibility, both at the individual programme level and the student level. All academic work associated with the programmes, including those, which carry a PP/NP grade, carry credits commensurate with the quantum of work.

Students with adequate background may be permitted by PCs to replace 6 or 12 course credits with R&D projects (distinct from M.Tech/M.Phil project). If the option is for 12 credits, it can either be taken together in one semester or split into two projects of 6 credits each, taken in two semesters. One cannot register for more than 6 R&D project credits in the first semester. The projects will be evaluated as per norms set by each PC and will be awarded letter grades.

Another important feature of the programme is the concept of a 'minor' wherein a student can utilize electives into a focused group of courses in another discipline. A minor will consist of a minimum of 18 course credits. This may include a maximum of 6 credits of R&D project. The Programme committees are required to prescribe and approve the structure of the minors to be offered.

Table 2 gives, as an example, the structure of the M.Tech. Programme for the hypothetical Department. The credits are distributed over 4 semesters. The second and the fourth semesters include the immediately succeeding summers, and hence have higher credits. There should be a minimum of three theory courses in the first semester. Other courses may be spread over the next three semesters. The project work, done in two stages, is distributed in semesters 2, 3 and 4.

Please see the bulletins of various departments/centers/schools & Interdisciplinary groups for details of their programmes.

Table 2
A Typical M.Tech./ M.Phil./M.U.D.E./M.P.P. Programme Structure:

Credits	Sem I	Sem II	Sem III	Sem IV	Total
Course Work					
Core Courses	18	6	--	--	24
Elective	12	12	--	--	24
Institute Elective	--	6	--	--	6
Courses outside Dept.	--	--	--	--	--
Lab Course	4	--	--	--	4
Seminar	4	--	--	--	4
R&D Project	--	6	--	--	6
Communication Skills					
Part I & II (PP/NP)	--	+2+4	--	--	+2+ 4**
(** not included in total)					
Training (P/NP)	--	--	--	--	--
Course Total	38	30+6	--	--	68+6
Project	--	--	48 *	42	90
Total	38	30(+6)	48	42	158 (+6)

*Registration will be done in II Semester (January)

** For Communication Skills Course (Part I & II)

(Note: The total minimum credits should be 156 + 6(2+4) Communication Skills Course [Part I & II]).

M.DES. PROGRAMME

(Industrial Design, Visual Communication, Animation, Interaction Design and Mobility & Vehicle Design)

Industrial Design Centre offers a 2-year programme leading to Master of Design degree (M.Des.) in Industrial Design, Communication Design, Animation, Interaction Design and Mobility & Vehicle Design .

The first two semesters in the first year consist of theory courses and learning/instruction-oriented projects. The second year is largely spent on design projects. Depending on their interest, the students choose elective courses in the 3rd semester. In the last two semesters, the students undertake three application-oriented projects of varying duration and complexity. The schedule of projects and seminars for students of this programme is given in Table 3.

Table 3

Semester wise Credits structure for Industrial Design

Semester	Credit for Courses		Credit for Project			Total
	Dept. courses	Other electives	I	II	III	
First Semester	38					38
Second Semester	36	4				40
Third Semester	8	8	6	18		40
Fourth Semester	6					
Project (III) Stage 1					12	42
Project (III) Stage 2					24	
Total	88	12	6	18	36	160

Semester wise Credits structure for Communication Design

Semester	Credit for Courses		Credit for Project			Total
	Dept. courses	Other electives	I	II	III	
First Semester	36					36
Second Semester	32	4				36
Third Semester	12	8	6	18		44
Fourth Semester	6					
Project (III) Stage 1					12	42
Project (III) Stage 2					24	
Total	86	12	6	18	36	158

Semester wise Credits structure for Animation

Semester	Credit for Courses		Credit for Project			Total
	Dept. courses	Other electives	I	II	III	
First Semester	34					34
Second Semester	32	4				36
Third Semester	12	8	6	18		44
Fourth Semester	6					
Project (III) Stage 1					12	42
Project (III) Stage 2					24	
Total	84	12	6	18	36	156

Semester wise Credits structure for Interaction Design

Semester	Credit for Courses		Credit for Project			Total
	Dept. courses	Other electives	I	II	III	
First Semester	34					34
Second Semester	32	4				36
Third Semester	12	8	6	18		44
Fourth Semester	6					
Project (III) Stage 1					12	42
Project (III) Stage 2					24	
Total	84	12	6	18	36	156

Semester wise Credits structure for Mobility & Vehicle Design

Semester	Credit for Courses		Credit for Project			Total
	Dept. courses	Other electives	I	II	III	
First Semester	36					36
Second Semester	34	4				38
Third Semester	8	8	6	18		40
Fourth Semester	6					
Project (III) Stage 1					12	42
Project (III) Stage 2					24	
Total	84	12	6	18	36	156

MASTER OF MANAGEMENT PROGRAMME

Master of Management (M.Mgt.) Programme is a 21 month full-time postgraduate course conducted by the Shailesh J. Mehta School of Management. Most of the courses in the School are organized in a half semester fashion, thus allowing students to complete as many as ten courses in a semester. Students are also allowed to pursue related courses from other departments such as Industrial Engineering & Operations Research, Computer Science and Engineering, and Industrial Design Centre.

