

R.19 Constitution and Powers and Duties of Research & Recognition Committees

The Institute should have Research & Recognition Committees on the line of Research & Recognition Committees (RRC) at the University, to handle the matters related to Research degrees. Individual subjects or clusters of subjects in the Institute will have respective Research & Recognition Committees (RC). The RRCs will regulate research activities in the respective Departments.

The Institute should also have Board of Studies for various UnderGraduate and PostGraduate programmes at the Institute on the lines of Board of Studies (BoS) at the University of Mumbai. Each programme being conducted by the Institute will have a Board of Studies for that programme. Currently there are 9 undergraduate and 21 postgraduate programmes conducted by the institute at the Matunga campus.

Each programme being conducted by the institute will have a Board of Studies for that programme. Currently there are 9 undergraduate, 21 postgraduate and 34 doctoral programmes conducted by the institute at the Matunga campus. Additionally there is one Integrated M.Tech Programme conducted at the two off-campus sites.

1 Composition of the Board of Studies

1.1 Board of Studies for UG & PG Programmes

All the undergraduate programmes in the Institute of Chemical Technology will be led by the concerned departments. All the UnderGraduate Programmes also have corresponding PostGraduate Programme or multiple PostGraduate Programmes led by the same department.

1. Chairperson - Head of the Department (Ex-officio)
2. Two professors in the department (if available)
3. One Associate Professors in the department
4. One Associate/ Assistant professors in the department
5. External members - Two members who belong to the profession/ industry concerned should be coopted for their expertise. One of these members should be a professor in another institute while the other may be a person practicing the subject in the industry with adequate experience. Names should be communicated to the Dean Academic Programmes who will then issue an invitation letter to them.
6. One of the faculty members from the department will be nominated by the chairperson as the secretary
7. The role of this committee is for the main campus UG & PG programmes and the PG programmes at the off-campus sites.

1.2 Board of Studies for Interdisciplinary/ Multidisciplinary PostGraduate Programmes (with no corresponding UG programme)

These Board of Studies may be looking after one or more postgraduate programmes in the Institute

1. Chairperson - Programme Coordinator (Ex-officio)
2. Two professors associated with the programme (if available)
3. One Associate Professors associated with the programme
4. One Associate/ Assistant professorss associated with the programme (between five persons from 1 to 4, at least three different departments should get represented)
5. External members - Two members who belong to the profession/ industry concerned should be coopted for their expertise. One of these members should be a professor in another institute while the other may be a person practicing the subject in the industry wih adequate experience. Names should be communicated to the Dean Academic Programmes who will then issue an invitation letter to them.
6. One of the faculty members from the department will be nominated by the chairperson as the secretary
7. The role of this committee is for the PG programmes at the main campus and the o-campus sites.

1.3 Board of Studies for integrated M Tech programmes in Chemical Engineering with various minors at off-campus sites

1. Chairperson - Director of once of the sites (Ex-officio, by rotation)
2. Two professors/ Associate Professors (if available, one each from the two off-campus sites)
3. Heads of the Department of corresponding subjects/ nominee from the main campus will be an invitee for relevant subjects whenever required.
4. Two Associate/ Assistant professors in the department (if available, one each from the two off-campus sites)
5. Head of the Department of Chemical Engineering/ nominee from the main campus
6. External members - Two members who belong to the profession/ industry concerned should be coopted for their expertise. One of these members should be a professor in another institute while the other may be a person practicing the subject in the industry with adequate experience. It is preferable that one is a chemical engineer and the other a chemical technologist/specialist from one of the minor branches. Names should be

communicated to the Dean Academic Programmes who will then issue an invitation letter to them.

7. One of the faculty members from the off-campus sites will be nominated by the chairperson as the secretary.

2 Composition of the Research & Recognition Committee

The composition of the Research Recognition Committee will be as follows:

1. Chairperson - Head of the department (Ex-officio) or one of the Heads of departments.
2. Two professors from the department or associated with the programme (if available)
3. One Associate Professors from the department or associated with the programme
4. One Associate/ Assistant professors from the department or associated with the programme
5. External members - Two members who belong to the profession/ industry concerned should be coopted for their expertise. One of these members should be a professor in another institute while the other may be a person engaged in research activity in the industry with adequate experience. Names should be communicated to the Dean Academic Programmes who will then issue an invitation letter to them.
6. One of the faculty members from the department will be nominated by the chairperson as the secretary

3 Term of membership

All the members of the above Boards / Committees (other than the Ex-officio) will hold the office for a term of three years and shall be eligible for reappointment. An external member who is unable to attend three successive meetings may be replaced.

