भारतीय प्रौद्योगिकी संस्थान पटना
INDIAN INSTITUTE OF TECHNOLOGY PATNA
M.Tech Ordinances and Regulations

	0. PREAMBLE	
0.1	The provisions of these regulations shall be applicable to all M.Tech programs offered by the Institute.	
0.2	All the regulations noted below shall be applicable to any new M.Tech program(s) that may be introduced in future.	
0.3	A student becomes eligible for the award of the M.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 Academics Program Committee (IAPC) which will make recommendations to the senate for the latter's approval and ratification, wherever appropriate.	

REGULATIONS

1. CATEGORIES OF STUDENTS FOR M.Tech PROGRAM		
	The Institute admits M.Tech students under the following categories:	
1.1	**REGULAR** A student in this category works full-time for his/her M.Tech degree. He/she receives assistantship from the Institute or any other recognized funding agency.	
1.2	**SPONSORED** A student in this category is sponsored by a recognized R&D organization, academic institution, government organization or industry for doing M.Tech in the Institute on a full-time basis. The Institute does not provide any assistantship to such a student.	
1.3	**PROJECT-STAFF** This category refers to a student who is working on a sponsored project in the Institute and is admitted then to M.Tech Program to work on a full-time or part-time basis. The remaining duration of the project at the time of admission should be at least one year. If the project gets completed before the student completes his/her M.Tech Program, his/her category will be converted to PART-TIME Category.	
1.4	**PART-TIME** A student in this category is a professionally employed person (including the staff of IIT Patna), who pursues the M.Tech Program, while continuing the duties of his/her service. The Institute does not provide any assistantship to such a student.	
1.5	**QUALITY IMPROVEMENT PROGRAM (QIP)** This category refers to a student selected under the Quality Improvement Program (QIP) of the AICTE. The student works full time in the M.Tech Program as per the rules and regulations of QIP.	

2. VISITING M.Tech STUDENTS
Other than students mentioned under clause 1 above, a student of another university/institute in India or abroad may register for a few semesters as Visiting M.Tech students. The Institute does not award any degree to such students.

3. CHANGE OF CATEGORY
The change of category of student is not permitted in M.Tech program, however, in special cases, a student may be allowed to change his/her category from "Regular and Full Time" to "Employed and Part Time" after finishing all the course work, provided the concerned student has submitted "No Objection Certificate" from the joining organization. Such cases are to be reported to the Senate.

4. ACADEMICS CALENDAR	
4.1	Each academics session is divided into two semesters of approximately 17 weeks duration: an Autumn semester (July-December) and a Spring semester (January-May).

4.2	The senate approved schedule of academics activities for a session, inclusive of dates for registration, midsemester and end-semester examinations, inter-semester breaks etc., shall be laid down in the Academics Calendar for the session.

5. ADMISSION

5.1	**ELIGIBILITY CRITERIA** The details of the eligibility criteria for admission to various M.Tech programs/specialization are given in *Appendix-A*. These criteria are revised by the Senate from time to time.	
5.2	**ADMISSION PROCEDURE**	
	5.2.1	Admission to the M.Tech Program of the Institute normally takes place in July every year. Advertisements are issued in February/March/April
	5.2.2	Admission to all categories of students is granted on the basis of GATE Score/counseling/interview/admission test held usually during the month of May-July every year
	5.2.3	The following documents are to be furnished along with the application by candidates falling under Sponsored, Project Staff and Part-time categories: **Form I:** Sponsorship letter for Sponsored category. **Form II:** No objection certificate from Dean/ Associate Dean (R&D), IIT Patna, for Project Staff category. **Form III:** No objection certificate from the employer for Part-time category.

6. RESIDENCE

6.1	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. However, students in Sponsored, Project Staff, and Part-time categories are exempted from residing in hostel
6.2	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
6.3	All students must abide by the rules and regulations of the hostel as may be framed from time to time by the Hostel Affairs' Board.
6.4	Students not residing in hostels shall be attached to a hostel for extra-curricular activities.
6.5	No married accommodation shall be provided to any student of the M.Tech courses.

7. ATTENDANCE

7.1	(a) Students are required to attend all the classes (Lectures, Tutorials/Studios, Laboratories, Practical, Workshops etc) for which they have been registered. (b) A student will be debarred from appearing in an end semester examination if his/her attendance falls below 75 percent and will be awarded an "F" grade in that course. (c) A student will not be awarded certificate in Extra Academics activities if his/her attendance falls below 75 percent.