Table 4

Semester	Credit for courses		Total
	Core course + Electives	Project	
First Semester	38		38
Second Semester	33		33
Third Semester	32-35		32-35
Fourth Semester	30-33		30-33
Total	133-139		133-139

PGDIIT (POSTGRADUATE DIPLOMA OF THE IIT)

- i) Whenever the PGDIIT is proposed from among the existing courses, which are part of the regular M.Tech. Programme of the department, the eligibility criteria should be same as the eligibility to appear for GATE and additional constraints as required by individual departments.
- ii) When the PGDIIT Programme is an independent programme by itself, the eligibility criteria, should be defined by the concerned department based on the focus of the course. (These criteria could be same as the eligibility criteria for taking GATE examination).
- iii) Industrial experience and industry sponsorship need not be mandatory for admission to PGDIIT.
- iv) The admission procedure for PGDIIT programme should be defined by the department (it may, for example, consist of a written test and/or an interview).
- v) Minimum credit requirements should be 58 credits.
- vi) A minimum passing grade (DD) must be prescribed in each course. **The minimum cumulative grade point index (CPI) should be 5.50 for award of the diploma.**
- vii) The PGDIIT programme must include a Seminar (4 credits) or Project (10 credits) as part of the credit requirements.
- viii) Departments may offer specialized PGDIIT programme, where they will prescribe the minimum number of courses from the area of specializations.
- ix) If a candidate fails in a course, a 100 marks re-examination should be given once (a suitable fee for re-examination may be charged). Failure in re-exam should require a repeat (with fresh course fees) or registration in an alternate course.
- x) Situations not covered above will be referred to PGAPEC.

1. General Information

MR 1.1 A) Registration

- 1.1.1 On joining the Institute every student is required to plan his/her academic programme in consultation with a Faculty Advisory Group of the Department/ IDP/ School/ Centre in which the student is admitted. Details of the academic requirements of this programme and details of courses available are given in the bulletin. **The bulletins are available on the website of each Department.**
- 1.1.2 The registration for each semester is carried out through the computerized “Online Registration” programme. This registration is mandatory for all students, and they must register themselves on the prescribed dates announced from time to time. Every student must register in each semester until he/she completes the programme.
- 1.1.3 All students have to clear the Institute and Hostel dues **before Registration.**
- 1.1.4 IIT Bombay follows a semester system, hence registration at the beginning of each semester is mandatory for every student till he/she completes his/her programme of study. If a student does not register in a particular semester without prior permission of the PGAPEC, he/she ceases to be a student and the admission is liable to be cancelled.

Further, if a student does not register for TWO consecutive regular semesters, the admission will be cancelled by the PGAPEC suo moto.
- 1.1.5 The Faculty Advisory Group is authorized to carry out the course registration and also adjustments as specified later. However, once the student is registered for the project work, the project supervisor also acts as a Co-faculty Advisor and assumes most of the responsibilities of the Faculty Advisor. A student is to register for courses in the beginning of the semester, which is to be done on the dates announced for the purpose.
- 1.1.6 Along with the credit courses, a student is normally allowed to take a maximum of Two Audit courses per semester, with the consent of the Project Guide/Faculty Advisor, as appropriate.
- 1.1.7 A student is not permitted to re-register for a course, which he has undergone and in which he has secured AU, DD or higher grades, except for students who are under Academic probation and opt for grade improvement. (Ref. Rule MR 3.5)
- 1.1.8 Any student who concurrently registers for any postgraduate degree at another organization shall be automatically de-registered at the Institute.

B) Submission of final year mark sheets/provisional certificates of their qualifying degree by the Master's students

1. All Postgraduate students should ordinarily submit their certificates latest by 31st July /30th January respectively when admitted in the Autumn / Spring Semester of a given academic year, after joining the Institute.

2. The students who are unable to submit their certificate by these dates, should apply for extension along with an undertaking stating the due date for submission, giving proper reasons on a prescribed form developed for the purpose.
3. Even if a student does not submit the certificate until the commencement of the Semester end examination, he /she would be allowed to appear in the examination. However, the results of such a student shall be withheld until the required documents are produced.
4. Cases of students who do not submit the certificates after the first semester will be reported to the PGPC and the Senate for further consideration and decisions/actions.

MR 1.2 : Course Adjustments

Within the period prescribed in the Academic Calendar, a student can substitute one or more courses by others. For this purpose the student **has to carry out Course Adjustment** in consultation with his/ her Faculty Advisory Group.

MR 1.3 : Institute Electives (Ref. 201st & 206th Senate Meeting)

The PGPC shall recommend one list of possible courses, which could be taken by a Master's student as an Institute Elective, in the routine course of registration. A choice of Institute Elective from among the courses in this list will **not** require special approval from the Faculty Advisor and/ or Dissertation Supervisor, as appropriate, or from the Convener, DPGC/ PGC/ IDPC. However, a Master's student shall **also** be permitted to opt for any other course offered at the Postgraduate level in an academic unit **other than his/her own**, with sufficient credits assigned to it, as an Institute Elective. To exercise this option the **explicit approval** of his/her faculty Advisor and/ or his/ her Dissertation Supervisor, as appropriate, **together with** that of the Convener, DPGC/ PGC/ IDPC of his/her academic unit shall be required.