4 Role of the Research & Recognition Committee

1. To make recommendations to the Academic Council regarding names of external examiners for addition to the list for Masters programme/s thesis based on their qualifications and experience.
2. To make recommendations to the Academic Council regarding names of external examiners for addition to the list for Doctoral programme/s thesis based on their qualifications and experience.
3. To make recommendations to the Academic Council regarding grant of recognition to faculty members of the institute as guide for Masters programmes research work.
4. To make recommendations to the Academic Council regarding grant of recognition to faculty members of the institute as guide for Doctoral programme/s research work.

5. To make recommendations to the Academic Council regarding the conduct of the courses for the course work for Doctoral level.
6. To make recommendations to the Academic Council regarding suitable norms of the recognition of the faculty members for guiding research at Master's level and Doctoral level.
7. To recommend approval of the topics of Masters/ Doctoral thesis or dissertations in various subjects.
8. To recommend appointment of referees for the Masters and Doctoral theses and for conducting the viva-voce examinations, if prescribed for the programme.
9. The role of this committee includes the main campus and the off-campus sites.

5 Role of the Board of Studies

1. To collect a feedback on the programme from outside agencies such as employers and other stakeholders periodically. The analysis of this feedback should then be forwarded to Dean Academic Programmes and Dean Institute Quality Assurance.
2. To monitor and review the existing programme structure, course syllabi etc vis-a-vis programmes of other institutes and other programmes in the institute.
3. To review the teaching standards and evaluation standard of the programme based on the reports by Academic Audit Committee and Examination Audit Committee. A copy of these two reports should then be forwarded to Dean Academic Programmes and Dean Institute Quality Assurance.
4. To review periodically, the progress in the undergraduate/postgraduate education and suggest programmes, curricular changes, remedies to remove deficiencies in the existing courses and programmes.
5. To periodically review the undergraduate/ postgraduate and doctoral programmes and to suggest innovation and improvement in the existing programmes
6. To recommend grant of recognition as teacher for Masters programmes.
7. To recommend appointment of paper setters, examiners and moderators for the undergraduate/postgraduate examinations.
8. To recommend appointment referees for the undergraduate dissertations and for conducting the viva-voce examinations, when prescribed
9. To prepare and recommend the requirements of various undergraduate/postgraduate /integrated programmes, such as laboratory requirements, books, supplementary materials, etc.

10. To make recommendations to the UnderGraduate/ PostGraduate Programme Committee regarding appropriate Ordinances and Regulations relevant to the undergraduate/ postgraduate/ integrated courses and programmes in the Institute.
11. To make recommendations to the UnderGraduate/ PostGraduate/ Integrated Programme Committee regarding appropriate rules regarding the undergraduate/ postgraduate courses in the Institute
12. To make recommendationd to the UnderGraduate/ PostGraduate/ Integrated Programme Committee regarding the eligibility criteria and equivalence for the undergraduate/postgraduate programmes.
13. To receive and consider the proposals from the Departments regarding the undergraduate/ postgraduate/ integrated courses and programmes and submit the recommendations to the UnderGraduate/ PostGraduate/ Integrated Programme Committee.
14. To constitute committees to frame and revise syllabi for undergraduate and postgraduate level courses.
15. To overview students' attendance during lectures, tutorials, lab sessions; regularity of academic sessions by the teachers, tests and examinations, assignments, research projects; implementation of curricula, etc. and recommend suitable measures with respect to these.
16. To execute such other duties in relation to the all undergraduate/ postgraduate/ integrated courses at the Institute, as may be assigned to it by any of the authorities of the Institute.

6 Meetings of the Board of Studies & Research and Recognition Committee

1. The Board of Studies and the Research Recognition Committees shall meet as often as needed but not less than two times - once in each semester before the meeting of the UnderGraduate/ PostGraduate Programme Committee and Academic Council. Meetings may be held online and additional resolutions during the year can be by email circulation.
2. A notice of at least 7 days shall normally be given for a meeting of the Board of Studies/ Research & Recognition Committee alongwith the agenda prepared by the secretary in consultation with the chairperson.
3. Each meeting shall be presided by the chairperson of the Board of Studies/ Research & Recognition Committee.
4. The designated secretary shall prepare the minutes of the meeting in consultation with the chairperson as soon as possible but not later than four weeks after the meeting. A copy of the finalised (after circulation to members and incorporating corrections if any) minutes of the meeting should be sent to A R Academic for record. In case of any recommendation about programme structure and/or course syllabi, a copy of the

minutes should be sent to Dean Academic Programmes and these will be communicated to the UGPC/PGPC and the Academic Council as per requirement.

