

- iii) The application for consideration for admission to another PG programme should be routed through the Postgraduate Committee of the Dept./Group/Centre/ School in which the student was originally registered. It must also be recommended favourably by the Postgraduate Committee of the academic unit (Department/ Centre/ School/ Interdisciplinary Programme) to which the student wishes to be admitted.
- iv) The candidates should satisfy all the academic requirements for the award of the degree for which he is being considered.
- v) DPGC/IDPC/PGC may recommend the time limits for submission of Dissertation/Thesis, if required.
- vi) The request will then be considered by PGAPEC and put up for subsequent approval by the Senate, if the PGAPEC recommends the change.

R.2.4 : Concurrent registration of any PG degree at another Organization by any Student

Any student who concurrently registers for any postgraduate degree at another organization **shall be automatically deregistered** at the Institute.

3. Pattern of Courses and Credits

The courses offered for the Ph.D. Programmes may be : Lecture Courses, Laboratory Courses, Design Courses, Seminars, courses pertaining to Communication skills.

R.3.1 : Course Credit Structure (LTFC)

The credit for a course depends upon the contact hours and self-study hours associated with it and is obtained by adding all these hours. The credits for all the available courses are indicated in the Courses of Study Bulletin.

R.3.2: Credit Seminar

A Seminar shall satisfy the following conditions:

- a) Each seminar shall carry four credits.
- b) The Seminar shall be treated as a course for the purpose of registration and evaluation.
- c) The Seminar co-ordinator appointed by the DPGCs/IDPCs/PGCs shall arrange the seminars and forward the grades awarded by the panels of examiners to the Academic Office by the end of the semester.
- d) A student shall not take more than two Seminars during the entire Ph.D. Programme.

R.3.3 “Communication Skills” Course (PP/NP course) (Ref:165th, 205th 216th & 231st , 245th & 249th Senate meeting)

- a) This course is compulsory for all Ph.D. students.
- b) Ph.D. 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) Exemption from doing Communication Skill course may be given to those students who have completed their qualifying degree programme with Communication Skill course from an IIT. This exemption shall be given only if the Communication Skill course had been completed in the last five years of his/her joining the PhD programme.
- e) The award of the degree is subject to obtaining a PP grade in this course.

R.3.4 Requirement of no. of students to offer a course in a semester (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.

R.3.5 “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.

R.3.6 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.

R.4. A) Course Credit requirements and Registration for courses

All students in the Ph.D. programme are required to acquire the prescribed credits through course work, which shall normally be completed :

- a) Within one year from the date of joining by the students having M.Tech. or equivalent qualification and
- b) Within the first two semesters from the date of joining by the students having B.Tech./M.S./M.A./equivalent qualification.

R.4.1 : Applicable to students with M.Tech. or equivalent degree (Amended : 136th Senate meeting)

- a) The credit requirements for students having M.Tech./M.Phil. or equivalent qualification, will be a minimum of 16 credits i.e. 2 courses and a seminar and maximum of 22 credits. The courses could be taken in any academic unit of the Institute (Department/ Centre/ School/ Interdisciplinary programme).
- b) The students may earn upto a maximum of 4 credits through seminars.

R.4.2 : Applicable to students with M.Sc./M.A. or equivalent degree and admitted to Ph.D. programme in Science discipline

- a) The credits requirements for students having M.Sc./M.A. or equivalent qualification admitted to a Science Department shall be 34 to 46 credits, including seminar course. The courses could be taken in any academic unit (department/ centre/ interdisciplinary programme/ school) in the Institute.
- b) The students may earn up to a maximum of 8 credits through Seminars, which should be spread over two semesters.

R.4.3. : Applicable to students with B.Tech. or equivalent degree and M.Sc. or equivalent degree admitted to Ph.D. programme in Engineering discipline

- a) The credits requirements for students having B.Tech. or equivalent qualification shall be 44 to 56 credits, including seminar course. The same number of credits should also be earned by students with M.Sc. degrees of equivalent qualifications admitted to the Ph.D. programme in any one of the Engineering disciplines.
- b) The students may earn up to a maximum of 8 credits through Seminars, which should be spread over two semesters.
- c) The students may also register for a R&D project to complete credits.

R 4.4: Applicability to Specific departments

R.4.4.1 : Applicable to students of Bioscience and Bioengineering Engineering

The specialization-wise and student's qualifications-wise credit requirements can be decided and administrated by the Department subject to minimum course credit requirements as prescribed by the Institute norms. Students should be informed about the requirements at the time of joining the programme. The completion of the required coursework should be checked by the concerned academic unit (BSBE Department), while forwarding the application for confirmation of registration (Ref : 183rd PGPC meeting).

R.4.4.2 : Applicable to students of School of Management (Amended : 186th Senate meeting)

The course requirement for students entering with an M.Mgt. or an equivalent degree should be a minimum of 40 credits and maximum of 64 credits. For all other students the course requirement would vary between 52 to 64 credits.

Candidates who register for the minimum credits should complete them within two semesters as per rule, whereas students who have been assigned course credit requirements more than minimum, may be considered on a case by case basis by the PGC of the School. Their time period of completion of coursework may be appropriately recommended to the PGAPEC. However, the total period admissible for completing the programme will remain unchanged in all cases.

