

# POST GRADUATE ACADEMIC COUNCIL



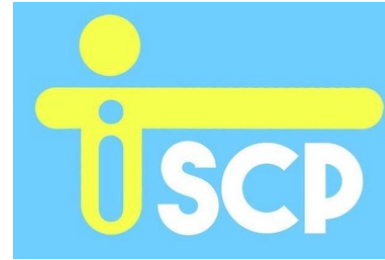
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Graduation is just a beginning

# PG-CAMP

PGAC, ISCP and IRSCP



**Post Graduate  
Academic  
Council**



**Institute  
Student  
Companion  
Programme**



**Institute  
Research  
Scholar  
Companion  
Programme**



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# General Secretary Academic Affairs PG







# Anshu

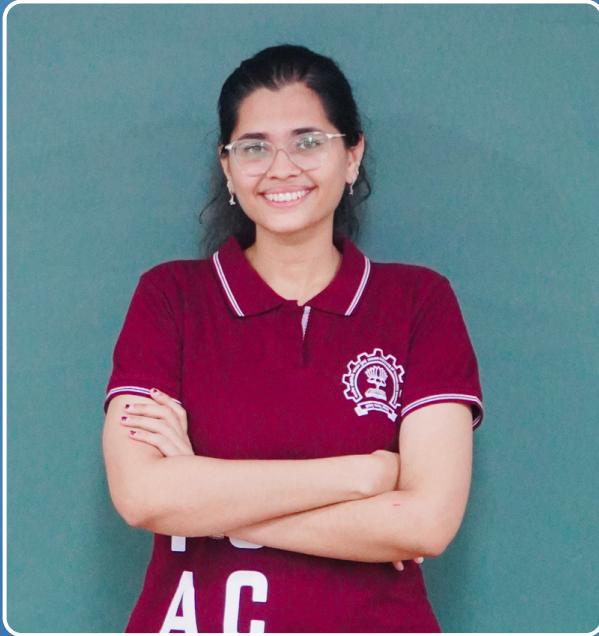
General Secretary  
Academic Affairs

*[gsecaapg@iitb.ac.in](mailto:gsecaapg@iitb.ac.in)*



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**Amruta Iyer**  
Institute Secretary  
Academic Affairs  
(Doctoral)  
*idr@iitb.ac.in*



