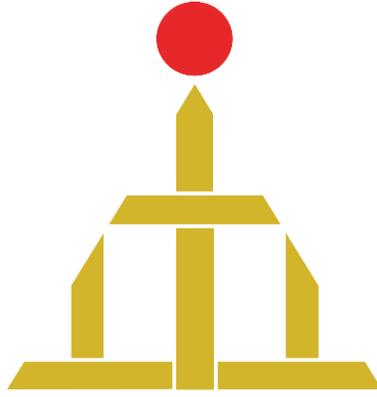# Indian Institute of Information Technology Bhagalpur

भारतीय सूचना प्रौद्योगिकी संस्थान भागलपुर
Indian Institute of Information Technology
Bhagalpur

ORDINANCES

For

Bachelor of Technology
[B.Tech]

Programme

Contents

1.	**Overview**
1.1.	The B.Tech programme offered by the Institute shall be governed by the rules and regulations given in this document.
1.2.	The ordinance for B.Tech shall be applicable to existing and new discipline(s) under these programmes that may be introduced in future.
1.3.	A student becomes eligible for the award of the B.Tech degree after fulfilling all the academic requirements and extra-academic activities as prescribed by ordinances for B.Tech.

1.4.	The Bachelor of Technology (B.Tech) 4-years programme is being offered by the institute in following branches:
	
	    I. Computer Science and Engineering (CSE)
	    II. Electronics & Communication Engineering (ECE)
	    III. Mechatronics Engineering (MeA)

1.5.	This ordinance, on approval by the Governing Body (GB)/Board of Governors (BoG), shall supersede all the corresponding earlier set of academic rules and regulations of the Institute, with all the amendments thereto, and shall be binding on all students.
1.6.	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. The effect of year-to-year (periodic) refinements in the Academic Regulations, on the students admitted in earlier years, shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of ordinances.
2.	**Department Undergraduate Program Committee (DUPC)**

2.1.	Composition:	
	(i) Head of the Department (ex-officio)	Chairman
	(ii) Faculty Advisor for each Batch nominated by the Head of the concerned department.	Members
	(iv) Two students with CGPA not less than 8.50 to be elected by the undergraduate students of the 3rd and/or 4th years.	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.	

3.	Institute Undergraduate Program Committee (IUPC)	
3.1.	Composition:	
	(i) Dean, Academic Affairs.	Chairman
	(ii) Head of each department.	Members
	(iii) A Senate nominee.	Member
	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.	

4. Academic Affairs

Dean of Academic Affairs shall be responsible for the implementation of the decisions taken on academic matters by the IUPC. The office of the Dean (Academic) shall

i. Receive, process and maintain all records related to the Under Graduate Programmes including Curricula, Courses offered, Academic Calendar, Admission, Registration, Semester Leave, Examinations, Unfair means related Issues, Grades and Award of Degrees and Medals/Prizes.

ii. Disseminate information pertaining to all academic matters.

iii. Issue necessary Memoranda/Orders.

iv. Act as a channel of communication between the Students, Instructors, Departments/Interdisciplinary Programme/Schools/Cells/Centers and IUPC. The UG Section of the office of Dean (Academic) shall assist the IUPC in its functioning.

5. Academic Calendar

5.1.	The Academic Session of the Institute is divided into two regular Semesters termed as **Autumn** and **Spring** Semesters. The Autumn Semester and the Spring Semester normally commence from July/August and January every year, respectively. Each regular Semester (Autumn and Spring) are of fourteen weeks duration for the purpose of instructions. Additionally, the last two weeks of each Semester are year marked for the End-Semester Examination and one week during the Semester is for Mid-Semester Examination. In the summer vacation, there will be a provision of Summer School, supplementary examination etc.
5.2.	The exact dates of all Institute holidays, the important events such as Orientation, Registration, Late Registration, Commencement of Classes, Adding and Dropping of Courses, Submission of Documents, Examinations, Submission of Grades, Vacation, Mid-Semester Recess, Official Students Activities etc., during the Academic Session are specified in the Academic Calendar of the Institute as approved by the Senate. The Dean (Academic) shall notify the Academic Calendar of each Semester or for an Academic Year.