R.4.4.3: Applicable to students of IDC (Ref: 253rd Senate Mtg.)

| Degree | | | Credits |
|----------------|------------------------|---|---|
| Post-graduate | Design-related degrees | MDes, MFA, MArch, MURP, PG Diploma of NID | Min. 20 credits |
| | All other degrees | | Ph.D. Committee may ask to do additional design courses, up to a maximum of 44 credits. |
| Under-graduate | Design-related degrees | B.Des., BFA, B.Arch., UG Diploma of NID | Min. 44 credits |
| | All other degrees | | Ph.D. Committee may ask to do additional design courses, up to a maximum of 56 credits. |

R.4.5. : Reduction in Course Credit requirement

This rule applies to students who have a coursework requirement of two semesters. The DPGCs/IDPCs shall carefully examine any case of reduction in course credits and recommend such cases to the PGAPEC, giving appropriate justification in terms of any relevant post B.Tech./M.Sc./M.A. or equivalent qualification or proven capacity for independent research. While approving the cases of students who have been recommended by the respective PGCs/IDPCs for reduced course credits, the reason for prescribing such reduced course credits shall be placed by the PGAPEC before the Senate for information. **In no case shall the reduced credits requirements be less than 24 credits.**

R.4.6 : Minimum/Maximum Course credit registration in a Semester

The **full-time students** shall register through their respective Faculty Adviser(s)/ Supervisor(s) for not less than 18 credits in the first Semester of the course programme if the total credits required are 18 or more. However, staff members of the Institute admitted to Ph.D. programme shall register **for not more than 18 credits in the first Semester** of the programme if the total credits required are 28 or more. Other students with course credits requirements below 18 credits shall register through the Supervisor(s) for the entire prescribed credits in the first Semester itself.

R.4.7. : Language Courses

A language course shall not form a part of the minimum requirements of credits, prescribed for students with M.Tech. or equivalent qualification.

R.4.8. : Extension for Commencement of Coursework

Students who are unable to commence their course programme during the Semester in which they have been admitted should apply to PGAPEC through DPGC/IDPCs/PGCs and obtain permission to commence their course work in the following semester.

R.4.9 : The procedure for registration of courses

The procedure for registration of courses shall be as follows:

- a) The students, after payment of prescribed semester fees, complete their registration on-line in consultation with the faculty advisor(s)/ Supervisor(s) in the academic unit. Such registration is required to be approved by his/her faculty advisor/ Supervisor. **(Ref. 235th Senate meeting)**
- b) The Faculty Advisor shall be competent authority to approve the course registration in all cases.
- c) The students, in consultation with the supervisor/faculty advisor, can carry out course adjustment within the time limit provided in the Academic Calendar.

- d) The DPGC/ IDPC/ PGC shall finalize the course programme of the students in consultation with the Supervisor(s).
- e) Recommendations, if any, about reduction of course credits shall be sent to PGAPEC by DPGC/IDPC/PGC in the beginning of the I or II semester along with the applications for registration for due approval.
- f) The Academic Office shall inform the PGAPEC of any discrepancy in the Registration. However, the students should ensure on their own that they comply with the credit requirements listed under R.4.1, R.4.2,R.4.3,R.4.4, R.4.4.1,R.4.4.2. R.4.4.3 above.
- g) The PGAPEC shall approve the course programmes of all students after due scrutiny.

R.4.10 : Adjustment of Course(s)

A student can add to his/her academic load, one or more courses not registered for earlier or substitute one or more courses by others by filling the Course Adjustment Form, within the first two weeks from the commencement of classes provided the course credit requirements as prescribed under R.4.1, R.4.2, R.4.3, R.4.4, R.4.4.1, R.4.4.2, R.4.4.3 remain unchanged.

R.4.11 : Dropping of course(s)

A student may drop courses for which he/she may have registered if the academic load for the given semester is found to be too heavy (Course Dropping Form). Such dropping is permissible till the date as given in the academic calendar provided the credits requirements laid down in R.4.1,R.4.2, R.4.3, R.4.4.1, R.4.4.2 and R.4.4.3 are not violated.

R.4.11 (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.

R.4.12: Duration for 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.

Note :

The student shall complete the prescribed Course Adjustment Form (CAF) and Course Dropping Form (CDF) in consultation with the supervisor/ faculty advisor.

R.4.13 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.

R.4.14 : Transfer of PG level course(s) completed under CEP to Ph.D. Registration (Ref. 210th Meeting of the Senate)

The transfer for PG level courses completed under CEP can be granted if

- i) The courses are deemed to be suitable for Ph.D. coursework by DPGC.
- ii) The courses have been completed within a period of two years immediately preceding the date of joining the Ph.D. programme.

Such students need to fulfill the residential requirement at the Institute.

R.4.15 : Summer Registration

Ph.D. 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.

R.4.16 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.

R.4.16 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.

R.4.16 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.

R.4.16 D) : Policy for registering/ award of grades for NPTEL/ SWAYAM/ Semester Exchange courses (Ref. 251st Senate)

- a) 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.
- b) 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.
- c) Grading- As per Academic calendar for that semester along with other courses.
- d) 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>.
- e) 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.
- f) ASC will send the reminders to the students for any non-receipt of grades including NPTEL/ SWAYAM/ Semester Exchange courses.

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

5. Course Assessment and Award of Grades

R.5.1 : Grade Points

For every course taken by the student, he/she is assigned a grade based 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), and 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'**. Some courses are only associated with PP/ NP grades. In such courses, satisfactory completion is indicated by the award of the PP grade.

The minimum passing grade for all UG and PG courses is DD. **However, PG students should acquire a minimum CPI of 6.00 at the end of each semester.**

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)

R.5.2 : Failure Grades

The letter grades FF and FR shall be treated as failure grades. **Re-examination is permitted for a course if the student 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. (*Ref. : 167th Senate Meeting).

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.