8. ASSISTANTSHIP

8.1	Institute assistantships will be available to eligible students as per prevailing norms
8.2	Assistantships from external funding organizations will be available as per terms and conditions of the concerned funding organizations.
8.3	Students receiving assistantships from the Institute or fellowships from any other funding agencies are required to perform academic duties as per prevailing norms in force from time to time.
8.4	The continuation of the assistantship/fellowship is subject to satisfactory performance of the assigned duties and satisfactory progress of the student in the M.Tech Program.

9. LEAVE OF ABSENCE

9.1	**ORDINARY LEAVE** (a) A student is eligible for 30 days leave in a year. Saturdays, Sundays or holidays during the leave period are counted towards leave, except for prefixed or suffixed holidays. (b) Of the 30 days leave, a maximum of 15 days of leave is permitted in a semester. A maximum of 5 days of such leave is allowed avail at a stretch if student having any teaching assignment. (c) The maximum number of carried-over leave, from one completed year to another, is 15 days. However, a student can avail accumulated leave up to a maximum of 30 days at a time in a year.

	(d) Head of the Department (HoD) sanctions leave on recommendation of the Supervisor/Faculty Advisor
9.2	**ACADEMIC LEAVE** Academic leave is permitted on the following grounds
9.2.1	(a) To attend conferences/seminars/workshops/trainings/short-term courses. A maximum of 10 days of leave is permissible in a calendar year. (b) A maximum of 20 days of leave in a calendar year is permissible for field trips such as data collection, survey work, etc. (c) The Head of the Department sanctions academic leave on recommendation of the Thesis Supervisor/Faculty Advisor. (d) Academic leave exceeding 20 days but up to a maximum of 60 days in a calendar year is approved by Dean/Associate Dean (Academic) on recommendation of the Thesis Supervisor/Faculty Advisor and the HoD.
9.2.2	Academic leave for more than 30 days is not allowed during the semester in which a student is registered for course work
9.2.3	(a) Academic leave of more than 60 days but up to a maximum of 12 months is also permissible to carry out part of the research/project work in another institute/R&D Lab/industry/scheme in India or abroad. P2 For sanction of such a leave, a letter of consent from the host organization is required. (b) On recommendations of the Supervisor/Faculty Advisor, HoD, and Dean/Associate Dean (Academic), the Chairman, Senate approves such an academic leave. Such cases have to be reported to the Senate. (c) A student granted academic leave for one or more semesters, pays prescribed fees in every semester. (d) If a registration date falls during the period of academic leave, a student completes the registration procedures at the expiry of his/her academic leave.

10. CONDUCT AND DISCIPLINE

10.1	Students shall conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an institution of national importance. The Institute has a separate ordinance Code and Conduct of Students which is applicable to all students of the Institute.

11. COURSE STRUCTURE

11.1	Teaching of the courses shall be reckoned in credits; Credits are assigned to the courses based on the following general pattern: (a) Two credits for each lecture period, (b) Two credits for each tutorial period, (c) Two credits for each studio period, (d) One credit per hour for each Laboratory or Practical, Seminar or Project/Thesis session
11.2	In order to qualify for an M.Tech degree of the institute, a student is required to complete the credit requirement as prescribed in the curriculum for a particular program. The credit requirements for a program will be minimum 122 credits. Out of 122 credits, 74 credits shall be through course work and 48 credits through research/project
11.3	The load for a full time M.Tech student per semester is at least 37 credits for course work and 24 credits for research/project. A part-time student with slow paced program should have a load of maximum 16 credits per semester.
11.4	Every M.Tech Program will have a curriculum and syllabi for the courses approved by the senate. DAPC will discuss and recommend the syllabi of all the courses offered by the department from time to time before sending the same to the IAPC and then to the senate. For all approved courses, the copyright will be with IIT Patna. The composition, tenure and functions of DAPC and IAPC, are indicated at *Appendix-B*
11.5	Medium of instruction, examination and project/thesis reports will be in English.
11.6	*Faculty Advisor:* To help the students in planning their courses of study and getting general advice on the academic program, the concerned department will assign a Faculty Advisor each specialization of the student. Otherwise, Secretary, DAPC will act as faculty advisor till the Thesis supervisor is appointed.
11.7	Thesis supervisor: Master's Project/Thesis supervisor(s) for a student will be appointed from amongst the faculty members of the IIT Patna.
	11.7.1	Departments will evolve modalities for appointing of supervisors keeping in view the interest of the students and the faculty. The DAPC will co-ordinate this activity.
	11.7.2	No student will have more than two supervisors.
	11.7.3	No student once registered for thesis/project units will be allowed to continue the program without a Thesis Supervisor having been assigned by the DAPC.
	11.7.4	No change in thesis supervisor(s) will be allowed without the consent of the DAPC.