6.	Admission
6.1.	The number of seats in each branch of the undergraduate programme for which admission is to be made in the IIIT Bhagalpur will be decided by the Senate and approved by GB/BOG of IIIT Bhagalpur. Reservation shall be as per Ministry of Education (MoE)/Government of India guidelines framed from time to time.
6.2.	Admission to B.Tech programme to all courses will be made in the Autumn semester of each Academic Year, at the first year level, through a Joint Entrance Examination (JEE-Mains) conducted presently by the NTA under the supervision of Joint Admission Board. The Institute shall follow guidelines issued time to time from MoE regarding admission in UG level.
6.3.	**Student Exchange programme:** If any student enrolled for the program is permitted to go to any other institute/ university within the country or abroad (under some exchange Program or otherwise), then all credit earned at that Institute/ University shall be transferred under credit earned. If the evaluation of course/ research work done has not been done at other Institute then same shall be evaluated at IIIT Bhagalpur for its equivalent credit and earned credit shall be credited to the student academic record.
6.4.	If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, on the recommendation of the Dean of Academic Affairs, Senate chairman may revoke the admission of the candidate and report the matter to the Senate.
6.5.	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 on disciplinary grounds. The criteria for the former will be governed by these Rules and Regulations, while the criteria for the latter will be governed by the Rules and Regulations of the Ordinance on Code and Conduct of Students.
7.	Registration
7.1.	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 Academic Calendar. The Dean Academic Affairs may cancel the registration of one or more courses if they are found to violate some rules.
7.2.	In order to complete the registration process every student of the B.Tech Course is required to be physically present at the time of registration in their respective departments.
7.3.	Only those students will be permitted to register who have: a) cleared all fees and fines (if any) of the previous semesters, b) paid all required fees of the current semester, c) not been debarred from registering on any specific ground.
7.4.	A student must pass all first-year courses before registering for the third year (5th Semester) courses.
7.5.	The candidates admitted to the Institution in their first year in B.Tech Program is required to submit all the required documents prescribed by the Institute at the time of registration.
7.6.	A student who does not register on the day(s) announced in the academic calendar may be permitted for late registration, in consideration of any compelling reason, within the notified period on payment

	of a late fee as prescribed by the Institute. Normally no late registration shall be permitted after one week or as mentioned in the Academic Calendar.

8. Attendance

8.1.	Students are required to attend all the classes (Lectures, Tutorials, Laboratories, Practical, Workshops etc.) for which they have been registered.
8.2.	Students will have to attend all classes. Attendance must be minimum of 75% by considering medical/calamity/disaster related absence. A student will be debarred from appearing in an end-semester examination if his/her attendance falls below 50% percent and will be awarded an "F" grade in that course. If a student's attendance in the range >=50% and <75%, one grade is reduced from his/her secured grade in the concerned course (except "P" grade).
8.3.	Any student availing temporary absence for attending technical fest/technical competition/cultural meet/ sports meet/academic workshop/academic conference/research visit etc. will be condoned for the attendance provided the temporary absence on recommendation of Faculty in-charge Student affair/Faculty in charge Academic Affairs and the Head of the concerned department and approved by the director.

9. Leave of Absence

9.1.	(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 concerned department, mentioning valid reasons for the leave, along with supporting document(s). Such leave will be granted by the Head of the department.
	(b) 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.
	(c) In any case if the student remains absent for more than four weeks, the Dean of Academic affair may ask the student to drop the semester.
	(d) The leave of absence as per Clauses 9.1(a) and 9.1 (b) will not be condoned for attendance.
9.2.	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.
9.3.	In exceptional circumstances, the Director recommended by the Dean of Academic Affairs, may relax any of the above requirements.
9.4.	A student who has been admitted to an undergraduate programme of the Institute may be permitted to withdraw temporarily on the grounds of prolonged illness or grave calamity in the family for a period of one semester or more, provided: a) he/she applies to the Institute within at least 04 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 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.
	c) there are no outstanding dues or demands in the Institute/ Hostel /Department/ Library/NSS
9.5.	Normally, a student will be permitted only one such temporary withdrawal during his/her tenure as a student of the undergraduate programme not exceeding more than one year.

