INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Rules and Regulations

M.Engg. for Working Professionals / Master in Development Practice (MDP in CTARA)

Academic Office

2022-2023

July, 2022

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.

INDIAN INSTITUTE OF TECHNOLOGY

Rules for M.Eng. Programme for Working Professionals

I N D E X

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Rules for M.Eng. Programme for Working Professionals

I. GENERAL INFORMATION

The rules for M.Eng. Programme for working professionals were approved in the 239th meeting of the Senate held on 9th October, 2019.

The existing rules for M.Eng. Programme for working professionals is applied to the students admitted in the MDP programme in CTARA. (252nd Senate Meeting)

II. Preface (M.Engg.)

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 Rules & Regulations for Master of Engineering (M.Eng.) Programme.

This is a 1 year non-residential programme, offered for industry-professionals (whether employed, or not employed presently, but having a minimum of two years of work experience), with a structure consisting of course work (primarily in an online interactive mode), and a short project at the Institute.

This programme will help industry-professionals in enhancing their career prospects, growth and upgradation of skillsets. No placement support can be given from IIT Bombay to M.Eng. students, either during or after completion of their M.Eng. programme.

Industry-professionals who are unable to take leave from work on a full-time basis, may opt for this programme to change tracks/specialize. Candidates for this programme could be those participants, who are either company sponsored or self-sponsored.

This programme is semester-based and hence the students are required to follow certain procedures and meet certain academic requirements for 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.

Academic performance is monitored by the **Postgraduate Academic Performance Evaluation Committee (PGAPEC)**, which reviews status of individuals after reviewing their performance.

B) Background (MDP)

In the recent decades, the development sector has witnessed many new ideas, models, schemes, and practices that require professional inputs from fields like technology, management, physical sciences, data sciences, and social sciences. In view of this need, many organizations - government, philanthropic, and even private - have started what are often termed as 'fellows programs'. These programs provide diverse types of support to young women and men who, soon after their education, are looking for opportunities to work in rural or urban areas serving the development sector. These programs are primarily aimed at providing to these young men and women some field exposure, experiential understanding, and work experience by working in or with either government or philanthropic organizations. Various departments and agencies of the central government as well as different state governments have started similar 'fellows' programs' of their own, such as Chief Minister's Fellows Programs (CMFPs).

Officials from the State Bank India Foundation and other stakeholder organizations, who are associated with such fellows' program, have been suggesting that CTARA help their volunteers/ fellows in making effective use of their fellowship experience by developing an academic program. This will help these fellows to continue serving the development sector which is in the dire need of such a professional work-force.

CTARA has been a pioneer in designing and conducting an academic program on the interface of technology and development. CTARA has been conducting the 'M.Tech. Program in Technology and Development' since the year 2007. The program has been successful in earning credibility and winning confidence of the development community as well as the student community.

In response to this need expressed by stakeholders, CTARA has offered a new, 1-year 'Master in Development Practice' program. In this endeavor, it will use its resources, capabilities, expertise, and experience of designing and conducting the current M.Tech. (T&D) program. This new program will be specially designed for young men and women who have worked in the development sector.

This new master's program is tailored using the template of M.Eng. Program based on the rules for M.Eng. Programme for working professionals were approved in the 239th meeting of the Senate held on 9th October, 2019.

Broad Features of the Program

Program Objective :

To professionally equip young development practitioners, having some field-experience, by building their academic and analytical abilities as well as professional skills that are required for becoming an effective and efficient practice-professional in the development sector.

Key Program Features :

- The duration of this full-time program is about one year and will be conducted primarily in the online mode, with some work at the institute during the 'Institute Visit Period' in every semester.
- The program is designed especially for persons who have work-experience of at least two years in the development sector.
- Apart from the course work, the program requires a student to complete an indepedent MDP project under the mentorship of an IIT Bombay faculty.
- The program is open for students who either are sponsored by an organization or are self- sponsored.
- IITB will not provide any financial support or hostel accommodation to students registered for the program.
- In the initial year, the class-size will be small (about 12 to 15). It will be gradually increased to about 25 to 30 in subsequent 3 to 4 years.
- The students of this program will not join the placement program of the institute.
- As per the M. Eng. Rules, in special cases, the student can be permitted, with an appropriate approval of the CTARA MDP Program Committee, to complete his/her programme, within four years from the date of original registration of the student for the M.Eng. Programme, provided the student pays required fees.

