

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Rules and Regulations

Master of Arts

By Research Programme



Academic Office

2022-2023

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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 coloured with one of three colours.

1. The **colour green** indicates that the final authority for the rule is the **Convener, DPGC**.
2. The **colour yellow, and underlined** means that the final authority is **Associate Dean (AP)/Dean (AP)**.
3. The **colour yellow, without an underline** means that the **Convener, PGAPEC** is the authority.
4. The **colour pink** means that the final authority is the **Senate**.
5. The rule which is uncoloured is to be implemented strictly.

Any application pertaining to the rules may be sent to the appropriate authority.

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INDIAN INSTITUTE OF TECHNOLOGY
Academic Office

Rules for Master of Arts by Research (MA.Res) Programme

GENERAL INFORMATION

Background

The proposed new programme Master of Arts by Research (MA.Res) foregrounds the idea of research. The internal organisation of the programme allows substantial scope for research training and actual research, and allows for both a disciplinary focus as well as disciplinary cross-overs. This programme is framed to be substantially different from other post-graduate programmes (such as an MA) that are typically course-intensive. The programme also allows students who are considering a research career to try their hand at independent work both to better prepare themselves for a PhD and be able to make an informed commitment. The programme offers relative flexibility in terms of student backgrounds and prior training with respect to the research work that they can undertake when at IIT Bombay. Students are, however, expected to carry out a successful programme of research within the duration of the programme and successfully graduate in two years.

A research-oriented programme in the Humanities and Social Sciences disciplines in the country has generally been the MPhil. Very recently, institutions have begun to include this feature in earlier Degrees. Internationally, of course, this is already a well-recognised degree title.

There is a real need in Indian higher education for programmes that focus on what are broadly called 'research' skills that are important not only in academia, but also in the workplace. These include learning to integrate diverse sources of information, learning to read, think and write critically, and learning to apply conceptual, analytical and methodological frameworks. The H&SS department at IIT Bombay is well-placed to offer programmes at higher degree levels with precisely this focus given (a) the range of areas of expertise of its faculty members, (b) their experience in teaching with such an emphasis, and (c) the ability to accommodate disciplinary crossovers with ease. Such expertise and experience have enabled our students to transcend traditional disciplinary boundaries and to work at the interfaces of different disciplines, especially since many of the concerns of what have been called the *Human Sciences* require a multi-disciplinary approach. The new programme proposal combines all these strengths of the department.

Preface

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 M.A. by Research programme.

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 they fully familiarise themselves with the academic systems of this Institute. Particular attention should be paid to the

schedule and structure of coursework and project work, the evaluation and registration procedures and the rules governing the conduct and assessment of these activities.

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

Academic Programme Committees of the Institute

The following sections provide the programme details and the set of rules governing them.

Table 1 Programme Specialisations

Programme	Specialisation	Offered by Dept/ IDP/ Centre/ School
M.A. by Research	a) Humans Sciences b) Linguistics, Literature and Performance c) Sociology	Humanities and Social Sciences

In order to keep pace with the rapid developments in education and within these disciplines 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 be reviewed continuously. **The Postgraduate Programmes Committee (PGPC) is entrusted with this responsibility.** It deliberates upon the academic proposals that are 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. The rules for the M.A. by Research programme were approved in the 251st meeting of the Senate held on February 16 and 18, 2022.

Faculty Advisory System

On joining the Institute, each student is assigned a Faculty Advisor (Programme Co-ordinator) or a group of Faculty Advisors. They are expected to consult the assigned Faculty Advisor on all matters relating to in-semester and end-semester academic performance and the course workload that is required and that they may take in a particular semester. The students shall also consult the Faculty Advisor for other processes that need to be completed within the programme such as selection of subjects, submission of reports and so on. The students are advised to contact the Faculty Advisor(s) for advice about courses within the framework laid down for the purpose. The Faculty Advisor/Programme Co-ordinator for M.A. by Research students is recommended by the Convenor, DPGC and approved by the Convenor, PGC/IDPC.

Students are expected to identify an MA research supervisor (a faculty member) for their thesis/projects by the end of the first semester of the MA.Res programme. For the student's thesis/project, the Supervisor, after the Supervisor-student assignment is made, automatically becomes a Co-Faculty Advisor and takes over the roles played by the Faculty Advisor. For registration of courses and all other processes, the students should consult their Supervisor first, and the Faculty Advisor as needed.

Programme Structure

The normal duration for fulfilling this program is 2 years. Students are required to complete all the minimum credits required for the programme, as approved by the Senate from time to time, and complete the M.A. Research Projects/Thesis, within the stipulated duration of the programme.

The programme offers the degree in one of three subject specialisations:

- i. Human Sciences (HS)
- ii. Linguistics, Literature and Performance (LLP)
- iii. Sociology (Soc)

Within the three specialisations above, a further choice is available to students given their previous educational backgrounds in terms of the research work that they can carry out, with attendant changes in credit requirements.

- i. Research Projects
- ii. Thesis

Students with a prior Master's degree in specified disciplines will have the option to write and submit a thesis as part of the research component of the programme.

