

INDIAN INSTITUTE OF TECHNOLOGY PATNA

B Tech Ordinances and Regulations

ORDINANCES

0.1	The provisions of these regulations shall be applicable to all B Tech programmes and the B Des programme offered by the Institute.
0.2	All the regulations noted below shall be applicable to any new B Tech programme(s) that may be introduced in future.
0.3	A student becomes eligible for the award of the B Tech / B Des degree after fulfilling all the academic and non-academic requirements prescribed by the Senate of the Institute.
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.

REGULATIONS

Academic Calendar

1.1	Each academic session is divided into two semesters of approximately 17 weeks duration: an odd semester (July -- December) and an even semester (December -- April).
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.

Admission

2.1	The number of seats in each branch of the undergraduate programme for which admission is to be made in the IIT Guwahati will be decided by the Senate of IIT Guwahati. Seats are reserved for candidates belonging to scheduled castes and scheduled tribes, physically handicapped candidates and children of defence personnel who died fighting for the country 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	Besides the successful candidates of JEE, a limited number of admissions are offered to Foreign Nationals and Indians living abroad through a separate channel called Direct Admission of Students Abroad (DASA) to the first year in accordance with the rules applicable for such admission. <u>(DASA channel of admission has been withdrawn w.e.f. 2003)</u>
2.4	In special cases the Institute may admit students to a programme on transfer from other IITs. Such admissions may be made at any level considered appropriate. However, no student will be permitted transfer during the first semester.

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| 2.5 | 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 Dean of Academic Affairs may revoke the admission of the candidate and report the matter to the Senate. |
| 2.6 | 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 undisciplined conduct |

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. Only in exceptional circumstances a student may be permitted to change from one hostel to another.
3.2	Under special circumstances, the Director/Dean of Academic Affairs 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 fixed by the Warden. However, this permission 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 Hostel Management Committee and approved by the Senate.
Attendance	
4.1	Attendance in all classes (Lectures, Tutorials, Laboratories, Practical, Studio, Workshops etc) must be at least 75 percent of the total classes. A student will be debarred from appearing in an examination if his/her attendance falls below 75 percent. 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 some other pre-publicised programmes.
4.2	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 concerned 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 he/she is satisfied with the explanation.
	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 of Academic Affairs with supporting documents in each case; the decision to grant leave shall be taken by the Dean of Academic Affairs on the recommendation of the Head of the Department.
	d The Dean of Academic Affairs may, on receipt of an application also decide whether the student be asked to withdraw from the course for that particular semester because of long absence.
	e The leave of absence as per paras 4.2 a to c will not 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, and the concerned instructors regarding his/her absence before availing the leave.
4.4	In exceptional circumstances, the Dean of Academic Affairs in consultation with the Chairman, Senate may relax any of the above requirements.
Conduct and Discipline	
5.1	Students shall conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an institution of national importance.
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	The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures :
	<ul style="list-style-type: none"> • Ragging • Lack of courtesy and decorum; indecent behaviour anywhere within or outside the campus. • Wilful damage or stealthy removal of any property/belongings of the Institute/Hostel or of fellow students • Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs • Mutilation or unauthorised possession of library books • Noisy and unseemly behaviour, disturbing studies of fellow students. • Hacking in computer systems (such as entering other person's area without prior permission, manipulation and/or damage of computer hardware and software etc) • Any other act of gross indiscipline
	Commensurate with the gravity of the offence, the punishment may be reprimand, fine, expulsion from the hostel, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.
5.4	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 and the Dean of Students' Affairs, respectively, shall have the authority to reprimand or impose fine.
All cases involving punishment other than reprimand shall be reported to the Chairman, Students Disciplinary	