2. Rules and Regulations

The rules and regulations governing the M.Tech., M.Phil., M.Des., M.Mgt., M.U.D.E., M.P.P. and DIIT programmes are given :

MR 2.1 : Admission

MR 2.1.1 (a) : Programme Categories and Financial Support

The Institute admits M.Tech. candidates under the following categories :

- i. Teaching Assistantship (TA)/Teaching Assistantship through Project (TAP)/Fellowship Award (FA)
- ii. Research Assistantship (RA)/ Research Assistantship through Project (RAP)
- iii. Project Staff (PS), for Project staff of IIT Bombay
- iv. Institute Staff (IS), for faculty/staff of IIT Bombay
- v. Sponsored candidates (SW)

Admissions under TA, TAP, FA are for 2-year programme while those under RA, RAP, PS are for 3-year programme. Admission under SW category are available for full-time (2-year) as well as part-time (3-year) programmes.

Admissions to all categories are subject to availability of seats. The continuation of the financial support and the registration for the selected programme will be subject to satisfactory performance of the duties assigned by the Academic Unit as well as satisfactory academic performance and fulfillment of the other academic and non-academic requirements, as per rules.

For more details regarding the above categories, kindly refer information brochure on Institute portal. (<http://www.iitb.ac.in/newacadhome/toadmission.jsp>)

MR 2.1.1 (b) : Criteria for admission to M.Tech. programme through CEP

- a) The admission procedures for the students joining through CEP programme will be same as other regular/sponsored students.
- b) A candidate should apply to the DPGC through CEP for conversion to M.Tech. after completing **at least 40 credits with minimum 6.5 CPI at the time of application.**
- c) Professor In-charge, CEP will provide the details of the academic performance of the candidate.
- d) DPGC/IDPC/PGC should examine the application and see that the courses completed by the candidate in CEP are equivalent to courses recommended for regular M.Tech. Students.
- e) DPGC/IDPC/PGC should also recommend a time-limit for completion of programme.

MR 2.1.2 : Change of Categories

Change of student status is permitted, subject to approval of PGAPEC, from one category to another.

1. Admissions to Institute Teaching assistantship (TA), Institute Research Assistantship (RA), Teaching Assistantship through project (TAP) and Project Research Assistantship (PA) categories are on competitive basis and based on valid GATE score.
2. Candidates admitted to Institute Research Assistantship (RA), Teaching Assistantship through Project (TAP) and Project Research Assistantship (PA) cannot change their category to Institute Teaching Assistantship (TA).
3. Candidate admitted under Project Research Assistantship (PA) category may be supported by the Institute in exceptional cases for maximum period of 1 year.

MR 2.1.3 Change from M.Tech. to Ph.D.

- (a) If a student who is pursuing a full-time M.Tech. programme at the Institute also fulfills the minimum qualifications prescribed for admission to any specific Ph.D. programme of the Institute and wishes to change over to that Ph.D. programme, he/she may be

permitted to do so provided he/she has obtained an SPI of 9.00 or above after having registered for **full** credits of course work in the first semester.

The student(s) shall apply for the change over by the end of the first semester through the DPGCs/IDPCs/SPGCs, who shall forward the applications to the PGAPEC with their recommendations.

(b) Change from one PG programme to another

- i) These Transfers will be considered on case-to-case basis.
- ii) Request for a change of PG programme should come from the student and should be endorsed by the Supervisor.
- iii) The application for consideration of admission to another PG programme should be routed through the Postgraduate Committee of the Dept./Group/Centre/School.
- iv) The candidate should satisfy all academic requirements for the award of the degree for which he is being considered.
- v) DPGC/IDPC/SPGC may recommend the time limits for submission of Dissertation/Thesis, if required.
- vi) The request will be considered by PGAPEC for subsequent approval by the Senate.

MR 2.1.4 : Dual Degree – M.Tech/ M.Phil. + Ph.D. Programme (Ref:194th Senate Meeting)

A Dual Degree M.Tech/ M.Phil + Ph.D. Programme has been approved by the Senate in its 194th meeting, and approved by the Board of Governors. Students from M.Tech./ M.Phil. Programmes in the Institute can opt to change over to this Dual Degree Programme. For more details, please refer rules for provision for exit degree from M.Tech. and Ph.D. programme on <http://www.iitb.ac.in/newacadhome/rules.jsp>

2.2 : Pattern of Courses and Credits

The courses offered for the PG Programmes may be Lecture Courses, Laboratory Courses, Design Courses, Seminars, R & D Projects, Communication Skills (Part I & II), Practical Training and Field Visits.

MR 2.2.1 :

The credits assigned to a course is dependent upon the contact hours associated with the course and is obtained by adding all these hours. The credits for all the available courses are indicated in the Courses of Study Bulletin.

MR 2.2.2 :

Students are required to complete all the credits required for the PG programme as approved by the Senate from time to time.

MR 2.2.3 :

Seminar shall satisfy the following conditions:

- i) Each seminar shall carry four credits.
- ii) Seminar shall be treated as a course for purpose of registration and evaluation.
- iii) Seminar Coordinators appointed by the DPGCs/IDPCs/SPGCs shall organize the Seminars and forward the grades awarded by the panels of examiners to the Academic Office by the end of the Semester.