III. Academic Programme Committees of the Institute

Following sections provide the details of the programme 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 (PGC's)*.** Based on its deliberations, it makes suitable recommendations to the Senate for its approval.

* - When two or more academic units are involved (proposing a course of study), one of the participating academic units will act as the main academic unit. A common PGC/IDPC is to be formed by including 2/3 faculty members from each of the participating academic units and the Head of the main academic unit shall be the Convener of such PGC/IDPC.

IV. Faculty Advisory System

The Convener, PGC/IDPC will nominate the Faculty advisor for M.Eng. students.
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 that particular semester. The students are advised to contact the Faculty Advisor(s) 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 of courses, the students should consult their project supervisor also.

V. Duration of Programme

The normal duration of the programme is of 1 year.

Students are required to complete all the minimum credits required for the programme, as approved by the Senate from time to time, within the stipulated duration of the programme.

However, in special cases, the student can be permitted, with an appropriate approval of the competent authority, to complete his/her programme, within **four** years from the date of original registration of the student for the M.Eng. Programme.

VI. Mode of Delivery of the Courses

Courses shall be delivered primarily in an online, interactive mode.

• The courses could be offered through CDEEP and be made available online after every lecture.

• Additional contact hours over 1 or 2 weekends and support via course blogs or moodle for remote participants, could be explored.

However, individual academic units, while offering the M.Eng. programme, should clearly specify in their proposed curriculum and get approval of PGPC/Senate, if they want to:
  I.   Make courses available in the offline mode (i. e. classroom teaching)
  II. a) Allow students to do courses through NPTEL/SWAYAM in lieu of department and institute elective courses (up to a maximum of 12 credits allowed), provided the course instructor is from IIT Bombay. (245th Senate Meeting)

       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 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.

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.

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.

• Project work to be carried out under the guidance (Main Supervisor) of an IIT Bombay Faculty. A co-supervisor from the parent organization is permissible.
• **All examinations would be conducted at IIT Bombay only.**

RULES AND REGULATIONS

1.1   Submission of Eligibility Certificates

Candidates are required to submit certificates of their qualifying degree (bachelors or masters degree in an engineering or technology discipline, or an M.Sc. and/or equivalent degree in the science discipline), industrial/work experience in relevant field, NOC etc. at the time of application for admission.

1.2 Registration

1.2.1 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.

1.2.2 All students have to clear the Institute dues (such as Semester Fees/Programme fees) **before Registration**.

1.2.3 On joining the Institute, every student is required to plan his/her academic programme in consultation with a Faculty Advisor of the Academic Unit, in which the student is admitted. Every student will have a faculty advisor.

1.2.4 The registration for each semester is carried out through the computerized "Online Registration" programme. Student must register themselves on the prescribed dates announced from time to time. (Refer Academic Calendar available on the academic homepage at <http://www.iitb.ac.in/newacadhome/toacadcalender.jsp>)

1.2.5 The Faculty Advisor shall be the competent authority to approve the course registration in all cases.

1.2.6 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.

1.2.7 A student is not permitted to re-register for a course, which he has undergone and in which he has secured AU, DD or higher grades.

1.3   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 Advisor. **(Refer academic calendar for date of course adjustments.)**

1.4   Institute Electives

Students can register for an Institute Elective course, which is offered by any academic unit (including those of non-engineering departments, centers, schools, like HSS, SOM etc.), in the online mode, other than Core/Department elective courses of their curriculum.

1.5 Programme Category and Financial Support

The student admitted to M.Eng. Programme will be under "Sponsored without Financial Support" category. There is no provision for financial support from the Institute/MHRD.

1.6 Change from M.Eng. to any of regular Masters /Ph.D. programme of the Institute

There is no provision to change from M.Eng. Programme to any other regular Masters /Ph.D. programme of the Institute.

The students of M.Eng. programme (after completing their M.Eng. Degree), may take fresh admission to regular Masters/PhD programme, subject to fulfilling the eligibility criteria of the respective programmes. Since M.Eng. Programme will consist of at least 9 postgraduate level courses, so a person joining for a PhD programme in future (after completing the present M.Eng. Degree), will need to do only that many courses (in his/her future PhD), as required of any other M. Tech. degree holder pursuing PhD.

1.7 Pattern of Courses

The courses offered may be Lecture Courses, Laboratory Courses, Design Courses.

1.8 Pattern of Credits to the course

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.

