

राष्ट्रीय प्रौद्योगिकी संस्थान पटना
NATIONAL INSTITUTE OF TECHNOLOGY PATNA

BIHAR, INDIA.



CURRICULA

for

**Bachelor of Technology,
Bachelor of Architecture**

and

Integrated M. Sc.

Programmes

2016

(Updated Amendments up to 18th Senate)

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VISION

To contribute to India and the World through excellence in scientific and technical education and research; to serve as a valuable resource for industry and society; and to remain a source of pride for all Indians.



MISSION

To generate new knowledge by engaging in cutting-edge research and to promote academic growth by offering state-of-the-art undergraduate, postgraduate and doctoral programmes.

To identify, based on an informed perception of Indian, regional and global needs, areas of specialization upon which the Institute can concentrate.

To undertake collaborative projects which offer opportunities for long-term interaction with academia and industry.

To develop human potential to its fullest extent so that intellectually capable and imaginatively gifted leaders can emerge in a range of professions.

VALUES

- ✚ *Academic integrity and accountability.*
- ✚ *Respect and tolerance for the views of every individual.*
- ✚ *Attention to issues of national relevance as well as of global concern.*
- ✚ *Breadth of understanding, including knowledge of the human sciences.*
- ✚ *Appreciation of intellectual excellence and creativity.*
- ✚ *An unfettered spirit of exploring, rationality and enterprise.*

Regulations

1. Introduction

The provision contained in these Regulations will govern the conditions for imparting courses of instructions conducting examinations and evaluation of students' performance leading to the 4-years courses in Engineering/ Technology for the award of B. Tech degree, 5-years course in Architecture for the B. Arch degree and 5-years Integrated M. Sc. Program for the M. Sc. Degree¹. This regulation is effective from the academic session 2013-2014.

1.1 **Discipline:** The disciplines in which the courses of studies for the B. Tech/ B. Arch. Degree and Integrated M. Sc. Program are as detailed below:

1. Civil Engineering
2. Computer Science and Engineering
3. Electrical Engineering
4. Electronics and Communication Engineering
5. Information Technology
6. Mechanical Engineering
7. Architecture
8. Chemistry
9. Mathematics
10. Physics

1.2 The provisions of this Regulation shall also be applicable to any new disciplines that are introduced from time to time and added to the list in section 1.1

1.3 The Board of Governors may, on the recommendation of the Senate, change any or all parts of this Regulation at any time considered appropriate by the Senate.

2. Academic Calendar

2.1 The academic session is divided into two semesters each of approximately 20 weeks duration: an Autumn Semester (July - December) and a Spring Semester (January - June).

2.2 The schedule of academic activities for a session, inclusive of dates for registration, mid - semester and end - semester examinations, inter - semester breaks etc, approved by the Senate shall be laid down in the Academic Calendar for the session. The Academic Calendar shall strive to provide for a total of about 90 working days in each semester.

3. Admission

3.1 Admission to all courses will be made in the Autumn Semester of each session, at the First Year level, through the Central Seat Allocation Board constituted for all NITs and based on All India Engineering Entrance Examination/ JEE (Mains) conducted by CBSE or as approved by MHRD, Govt. of India for admission to B. Tech, B. Arch and Integrated M. Sc. program.

3.2 Besides the successful candidates admitted as per section 3.1; specified number of foreign nationals and Indian nationals residing abroad for a period of at least 5 years, satisfying the norms approved by the Senate and selected by the Central Seat Allocation Board/ DASA in accordance with the policy laid down by the Government of India, may be admitted directly to the first year of *any* of the courses covered by this Regulation.

3.3. 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 grounds of unsatisfactory academic performance, irregular attendance in classes, unfair means in examination and/ or any act of indiscipline.

¹ Five Year Integrated M. Sc. Program introduced from session 2015-16

4. **Residence**

- 4.1 The Institute is partially residential one, Hostel accommodation is provided to the students as per availability of seats in hostels.
- 4.2 The terms and conditions that a student must fulfill during his/her stay in a Hostel are as mentioned in *Appendix - I*.

5. **Attendance**

- 5.1 A minimum attendance of 75% in all classes (lectures + tutorials, laboratories, workshops etc.) is compulsory. A student may be debarred from appearing at an examination on ground of unsatisfactory attendance.
- 5.2 Absence from classes without prior permission will be considered as an act of Indiscipline. Such cases will be dealt with in accordance with clause 3.3.
- 5.3 Detailed rules regarding condonation/ relaxation of attendance up to Maximum of 15% in classes etc. are given in *Appendix - II*.