10. Residence

10.1.	The institute is wholly residential and all students shall be required to reside in, and be members of a hostel to which they are assigned.
10.2.	Under special circumstances, the Director may permit on medical ground, a student to reside with his/her Parent/Guardian within a reasonable distance from the Institute (outside the campus). Such a student shall, however, be attached to a hostel and will be required to pay seat rent according to rules, and Hostel establishment/maintenance charges fixed by the Hostel Affairs' Board. However, this permission may be withdrawn at the discretion of the Institute, at any time considered appropriate by it, without assigning any reason. In a special case, only hostel establishment/maintenance charges may be relaxed by the discretion of the Director.
10.3.	No married accommodation shall be provided to any student of the undergraduate courses.
10.4.	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.

11. Course Structure

11.1.	A student shall register for theory and practical courses each semester as per the respective Course Structure prescribed by the Senate. Each course carries a weight in terms of credit units depending upon the nature of the course (theory/practical) which, in turn, is determined by the number of contact hours (lectures and tutorials), laboratory hours and additional hours that a student is expected to devote per week. A course will be associated with a four tuple L-T-P-C where L: stands for the number of Lecture Hours per week T: stands for the number of Tutorial Hours per week P: stands for the number of Practical/Laboratory Hours per week C: stands for the Credit of the course

11.2.	Credits are assigned to the courses (Except Internship/Projects) based on the following general pattern:
	
	    o One credits for each Lecture period (per week basis)
	    o One credits for each Tutorial period (per week basis)
	    o Three credits for each Three Hour Practical/Laboratory Session (per week basis)
	    o Two credits for each Two Hour Practical/Laboratory Session (per week basis)

11.3.	The course work requirements may be broadly divided into following three main groups of subjects with further sub-categories:
	  (i) Compulsory
	      a) Engineering Common Courses (27%-32%)
	      b) Engineering Core Courses (25%-30%)
	      c) Basic Science and Mathematics Courses (10%-15%)
	      d) Humanities and Social Science Courses (3%-5%)
	  (ii) Elective (8%-10%)
	      a) Departmental Electives
	      b) Open Electives
	      c) Foreign Language Elective
	  (iii) Internship/Project (12%-15%)

12. Credit Requirement and Course Load

12.1.	In order to qualify for a B. Tech degree, a student is required to complete the credit requirement as prescribed in the Course Structure for a particular programme. The credit requirements for a programme will be usually in the range of 170-180 credits. In addition, student must have obtained (Pass) "PS" grade in NSS. If a student has to take some different course (s) other than what is prescribed in his/her course structure due to backlog cases/semester drop cases etc., he/she will be required to complete exact number of "equivalent" course (s) decided by DUPC. If a student has backlog in some theoretical course (with no lab component), he/she may opt for a course offered by NPTEL/SWAYAM having equivalent course credit. However, the progress of the student will be monitored by a nominated faculty member of the concerned department. The permission in such cases will be granted by IUPC on recommendation of DUPC.
12.2.	In special cases, students may be permitted to take extra courses by the recommendation of Faculty Advisor and approval of Departmental Undergraduate Programme Committee (DUPC). The following guidelines are to be followed: **12.2.1.** Students who have failed ("F" grade) in one or more subjects (henceforth called backlog subjects) in the previous Autumn/Spring Semesters can register in the next semester (Spring/Autumn) for at most two theory courses (Backlog Subjects) if it is being offered in that semester. A student with due backlog courses may register for summer school for at most 10 credits if the courses are offered as per the provisions. **12.2.2.** A student who has dropped a semester due to some critical disease/accident or calamities, will be allowed to register for the subsequent semester. However, in this case the student may be allowed to register extra courses including backlog paper, if any (maximum of two theory courses or two theory courses with lab components) in coming semesters when the corresponding courses are offered. **12.2.3.** Students are allowed to drop only one Elective Engineering Core Course (mentioned in clause 11.3 (ii)a) or, one Open Elective Course (mentioned in clause 11.3 (ii)b) per semester. However, in this case the student may be allowed to register for an equivalent course in coming semesters.

12.3.	Every UG 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.
12.4.	Medium of instruction, examination and project reports will be in English.