	11.7.5	No change/addition of Supervisor(s) is/are allowed after the thesis has been submitted to the academic section
	11.7.6	In case there has been change/addition in the Supervisor(s), the thesis will be submitted not earlier than three months from the date of such change/addition.
	11.7.7	With prior approval of the Chairman, Senate on the recommendation of the Chairman DAPC and Dean/Associate Dean (Academic), a student may be allowed to have a co-supervisor from outside the institute, in exceptional cases.

12. REGISTRATION

12.1	Every student is required to register for approved courses through the assigned Faculty Advisor at the commencement of each semester on the day fixed for such registration and notified in the Academics Calendar. Students who do not register on the day announced for the purpose may be permitted late registration up to the notified day in the Academics Calendar on payment of an additional fee. The Dean/Associate Dean (Academics) may cancel the registration of one or more courses if they are found to violate rules or if there are restrictions imposed due to disciplinary reasons.
12.2	Only those students will be permitted to register who have: a) cleared all Institute, Hostel and Library dues and fines (if any) of the previous semesters, b) paid all required advance payments of Institute and Hostel dues for the current semester, and c) not been debarred from registering on any specific ground.
12.3	A student who obtains a CPI lower than 6.00 with grade 'DD' in some subjects or grade 'F' in some subjects may be permitted by the Dean/Associate Dean (Academics) on the recommendations of the DAPC to repeat one or more DD graded subjects along with the failed subjects, provided, the subject(s) is/are being offered therein
12.4	When a student re-registers for a subject, in accordance with clause 12.3 and 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.
12.5	Students may add and drop subject(s) with the concurrence of the Faculty Advisor, and under intimation to the concerned course instructors and the academics section provided this is done within the date mentioned in the Academics Calendar and as per the conditions given in clause 11.3.

13. DURATION OF THE PROGRAM

13.1	The duration of the M.Tech program is as follows:	
	13.1.1	The minimum duration of the M.Tech program (excluding dropped semester(s)) is four semesters from the date of admission.
	13.1.2	The maximum duration of the M.Tech program is 4 years from the date of admission.

14. TEMPORARY WITHDRAWAL FROM THE INSTITUTE

14.1	A student who has been admitted to an M.Tech program of the Institute may be permitted to withdraw temporarily from the Institute on the grounds of prolonged illness or grave calamity in the family or some such contingency for a period of one semester or more, provided:	
	14.1.1	He/She applies to the Institute within at least 6 weeks of the commencement of the semester or from the date he/she last attended the classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of his/her guardian;
	14.1.2	The Institute is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements of the M.Tech Degree within the time limits specified in Clause 13.1.2 above;
	14.1.3	There are no outstanding dues or demands in the Institute/Hostel/Department/Library.
14.2	A student who has been granted temporary withdrawal from the Institute under the provisions of Clause 14.1 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. However, fees once paid will not be refunded.	
14.3	A student will be permitted only one such temporary withdrawal during his/her tenure as a student of the M.Tech program.	

15. TERMINATION FROM THE PROGRAM

15.1	A student is required to leave the Institute on the following grounds:	
	15.1.1	The student fails to secure a CPI of 6.0 at the end of any semester. However, such a student may be allowed to continue in the following semester on the recommendation of DAPC and with the approval of IAPC. Subsequently, the student will be issued a warning. Students who secure a CPI below 6.0 in two consecutive semesters will not be allowed to continue in the M.Tech program.
	15.1.2	The student is absent for more than 6 (six) weeks in a semester without sanctioned leave.
	15.1.3	The student may also be required to leave the Institute on disciplinary grounds

	15.1.4	On having been found to have produced false documents or having made false declarations at the time of seeking admission.
	15.1.5	On having been found to be pursuing regular studies and/or correspondence courses (leading to degree or diploma) in any other college, university or an educational institution
	15.1.6	For Regular and QIP categories students, on having found to be concurrently employed and performing duty or carrying out business.