6. **Conduct and Discipline**

- 6.1 Students shall conduct themselves within and outside the premises of the Institute in a manner befitting the students of an institution of national importance.
- 6.2 Detailed rules regarding conduct and discipline are given In *Appendix - III*.

7. **Change of Branch**

- 7.1 The students admitted to a Course leading to the B. Tech. and Integrated M. Sc. program in a particular branch will ordinarily be required to continue in that branch of studies.
- 7.2 However, the Institute may permit a few students subject to their fulfilling the prescribed conditions to change over from one branch to another, after two semesters of continuous studies. Detailed rules governing the change of branch are given in *Appendix - IV*.

8. **Course Structure**

The duration of the courses leading to the B. Tech Degree will be 4 years, and B. Arch./ Integrated M. Sc. degree will be 5 years.

- 8.1 The curricula for the different degree programs as proposed by the respective departments and recommended by the Undergraduate Programme and Evaluation Committee (UGPEC) shall have to have the approval of the Senate. The departments would also prepare the syllabus of each subject containing the scope of studies and detailed instructions to be imparted which must have the approval of the UGPEC.
- 8.2 All Subjects would have a lecture - tutorial - experiment/ design component (L-T-P) to indicate the contact hours per week. Any of the component 'L', 'T' and 'P' of a subject may be void. All subjects would have a credit count 'Cr'. Teaching of subjects would be reckoned in terms of credits. Every subject would have a list of subjects (may be void) as its prerequisite. A student who has qualified in all the subjects in the prerequisite would be allowed to register in the subject. The teacher concerned would have the prerogative to waive the prerequisite for a student if he/she is satisfied through a test that the student otherwise have gained sufficient proficiency to take up the subject. Subject to availability a student, irrespective of his/her level or discipline of study, may be allowed to take a subject including an Master's program course as an elective breadth or additional subject, defined subsequently in this section, if he/she satisfies its prerequisite.
- 8.3 The curricula to be followed in the first two semesters by students of all the Engineering/ Technology and Integrated M. Sc. programs shall be common as given in *Appendix - V*.
- 8.4 a) Every student in the first year is required to register In the Extra Academic Activity (EAA) during the first to sixth semesters.

b) Except as stated in clause 8.4b (iv) below

- (i) All first year Indian students will register in the National Social Service (NSS) Scheme.
- (ii) Foreign nationals will also register in the NSS.
- (iii) Physically handicapped will register in the NSS.
- (iv) Any student who is proficient in sports may be permitted to register in the National Sports Organization (NSO).

During the next two semesters also the student will be required to register for one of the Extra Academic Activities. Students may choose anyone of the following activities: NSS or any sports/ athletic activities of NSO as may be recommended by the Dean (Student Welfare)/ President, Technology Students' Gymkhana, and approved by the Senate.

8.5 The remaining course work requirements will be different for the respective degree courses. The requirements would be detailed out in the curriculum and syllabi for each of the discipline as approved by the Senate. The overall structures for the different degrees are given below :

8.6 To get a B. Tech./ B. Arch/ Integrated M. Sc. degree a student has to fulfill (i) the depth requirement corresponding to the discipline, (ii) the breadth requirement and (iii) Humanities and Social Science (HSS), Industrial Engineering & Management (IEM) and Information Technology (IT) subject requirements

8.6.1 **Depth Requirement:** The depth requirement would be specified by the department and would include (a) Basic science requirements, (b) Engineering science requirements, (c) Other requirements (e.g. workshops, engineering drawing and graphics etc.), (d) Professional subjects – both core and electives, (e) Projects and (f) Comprehensive viva - voce.

8.6.2 **Breadth Requirement:** A student is required to take at least six subjects as his/her breadth subject for which slots would be made available in the curriculum. The breadth subjects must be a subject offered by other discipline but different from the subjects (including electives) enlisted for the requirement for his/her own depth. A student would be free to choose a breadth subject provided it is available in terms of timetable, limitation of class size and his/her eligibility.

8.6.3 Humanities & Social Science (HSS), Management, Environmental Engineering and Information Technology related subject requirements:

At least three HSS elective subjects, two IT subjects and one Management and Environmental Engineering subject would be included in the curriculum of any discipline. Out of these Two HSS elective, one Environment related subject and one IT based design/application subject are to be included in the depth requirement. The other HSS electives, IT electives and Management elective may be included in the breadth requirement.