MR 2.2.4 :

The general credit structure for full-time students for the M.Tech.,M.Phil.,M.Des. and M.Mgt. programmes are given on table 2, 3 and 4 respectively.

3. Course Credit Requirement and Registration for Course**MR 3.1 :**

The total minimum credit requirement for M.Tech./M.Phil. programme is 156+2*+4* including the main project.

* - **Communication Skills (PP/NP courses) courses**

MR 3.2 : Part-time students

Individual departments may work out the exact programme for their part-time students. It is expected that Autumn Semesters will generally have minimum 24 credits and Spring Semesters (including summer months) will have 28 credits.

Registration for I Stage Project will be done in their IV semester and registration for II Project Stage will be carried out along with the grade report for the I Stage evaluation.

(Note: The total minimum credits should be 156 + [2+4 (Communication Skills Courses -Part I & II)]

MR 3.3 :

All categories of students are allowed to register for a **maximum of two UG Courses** for the entire programme, limited to a maximum of one course in each semester. These should be from the approved list, **otherwise they will not be counted** towards the programme credits.

MR 3.4 : Dropping of course(s) (Ref. 207th Meeting of the Senate)

The last date for dropping a course by the student will be two weeks after the mid-semester examination for the semester-long courses and one week after the mid-semester examination for the half-semester courses. The last date for course drop will be included in the Academic Calendar.

MR.3.4 (i) : Course Withdrawn grade (Ref. 221st meeting of the Senate)

After the last date of course adjustment, a student can drop course(s) till the last date of dropping, as announced in the academic calendar. Such courses will appear in the transcripts and final grade card with a 'W' grade (withdrawn grade). These courses will have no impact on SPI/CPI.

MR 3.5 Grade Improvement (Ref 211th Meeting of the Senate)

1. A student in a PG Programme, where minimum CPI for coursework is 6.0, will be eligible for repeating a course for grade improvement if he/ she has a CPI less than 6.0 and has been permitted by PGAPEC to continue in the Programme on Academic Probation.
2. For Grade improvement, a student has to re-register in the course in a subsequent semester if the course is offered. The grade obtained in the re-registered course will supersede the earlier grade and the same will be reflected in the Semester Grade Card and in the Final Transcript.
3. The student can avail this option only for TWO courses in the entire programme and only ONCE for a specific course.

MR 3.6

The students admitted under reserved category (SC/ST) may be permitted to take 1 less course in each semester, or drop one course from the list of registered courses late upto 1 week before the final examinations. This will be with the approval of faculty advisor and PGAPEC or Dean (AP). These students may be permitted to extend their study into the 5th semester for completing their total credit requirements of the programme. They may be permitted to overload one course in the project semesters with the permission of Faculty Advisor. The students will not be given any assistantships beyond 24 months.

MR 3.7 : Transfer of course credits completed under CEP for the students who are not admitted through CEP to the M.Tech. Programme

If a student requests for the transfer of credits towards, the M.Tech. Programme, from among the credits earned from the CEP courses completed by him/her, the period of completion of his/her M.Tech. Programme should not exceed four years from the beginning of the earliest semester from which such a transfer of credit has occurred. The student must complete the programme within four years from the date of original registration.

MR.3.8 Minimum number of students required to run a particular coursework (Ref 229th Senate Meeting)

Minimum of 5 students should be registered in a course to be run as a Department/Institute Elective course. If less than 5 students are registered at any given point of time, the concerned DPGC/Head of Academic units may take a decision on case to case basis.

Even a single (1) student if register for 'Minor' course, the course is required to be offered.

4. Course Assessment and Award of Grades (Amended : 158th Meeting of the Senate)

MR 4.1

For every course taken by the students, he/she is assigned a letter grade on his/her combined performance in all the assessments. These grades are described by the following letters and corresponding grade points.

AA (10 points), AB (9 points), BB (8 points), BC (7 points), CC (6 points), CD (5 points), DD (4 points), FF (0 points), FR (0 points), PP (Passed, 0 points), NP (not Passed, 0 points), AU (Passed, 0 points),DX (0 points) and W (0 points). **Minimum passing grade in a course is DD.**

All grades (including FR, DX, W etc.) obtained by a student will be mentioned in the transcript. (Ref. 225th Senate Meeting)

MR 4.2 – FF and FR grade

The letter grades **FF** and **FR** shall be treated as failure grades. Re-examination may be permitted for a course if he/she obtains **FF** grade. After such re-examination if the student passes in that course, he/she will be awarded the **maximum grade of DD** in that course. If a student does not take or fails in the re-examination, he/she will be awarded the grade **FR**.

FR grade will be awarded in case(s) where, in the opinion of the Instructor (panel of examiners in case of the Projects), the student has inadequate academic exposure to the course/has very poor performance in the in-semester and/or end-semester examinations.

MR 4.2.1(A)

A student getting a **FR** grade has to re-register for the same course if it is a core subject. If this course is an elective course, he/she may register for an alternative course as prescribed by the DPGC/ IDPC/SPGC, without this being counted as an additional courses.