5. Decisions at the meeting shall be taken by simple majority and shall come into force only on the approval by the PGPC/UGPC.

6. Quorum at a meeting shall be minimum five members.

7 List of the Boards of Studies at the Institute of Chemical Technology

1. Board of Studies in Chemical Engineering (Programme codes UG-1, PG-1,PG-19)

2. Board of Studies in Fine/Specialty Chemicals Technology (Programme codes UG-2a, PG-2, PG-17)

3. Board of Studies in Fibres and Textiles Processing Technology and Textile Chemistry (Programme codes UG-2b, PG-3, PG-21)

4. Board of Studies in Food Engineering and Technology (Programme codes UG-2c, PG-4)

5. Board of Studies in Oils, Oleochemical and Surfactants Technology (Programme codes UG-2d, PG-5)

6. Board of Studies in Pharmaceutical Chemistry and Technology and Pharmaceutical Science (Programme codes UG-2e, UG-3, PG-6, PG-9, PG-10, PG-11)

7. Board of Studies for Polymer Engineering and Technology and Surface Coatings Technology (Programme code UG-2f, UG-2g, PG-7, PG-8)

8. Board of Studies in General Engineering (PG-12)

9. Board of Studies in Mathematics (PG-19)

10. Board of Studies in Chemistry (PG-18)

11. Board of Studies in Physics (PG-20)

12. Board of Studies in BioTechnology (PG-13, PG-14, PG-15)

13. Board of Studies in Green Technology (PG-16)

14. Board of studies in Integrated M.Tech in Chemical Engineering (iM-1)

8 List of the Research & Recognition Committees at the Institute of Chemical Technology

1. Research & Recognition Committee for BioProcess Technology and Biological Sciences (D-1, D-20, D-21 and Thesis part of PG-13, PG-14, PG-15)
2. Research & Recognition Committee for Chemical Engineering (D-2, D-28, D-30 and Thesis part of PG-1, PG-19)
3. Research & Recognition Committee for Mathematics (D-24)
4. Research & Recognition Committee for Chemistry (D-22)
5. Research & Recognition Committee for Fine Chemicals Technology (D-3, D-10, D-27 and Thesis part of PG-2, PG-17)
6. Research & Recognition Committee for General Engineering (D-15, D-16, D-17, D-18, D-19, D-31 and Thesis part of PG-12)
7. Research & Recognition Committee for Polymer and Surface Engineering (D-13, D-14 and Thesis part of PG-7, PG-8)
8. Research & Recognition Committee for Food Engineering and Technology (D-5, D-6, D-23 and Thesis part of PG-4)
9. Research & Recognition Committee for Green Technology (D-7 and Thesis part of PG-16)
10. Research & Recognition Committee for Oils, Oleochemicals and Surfactants Technology (D-9, D-29 and Thesis part of PG-5)
11. Research & Recognition Committee for Pharmaceutical Sciences & Technology (D-11a, D-11b, D-11c, D-11d, D-12 and Thesis part of PG-6, PG-9, PG-10, PG-11)
12. Research & Recognition Committee for Physics (D-25)
13. Research & Recognition Committee for Fibres and Textile Processing Technology (D-4, D-26 and Thesis part of PG-3)
14. Research & Recognition Committee for Nano Technology (D-8)

9 List of Integrated M Tech programmes at the Institute of Chemical Technology off-campus sites

1. Programme code iM-1: Integrated M. Tech. in Chemical Engineering with the following Minors
 - (a) Polymer and Materials Engineering (at IOCB and MARJ)
 - (b) Food Engineering & Technology (at IOCB and MARJ)

- (c) Pharmaceutical Technology (at IOCB and MARJ)
- (d) Fibre and Textile Processing Technology (at IOCB)
- (e) Energy Engineering (at IOCB and MARJ)
- (f) Petrochemical Engineering (at IOCB and MARJ)
- (g) Lipid Engineering (at MARJ)
- (h) Chemical Technology (for mixed minor subject choices) (at IOCB and MARJ)

10 List of Post Graduate Programmes at the Institute of Chemical Technology, (including all campuses) (Requires a thesis unless mentioned otherwise)