The requirements to the degree include (i) the student's selection and completion credits needed in one of these three specialisations, and (ii) the student's successful completion of the research work. The total minimum credit requirements are 108 credits in the research project-mode, and 60 credits for the thesis-mode as summarised below:

Table 2 Overall credit structure for students doing Research Projects

	SEM I	SEM II	SEM III	SEM IV
CREDITS →	32 credits	28 credits	12 credits	12 credits
COURSES →	4 Theory courses (6x4) + 4 Methods courses (2x4) Compulsory for all students	4 Courses (6x4) + 1 Seminar (1x4) Course selection based on specialisation	2 Courses (6x2) + Research Project-I (12 credits)	2 Courses (6x2) + Research Project-II (12 credits)

Table 3 Overall credit structure for students doing a Thesis

	SEM I	SEM II	SEM III	SEM IV
CREDITS →	32 credits	28 credits	0 credits	0 credits
COURSES →	4 Theory courses (6x4) + 4 Methods courses (2x4) Compulsory for all students	Courses (6x4) + 1 Seminar (1x4) Course selection based on specialisation	Thesis (Stage 1)	Thesis (Stage 2)

Course details

The total course credits are divided between theory courses, methods courses, a seminar, and projects and may include other academic work like practical training, field visits, lab work etc. as required by the courses/research work. Like the Ph.D. programme there are no explicit credits for the thesis. This is a two-year programme and the student must normally complete the programme in two years from the date of joining. The maximum period for which the registration of the student shall be alive is four years from the date of original registration of the student for the MA.Res Programme.

[Note: This programme will not automatically segue into a PhD programme within the Department. Entry to the PhD programme in the department will be based on the existing processes for admissions to that programme.]

Table 4 Courses in the programme per semester and year

FIRST YEAR

Semester I (32 credits)	Fundamentals of Language	3-0-0-6
	Literary Studies	3-0-0-6
	Social Theory - I	3-0-0-6
	Understanding the Past	3-0-0-6
	<i>Research Methods:</i> Critical Reading	0-0-2-2
	<i>Research Methods:</i> Expository Writing and Analysis	0-0-2-2
	<i>Research Methods:</i> Qualitative Methods	0-0-2-2
	<i>Research Methods:</i> Sources and Methods and the Past	0-0-2-2
Semester II (28 credits)	4 courses depending on the specialisation	(24 credits)
	Seminar (Project/Thesis Proposal)	4 credits

SECOND YEAR

Semester III 12 credits	2 Electives ¹	As per course ²
	Research Project - I	12 credits
Semester IV 12 credits	2 Electives	As per course
	Research Project -II	12 credits

OR

Semesters III & IV	Thesis Stage I	None
	Thesis Stage II	None

Note:

1. Students in this programme are exempt from the Communications Skills requirement.
2. The NPTEL/Swayam course options to fulfil credit requirements do not apply in this programme.

¹ Courses may be selected from among Departmental/Institute/Specialisation Electives/Supervised Learning as advised by the Supervisor. See course lists after these tables.

² Most courses will fall under the usual 6 credit pattern 3-0-0-6 and, therefore, 2 courses will meet the credit requirements. If the student chooses to do courses with fewer credits, they must register for other courses to complete the credit requirement of 12 credits/semester in each semester.

PROGRAMME RULES AND REGULATIONS

MA.RES 1. General Information

MA.RES 1.1 : Registration and Degree Certificates

A. Registration

- 1.1.1. On joining the Institute every student is required to plan their academic programme in consultation with the Faculty Advisor of the Department/ IDP/ School/ Centre in which the student is admitted. Details of the academic requirements of this programme and details of courses available are given in the course bulletin. The course bulletins are available on the website of each Department.
- 1.1.2. The registration for each semester is carried out through the computerised "Online Registration" programme. This registration is mandatory for all students, and they must register themselves on the prescribed dates announced. Every student must register in each semester until the completion of the programme.
- 1.1.3. All students must clear the Institute fees and Hostel dues before Registration.
- 1.1.4. IIT Bombay follows a semester system, hence registration at the beginning of each semester is mandatory for every student till they complete their programme of study. If a student does not register in a particular semester without prior permission of the PGAPEC, they cease 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.
- 1.1.5. The Faculty Advisor is authorised to carry out the course registration and also any course adjustments as specified later. However, once the student is registered for the project/thesis work, the project/thesis 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. The Faculty Advisor shall be the competent authority to approve the course registration in all cases.
- 1.1.6. Together with the credit courses, a student is normally allowed to take a maximum of two audit courses per semester, with the consent of the Project Guide/Faculty Advisor, as appropriate.
- 1.1.7. No student is permitted to re-register for a course, in which they have secured AU, DD or higher grades, except for students who are under Academic Probation and who have opted for grade improvement. (Ref. Rule MA.RES 3.5)
- 1.1.8. Any student who concurrently registers for any postgraduate degree at another organisation/Institution shall be automatically de-registered at the Institute.

B. Submissions of final year mark sheets/provisional certificates of their qualifying degree by the Master's students

- 1.1.9 All Postgraduate students should ordinarily submit their qualifying degree certificates latest by 31st July/30th January when admitted in the Autumn/Spring Semester respectively of a given academic year, after joining the Institute.
- 1.1.10 The students who are unable to submit their certificate by these dates, should apply for an extension along with an undertaking stating the due date for submission and giving proper reasons on a prescribed form used for the purpose.
- 1.1.11 Should a student not submit the certificate until the commencement of the Semester end examination, they will be allowed to appear in the examination. However, the results of such a student shall be withheld until the required documents are submitted.
- 1.1.12 The cases of students who do not submit the certificates after the first semester will be reported to the PGPC and the Senate for further consideration and decisions/actions.

MA.RES 1.2 : 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 shall carry out Course Adjustment in consultation with their Faculty Advisor.

MA.RES 1.3 : Institute Electives

The MA.Res programme does not include a specific Institute Elective course requirement in the curriculum.

MA.RES 2. Programme Details

MA.RES 2.1 : Admission

MA.RES 2.1.1 : Programme Categories and Financial Support

The Institute admits M.A. by Research candidates under Teaching Assistantship (TA). Admissions are subject to availability of seats which may vary by category/ department/ specialisation/ year. The continuation of the financial support and the registration for the selected programme will be subject to the satisfactory performance of the duties assigned by the Academic Unit as well as satisfactory academic performance and fulfilment of the other academic and non-academic requirements, as per the rules.

