INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Rules and Regulations

M.Tech./M.P.P./ M.Des./MBA Programme

Academic Office

2024-2025

July, 2024

Introduction:

Rules are classified into three separate categories as follows: (i) those which may be implemented within a department by DUGC/DPGC, (ii) those that require a decision at the level of A/Dean AP, or UGAPEC/PGAPEC, based on recommendations from the departmental bodies (iii) those that need to be discussed in the Senate for a decision.

Therefore, rules are colored with one of three colors.

1. The color green indicates that the final authority for the rule is the Convener, DPGC.

2. The color yellow, and underlined means that the final authority is Associate Dean(AP)/Dean (AP).

3. The color yellow, without an underline means that the Convener, PGAPEC is the authority.

4. The color pink means that the final authority is the Senate.

5. The rule which is uncolored, is to be implemented strictly.

Any application pertaining to the rule may be sent to the appropriate authority.

I N D E X

Rules for award of exit degree from M.Tech./MPP/MS by Research and Ph.D. programmee, refer https://www.iitb.ac.in/newacadhome/ExitDegreemtechphd.pdf

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INDIAN INSTITUTE OF TECHNOLOGY
Academic Office

Rules for Master of Technology, Master of Public Policy, Master of Design and Master of Business Administration Programme

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.P.P./ M.Des./MBA/ 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.DES., MBA, M.P.P. PROGRAMMES

Programme	Specialization	Offered by Dept/ IDP/ Centre/ School
M.Tech.		
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 7. Ocean Engineering	Civil Engineering
Computer Sc. & Engg.	--	Computer Sc. & Engg.
Earth Sciences	1.Geoexploration 2.Petroleum Geoscience	Earth Science

Programme	Specialization	Offered by Dept/ IDP/ Centre/ School
Electrical Engineering.	1. Communication Engg. 2. Control & Computing 3. Power Electronics and Power Systems 4. Electronic Systems 5. Solid State Devices 6. Integrated Circuit and System	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. Steel Technology 3. Corrosion Sc. and Engg. 4. Computational Materials Engineering 5. Semiconductor Materials and Processing 6. **Process Engineering (Discontinued from 2025 Batch)**	Met. Engg. & Mat. Materials Science
Biomedical Engg	--	School of Biosciences and Bioengineering
Industrial Engineering and Operation Research	--	Industrial Engg. & Operation Research
Systems & Control Engg.	--	Interdisciplinary Group of Systems & Control Engg.
Environmental Sc. & Engg.	--	Environmental Sc. & Engg. (CESE)

Programme	Specialization	Offered by Dept/ IDP/ Centre/ School
Natural Resources Engineering. (upto 2009 Batch) Geoinformatics and Natural Resources Engineering (for batches admitted to the programme fromAcademic years 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
Educational Technology	–	Educational Technology (CDEEP)
M.Des.		
Industrial Design Communication Design Animation Interaction Design Mobility and Vehicle Design	-	IDC School of Design
MBA		
Master of Business Administration	--	SJM School of Management
M.P.P.		
Master of Public Policy	--	Centre for Policy Studies

M.TECH., AND M.P.P. 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.P.P. 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 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.P.P. 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.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 (PP/NP) (** not included in total)	- -	+6	- -	- -	+6**
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

(Note: The total minimum credits should be 156 + 6 Communication Skills Course.

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 Project (III) Stage 1 Project (III) Stage 2	6				12 24	42
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 Project (III) Stage 1 Project (III) Stage 2	6				12 24	42
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 Project (III) Stage 1 Project (III) Stage 2	6				12 24	42
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 Project (III) Stage 1 Project (III) Stage 2	6				12 24	42
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 Project (III) Stage 1 Project (III) Stage 2	6				12 24	42
Total	**84**	**12**	**6**	**18**	**36**	**156**

MASTER OF BUSINESS ADMINISTRATION

Master of Business Administration (MBA) 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

MR 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 <u>TWO</u> 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.
The Faculty Advisor shall be competent authority to approve the course registration in all cases.