8.7 **Industrial Training and Field work:** The curricula for all B. Tech. would include compulsory industrial training for 4 to 6 weeks carrying 2 (two) credits, to be carried out in the summer vacation at end of the sixth semester.

9. Registration

9.1. Every student of the B. Tech./ B. Arch/ Integrated M. Sc. Program is required to be present and register at the commencement of each semester on the day fixed for and notified in the Academic Calendar. A student can register while studying in odd semester by the courses offered in odd semester only. Similarly students studying in even semester can register in the courses offered in the even semester only. Any wrong registration detected at any stage later on, will be treated as null and void. This rule is not applicable for registration in special examination.

9.2. Registration of student for First (Autumn) Semester will be centrally organized by the Academic Section of the Institute. For all other semesters the registration will be organized

departmentally under the supervision of the Head of the Department.

- 9.3. A student who does not register on the day announced for the purpose may be permitted in consideration of any compelling reason, late registration within the next three working days on payment of a prevalent additional late fee as prescribed by the Institute. Normally no late registration shall be permitted after the third working day from the scheduled date.
- 9.4. Only those students will be permitted to register who have:
- a) cleared all Institute and Hostel dues of the previous semesters,
 - b) paid all required prescribed fees for the current semester, and
 - c) not been debarred from Registering for a specified period on disciplinary or any other ground.
 - d) Have been admitted to the institute to a program/ semester in person only.
 - e) Must have passed/ studied a prerequisite subject(s)/ course(s) i.e. attended courses offered in previous semester(s) for a program or as decided by the Board of studies, before he/ she can register for an advance course in next higher semester.
 - f) Registration (Normal) will take place for first two days without late fine as per academic calendar at the beginning of each semester.
 - g) Thereafter late registration may be allowed for next three working days with fine as fixed by the institute.
 - h) Registration beyond scheduled dates (Normal and Late) will be allowed up to next five working days with fine as fixed by the institute.
 - i) No registration can proceed after the extended dates of late registration i.e. after 10 (ten) working days as stated above.

The respective department head(s) may consider registration beyond cut-off date in exceptional circumstances as stated in curricula. However, compensation of shortage of attendance due to late registration shall not be allowed.

On line Registration for any semester will be deemed to be completed when the student has registered on the portal for that semester with all courses as per course structure. However in case of offline registration students have to submit provisional registration slip with the concerned HOD's and Dean's copy of registration verified and official seal placed on official registration slip.

The Institute reserves right of cancellation of registration due to disciplinary reasons/ non fulfilling academic criteria for any program/ semester etc.

Adding and Dropping Course(s)

With the approval of the Academic/ Faculty Advisor and HOD, student can add or drop courses within a week from the closing date of registration.

- (i) Academic/ Faculty advisor will properly monitor students to add/ or drop courses.
- (ii) Adding courses is possible only within the upper limits.
- (iii) Once the student registers for some course due to some reason (by approval of academic advisor) however, if the student does not attend the course unless he/ she drop that course, an "F" grade will be automatically awarded.

9.5 Minimum requirement for promotion to higher Semester and continue in the program (*Applicable to students admitted from session 2013-14*)¹

- (i) All students admitted in B. Tech/ B. Arch/ Integrated M. Sc. Program will be promoted from first year and can continue to second year, or subsequent higher years of the

¹ Amendments approved by 13th Senate and confirmed in 14th Senate applicable to students admitted from Session 2013-14 and onward vide notification No. 2352/ Acad dated 30th Sept 2014. Students admitted during session 2011-12 and 2012-13 who do not get promotion under previous rule shall be governed by transitory rules.

program provided they fulfill minimum conditions for promotion, else they will be placed under probation.

- (ii) A student should earn not less **than the minimum credit threshold and CGPA as stated in Table 9.5-1**, at the end of the each year for registration to the higher semester, and he/she must have **passed minimum two courses from each semesters** of course credit not less than 3 (three) each.

