

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Educational Outreach

Proposal for the Introduction of a New Educational Outreach Course with Credits

Name of the Academic Unit _____

1. Course title

(Please provide at least 3 alternatives to the main title, limited to 65 characters including the spaces between words. Try to avoid descriptors such as "course", "programme", "certificate", "batch", "undergraduate", "postgraduate" etc.)

(Main) _____

1. _____

2. _____

3. _____

4. _____

2. Is there an equivalent course (*i.e.*, with 80% or more overlapping content) in IITB's academic programmes?

Yes / No (Please encircle the applicable one and strike out the other.)

If "Yes", course code: _____

If "Yes", course title: _____

3. Course level

(A) Undergraduate (1IJ to 4IJ) / Postgraduate (5IJ to 8IJ) (Please encircle the applicable one and strike out the other. I and J indicate numbers.)

(B) Intended difficulty level (Please tick/check)

1IJ

5IJ

2IJ

6IJ

3IJ

7IJ

4IJ

8IJ

(C) Target audience

(Please specify in as much detail as possible the required minimum academic and/or professional background a learner should have in order to take this course. For example, you may mention "Currently in 3rd year of BTech/BE Mechanical/Production Engineering having undergone basic courses on Thermodynamics and Heat Transfer" or "MTech/ME/MS in Electrical/Electronics Engineering with specialization in Electronic Systems.")

(D) Prerequisite(s)

(Please provide additional course-specific prerequisite information, in addition to the above. Use course description – e.g., “Basic course on foundation design including design of piles” – rather than a precise course title.)

1. _____
2. _____
3. _____

4. Mode of offering

(Please provide at least 3 choices. The course credit is calculated based on the total (not weekly) number of contact hours in each mode of delivery, as

$$C = A/4 + S/6 + T/12 + L/12 + P/12$$

where, A = asynchronous, S = synchronous, T = tutorial, L = laboratory, P = course project hours for the whole course. Asynchronous hours are for pre-recorded and post-produced condensed videos. Synchronous hours are in the presence of a faculty member, online or offline. Tutorials are assumed to be taken by TAs. If a faculty member conducts the tutorial, it can be treated as synchronous.

For example, a 4 credit course can be offered with (a) 12 asynchronous hours + 12 tutorial hours, or (b) 18 synchronous hours + 12 tutorial hours.)

1. A: _____ (h) S: _____ (h) T: _____ (h) L: _____ (h) P: _____ (h)
2. A: _____ (h) S: _____ (h) T: _____ (h) L: _____ (h) P: _____ (h)
3. A: _____ (h) S: _____ (h) T: _____ (h) L: _____ (h) P: _____ (h)
4. A: _____ (h) S: _____ (h) T: _____ (h) L: _____ (h) P: _____ (h)
5. A: _____ (h) S: _____ (h) T: _____ (h) L: _____ (h) P: _____ (h)

5. Total credits, C = _____ (Total credits can only be 2, 3, 4, 6, 8 or 12.)

6. Course content

7. Name(s) of *possible* instructors (Note that a course can be proposed without any instructor's name.)

- 1. _____
- 2. _____
- 3. _____
- 4. _____

8. Name of the faculty member proposing this course _____

Date: _____

Signature: _____

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To be Filled by Office of Educational Outreach

(Please tick/check one of the following options)

The above proposal for a new EO course with credits is found to be **acceptable**. The EO office recommends this course proposal for the consideration of DUGC/DPGC of the concerned academic unit.

The above proposal for a new EO course with credits is found to be **unacceptable**. The proposal is returned to the proposing faculty member for resubmission after revising as per the following comments:

Date: _____

Signature of Dean (EO): _____

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To be Filled by Convenor of DUGC/PGPC/PGC of the Academic Unit

(Please tick/check one of the following options)

The above proposal for a new EO course with credits is found to be **acceptable** by DUGC/DPGC/PGC. The committee recommends this course proposal for the consideration of UGPC/PGPC.

The above proposal for a new EO course with credits is found to be **unacceptable**. The proposal is returned to the proposing faculty member for resubmission after revising as per the following comments:

Date: _____

Signature of Convenor, DUGC/DPGC: _____

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To be Filled by Convenor of UGPC/PGPC

(Please tick/check one of the following options)

The above proposal for a new EO course with credits is found to be **acceptable** by UGPC/PGPC and the following **course code** is assigned to this course:

_____ (Course code = DCX IJK; where DC is the two/three-letter department code, letter X is for extension/outreach, IJK are three digits)

The above proposal for a new EO course with credits is found to be **unacceptable**. The proposal is returned to the proposing faculty member for resubmission after revising as per the following comments:

Date: _____

Signature of Convenor, UGPC/PGPC: _____