INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

<u>Proposal for Introduction of a New Academic Course / Revision of Existing Academic Course</u>
(Revised format for use from April, 2018)

Name of Academic Unit _____

(A) For **Introduction of a new academic course** titled "_____

_____"

(Use the attached form for details of Introduction of new course)

(B) For **Revision of the existing course (Course no. and its title)** "_____

_____"

(The course no. will remain same, for (B)

Tick * (√)	Course No. [Ignore for (A)]	Existing [Ignore for (A)]	Proposed
	Structure	L : T : P : C :	L : T : P : C :
	Content	(Add separate sheet)	(Add separate sheet)
	Texts and References (including e-books)	(Add separate sheet, if required)	(Add separate sheet, if required)
	Type	Core / Department Elective / Institute Elective	Core / Department Elective / Institute Elective
	Any Other (Please specify)		

* - tick (√) in relevant box where change is proposed.

The above proposal is found to be acceptable by the academic body (DUGC   /   DPGC / PGC) in its meeting held on _____ .   The committee recommended the introduction of new course / revision of the existing course for consideration of UGPC / PGPC .

_____

Date: **Signature of Convener of DUGC/DPGC/PGC**

To : The Convener, PGPC/UGPC

Introduction of New Academic Course

Autumn (proposal submission by March) / Spring Semester (proposal submission by October)*

*The proposal should be submitted **both** in **hard copy** and **electronic form (doc and pdf file)** using the format as given below. The hard copy is to be sent to the Academic Office and the soft copy be emailed to Jt. Registrar(Academic) <dracad@iitb.ac.in>.*

Name of the Academic Unit: _____

1.	**Academic Programme :** *Undergraduate (UG): B.Tech. / B.Tech.+M.Tech. / B.Des. / B.Des.+M.Des. / B.S. /* *(For course meant for UG, you may specify the year : 1st yr. / 2nd yr. / 3rd yr. / 4 yr. / 5 yr.)* *Postgraduate (PG): M.Sc. / M.Tech. / M.Phil. / M.Des. / M.Mgt. / MBA / MPP/ M-UDE/ Ph.D.*
2.	**Type :**　　　　　Core　　　　　　　Department Elective　　　　　　Institute Elective
3.	**Title** *(Limited to 50 characters, including the spaces between the words)***:**
4.	**(i) Duration:**　　　Half Semester　　/　　Full Semester **(ii) To be offered normally in**:　　1st Semester　　　　2nd Semester　　　　1st & 2nd Semester
5.	**Credit Structure :**　　　　L : _____　 T : _____　 P : _____　 C : _____ *(L: lectures, T: tutorials, P: practicals, C: total credits)* *(C = 2(L+T)+P for Full Semester ; C = L+T+0.5*P for Half Semester.* *In case of Studio or other modes, the contact hours may be converted to equivalent L/T/P)*
6.	**Justification / Need for introduction / revision:**
7.	**Name(s) of other Academic units to whom the course may be relevant:**
8.	**Pre-requisites, if any** *Course nos. to be enforced by online registration system* _____ 　　　　　　　　　　　*OR* *Desired background for taking the course*　　_____

* - The last date of submission of Course Proposal to the Academic office for consideration of the PGPC/ UGPC is given in the Academic Calendar <http://www.iitb.ac.in/newacadhome/toacadcalender.jsp>).

9.	**Content** *(List of the topics/sub-topics to be covered in the lectures/practicals/assignments)***:** • • • • • • • • • •
10.	**Texts / References** *(The total number to be restricted to 6 – 8 . Web references may be given, especially for e-books. Complete details of Texts/References should be provided.* **Book:** *Authors (Initials & Last name), Title, Edition (Optional), Publisher, Year.* **Journal Articles:** *Authors (Initials & Last name), Title, Journal name, Volume, Page nos., Year.* **Web References:** *Authors/Organization, Title, Year (if available), URL.).* For e-references mention the e-link.* • • • • • •
11.	**Names of Instructors** *(At least one instructor should be a permanent faculty member of IITB. For core courses there should be at least two Instructors)***:**
12.	**Existing course(s), (offered by the same or other academic units) which have significant overlap with the proposed course :**

The soft copy (doc & pdf file) of the above course proposal is sent to academic office on _____.

_____

Signature of the Head of the Academic Unit

Date :