Table 9.5-1 Percentage Credit Threshold based on Total credit offered and CGPA at the end of each year of B. Tech and B. Arch Program¹

Check Point	Credit Threshold at end of each year	Credit Threshold as per New Course Structure #	Minimum CGPA required
End of FIRST year	75% of 1st Yr credits offered	34	6.00
End of SECOND year	75% of 1st Yr and 2nd Yr Credits offered	64	6.00
End of THIRD year	75% of 1st Yr, 2 nd Yr and 3 rd Yr Credits offered	96	6.00
End of FOURTH year (Only B. Arch and Integrated M. Sc. Program)	75% of 1st Yr, 2 nd Yr, 3 rd Yr and 4 th Yr Credits offered	131	6.00

The data in the 3rd column of above table is as per present Course structure and may change if Course credit offered in different semesters is changed/ modified.

- (iii) The students who satisfy the minimum credits and CGPA threshold requirement (as per table 9.5-1) for promotion to the higher semester but have “F” or “I” grade in some courses, they are allowed to register in the failed/incomplete courses during the special examination conducted in the same session because they were on attendance roll in those (odd/even) semester.
- (iv) If any student fails to satisfy the above minimum credit and CGPA threshold requirement to continue in the program he/she shall be on **academic probation for one year**. *A student on probation has to **take re-admission in all failed/ incomplete courses of respective semesters and repeat those courses**. All readmitted students have to attend classes and appear for different internal evaluation, mid semester Examination and end semester Examination, such that his/ her earned credit and CGPA for promotion to next higher year is met as per threshold defined in Table 9.5-1.*
- (v) At the end of the academic probation period, if any student still does not qualify/ earn credit and CGPA threshold as per Table 9.5-1 to register for the higher semester, he/she has to discontinue from the program.
- (vi) The Courses with zero credit are not taken into reckon for Minimum credit/ CGPA threshold as indicated in Table 9.5-1.
- (vii) A student must become eligible for award of degree in maximum period as detailed under section 12.12 and 13.

Note: The CGPA for a set of p subjects will be calculated as follows:

$$CGPA = \frac{\sum_{i=1}^p c_i g_i}{\sum_{i=1}^p c_i}$$

Where 'c_i' is the number of credits allotted to a particular subject 'i' in the set, and 'g_i' is the grade - point carried by the letter grade awarded to the student in that subject 'i'.

9.6 From the third (Autumn) Semester onwards in any Autumn/ Spring Semester of the Program/

¹ Amendments approved in 17th Senate held on 11th Sept 2015 under Agenda SNT 17.08 (d).applicable to students admitted from Session 2013-14 and onward. Students admitted during session 2011-12 and 2012-13 who do not get promotion and readmitted in 1st year in 2013-14 under transitory rules.

Branch (specialization)¹:-

- a) Students who have passed in all the subjects of previous Autumn/ Spring semesters shall register for courses of the next higher semester as specified in the course structure for the program.
- b) Students who have **dropped course** or have been **debarred from course** due to shortage of attendance **or incomplete course** due to exemption not having been obtained under clause 12.3 (ii) in the previous Autumn/ Spring Semesters are required to register in regular courses and besides that they must register dropped course/ debarred course/ incomplete subject/ course as many of those subjects as are offered in that Semester. **So that total registered Course credit of a student should be 31 credits in a semester.**

If by addition of regular/ debarred/ incomplete course total registered credit exceeds 31, then in that case some of the previous semester courses may be deferred for next session.

- c) Student who has a **backlog in a breadth or an elective subject, may register in another breadth or an elective subject** from and within the same group of electives offered in the Semester concerned.
- d) In case of student debarred **due to adopting unfair means at examination or due to any disciplinary action** in the previous Autumn/ Spring Semesters, he/ she **may be permitted to get registered as per Section 9.6 (b) above only after he/ she become eligible for registration.**

9.7 A student who has been debarred from appearing at an examination due to any of the following reasons:

- a) as per recommendation of the subject teacher for unsatisfactory attendance
- b) by the Institute as a measure of disciplinary action
- c) for adopting malpractice at an examination, and consequently awarded a grade 'X',

The Student may re-register for the subject(s) after the term of the debarment expires, provided that other provisions of this regulations do not prevent him.

With the concurrence of the Faculty Adviser a student may be allowed to change his/her registration of subjects within one week from the last day of registration.

9.8 A pre-registration of the students in all the subjects including Breadth and Additional subjects for the ensuing semester would be conducted in the current semester during a time slot to be fixed in the academic calendar. All pre-registration would be confirmed during the normal registration time.

9.9 Any teaching, examination, academic evaluation, etc. of a student will be done only when he/she is registered regularly in all previous semesters of his/her UG Program.

