Welcome Message from ISCP team

Hello Friends…!

Hearty congratulations on becoming a member of IIT Bombay student community. Institute Students Companion Programme (ISCP) welcomes you to one of the most resourceful campuses in India. You will find the campus also conducive for your overall development.

ISCP is a programme within IIT Bombay Post Graduate (PG) student community. Its primary objective is to develop an atmosphere of cordial interaction amongst the PG entrants and the PG seniors. It will encourage flow of information, knowledge and sharing of experiences among the students.

ISCP strives to provide a senior student companion as a mentor to all newly admitted students. New entrants can contact their assigned companion to discuss their academic and non-academic issues or concerns. Student Companions, enable smooth and gentle transition from the graduation days to post-graduation days. New entrants also feel assured that there is somebody on campus to help them and listen to their concerns. Many times they find a caring friend in companions.

What to expect from a Student Companion:

- Initial information about campus, courses, academics and extracurricular activities.
- Support in case of any problem or difficulty.
- Organization of various academic and nonacademic activities for student’s development.
- Continuous interaction and feedback from students on their needs and requirements.

In short, this is a programme by the students of IIT Bombay, for the new students to ensure their overall development through utilization for all the available resources at IIT Bombay.

Feel free to contact us anytime..!

Email: iscp@iitb.ac.in

Website: https://gymkhana.iitb.ac.in/~scp/scp/index.html

Overall Coordinators, ISCP 2017-18
About ISCP:

The ISCP follows a 3-tier structure with the student companions (SCs) forming the building blocks of the team. Each SC is directly responsible for mentoring 7-10 students allocated to him/her throughout the year. At the department level there are department coordinators (DCs) responsible for keeping a track of the performance of the SCs and conducting various department level activities in collaboration with the other departmental functionaries. The work done by the DCs is monitored by the 3 overall coordinators (OCs) selected by a team comprising the previous OCs and the Deans of the institute. The OCs are responsible for building up the entire ISCP team with the help of the DCs in consultation with the Faculty coordinator. Feel free to contact the OCs or the faculty coordinator directly in case of any problem or query. We are at your service 24x7…!

Message from PGAC

Dear You,

Congratulations. You made it here.

I hope you are settled in by now or will settle in soon. Because you will get busy with your course work soon enough. Anyway… you know a little about us by now. Still, let me introduce us to you again.

I am from the Post-Graduate Academic Council. PGAC in short. It is a council made of up student which works with the Administration for your well-being; mostly academic well-being but not just. An 'AURAA' represents your Department in this council. Hence, he or she represents you. If you have any problem, feel free to contact your AURAA. If an AURAA is not present in your department you should contact your department companion, as we work closely with them. Then, it will be reported to me through the IMR. IMR stands for Institute Master's Representative. Together, we will try to find a solution for you.

I am Deekshith K and I am General Secretary Affairs, PG (GSAA-PG), and undersigned along with me is your IMR.

Congratulations, you.

Objectives:

- To update and improve educational facilities for PG students.
- To take forward and address students’ concerns related to academics and research.
About our Department:

Industrial Design Centre (IDC) at the Indian Institute of Technology (IIT Bombay) offers an excellent environment for academics, research and applications in the field of design.

IDC has academic programs in the areas of Industrial Design, Visual Communication, Interaction Design, Animation and Mobility & Vehicle Design. The education Programme at IDC is a unique mix of pedagogic experimentation with pragmatic design approach and blends hard-core problem solving with design research. New thoughts, philosophies and research into several aspects of design are experimented and integrated to have continuous revitalization of the academic programmes at IDC.

Several areas have been identified for research. Faculty members along with students and other research and design staff work together on these issues.

The centre interacts with industries and institutions for promotion and awareness of design. These are in the form of organizing seminars, conducting short term courses and workshops. In the area of design practice, IDC offers professional design consultancy and advisory services to industries and other organizations.

For more details about our department follow the below link

http://www.idc.iitb.ac.in/index.html

Message from Student Representative:

I welcome you all to the IDC Department, IIT Bombay. One of the prime reasons that has made IIT Bombay the most sought after institute is its rich student life. It might be that the last few years of your life have mostly been spent with books, but trust us the next few years here at IIT are going to be way different and cheerful!