1.1.6   A student is not permitted to re-register for a course, which he/she has undergone and in which he/she 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)

1.1.7   *"Any student who registers concurrently for more than one regular fulltime programmes at IIT Bombay OR registers concurrently for a regular fulltime programme at IITB and at any another Institute/organisation, shall be automatically de-registered from all the registered programmes at IIT Bombay."* (Ref. 262nd Senate)

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 September / February 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 from 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 Dean (AP) and the Director 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. Students may not take those courses in the list which are closely allied to their discipline under the Institute Elective. 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.

MR 2. Rules and Regulations

The rules and regulations governing the M.Tech., M.Des., MBA, and M.P.P. 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/she 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.

(c) Conversion from M.Tech. to M.S. by Research programme in CSE for M.Tech. students of CSE (245th Senate Meeting)

Eligibility	CPI of 8 or above in 1st Semester with at least 18 credits and TA/RAP category only (institute RAs are not permitted to apply).
Students	1. Identify a faculty who is willing to guide (must get their concurrence via an email). RAPs MUST continue with the project supervisor. 2. Apply to DPGC for conversion between 10th Dec and 1st April. No proforma, just a letter identifying the faculty member along with their approval email will suffice. 3. Submit first Sem transcript and (potential) guide recommendation with a cover letter requesting conversion. 4. On approval, must satisfy all MS credit requirements.
DPGC	1. Make decision on student's application 2. Inform PGAPEC of decision.
Faculty	1. If student approaches, evaluate and decide whether you want to guide the student. 2. Recommend conversion to DPGC along with student's application.

Program after Conversion :

Conversion after Sem 1 (TA)	**Conversion after Sem 2 (TA)**
1. Sem 1 (already done): Elective courses (expected: 3) + CS 699 count towards M.S. course credit requirement 2. Sem 2 - MS R&D 1 + Seminar + CommSkills + 1 elective 3. Sem 3 - MS R&D 2 + 1 elective 4. Sem 4 - 6 - MS Thesis	1. Sem 1 & 2 (already done): Elective courses (expected: >=5) + CS 699 + Seminar + Commskills count towards M.S. requirements 2. Sem 3 - MS R&D 1 + MS R&D 2 (cannot have same advisor for both R&Ds)

Conversion after Sem 1 (RAP) 1. Sem 1 (already done): Elective courses (expected: 2)+ CS 699 count towards M.S. course credit requirement 2. Sem 2 - MS R&D 1 + Seminar + 1 elective 3. Sem 3 - MS R&D 2 + 1 elective 4. Sem 4 - 6 - MS Thesis	3. Sem 4-6 MS Thesis **Conversion after Sem 2 (RAP)** 1. Sem 1 & 2 (already done) : Elective courses (expected: >=5) + CS 699 + Commskills count towards M.S. requirements 2. Sem 3 - Seminar + MS R&D 1 + MS R&D 2 (cannot have same advisor for both R&Ds) 3. Sem 4-6 MS Thesis

MR 2.1.4 : Dual Degree – M.Tech/ M.Phil./MPP + Ph.D. Programme (Ref:194th & 237th Senate Meeting)

A Dual Degree M.Tech/ M.Phil/MPP + Ph.D. Programme has been approved by the Senate in its 194th & 237th meeting, and approved by the Board of Governors. Students from M.Tech./ M.Phil./MPP Programmes in the Institute can opt to change over to this Dual Degree Programme. For more details, please refer rules and regulations for M.Ph.D. (M.Tech./M.Phil.+Ph.D.) Dual degree programme on

http://www.iitb.ac.in/newacadhome/rulesPG.jsp

MR 2.1.5 : Validity of Registration

The maximum period for which the registration of the student shall be alive for four years from the date of original registration of the student.

R 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, Practical Training and Field Visits.

MR 2.2 A) "Communication Skills" Course (PP/NP course) (Ref:165th, 205th 216th & 231st , 245th & 249th Senate meeting)

a) This course is compulsory for all Master's students.
b) Students are normally required to clear the Communication Skills course within the first two semesters.
c) This course is an addition to the minimum course credit requirement prescribed by the DPGCs/IDPCs.
d) The award of the degree is subject to obtaining a PP grade in this course.

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., MPP, M.Des. and MBA programmes are given on table 2, 3 and 4 respectively.