	Committee
5.5	All major acts of indiscipline, which may have serious implications on the general body of students, and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Students Disciplinary Committee, appointed by the Senate
5.6	Cases of adoption of unfair means in an examination shall be reported to the Dean of Academic Affairs for taking appropriate action.
5.7	In the event of a major punishment, the aggrieved party shall have the right to appeal to the Chairman, Senate
Change of Branch	
6.1	Normally a student admitted to a particular branch of the undergraduate programme will continue studying in that branch till completion.
6.2	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. Such changes will be permitted, in accordance with the provisions laid down hereinafter, from a B. Tech. /Integrated M Sc/B Des programme in any branch to a B. Tech. /Integrated M Sc/B Des programme in any other branch.
6.3	Only those students will be eligible for consideration of a change of branch/programme 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 Academic Affairs Office will call for applications in the beginning of the odd 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 up to three choices of branch/programme, 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/programme 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, the JEE rank of the applicants will be considered.
6.7	The applicants may be allowed a change in branch/programme, 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 and should not go above the sanctioned strength by more than ten percent.
6.8	All changes of branch/programme made in accordance with the above rules will be effective from the third semester of the applicants concerned. No change of branch/programme shall be permitted after this.
6.9	All changes of branch/programme will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch/programme offered.
Course Structure	
7.1	Teaching of the courses shall be reckoned in credits; Credits are assigned to the courses based on the following general pattern: Two credits for each lecture period Two credits for each tutorial period Two credits for each studio period One credit for each Laboratory or Practical or Project session of one hour.
7.2	In order to qualify for a B. Tech./B. Des. degree of the Institute, a student is required to complete the credit requirement as prescribed in the curriculum for a particular programme. The credit requirements for a programme will be in the range of 340 - 360 credits.
7.3	No semester will normally have more than six lecture based courses and four laboratory courses. However, in special cases, students may be permitted to take seven lecture-based courses subject to the recommendation of Faculty Advisor and approval of Departmental Undergraduate Programme Committee (DUPC) .
7.4	In addition to the prescribed credit requirement (between 340 and 360) 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:
	(i) Humanities and Social Sciences
	(ii) Basic Sciences and Mathematics
	(iii) Engineering Sciences & Practice
	(iv) Professional Subjects
7.6	The total course package for a department consists of the following components :
	(i) Institutional Core subjects

	(ii)	Departmental Core subjects
	(iii)	Departmental Elective subjects
	(iv)	Institute Elective subjects
7.7		Every B. Tech./B. Des. programme will have a curriculum and syllabi for the courses approved by the Senate. DUPC 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 Institute Undergraduate Programme Committee (IUPC). The IUPC will consider the proposals from the departments and make recommendations to the Senate for consideration and approval.
7.8		Medium of instruction, examination and project report will be in English.
7.9		The curriculum of an individual department may include industrial training for 8 weeks for every undergraduate student. Industrial training and/or fieldwork are to be satisfactorily completed before a student is declared eligible for the degree. The curriculum for an individual department may show a credit allocation for industrial training, if considered necessary. Normally industrial training will be arranged during the summer vacation following the sixth semester of studies.
7.10		Faculty Advisor: 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. In the first year the Dean of Academic Affairs shall assign Faculty Advisors from among the Science and HSS faculty.
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 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
	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.
8.4		During registration following conditions must be fulfilled :
	a	A student must pass all first year courses before registering for the third year courses.
	B	Normally, the number of credits registered for during a semester should not be less than 36 credits and should not exceed 52 credits. The L-T-P loading for a semester should not exceed 32 contact hours per week.
	C	Capable students of 5 th Semester onwards for B.Tech./B.Des. and 3 rd Semester onwards for M. Sc. 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 and beyond the upper limit of 52 credits. The credits earned in the extra course will be added to the CPI of the student like other credit courses. The grade in the extra course will not be counted towards eligibility for the Institute medals. <u>(Decided in the 37th Meeting of the Senate on 03 March 2004).</u>
8.5	a	Students obtaining grade 'F' in any compulsory subject in any semester may clear it in the subsequent summer term examination or must repeat it in the next appropriate semester when it is offered.
	b	Those who obtain grade 'F' in an elective subject may similarly clear the backlog in the summer term examination or, alternatively, register for any elective subject from within the same group of electives offered in the next semester.
	c	In case of failure in Laboratory/Practical subject the student will have to re-register for it in the next appropriate semester.
	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.
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 of Academic Affairs on the recommendations of the DUPC to repeat one or more DD graded subjects along with the failed subjects, provided, the subject(s) is /are being offered therein.
8.7		When a student re-registers for a subject, in accordance with paras 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 para 8.4 above.

Summer Term Course

- 9.1** A summer term course may be offered by a department on the recommendation of DUPC and with the approval of the Dean of Academic Affairs. A student shall be allowed to register for a maximum of two courses during a summer term.
- 9.2** Summer term courses will be announced by the Dean of Academic Affairs at the end of the even semester before the commencement of the end semester examination. A student will have to register for summer term courses by paying the prescribed fees within the stipulated time in the announcement.
- 9.3** The total number of contact hours in any summer term course will be the same as 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.

Duration of the Programme

- 10.1** Normally a student should complete all the requirements for undergraduate programme 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 up to 12 consecutive semesters (from the first semester registration) to complete all the requirements of the degree.

Temporary Withdrawal from the Institute

- 11.1** A student who has been admitted to an undergraduate programme of the Institute may be permitted to withdraw temporarily from the Institute on the grounds of prolonged illness or grave calamity in the family for a period of one semester or more, provided:
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| a | he applies to the Institute within at least 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./B. Des. Degree within the time limits specified in para 10 above. |
| 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 para 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. However, 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 programme.