10. Grading System

10.1 As a measure of students' performance based on 10 point scale, there are 7 grades as follows:

Performance	Letter grade	Grade point per credit
Excellent	A+	10
Very good	A	9
Good	B	8
Fair	C	7
Average	D	6
Pass	P	5
Fail	F	0
Incomplete	I	0
Debarred	X	0

¹ Amendments to Curricula for B. Tech/ B. Arch/ Master's Program 2008 vide Notification No. NITP/ 2997/09 dated 22.12.2009 with effect from Spring Semester Session 2009-10

The two transitional grading symbols (I & X) may be used by the examiners to indicate the special position of a student in a subject/ course:

- I - Awarded for 'Incomplete assessment', to students who did not appear at End Semester Examination for theory and/ or practical component. All such students are required to inform in Advance to the Examination Section, with valid reasons for their absence with documentary evidence. The competent committee constituted under section 12.4 (b) shall consider their representation and may grant permission to appear at the next examination conducted for the course or may cancel 'I' grade and award 'X' grade.
- X - Awarded for 'Debarred' courses, due to Shortage of attendance i.e. attendance below 75% in theory and / or Practical components. For all debarred courses a student is required to again re-register for the courses, attend classes and appear for all assessments.

- 10.2 A Semester Grade Point Average (SGPA) will be computed for each semester. The SGPA will be calculated as follows:

$$SGPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

Where 'n' is the number of subjects registered for the semester, 'c_i' is the number of Credits allotted to a particular subject, and 'g_i' is the grade – points carried by the letter corresponding to the grade awarded to the student. **SGPA will be rounded off to the second place of decimal** and recorded as such. The SGPA would indicate the performance of the student in the semester to which it refers.

- 10.3 Starting from the second semester at the end of each semester's, a Cumulative Grade Point Average (CGPA) will be computed for every student as follows:

$$CGPA = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$

Where 'm' is total number of subjects the student has registered from the first semester onwards up to the current semester, 'c_i' is the number of Credits allotted to a particular subject ('s_i') and 'g_i' is the grade - point of the corresponding grade letter of the subject 's_i' awarded to the student. **CGPA will be rounded off to the second place** of decimal and recorded as such.

The CGPA would indicate the cumulative performance of the student from the first semester up to the end of the semester to which it refers.

The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to each student at the end of every semester.

For determining the *inter se* merit ranking of a group of students, only the rounded off values of the CGPAs will be used.

- 10.4 When a student gets a grade 'I' for any subject(s) during the semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated ignoring this (these) subjects. After the 'I' grade(s) has (have) been converted to appropriate grades, the SGPA and CGPA for that semester will finally be recalculated after taking into account this (these) grade(s).
- 10.5 When a student gets the grade 'F' in any subject during a semester, the SGPA for that semester and the CGPA from that semester onward, will be tentatively calculated, taking only 'zero point' for each such 'F' grade. After the 'F' grade(s) has/have been substituted by better grades during a subsequent semester, the SGPA and the CGPA of all the semesters, starting from the earliest semester in which the 'F' grade has been updated, will be recomputed to take this change of grade into account.

10.6 Course Credit Transfer, if earned at other Institute/ University:

National Institute of Technology Patna

Revised Curricula for U.G. Programme (B.Tech, B.Arch and Integrated M.Sc.) updated in 18th Senate, 25/06/2016.

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 NIT Patna for its equivalent credit and earned credit shall be credited to the student academic record.

11. Assessment of Performance¹:

11.1 There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the subject teacher(s) / co-ordination committee formed for this purpose. This constitution of the co-ordination committee is given in *Appendix - VI*.

11.2 a) The grade obtained by a student for a particular subject is given on a numeric marks obtained by the student out of Full marks. For subjects where the laboratory component (P - component) is non-zero then it has separate full marks. The theory component (L & T - components) and the laboratory component are to be ascertained separately. Next the failure cases (that is, the cases of student obtaining 'F' grade) are to be determined as explained in *Appendix - VIII*. Details of credit of a course based on Lecture, tutorial and practical (L-T-P) class per week and its weightage (Full Marks) for evaluation is detailed at *APPENDIX – VII*.

b) Once the numeric mark is obtained, the same is to be converted to letter grade following the Guidelines given in *Appendix - VIII*.

c) For assigning mark in Class Assessment (C.A.) performance in home assignments, class-tests, tutorials, viva-voce, attendance (though no marks is given for attendance at present) etc. are to be considered. At least two class tests are to be conducted for a subject. The weights of different subcomponents of C.A. are to be announced by the teacher at the beginning of the Semester. The subcomponent of evaluation and their respective weights assigned to are given below.