A student who obtains a fail grade in a course more than once, the grade points/credits will figure only once in the numerator as well as denominator, respectively, for the purpose of SPI/CPI calculations. (Ref. 228th Senate Meeting)

MR 4.2.1(B) : 'FR' grade for Academic Malpractice (232nd Senate Meeting)

(i) "FR" grade may also be awarded for Academic malpractices. Details pertaining to Academic malpractices are available at :

<http://www.iitb.ac.in/newacadhome/punishments201521July.pdf>

(ii) Academic Malpractices are severely dealt with. The details pertaining to Academic malpractices are available at :

<http://www.iitb.ac.in/newacadhome/punishments201521July.pdf>

'Deutscher Akademischer Austausch Dienst (DAAD) : A German Academic Exchange Service

This applies to those students who are selected under DAAD scheme and who in some cases, due to ill health, cannot clear a course, of a particular semester in that semester. If the backlog course is not offered in the next semester, they cannot register and clear it in time. These cases will be decided on a case to case basis by the Chairperson, Senate

after obtaining necessary recommendations from the DPGC/ IDPC/ SPGC/ CPGC and Convener, PGAPEC.

The following options may be recommended to clear backlog course(s).

a) Taking course work at the host Institute of equivalent credits.

b) R&D Project: Students may be given an option to register for 6 or 12 courses credits as R&D project work during their entire stay (PC option). If the option is for 12 credits, it can either be taken together in one semester or split into two projects of 6 credits each, taken in two semesters. One cannot register for more than 6 R&D project credits in the first semester. These projects will be evaluated as per norms set by each PC, and awarded letter grades.

MR 4.2.2

(i) M.Tech./M.Phil./M.Des.

A student will be permitted to take re-examination for FF grades in a given semester provided the number of FR grades do not exceed those given in MR 5.2.1(i). The re-examination is assigned 50% weightage and is conducted as per a declared schedule after the semester-end examination.

(ii) M.Mgt.

A student will be permitted to take re-examination for FF grades in a given semester provided the number of FR grades do not exceed those given in MR 5.2(ii) for 50% weightage & immediately after the semester end-examination.

After such a re-examination if the student passes in that course, he/she will be awarded the maximum grade of DD in that course.

Student with FF grade(s) shall be permitted to write re-examination, if after re-examination they are likely to get a SPI/CPI greater than or equal to 6.00. The SPI/CPI will be calculated before re-examination assuming that he/she gets 'DD' grade in re-examination.

MR 4.3 Audit Grade

The student registered for a course as audit shall be awarded the grade AU if they fulfill the requirement of minimum of **80% attendance and duly satisfactory in-semester performance as prescribed by the Instructor**. The Instructor shall include such AU grades in the final grade report for that course. If the student does not qualify for the grade AU, it will be assumed that the course has been dropped by that student.

Mr 4.4 Additional Learning (Ref : 210th Senate meeting)

The students have an option of taking a course as "Additional Learning" These courses will be in addition to the minimum course credit requirement and will not effect the SPI/ CPI, but the actual grades obtained will be shown in the transcript. There will be one-time option of changing the tag of a course. Registration for additional courses will require approval of the faculty advisor.

The option of permitting student to register a course as “Audit” is left to the course instructor.

MR 4.5 II grade (Ref : 207th meeting of Senate)

The grade II shall be awarded to a student in a lecture/ laboratory course if he/she has satisfactory in-semester performance and has fulfilled the attendance requirement, but has not appeared for the semester-end examination. The student will be eligible for a make-up for the semester-end examination if the absence was due to medical reasons or extraordinary circumstances. For re-examination, the student will have to apply to the Academic Office. In case of absence due to medical reasons, the application should be accompanied by a medical certificate issued/ authenticated by IIT Bombay Hospital. In case of absence due to extraordinary circumstances, the supporting documents should be submitted. The Academic Office will decide whether re-examination is to be allowed, after consulting with UGAPEC/ PGAPEC (in case of medical reasons) and Dean AP (in case of extraordinary circumstances). In case a re-examination is allowed and is conducted, the instructor shall decide the final grade on the basis of sum of in-semester and the re-examination marks. The weightage of the re-examination would be the same as that of the final examination that the student has missed. In all other cases the II grade will be converted to FR grade.

MR 4.6 Class Attendance Rules

a) DX grade (Ref : 202nd meeting of Senate) - IIT Bombay expects one hundred percent (100%) from its students from all its classes. In keeping with the diversity of demands of time and situation beyond the students control, IIT Bombay requires from every instructor a declaration of one of the following **TWO Options (A, B)** that he/ she would adopt, for the purpose of accounting for the attendance of the student in evaluation of student performance. The option chosen, should be indicated in the course data as registered with the Application Software Cell (ASC). In case an instructor fails to exercise the choice explicitly, **Option A below, would be the default choice.**

Option A: If the attendance of the student, as counted with effect from the first contact hour held after the last date of course adjustment, falls below eighty percent of the total attendance expected with effect from that date, the Instructor would award the student a **'Drop due to Inadequate Attendance', 'DX' Grade** in that course. This 'Drop due to Inadequate Attendance' Grade would, for the purpose of CPI calculation, be treated as **equivalent to a 'Course Drop' carried out on initiation by the student.** In calculating attendance, no specific concession is to be given for lack of attendance on medical grounds; further, if a student has 80% attendance or more, he/ she cannot be awarded a 'Drop due to Inadequate Attendance Grade". This Option should, in the long run, be administered automatically through the Application Software Cell (ASC), once the automated system for attendance can be put in place.

