



# भारतीय प्रौद्योगिकी संस्थान पटना

## INDIAN INSTITUTE OF TECHNOLOGY PATNA

### B.Tech Ordinances and Regulations

(Applicable for 2015 Batch onwards)

#### 0. PREAMBLE

0.1	The provisions of these regulations shall be applicable to all the B.Tech program offered by the Institute.
0.2	regulations noted below shall be applicable to any new B.Tech program(s) that may be introduced in future.
0.3	A student becomes eligible for the award of the B.Tech. degree after fulfilling all the academic and non-academic requirements as prescribed by the senate.
0.4	Notwithstanding all that has been stated in the regulations the senate has the right to modify/relax any of the regulations from time to time.
0.5	Senate will be supported by Institute Academic Program Committee (IAPC) which will make recommendations to the senate for the latter's approval and ratification, wherever appropriate.

#### REGULATIONS

##### 1. Academic Calendar

1.1	Each academic session is divided into two semesters of approximately 17 weeks duration: an Autumn semester (July-December) and a Spring semester (January-May).
1.2	The senate approved schedule of academic activities for a session, inclusive of dates for registration, mid-semester and end-semester examinations, inter-semester breaks etc., shall be laid down in the Academic Calendar for the session.

##### 2. Admission

2.1	The number of seats in each branch of the undergraduate program for which admission is to be made in IIT Patna will be decided by the senate of IIT Patna. Seats are reserved for candidates belonging to scheduled castes, scheduled tribes and OBC, physically handicapped candidates and children of defence personnel who died fighting for the country. This will be as per the decision of Joint Admission Board of IITs from time to time.
2.2	Admission to all courses will be made in the odd semester of each session, at the first year level, through a Joint Entrance Examination (JEE) conducted jointly by all the IITs. Detailed rules of JEE are available in the "Information Brochure" published by the IITs every year.
2.3	If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the institute may revoke the admission of the candidate and report the matter to the senate.
2.4	The Institute reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his/her career on the grounds of unsatisfactory academic performance or indiscipline.

##### 3. Residence

3.1	The Institute is wholly residential and all students shall be required to reside in, and be members of the hostel to which they are assigned at the time of registration Changes- if any- of assigned hostel will require permissions.
3.2	Under special circumstances, the Director may permit a student to reside with his/her Parent/Guardian in the Institute campus or within a reasonable distance from the Institute. Such a student shall, however, be attached to a hostel and will be required to pay seat rent according to rules, and Hostel establishment charges. However, this permission to stay outside hostels may be withdrawn at the discretion of the Institute, at any time considered appropriate by it, without assigning any reason.
3.3	No married accommodation shall be provided to any student of the undergraduate courses.
3.4	All students must abide by the rules and regulations of the hostel as may be framed from time to time by the institute functionaries.

##### 4. (A) Attendance

4.1	Attendance in all classes (lectures, tutorials, laboratories, practicals, workshops etc.,) must be at least 75 percent of the total number of classes. A student will be debarred from appearing in the examination of the corresponding course(s), if his/her attendance falls below 75 percent in the said course. In Extra Academic Activities (EAC), i.e. NCC, NSS, NSO etc., a student must attend at least 75 percent of the total classes, as also the camps and other pre-publicized program.
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## 4. (B) Leave of Absence

	(a) If the period of leave is for a short duration (less than two weeks), prior application for leave shall have to be submitted to the Head of the Department (HoD) stating fully the reasons for the leave requested for along with supporting document(s). Such leave will be granted by the Head of the Department.
	(b) Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reasons for which prior application could not be made may be condoned by the Head of the Department provided the Head is satisfied with the explanation.
4.2	(c) If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through the Head of the Department to the Dean/Associate Dean (Academic) with supporting documents in each case; the decision to grant leave shall be taken by the Dean/Associate Dean (Academic).
	(d) The Dean/Associate Dean (Academic) may, on receipt of an application, also decide after discussing with the Head of the corresponding department, whether or not the student be asked to withdraw from the course for that particular semester, because of long absence
	(e) The leave of absence as per clauses 4.2 (a) to 4.2 (c) will <b>NOT</b> be condoned for attendance.
4.3	It will be the responsibility of the student to intimate the Warden of the hostel in which he/she is residing, the Head of the Department, and the concerned instructors regarding his/her absence before availing the leave.
4.4	In exceptional circumstances, the Director may relax any of the above requirements.