<u>Theory Evaluation Components</u>	<u>Subcomponents</u>	<u>Weighting factor</u>	<u>Pass Marks</u>
Class Assessment (TH_CA)	Class Attendance	Nil	Overall 33 %
	Assignment/ Class Test- I	5%	
	Class Test- II	5%	
	Mid-Semester Exam.: 2 Hrs Duration	20%	
End-semester Examination of 3 Hours Duration (TH_ESM)		70%	

d) For assigning marks in the laboratory component (P - component) the relevant subcomponents that are to be considered are: day-to-day work, regularity, tests (at least two test must be conducted), assignment, viva-voce etc. percentage weight of the different subcomponents in deciding the final marks are to be announced at the beginning of the semester. The subcomponent of evaluation and their respective weights assigned to are given below.

<u>Practical Evaluation Components</u>	<u>Subcomponent</u>	<u>Weighting factor</u>	<u>Pass Marks</u>
Class Assessment (PT_CA)	Class Attendance	Nil	Overall 33 %
	Class performance	15%	
	Practical Repot	15%	
	Practical Internal Viva voce	10%	
End-semester Examination (PT_ESM)		60%	

e) For course which has both theory as well as practical component i.e. Lecture plus tutorial (L+T) and P both are greater than 1 (one), then Theory and Practical component will be evaluated separately and different course codes will be given.

¹ Amendments Vide notification ref No. 2350/ Acad dated 30th Sept 2014 approved by 14th Senate applicable from Session 2014-15, to all students admitted during session 2013-14 and thereafter.

- f) For Course which has theory and Practical component i.e. Lecture plus tutorial (L+T) is 1 (one), there would be no Mid- Semester or End-Examination. The marks of the theory component would be decided by performance in class-tests, home assignments, tutorials (if any); viva-voce, attendance etc. with the practical Components. The evaluation/ weights of total course subcomponent shall be done in Practical component only. However in all such course attendance in theory Components shall be maintained separately and student are required to have minimum 75% attendance in theory and practical separately, to be able appear at End semester Exam. The announced by the teacher regarding distribution of marks must be made at the beginning of the semester.
- g) **Class Attendance marks in theory and Practical subjects/ components shall be “NIL” but 75% attendance is mandatory to appear at End semester Examination¹.**

11.3 The evaluation procedure for Industrial Training/ Seminar/ Project/ Dissertation etc. is explained separately in following sections.

The six-week industrial training undergone by the students in the summer vacation after the sixth semester would be assessed within five weeks after the commencement of the seventh semester. The students are required to submit a written report on the training received and give a seminar and on the basis of which a grade would be awarded. The students are also required to submit to Head of the Department a completion certificate, in the prescribed form from the Competent authority of the organization where the training was received, without which he/ she would not be assessed.

- i) The Placement and Training (P & T) Cell of the institution shall notify the list of organization(s) with number of seats available for students of different branch with stipend and/or without stipend. The allotment of seats in those industries notified shall be done on merit/ inter-se-merit of the applicants/ students of different branch, who have applied for the same.
- ii) If any student is desirous to undergo Industrial Training at an Industry/ Institute/ Organization of his/ her choice/ preference, then a letter of recommendation shall be issued by the P & T Cell containing details of requirement and necessary guidelines for the Industry/ Institute/ Organization.
- iii) Students may join different value addition courses of minimum six weeks duration at the institute or at other institution/ organization, that shall be treated as equivalent to Industrial Training and evaluation shall be done as per clause 11.3 only. The head of the department (HOD) of concerned department shall be competent to decide regarding equivalence of such value addition course. The HOD shall forward application of students through the Dean Academics, and issue different certificates after verification to enable him/ her to join the course/ program in lieu of Industrial Training.
- iv) The students may apply for appearing at different tests organized by different Industry / Institution / organization of repute for selection of student's industrial training with stipend. The HOD concerned shall provide all necessary support and issue certificate to enable him/ her to join the training program at industry during summer vacation.