13. Major-Minor

13.1.	Students may opt for a Minor in a discipline (YYYY) other than the discipline (XXXX) where he/she is admitted in. Students completing a minor will have the minor mentioned in the degree certificate and in the final grade card along with major which is the branch the student originally taken admission (Major in **XXYX** and minor in **YYYY**). e.g. *Major in Electronics and Communication Engineering and minor in Computer Science and Engineering.*
13.2.	A minor in any discipline must have five courses each having at-least three credits. The credit requirements for a minor discipline will be in the range of 15-20 credits. The minor courses will spread over the third to seventh semesters of a B.Tech programme with one extra course (with or without Lab component) per semester.
13.3.	For every minor discipline, the courses will be finalized by Senate proposed by IUPC by the recommendation of DUPC of the concerned departments.
13.4.	Only those students who have completed all the credits required in the first two semesters of their studies with a CGPA of 8.50 or above, will be eligible for a minor discipline after the end of second semester. There should be no back paper in first and second semesters.
13.5.	Applications for joining a minor discipline must be submitted by intending eligible students in the prescribed form. The academic section 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.
13.6.	The number of seats in each minor discipline will be decided by the Senate. The intake in every minor discipline will be notified by the academic section at the time of calling applications.
13.7.	Students may enlist their choices of a minor discipline in order of preference, to which they wish to join. It will not be permissible to alter the choices after the application has been submitted.
13.8.	Selection to minor disciplines shall be made strictly in order of merit of the applicants. For this purpose, the CGPA obtained at the end of the second semester shall be considered.
13.9.	Joining the minor disciplines carried out in accordance with the above rules will be effective from the third semester of the applicants concerned. No change of minor discipline shall be permitted after this.
13.10.	A student at any point of time having backlog in two minor courses will not be eligible to get the minor degree and subsequently his/her minor discipline will be dropped.
13.11.	A backlog course in minor discipline may be cleared in the summer term through supplementary examination. Failing again in the supplementary examination will lead to dropping of minor discipline.
13.12.	Calculation of SGPA and CGPA of major courses, the grades of minor courses will not be considered. However in the final mark sheet the CGPA of the minor courses will be mentioned separately.
13.13.	If the minor discipline is dropped, the extra courses done successfully will be mentioned in a separate certificate on the request of the student.

13.14.	A student can opt out from the Minor discipline by expressing his/her intent in the prescribed form. Once a student opts out, he/she will not be allowed to rejoin the Minor discipline.

14. Honours Degree

14.1.	A student will be awarded B.Tech (Honours) degree if he/she secures CGPA of 9.00 or more at the completion of B.Tech. programme.
14.2.	There must not be any backlog paper in the entire duration of the B.Tech programme.
14.3.	In case if a student has opted for a major-minor programme, and if he/she secures CGPA of 9.00 or more in the major discipline he/she will be awarded B.Tech (Honours) in major discipline.

15. Examination

15.1.	**Regular Examinations:** In assessing the student's attainment in subjects (Theory, Laboratory), assignments, quizzes, seminars, project work etc., the system of continuous assessment is adopted by the Institute. In conformity with this practice, there will be quizzes, assignments, tutorials, internal assessment, attendance, mid semester examination and an end semester examination for every theoretical subject. For continuous assessment of laboratory courses, attendance, LAB report submission & performance evaluation after each lab session, an end semester examination and viva will be conducted. The submission of report and seminar will be conducted for project evaluation.
15.2.	**Supplementary Examination:** ● Students who have been awarded "F", "I", and "X" grades in course(s) are only eligible for a supplementary examination. ● Supplementary examination will be conducted during May-July (summer term) every year. A student will have to register for Supplementary courses by paying the prescribed fees within the stipulated time in the academic calendar. ● For late registration, students have to obtain approval of Dean (academics) within seven (07) days from the date of registration in summer term (mentioned in the Academics Calendar). Late fee for supplementary examination will remain same as Spring/Autumn semester. ● The Internal assessment (i.e., 20% weightage) carried over from the concerned semester and marks scored in the supplementary examination (i.e., 80% weightage) will be considered for preparation of the new grade.

16. Summer School

16.1.	There is also a provision for a Summer School. The same candidates who are eligible to appear in in a supplementary examination of a particular course, are also eligible to register for that course in a summer semester (Last week of May or First Week of June to Last week of July). The condition is, however, there should be at least five candidates who are eligible and applied for the summer school on that particular course. Also, the authority will only conduct a summer school for a particular course if suitable and available faculty member (s) is (are) found at that juncture. In case of a summer school the assessment of a course will be similar to what is followed in an Autumn or Spring Semester. The records of the Semester Performance of the students will be retained by the concerned Department for the above purpose.