MR 2.2.5 A) : Use of NPTEL/SWAYAM courses towards the partial completion of regular academic curriculum (245th Senate Meeting)

(1) Maximum of 12 credits of NPTEL/SWAYAM courses are allowed towards partial completion of the credit requirement of the programme, in lieu of Department / Institute Elective courses. Students, who are on Academic Probation can take these courses also in lieu of Core courses.

(2) Students, who are not on Academic Probation can take NPTEL/SWAYAM courses, in "Additional Learning" mode also.

The above (1 & 2) is allowed only on approval from DPGC.

*MR 2.2.5 B) : Mapping of Grades for courses completed through "NPTEL/SWAYAM" and "Exchange Semester in another Institution" (246th Senate Meeting)

Course(s) completed by student(s) outside IIT Bombay by means of NPTEL and / or SWAYAM and / or Semester Exchange, following due approval of DUGC / DPGC, will contribute only towards completion of credits. Grade(s) earned in such courses will not be considered for the SPI / CPI calculation. The transcripts will record such course(s) and the corresponding grade(s) as it is / they are. The students taking up courses outside IIT Bombay by means of NPTEL and / or SWAYAM and / or Semester Exchange shall be eligible for the award of Medals and Prizes.

MR 2.2.5 C) Credit Equivalence of NPTEL/SWAYAM courses with IIT Bombay courses (249th Senate Meeting):
1. 12 Weeks NPTEL/SWAYAM courses would be typically considered equivalent to 6 credits at IIT Bombay. However, in some special cases, DUGC/DPGC/UGC/PGC

may consider and approve 12 weeks NPTEL/SWAYAM course(s) equivalent to 8 credits at IIT Bombay.

2. 8 Weeks NPTEL/SWAYAM courses would be considered equivalent to 4 or 3 credits at IIT Bombay, depending on approval of DUGC/DPGC/UGC/PGC.

MR 2.2.5(D) : Policy for registering/ award of grades for NPTEL/ SWAYAM/ Semester Exchange courses (Ref. 251st Senate)

i. Registration for NPTEL/ SWAYAM courses: Students may register for these courses during registration window as per Academic calendar for that semester. Faculty Advisor can approve these registrations in consultation with DUGC/ DPGC.

ii. Registration for Semester Exchange Courses: Academic Units may register students for these courses as and when student returns from the FRN Institute, as per approval of DUGC/ DPGC.

iii. Grading- As per Academic calendar for that semester along with other courses.

iv. The grades for NPTEL/ SWAYAM/ Exchange semester courses will be allotted as they are by the head and the interface will be accessible through <head.*@iitb.ac.in>.

v. If no grades are allotted during the approved window, the course will be removed automatically from the registration of the students on the last date of Academic Activity, so that there will be no issue in calculating SPI/CPI of the student.

vi. ASC will send the reminders to the students for any non-receipt of grades including NPTEL/ SWAYAM/ Semester Exchange courses.

vii. An Interface may be created for Departmental offices to view the pending grades of their students.

MR 3. Course Credit Requirement and Registration for Course

MR 3.1 : Minimum credit requirement for M.Tech./MPP programme

The total minimum credit requirement for M.Tech./MPP programme is 156+6* 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 + [6 (Communication Skills Course]

MR 3.3 : Summer Registration

i) Masters students may be allowed to register for courses in the summer semester only under an 'Additional Learning (AL)' tag. Such courses cannot be re-tagged as "Elective", even later on.

ii) Students from the graduating batch are allowed to register for summer courses ONLY to complete any courses from their mandatory curriculum in which they have an active backlog.

Registration for summer courses must be done online and approved by FacAd and A/Dean AP.

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 & 254th Meeting of the Senate)

1. A student in a PG Programme, where minimum CPI for coursework is 4.0, will be eligible for repeating a course for grade improvement if he/ she has a CPI less than 4.0 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 Course Relaxation for reserved category students (Ref. 216th & 232nd meting of the PGPC)

The students admitted under reserved category (SC/ST/PwD) may be permitted to take 1 less course in each semester. 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

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.

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

MR 4.1 Grades

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.