B. Arch Program: Assessment for Seminar/ Arch Tour/ NASA / ZONASA

The seminar/Arch Tour/ NASA/ ZONASA Convention activity under courses for 1st to 8th semester shall be organized as per academic calendar throughout the year spread over Autumn (Odd) and Spring (Even) semesters. The students are required to prepare tour report and submit it within a stipulated time for evaluation. In case student fails to attend Tour/ NASA/ ZONASA. He/ she will be assigned a topic by the department to submit report on the same. The students are required to deliver seminar on topic assigned by the faculty from department and/or departmental assessment committee.

¹ Amendments Vide notification ref No. 2350/ Acad dated 30th Sept 2014 approved by 14th Senate applicable from Session 2014-15, to all students admitted during session 2013-14 and thereafter..

- The evaluation for the above detailed course component shall be done at the end of even semester by an Evaluation committee consisting of three members from the department.
- The Grade as per percentage of marks shall be included in the Grade Card as per provisions of the curricula.

Assessment/ Marking Procedures for Seminar:

- Seminar shall be part of one semester of particular year.
- Seminar Topics shall be finalized in consultation with the concerned faculty.
- The topics can be allocated in group as well as individually.
- In case the topics are allocated group wise- the members of group shall be allocated different specific task such as data collection, data analysis, preparation of presentation and oral presentation. The group members may also be allocated different tasks clearly depending upon the topic.
- Each student shall be making oral presentation of the part work done by him/her. There shall be one concise report on each topic of seminar.
- Marks shall be allocated for data collection/analysis/preparation of presentation /oral presentation and the report.
- 60% marks shall be allocated for the report and viva voce exam to be held at the end of semester. Rest 40% marks shall be based on the class work/ presentation with equal weightage to data collection, analysis and preparation of presentation.
- The students are required to submit details of the activity performed/participated, stating level of participation, analysis and achievements in the report abstract.
- The report shall have handout of the presentation along with written report on different aspects of the topic.

Assessment/ Marking Procedures for NASA/ ZONASA/ Arch. Tour:

- There shall be one architectural tour every year. Each student shall be required to attend the tour. The tour shall be planned by and large in a way that NASA/ ZONASA is either at the beginning or end of the tour. So that only allowed number of students to attend the ZONASA/ NASA.
- The tour may be organized independent of NASA/ZONASA also.
- Each student shall have to make a report of the tour, giving details of places/buildings visited/measured/studied. The report shall have sketches and photographs of the buildings and places visited.
- The students shall be required to make a presentation on architectural/cultural/heritage knowledge attained during the tour/interaction at ZONASA/NASA. Minimum one measured drawing of a building shall be essential during the tours.
- Evaluation shall be 75% marks on individual report and 25% marks on presentation.

11.4 Assessment of Project Work

B. Tech Program: Assessment Procedure for Project

Performance in the various activities in the project would be assessed individually at the end of each semester in which it is being carried out as per the curriculum. The students are require to submit a written report at the end of the semester. The Head of the Department would appoint a project evaluation board for the purpose of assessment.

The different components of evaluation and the weights assigned to these components are depicted below:

<i>Stages</i>	<i>Details of Stages</i>	<i>Min. time allocation</i>	<i>Marks allocated (in Percentage)</i>	<i>Assessment Committee</i>
Stage-I	Project Proposal	Within one week of the starting semester	-	

Stages	Details of Stages	Min. time allocation	Marks allocated (in Percentage)	Assessment Committee
Stage-II	Review & Approach to the Problem/ Data Collection	After One Month	10	Project supervisor & at least one Senior faculty Member
Stage-III	Analysis & Experimentation/ Design & Implementation	After Two Months	10	
Stage-IV	Pre-Final Design	After Three Months	20	
Stage-V	Project Report/Thesis	End Semester Exam.	10	Project Evaluation Board
	Final Project Evaluation	End Semester Exam.	50	

The student is required to give a seminar on the project work done. The evaluation board would conduct the viva - voce. Dates for conducting the seminar and the viva voce, to be held within ten days after the end - semester examination, would be announced in the academic calendar.

B. Arch Program: Assessment Procedure for Project

Final year Architectural Design Project requires site visits, data collection, library study, interaction with practicing architect, discussions with consultants such as electrical/ HVAC/ soils etc. this is in addition to the interaction with guide for his concentrated guidance. The student is also required to make two case studies for which he is required to visit the project site and interact with architect. In this process the candidate keeps interacting with guide and keeping attendance may not be possible. As such there shall be no marks for attendance.

The evaluation will be done in four phases.