16.2.	A Summer School 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 10 credits during a summer term.
16.3.	Summer School courses will be announced by the Academic Affairs Office 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.
16.4.	Students granted semester drop by the Chairman, Senate, on medical ground/ calamity/ natural disaster etc., shall be allowed to clear the concerned courses in summer term subject to conditions as stated under Clauses 12.2.2.

17. Grading System

17.1.	At the end of the semester/summer school, a student is awarded a letter grade in each of his/her Courses by the concerned Course Instructor taking into account his/her performance in the Quizzes, Assignments, Mid-semester examination, end-semester examination, viva, laboratory Work, etc., besides regularity of attendance in classes. The grades are to be submitted by the course instructor in the form of a signed grade sheet (prescribed format, both the soft copy and hard copy) to the office of HoD positively within the prescribed time limit after the End-Semester/Supplementary Examination. There are eight letter grades: O, A, B, C, D, P and F. The letter grades and their numerical equivalents on a 10-point scale (called Grade Points) are as follows.

Letter Grade	O	A	B	C	D	P	F	I	X
Grade Points	10	9	8	7	6	5	0	-	-

In addition, there shall be three letter grades, viz., I and X which stand for incomplete and debarred.

17.2.	Marks ranges for the letter grade are as follows:

Letter Grade	A+	A	B	C	D	P	F
marks range	≥ 90	≥ 80 And < 90	≥ 70 And < 80	≥ 60 And < 70	≥ 50 And < 60	≥ 35 And < 50	< 35

17.3.	A student, who does not appear in the End-Semester Examination for any reason, shall be awarded F grade irrespective of his performance in the Mid-Semester Examination and Sessional Awards.
17.4.	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.

17.5.	The Transitional Grades I and X
	a) Transitional Grade 'I':
	The teacher of a subject may award the grade 'I' to a student if the latter was compelled to absent himself/herself from the end semester examination on account of:
	i. Illness, accident which disabled him/her from appearing at the examination.
	ii. A natural disaster/calamity in the duration of the end-semester 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) Transitional Grade 'X':
	A student who has been debarred from appearing at an end-semester examination either
	i. as per recommendation of the course instructor for unsatisfactory attendance (If the attendance is less than 50%, then he/she will be debarred from the end-semester examination in that course) or
	ii. by the Institute as a measure of disciplinary action or
	iii. as per recommendation of Unfair Means Committee (Annexure-I), for adopting malpractice at an examination, and consequently awarded a grade 'X', may re-register for the subject(s)/semester after the term of the debarment expires, provided that other provisions of this regulations do not prevent him.
	• All 'I' grade in subject will be converted to a letter grade after successful clearance in a Supplementary exam conducted in the month of July every year.
	• However, for an 'X' grade in a subject(s), the student may be allowed to appear in the supplementary examination and his/her grade will be one less than the actual performance in the examination (except 'P' grade).
	For a student getting debarred for a semester (Autumn or Spring), the concerned student will be allowed to register for the beginning of the next Autumn or Spring semester respectively.
17.6.	A Semester Performance Index (SGPA) will be computed for each semester. The SGPA will be calculated as follows: $$SGPA = \frac{(C_1 \times G_1) + (C_2 \times G_2) + \cdots + (C_n \times G_n)}{C_1 + C_2 + \cdots + C_n}$$ where, n is the number of courses registered during the semester, C_i is the number of credits allotted to a particular course, and G_i is the grade points corresponding to the grade awarded for the course.
17.7.	Cumulative Performance Index (CGPA) will be computed at the end of each semester and communicated to the students along with the SGPA and the grades obtained by them for that semester. The CGPA 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: $$CGPA = \frac{(C_1 \times G_1) + (C_2 \times G_2) + \cdots + (C_m \times G_m)}{C_1 + C_2 + \cdots + C_m}$$ Where, m is the number of courses registered up to that semester, C_i is the number of credits allotted to a particular course, and G_i 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 CGPA from that semester onwards.
17.8.	Both SGPA and CGPA will be rounded off to the second place of decimal and recorded as such. Whenever these CGPA 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.
17.9.	When a student gets the grade 'I','F' or 'X' for any course during a semester, the SGPA for that semester will be tentatively calculated ignoring 'I' and 'X' graded course(s) and including 'F' grade. No. CGPA will be given if there is any pending 'I', 'F' or 'X' grade. After conversion of 'I','F' and 'X' grade(s) to appropriate grade(s), the SGPA and CGPA for that semester will finally be recalculated after taking the converted grade(s) into account. CGPA of the subsequent semesters will also be given accordingly.
17.10.	In NSS the grades will be PS (Pass) and NP (Not Pass). This will be non-credit course.