**Harsh Srivastava**  
Institute Secretary  
Academic Affairs  
(Masters)  
*imr@iitb.ac.in*



**Vishnu T.S.**  
Institute Secretary  
International Relations  
*isir@iitb.ac.in*

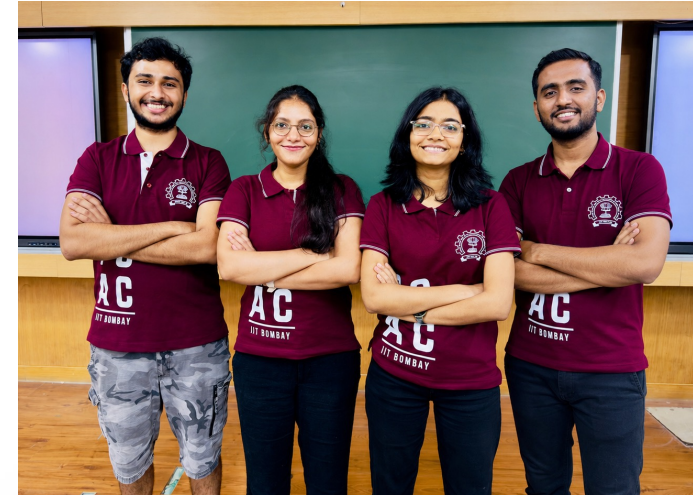




## EXECUTIVE MEMBERS



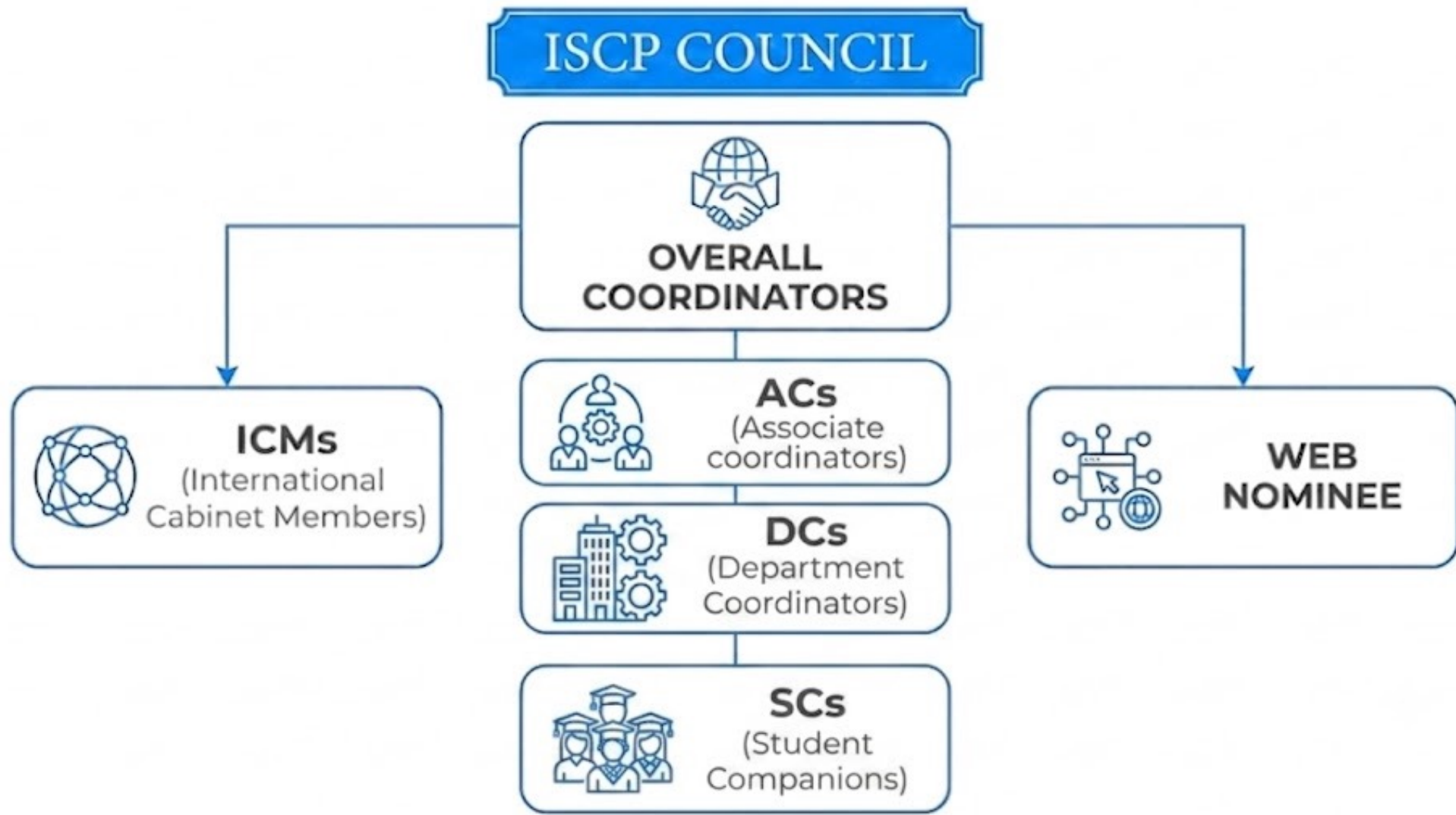
## NOMINEE



## AURAA's

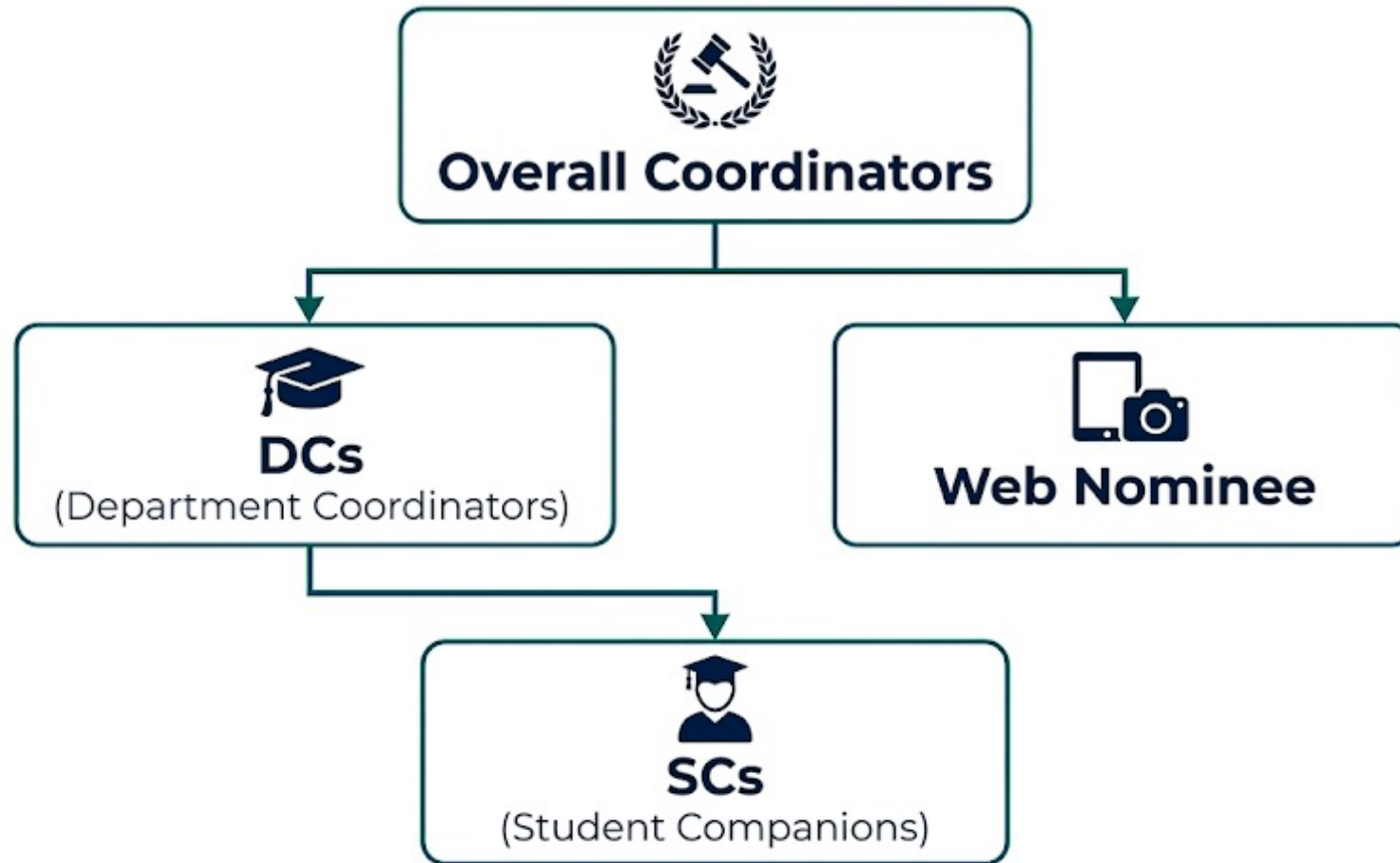


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# IRSCP council



# Academic Malpractices

1



**Impersonating a student in the exam**

Suspension for a semester

2



**Reproducing results in seminar reports**

Warning /  
Loss of 2 grades

3



**Reproducing results in project reports**

Loss of 1 grade / FR

4



**Claiming false results /  
Falsely claiming original  
content in thesis**

Suspension for 1 year  
or more

5



**Tampering with  
official documents**

FR + Suspension  
for 1 semester

6



**Repeated offence**

Suspension for 1 semester



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# Examination Rules



## 15 MIN EARLY

Reach at least 15 minutes before the exam.