AP (10 points [Grade is awarded to students with exceptional performance]), 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.**

The grade **"AP"** indicates exceptional performance and is awarded only in the Course/(s) in which the number of registered students is more than 50. It should not exceed 2 % of the total strength of the particular theory or lab course. The grade **"AP"** is not awarded for 29 projects / seminars.

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 is 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**.

The students will be given only one chance for re-examination in case of FF grade, otherwise the grade will be converted to 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. **The faculty advisors and DPGC/IDPC/SPGC would exercise special care and assist the students in this regard.**

(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 n

'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.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)(a). The re-examination is assigned 50% weightage and is conducted as per a declared schedule after the semester-end examination.

(ii)   **MBA**

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 (ii)(a) 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. (254th Senate meeting)

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 4.0. The SPI/CPI will be calculated before re-examination assuming that he/she gets 'DD' grade in re-examination.

MR 4.3 Audit Grade

A student wanting just an exposure to a course, without the rigors of obtaining a letter grade, can register a course in 'Audit' mode. A course can be audited provided the course is offered in the semester as a credit course for others, and there is no slot clash. Prior permission of the Instructor is required.

To complete a course in 'Audit' mode, the student has to fulfil the requirement as set by the course instructor, such as submission of assignments and minimum performances in in-semester evaluations. A course, successfully completed in 'Audit' mode, can not be considered towards the requirement of Minor or Honors.

A student, on successful completion of the requirements of a course in 'Audit' mode, will be eligible for a 'AU' grade. The 'AU' grade carries zero grade point and is not included in SPI/CPI calculations. The 'AU' grade will be shown in the Transcript.

In case a student fails to complete the requirements of a course, registered in 'Audit' mode, instructor will not assign any grade and the student will be de-registered from the course. The same will be deleted from the student's registration, as it will be assumed that the course has been dropped by that student.

PG student can audit maximum TWO courses per semester.

MR 4.4   Additional Learning (Ref : 210 Senate Meeting, 237th Senate Meeting)

The students have an option of taking a course as "Additional Learning". These courses can be registered at the time of semester registration of courses.   Registration for additional courses will require approval of the faculty advisor. "Additional Learning" tagged 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. The "Additional Learning" tagged courses can be re-tagged as "Department/Institute Elective" and vis-a-versa. "Core courses" cannot be re-tagged as "Additional Learning" or "Department/Institute Elective".

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

Attendance in classes is mandatory from the very beginning of the semester. Students who miss even a single lecture from among the first three lectures of a course, are liable to have themselves de-registered from the corresponding course. **(Ref : 203rd meeting of the Senate)**

DX grade *(Ref : 235th meeting of Senate)* - " 'DX' grade is awarded to students who have inadequate attendance as per following : IIT Bombay expects one hundred percent (100 %) attendance from its students. If the attendance of the student, as counted with effect from the first contact hour, falls below eighty percent of the total attendance expected, the instructor may award the student, a **'Drop due to inadequate attendance', 'DX'** grade in that course. For the purpose of CPI calculation, the 'Drop due to inadequate attendance' Grade would, be treated as equivalent to a **'Course Drop'** carried out on initiation by the student. In calculating attendance, no specific concession may be given for lack of attendance on Medical grounds. Further, if a student has 80% attendance or more, he/ she cannot be awarded the 'DX' grade."

The only exception to this rule are courses where the instructor has declared that no DX grade will be awarded.

The instructor may also reserve some weightage upto a maximum of 20%, for attendance and/or class participation.

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/her 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 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.

MR 4.11 Compensatory time to PwD students (Ref: 239th Senate Meeting- effective from end semester examination of the Autumn Semester 2019-20)

Compensatory time is to be provided to all PwD students across the Institute during written examination.

For PwD Students, 'compensatory time' will not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/ reader/ lab assistant. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time will be allowed on prorata basis. Additional time will not be less then 5 minutes and will be in the multiple of 5".

PwD students must inform the instructors in advance regarding their need for compensatory time during examination.

MR 4.12 "Gender in the Workplace" - GC 101 Course (PP/NP course) (Ref : 249th & 254th Senate Meeting)

1. This is a non-credit Institute core course having 0 credit. The course is compulsory to all students.

2. No grade points are associated with this course and performance in this course will not be taken into account in the calculation of the performance indices SPI/CPI.