## 5. Conduct and Discipline

5.1	Students shall conduct themselves within and outside the premises of the Institute in a manner befitting the students of an institution of national importance.
5.2	Ragging in any form is banned: acts of ragging will be considered as gross indiscipline and will be severely dealt with.
5.3	<p>The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:</p> <ul style="list-style-type: none"> <li>a) Ragging</li> <li>b) Lack of courtesy and decorum; indecent behaviour anywhere within or outside the campus.</li> <li>c) Willful damage or stealthy removal of any property/belongings of the Institute/Hostel or of fellow students</li> <li>d) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs</li> <li>e) Mutilation or unauthorized possession of library books</li> <li>f) Noisy and unseemly behaviour, resulting in acute disturbance</li> <li>g) Hacking in computer systems (such as entering other person's work area without prior permission, manipulation and/or damage of computer hardware and software etc)</li> <li>h) Any other act of gross indiscipline</li> <li>i) Commensurate with the gravity of the offence, the punishment may be given in the form of fine, expulsion from the hostel, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.</li> </ul>
5.4	<p>For an offence committed in (a) a hostel, (b) a department or in a classroom and (c) elsewhere, the Warden, the Head of the Department, Dean/Associate Dean (students), Dean/Associate Dean (Academic) and the Director, respectively, shall have the authority to reprimand or impose fine or impose any other suitable punishment.</p> <p>All cases involving punishment other than reprimand shall be reported to the Chairman, Students Disciplinary Committee.</p>
5.5	All major acts of indiscipline, which may have serious implications and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Students Disciplinary Committee (SDC).
5.6	Cases of adoption of any kind of unfair means in an examination shall be reported to the Chairman, SDC for taking appropriate action.
5.7	In the event of a major punishment, the aggrieved party shall have the right to appeal to the Director.

## 6. Change of Branch

6.1	Normally a student admitted to a particular branch of the undergraduate program will continue studying in that branch till completion.
6.2	<p>However, in special cases the Institute may permit a student admitted through JEE to change from one branch of studies to another after the first two semesters.</p> <p>Such changes will be permitted, in accordance with the provisions laid down hereinafter, from a B.Tech. program in any branch to a B.Tech. program in any other branch.</p>
6.3	Only those students will be eligible for consideration of a change of branch/program after the second semester, who have completed all the common credits required in the first two semesters of their studies, in their first attempt, without having had to pass any course requirement in the summer term examination.

6.4	Applications for a change of branch / programme must be made by intending eligible students in the prescribed form. The Dean/Associate Dean (Academic) will call for applications at the end of the second semester of each academic year and the completed forms must be submitted by the last date specified in the notification.
6.5	Students may enlist upto three choices of branch, in order of preference, to which they wish to change over. It will not be permissible to alter the choice after the application has been submitted.
6.6	Change of branch shall be made strictly in order of merit of the applicants. For this purpose the CPI obtained at the end of the second semester shall be considered. In case of a tie, JEE rank of the applicants will be considered.
6.7	The applicants may be allowed a change in branch, strictly in order of inter se merit, subject to the limitation that the strength of a branch should not fall below the existing strength by more than ten percent (10%) and should not go above the sanctioned strength by more than ten percent (10%). <i>[Also refer to item no 2019.25.31 of 25<sup>th</sup> senate MoM]</i>
6.8	All changes of branch made in accordance with the above rules will be effective from the third semester of the applicants concerned. No change of branch shall be permitted after this.
6.9	All changes of branch/ programme will be final and binding on the applicants. The student offered branch change must accept the offer within 15 days of the notification, failing which the offer will automatically go to the next qualified applicant.