## 10 MIN EARLY

Be seated at your seat 10 minutes before the exam.



## NO ENTRY AFTER

No entry 30 minutes after the exam starts.

## IMPORTANT



## ID CARD MUST

No entry without original ID card.



## NO BAGS / MATERIALS

No bags, notes, papers or books allowed.



## ONLY ESSENTIALS

Only pen, pencil, scale, eraser etc. allowed. Open book exam only with instructor's consent.

*Be Prepared. Be Punctual. Do Your Best!*



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# Examination Rules



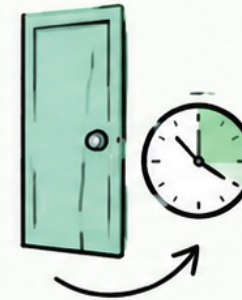
## 1. NO ELECTRONICS

Mobiles, smart watches or any electronic gadgets not allowed.



## 2. LEAVE THEM BEHIND

Items in points 3 & 4 must be kept outside the exam hall at your own risk.



## 3. LEAVE EARLY

Leave such items in your hostel room before entering the exam building.



## 4. RANDOM FRISKING

Security may conduct random frisking at the exam venue.



## 5. NO ANSWER SHEETS

Possession of answer sheets before or after the exam anywhere is an offence.





# Code of Conduct





Handled by **Departments (D-DAC)**  
and/or **Academic DAC (A-DAC)**.



Dept. DACs chaired by **HoD**;  
A-DAC chaired by  
**Dean (Academic Programmes)**.



Procedure for **academic malpractice cases**  
available on the **Academic Office website**.



Scan to view the  
**Academic Malpractice Procedure**



Student representation: General Secretary (Hostel Affairs) is part of the institute-level DAC and wDAC. The General Secretary Academic Affairs (GSAA) (UG) and GSAA (PG) are part of the A-DAC.



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# Code of Conduct



a



No talking to press, media or external agencies about Institute matters **without prior approval**.

b



Unauthorized disclosure of Institute information to media or public is **strictly forbidden**.

c



All media inquiries must be directed to the Institute's designated **spokesperson or office**.



a



Don't post, share or spread any **false information** about the Institute.

b



Don't share **confidential or sensitive** Institute matters on social media.

c



Be **mindful**—don't post anything that could harm the Institute or fellow students.



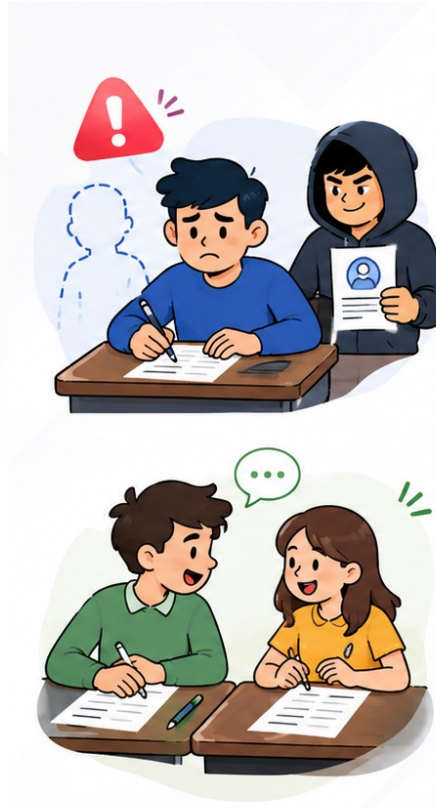
Follow Institute **guidelines and policies** in all online communication.



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# Punishments for Academic Malpractices



## 1 Impersonation during exams

Impersonating another student during exams.



**Penalty:**  
Suspension  
for one semester

## 2 Communicating with other students during exams

a

Verbally communicating with another student (no other evidence, only invigilator's note).



**Penalty:**  
Loss of one grade

b



Other evidence (e.g., identical answers in answer books).



**Penalty:**  
FR grade

c



Passing chits/supplements/other unauthorised material to others.



**Penalty:**  
FR grade

### 3.1 Communicating with other students during exams

If a student is found verbally communicating with another student during the examination, the absence of any other evidence except a signed note from the invigilator, the penalty is loss of one grade.

If however there is other evidence, like identical answers in the answerbooks, then the penalty is an FR grade.

If a student is found passing chits/supplements/other unauthorised material to other students the penalty is an FR grade.

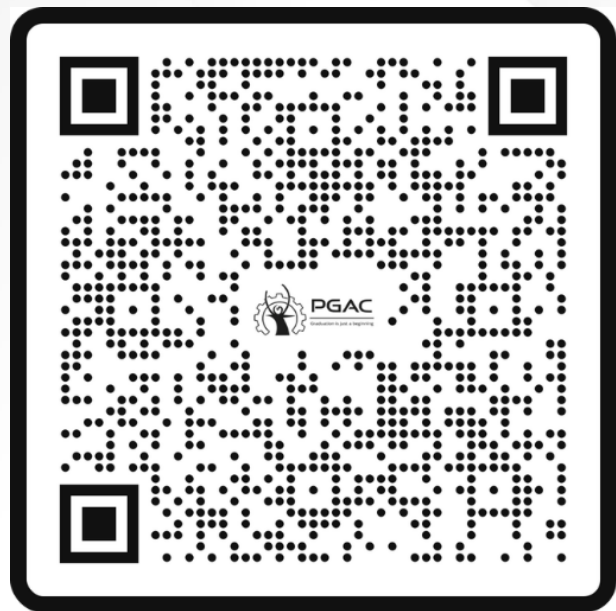
### 1.2 Impersonation of a student during exams

The disciplinary action taken against a student who impersonates another student during exams is suspension for one semester.



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# Punishments for Academic Malpractices



## 5 Plagiarism in Internal Reports

Reproducing material from sources like the web, texts, etc., without proper citations in seminar and project reports.