Termination from the Programme

- 12.1** A student is required to leave the Institute on the following grounds:
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| 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 DUPC and with the approval of IUPC. Subsequently the student will be issued a warning. Students who secure a CPI below 5.0 in two consecutive semesters will not be allowed to continue in the undergraduate programme. |
| 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. |

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 :

<u>Grade</u>	<u>Grade Point</u>
AA	10
AB	9
BB	8
BC	7
CC	6
CD	5
DD	4
F	0

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.

13.3	The Transitional Grades 'I' and 'X'	
	a	The teacher 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. 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 complete and satisfactory.
	b	The teacher 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 teachers must be converted by them to appropriate letter grades and communicated to the Academic Section (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.
13.4	A Semester Performance Index (SPI) will be computed for each semester. The SPI will be calculated as follows: $SPI = (C1 \cdot G1 + C2 \cdot G2 + C3 \cdot G3 + \dots + Cn \cdot Gn) / (C1 + C2 + C3 + \dots + Cn)$ <p style="text-align: center;">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.</p>	

13.5	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 up to the end of the semester to which it refers, and will be calculated as follows : $CPI = (C1 \cdot G1 + C2 \cdot G2 + C3 \cdot G3 + \dots + Cm \cdot Gm) / (C1 + C2 + C3 + \dots + Cm)$ <p style="text-align: center;">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.</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	Both SPI and CPI will be rounded off to the second place of decimal and recorded as such. Whenever these CPI 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.	
13.7	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.	
13.8	There are, however, a few other academic requirements for undergraduate programmes 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 award of the degree is subject to obtaining a 'PP' grade in all such subjects.	
13.9	The faculty advisor may permit a student to register for an audit course provided the course instructor allows auditing a course. The word "AU" shall be written alongside the Course Name in the Grade Card. The audit course & the grade "AU" shall not carry any credits and grade points. (Decided in the 17th Senate meeting, 23/05/2002). Pass or fail status will be shown in the grade card as "PP" for passed and "NP" for not passed. However, a student is not required to register again for passing a failed audit course. (Decided in the 37th Meeting of the Senate, 03 March 2004.)	

Assessment of Performance

14.1	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.	
	(a)	In case of
		(i) Theoretical subjects, the evaluation will be based on teachers' assessment, quizzes, mid semester examination and end semester examination, and
		(ii) Sessional subjects (Laboratory/Design/Drawing/Studio/Workshop etc.), the evaluation will be on the basis of attendance, assessment of the tasks assigned and end semester test/viva.

(b)	The evaluation of the project work will be based on sessional work assigned by the teacher, seminar, project report and project evaluation committee's assessment (also see para 14.2 below).
(c)	In case of other requirements such as seminar, comprehensive viva voce, extra academic activities etc., as determined by the grade awarding authority.
(d)	The mid-semester and end-semester examination will be conducted centrally by the Academic Section of the Institute every semester. The class-tests or quizzes will be organized by the teachers concerned.

(e)	The weightage assigned to different components of assessment should be announced by the concerned teacher(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 teachers 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 teacher(s) to their Head of the Department for onward transmission to the Assistant Registrar (Academic) within one week of the last date of the examination.

14.2

Evaluation of Projects:

(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, DUPC and present it to an Internal Project Evaluation Committee. The second stage of the work is continued in the following semester.
(b)	The Chairman, DUPC will submit to the academic section the names of the project examiners at least two weeks before the submission of the second stage project. 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. 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 DUPC 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.
(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).

14.3

The evaluation of performance in Extra Academic Activities will be done by the authorities conducting them and they will communicate grades to the Academic Section.

Method of Awarding Letter Grades

15.1	The teacher(s) shall submit two copies of letter grades to the Head of the Department to which the subject belongs, by the due date specified in the Academic Calendar. Head of the Department will forward all grades to the Academic Section 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 teacher(s) concerned for a period of one semester.
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 teacher of the course to show him/her the end semester answer script in order to ensure that all the questions have been evaluated, within one week of the start of the next semester.

Examinations

16.1	In assessing the students' attainment in subjects (Theory, Laboratory, Studio, 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 an end semester examination for every theoretical subject -- in addition to the teachers' assessment and quizzes etc.
16.2	A student may be debarred from appearing in the end semester examination due to the following reasons:
(a)	If any disciplinary action is taken against him/her.

	(b)	On recommendation of a teacher, if
	(i)	his/her attendance in the Lecture/Tutorial/Studio/ Practical classes has not been satisfactory during the semester, and/or,
	(ii)	his/her performance in the sessional work done during the semester has been unsatisfactory.
16.3		In the event of a final year student failing in a Laboratory and/or Sessional subjects, the teacher concerned may, at his/her discretion, grant the student an extension of time not exceeding 3 months and award an 'I' grade. If no such extension is given to a student he/she will have to re-register for the same requirement in the earliest succeeding semester in which it is offered.