### Course Structure

7.1	Teaching of the courses shall be reckoned in credits; Credits are assigned to the courses based on the following general rule: <ul style="list-style-type: none"> <li>❖ Two credits for each lecture period;</li> <li>❖ Two credits for each tutorial period;</li> <li>❖ One credit for each Laboratory or Practical or Project session of one hour.</li> </ul>
7.2	In order to qualify for a B.Tech. degree of the Institute, a student is required to complete the credit requirements as prescribed in the curriculum for a particular programme. The credit requirements for a programme will be in the range of 280-300 credits.
7.3	No semester will normally have more than six lecture based courses and four laboratory courses in a semester. However, in special cases, student may be permitted to take seven lecture-based courses subjected to the recommendation of Faculty Advisor and approval of Departmental Academic Programme Committee (DAPC).
7.4	In addition to the prescribed credit requirement (between 280 and 300) a student shall have to complete the requirements of Extra Academic Activities (EAA) during the first four semesters. Students will be awarded (PP/NP) grades for the EAA, which will be recorded in the Grade Card but not taken into account for computing the SPI and the CPI.
7.5	The course work requirements may be broadly divided into following four main groups of subjects: <ol style="list-style-type: none"> <li>a) Humanities and Social Sciences</li> <li>b) Basic Sciences and Mathematics</li> <li>c) Engineering Sciences &amp; Practice</li> <li>d) Professional Subjects</li> </ol>
7.6	The total course package for a department consists of the following components : <ol style="list-style-type: none"> <li>a) Institutional Core subjects</li> <li>b) Departmental Core subjects</li> <li>c) Departmental Elective subjects</li> <li>d) Institute Elective subjects</li> </ol>
7.7	Every B.Tech. programme will have a curriculum and syllabi for the courses approved by the senate/IAPC. DAPC will discuss and recommend the syllabi of all the under graduate courses offered by the department from time to time before sending the same to the IAPC and then to the senate.
7.8	Medium of instruction, examination and project report will be in English.
7.9	To help the students in planning their courses of study and getting general advice on the academic programme, the concerned department will assign Faculty Advisor(s) for each batch of students.

### Registration

8.1	Every student is required to register for the approved courses through the Faculty Advisor at the commencement of each semester on the day fixed for such registration and notified in the Academic Calendar
8.2	Students who do not register on the day announced for the purpose may be permitted late registration, upon getting permission from the Dean/ Associate Dean (Academics), up to the notified day in the Academic Calendar on payment of an additional fee.
8.3	Only those students will be permitted to register who have:
	Cleared all Institute, Hostel and Library dues and fines (if any) of the previous semesters,
	Made all required advance payments of Institute and Hostel dues for the current semester, and
	Not been debarred from registering on any specific ground.

	<p>During registration following conditions must be fulfilled :</p> <p>(a) A student must pass all first year courses before registering for the third year courses.</p> <p>(b) Normally, the number of credits registered for during a semester should not be less than 30credits and should not exceed 50credits. The L-T-P loading for a semester should not exceed 32 contact hours per week.</p> <p>(c) Provision for overloading: Students of 5th semester onwards having CPI of at least 8.0 may be allowed to credit an extra course per semester over the prescribed list of courses of the department for the concerned semester. Interested students with CPI of at least 8.0 may apply to Dean/ Associate Dean (Academic) through Faculty advisor and HoD</p>
8.4	<p>(a)Students obtaining grade ‘F’ in any compulsory subject in any semester may clear it in the subsequent summer term examination/supplementary examination or must repeat it in the next appropriate semester when it is offered.</p> <p>(b)Those who obtain grade ‘F’ in an elective subject may similarly clear the backlog in the summer term examination/supplementary examination or, alternatively, register for any elective subject from within the same group of electives offered in the next semester.</p> <p>(c) In case of failure in Laboratory/Practical subject the student will have to re-register for it in the next appropriate semester / summer term.</p> <p>(d) Similarly, in case of failure in Extra Academic Activities the student will have to re-register for it in the appropriate semester of the next academic session.</p>
8.6	A student who obtains a CPI lower than 5.00 with grade ‘DD’ in some subjects or grade ‘F’ in some subjects may be permitted by the Dean/ Associate Dean (Academic) on the recommendations of the DAPC to repeat one or more of the DD graded subjects as well as the failed subjects, as and when the said subjects are offered.
8.7	When a student re-registers for a subject, in accordance with clauses 8.5 and 8.6 above, his/her new grade will be used for SPI calculation, whereas for CPI calculation, the better of the two grades (the old and the new) of that subject will be considered.
8.8	Students may add and drop subject(s) with the concurrence of the Faculty Advisor, and under intimation to the concerned course instructors and the academic section provided this is done within the date mentioned in the Academic Calendar and as per the conditions given in clause 8.3 (b) above.
8.9	A minimum of ten (10) students must register in an open elective/science/HSS elective course and a minimum of six (6) students must register in a departmental elective course for it to be taught in any semester.
<b>9. Summer Term Course and Supplementary Examination</b>	
9.1	<p>A summer term course may be offered by a department on the recommendation of IAPC and approval from senate. Summer term courses will be announced by the Academic section at the end of the even semester and before the commencement of the end-semester examination.</p> <p>Summer courses may be offered only when there are more than five (5) failed students in any first year B.Tech. course. In all other cases (i.e. first year courses with less than five failed students and any other B. Tech. course) supplementary exam will be conducted for that course in summer quarter.</p>
9.2	<p>A student who obtains CPI lower than 5.00 with grade ‘DD’ or lower in some subjects may be permitted by the Dean/Associate Dean (academics) on the recommendations of the DAPC to take the supplementary exam in one or more DD graded subjects to improve his/her performance.</p> <p>Students expelled in any semester will not be eligible to register in summer quarter.</p>
9.3	A student will have to register for summer term courses by paying the prescribed fees within the stipulated time in the announcement.
9.4	For late registration, students have to obtain approval of Dean/ Associate Dean (academics) within seven (7) days from the date of registration in summer quarter (mentioned in the Academic Calendar). Late fee (in case of students registering late in summer quarter) is same that is charged in case of late registration in Spring/Autumn semester in the Institute.
9.5	Supplementary examination will be held in July. Students do not have to attend summer classes to appear in the supplementary examination. In a summer term a student can appear/attend a maximum of three summer theory courses and/or supplementary examinations in any combination.
9.6	The total number of contact hours in any summer term course will be the same as that in the regular semester course. The assessment procedure in a summer term course will also be similar to the procedure for a regular semester course.
9.7	The marks scored in the supplementary examination will replace the marks scored by the student in the end-semester examination for computing the new grade scored by the student. A student is entitled only to one grade lower than the actual grade thus scored, except the grades DD and F. However, for the students who could not appear for the end semester examinations due to valid medical reasons the actual grade scored shall be awarded.