16 (A) GRADING SYSTEM

16.1	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:

Grade Letter	Grade Point
AA	10
AB	9
BB	8
BC	7
CC	6
CD	5
DD	4
F	0

16.2	In addition, there shall be two transitional grades 'I' and 'X' used by the instructors.
16.3	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.

16 (B) THE TRANSITIONAL GRADES 'I' AND 'X'

16.4	(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. 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.
	(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.
	(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.
16.5	A Semester Performance Index(SPI) will be computed for each semester. The SPI will be calculated as follows: SPI =(C1*G1+C2*G2+C3*G3+...+Cn*Gn)/(C1+C2+C3+...+ Cn) where, n is the number of courses registered during the semester, Ci is the number of credits allotted to a particular course, and Gi is the grade points corresponding to the grade awarded for the course.
16.6	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. 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: CPI =(C1*G1+C2*G2+C3*G3+...+Cm*Gm)/(C1+C2+C3+...+ Cm) where, m is the number of courses registered upto that semester, Ci is the number of credits allotted to a particular course, and Gi is the grade points corresponding to the grade awarded for the course. 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.
16.7	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.
16.8	The SPI and CPI are calculated in consideration of all the credits including the Grade "F".*
16.9	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.

16.10		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 & 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.*

17 (A). ASSESSMENT OF PERFORMANCE

		There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the teacher concerned or the appropriate committee appointed for this purpose on the following basis
17.1	17.1.1	In case of 17.1.1.1: Theoretical subjects, the evaluation will be based on instructors assessment, quizzes, mid semester examination and end semester examination, and 17.1.1.2.: Sessional subjects (Laboratory etc.), the evaluation will be on the basis of attendance, assessment of the task assigned and end semester test/viva.
	17.1.2	The evaluation of the project/thesis work will be based on sessional work assigned by the thesis supervisor; seminar, project/thesis report and project/thesis evaluation committees' assessment (mentioned in Clause 17.2 below).
	17.1.3	In case of other requirements such as seminar, etc., evaluation will be as determined by the grade awarding authority
	17.1.4	The mid-semester and end-semester examination will be conducted centrally by the Academic Section of the Institute every semester. Every theory course must have a mid-semester and an end-semester examination. The durations of the examinations will be 2 hours and 3 hours respectively. No course can have an examination of shorter durations. The class-tests or quizzes will be organized by the instructor concerned. However, mid-semester examination can be a take home examination for M.Tech/ Ph.D level courses.
	17.1.5	The weightage assigned to different components of assessment will be announced by the concerned instructor(s) in the beginning of the semester.
	17.1.6	The results of performance of the students in the mid-semester examination shall be announced by the instructors. The instructors should work out following points for returning evaluated mid-semester answer scripts: 17.1.6.1.: for spot verification by students, the evaluated answer scripts shall be made available during one of the lecture classes/lab classes/tutorials or during a special session, as may deemed fit by the instructor; 17.1.6.2.: at least a week ahead of the notified time-schedule for verification of answer scripts by the students, individual course instructor(s) may display the model answers relating to the question paper, through website for information to the students; 17.1.6.3: Students shall point out discrepancies in the evaluation by the instructor, if any, on the spot; 17.1.6.4.: After conclusion of the spot verification of answer scripts, the students shall be allowed to carry their answer scripts; and no claim whatsoever shall be entertained afterwards 17.1.6.5.: All instructors should report to their respective HoDs about showing of evaluated answer scripts to the concerned students by the stipulated date set for the purpose in the academic calendar. 17.1.6.6: The concerned HoD in turn shall send their respective reports on the subject to the Dean of Academic Affairs, within 7 (seven) days from the scheduled last date for showing evaluated answer scripts to the students
	17.1.7	The final grades for a subject must be submitted after the end-semester examination by the concerned instructor(s) to their HoD for onward transmission to the Assistant Registrar (Academic) within the date stipulated in the academic calendar.

17 (B) EVALUATION OF M.TECH PROJECTS/THESIS

17.2	17.2.1	The evaluation of project/thesis work is carried out in two stages, each spread over a semester. At the end of the every stages (excluding final stage), the student is required to submit a report of his/her work by a prescribed date to the Secretary, DAPC and present it to an Internal Project/Thesis evaluation Committee. After passing of any stage, the subsequent stage of the work is continued in the following semester.
	17.2.2	Those who fail in any stage assessment will be required to re-register for that stage in the following semester.