- a) The financial support to the TA shall be as per the MHRD/CSIR/UGC norms. The TA scholarship shall be for a maximum of 2 years only. The MA.Res will begin with 20 seats distributed as per GOI norms. Seats are reserved for Economically Weaker Sections (EWS)/Other Backward Class Non-Creamy Layer (OBC-NCL)/Scheduled Caste (SC), Scheduled Tribe (ST) and Person with Benchmark Disability (PwD).
- b) The 20 seats and TA-ships will be made available as applicable to GATE qualified entrants in the following pattern:

- i. Students with a 3-year Bachelor's degree at entry may receive a TA-ship only in the second year of the programme
- ii. Students with either a 4-year Bachelor's degree at entry or a prior Master's degree may receive a TA-ship in both years.

For more details regarding the above categories, kindly refer information brochure on Institute portal. (<http://www.iitb.ac.in/newacadhome/toadmission.jsp>)

MA.RES 2.1.2 : Criteria for admission to MA.Res programme through CEP

There is no admission for M.A. by Research programme through CEP.

MA.RES 2.1.3 : Change of Categories

Change of student status is permitted, subject to approval of PGAPEC, from one category to another. No category change is permitted for this programme.

MA.RES 2.1.4 : Conversion

- a) Conversion from MA.Res to Ph.D. There is no conversion possible from MA.Res to the PhD programmes in the Academic Unit.
- b) Change from one PG programme to another: Not applicable.

MA.RES 2.2 : Pattern of Courses and Credits

The courses offered for the PG Programmes may be Lecture Courses, Methods Courses, Design Courses, Seminars etc. In addition, the student shall successfully complete the research component requirements (Projects/Thesis).

- 2.2.1 The credits assigned to a course are 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.
- 2.2.2 Students are required to complete all the credits required for the PG programme as approved by the Senate from time to time.
- 2.2.3 The Seminar shall satisfy the following conditions:
 - i. The seminar shall carry four (4) credits.
 - ii. The seminar shall be treated as a course for the purpose of registration and evaluation.
 - iii. Seminar Coordinators appointed by the DPGCs/IDPCs/SPGCs shall organise the Seminars and forward the grades awarded by the panels of examiners to the Academic Office by the end of the Semester.
- 2.2.4 The general credit structure for the MA.Res is given in Tables 2 and 3.
- 2.2.5 The Communications Skills course requirement is waived for this programme.

MA.RES 3. Course Credit Requirement and Registration for Course

MA.RES 3.1 : Credits Required

The total minimum credit requirement for MA.Res programme is 108 credits with Research Projects and 60 credits with a thesis. The courses that are compulsory and must be taken and the list of electives from which the student may choose will be provided at the start of each semester by the Faculty Advisor. Work on the research projects/thesis is expected to commence in the Summer after Sem II and must be completed at the latest by the summer following Sem IV for graduation that year.

MA.RES 3.2 : Part-time students

There are no part-time students in this programme.

MA.RES 3.3 : Summer Registration

- i. Students may be allowed to register for courses in the summer semester only under an 'Additional Learning (AL)' tag. Such courses cannot be re-tagged as "Elective" or other subsequently and used to satisfy other credit requirements.
- ii. Students from the graduating batch are allowed to register for summer courses ONLY to complete and clear any courses from their mandatory curriculum in which they have an active backlog.
- iii. Registration for summer courses must be done online and approved by the Supervisor/Faculty Advisor and A/Dean AP.

MA.RES 3.4 : Dropping of course(s)

The last date for dropping a course by the student will be two weeks after the mid-semester examination for semester-long courses and one week after the mid-semester examination for half-semester courses. The last date for course drop will be included in the Academic Calendar each semester.

MA.RES 3.5 : Course Withdrawn grade

After the last date of course adjustment, a student is permitted to drop course(s) till the last date of dropping as announced in the academic calendar. Such courses will nonetheless appear in the transcripts and the final grade card with a 'W' (Withdrawn) grade. These courses will have no impact on SPI/CPI.

MA.RES 3.6 : Grade Improvement

- i. Any student in a PG Programme, where the minimum CPI for coursework is 6.0, will be eligible for repeating a course for grade improvement if they have a CPI less than 6.0 and have been permitted by PGAPEC to continue in the Programme on Academic Probation.
- ii. 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.

- iii. The student can avail this option only for TWO courses in the entire programme and only ONCE for a specific course.

MA.RES 3.7 : Course Relaxation for reserved category students

The students admitted under reserved category (SC/ST) may be permitted to take 1 (ONE) less course in each semester with the approval of faculty advisor and PGAPEC or Dean (AP).

MA.RES 3.8 : Transfer of course credits completed under CEP

Not applicable.

MA.RES 3.9 : Minimum number of students

A minimum of 5 students are required be registered in a course for it to run as a Department/ Institute Elective course. If fewer than 5 students are registered at any given point of time, the concerned DPGC/Head of Academic units may take a decision on a case by case basis. If even a single (1) student is registered for a Minor course, the course is required to be offered.

MA.RES 4. Course Assessment and Award of Grades MA.RES4.1 Grades

- i. For each course, enrolled students are awarded a letter grade based on their combined performance in all the assessments during the semester. 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 (0 points), FR (0 points), PP (Passed, 0 points), NP (not Passed, 0 points), AU (Passed, 0 points), DX (0 points) and W (0 points).
- ii. The minimum passing grade in a course is a DD.
- iii. All grades (including FR, DX, W etc.) obtained by a student shall be included in the transcript.