Penalties for reproducing material in seminar reports without proper citation range from a warning (in case the mistake was unintentional) to loss of two grades in the Seminar. For project reports, the minimum penalty is loss of one grade and the maximum penalty is an FR grade.

In more serious cases, like deliberately claiming false results on experiments, falsely claiming original content in a M.Tech/M.Phil/Ph.D. thesis, the case should be referred to the ADAC and the minimum penalty is suspension for a period of one year.

In exceptional cases, the matter is referred to the Apex Committee and the registration may be terminated, with or without an exit degree depending on the severity of the act. For the Ph.D. thesis, if the ADAC finds that the charges are proved, it may forward the matter to the apex committee which may recommend withdrawal of the degree already awarded to the candidate.



## PLAGIARISM IN INTERNAL REPORTS



Using others' words/ideas from web, books, etc. **without proper citation** in seminar/project reports.

### 1 UNINTENTIONAL (No proper citation)

 **Warning**  
to  
Loss of  
**2 grades**  
(Seminar)

### 2 PROJECT REPORTS

 **Minimum**  
Loss of  
**1 grade**

 **Maximum**  
**FR grade**

### 3 SERIOUS CASES

- Deliberate false results?
- False claim of original work in M.Tech/M.Phil/Ph.D. thesis?



↓  
Referred to **ADAC**  
Min. penalty:  
**Suspension for 1 year**



### EXCEPTIONAL CASES

- Referred to **Apex Committee**
- Registration may be **terminated** (with/without exit degree)



For Ph.D. thesis:  
Apex Committee may recommend  
**withdrawal of degree**



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# Termination Rules- Masters and Ph.D.

## Semester Registration

IIT Bombay follows a semester system, hence registration at the beginning of each semester is mandatory for every student till he/she completes his/her programme of study. If a student does not register in a particular semester without prior permission of the PGAPEC, he/she ceases to be a student and the admission is liable to be cancelled.

Further, if a student does not register for TWO consecutive regular semesters, the admission will be cancelled by the PGAPEC suo moto.



# Exit Degree - Masters

## Applicable for:

- M.Tech., 2-Year M.Sc., MPP, MS by Research, Dual Degree (Master's + Ph.D.), Ph.D. (Exit to MS by Research/MA by Research)

## Eligibility:

- M.Tech./MPP/MS by Research: Minimum 58 credits with  $\text{CPI} \geq 4.0 \rightarrow$  Eligible for PGD.
- 2-Year M.Sc.: Minimum 66 credits (after completion of first year) with  $\text{CPI} \geq 4.0 \rightarrow$  Eligible for PGD.
- Ph.D.: Minimum 1 year of residency,  $\text{CPI} \geq 6.0$ , and successful viva-voce  $\rightarrow$  Eligible for MS by Research / MA by Research (HSS).





# Exit Degree - Masters

## Key Points:

- Exit degree is not an automatic right.
- Requires recommendation by DPGC/PGC and approval by PGAPEC.
- May be granted on the student's request or upon recommendation due to unsatisfactory academic progress.
- *Not applicable to M.Des. and MBA programmes.*



# Termination Rules- Masters

**A Master's student may be discontinued from the programme if:**

- 2 or more FR grades are obtained.
- FR grade is awarded due to inadequate academic exposure or very poor academic performance.
- Core course with FR → Re-registration is mandatory.
- Elective course with FR → Alternative course may be registered as prescribed by DPGC.
- Cases exceeding the permissible FR limit are considered by PGAPEC for termination/discontinuation from the programme.





# Termination Rules- Ph.D.

## Conversion to EXT

### R.1.4 Conversion to External (EX) category (Ref. 248<sup>th</sup> PGPC)

Upon confirmation of PhD registration, the student may be permitted by the Chairperson, Senate, on the recommendation of the PGC of the Academic Unit and with the approval of the PGAPEC, to change his/her category to “External”, subject to meeting the following conditions within one year of conversion:

- (i) No Objection Certificate from the present organization he/she joins and,
- (ii) To be able to get a suitable local Supervisor to act as guide in the broad area of research approved by the PGC of the Academic Unit.

Failure to comply with the above (i) and (ii) shall result in the **cancellation** of the PhD registration.



# Termination Rules- Ph.D.

## APS Performance

### R.8.2.5 : Performance in APS

- i. The APS evaluation report with “Unsatisfactory” and / or “Insufficient” remarks is **treated as Poor Performance** and will *Suo moto* call for a repeat APS within 3 to 6 months from the date of APS, as **recommended** by RPC / PGC of the Academic Unit and approved by PGAPEC. Students, who have completed six years since the date of joining, will *Suo moto* need to repeat the **Progress Seminar** within 2 to 3 months in a similar instance.
- ii. The PhD registration of a student is **liable for cancellation on two consecutive "poor performances"** including repeat APS, at any stage of the programme.
- iii. Failure on the part of a student to present APS and/or Repeat APS, without prior permission of PGC of the Academic Unit and PGAPEC makes his/her Ph.D. registration **liable for cancellation**.



# Termination Rules- Ph.D.

## Registration beyond 8-10 years

**R.8.5 b) : Extension of Registration of Ph.D. programme beyond Six/Seven years (Ref. 260<sup>th</sup> & 265 Senate)**

- i. A student who has completed six years or more from the date of joining in the Ph.D. programme.
- ii. Seven years or more from the date of joining in Masters' programme for students who are converted to Dual Degree [Masters (MSC/Mtech/MPP) + Ph.D.] programme (with decoupling of dual degrees)
- iii. Seven years or more from the date of joining in the Dual Degree programme (M.Sc/MA+Ph.D.)

are required to apply for extension of registration at the time of APS presentation, if not able to present the Pre-synopsis. (Note : Submission of "Part-B" available in the form APS Report-cum-Extension of PhD registration is mandatory)

The student's registration (Ph.D. & Masters+Ph.D.) can be extended till maximum 8 years to all category of students, except External and College Teacher category of students. The Ph.D. registration for 'External' and 'College Teacher' category can be extended till maximum 10 years.

