

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
Academic Office

No. Acad/Senate 250 /Actions Taken/Item no. A.4.2/2021

Date: 25th November 2021

Sub. : Formulate a policy for providing a temporary break during studies.

The Senate in its 250th meeting held on 27th October 2021 discussed on the proposal **to formulate a policy for providing a temporary break during studies.**

Below is the extract of the minutes:

The Convener, UGPC briefed the House of the proposal. The House noted that at present there is no rule allowing the UG students for a temporary break – upto 2 semesters during which they could pursue other activities/interests. This may help enhance the overall development of the student. The House accepted the following recommendations of the UGPC.

Planned Break from Studies:

- a) The student may be allowed for maximum two semesters break during his/ her tenure in continuation. This planned break can be for a variety of reasons. The students may apply for one or two semester(s) break with a course completion plan in consultation with Fac Ad/DUGC for consideration of the Competent Authority.
- b) A declaration may be submitted by the student with regard to consent/ information of the parents.
I have informed my parents and have their consent for semester(s) break,
I have informed my parents and do not have their consent for semester(s) break,
I have not informed my parents for semester(s) break
- c) The student may apply for semester break from his/ her fourth semester (second year) onwards. The break may be allowed/ approved after second year. Such approval may be availed by the student before fee payment and registration for a semester. Once the classes have started, the students will not be eligible to apply for a break for that semester.
- d) Approval chain of such semester break may be – Fac Ad – DUGC – Dean (AP)/ Convener, UGAPEC
- e) The student would not be eligible for hostel/ Medical facilities during approved planned break.
- f) In case of approved break, the period of break will not be counted for the prescribed duration of the programme. Hence, s/he will be eligible for the award of minor and honors, if credits requirements are completed in the prescribed duration of the programme excluding approved break.
- g) A letter should go to the parents in case of approved break, on the address available in the records of the students.
- h) The student may be allowed to complete the remaining courses as per his/ her Academic category. The Academic category prior to approved break may be considered for registration after the student re-joins. It should be clarified to the student by the Fac Ad that s/he may not be able to graduate along with his/ her batchmates and the same should be specified in the letter to parents.

The **Senate resolved to approve** the above recommendations of UGPC. The temporary break rule for UG students shall be effective from Spring 2021-22 semester onwards.

The above is forwarded to the following offices / concerned officers/staffs for information and for action to be taken/initiated, if any, as per the decision of the Senate, as mentioned above.

sd/-
Jt. Dy. Registrar (Academic)

- To,
1. The Head of all the academic units
 2. The Dean / Assoc. Dean (SA)
 2. The Head, ASC
 3. The Assistant Registrars (Academic) – UG
 4. Gsec AA(UG)

Copy to : The Convener/Co-convener, UGPC
The academic office staff (UG)
The Concerned academic staff (UG)- to update the rule book