## 10. Duration of the Program

10.1	Normally a student should complete all the requirements for undergraduate program in eight semesters. However, academically weaker students who do not fulfill some of the requirements in their first attempt and have to repeat them in subsequent semesters may be permitted upto 12 consecutive semesters (counting from the first semester registration) to complete all the requirements of the degree.
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## 11. Temporary Withdrawal from the Institute

11.1	A student who has been admitted to an undergraduate program of the Institute may be permitted to withdraw temporarily from the Institute on the grounds of (i) prolonged illness or (ii) grave calamity in the family, or (iii) some such contingency, for a period of one semester or more, provided:  (a) He applies to the Institute within at least six (6) weeks of the commencement of the semester or from the date he last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of his/her guardian.  (b) The Institute is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements of the B.Tech. degree within the time limits specified in clause 10.  (c) There are no outstanding dues or demands in the Institute/Hostel/Department/Library/NCC/NSS/NSO.
11.2	A student who has been granted temporary withdrawal from the Institute under the provisions of clause 11.1 will be required to pay fees/charges (except tuition fees and hostel dues) till such time as his/her name is on the Roll List. Fees once paid will not be refunded.
11.3	Normally, a student will be permitted only one such temporary withdrawal during his/her tenure as a student of the undergraduate program.

## 12. Termination from the Program

12.1	A student is required to leave the Institute on the following grounds:  (a) If a student fails to secure a CPI of 5.0 at the end of any semester. However, a student securing a CPI below 5.0 may be allowed to continue in the following semester on the recommendation of DAPC and with the approval of IAPC. Simultaneously the student will be issued a warning that his/her CPI has to come up to a value of at least 5.0. Students who secure a CPI below 5.0 in two consecutive semesters may not be allowed to continue in the undergraduate program.  (b) If a student is absent for more than 6 (six) weeks in a semester without sanctioned leave, his/her name will be struck off the rolls.  (c) A student may also be required to leave the Institute on disciplinary grounds on the recommendations of the Students Disciplinary Committee.  (d) Not registering for any semester before the last date for registration without prior approval will result in the recommendation for termination of studentship.
12.2	