Option B: The Instructor decides and announces in the beginning, a system of **percentage weight** in student performance evaluation in the course, reserved specifically

for attendance and/or class participation. Penalties in attendance and/or class participation should be reflected only in this component of student performance evaluation. The percentage weight for this 'Class Participation' Component should range **from 0 to 20 percent**. Assigning a zero percent weight for Class Participation automatically implied the earlier Option I – where there was no penalty for shortfall in attendance. This Option should be administered by the instructor himself/ herself.

b) Attendance in classes is expected from the very beginning of the semester. The student would be de-registered from those courses in which they were absent in any one of the first three lectures. (*Ref : 203rd and 208th Senate meeting*).

MR 4.7 Seminar Grade

For the student who has submitted the seminar report in time, but the evaluation of which however could not be completed, the Seminar Co-ordinator shall award the grade II and shall forward the grade report to the Academic Office before the end of the semester. All such II grades shall be converted into suitable letter grades in due course of time, before one month following the end of the semester.

MR 4.8

If a student either does not submit his seminar report by the prescribed date or he/she is absent for presentation on the scheduled date he/she shall be awarded **FF** grade unless he/she is given extension by the coordinator under exceptional circumstances.

MR 4.9

All students who get **FF** grade in the Seminar shall be allowed to complete the evaluation during the period earmarked for re-examination and will not be given a grade better than the grade, **DD**.

MR 4.10 PP/NP Grade

Practical Training, Communication skills – I & II and Field Visits courses will be awarded PP/NP grades. No grade points are associated with these grades and performance in these courses is not taken into account in the calculation of the performance indices SPI or CPI. However, the award of the degree is subject to obtaining a PP grade in all such courses.

5. Performance Requirement and Re-examination in Courses

MR 5.1

The performance of a student in a semester is indicated by a number called the Semester Performance Index (SPI). The SPI is the weighted average of the grade points obtained in all the courses and projects taken by the student during the semester.

Example: Suppose in a given semester a student has taken five courses having credits C_1, C_2, C_3, C_4, C_5 and his/ her grade points in those courses are G_1, G_2, G_3, G_4, G_5 respectively. Then his/ her

$$\text{SPI} = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + C_4 G_4 + C_5 G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

SPI will be calculated (after re-examination, if any) on the basis of the final grades awarded AA, AB, BB, BC, CC, CD, DD and **FR**. The SPI is calculated up to two decimal places.

An up-to-date assessment from the time the student entered the Institute is obtained by calculating a number called the Cumulative Performance Index (CPI). The CPI is the weighted average of the grade points obtained in all the courses taken by the student since he/she entered the Institute. It is calculated in the same manner as the SPI.

CPI for the course credits and the project credits will be separately calculated and will be shown in the transcript, along with the course CPI, Project CPI and overall CPI [Ref : 194th Senate Meeting].

MR 5.1.1

In case of a student clearing a failed course, or a course taken in lieu of an earlier course as approved by the Department, the earlier failed grade would be replaced by the new passing grade in calculation of the CPI.

MR 5.1.2

For CPI requirement of 6.00 (Rule 5.2.4), if re-examination is allowed and taken, CPI will be calculated using the new grade obtained by the student in the re-exam.

MR 5.2 Discontinuation from the programme (Ref. 167th Meeting of the Senate)

MR 5.2.1 (Ref: 182nd Senate Meeting)

(i) M.Tech./ M.Phil./ M.Des.

A student will be required to discontinue the programme if at the end of any semester he/she has two or more FR grades.

(ii) M.Mgt.

A student will be required to discontinue the programme if at the end of any semester he/she has three or more FR grades.

MR 5.2.2 For Master of Management:

A student from M.Mgt. is required to discontinue the programme, if he/she has more than one failed course (with FF grade) at the end of 1st Semester or more than two failed courses at the end of subsequent semesters.

MR 5.2.3

5.2.1 & 5.2.2 will be applied after re-examination, if any, as permitted by Rule 4.2.2.

MR 5.2.4

At the end of a given semester, a student must maintain a CPI of 6.00 (computed with **FR**, if any, but after re-examination grade if re-examination is permitted). Otherwise, the student will be required to discontinue the programme.

MR 5.3 : Academic Probation to the students having lower SPI/CPI than the minimum required for continuation of their studies

(Ref: 184th, 190th and 206th Senate Meeting.)

- a. PGAPEC will directly offer probation to the students who are found eligible as per the norms defined by PGAPEC, without waiting for the appeal from the student. However, the necessary declarations from the students and their guardians would still be taken as per requirements in a reasonable time, after grant of probation.
- b. In some cases, wherein , PGAPEC does not offer Probation to a student, an appeal can be made for probation via DPGC to PGAPEC by the students, which PGAPEC could consider on a case by case basis on its merit.
- c. It will be a one time exercise during the study programme of the students for the period of ONE semester and decided by PGAPEC in consultation with the Faculty Advisor and DPGC.
- d. For the Academic Probation Semester, the students must obtain such SPI as to make his/her **course work** CPI greater than or equal to 6.0 immediately (excluding the dissertation- project work) on including the performance of the semester of Academic Probation. (Ref : 207th meeting of Senate)
- e. **Financial Support during the period of Academic Probation in Masters' Programmes (New Policy) – (Ref. : 198th Senate Meeting)**
 - i. The student who are under Academic Probation may continue to be paid Teaching Assistantship/Research Assistantship at the rates applicable to them.
 - ii. However, no Teaching Assistantship duties should be given to them on account of the need for them, to concentrate on their academic performance and to improve the same.
 - iii. Therefore, these students would be expected to pay Non-Concessional Fees applicable to students of their academic programme.