MA.RES 4.2 : FF and FR

- i. The letter grades FF and FR shall be treated as 'fail' grades. Re-examination may be permitted for a course if a student obtains an FF grade. After such re-examination if the student passes in that course, they will be awarded the maximum grade of DD in that course.
- ii. If a student either does not take or fails in the re-examination, they will be awarded the grade FR. An FR grade shall be awarded in case(s) where, in the opinion of the Instructor (or panel of examiners in case of the Projects), the student has demonstrated inadequate academic achievement in the course/has performed poorly in the in-semester and/or end-semester examinations.

MA.RES 4.2.1 (A) : FR and Course Repeat

A student receiving an FR grade has to re-register for the same course if it is a core subject. If this course is an elective course, they may register for the same or an alternative course as prescribed by the DPGC/ IDPC/SPGC without this being counted as an additional course.

MA.RES 4.2.1(B) : 'FR' grade for Academic Malpractice

- i. An “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>

MA.RES 4.2.2 : Re-examination

- i. A student will be permitted to take a re-examination for FF grades in a given semester provided the number of FR grades do not exceed those given in **MA.RES 5.2.1**. The re-examination is assigned 50% weightage and is conducted as per a declared schedule after the semester-end examination and evaluations are completed.
- ii. After such a re-examination if the student passes in that course, they will be awarded the maximum grade of DD in that course.
- iii. Student with FF grade(s) shall be permitted to write their re-examination, if after re-examination they are likely to get a SPI/CPI greater than or equal to 6.00. The SPI/CPI will be calculated before re-examination assuming that he/she gets ‘DD’ grade in the re-examination.

MA.RES 4.3 : Audit Grade

The student registered for a course as audit shall be awarded the grade AU if they fulfil the attendance requirement of a minimum of 80% together with 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.

MA.RES 4.4 : Additional Learning

The students have the option of taking courses as “Additional Learning”. These courses can be registered at the time of registration of courses in a semester. Registration for additional courses will require the approval of the Supervisor/Faculty Advisor. Courses that are tagged as “Additional Learning” will be in addition to the minimum course credit requirement for the programme and will not affect the SPI/CPI; however, the actual grades obtained in that course will be shown in the transcripts.

There will be a one-time option to change the tag of a course. The “Additional Learning” tagged courses can be re-tagged as “Department/Institute Elective” and vice-versa. “Core courses cannot be re-tagged as “Additional Learning” or “Department/Institute Elective”.

The discretion to permit a student to register for the course as “Audit” as well as the requirements beyond attendance lies entirely with the Instructor.

MA.RES 4.5 : II grade

The grade II shall be awarded to a student in a lecture/laboratory course if their in-semester performance is satisfactory and they have fulfilled the attendance requirement, but they did not appear for the semester-end examination for medical reasons or other extraordinary circumstances. The student shall be eligible for a re-examination. For re-examination, the student will have to apply to the Academic Office. For absence due to medical reasons, the application should be accompanied by a medical certificate issued/authenticated by the IIT Bombay Hospital. In case of absence due to extraordinary circumstances, the supporting documents should be submitted.

The Academic Office will decide whether re-examination is to be permitted, after consulting with UGAPEC/ PGAPEC (in case of medical reasons) and Dean AP (in case of extraordinary circumstances). If a re-examination is allowed and is conducted, the instructor shall decide the final grade on the basis of the cumulative in semester marks together with the re-examination marks. The weightage assigned to the re-examination shall be the same as that assigned to the final examination for that course. In all other cases the II grade will be converted to an FR grade.

MA.RES 4.6 : Class Attendance Rules

DX grade: A ‘DX’ grade is awarded to students who have inadequate attendance as per following description: 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 possible, the instructor may award the student, a ‘Drop due to inadequate attendance’ or ‘DX’ grade in that course. For the purpose of CPI calculation, the ‘Drop due to inadequate attendance’ Grade shall be treated as equivalent to a ‘Course Drop’. In calculating attendance, no specific concession may be given for lack of attendance on Medical grounds. Conversely, if a student has 80% attendance or more, they cannot be awarded the ‘DX’ grade.”

The only exception to this rule is courses where the Instructor has declared that no DX grade shall be awarded. The instructor may also assign weight up to a maximum of 20% to attendance and/or class participation in the course.

MA.RES 4.7 : Seminar Grade

For the student who has submitted the seminar report in time, but the evaluation of which could not be completed by grade submission date, the Course Co-ordinator/Faculty Advisor shall award the Grade II and shall forward the grade report to the Academic Office before the end of the semester. All such II grades shall be converted into suitable letter grades in due course of time, not later than one month following the end of the

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semester.

If a student either does not submit the seminar report by the prescribed date or is absent for the presentation on the scheduled date, they shall be awarded an FF grade unless they have been given an extension by the coordinator/DPGC under exceptional circumstances. All students who get an FF grade in the Seminar shall be allowed to complete the evaluation during the period ear-marked for re-examination and will not be given a grade better than a DD .

MA.RES 4.8 : PP/NP Grade

The programme has no P/NP course requirements. Practical Training, and similar courses are awarded PP/NP grades. No grade points are associated with these grades and performance in these courses is not considered in the calculation of the performance indices SPI/CPI. The award of the degree may be subject to obtaining a PP grade in such courses, if any.

MA.RES 4.9 : Compensatory time to PwD students

Compensatory time is to be provided to all PwD students across the Institute during written examination. Such 'compensatory time' will not be less than 20 minutes per hour of examination for persons who are allowed the use of scribe/reader/lab assistant. All the candidates with benchmark disability not availing the facility of a scribe may be allowed additional time, for example, a minimum of 1 hour for an examination of 3 hours duration under the extra 20mts/hour rule. If the duration of the examination is less than an hour, then the additional time given will be proportionately calculated.