## 13 (A) Grading System

13.1	Based on the performance of a student, each student is awarded a final letter grade in each subject at the end of the semester. The letter grades and the corresponding grade points are as follows:																		
	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="color: red;">Grade Letter</th> <th style="color: red;">Grade Point</th> </tr> </thead> <tbody> <tr> <td style="color: red;">AA</td> <td style="color: red;">10</td> </tr> <tr> <td style="color: red;">AB</td> <td style="color: red;">9</td> </tr> <tr> <td style="color: red;">BB</td> <td style="color: red;">8</td> </tr> <tr> <td style="color: red;">BC</td> <td style="color: red;">7</td> </tr> <tr> <td style="color: red;">CC</td> <td style="color: red;">6</td> </tr> <tr> <td style="color: red;">CD</td> <td style="color: red;">5</td> </tr> <tr> <td style="color: red;">DD</td> <td style="color: red;">4</td> </tr> <tr> <td style="color: red;">F</td> <td style="color: red;">0</td> </tr> </tbody> </table>	Grade Letter	Grade Point	AA	10	AB	9	BB	8	BC	7	CC	6	CD	5	DD	4	F	0
Grade Letter	Grade Point																		
AA	10																		
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	In addition, there shall be two transitional grades 'I' and 'X' used by the instructors.																		
13.2	A student is considered to have completed a subject successfully and earned the credits if he secures a letter grade other than 'I', 'X' or 'F' in that subject. A letter grade 'F' in any subject implies a failure in that subject.																		

### 13. (B) The Transitional Grades 'I' and 'X'

13.3	<p>(a) The Instructor of a subject may award the grade 'I' to a student if the latter was compelled to absent himself from the end semester examination on account of: (i) Illness or accident which disabled him from appearing at the examination. (ii) A calamity in the family at the time of the examination, which, in the opinion of the Institute, required the student to be away from the campus, or (iii) Some such contingency.</p> <p>A student will be eligible for the award of grade 'I' only if his/her attendance at classes and performance in other components of assessment are satisfactory.</p> <p>(b) The Instructor of a subject may award the grade 'X' to a student if the overall performance of the student in the course is good, but is likely to get grade 'F' based on his/her end semester examination.</p> <p>(c) All 'I' and 'X' grades awarded by Instructors must be converted by them to appropriate letter grades and communicated to the Academic office, through Head of the Department within two days of the respective make up examination. Any outstanding 'I' and 'X' grades two days after the last scheduled make up examination will be automatically converted to an 'F' grade.</p>
13.4	<p>A Semester Performance Index (SPI) will be computed for each semester. The SPI will be calculated as follows:</p> $SPI = (C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_n * G_n) / (C_1 + C_2 + C_3 + \dots + C_n)$ <p>where, n is the number of courses registered during the semester,</p> <p><math>C_i</math> is the number of credits allotted to a particular course, and</p> <p><math>G_i</math> is the grade points corresponding to the grade awarded for the course.</p>
13.5	<p>A Cumulative Performance Index (CPI) will be computed at the end of each semester and communicated to the students along with the SPI and the grades obtained by them for that semester.</p> <p>The CPI gives the cumulative performance of the student from the first semester upto the end of the semester to which it refers, and will be calculated as follows:</p> $CPI = (C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_m * G_m) / (C_1 + C_2 + C_3 + \dots + C_m)$ <p>where, m is the number of courses registered upto that semester, <math>C_i</math> is the number of credits allotted to a particular course, and <math>G_i</math> is the grade points corresponding to the grade awarded for the course.</p> <p>Whenever a student repeats or substitutes a course in any semester, the lower grade(s) obtained by him/her in the course is to be ignored in the computation of CPI from that semester onwards.</p>
13.6	<p>Both SPI and CPI will be rounded off to the second place of decimal and recorded as such. Whenever these CPIs are to be used for the purpose of determining the merit ranking of a group of students, only the rounded off values will be used.</p>
13.7	<p>The SPI and CPI are calculated in consideration of all the credits including the Grade "F".</p>
13.8	<p>When a student gets the grade 'I' or 'X' for any course during a semester, the SPI for that semester and the CPI at the end of that semester will be tentatively calculated ignoring 'I' and 'X' graded course(s). After conversion of 'I' and 'X' grade(s) to appropriate grade(s), the SPI and CPI for that semester will finally be recalculated after taking the converted grade(s) into account.</p>
13.9	<p>There are, however, a few other academic requirements for undergraduate program where student will be awarded following two grades viz., 'PP'- Passed and 'NP'-Not Passed. All non-credit subjects (such as NCC/NSO/NSS, industrial training, field visits and Extra Academic Activities) belong to this category. No grade points are associated with these grades and performance in these subjects is not taken into account in the calculation of the SPI or CPI. However, the pre-condition for award of degree is obtaining 'PP' grade in all such subjects.</p>
13.10	<p>The faculty advisor may permit a student to register for an audit course, provided the course instructor allows auditing a course. The course instructors should inform at the beginning of semester, regarding modalities of evaluating audit courses to the students. The word "AU" or "NU" shall be written alongside the Course Name in the Grade Card. The audit course &amp; the grade "AU" or "NU" shall not carry any credits and grade points. The status will be shown in the grade card as "AU" for Met Audit Criteria and "NU" for Not Met Audit Criteria. However, a student is not required to register again for meeting audit criteria in a course.</p>