3. The course is on an online mode of delivery and will not be more than 3 hours, at a stretch.

4. The award of degree will be subject to obtaining the "PP" grade in this course.

5. Students are required to complete the course in their first semester.

6. Students who failed to complete the course in the above mentioned time period, will be awarded 'NP' grade which will reflect in the transcripts like any other courses, with 'NP' grade.

7. Students who are not admitted to a degree programme, GC 101 is not a mandatory requirement, such as, HBNI, Visiting students.

MR. 4.13 : Teaching Assistant Skill Enhancement & Training (TASET) Program – TA 101 (252nd & 255th Senate meeting)

Overview :
TASET program is designed to introduce TAs to their tasks and responsibilities and enhance their skill set. The program will also guide students in identifying and addressing challenging situations they may face as TAs.

Guidelines for TA 101 :

1. To exclude the following Masters' Programmes from the mandatory requirement : 2 Yr M.Sc., MBA, EMBA, MEng, MDP and e-PGD.

2. To exclude visiting students from this requirements.

3. Only one course TA 101 in the self interactive mode on "Moodle" (same as GC101) to be offered.

4. Grades (PP/NP) for TA 101 to be auto reflected on ADMS after successful completion /non completion.

5. Student will be auto registered/have to register the TA 101 course in their first semester. Students should preferably complete the TA 101 course in their first semester. If not completed, will be auto registered/have to register the course in their next semester, till they complete it and awarded "PP" grade.

6. Students who fail to complete the course or failed in the course, will be awarded 'NP' grade which will reflect in the transcripts like any other courses, with 'NP' grade, till the student completes it and awarded "PP" grade.

7. **Completion of TA 101 to be applicable for all PG and UG DD (B.Tech. +M.Tech., B.Des. +M.Des., B.S.+M.S.) students from batch 2022 onwards.** However, UGTAs from earlier batches who perform TA duty for various UG courses, are required to pass the moodle part of TA 101 to apply for doing TA duty and receive their UGTA-ship from Spring Semester 2022-23 onwards.

8. PhD students (paying non-concessional fees and who joined before 2022) must pass moodle part of TA 101 in order to apply for doing TA duty and seek fee concession. This is also effective from Spring Semester 2022-23 onwards.

9. On non-completion of TA 101 or having 'NP' grade in TA 101 by the student, the continuation of TA duty and release of TA/stipend will be decided by the respective academic units. The student is to be awarded the degree even though the student may not have completed TA 101 or has 'NP' grade.

MR 4.14 : End Semester Examination (257th senate meeting)

The semester-end examination is desirable. If the instructor requires any deviation from having semester-end examination for his/her course, he/she should obtain approval from the respective DPGC, giving the justification, before the beginning of the semester.

MR 4.15 : Disclosing the Evaluated Answer scripts after Semester-End Examination
(259th senate meeting)

A course instructor will make arrangement for students to see all evaluated answer scripts, student submissions and other graded material before finalization of grades for theory as well as for lab courses as per dates published in Academic Calendar.

MR 5. Performance Requirement and Re-examination in Courses

MR 5.1 : Minimum course CPI requirement

The minimum course CPI requirement of 4.0 for continuation in the programme. The minimum overall CPI requirement for graduation (with having passing grade in all the courses & projects counted towards graduation requirement) is 4.00. (254th Senate Meeting)

This is applicable from 2022 batch onwards. For earlier batches the requirement stands status-quo i.e. requirement of minimum 6.0 CPI (for continuation and graduation).

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

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

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.

A student who obtains a fail grade (FR) 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)

The courses which do not form the minimum requirement of the degrees will not be considered for calculation of the SPI/CPI. Such additional courses undertaken and the grades earned by the student will be shown separately. The CPI should include mandatory courses/project.

For M.Tech./MPP :

A) The updated SPI/ CPI will be shown in the transcript only after the last date of grade submission (project and course) as per the Academic Calendar. Till then, only the SPI/ CPI till previous completed semesters will be displayed. [Ref : 241st & 246th Senate Meeting]

B) The Transcript will reflect only two CPI i.e. a) CPI Courses and b) CPI – Courses + Project.