18. Evaluation Process

18.1.	**Courses:** The evaluation of students in a Theory/Practical Course shall be a continuous process and is based on their performance in the Mid-Semester Examination, End-Semester Examination, Quizzes/Short tests, Tutorials, Assignments, Laboratory work, mini project, etc. The weightages of Mid-Semester Examination, End-Semester Examination and regular assessment in award of Grades shall be as follows.

Sl. No.	TYPE	MID-SEM	END-SEM	INTERNAL ASSESMENT	
1	Theory Course L-T-P-C: 3-1-0-4 L-T-P-C: 3-0-0-3 L-T-P-C: 2-0-0-2 L-T-P-C: 4-0-0-4 L-T-P-C: 2-1-0-3	30 % (02-hour duration)	50 % (03-hour duration)	15% Quiz/Assignment/ Project etc.	05 % Attendance
2	Laboratory Course L-T-P-C: 0-0-3-2 L-T-P-C: 0-0-2-1	--------	30 % (LAB EXAM with VIVA)	60 % (Internal Semester long Assessment)	10 % Attendance
3	a) Courses with Both Theory and Laboratory components L-T-P-C: 3-0-2-4	Theory 25 %	Theory 45 %	-	5 % Attendance
		Laboratory (No Mid-sem)	Laboratory 10 % (Lab Exam with VIVA)	Laboratory 15 % (Internal Semester long Assessment)	
	b) Courses with Both Theory and Laboratory components L-T-P-C: 2-0-3-4	-	Theory 30 %	-	5 % Attendance
		-	Laboratory 50 % (Lab Exam)	Laboratory 15 % (Internal Semester long Assessment)	
4	Types of courses **not** mentioned above, will consist of weightages of marks (Theory and Lab) notified by the course instructor in the beginning of the semester approved by DPPC.				

18.2.	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.
18.3.	The results of performance of the students in the mid-semester examination shall be announced by the instructors. 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.
18.4.	The final grades for a subject must be submitted after the end-semester examination by the concerned instructor(s) to their Head of the Department for onward transmission to the Academic Affairs within the date stipulated in the academic calendar.
18.5.	**Project/Internship:** **18.5.1. Society Academia Industry (SAI)** **18.5.1.1. Society Internship Program [L-T-P-C: 0-0-0-1]** In this internship programme, a group of maximum three students would visit either a village or nearby locality to study current problems related with livelihood, cleanliness, security, lifestyle, ecosystem or any other problem which has a significant impact on the lives of various people living in that locality. The scope problem of the problem may be wide enough to cover either a district or a state or country. The group has to produce a detailed report followed by a presentation after joining the institute/college in the 3rd semester. The proposed duration of this internship would be 15 days. **18.5.1.2. Academia Internship Program [L-T-P-C: 0-0-0-1]** In this internship programme, a group of maximum three students (same group) would implement the proposed solution identified during the Society Internship in this phase either in his/her own institute under the supervision of a faculty member or in any other academic institute in the country with a faculty member interested to work on the proposed. The proposed duration of this internship would be of 01 month. The group has to produce a detailed report followed by a presentation after joining the institute/college in the 5th semester. **18.5.1.3. Industry Internship Program [L-T-P-C: 0-0-0-1]** A student may choose an industry or an organization or an academic institute as per his/her research interest to do the internship. The proposed duration of this internship would be of 02 months. The group has to produce a detailed report followed by a presentation after joining the institute/college in the 7th semester. A student himself/herself may contact an industry/organization/academic institute to do his/her internship. **18.5.2. Minor Project [L-T-P-C: 0-0-0-4]** I. The minor Project is an important component of the Institute's undergraduate programme. It gives an opportunity to the student to express his/her creative talents and prepare for his future career. II. The Department will invite project topics from the students in consultation with faculty member(s) at the end of 6th Semester.

III. Faculty members may also propose project topics, singly or in collaboration with a colleague from the same or the other department. A co-supervisor from industry or other institutions may also be accepted.

IV. Finally, the concerned HoD will assign the project topics to the students towards the end of 6th semester, after taking into consideration the requirements of the projects and choice of the students. A single student or a group of at most three students may undertake each topic.