### 14. (A) Assessment of Performance

14.1	<p>There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the Instructor concerned or the appropriate committee appointed for this purpose on the following basis:</p> <p>(a) In case of Theoretical subjects, the evaluation will be based on Instructors' assessment, quizzes, mid semester examination and end semester examination, as applicable.</p> <p>For sessional subjects (Laboratory/Drawing/Workshop etc.), the evaluation will be on the basis of attendance, assessment of the tasks assigned and the end semester test/viva.</p> <p>(b) The evaluation of the project work will be based on sessional work assigned by the Instructor, seminar, project report and project evaluation committee's assessment (also see clause 14.2 below).</p> <p>(c) In case of other requirements such as seminar, comprehensive viva voce, extra academic activities etc., the evaluation will be as determined by the instructor(s).</p>
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	(d) The mid-semester and end-semester examinations will be conducted centrally by the Academic Section of the Institute. The class-tests or quizzes will be organized by the Instructors concerned.
	The weightage assigned to different components of assessment should be announced by the concerned Instructor(s) in the beginning of the semester.
	(f) The results of performance of the students in the mid semester examination shall be announced by the Instructors of the subjects concerned within a fortnight of the date of examination.
	(g) The final grades for a subject must be submitted after the end-semester examination by the concerned Instructor(s) to the Head of the Department to which the subject belongs, who then will forward it to the Academic office.

#### **14. (B) Evaluation of Projects**

14.2	(a) The project work is normally in two stages, each spread over a semester. At the end of first stage, the student is required to submit a preliminary report of his/her work by a prescribed date to the Project Coordinator/Secretary, DAPC and present it to an Internal Project Evaluation Committee. The second stage of the work is continued in the following semester.
	(b) The Chairman, DAPC will submit to the academic section the names of the project examiners at least two weeks before the submission of the second stage project report. Three unbound, typed copies of the project report one for each examiner, prepared according to the prescribed format available in the academic section will be submitted to the department at least one week before the probable date of oral examination. The oral examination will be held within two months from the date of submission of the project report.
	The department will record the date of submission of the project and arrange to send the project reports to the examiners. The project coordinator will inform the date of the oral examination to the examiners and send a copy to the academic section. The project will be evaluated by the Project Evaluation Committee and the result will be submitted to the Project Coordinator, who in turn will forward it to the Academic Section.
	On successful completion of the oral examination, each student will be required to submit corrected bound copy of the project report, one each to the department and the supervisor(s).
	(c) Extension of time usually not exceeding 3 months from the announced last date for submission of the Project report may be granted by the DAPC in the case of students with insufficient progress in the project work. In such a case the concerned students will be temporarily awarded 'I' grade. Further, if the reports are not submitted within the allowed period of time, the 'I' grade will be automatically converted to 'F' grade.
14.3	(d) Those who fail in the first stage assessment will be required to re-register for the first stage in the following semester. Likewise, those who obtain an 'F' grade in the final (second stage) assessment will be required to re-register for it in the subsequent semester (including summer semester).
	The evaluation of performance in Extra Academic Activities will be done by the authorities conducting them and they will communicate grades to the Academic office..

#### **15. Method of Awarding Letter Grades**

15.1	The Instructor(s) shall submit two copies of letter grades of the subject he/she is teaching, to the Head of the Department to which the subject belongs, by the due date specified in the Academic Calendar. Heads of the Departments will forward all grades to the Academic office by the due date specified in the Academic Calendar.
15.2	All evaluated work in a subject except end semester answer scripts will be returned to the students promptly. End semester examination answer scripts and the sheet containing details of marks converted to grades, shall be preserved by the Instructor for a period of one year.
15.3	Changes in Grades Already Awarded: If a student feels that the grade awarded to him/her in a course is not correct, he/she may request the Instructor of the course to show him/her the end semester answer script in order to ensure that all the questions have been correctly evaluated, within one week of the start of the next semester.