	17.2.3	The procedure for submission of M.Tech last stage Project/Thesis and conduct of oral examination are as follows:
		17.2.3.1 The supervisor(s) shall forward a list of examiners (comprising one faculty member from the department, in addition to the supervisor(s) and one member from outside the department or an external expert) to the secretary, DAPC.
		17.2.3.2 Following the approval, unbound copies of the thesis (one each for every examiner) shall be submitted to the Department at least one week before probable date of the examination.
		17.2.3.3 The supervisor(s) will fix the date of oral examination; make an announcement (through notices and e-mail) and forward unbound copies of thesis to the examiners. The date of oral examination shall be communicated to the academic section.
		17.2.3.4 The oral examination of an M.Tech Project/Thesis shall be held as per announced schedule and it shall be an open one.
		17.2.3.5 The Supervisor/Secretary, DAPC (if Supervisor is not available at the time of oral examination) shall be the convener of the oral examination committee. The committee shall evaluate the project/thesis of the candidate on the basis of presentation of the report, originality of the contents therein, demonstration of equipment model/hardware/software developed, the oral presentation and oral examination. In case the committee recommends a major revision and recommends a re-examination of the project/thesis, Grade "I" shall be awarded and the student shall be required to continue the project/thesis and resubmit the thesis within a period of two months. In case the committee rejects the thesis, Grade "F" shall be awarded and the student shall be required to re-register for the last stage project/thesis in the subsequent semester. The grade to be awarded to a student shall be evolved be the committee by consensus. The report of the oral examination committee including the grade shall be submitted to the Secretary, DAPC by the committee.
		17.2.3.6 On successful completion of Oral Examination, each student shall submit bound copies of the thesis making corrections, if any, suggested by the examiners (one each to the supervisor(s) and the department) and an electronic copy to the department. Student shall obtain approval of the supervisor(s) before submitting the corrected version of the bound thesis. Secretary, DAPC shall forward the report of the oral examination committee along with the grade to the Dean/Associate Dean(Academic) only on receipt of the bound thesis and an electronic copy from a student. All M.Tech Project/Thesis reports of a batch of students will be copied on a CD for archival purpose and deposited to the Central Library.
	17.2.4	The last stage project/thesis work can be extended upto last date for I and X graders conversion as mentioned in the academic calendar of that semester.
	17.2.5	Non-evaluation of any stage project/thesis within stipulated time, "F" grade will be awarded automatically and the student shall be required to re-register for that stage of project/thesis in the subsequent semester.

18. METHOD OF AWARDING LETTER GRADES

18.1	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 Academics Calendar. Heads of the Departments will forward all grades to the Academic Section by the due date specified in the Academics Calendar.
18.2	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.
18.3	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 P6 questions have been correctly evaluated, within one week of the start of the next semester.

19. EXAMINATIONS

19.1	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.
19.2	A student maybe 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.

20. MAKE-UP EXAMINATION

20.1	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
20.2	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.
20.3	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 the certified Medical Officer only. 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.
20.4	Students who are awarded "X" grade by the Instructors are also eligible for the make-up examination.
20.5	Makeup examination will be held as per dates notified in the Academics Calendar. Makeup examinations at any other time can be held only with the permission of the Dean/Associate Dean (Academics).

21. WITHHOLDING OF GRADES

21.1	Grades shall be with held when the student has not paid his/her dues or when there is a disciplinary action pending against him/her.

22. ELIGIBILITY FOR THE AWARD OF M.TECH DEGREE

22.1	A student shall be declared to be eligible for the award of M.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 etc), Seminar, Project etc; b) obtained a CPI of 6.0 or more at the end of the semester in which he/she completes all the requirements for the degree; c) no dues to the Institute, Department, Hostels, Library; and d) no disciplinary action is pending against him/her
22.2	The award of M.Tech. degree must be recommended by the Senate and approved by the Board of Governors of the Institute.

23. SUPPLEMENTARY EXAMINATION

23.1	Supplementary exam will be conducted for courses in summer quarter.
23.2	A student who obtains CPI lower than 6.00 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. Students expelled in any semester or securing CPI less than 6.0 in consecutive semesters will not be eligible to register in supplementary examination.
23.3	A student will have to register for Supplementary courses by paying the prescribed fees within the stipulated time in the announcement.
23.4	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 Academics 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.
23.5	Supplementary examination will be held in July.
23.6	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.