1.9 Course Credit Requirement and Semester-wise Registration of Courses

The total minimum credit requirement for the entire programme is: 66 credits

Course Structure

Courses	Semester 1	Semester 2	Summer Semester (May - June)*	Total Credits
2 courses of "Institute Electives"	6 credits	6 credits		12
7 courses inclusive of Core and Dept. electives	18 – 24 credits	18 – 24 credits		42
Project work (Optional) OR 2 courses of 6 credits each			12 credits of Project OR Additional courses of 12 credits (6 credits of each)	12
Total Credits	**24 – 30**	**24 – 30**	**12**	**66**

* Student can work at a stretch for a minimum period of 2 months at the Institute, or at his/her work place, for completing the project, with permission from concerned academic unit.

- Minimum 9 courses (combining semesters 1 & 2) + one project or 2 courses (in lieu of project) in the area of specialization (Summer Semester).
- Of the minimum 9 courses, 7 courses in the area of specialization & 2 outside specialization courses (Institute Electives).
- There will be flexibility in registering courses with 3 or 4 credits, subject to completing the minimum total credit requirement of 66 credits, for completing the programme. So in this case, more than 9 courses needs to be done, to complete 66 credits.

1.10 "Gender in the Workplace" - GC 101 Course (PP/NP course) (Ref : 249th 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.

2.0   Summer Registration

M.Eng. students are allowed to register for courses, over and above the backlog courses, in the summer semester, including Summer project, if any.

2.1   Dropping of course(s)

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.

2.2   Course Withdrawn grade

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.

2.3   Admission to M.Eng. through CEP

2.3.1 If a candidate has already done some of the full-semester duration postgraduate (PG) level courses of IITB (through CEP office), which are equivalent to that prescribed for the M.Eng. Programme (in terms of content and contact hours), then he/she can take admission to M.Eng. Programme, by paying the balance amount of the M.Eng. fees (**as prescribed by the fees committee)**.

2.3.2 DPGC/IDPC/PGC should examine the applications and see that the PG level courses completed by the candidate in CEP are equivalent to courses recommended for M.Eng. Programme.

2.3.3 PIC, CEP will provide the details of the academic performance of the candidate.

2.4 Transfer of course credits completed under CEP after admission to M.Eng.

2.4.1 The student should apply to the PGC and through Professor In-charge (PIC), CEP for conversion of his/her credits earned through, only the PG level CEP courses, to M.Eng.

2.4.2 If a student requests for the transfer of credits towards, the M.Eng. Programme, from among the credits earned from only the PG level CEP courses completed by him/her, the period of completion of his/her M.Eng. Programme should not exceed four years from the beginning of the earliest semester from which such a transfer of credit has occurred. That is, the student must complete the programme within four years from the date of original registration for the course being transferred.

2.5 Minimum number of students required to run a particular course

Minimum of 3 students should be registered in a course to be run as a Department/Institute Elective course. If less than 3 students are registered at any given point of time, the concerned DPGC/Head of Academic units may take a decision on a case to case basis.

2.6 Course Assessment and Award of Grades

2.6.1 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.
AA (10 points), AB (9 points), BB (8 points), BC (7 points), CC (6 points), CD (5 points), DD (4 points), FF/II (0 points), FR (0 points), DX (0 points) and W (0 points). **Minimum passing grade in a course is DD.**
All grades (including FR, DX, W etc.) obtained by a student will be mentioned in the transcript.

2.6.2 Failure grade : The letter grades FF and FR shall be treated as failure grades.

2.6.3 FF grade: Student may be permitted to take re-examination for the course where he/she has obtained **FF** grade in a given semester. 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.

2.6.4 FR grade: 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.

2.6.5 'FR' grade for Academic Malpractice
   (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

2.6.6 II grade : The grade II shall be awarded to a student in a 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 by a Medical Practitioner. In case of absence due to extraordinary circumstances, the supporting documents should be submitted. It will be decided whether re-examination is to be allowed, after consulting with competent authority. 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.

2.6.7 Payment of fees for re-registering the core course in which the student has obtained 'FR' grade.
A student getting a **FR** grade has to re-register for the same course if it is a core subject, on payment of fees for the course **(fees per course as prescribed by the fees committee)**.

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 course. Fees have to be paid for every repetition of a course, or for an alternative course too.

2.6.8 Attendance Rules - DX grade : '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 is for courses where the instructor has declared that no DX grade will be awarded.