Additional time will not be less than 5 minutes and will be added in multiples of 5. PwD students must inform the instructors of the courses in advance regarding their need for compensatory time during any examination so that the necessary arrangements can be made.

MA.RES 4.10 : “Gender in the Workplace” - GC 101 Course (PP/NP course)

(Ref : 249th Senate Meeting)

- i. This is a non-credit Institute core course having 0 credit. The course is compulsory to all students.
- ii. No grade points are associated with this course and performance in this course will not be considered in the calculation of the performance indices SPI/CPI.
- iii. The course is on an online mode of delivery and will not be more than 3 hours, at a stretch. iv) The award of the degree will be subject to obtaining the “PP” grade in this course.

MA.RES 4.11 : Teaching Assistant Skill Enhancement & Training (TASET) Program – TA 101 (252nd Senate meeting)

Overview :

TASET program is designed to introduce TAs to their tasks and responsibilities and

Rules for MA by Research Programme

enhance their skill set. The program will also guide students in identifying and addressing challenging situations they may face as TAs.

The program is administered in two parts in each semester:

Part-A (Institute level common component): This part will be administered through Moodle. It will be a self-paced course to help TAs define their TA responsibilities and offer guidelines for successfully executing them.

Part-B (Academic Unit level component): This part will be administered by “Master TAs” and one or two faculty members from each academic unit by conducting a TA Orientation program. This part will help TAs to familiarize themselves with specific needs and requirements of the academic unit for which they will be assisting in conducting theory and laboratory courses.

Part-A is to be completed before the mid-semester examination and Part-B to be completed before the end of semester.

A PG student assigned with a TA duty will be eligible to continue with the TA duty and receive assistantship only if he/she has successfully completed both the parts of TASET. Every PG student has to undergo the TASET only once after joining IIT Bombay.

When a fresh PG student (who is expected to carry out TA work) successfully completes both Parts A and B of the TASET program, each academic unit is expected to communicate this information to the academic office.

MA.RES 5. Performance Requirement and Re-examination in Courses

MA.RES 5.1 : SPI/CPI

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.

For example: If in a given semester a student has taken five courses having credits C₁, C₂, C₃, C₄, C₅ and the grade points in those courses are G₁, G₂, G₃, G₄, G₅ respectively, then:

$$\text{SPI} = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + C_4 G_4 + C_5 G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

The SPI will be calculated (after re-examination, if any) up to two decimal places on the basis of the final grades that have been awarded AA, AB, BB, BC, CC, CD, DD and FR.

An up-to-date assessment from the time the student enters the Institute is obtained by
Rules for MA by Research Programme

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 their entry into the Institute. This index is calculated in the same manner as the SPI.

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.

The updated SPI/ CPI will be shown in the transcript only after the last date of grade submission (project and course) as per the Academic Calendar. Till then, only the SPI/CPI of the previous completed semesters will be displayed (241st & 246th Senate Meeting). CPI for the course credits and the project credits are calculated together to obtain the SPI/CPI and will be shown as the overall CPI.

Courses which do not fall within the minimum requirement of the degrees will not be considered for the calculation of the SPI/CPI. Such additional courses that have been completed and the grades earned by the student will be shown separately. The CPI shall include mandatory courses/projects that contribute to the programme's completion.

- 5.1.1 If a student clears a failed course, or a course taken in lieu of an earlier course as approved by the Department, the earlier failed grade shall be replaced by the new passing grade in the calculation of the CPI.
- 5.1.2 To meet the CPI requirement of 6.00, if re-examination is allowed and taken, the CPI will be calculated using the new grade obtained by the student in the re-exam.

MA.RES 5.2 : Discontinuation

- 5.2.1 A student shall be required to discontinue the programme if at the end of any semester they have two or more FR grades.
- 5.2.2 Rule 5.2.1 will be applied after re-examination, if any, as permitted by Rule 4.2.2.
- 5.2.3 At the end of a given semester, a student must maintain a CPI of 6.00 (computed with FR, if any, but after the assignment of the re-examination grade, if re-examination was permitted. Otherwise, the student shall be required to discontinue the programme.

MA.RES 5.3 : Academic Probation

Students with SPI/CPI lower than the minimum required for continuation of their studies are placed on academic probation.

- i. PGAPEC shall directly offer probation to the students who are found eligible as per the norms defined by PGAPEC, without waiting for an appeal from the student. However, the necessary declarations from the students and their guardians would still be taken as required within a reasonable time, after the grant of probation.
- ii. In cases where the PGAPEC does not offer Probation to a student, an appeal can be made for probation via the DPGC to PGAPEC by the students, and PGAPEC shall consider each appeal on its merit.

- iii. This shall be a one-time exercise during the study programme of the students for a period of ONE semester and decided by PGAPEC in consultation with the Faculty Advisor and DPGC.
- iv. During the Academic Probation Semester, the students must obtain such a SPI as will make the course work CPI greater than or equal to 6.0 immediately on including the performance during the semester of Academic Probation. (Ref : 207th meeting of Senate)

Financial Support during the period of Academic Probation in Masters' Programmes (New Policy) – (Ref. : 198th Senate Meeting)

- i. The student who is under Academic Probation may continue to be paid Teaching Assistantship/Research Assistantship at the rates applicable to them.
- ii. However, no Teaching Assistantship duties shall be assigned to enable them to concentrate on their academic performance and to improve the same.
- iii. Therefore, such students shall be expected to pay Non-Concessional Fees applicable to students in their academic programme.