Departmental Academics Program Committee (DAPC)

Composition

(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.	

Functions

(i)	To oversee the conduct of all UG and PG courses of the department.
(ii)	To ensure academics 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 yearB.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

Institute Academic Program Committee (IAPC)

Composition

(i)	Director/Dean of Academics Affairs (ex-officio)	Chairman
(ii)	Associate Dean Academics	Convener
(iii)	Secretaries of DAPC of each Department	Members
(iv)	DR (Academics) or AR (Academics)- in absence of DR Academics	Non-Member secretary

Tenure: Two Years

Functions

(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 programs of the Institute.
	NB: B.Tech. Coordinator, M.Tech Coordinator and Ph.D. Coordinator are the invitee members of the IAPC.

Senate

Composition

(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 academics 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 and postgraduate program of the Institute.

Institute Academics Disciplinary Committee (IADC)

	Composition	
(i)	Dean/Associate Dean (Academics)	Chairman
(ii)	Head of the Department (HoD) to which student belong. If a student belongs to more than one department (for interdisciplinary programs), the corresponding Heads of Departments.	Member(s)
(iii)	Two faculty members	Members
(iv)	Vice President, Students' Gymkhana	Member
(v)	Deputy Registrar/Assistant Registrar (Academics)	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: (a) Disciplinary issues related to academics matters during examination; (b) Disciplinary issues related to general conduct of students in the class rooms and laboratories; (c) Plagiarism and/or violating academics integrity in any form; (d) Negligence of TA duty; (e) Forging signatures/Attendance; (f) Cyber Crime; (g) Any other gross violation stipulated from time to time

APPENDIX – A
ELIGIBILITY CRITERIA
FOR ADMISSION INTO M.Tech PROGRAM

The details of the eligibility criteria (i.e. minimum qualifications and experience) for admission to various M.Tech programs are given in this appendix. The Senate reviews the same for admission to the M.Tech program from time to time. Relaxation in academic qualification for reserved categories of students is as per Government of India guidelines.

MINIMUM QUALIFICATIONS

A.1 Minimum qualifications for M.Tech Program

A.1.1 Minimum CPI of 6.5 or 60% of marks or First Class in the qualifying degree, fulfilling specific requirements for different disciplines, as indicated below:

A.1.1.1

M.Tech in Civil and Infrastructure Engineering	B.Tech/B.E. degree or equivalent in Civil, Infrastructure, Construction Engineering with valid GATE score in CE
M.Tech in Communication System Engineering	B.Tech./B.E. degree in Electrical Engineering/Electronics & Communication and a valid GATE score in EC.
M.Tech in Computer Science & Engineering	B.Tech./B.E. degree in Computer Science/Information Technology and a valid GATE score in CS.
M.Tech in Mathematics and Computing	MSc in Mathematics/Statistics/Mathematics & Computing or Equivalent or B.Tech./B.E. degree in Computer Science/IT/ECE/Aerospace Engineering/Maths & Computing or Equivalent and a valid GATE score in MA, CS, EC.
M.Tech in Mechanical Engineering	B.Tech./B.E. in Aerospace, Aeronautical, Automobile, Production, Manufacturing or Mechanical Engineering and a valid GATE score in AE, ME and PI.
M.Tech in Materials Science & Engineering	B.Tech./B.E. degree in Materials, Metallurgical & Materials, Chemical, Ceramics, Polymer/Rubber, Mechanical, or MSc/Equivalent in Physics, Applied Physics, Chemistry, Applied Chemistry and a valid GATE score in paper MT, CH, ME, XE (with Materials Science or Polymer Science and Engineering or Solid Mechanics or Thermodynamics)
M.Tech in Mechatronics	B.Tech./B.E. degree in Mechanical//Production/Aerospace/Electrical/Electronics & Communication/Instrumentation Engineering or MSc in Electronics and Instrumentation and valid GATE score in ME, PI, AE, EE, EC, IN, PH, XE .
M.Tech in Nanoscience and Technology	MSc/Equivalent in [Nanoscience, Chemistry (Pure/Applied), Physics, Applied Physics/Solid State Physics/Engineering Physics/Biophysics/Polymer Science/Material Science] or B.Tech./Equivalent degree in [Engineering Physics/Polymer Engineering/Materials & Metallurgical/Materials/Mechanical/Electronics/ Electrical Engineering] and a valid GATE score in CY, PH, MT, ME, EC, EE, XE (with Material Science or Polymer Science & Engineering)