Make up Examinations

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 make an application to the Dean of Academic Affairs through the Instructor/HOD within seven days from the date of examination missed explaining the reasons for their absence.
17.2	No make up examination will be scheduled for the mid semester examination and quizzes. It is entirely upto the teacher 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 and a calamity in the family at the time of examination. Students residing in the hostels should produce a medical certificate issued by the Institute Medical Officer only. Students who are permitted to stay outside the campus or who have been authorised to be away from the Institute should produce a medical certificate from a Medical Officer not below the rank of a Civil Surgeon and endorsed by the Institute Medical Officer. Certificates from private medical practitioners will not be accepted. The Dean of Academic Affairs 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 teachers are also eligible for the make up examination.
17.5	Make up examination will be held as per dates notified in the Academic Calendar. Make up examinations at any other time can be held only with the permission of the Dean of Academic Affairs.

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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Eligibility for the Award of B. Tech. / B. Des. Degree

19.1	A student shall be declared to be eligible for the award of B. Tech. / B. Des. degree if he/she has	
	(a)	satisfactorily completed all the non-credit requirements for the degree viz - Extra Academic Activities, Industrial Training, etc (if any);
	(b)	completed all the credit requirements for the degree with grade 'DD' or higher grade in each of the subjects (Theoretical, Laboratory, Studio, Workshop, Sessional etc), Seminar, Project etc;
	(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 is pending against him.
19.2	The award of B. Tech. / B. Des. degree must be recommended by the Senate and approved by the Board of Governors of the Institute.	

DEPARTMENTAL UNDERGRADUATE PROGRAMME COMMITTEE (DUPC)

Composition :

(i)	Head of the Department (ex-officio)	Chairman
(ii)	Six faculty members to be nominated by the HOD of which one will be nominated by the HOD as the member secretary. (Note : If faculty strength of a department is less than or equal to six, then all the faculty members will be members of the DUPC)	Members
(iii)	One faculty member from another department. The department will be chosen by the committee. The faculty member from the chosen department will be nominated by the HOD	Member

	of that department.	
(iv)	Two students with CPI not less than 7.5 to be elected by the undergraduate students of the 2nd, 3rd and 4th years. One student member from any other department may be co-opted if necessary.	Members

Tenure :

Two years for faculty members and one year for student members.

Functions :

(i)	To oversee the conduct of all undergraduate 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 undergraduate courses offered by the department from time to time before sending the same to the Institute Undergraduate Programme Committee(IUPC)
(iv)	To consider any matter related to the undergraduate programme of the department.

INSTITUTE UNDERGRADUATE PROGRAMME COMMITTEE (IUPC)

Composition :

(i)	Dean of Academic Affairs (ex-officio)	Chairman
(ii)	One member from each department nominated by the HOD and approved by the Senate Nomination Committee	Members
(iii)	DR (Academic) or AR (Academic)	Non-Member, Secretary

Tenure :

Two years

Functions :

(i)	To oversee the conduct of all undergraduate courses of the Institute.
(ii)	To consider the 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 undergraduate programme of the Institute.

STUDENTS DISCIPLINARY COMMITTEE (SDC)

Composition :

The Students Disciplinary Committee consists of the following members :

• Dean of Students' Affairs (ex-officio)	Chairman
• General Secretary, Gymkhana (ex-officio)	Member
• Two Senate nominees-- for one year	Member
• Asst. Registrar (Students' Affairs)	Non-Member, Secretary

The committee may co-opt others as members of the committee as and when necessary.

Functions :

(i)	The committee will look into following acts of omission and/or commission by any students (undergraduate and postgraduate) which constitute gross violation of the code of conduct and invoke disciplinary measures:
	<ul style="list-style-type: none"> • Ragging in any form

- Lack of courtesy and decorum; indecent behaviour anywhere within or outside the campus.
- Willful damage or stealthy removal of any property/belongings of the Institute/Hostel or of fellow students
- Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs
- Mutilation or unauthorised possession of library books
- Noisy and unseemly behaviour, disturbing studies of fellow students.
- Hacking in computer systems (such as entering other person's area without prior permission, manipulation and/or damage of computer hardware and software etc)
- Any other act of gross indiscipline.

Commensurate with the gravity of the offence, the punishment may be reprimand, fine, and expulsion from the Hostel, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.

(ii)	<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 and the Dean of Students' Affairs, respectively, shall have the authority to reprimand or impose fine.</p> <p>All cases involving punishment other than reprimand shall be reported to the Chairman, Students Disciplinary Committee.</p>
(iii)	<p>All major acts of indiscipline, which may have serious implications on the general body of students, and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Students Disciplinary Committee.</p> <p>Recommendations of the committee which include the suggested quantum of punishment in cases of proven guilt, are communicated to the Director who, as the Chairman, Senate awards the appropriate punishment and subsequently reports to the Senate.</p>