MA.RES 6. Graduation requirements

MA.RES 6.1 : Projects/Thesis Eligibility and Structure

Research training in all three subject specialisations is understood to include research skills imparted right from the start as well as independent work of substantial scope with a Supervisor.

MA.RES 6.1.1 (A) : Eligibility

- i. The project-mode is the **default** option in this programme.
- ii. The option to write a thesis is restricted to students with a prior Master's degree in the areas listed below. Such students may still **elect** to complete projects in lieu of a thesis.
- iii. Students who do not have a prior MA are **not eligible** to choose to write a thesis and shall complete research projects and meet the associated credit requirements.

Table 5 MA disciplines to qualify for thesis

Human Sciences	LLP	Soc
Master's degrees (such as an MA, MS etc.) in the subjects/areas below		
Archaeology History <u>AND</u> those as	Applied Linguistics, Arts and Aesthetics, Cognitive Science, Comparative Literature, English Literature, Film Studies, Performing	Anthropology Sociology
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applicable for LLP & Soc or equivalent.	Arts, Performance Studies, Theoretical Linguistics, Translation Studies	
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MA.RES 6.1.1 (B) : Exercise of Choice

The option to write a project/thesis as well as the selection of the specialisation shall be exercised when registering for the 2nd semester. Each student shall be given a topic for projects/thesis work as early as at the end of the first semester but not later than the first month of the second semester.

The choice of specialisation and the choice of project/thesis are considered to be final once they are made. Subsequent changes in specialisation will generally be discouraged since course selections are dependent on the choices made. In the event that a student is very keen to change, the request will be considered on a case-by-case basis by the Supervisor/ Programme Co-ordinator and the DPGC. However, a switch from 'thesis' to 'research project' or vice versa will not normally be permitted since the proposals have been evaluated and are for specific purposes (a thesis or a project) and the programme credit requirements are different.

MA.RES 6.1.2 : Supervision

Each student shall have a project/thesis Supervisor from among the members of the faculty of the parent Department to which they are admitted. In addition, Co-supervisor(s) from the same or another Department/IDP Group/Centre/School may be co-opted by the Supervisor with the approval of DPGC/IDPC/SPGC.

MA.RES 6.1.3 : Alternate Supervisor

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

MA.RES 6.2 : Schedule for Projects/Thesis Assessment

- i. M.A. Projects/Thesis registration and research work will start from Semester III onwards and preferably from the Summer after the second semester. There will be registration in each semester for both projects and thesis.
- ii. A Research Progress Committee (RPC) for project/thesis evaluation must be formed at the time of registration, and will be similar to the Ph.D. RPC: Guide + 1 examiner + 1 chairperson. The external examiner will be recommended by the Supervisor and ratified by DPGC only for those students submitting a *thesis*.
- iii. The students' creativity and application as well as the quantum of work involved will be evaluated by the RPC at the proposal stage in Semester 2 in the Seminar Course.
- iv. The timeline for the completion of the Projects/Thesis shall be as follows:

- a) Final submission by April 30th.
- b) Final Internal Evaluation and Viva for *projects* shall be completed by May 31st; revisions, if any, will be completed in June with a final submission by June 30th for graduation that academic year.
- c) External evaluation and the Viva for thesis shall be completed by May 31st; revisions, if any, will be completed in June with a final submission by June 30th for graduation that academic year.
- v. Projects in each semester carry 12 credits each and will be assigned grades as with courses. A project report and presentation are required in Semester III for evaluation and again in Semester IV. Likewise, the thesis draft submissions are subject to internal evaluation by the RPC in Semester III.
- vi. The final thesis submission will be reviewed by the RPC and sent to the external examiner, and a viva-voce examination will be conducted in the presence of the external examiner and the RPC. A Progress Seminar with a submitted report and a presentation is required at the end of Semester III (Stage 1) and the final submission and viva at the end of Semester IV (Stage 2). Thesis work does not carry any credits.
- vii. All evaluations of projects/thesis shall be reported to the Academic Office.

MA.RES 6.3 : Submission of Projects/Thesis

- i. Students are required to submit the final project reports/thesis at least two weeks prior to the date of the viva-voce examination to their panels.
- ii. The viva-voce conduct and arrangements shall be managed by the department.
- iii. Forms for submission of projects/thesis shall be duly completed and submitted to the Academic office along with the provisional clearances from Accounts Section and from HCU(Hostel Coordination Unit)/ Hostel.
- iv. Final project/thesis evaluation reports are to be sent by the panel of examiners to the Academic Office on completion of the viva-voce.
- v. The thesis on average is expected to be between 18,000-25,000 words long (~75-100 pages double spaced) and submitted in a stage-wise manner, (Stage I: 3rd semester; Stage II: 4th semester). The project reports on average are expected to be between 8,000-10,000 words long (~35-40 pages double spaced). Students will be expected to submit a short version in the 3rd semester and an elaborated, final version in the 4th semester. Practice research will combine a report and practice/demonstration as appropriate. The thesis and reports are to be written in a formal, academic style following the guidelines.
- vi. Students will have the option to carry out two smaller projects, either in the same or in disparate areas in each of Semesters III and IV with changes in the panel as appropriate with DPGC approval. Evaluations will be conducted for each project. Students completing two different projects, will be expected to submit two reports

of about 4000-5000 words each.

MA.RES 6.4 (A) : Late Completion of Progress Seminar

Whenever any progress seminar/presentation is not done by the deadline specified in MA.RES6.2, the student is required to:

- i. Make a specific request for extension with justification for submission **at least 15 days before the last date of submission.**
- ii. Pay the Institute fees for the next semester.
- iii. Formally register for that semester.