#### **16. Examinations**

16.1	In assessing the students' attainment in subjects (Theory, Laboratory, Sessional), seminars, project work etc., the system of continuous assessment is adopted by the Institute. In conformity with this practice, there will be one mid-semester examination and one end-semester examination for every theoretical subject. These are in addition to the Instructors' assessment and quizzes etc. Any departure from the pattern of examinations- e.g. not holding mid-sem examination and absorbing its weightage in something appropriate like a course seminar- will have to be informed to the DAPC and approved therein.
16.2	A student may be debarred from appearing in the end-semester examination due to the following reasons: (i) If any disciplinary action against him/her. (ii) On recommendation of a Instructor, if a) his/her attendance in the Lecture/Tutorial/ Practical classes has not been satisfactory during the semester, and/or, b) his/her performance in the sessional work done during the semester has been unsatisfactory.

## 17. Make-up Examination

17.1	Students who have missed an end-semester examination on valid reasons and awarded 'I' grade are eligible for make-up examination. They should submit duly filled and signed 'make up examination form' to the Dean/Associate Dean (academics) through the Instructor/Departmental Head/ within seven days from the date of examination missed, along with explanation for their absence.
17.2	No make-up examination will be scheduled for the mid semester examination and quizzes. It is entirely upto the Instructor to ascertain the proficiency of the student by whatever means considered appropriate to him/her if he/she is satisfied of the bonafides.
17.3	Official permission to take a make-up examination will be given under exceptional circumstances such as admission to a hospital due to illness, calamity in the family and so on, at the time of the examination. Students residing in the hostels should produce a medical certificate issued by certified medical officer. Students who are permitted to stay outside the campus or who have been authorized to be away from the Institute should produce a medical certificate from a Medical Officer not below the rank of a Civil Surgeon. Certificates from private medical practitioners will not be accepted. The Dean/Associate Dean (academics) can use his/her discretion in giving permission to a student to take a make-up examination.
17.4	Students who are awarded "X" grade by the Instructors are also eligible for the make-up examination.
17.5	Make up examination will be held as per dates notified in the Academic Calendar. Makeup examinations at any other time can be held only with the permission of the Dean/Associate Dean (Academic).

## 18. Withholding of Grades

18.1	Grades shall be withheld when the student has not paid his/her dues or when there is a disciplinary action pending against him/her.
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## 19. Eligibility for the Award of B. Tech. Degree

19.1	A student shall be declared to be eligible for the award of B.Tech. degree if he/she has (a) Completed all the credit requirements for the degree with grade 'DD' or higher grade in each of the subjects (Theoretical, Laboratory, Workshop, Sessional and so on), Seminar, Project etc; (b) Satisfactorily completed all the non-credit requirements for the degree viz-Extra Academic Activities, Industrial Training, etc(if any); (c) obtained a CPI of 5.00 or more at the end of the semester in which he/she completes all the requirements for the degree; (d) no dues to the Institute, Department, Hostels, NCC, NSS and NSO; and (e) no disciplinary action pending against him/her.
19.2	The award of B.Tech. degree must be recommended by the senate/IAPC and approved by the Board of Governors of the Institute.