Admission to M.Tech Program

The program is open to candidates of all categories with Bachelor's Degree in Engineering//Technology//M.Sc. or equivalent professional degrees (AMIE, etc.) and having a valid GATE score. Note: All regular category candidates **(except those having B.Tech. degrees from an IIT with a minimum CPI of 8.0 for Gen/OBC)** must possess a valid score of Graduate Aptitude Test in Engineering (GATE). Candidates seeking admission to M.Tech Program of the Institute shall have to possess a minimum of 60% marks (or a CGPA of 6.5 in 10 point scale) for General/OBC categories and 55% marks (or a CGPA of 6.0 in 10 point scale) for SC/ST categories in the final qualifying examination. All selected candidates have to produce the certificate with regard to the marks secured in the final qualifying examination by **31st October of that year of admission.** Reservation of Seats for SC, ST, OBC (including OBC Minorities) (Non-creamy layer) and PD categories: As per Govt. of India rules. OBC (including OBC Minorities)(Non-creamy layer) candidates will have to enclose certificate and self declaration statement as per prescribed format in annexure I, II and III (as applicable) available with the Application form.

Additional Conditions For Candidates Still To Appear In Qualifying Examinations
Candidates still to appear in their qualifying degree examinations may also apply, provided they appear in all their qualifying degree examinations and complete all requirements for their degrees before **1st week prior to commencement of the Autumn Semester**. If selected, such candidates shall be admitted provisionally, and they will have to furnish the results of their qualifying degree examinations latest **31st October of that year of admission.** Further, they must fulfil the minimum requirements of marks/CGPA/CPI, and other conditions like valid GATE score etc., as mentioned under eligibility criteria for respective programs. Failure to fulfil any of these requirements, shall automatically result in cancellation of admission.

Sponsored Candidates
An applicant employed in an industry or any other recognized organisation/institution with at least two years of experience is eligible for admission to the M.Tech programs provided the applicant is sponsored by the employer. The applicant should have scored at least 60% marks (or a CGPA/CPI of 6.5 in 10 point scale) for GN/OBC Categories and 55% marks (or a CGPA/CPI of 6.0 in 10 point scale) for SC/ST Categories in the qualifying degree examination. For sponsored applicants GATE score is not mandatory and they are not eligible for assistantship. Candidate applying for Sponsored Full-Time categories must be a regular employee of the sponsoring organisation with at least 02 (two) years of professional experience in the respective field. Selection of these candidates is based on performance in Written Test and Personal Interview of short-listed candidates. Performance in Written test and in Personal interview will be the basis for the selection in M.Tech programs.

Form I

No Objection Certificate

(This should be typed on the letter head of the relieving organization)

Reference No.

Date:

To,

The Director

Indian Institute of Technology Patna

Sub: NOC to an Employee for M.Tech Program.

Dear Sir,

We hereby notify that, we have no objection to the candidature of Mr./Ms./Mrs. _____ who is an employee in our organization since _____, for joining the M.Tech program in _____ at your Institute as a full-time student. We shall relieve him/her from his/her duties in the organization for two years of the M.Tech program.

Signature and Seal of the

Sponsoring Authority

Form II - No-Objection Certificate for IIT Patna Project Employee
Indian Institute of Technology Patna

Reference No.:

Date:

The Director
Indian Institute of Technology Patna.

Sub : No-Objection Certificate.

Dear Sir,

We have no objection if Mr./Mrs..an employee in our organisation, is admitted to the M.Tech Program in ....at your Institute as a part-time student. We shall give him/her leave of absence to attend class work at IIT- Patna during M.Tech Program.

Designated Authority
Signature & Seal

Form III - No-Objection Certificate for Part-time category
(This should be typed on the letter head of the sponsoring organization)

Reference No.

Date:

The Director
 Indian Institute of Technology Patna

Sub : No-Objection Certificate.

Dear Sir,

We have no objection if Mr./Mrs..an employee in our organisation, is admitted to the M.Tech Program in ....at your Institute as a part-time student. We shall give him/her leave of absence to attend class work at IIT- Patna during two years of the M.Tech Program.

Signature and seal of the
Sponsoring Authority