MA.RES 6.4 (B) : Guidelines on Extension of Submission of M.A. Projects/Thesis Report and Examination

- i. Projects and Thesis must be submitted and defended as per the timelines given above.
- ii. If the project/thesis is not defended by the deadline specified for the progress seminar (MA.RES6.2), the student must register for an additional semester and pay the semester fee in full.
- iii. If the project/thesis has been submitted by the specified deadlines but not defended, a grace period of up to 14 days after the due date of submission of the thesis may be given for conducting the viva voce (on specific requests that are made well in advance). In case the Supervisor is not available for a long period, an Acting Supervisor may be appointed by the Head of the Academic Unit for conduct of the final viva voce.
- iv. The decision to provide Hostel accommodation for students on extension may be taken independently by the Dean (SA)/HCU.

MA.RES 6.5 : Project/Thesis Evaluation

MA.RES 6.5.1 : Committee Members for Evaluation (Minimum)

Semester	Project	Thesis
Semester II: Seminar/Proposal	i. Supervisor(s) ii. One Internal Examiner iii. Chair/Co-ordinator	i. Supervisor(s) ii. One Internal Examiner iii. Chair/ Co-ordinator
Semester III: (Research Project-I and Stage 1 for thesis)	As above	As above
Semester IV: (Research Project-II and Stage 2 for thesis)	As above	i. Supervisor(s) ii. One Internal Examiner iii. Chair/ Co-ordinator iv. External examiner

Chairperson : May be a Professor/Associate Professor from another academic unit or a different specialisation/research area. The Academic Unit may decide if a second Internal Examiner can also act as a Chairperson with prior approval of the Convener, DPGC

MA.RES 6.5.2 : Defence

- i. The defence may be scheduled at least two weeks after report submission for final projects and thesis. After this minimum time, the defence may be scheduled at the department level with the consent of the examiners.
- ii. The committee may choose to approve the project/thesis (a) without any changes, (b) with minor changes (to be verified by the Supervisor), or (c) may recommend rejection with major revisions and a repeat defence.
- iii. The defence may be held at a suitable time subject to RPC clearance.

MA.RES 6.5.3 : Progress Seminar

Students must submit a written report and present the findings to the RPC in Semester III. Projects will be assigned a grade and thesis reports will be given RPC approval if work is satisfactory. Progress seminars should be given as per the dates specified in MA.RES6.2.

Individual academic units may consider the last date of report submission prior to the last date of progress seminar presentation.

Extension of date for progress seminar may be considered in exceptional cases only with prior permission. Application for extension must be submitted by the student using appropriate form through proper channel at least TWO WEEKS prior to the expiry of the normal progress seminar schedule as defined by MA.RES 6.4. Late fine of Rs.750/- per week will be applicable for delay in progress seminar presentation.

The evaluation reports of the projects/thesis in the prescribed format must reach the Convener, PGAPEC through Convener, DPGC/PGC within FOUR working days after the presentation. A copy of the seminar evaluation report will be made available to the concerned student by the respective Academic Units.

Failure on the part of a student to so present the work without the prior permission of DPGC and PGAPEC makes the MA.Res registration liable for cancellation.

MA.RES 6.5.4 : Re-assessment of thesis presentation

The registration of a student shall be cancelled on two consecutive "poor performances" including repeat viva-voce examinations. In all cases, the students are expected to complete the research work by the end of the fourth semester and no further extensions will be granted.

MA.RES 6.6 : Graduation requirements

The graduation requirements for an MA.Res are as follows:

- i. Completion of all the credit requirements with a minimum CPI of 7.5
- ii. Completion of the M.A. projects/thesis by the end of Semester IV

- iii. RPC approval to submit thesis and hold the thesis defence
- iv. Final submission, approval by the examination committee, and successful defence

MA.RES 6.7 : Full-time enrollment

An MA.Res student is expected to be at IIT full-time and shall not take up any other assignment before the completion of the programme.

MA.RES 6.8 : Submission of Electronic form of Report/Thesis

Thesis and Project reports need to be submitted in electronic form to the Central Library. Due academic approvals of the final version of the Dissertations/ Reports should be obtained from the Supervisor(s) prior to finalising the archival version of the Dissertation/ Report.

The student shall submit the prescribed form for submission of thesis/report to the academic unit/Academic Office, duly signed by the concerned, within ONE month, from the successful completion of the defence. If the copies of the reports/thesis are submitted after the due date, a fine of Rs. 5000/- per month from the due date of submission till the date of submission will be levied to the concerned student. (Amended in the 207th Senate meeting).

The final transcripts/provisional degree certificate/final degree certificate will be issued only after receipt of the e-copies.

MA.RES 7. Temporary Discontinuation

MA.RES 7.1

In genuine cases, if the DPGC/IDPC/SPGC/CPGC recommends a temporary discontinuation after completion of at least the first semester, 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 re-joining the programme:

- i. If a break is permitted on medical grounds the student shall submit
 - a) A fitness certificate from the Senior Medical Officer of the Institute or an authorised medical practitioner.
 - b) A joining report through the Head/Convener of the Dept/Centre/School/ID group.
- ii. If a break is permitted to join a job the student shall submit
 - a) A relieving certificate from the employer.
 - b) A joining report through the Head/Convener of Dept/Centre/School/ID groups.

7.1.1 The student must complete the programme within four years from the date of original registration for the MS Programme.

7.1.2 The student has to work at a stretch for a minimum period of one semester at the Institute to complete the degree.

MA.RES 8. Option for conversion to External (EX) category

There is no option to convert to External Category.

MA.RES 9. Exit

There is no applicable exit degree.

