

ChE Department Undergraduate Policy Note

Preamble: The following departmental undergraduate policies are based on the institute rules and past DUGC decisions.

1) Faculty advisors: Every batch (year-wise) has 4 faculty advisors, with approximately 30-32 students assigned to each faculty advisor. All academic related letters, applications, documents, etc. need to be routed through faculty advisors. DUGC or department head (HOD) will not accept/entertain any academic related requests without the approval of the faculty advisor.

2) Course registration:

a) Course curriculum: The new course curriculum which is in effect from 2013 after doing away with direct entry Dual degree program is provided in Annexure 1.

b) Course loading and categories: Students should strictly adhere to the category based course loading prescribed by the institute. Students are categorized based on their academic standing. Annexure 2 has details on student categories and the course loading norms. Overloading of courses can be done, as per existing norms set by the senate, only after approval from faculty advisor.

c) Minors/Honors/SLP/BTP: Substitution of honors courses with M. Tech. core courses is not permitted when the student has a chance to register for the honors courses before stipulated time for completion of their B. Tech. / Dual degree programs.

BTP is open only to final year B.Tech. students on an optional basis as an additional learning component. B.Tech. (Honours) students cannot register for both SLP and BTP in the same semester. SLP is open only to B.Tech. (Hons.) and dual degree students in the 4th year. Details of the BTP and SLP courses are provided as Annexure 3.

d) Courses from other departments: ChE core courses can be done only in the department. Courses done in any other department cannot be tagged as core courses. Other department courses cannot be tagged as departmental electives, except under special circumstances with prior approval from the department. Additionally, students doing their DD projects or BTP will be allowed to take other department courses as departmental elective with permission of their project advisor, provided the said course cannot be taken as an institute elective.

e) Course tagging: Every course is tagged by the student at the time of registration. After that, students can re-tag courses only twice during their stay at IITB. First re-tagging can be done in the second last semester and the second re-tagging can be done in the last semester. However, any course that has been once re-tagged will be unavailable for re-tagging at the second opportunity. Core courses can under no circumstances be re-tagged.

Tagging Rules

(i) Core -C, (ii) Department Elective -D, (iii) Institute Elective - I, (iv) Additional Learning Minors - M, (v) Additional Learning Honours - O/ E (Honours core/ elective), (vi) Additional Learning Others – T

The following re-tagging is allowed:

Tag code	Tag description	Can be re-tagged as
T	Additional Learning	{D,I,O,E}
C	Core Course	
D	Departmental Elective	{O,T,E}

O_____ Honours Course_____ {D,E,T}
 E_____ Honours Elective_____ { D,O,T}
 H_____ Humanities Elective_____ {T}
 I_____ Institute Elective_____ {T}
 M_____ Minor Course_____ {I,T}

f) Summer courses: It is not mandatory for the department to run summer courses. All summer courses related requests should be made only through the department head. Faculty members will not entertain or discuss summer courses with any student. It is the prerogative of the individual faculty member to run or not run a summer course. Any canvassing for a course, by students could lead to the cancellation of that course, if deemed appropriate by the head.

g) Exchange program: Final year students, students with backlogs or CPI below 7.0 (at the time of application) are not allowed to go on a semester exchange program. Students wanting to apply for an exchange program are required to get the prior approval of DUGC. A course plan for the rest of their stay in IITB and a course mapping with the external university that is cleared by the respective faculty advisor needs to be submitted to DUGC at least 2 weeks before institute deadline. A format for the application to be submitted to the DUGC is provided in Annexure 4. No changes in the courses will be allowed after the approval. Special allowance for overloading of courses in a subsequent semester at IITB, if needed, will be allowed only for Category I students.

3) BTech to Dual Degree conversion in the new curriculum:

- Students interested in the Dual Degree program should register for and complete the additional Honours courses; and apply for the conversion only at the end of the seventh semester. This will also allow the Supervised Learning Project (SLP) I or the elective grade to be factored into the selection mechanism for conversion to DD.
- CPI criteria for direct conversion to Dual Degree will be $CPI > 7.0$. Students with CPI below 7.0, who have completed three Honours courses, may apply for a conversion if a faculty member who has taught or supervised a project conducted by the concerned student is willing to recommend such a conversion, after which DUGC will decide on a case-by-case basis.
- Request from concerned students to revert back to the BTech degree programme will be considered as per existing senate rules.

4) Academic Malpractice: All students joining the department are required to sign the honor code. A copy of the honor code is put as Annexure 5. Disciplinary action on students resorting to academic malpractice will be taken as per the honor code and the institute guidelines.

5) Theory course policies:

- Attendance requirement in theory courses is faculty dependent.
- End semester re-exam is allowed only on medical and family bereavement grounds.

6) Student grievance redressal: All student grievances related to academic matters should go through proper channel, i.e. through facad to HOD and then to DUGC.