6. Project

MR 6.1 Project Allotment

MR 6.1.1

Each student shall be given a topic for his project work at the end of the first semester for M.Tech./ M.Phil., by the end of second semester for M.Des. and by the end of third semester for M.Mgt. programmes.

MR 6.1.2

Each student should have a Project Supervisor from the faculty of the parent Department to which he/she is admitted. In addition, Co-supervisor(s) from the same Department/ other Department/IDP Group/Center/School may be co-opted by the Supervisor with the approval of DPGC/IDPC/SPGC.

MR 6.1.3

Whenever a Supervisor leaves the Institute permanently/temporarily, the DPGC/ IDPC/SPGC shall make alternative arrangements for guidance during the supervisor's absence.

MR 6.2 Schedule for Project Assessment (Ref.: 190th and 191st Senate Mtg.)

Schedule for Project Assessment is as per MR 6.2 or as approved by the PGAPEC based on the recommendations of the DPGC/ IDPC/ SPGC.

(A) M.Tech. and M.Phil. Programme**For Full-time Student (implemented from 2008-10 Batch)**

Project Stage	Registration	Submission/Presentation/ Assessment to be completed during the following period:	Submission of Grades to the Academic Office on or before
I stage (Modified)	Registration for I stage will be done in January (II Semester)	1 st September to 31 st October (III Semester)	5 th November of the same year (III Semester)
II (Final) Stage (Modified)	Registration for the II Stage will be carried out along with the grade report for the I Stage evaluation.	30 th April to 30 th June (Just after 4 th semester).	5 th July of the same year (Just after 4 th Semester)

For Part Time Student (implemented from 2007-10 Batch)

Project Stage	Registration	Submission/ Presentation/ Assessment to be completed during the following period:	Submission of Grades to the Academic Office on or before
I stage (Modified)	Registration for I stage will be done in January (IV Semester)	1 st September to 31 st October of the same year (V Semester)	5 th November of the same year (V Semester)
II (Final) Stage (Modified)	Registration for the II Stage will be carried out along with the grade report for the I Stage evaluation.	30 th April to 30 th June (just after 6 th Semester)	5 th July (just after 6 th Semester)

(B) M.DES. PROGRAMME:

I stage assessment	End of June(II Semester)
II stage assessment	By 1 st December (III Semester)
III stage assessment	by end of June (IV Semester)
III stage- special project	by end of June (IV Semester)

(C) MASTER OF MANAGEMENT:

Summer Project	by end of June (IV June)
----------------	--------------------------

MR 6.3 Submission of Project

1. Students are required to submit four soft bound copies of the dissertation atleast two weeks prior to date of defense to the Supervisor, for perusal and modification and atleast one week prior to the date of defense to the Committee for examination.
2. The viva-voce is to be conducted under departmental arrangements.
3. Forms for submission of Dissertation, duly completed must be deposited to the Academic office along with the provisional clearances from Accounts Section and from HCU(Hostel Coordination Unit)/ Hostel.
4. Final grade reports are to be sent by the panel of examiners to the Academic Office on completion of viva-voce.

MR 6.4 (A) Late Submission of Project (Ref. 221st meeting of Senate)

Whenever any project stage is not submitted before the last date as specified in the academic calendar, the student is required to:

- a) Make specific request for extension with justification **(without grade restriction)** upto a specific date for submission **at least 15 days before the last date of submission.**
- b) Pay the Institute fees for the next semester.
- c) Formally register for that semester.

B) Guidelines on Extension of Submission of M.Tech./M.Des./M.Phil. Final Stage Project Report and Examination : (Ref. 218th Senate Meeting)

1. Full semester fee payment will have to be done if the dissertation (final stage project report) was not submitted by the date specified in the Academic Calendar.
2. If the dissertation has been submitted by the date specified in the Academic Calendar, a grace period upto 10 days after the due date of submission of dissertation may be given for conducting the viva voce (on specific requests made well in advance). In case the Supervisor is not available for a long period, an Acting Supervisor may be appointed by the Head of the Academic Unit for conduct of the final viva voce.
3. There will be no grade penalty or restriction for delayed presentation or re-examination (after failure in the first presentation) of the M.Tech./M.Phil./M.Des. Final stage project presentation.
4. The decision of providing Hostel accommodation for students on extension may be taken independently by the Dean (SA)/HCU.

MR 6.5 : Project Evaluation

MR 6.5.1 : Committee Members for Evaluation (Ref. : 159th & 191st Meeting of the Senate)

I Stage	i) Supervisor(s) ii) One Internal Examiner
II (Final) Stage	The Final (II) stage assessment will be done by a Board of Examiners appointed by the DPGC/IDPC/SPGC consisting of the following: i) Supervisor (s) ii) Internal Examiner iii) *External Examiner/Additional Internal Examiner in absence of External Examiner, if approved by the Academic Unit/Department iv) Chairperson: A Professor/ Associate Professor from another academic unit or a different specialization/ research area. The Academic Unit may decide if a Chairperson is needed for the viva or if one of the Internal Examiners can also act as a Chairperson. In case the Internal Examiner happens to be a Professor / Associate Professor, he may be designated to also serve as the Chairperson with prior approval of the Convener, DPGC. (Ref : 210 th Senate meeting).