The registration of Ph.D. student shall be suo-moto **cancelled** after completion of 8 and 10 years (from the date of joining) as mentioned above.





# Termination Rules- Ph.D.

## Thesis Submission

- b) The synopsis and final thesis of the student, along with the required submission documents, must be submitted to the PGC of the Academic Unit **within four months of a 'SATISFACTORY' pre-synopsis presentation**. If the student fails to submit the thesis within this period, the Ph.D. registration shall be suo moto cancelled. ***The Repeat Pre-synopsis Presentation shall no longer be permitted.***



# AMS Portal

AMS

Documents Home

Create Document

My Documents

Signed

Rejected

Submitted to me

Sent by me

Key Pairs

Help and FAQ

Fill a Web Form

Select a standard form to submit to be submitted to an institute office

Select a form to be filled:

Choose Form

FILL FORM

Upload a Document

Create a document by uploading PDF file. Note that the maximum size of file is 2MB. Compress the file if it is bigger than this size.

Title

Abstract

UPLOAD AND SAVE

Further Help?



**AMS Help and FAQ**

**[https://youtu.be/fU82V\\_yoHtw](https://youtu.be/fU82V_yoHtw)**



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# Know Your Authorities!



**PROF. SHIREESH B. KEDARE**

**DIRECTOR**



**PROF. RAVI GUDI**

**DEPUTY DIRECTOR, FIA**



**PROF. MILIND ATREY**

**DEPUTY DIRECTOR,  
ART**



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# Know Your Authorities!



**PROF. KOWSIK BODI**

**DEAN SA**



**PROF. HIMANSHU BAHIRAT**

**ADEAN SA**



**PROF. SUDARSHAN KUMAR**

**DEAN IR**



**PROF. SUVARN KULKARNI**

**DEAN AP**



**PROF. PRATIBHA SHARMA**

**ADEAN AP**



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# Institute PoRs

Student bodies under Gymkhana:



IIT Bombay  
Hostel Affairs



IIT Bombay  
Academics (UG)



IIT Bombay  
Academics (PG)



IIT Bombay  
Sports



IIT Bombay  
Culturals



Tech@IITB



SARC



E-Cell



Mood Indigo



Techfest



Insight



NSS



Saathi



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# Support Portals

Five simple steps to lodge a complaint

## 1. Login

Login with your ldap id and password. If you do not have ldap id yet, your mobile number can be used (only) if you are on IITB internal network. For mobile based login, OTP verification is mandatory.

## 2. Provide complainant details

You may choose to share with us your mobile number if you wish to receive SMS notifications. We need your name in case you have used mobile based login. Your intercom phone contact is required as JE/complaint attendant may need to contact you for additional details.

## 3. Choose Complaint Type

Click at desired radio button and select broad nature of complaint.

## 4. Complaint location

System shall prompt last used complaint locations. Use drop-down lists provided below to choose alternate complaint location.

## 5. Describe & Submit

Select category of complaint from drop-down list prompted by the system. Provide additional details in the 'Complaint description' textbox and submit.

**IIT BOMBAY**  
**IITB Maintenance Complaint Portal**

[Home](#)[Logout](#)

Complainant Details

**Complainant name  
(Employee code/ Roll no):**   
☐ On behalf of:   
**Mobile no:**  [If you wish to receive SMS notification, please verify here.](#)  
**Extension no:**  2711  
[Why am I asked to provide an internal phone?](#)

Complaint Details

**Important: Please carefully select appropriate complaint type. Incorrect selection may result in delays or even cancellation of maintenance request.**  
**Complaint type:** ☐ Estate ☐ EMD ☐ PHO ☐ Telephone ☐ Horticulture ☐ Fire and Safety



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# Academic Calendar

|                                                                                                                            |                                                          |
|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Last date for late registration (with fine)                                                                                | 3 Aug 2026 (Monday)                                      |
| Last date for course adjustment                                                                                            | 3 Aug 2026 (Monday)                                      |
| Last date for approving course registration by Faculty Advisor                                                             | 5 Aug 2026 (Wednesday)                                   |
| Dropping of first half semester courses and full-semester courses                                                          | 4 Aug 2026 (Tuesday) -<br>17 Aug 2026 (Monday)           |
| Faculty Advisor-students get-together – I                                                                                  | 12 Aug 2026 (Wednesday)                                  |
| Issuance of mid-semester examination timetable by Academic Office                                                          | 31 Aug 2026 (Monday)                                     |
| Award of DX grades for first half-semester courses                                                                         | 9 Sep 2026 (Wednesday) -<br>11 Sep 2026 (Friday)         |
| Final Course Feedback for first half-semester courses                                                                      | 4 Sep 2026 (Friday) -<br>11 Sep 2026 (Friday)            |
| Last date of instruction/ lectures for first-half semester courses                                                         | 11 Sep 2026 (Friday)                                     |
| <b>Mid-semester examination for full-semester courses and<br/>End-semester examination for first half-semester courses</b> | <b>12 Sep 2026 (Saturday) -<br/>20 Sep 2026 (Sunday)</b> |



**Academic  
Calendar**



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# Rulebook

## MR 1.3 : Institute Electives

Students are not allowed to take those courses as an Institute Elective which are allied to their own discipline. They are allowed to opt 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 approval of his/her Faculty Advisor/dissertation Supervisor together with that of the Convener, PGC of the Academic Unit of his/her academic unit shall be required.

The Half Semester courses can not be proposed/register as an Institute Elective course”.



Rule Books



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# Award for PGs

## 1 ACADEMIC RECOGNITION



### Dr. Shankar Dayal Sharma Gold Medal

For outstanding overall performance, extra-curricular activities & social services.



### Institute Silver Medal

Awarded in each discipline/programme (B.Tech (Hons.), Dual Degree, BS, M.Tech, M.Des, M.Phil, M.Mgt).



### Naik & Rastogi Excellence in Ph.D. Thesis Award

For outstanding research as part of doctoral work at IIT Bombay.