A lot of events, workshops, talks are organized in the department to keep the students aware about the current work going on in research. Only thing expected back will be passion and hard work!

Even if you feel overwhelmed by swarm of activities and academics keep calm and have faith in yourself; remember that your faith has helped you reach so far! All the best for your stay at IITB (A Place Where Dreams come true.)

Manasi Mankad
Department Coordinator

ISCP
ISCP Team

**ISCP Overall Coordinators**

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Bidyut Dutta</td>
<td>9474385908</td>
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<td>Neena Picardo</td>
<td>9833736703</td>
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<tr>
<td>Salai Sivasubramanian</td>
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</tbody>
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**ISCP Department Coordinator**

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<tr>
<th>Name</th>
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<tr>
<td>Manasi Mankad</td>
<td>9167 989 166</td>
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**ISCP Student Companions**

<table>
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<tr>
<th>Name</th>
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<tr>
<td>Rahul Kumar Sharma</td>
<td>9718 323 552</td>
</tr>
<tr>
<td>Navodit</td>
<td>8859 774 499</td>
</tr>
<tr>
<td>Rishab Singh</td>
<td>9838 981 144</td>
</tr>
<tr>
<td>Pranav</td>
<td>9158 929 194</td>
</tr>
<tr>
<td>Silpa Murali</td>
<td>9840 221 683</td>
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**Important Websites:**

1) **IITB Internet Access:**

   Link: [https://internet.iitb.ac.in/logout.php](https://internet.iitb.ac.in/logout.php)

   Purpose and Procedure: Your roll number will be provided to you during institute orientation with welcome kit. You should remember this 9 digit roll number. You will get an LDAP id which you can use to browse the internet. The default id is your roll number and default password is your date of birth and you can change it later.

2) **Application Software Centre (asc) – Administration**

   Link: [http://asc.iitb.ac.in/](http://asc.iitb.ac.in/)

   Purpose: This website is the main interactive website for a student for all of his/ her administrative requirements. From paying your fees to checking your grades, all can be done on this website. The website also has links to all other websites of the institute. Some of the most important facilities offered by this website are given under:

   - Payment of fees
   - Registration and de-registration from courses
• Checking previous year's grading stats for any subject
• Brief contents of all subjects being offered
• Own personalised timetable
• Checking of own academic performance (grades)

3. Moodle – Academics

Link: http://moodle.iitb.ac.in

Purpose: This website provides academic interaction between students and faculty for all courses enrolled by a student. You can download study material/ books/ notes uploaded by a professor/ TA and also submit projects etc here. The website also offers a interaction platform where you can interact with the Professor/ TAs/ other students on any subject related matter.

4. GPO – Mailing interface

Link: https://gpo.iitb.ac.in/src/login.php?secure_login=yes

Purpose: This is your personalised e-mail in IIT. Every student gets one when you enrol. Along with normal mail, here you also get alerts for registration/ deregistration of courses, fees payment and any broadcast on moodle among others. The general email id looks like: [yourrollnumber]@iitb.ac.in

5. Central Library –

Link: http://www.library.iitb.ac.in/

Purpose: The website for the central library offers a search engine for books available in the library. You can also check the number of books issued at any given time, renew them and “queue” up for any book already drawn by some other individual.

Worth to Know:

CPI System:

Like most of the engineering institutes IIT Bombay also follows Grade Point system here which is known as CPI system (Cumulative Performance Index). For every course taken by the students, he/she is assigned a letter grade based on his/her combined performance in all the assessments. These grades are described by the following letters and corresponding grade points.

<table>
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<tr>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>AP</td>
<td>10</td>
<td>FR</td>
<td>0/Fail (Repeat the course)</td>
</tr>
<tr>
<td>AA</td>
<td>10</td>
<td>DX</td>
<td>Fail due to lack of attendance</td>
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**DD Grade**

Minimum passing grade in a course is DD.