Summary of Credits

BTech Credits:

Total Credits (sem-wise): $35+34+33+38+34+32+35+34= 275$

Honors Credits:

275 (BTech credits) + 24 (4 electives) = 299

Honors Courses:

Out of the four honors courses, two are core courses and two are electives.

Dual Degree Credits:

299 (Honors credits) + 24 (4 Electives) + 72 (DD Project) = 395

4. SPECIAL FEATURES IN REGISTRATION

The curriculum has special features that a student must be aware of while registering for courses. These include institute core courses, department core and elective courses, non-departmental courses, minor and honours options. Registration for courses depend on the academic standing of the student, as explained in this section. The registration for backlog courses and audit courses are also explained in this section.

4.1 Academic Standing :

Depending on the overall academic performance of a student till date, especially in the two preceding regular semesters (Autumn and Spring) registered, academic standing of the student is decided. The performance in courses registered in addition to the prescribed minimum requirement for the degree is not taken into consideration while determining the academic standing. (Here, failed courses refer to courses in which a FR or a XX grade has been awarded. A NP (not passed) grade is not counted towards failed courses in the context of determining the academic standing) Categorization of the academic standing of a student is as follows :

Category I : Excellent Standing : A student who has no backlog courses (failed courses which have not been cleared subsequently or dropped courses), and has a CPI equal to or greater than 8.0, subject to having cleared the total number of credits prescribed upto that semester in his/her discipline..

Category II : Satisfactory Standing : A student who has registered for at least 18 credits in each of the two preceding regular registered semesters and not failed in any course in these two semesters.

Category III : A student who has not failed in more than one course in the two preceding regular registered semesters, subject to having earned at least 18 credits in each of the semesters.

Category IV : A student who has failed in more than one course in the two preceding regular registered semesters, but has earned at least 18 credits in each of the semesters.

Category V : A student who has not earned at least 18 credits in either one of the previous two regular registered semesters.

Only students of standing of Category I, II or III are permitted to register for normal load described below (Sec.4.2). Category IV and Category V students should register for lower credits as described in Sec.4.3.

4.2 Normal load

The total requirement of credits for the B. Tech. is between 252 and 264, depending on the discipline. The average prescribed credits per semester is therefore around 33 credits. Similar semester credits are prescribed for Integrated M.Sc. students too. In the first semester of the first year, the normal semester load is 33 or 34 credits depending upon whether a student has registered for ME 119 (5 credits) or ME 113 (4 credits). Every student registers for all the prescribed courses. In the second semester of the first year, a student of Category III, and category IV (if not recommended for termination, see Sec.7.3) as a special case, will be permitted to take one backlog course in addition to the prescribed minimum, with the specific recommendation of the Faculty Advisor. No student will be allowed to take courses from later years in this semester. Category V students will register for reduced load as advised by the Faculty Advisor (See Sec. 4.3) In subsequent semesters, every student must register for a minimum of 18 credits each semester. In case a student with backlogs has completed most of the minimum credit requirements, she/he may register for the remaining courses which are available in that semester, which may be less than 18 credits. In these semesters, normal load for a B.Tech. or an Integrated M.Sc. student is defined as the prescribed load for the minimum requirement of the degree for that semester and credits for an additional course (6-8 credits), subject to

* total credit not exceeding 42 credits (44 credits in case the additional course is of 8 credits), and

* theory courses not exceeding 6.

For example, the prescribed credits in semester 3 for a particular discipline may be 33. The normal load for that discipline in the semester is 39-41. This load is calculated by adding the prescribed credits and credits for an additional course (6 or 8 credits). The normal loads for other semesters are to be computed along similar lines. Students with academic standing of Category I, II or III are permitted to take normal load. Those with excellent academic standing (Category I) can, in addition, overload themselves to the extent of one theory course equivalent (6 or 8 credits). That is, they can register for two courses in addition to the prescribed load, subject to * total credit not exceeding 48 credits (50 credits in case the additional course is of 8 credits), and * theory courses not exceeding 6. Students belonging to excellent (Category I) and satisfactory academic standing (Category II) therefore can reasonably aspire to utilize the additional learning opportunities to the fullest extent. Category III students should use the additional course permitted to clear the backlog courses if available in the semester. If backlog courses are not available, they can also use the opportunity for additional learning in that semester. Students belonging to Category IV and V can only register for reduced loads as described in Sec. 4.3 below. A summary of normal load for B.Tech. and Int.M.Sc students in different semesters is given below. The symbol X_j denotes the credits prescribed for the semester j , $3 \leq j \leq 10$ in her/his branch; and C is the maximum credits assigned to any course.