## 2 EXTRA-CURRICULAR AWARDS

### CATEGORIES



Organizational



Cultural



Sports



Technical

### TYPES OF AWARDS



Roll of Honour (ROH)



Citation



Person of the Year (POY)



Colours

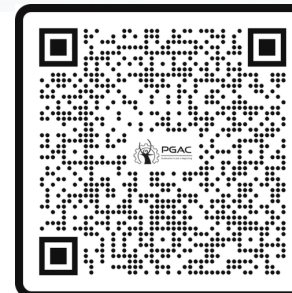


Special Mention

## 3 ELIGIBILITY & DETAILS



For eligibility criteria, application process and more details, refer to the official notice.



Scan to view  
**SAC Constitution**  
March 2018



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# PGAC Newsletter



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# Course Registration

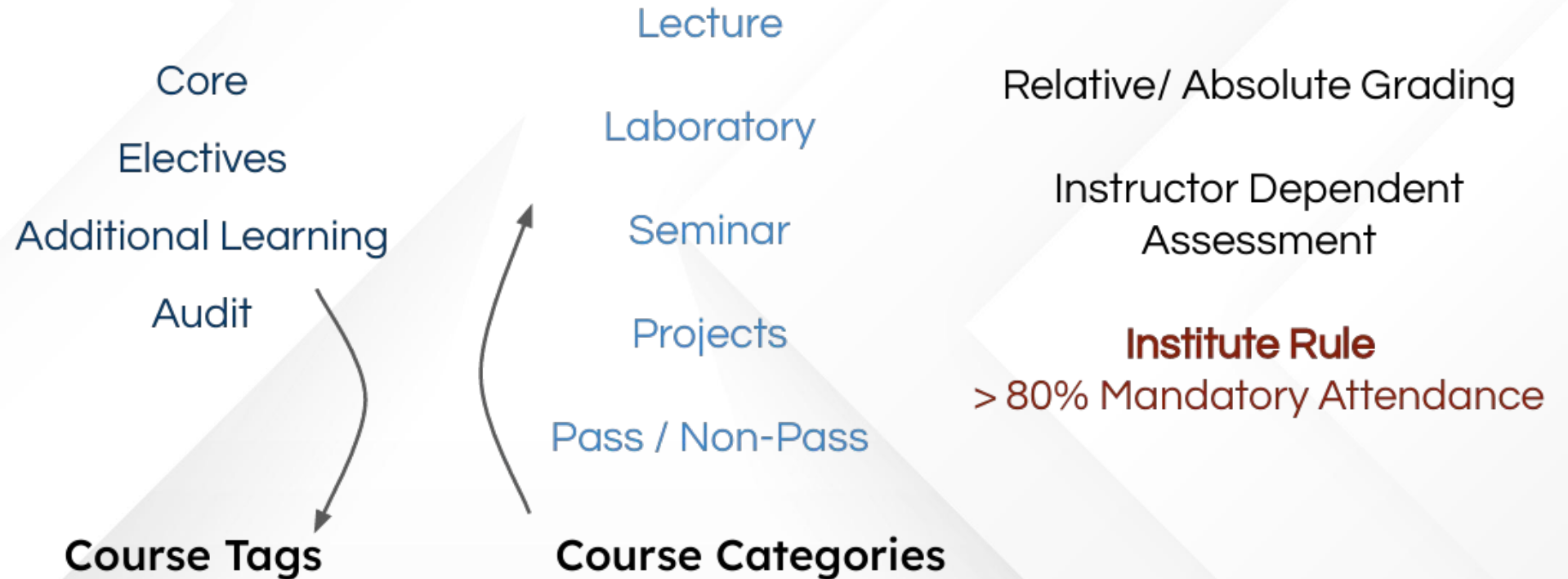


- Course registration mandatory every semester
- No registration for 2 consecutive semesters → **ADMISSION CANCELLED**
- Adjust courses **STRICTLY** within the deadline
- Academic Calendar for all the activities and deadlines



# All About Courses

Course Credits  $\propto$  No. of hrs of Instruction per week





# Grading

SPI/CPI (Semester/Cumulative)

Credited Weighted Average Grade

Minimum Grade Requirements

$CPI < 4$



Academic Probation/ Stipend Reduction

$\geq 2$  FR in one semester



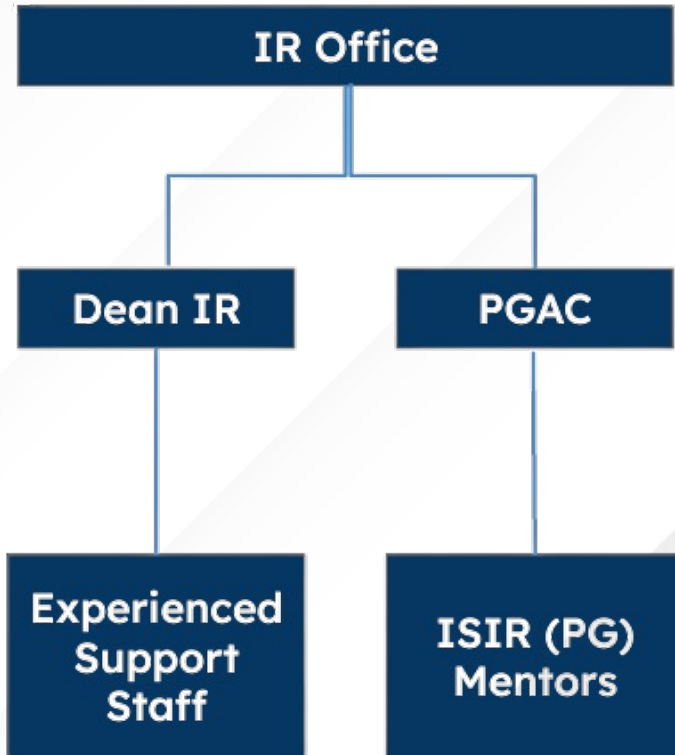
Discontinuation of the Programme

| <u>Letter Grade</u> | <u>Grade Point</u>                        |
|---------------------|-------------------------------------------|
| AP                  | 10                                        |
| AA                  | 10                                        |
| AB                  | 9                                         |
| BB                  | 8                                         |
| BC                  | 7                                         |
| CC                  | 6                                         |
| CD                  | 5                                         |
| DD                  | 4 (Minimum passing grade)                 |
| FF                  | 0 Fail (Eligible for one re-exam; max DD) |
| FR                  | 0 Fail (Repeat course)                    |
| DX                  | Fail (Lack of attendance - Repeat course) |
| II                  | Incomplete (on health grounds)            |
| DR                  | Dropped                                   |
| PP                  | Passed                                    |
| NP                  | Non Passed                                |
| AU                  | Audit                                     |