V. The concerned HoD will also form a Project Evaluation Committee (PEC) who shall be responsible for the evaluation of the minor project for the entire semester.

VI. The student is required to submit Project Reports before the end of 7th semester.

VII. The weightage for evaluation will as under:
a. Supervisor's assessment 40%
b. PEC assessment 60%: Out of 60% marks
   i. 20% marks - Project Report Evaluation and
   ii. 40% marks - PEC shall evaluate based on two presentations given by the student/group.
   - In the middle of the semester the student/group needs to submit a synopsis report to each member of the PEC.
   - Before the end of the 7th Semester, the student/group is required to submit a Project Report to each member of the PEC.
   - Synopsis report and the final Project Report must be duly signed by the concerned supervisor before submission to the PEC.

VIII. On completion of evaluation, the PEC shall decide the marks awarded. If the performance of a student is unsatisfactory, the committee may recommend one of the following:
a. Rewriting of report and submission for evaluation in the next semester and recommend to award a Letter Grade "I" in the present semester grade card.
b. The resubmitted thesis will be evaluated by the PEC and if found satisfactory, the grade will be sent to the concerned HoD.

18.5.3. B. Tech Research/Industry Project [L-T-P-C: 0-0-0-16]

In the 8th Semester for Research/Industry Project for a minimum of 16 weeks, a student may take one among the three following options:
(a) Industry Internship/Training in a Company/Industrial Organization of repute.
(b) Research/Development project in a major R&D laboratory or an Institute of repute (such as IITs, NITs, other IIITs, IISC, Universities and Institutions of repute both in India and abroad).
(c) Research/Development/Design project in his/her own Institute.
(d) For case (A) student needs to apply through the T&P Cell and the concerned Department at the end of 7th Semester. In this case, if the student gets an internship/training offer from some Industry/Organization and the joining date is before the registration date of the 8th Semester, he/she needs permission to register without being physically present due to the fact that he/she has already started the Internship/Training in some other Company/Organization.
(e) At the time of registration at the 8th semester the student opting for option (A) or (B) needs to submit the form in the prescribed format duly filled by the appropriate authority (supervisor/division head) abiding by the rules and regulations of IIIT Bhagalpur in terms of evaluation policy. This document needs to be sent via mail to the concerned Project-Coordinator immediately after joining.

	(f) The concerned HoD shall assign a project supervisor for each student. The project supervisor will be a faculty member from the concerned department or a faculty member from another department assisted by a faculty member from the department.
	
	(g) The concerned HoD will form a Project Evaluation Committee (PEC) who shall be responsible for the evaluation of the project.
	
	(h) There will be a Mid-Semester presentation, in the middle of the semester. The student needs to submit a synopsis report signed by the supervisor to each member of the PEC. The student needs to be physically present at the Institute to give a presentation in front of the PEC. The date(s) of the Mid-Semester Project Presentation will be notified by the concerned HoD.
	
	(i) A student needs to submit a Hard-Bound Project Reports signed by the supervisor to the PEC and concerned HoD, one week before the scheduled date of Final Viva-Voce Evaluation.
	
	(j) The weightage for evaluation will as under:
	   i. Supervisor's assessment 40%
	  ii. PEC assessment 60%: Out of 60% marks
	     A. 20% marks - Project Report Evaluation and
	     B. 40% marks – PEC shall evaluate based on two presentations given by the student
	
	(k) If the performance of a student is unsatisfactory, the committee may recommend one of the following:
	  a. Rewriting of report and submission for evaluation in the next semester and recommend to award a Letter Grade "I" in the present semester grade card.
	  b. The resubmitted thesis will be evaluated by the PEC and if found satisfactory, the grade will be sent to the concerned HoD.
	
	In case of option (A) or (B), the students are also required to submit to the Supervisor, a copy of the completion certificate in the prescribed form from the competent authority of the company/organization/Institute from where the training / internship was completed. The student would not be assessed without the completion certificate. A copy of the certificate would also be submitted to the Training and Placement Cell.