Dual Degree students are typically prescribed an additional theory course every semester towards the mandatory honours and dual degree requirements. Therefore the normal load

for these students will be the prescribed load itself. Category II and III students from the dual degree cannot therefore register for courses towards additional learning. However, from the 5th semester onwards Dual Degree students belonging to Category II and III and a CPI >6.5 may be allowed to take one additional course in a semester, only for the purpose of clearing backlog courses. This is done in consultation with the faculty advisor and prior approval of the UGAPEC. Students belonging to Category IV and V can only register for reduced loads as described in Sec. 5.3 below. Category I students can take one course extra as an overload towards additional learning (Sec.5.5) A summary of normal load for Dual Degree students in different semesters is given below. The symbol Y_j denotes the credits prescribed for the semester j , $3 \leq j \leq 10$ in her/his branch; and C is the maximum credits assigned to any course.

4.3. Reduced Load for Category IV and Category V students

B.Tech. and Int.M.Sc. students belonging to category IV status can only register for a total of credits equivalent to the prescribed credits for that semester in her/his discipline (X_j in the table above). (This normally would mean four theory courses and one or two labs. etc.). They cannot register for the additional 6-8 credits permitted for students with Category I, II and III standing. Students belonging to category V status can only register for those many credits which are at least one theory course equivalent less than the credits prescribed for that semester in her/ his discipline, subject to a minimum of 18 credits. (This normally would mean three theory courses and one or two labs. etc.). Dual degree students of Category IV and Category V are advised to register for one and two theory courses, respectively, less than their prescribed load, and as advised by the faculty advisor. All students in Category V should submit a revised schedule along with the course registration form, in consultation with the Faculty Advisor, for the succeeding semesters stating how the backlog courses will be cleared. Students have to register for the backlog courses before registering for other courses, if those courses are available in that semester. However, Faculty Advisor can recommend exceptions to avoid cascading effects due to prerequisites for other courses. All students in Category III, IV and V will do manual registration.

4.4 Overload

Student with Excellent Academic Standing (Category I) may be permitted to take one course per semester, in addition to the normal load, as overload, subject to a maximum of 6 theory courses. There shall be no relaxation of the CPI criterion for the additional overload. A change of status from Credit to Audit in respect of such courses may be allowed up to the mid- semester examination with the prior approval of the UGAPEC. Overloading of courses is subject to time-table constraints.

Since this overloading can lead to poor overall performance in terms of SPI, CPI etc., this should be done after careful consideration and discussion with the Faculty Advisor.

Mechanism for Supervised Learning Project (SLP)

SLP topics include computational projects, experimental projects and learning projects.

Allotment

1. SLP is open to B.Tech. (Hons.) and DD students in the fourth year. The prerequisites for registering for SLP are that the student should have successfully completed CL 260, CL 336 and CL 325. B.Tech. (Hons) students cannot register for both SLP and BTP in the same semester.
2. Faculty may float SLP topics in the prior semester by a certain deadline. The details to be provided include a specified scope of work and method of evaluation.
3. After DUGC approval, the SLP topics are circulated to the students.
4. The students meet the faculty members and decide topics based on mutual agreement between student and faculty member. It is the faculty member's prerogative to decide whether or not to supervise a student; subject to a maximum of two students.
5. The students should submit printouts of the form (with the signature of the faculty and the student) in the Head's office in the specified format by the specified deadline.
6. Faculty decision on accepting or not accepting a student would be final.

Scheme for Evaluation

1. Student is to be examined at the end of the semester by a panel consisting of the supervisor and at least one examiner (another faculty member of our institute) based on the report and presentation. Each of them gives marks to the students out of 50, and an overall grade is recommended in the SLP evaluation form.
2. For Dual degree students taking SLP, the grade will be counted towards their core CPI. For B.Tech (Hons.) students, the grade will be counted towards their Honors CPI.
3. The department will not be creating common panels, and it will be up to individual supervisors to arrange for examiners for their students.

Mechanism for B. Tech. Project (BTP)

BTP topics include computational and experimental projects only.

Allotment

1. BTP is open only to final year B.Tech. students on an optional basis as an additional learning component. B.Tech. (Honours) students cannot register for both SLP and BTP in the same semester.
2. Faculty may float BTP topics in the prior semester by a certain deadline. The details to be provided include a specified scope of work and method of evaluation.
3. The students will approach the faculty to discuss these topics. It is the faculty member's prerogative to decide whether or not to supervise a student; subject to a maximum of two students.
4. Faculty will give the details of the BTP in the given format. The student submits the form in the Head's office after taking the supervisor's signature before the specified deadline.
5. Faculty decision on accepting or not accepting a student would be final.

Scheme for Evaluation

1. The student is to be examined at the end of the semester by a panel consisting of the supervisor and at least one examiner (another faculty member of our institute) based on the report and presentation. Both guide and examiner will specify marks to the students out of 50, and an overall grade is recommended in the BTP evaluation form.
2. BTP grades will not be considered for the CPI evaluation.
3. The department will not be creating common panels, and the individual supervisors will have to arrange for examiners for their students.