# International Opportunities

- Program-specific **MoUs** signed with **Top Universities** around the world.
- Access to some of the **top research labs** around the world.
- Network with **esteemed professors** and **peer groups** around the globe.
- **Semester exchange program** for Master's students.
- **Research Collaborations** with various universities offer a great opportunity for PhD students



# How Will PGAC Help?

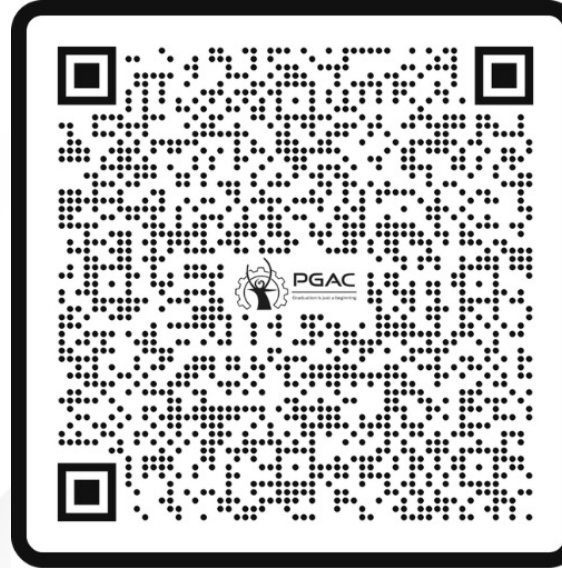
- A **dedicated team** of mentors headed by ISIR(PG)
- Assistance in identifying **suitable exchange programs** and courses
- Support during **application** and **pre-departure** process
- **Interactive sessions** with previously enrolled students
- **Mentorship support** will remain active throughout the exchange program





# ACC Recruitment

## We are now recruiting Freshers!



[https://docs.google.com/forms/d/e/1FAIpQLSfVm9wS-4b4tQSH6OJPUBU6Mfgmcpz68gZ7\\_PqQfgnQ3Q9fig/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfVm9wS-4b4tQSH6OJPUBU6Mfgmcpz68gZ7_PqQfgnQ3Q9fig/viewform)