1. Programme Code PG-1: M. Chem. Engg. (Master of Chemical Engineering)
2. Programme Code PG-2: M. Tech. in Dyestuff Technology
3. Programme Code PG-3: M. Tech. in Fibres and Textile Processing Technology
4. Programme Code PG-4: M. Tech. in Food Engineering and Technology
5. Programme Code PG-5: M. Tech. in Oils, Oleochemicals and Surfactants Technology
6. Programme Code PG-6: M. Tech. in Pharmaceutical Chemistry and Technology
7. Programme Code PG-7: M. Tech. in Polymer Engineering and Technology
8. Programme Code PG-8: M. Tech. in Surface Coating Technology
9. Programme Code PG-9: M. Pharm. in Pharmaceutics
10. Programme Code PG-10: M. Pharm. in Pharmaceutical Chemistry
11. Programme Code PG-11: M. Pharm. in Medicinal Natural Products
12. Programme Code PG-12: M. E. in Plastic Engineering
13. Programme Code PG-13: M. Tech. in Bioprocess Technology
14. Programme Code PG-14: M. Tech. in Food Biotechnology
15. Programme Code PG-15: M. Tech. in Pharmaceutical Biotechnology
16. Programme Code PG-16: M. Tech. in Green Technology
17. Programme Code PG-17: M. Tech. in Perfumery and Flavour Technology
18. Programme Code PG-18: (by papers only) M.Sc. in Chemistry
19. Programme Code PG-19: (by papers only) M. Sc. in Engineering Mathematics
20. Programme Code PG-20: (by papers only) M. Sc. in Physics (Material Science)

21. Programme Code PG-21: (by papers only) M. Sc. in Textile Chemistry

11 List of Doctoral Programmes at the Institute of Chemical Technology (including all campuses)

1. Programme Code D-1: Ph. D. (Tech) in Bioprocess Technology
2. Programme Code D-2: Ph. D. (Tech) in Chemical Engineering
3. Programme Code D-3: Ph. D. (Tech) in Dyestuff Technology
4. Programme Code D-4: Ph. D. (Tech) in Fibres and Textile Processing Technology
5. Programme Code D-5: Ph. D. (Tech) in Food Biotechnology
6. Programme Code D-6: Ph. D. (Tech) in Food Engineering and Technology
7. Programme Code D-7: Ph. D. (Tech) in Green Technology
8. Programme Code D-8: Ph. D. (Tech) in Nano Technology
9. Programme Code D-9: Ph. D. (Tech) in Oils, Oleochemicals and Surfactants Technology
10. Programme Code D-10: Ph. D. (Tech) in Perfumery and Flavour Technology
11. Programme Code D-11a: Ph. D. (Tech) in Pharmacy (Pharmaceutics)
12. Programme Code D-11b: Ph. D. (Tech) in Pharmacy (Pharmaceutical Chemistry)
13. Programme Code D-11c: Ph. D. (Tech) in Pharmacy (Pharmacology)
14. Programme Code D-11d: Ph. D. (Tech) in Pharmacy (Pharmacognosy)
15. Programme Code D-12: Ph. D. (Tech) in Pharmaceutical Technology
16. Programme Code D-13: Ph. D. (Tech) in Polymer Engineering and Technology
17. Programme Code D-14: Ph. D. (Tech) in Surface Coating Technology
18. Programme Code D-15: Ph. D. (Tech) in Plastic Engineering
19. Programme Code D-16: Ph. D. (Tech) in Civil Engineering
20. Programme Code D-17: Ph. D. (Tech) in Electrical Engineering
21. Programme Code D-18: Ph. D. (Tech) in Electronics Engineering
22. Programme Code D-19: Ph. D. (Tech) in Mechanical Engineering

23. Programme Code D-20: Ph. D. (Sci) in Biochemistry
24. Programme Code D-21: Ph. D. (Sci) in Biotechnology
25. Programme Code D-22: Ph. D. (Sci) in Chemistry
26. Programme Code D-23: Ph. D. (Sci) in Food Science
27. Programme Code D-24: Ph. D. (Sci) in Mathematics
28. Programme Code D-25: Ph. D. (Sci) in Physics
29. Programme Code D-26: Ph. D. (Sci) in Textile Chemistry
30. Programme Code D-27: Ph. D. (Tech) in Agro Chemical Engineering
31. Programme Code D-28: Ph. D. (Tech) in Petrochemical Engineering
32. Programme Code D-29: Ph. D. (Tech) in Lipid Engineering
33. Programme Code D-30: Ph. D. (Tech) in Energy Engineering
34. Programme Code D-31: Ph. D. (Tech) in Polymer and Materials Engineering

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