**FR Grade**

The letter grades FF and FR shall be treated as failure grades. FR grade will be awarded in cases where in the opinion of the instructor, the student hasn't had adequate academic exposure to the course and should therefore repeat the course. FR grade may also be awarded in cases of minor malpractice in examinations/assessments. A student, whose in-semester performance is very poor, may be awarded the 'FR' grade by the instructors, even if he/she had missed the end-semester examination due to any reasons. If a student either does not submit his seminar report by the prescribed date or he/she is absent for presentation on the scheduled date he/she shall be awarded FF grade unless he/she is given extension by the coordinator under exceptional circumstances. Re-examination may be permitted for a course if he/she obtains FF grade. After such re-examination if the student passes in that course, he/she will be awarded the maximum grade of DD in that course. If a student does not take or fails in the re-examination, he/she will be awarded the grade FR. 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.

**DX Grade**

The grade DX in a course is awarded if a student does not maintain the attendance requirement in the Lecture/Tutorial classes. The DX grades may also be awarded to the students having bad or incomplete in-semester records on non-medical reasons. The DX grade will be declared in the first week of November for the Autumn Semester Courses and in the first week of April for Spring Semester Courses (in general one week before the semester end exams). A student with DX grade in a given course is not permitted to take the semester-end examination in that course. She/he is also not eligible for 50% marks re-examination in that course. Such a student has to re-register for the same course whenever offered. DX Given to students with attendance shortage. This does not count in the SPI / CPI. However it will be counted as a backlog.

# Incomplete Grade (II)

Grade 'II' is awarded in a lecture/lab course if a student has satisfactory in-semester performance, but has not appeared for the end-semester examination on medical
grounds. The student is entitled for 50 marks re-examination given at the end of the particular semester. ‘II’ grade will be converted into a performance grade (depending on the overall performance in the course) after the re-examination.

## Audit Grade (AU)

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

### Dropping of course(s):

If any student finds his course load to be too heavy then he can drop one or more of his courses within a stipulated time. Even the core courses can also be dropped in condition of that he/she/ he will complete the dropped course(s) within his degree tenure. In case of electives the student need not to take the same courses, she/he can select any other elective(s) as well. 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. The last date for dropping a course by the student will be two weeks after the midsemester 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.

### Grade Improvement:

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.

Refer to: [http://www.iitb.ac.in/newacadhome/rules.jsp](http://www.iitb.ac.in/newacadhome/rules.jsp)

### Information of M. Tech Project:

The faculties will float their topics with the scope and their requirement (students of particular specialisation, CPI etc.) in [http://surveys.iitb.ac.in/](http://surveys.iitb.ac.in/) in a certain time which will be mentioned later on (probably in between December to February). Next, the
students have to approach the respective faculties based on their interest and eligibility. If the number of applicants to a particular topic is more than the requirement of the respective faculty, there will be a screening procedure conveyed to the faculty/department.

TA work:

Students will be allotted by the office if available. Attendance is compulsory and every student (TA category) is expected to mark her/his daily attendance in the Department office by 17:00 hours. Stipend: ₹12,400/-.

Leaves:

Students are entitled for: i) Winter vacation ii) Summer break (15 days) for the first year.

In addition, they are entitled for a maximum of 30 days leave in addition to public holidays, during the entire tenure of the programme. To avail leave students need to fill the leave application form (found in office) and get it signed by their respective Faculty Advisor/Guide and submit it in the office.

Some Important Links:

STAB : https://stab-iitb.org/
IITB library : http://www.library.iitb.ac.in/index.php
Entrepreneurship cell: www.ecell.in
DAAD scholarship : www.daaddelhi.org/en
Gymkhana IITB : https://gymkhana.iitb.ac.in
SARC : http://www.sarc-iitb.org/
Software by IITB : http://ftp.iitb.ac.in/
International relations: http://www.ir.iitb.ac.in/
Lost and found: https://gymkhana.iitb.ac.in/~hostels/lostnfound.php

Some Important Information for Fresher’s:

- Ambulance: 1101/1110
- Hospital: 7051
- Main Gate: 1123
- Y Point Gate: 1121
- Public Health Office: 7056
About this Handbook

Content

IDC Website: http://www.idc.iitb.ac.in/people/faculty.html
ISCP Website: https://gymkhana.iitb.ac.in/~scp/scp/index.html

Designed by

Manasi Mankad

Department Coordinator, IDC
ISCP(Institute student companion programme) 2017-18