**Role:** Academic Council Co-ordinator

**Responsibilities:** Work Closely with Events, Policy and Grievance Verticals



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# Important Links



**ASC Internal**



**Academic  
Calender**



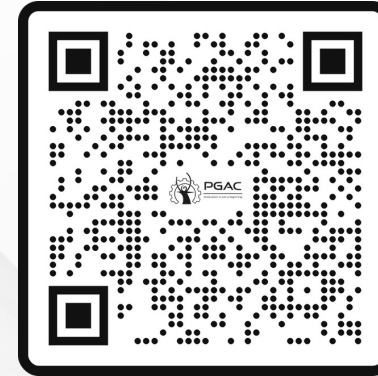
**ASC External**



**Rule Books**



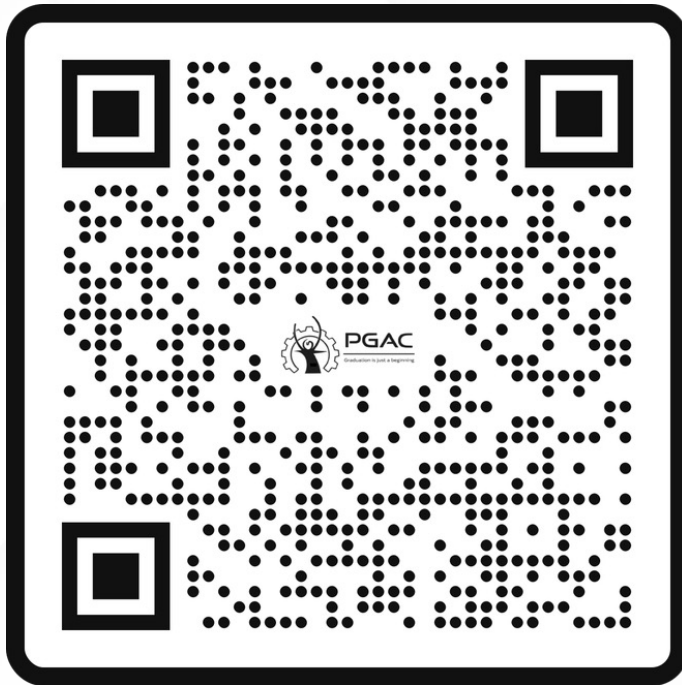
**IR Office**



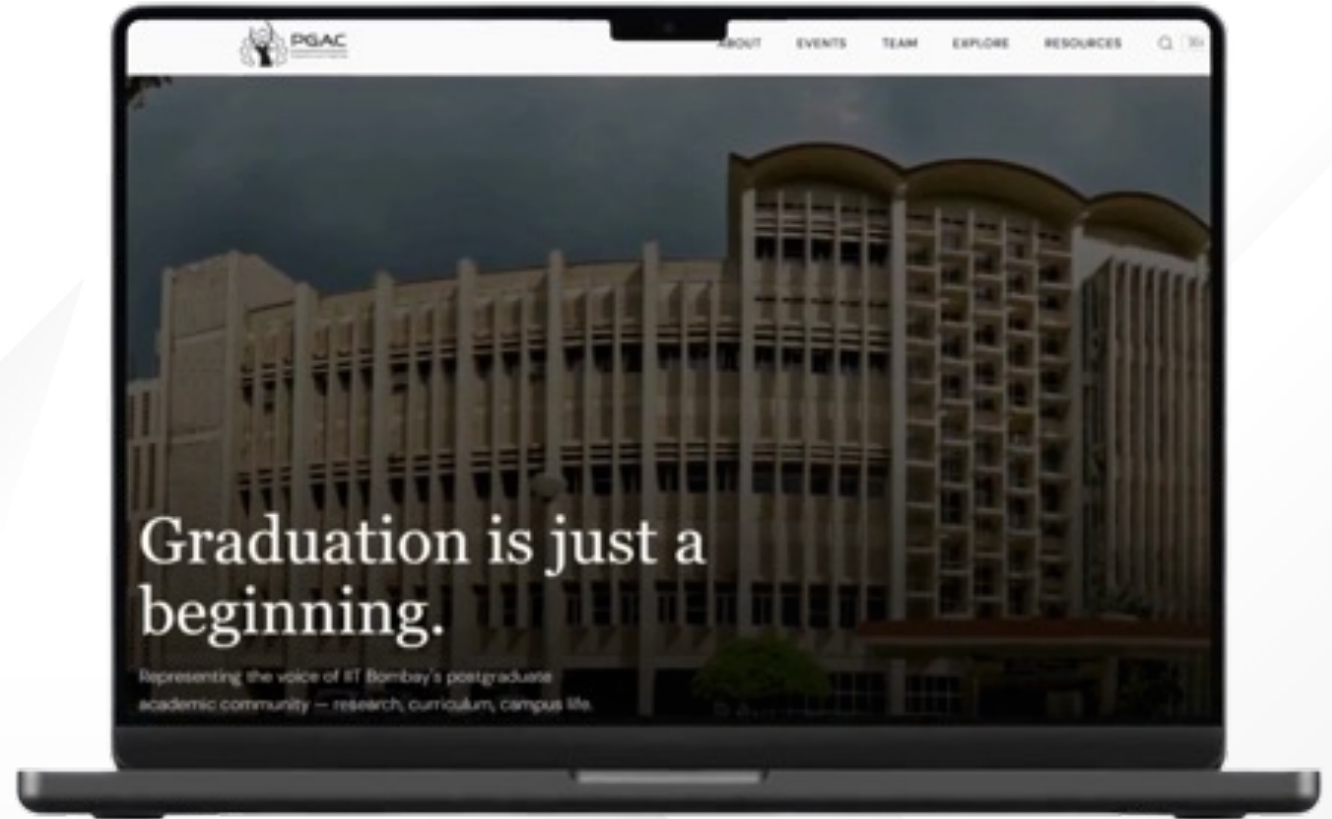
**Grievance Portal**



# Follow Us



*Website*



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# Follow Us

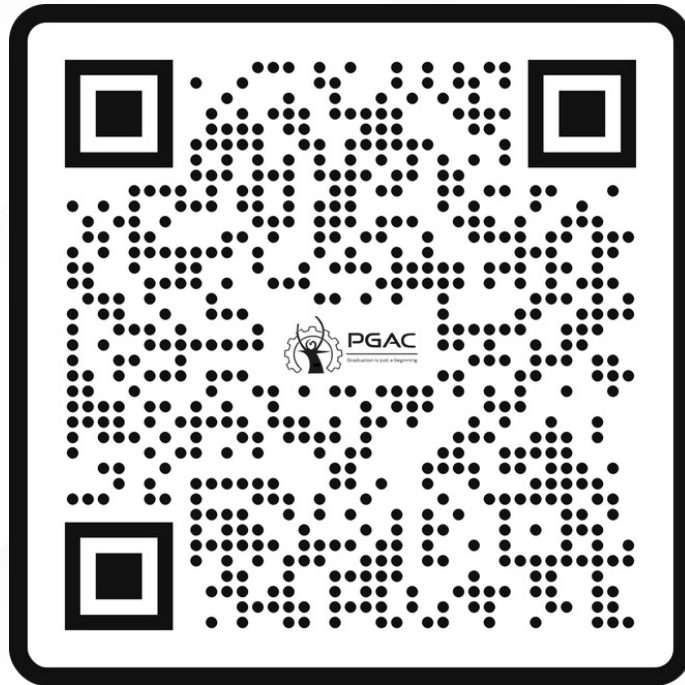


*Grievance  
Portal*

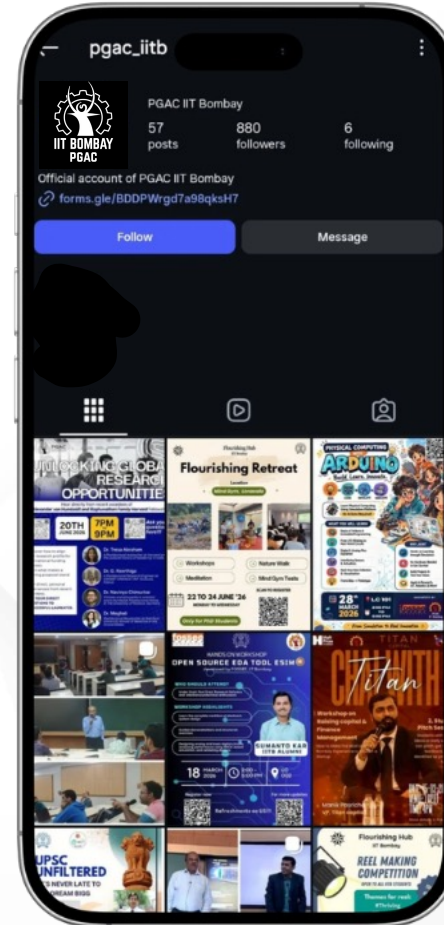


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# Follow Us



*Instagram*



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# THANK YOU

Post Graduate Academic Council

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