* The presence of an External Examiner is desirable. However, in case of difficulty in finding an external examiner in the required areas, an additional Internal Examiner may be appointed in place of the external Examiner subject to the approval of DPGC/IDPC/PGC.

MR 6.5.2

The minimum passing grade in each of the project assessments shall be CC.

MR 6.5.3 First stage project presentation (Amended - Ref. 221st meeting of Senate)

In case a student gets a fail grade in the project assessment in First stage he/she should carry out additional work/modifications etc. as suggested by the panel and appear for assessment within one month from the date of previous assessment. No grade restriction will be imposed for delayed presentation/re-examination (if a fail grade is obtained in the first presentation). However, a fine of Rs. 750/- per week (upto maximum of Rs. 5000/-) to be imposed for delayed presentation.

If the student fails in this re-assessment, he/she must repeat that stage completely.

MR 6.6

A full-time student should not take up any other assignment before submitting his/her dissertation.

MR 6.7 Submission of Electronic form of Dissertation/ Report (Ref: 204th meeting of senate)

Dissertations/ Report needs to be submitted in electronic form to the Central Library. Due academic approvals of the final version of the Dissertations/ Reports should be obtained from the supervisor(s) prior to finalizing the archival version of the Dissertation/ Report.

The student shall submit the prescribed form for submission of dissertation/report to the academic unit/Academic Office, duly signed by the concerned, within ONE month, from the successful completion of the defence. If the copies of dissertation submitted after the due date, a fine of Rs. 5000/- per month from the due date of submission till the date of submission will be levied to the concerned student. (Amended in the 207th Senate meeting).

The final transcripts/provisional degree certificate/final degree certificate will be issued only after receipt of dissertations/reports.

7. Temporary Discontinuation

MR 7.1.

In genuine cases, if the DPGC/IDPC/SPGC/CPGC recommends temporary discontinuation **after course work or project stage-I**, the PGAPEC may take a decision on merits for permitting such temporary discontinuation. Such cases will be governed by the following rules. However, they have to submit the following certificates at the time of rejoining the programme:

a) If a break is permitted on medical ground

1. He/She should submit fitness certificates from the Senior Medical Officer of the Institute or an authorized medical practitioner.
2. Joining report through the Head/Convener of the Dept/Centre/School/ID group.

b) If a break is permitted to join a job

1. He/She should submit a relieving certificate from the employer.
2. Joining report through the Head/Convener of Dept/Centre/School/ID groups.

MR 7.1.1

The student must complete the programme within **four** years from the date of original registration for the PG Programme.

MR 7.1.2

He/She has to work at a stretch for a minimum period of **6 - 9** months at the Institute for completing the II stage of project.

MR 7.1.3

When he/she rejoins and commences his/her project the student has to give a seminar on the topic of his/her project before a panel of examiners duly constituted by DPGC/IDPC/SPGC/CPGC.

- (a) If the panel is satisfied that he/she can continue with the original project, **the students will be permitted to continue and the student will submit a detailed programme for the remaining study/project work to PGAPEC through the panel.**
- (b) If the panel is not satisfied, he/she will have to register for the project afresh and will have to work for a new project. **The student will submit a detailed programme for the project work through the panel.**

8. Vacation /Leave Rules

1. They are entitled for - i) Winter vacation ii) Summer break (15 days) for the first year.
2. In addition, they are entitled for a maximum of 30 days leave in addition to public holidays, during the entire tenure of the programme.

9. Procedure to be adopted by students for research work involving human participation

Students whose research work involves human participation (either directly or indirectly), should obtain IIT Bombay Institute Ethics Committee (IEC) approval prior to start of the study or the component of the study involving human participation. IEC approval is mandatory for all such projects. In fact, this is mandated by several funding agencies also e.g. DST, DBT, CSIR and ICMR. IEC approval is also a pre-requisite for such research work to be published in peer reviewed journals of repute. IEC approval cannot be taken retrospectively.

Glossary:

IDP	- Interdisciplinary Programme.
PGPC	- Postgraduate Programmes Committee.
DPGC	- Departmental Postgraduate Committee.
IDPC	- Interdisciplinary Postgraduate Committee.
CPGC	- Postgraduate Committee for Centre
SPGC	- School Postgraduate Committee
PGC	- Postgraduate Committee
PGAPEC	- Postgraduate Academic Performance Evaluation Committee.
CRF	- Course Registration Forms
CAF	- Course Adjustment Forms
FA	- Faculty Advisor
Course List	- List of students registered for a course

Course Credit- Weighted sum of the number for credit hours (L) Tutorial hours (T) Practical hours (P) associated with the course.

SPI - Semester Performance Index, which is obtained by dividing the Semester Grade Points by the Semester credits.

CPI - Cumulative Performance Index which is obtained by dividing the Cumulative Grade Points by the Cumulative Credits.

Updated as on : 2nd July, 2018