(Transcript for the corresponding Autumn semester will include project stage I grades for CPI calculation.
The CPI Courses + Project be retained to be termed as "CPI (Overall)" at the end of the transcript.
No SPI/CPI displayed in the transcript in the "Semester Project".) [Ref : 241st & 246th Senate Meeting]

For M.Des./MBA:
CPI for the course credits and the project credits are calculated together to obtain SPI/CPI and will be shown as an overall CPI.

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 (254th Senate meeting)

For CPI requirement of 4.0 (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 ,182nd & 254th Meeting of the Senate)

Note : The minimum course CPI requirement of 4.0 for continuation in the programme is applicable wef 2022 batch. For earlier batches, the course CPI requirement for continuation in the programme stands status-quo i.e. 6.0.

MR 5.2.1

(i) **M.Tech./ MPP/ M.Des.**
    a) A student will be required to discontinue the programme if he/she has two or more FR grades in any course at the end of any semester. FR in additional learning course will not be counted towards discontinuation of the programme.
    b) Student shall be discontinued from Masters' programme, if the course CPI is below 4.00 in any semester.

(ii) **MBA**
   a) A student will be required to discontinue the programme if he/she has three or more FR grades in any course at the end of any semester. FR in additional learning course will not be counted towards discontinuation of the programme.
   b) Student shall be discontinued from Masters' programme, if the course CPI is below 4.00 in any semester.

MR 5.2.2

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

MR 5.2.3 At the end of a given semester, a student must maintain a CPI of 4.00 (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. **(254th Senate meeting)**

MR 5.3 : Academic Probation to the students having lower SPI/CPI than the minimum required for continuation of their studies
(Ref: 184th 190th, 206th , 207th & 254th Senate Meeting.)
   a. Student will not have a right to be on Academic Probation. The PGAPEC shall decide on placing the student on Academic probation, on a case to case basis.
   b. 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.
   c. 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.
   d. 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.
   e. For the Academic Probation Semester, the students must obtain such SPI as to make his/her **course work** CPI greater than or equal to 4.0 immediately (excluding the dissertation- project work) on including the performance of the semester of Academic Probation.
   f. **Financial Support during the period of Academic Probation in Masters' Programmes (New Policy) – (Ref. 232nd PGPC Meeting)**
      i. All students on academic probation will continue to pay the tuition fees as applicable.
      ii. Students getting any stipend (TA/TAP/RA/RAP/FA) will continue to get stipend against TA/RA duty.

MR 6. <u>Project</u>

MR 6.1 A) Project Allotment

MR 6.1.1

Each student shall be given a topic for their project work preferably by the end of first semester but not later than by the end of the second semester for M.Tech/M.Des/MPP, and not later than the end of the third semester for MBA 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 6.1 B) To do the Master's projects in the companies (255th Senate meeting)

The student can do the projects in the companies for a period of two months in "Summer" or One semester in the end of programme (i.e. in the last semester of the programme) only, subject to DPGC ensuring the following:

- Supervisor/ Guide should recommend the work proposal and DPGC may approve the same.
- Work proposed in the project should be a part of the MTP.
- Created IP should be equally shared by IITB and the company. DPGC to consult IRCC to formulate the necessary agreement.
- Students will not be paid the stipend during the internship period.
- The Institutes interest must be kept in consideration.
- The students will be required to defend their MTP in person on the campus.

The student need to register and pay the fees as applicable as per their existing category.

MR 6.2 Schedule for Project Assessment

The schedule for Project Assessment is as follows.

(A) M.Tech./M.P.P. Programme

	Stage I	Stage II
Registration	by January*	along with grade report of Stage I
Submission/ Presentation/ Assessment	as per academic calendar	as per academic calendar
Submission of Grades	as per academic calendar	as per academic calendar

*Sem II (TA/TAP), Sem IV (RA/RAP)

(B) M.Des. Programme

	Stage I	Stage II	Stage III	Stage IV
Registration	by January*	along with grade report of Stage I	along with grade report of Stage II	along with grade report of Stage III
Submission/ Presentation/ Assessment	as per academic calendar	as per academic calendar	as per academic calendar	as per academic calendar
Submission of Grades	as per academic calendar	as per academic calendar	as per academic calendar	as per academic calendar

(C) MBA Programme

	Project Final Stage
Registration	by January*
Submission/ Presentation/ Assessment	as per academic calendar
Submission of Grades	as per academic calendar

Please refer academic calendar on http://www.iitb.ac.in/newacadhome/toacadcalender.jsp

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.