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

2.7 Students to continue in M.Eng. Programme after obtaining FR grades

The student is permitted to continue in the programme till a maximum duration of 4 years, even if he/she has obtained 'FR' grades for courses in a semester. There is no discontinuation from the programme, based on only academic performance, till the maximum programme duration of 4 years.

2.8 Audit course

The students are not allowed to take a course as "Audit (AU)" in the M.Eng. programme.

3.0 Additional Learning

The students are not allowed to tag a course as "Additional Learning (AL)" in M.Eng. programme.

3.1 Performance Requirement

For award of the M.Eng. degree, student should complete the minimum requirement of courses/project as prescribed for the programme, normally at the end of one year, or at the end of the maximum permitted duration of 4 years.

No Institute medals will be awarded for students of this programme.

The calculation of SPI/CPI is given in the following sections.

3.2 The Semester Performance Index (SPI) / Cumulative Performance Index (CPI)

SPI: 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.

CPI: 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.

3.2.1 For 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.

3.2.2 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.

3.3 Overall CPI

CPI for the course credits and the project credits will be calculated together to obtain SPI/CPI and will be shown as an overall CPI.

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.

3.4 Discontinuation from the programme

A student will be required to discontinue from the programme, if he/she fails to complete the following requirements within 4 years (maximum duration of the programme). No discontinuation on academic performance till maximum duration of the programme.
● Successful completion of the prescribed courses and project credits (if any).

3.5 Exit Option

As an exit option student shall be given a credit certificate for the courses that they have successfully completed.

3.6 Project

Normally, the project work is to be done in Summer semester (May-June), however the student can work at a stretch for a minimum period of 2 months any time during the 1 year duration of the programme at the Institute, or at his/her work place for completing the project, with permission from concerned academic unit.

When project work is done at his/her work place, it should be done in consultation with the Institute supervisor and the student is expected to be in contact with the Institute Supervisor.

3.6.1 Project Allotment
Each student shall be given a topic for his/her project work by the Faculty member of the academic unit.

Each student should have a Project Supervisor from the faculty of the 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. Co-supervisor from the organization where the student is working is admissible.

Whenever a Supervisor leaves the Institute permanently/temporarily, the DPGC/ IDPC/SPGC shall make alternative arrangements for guidance during the supervisor's absence.

3.6.2 Schedule for Project Assessment
(i) The viva-voce is to be conducted under departmental arrangements at IIT Bombay.

(ii) The final grades of project assessment should be sent to Academic office within 4 days from the date of evaluation.

(iii) If extension for project presentation is required beyond one year of the duration of the programme, student shall make specific request through his/her Project Supervisor and the Head of academic unit, for extension with justification (without grade restriction) up to a specific date not more than 15 days.

(iv) There will be no grade penalty or restriction for delayed presentation or re-examination (after failure in the first presentation) of the M.Eng. project presentation. However, the student is required to pay a fine for delayed assessment (beyond 1 year duration of the programme). **(fees as prescribed by the fees committee)**

3.6.3 Committee Members for M.Eng. Project Evaluation
The Project 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(s)
    (iii) Chairperson/Additional Internal Examiner* : 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 one of the Internal Examiners is a Professor / Associate Professor, he/she may be designated to also serve as the Chairperson with prior approval of the Convener, DPGC.

3.6.4 Minimum passing grade for Project
The minimum passing grade in the project assessments shall be CC.

3.7. Temporary Discontinuation

In genuine cases and only after successfully completing the M.Eng. Programme for at least one semester, if the DPGC/IDPC/SPGC/PGC recommends temporary discontinuation, 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:

(i) **If a break is permitted on medical ground:** He/She should submit fitness certificates from an authorized medical practitioner.
(ii) **If a break is permitted to join a job:** He/She should submit a NOC from the employer.
(iii) Joining report through the Head/Convener of Dept/Centre/School/ID groups after expiry of temporary discontinuation period.

There is otherwise no discontinuation purely based on academic performance, until the maximum duration of the programme, which is four years.

3.8 Procedure to be adopted by students for research work involving human participation/animal trial

Students whose research work involves human participation/animal trial (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/animal trial. 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.

Table 1 Gives the M.Eng. programme and specializations, which are available at the Institute.

Table 1

MEng in the area/specialization in	Offered by the Academic Unit
Innovation and Entrepreneurship	DSCE

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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Updated on 01-07-2022

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