MA.RES 10. Vacation /Leave Rules

- i. M.A. students are entitled to i) Winter vacation ii) Summer break (15 days) for the first year.
- ii. In addition, they are entitled for a maximum of 30 days leave in addition to public holidays, in each academic year of the tenure of the programme.
- iii. Special Leave to attend Seminars/Conferences in India/abroad with regard to their work and to present research papers is admissible as follows:

Event	Duration	Stipend	Sanctioning Authority
* Conference / Seminar	5 working days per semester	Yes	Head of the Academic Unit

* Academic leave in excess of above shall be considered by the Dean (AP) on the recommendation of the Convener, DPGC.

MA.RES 11. Procedure to be adopted by students for research work involving human participation

Students whose research work involves human participation (either directly or indirectly), should obtain IIT Bombay Institute Ethics Committee (IEC) or the Institute Review Board approval prior to start of the study or the component of the study involving human participation. IEC/IRB 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 prerequisite for such research work to be published in peer reviewed journals of repute. IEC approval cannot be taken retrospectively.

Students carrying out such work are expected to obtain these clearances in Semester II as part of the Seminar Course.

MA.RES 12. Guidelines for award of Institute Medals

A student will be considered for a medal if the student has obtained overall CPI 9.0 or above and is recommended by his/her RPC and the DPGC. The grade of "II" on medical grounds and/or "W" in a course shall not disqualify them.

The following shall be considered a disqualification for the award of Medals

- a) The award of “DX” or “FF” or “FR” grade(s) in a course (of any tag i.e. Core, Elective, Additional Learning, etc.)
- b) Extensions for report submissions/viva voce exams.
- c) Any punishment under DAC/ADAC during the programme. (The names of the proposed medallist be verified from the Dean (SA) office for any DAC punishment.)
- d) A semester-drop

For more details, please refer to the academic home page > Awards > Description of Awards. (<http://www.iitb.ac.in/newacadhome/medaldetails.jsp>.)

Updated on 09-09-2022

Appendix 1

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY MASTERS BY RESEARCH (MA.Res), DEPT. OF H&SS RESEARCH PROJECT EVALUATION REPORT



Name of the Student: _____ Roll No.: _____

Specialisation: ☐ HUMAN SCIENCES ☐ LING, LIT & PERFORMANCE ☐ SOCIOLOGY

Title of the Project:

Date report submitted: _____ Date of presentation and viva: _____

OPINION OF THE PANEL OF EXAMINERS:

ACCEPT THE PROJECT REPORT AS IS: The student presented and defended the work satisfactorily which may be accepted towards partial fulfilment of the degree requirements.

ACCEPT THE PROJECT REPORT WITH REVISIONS: The student presented and defended the work satisfactorily and the report may be accepted after incorporating the suggested changes towards partial fulfilment of the degree requirements.

RESUBMISSION AND RE-EVALUATION NEEDED: The student's performance and project report were unsatisfactory; the report may be resubmitted after incorporating the feedback and a second viva-voce examination may be held within one month.

Remarks: (Please attach a separate sheet if more space is required.)

SEMESTER_III / SEMESTER IV : _____ GRADE ASSIGNED: _____

PANEL OF EXAMINERS	NAME	SIGNATURE
CHAIRPERSON		
INTERNAL EXAMINER		
SUPERVISOR		
SUPERVISOR		

Approved by
Head of the Department/Convener, Post Graduate Committee (PGC):

Signature & Stamp of HoD)

Through, the Jt. /Asst. Registrar (Academic) to
CONVENER, PGAPEC

Appendix 2

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY MASTERS BY RESEARCH (MA.Res), DEPT. OF H&SS THESIS EVALUATION REPORT



SEMESTER III (Stage I) / SEMESTER IV (Stage II)

Name of the Student: _____ Roll No.: _____

Specialisation: ☐ HUMAN SCIENCES ☐ LING, LIT & PERFORMANCE ☐ SOCIOLOGY

Title of the Thesis:

Date report submitted: _____ Date of presentation/viva-voce examination: _____

OPINION OF THE PANEL OF EXAMINERS:

ACCEPT THE THESIS AS IS: The student presented and defended the thesis satisfactorily and it may be accepted towards partial fulfilment of the degree requirements.	
ACCEPT THE THESIS WITH REVISIONS: The student presented and defended the thesis satisfactorily and the thesis may be accepted after incorporating suggested changes towards partial fulfilment of the degree requirements.	
RESUBMISSION AND RE-EVALUATION NEEDED: The student's performance and thesis were unsatisfactory; the thesis may be resubmitted after incorporating the feedback and a second viva-voce examination may be held within one month.	

REMARKS: (Pl. attach a separate sheet if more space is required.)

PANEL OF EXAMINERS	NAME	SIGNATURE
CHAIRPERSON		
EXTERNAL EXAMINER		
INTERNAL EXAMINER		
SUPERVISOR		
CO-SUPERVISOR		

Approved by
Head of the Department/Convener, Post Graduate Committee (PGC):

Signature & Stamp of HoD)

Through, the Jt. /Asst. Registrar (Academic) to
CONVENER, PGAPEC

Appendix 3

a) **THESIS GUIDELINES:**

<https://www.iitb.ac.in/newacadhome/rules/Dissertation17june09-10.pdf>

b) **RESEARCH PROJECT TITLE PAGE:**

<hr/>
(TITLE ABOVE)
By
(NAME BELOW)
<hr/>
RESEARCH PROJECT
Submitted
to the Department of Humanities and Social Sciences, IIT Bombay
in partial fulfilment of the requirements for the degree of
MASTER OF ARTS BY RESEARCH
Approval for the Report and Comprehensive Examination
COMMITTEE
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Research Supervisor
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Internal Examiner
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(Date)