<b>Departmental Academic Program Committee (DAPC)</b>				
<b>Composition</b>				
(i)	Head of the Department (HOD)	Chairman		
(ii)	Eight faculty members to be nominated by the Head of the Department (Note: If faculty strength of a department is less than or equal to eight (8), then all the faculty members will be members of the DAPC)	Members		
(iii)	One faculty member chosen by the HoD as Secretary	Member		
(iv)	Three students (One from Bachelor program, one from Master program and one from Ph.D.) with CPI not less than 7.5 to be elected by the Department Student Association (DSA)*	Members		
Tenure: Two years for faculty members and one year for student members.				
<b>Functions</b>				
(i)	To oversee the conduct of all UG and PG courses of the department.			
(ii)	To ensure academic standard and excellence of the courses offered by the department.			
(iii)	To discuss and recommend the syllabi of all the courses offered by the department from time to time before sending the same to the IAPC			
*Department Student Association (DSA) consists of one representative from each batch of every program (i.e. one each from 1st year-B.Tech., 2nd Year-B.Tech., 3rd Year-B.Tech., 4th Year-B.Tech., 1st year-Master program, 2nd Year-Master program and Ph.D.). Girl students are encouraged to become a member of DSA. The DSA shall then elect the student members of DAPC.				
<b>Institute Academic Program Committee (IAPC)</b>				
<b>Composition</b>				
(i)	Director / Dean of Academic Affairs (ex-officio)	Chairman		
(ii)	Associate Dean Academic	Convener		
(iii)	Secretaries of DAPC of each Department	Members		
(iv)	DR (Academic) or AR (Academic)- in absence of DR Academic	Non-Member secretary		
<b>Tenure:</b> Two Years				
<b>Functions</b>				
(i)	To oversee the conduct of all UG and PG courses of the Institute.			
(ii)	To consider proposals from the departments and make recommendations to the Senate for consideration and approval.			
(iii)	To issue guidelines to various departments on evaluation pattern of the courses to maintain uniformity.			
(iv)	To consider and recommend the assessment procedure to be adopted by various departments.			
(v)	To consider and recommend any other matter concerning the academic program of the Institute.			
	<b>NB:</b> B.Tech. Coordinator, M.Tech. Coordinator and Ph.D. Coordinator are the invitee members of the IAPC.			
<b>Senate</b>				
<b>Composition</b>				
(i)	Director	Ex officio member and Chairperson		
(ii)	Deputy Director(s)	Ex officio member(s)		
(iii)	Deans(s)	Ex officio member(s)		
(iv)	Heads of academic units	Ex officio member(s)		
(v)	Professors	-----		
(vi)	Wardens	Ex officio member(s)		

(vii)	Librarian	Ex officio member(s)
(viii)	Workshop Superintendent	Ex officio member(s)
(ix)	Three persons not being employees of the institute to be nominated by the Chairperson BoG in consultation with the Director, from amongst educationalists of repute, one each from the fields of Science, engineering and humanities.	-----
(x)	Such other member of the staff as may be laid down in the statutes	
(xi)	Registrar	Non-member secretary
(xii)	Any other member on invitation as per Chairperson's discretion	-----

**Note:** (a) Since the institute does not have any Deans yet, all Associate Deans will be members of the senate

(b) Since the institute does not have regular Professors (other than Director), all regular Associate Professors will be members of the senate

(c) Since there is no appointed librarian, Prof. In Charge Library will be member of the senate

(d) Right now there are no Deputy Directors and workshop superintendent; however, these ex-officio members are mentioned for future provision

**Tenure:** Two years for faculty members and one year for student members.

### Functions

(i)	To oversee the conduct of all undergraduate and post graduate courses of the Institute.
(ii)	To consider the proposals from the departments and make recommendations to the senate/IAPC for consideration and approval.
(iii)	To issue guidelines to various departments on evaluation pattern of the courses to maintain uniformity.
(iv)	To consider and recommend the assessment procedure to be adopted by various departments.
(v)	To consider and recommend any other matter concerning the undergraduate program of the Institute.

### Institute Academic Disciplinary Committee (IADC)

#### Composition

(i)	Dean/Associate Dean (Academic)	Chairman
(ii)	Head of the Department (HoD) to which student belong. If a student belongs to more than one department (for interdisciplinary program), the corresponding Heads of Departments.	Member(s)
(iii)	Two faculty members	Members
(iv)	Vice President, Students' Gymkhana	Member
(v)	Deputy Registrar/Assistant Registrar (Academic)	Secretary

#### Functions

(i)	The committee will look into the following acts of omission and/or commission by any student which constitute violation of the code of conduct and invoke disciplinary measures: <ul style="list-style-type: none"> <li>a) Disciplinary issues related to academic matters during examination;</li> <li>b) Disciplinary issues related to general conduct of students in the class rooms and laboratories;</li> <li>c) Plagiarism and/or violating academic integrity in any form;</li> <li>d) Negligence of TA duty;</li> <li>e) Forging signatures/Attendance;</li> <li>f) Cyber Crime;</li> <li>g) Any other gross violation stipulated from time to time</li> </ul>
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