MR 6.4 B)   Guidelines on Extension of Submission of M.Tech./M.Des./MPP 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./MPP/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/she may be designated to also serve as the Chairperson with prior approval of the Convener, DPGC. **(Ref : 210th 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 : Minimum passing grade for Masters project (254th Senate Meeting)

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

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 Taking other assignments

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 department 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.

MR 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 though 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.

Kindly note that the period of temporary withdrawal/semester break, which is leave without fellowship, will be counted towards the tenure of the fellowship the student is availing.

MR 7.1.1

The student must complete the programme as per rule **MR 2.1.5** including the break period.

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.**

MR 8. Option for conversion to External (EX) category for completion of one year Masters' project

1. The students who get a job, may apply to convert to 'EX' category.
2. The student must have completed the minimum required course work of the programme to apply for conversion.
3. Student would be required to submit project title, proposed work along with names of guide/co-guide to DPGC. The DPGC will evaluate the proposal and would communicate the recommendation to the PGAPEC.
4. Provision of an External Supervisor will be optional. Student must be in regular contact with the IITB Supervisor for completion of the MTP.
5. Submission of "No Objection Certificate" from the Organization/Institute for completing the MTP at IIT Bombay would be mandatory.
6. The student is required to submit the dissertation like other M.Tech. students and must be present in IITB for all project evaluations.
7. The student must register and pay regular semester fees as applicable to Group-II (Non concessional Tuition fees Group) till completion of their programme.
8. Students will not be eligible for hostel on conversion to External Category.

MR 9. Vacation /Leave Rules (232nd meeting of the PGPC)

1. a) Students admitted for 2 years master programme are entitled for Winter vacation in December and Summer break (15 days) in their first year.

   b) Students admitted for 3 years master programme are entitled for Winter vacation in December and Summer break (15 days) in their first and second 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.

3. Special Leave to attend Seminars/Conferences in India/abroad with regard to their project work / to present research papers, is admissible as follows.

Event	Duration	Stipend	Sanctioning Authority
* Conference / Seminar	5 working day per semester	Yes	Head of the Academic Unit

* Academic leave in excess of above shall be considered by the Dean (AP) on the recommendation of the Convener, DPGC.

MR 10. 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.

(Ref. 251ˢᵗ Senate)

Course no. Allocation : The course nos. allotted to any course is the combination of the academic unit code having 2/3 characters (AE, ME, CL, SOM, GNR, etc.) and followed by a 3/4 digit no. [Eg. Of course nos. : AE202; CL321, CH801, EE4004, SOM711, GNR671 etc.]

Allocation of course nos. for Postgraduate (PG) courses : Generally, the course nos. from 500 to 799 are allotted to PG courses, eg. GS 515, SI 505, ME 616, EE 717 etc. These are usually taken by the students of Master's degree programmes.
The course nos. from 800-999 are allotted to PhD courses, eg. CLS 801, CH 820, CH 823, MA 822 etc. These are usually taken by student in PhD programme.
If the nos. get exhousted, in the range of 500-799, then the course nos. be allotted in the range of 5001 to 7999 for PG courses.
There are some Institute level common courses for both Masters' and PhD students, such as : "XX 899 – Communication skills". The course "GC101- Gender in the workplace" is a course common for all the students, UG, PG & PhD.

Allocation of course nos. for Undergraduate (UG) courses: Generally, the courses from 101 to 499 are allotted to UG courses, eg. AE 215, CS 101, ME 316, EE 417 etc. These are usually taken by the students of Bachelors and Dual Degree (Btech+MTech / BDES+MDES) programmes. If the nos. get exhausted, in the range of 100-499, then the course nos. be allotted in the range of 1001 to 4999 for UG courses.
GC101- Gender in the workplace" is a course common for all the students, UG, PG & PhD.

Allocation of course nos. for common courses for UG and PG both : Generally, the courses nos. from 600 to 699 are allotted for the courses common or UG and PG.

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