19. Method of awarding letter grades

19.1.	The instructor(s) shall submit soft copy and two hard copies of the grade-sheet for each course in the prescribed format to the concerned Head of the Department. The Head of the Department will forward all grades to the Academic Section after conducting a meeting of DUPC. Then a meeting of IUPC will be conducted and the grades will be finalized by the due date specified in the Academic Calendar.
19.2.	The Quizzes/Assignments, Mid-Semester and End-semester examination answer scripts, and the grading sheet containing details of marks converted to grades shall be preserved by the instructor(s)/Department concerned for a period of at least three years.
19.3.	Changes in Grades Already Awarded: If a student feels that he/she has not been awarded a deserving grade in a course, he/she may request the instructor of the course within one week of the start of the next semester, to show him/her the end-semester answer script in order to ensure that all the questions have been evaluated properly. In case of any change in grade, the same with due justification has be communicated by the Instructor to the Dean of Academic Affairs through the Head of the Department.

20. Change of Branch	
20.1.	Normally a student admitted to a particular branch of the undergraduate programme will continue studying in that branch till completion.
20.2.	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.
20.3.	Only those students will be considered eligible for 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.
20.4.	Change of branch/programme shall be made strictly in order of merit of the applicants. For this purpose, the CGPA 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. The minimum CGPA required in order to be eligible for a Branch Change is 9.0. However, the minimum CGPA for the branch change may be altered by the Chairman of the Senate time to time.
20.5.	Applications for a change of branch/programme must be made by intending eligible students in the prescribed form. The academic section will call for applications at the end of second semester of each academic year and the completed forms must be submitted by the last date specified in the notification with an undertaking from the parents in an affidavit made in a stamp paper in the prescribed format.
20.6.	Students may enlist their choices of branch/programme, in order of preference, to which they wish to change over. It will not be permissible to alter the choices after the application has been submitted.
20.7.	The branch change will be subject to the limitation that the strength of a branch should not fall below ten percent of the existing strength and should not go above ten percent of the sanctioned strength.
20.8.	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.
20.9.	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.

21. Duration of the Programme

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.

22. Termination from the programme

A student is liable for termination from the Institute on the following grounds:

a) Disciplinary grounds.

b) On having been found to have produced false documents or having made false declaration at the time of seeking admission.

c) On having been found to be pursuing regular studies (leading to degree or diploma) in any other college, university or an educational institution.

d) On having been found to be concurrently employed and performing duty in contravention to academic schedules of the Institute.

e) If a student fails to clear first year courses within three years from his/her date of admission.

f) If a student fails to clear all his/her credit/noncredit requirements for obtaining B.Tech degree within 6 years from his/her date of admission.

23. Withholding of Grades

Grades shall be withheld when
(i)   the student has not paid his/her dues or
(ii)   when there is a disciplinary action pending against him/her.

24. Eligibility for the Award of B.Tech Degree

24.1.	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 passing all the credit courses/requirements mentioned in the course structure at the time of joining the programme.
	b) satisfactorily completed all the non-credit requirements for the degree.
	c) no dues to the Institute, Department, Hostels, NSS, etc.; and
	d) no disciplinary action is pending against him/her
24.2.	The award of B. Tech. degree must be recommended by the Senate and approved by the Board of Governors/Governing Body of the Institute.

25. Institute Medals and Prizes

The senate shall have the authority to Institute medals and prizes as it deems fit from time to time.

26. Conduct and Disciplines

26.1.	Students shall conduct themselves within and outside the campus 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.
26.2.	In addition, unauthorized absence for more than one month leads to disciplinary action, in the form of reduction of assistantship or even termination of studentship.

27. Other Matters: Legal

27.1.	All other cases, not covered by the above, shall be referred to the Senate.
27.2.	Any legal matter relating to Rules and Regulation under Sl. No. **1 - 25** shall be subjected to jurisdictions of Court(s) in Bhagalpur or High Court at Patna, Bihar.

ANNEXURE-I

UNFAIR MEANS COMMITTEE	
Composition:	
Dean of Academic Affairs	Chairman
The Assistant/Deputy Registrar (Academic)	Member
The invigilator reporting the case	Member
The Invigilator–in–Charge of the Examination Hall concerned	Member
HoD of the concerned branch.	Member
The concerned Paper Setter	Member
Functions:	
Shall recommend appropriate measures in each case to the Chairman of the Senate for awarding the punishment. The punishment maybe reprimand, reduction of marks to certain percentage of that subject, cancellation of examination of that particular subject, cancellation of all the papers of that examination, rustication/debarment for a specified period (one year, two years), or even outright expulsion from the Institute.	