Stages	Details of Stages	Min. time allocation	Marks allocated (in Percentage)	Assessment Committee
Stage-I	Project Proposal	Within one week of the starting semester	-	Supervisor, one / two Senior Faculty Members and/ or HOD
Stage-II	Data Collection	After One Month	10	
Stage-III	Sketch Design	After Two Months	10	
Stage-IV	Pre-Final Design	After Three Months	20	
Stage-V	Project Report & Model	End Semester Exam.	10	Project Evaluation Board
	Final Design	End Semester Exam.	50	

- (a) If student due to non - completion of the project work cannot submit the final project report at the end of eighth semester for B. Tech. and tenth semester for B. Arch program and does not appear before the evaluation board for the viva voce on the date fixed by the department in conformity with the academic calendar, may be granted extension of time not exceeding two months on the following conditions:
- He/she would be awarded one grade lower than the grade obtained by him/her and
 - He/she would be deemed to have completed the requirements for the degree if applicable, in the succeeding session.

- 11.5 The Head of the Department would constitute the Viva Voce Board(s) for conducting the *Comprehensive Viva-voce Examination for the Project Work* as per the requirement of the curriculum. The board would decide the relative weight of the different aspect of the viva voce and decide the grade to be awarded to the students. The dates of the viva voce, to be conducted within ten days after the previous end-semester examination, would be announced in the academic calendar.

12. Examination

- 12.1 The Academic Section of the Institute will centrally conduct the Mid - Semester and the End - Semester Examinations in respect of the theory component of the subjects unless otherwise permitted. A student, while appearing in odd semester exam can select courses offered in odd semesters only and the student appearing in even semester exam can select courses offered in even semester exam. However in special examination this restriction (odd to odd and even to even) can be exempted. In addition to this graduating students who have been placed through T&P cell of the institute or through off-campus selection procedure in a reputed organization (subject to ceiling fixed by the institute about the annual turnover shown

to Govt. of. India as depicted under registered company act) may also be allowed to appear at their graduating end semester examination for odd courses permitted under the limit of allowed credits in that end semester.

- 12.2 All examination work such as paper setting, evaluation and result preparation for the courses offered by any department shall be done by the faculty of the respective departments to avoid delay in evaluation and publication of result¹.

The paper setters are required to be provided with the detailed syllabus, with feedback such as course covered, text books followed, mid semester and class test examination papers. To avoid unbalanced distribution or undue weighting factor to less important topics, the course details should have at least five to six units. The question paper setter is required to submit two set of question papers selecting at least one question from each unit.

The questions must have weightage of marks allocated/ distributed for different parts of question or different sections/ sub sections. Such that uniformity in evaluation may be maintained.

The paper setting for End Semester Examination shall be done by the Internal faculty who is teaching the course or by Course Coordinator (if same course is being taught by more than one faculty in different sections) of the course nominated by the Head of the Department.

If question paper is not submitted in time due to certain unavoidable reasons or subject expert from the panel of setters is not available, then question paper of such subjects may be set by a faculty nominated by the Head of the department; who may be an expert in the subject and may not have taught the course to the students in that semester and/ or by any other coordinator of the subject.

If there is a need of **moderation of question papers then the moderation board shall consist of four external experts for each semesters and department(s)**. The Experts panel must be prepared such that their expertise covers all area/ courses under moderation.

The End semester question paper(s) shall be placed before the Board of Moderators by the Controller of Examination/ Prof. In-Charge (Exam.) and will be reviewed by experts. The experts shall have right to moderate/ change and/ or set a new question for the course.

The Director shall approve the name of the Board of Moderators experts from panel of proposed by the HOD(s) for each semester. The Director may nominate expert from the proposed panel or may nominate any other expert.

The external experts of the moderation board shall be paid honorarium and TA/ DA as per rules of the Institute.

The End semester answer sheets evaluation work shall be done by internal faculties/ external expert(s) from the panel of evaluators suggested by Board of Studies/ Head of the Department.

- 12.3 (i) A student will be issued an Admit Card for appearing in an examination, only If he/she has:
- (a) Attendance record to the satisfaction of the teachers in the theory and laboratory classes and has completed the assignment works given.
 - (b) Paid all Institute and Hostel dues of the semester.
 - (c) Not been debarred from appearing in the examination as a result of disciplinary proceedings.
- (ii) A student may be debarred from appearing at the Mid - Semester or End – Semester Examination on the report of a teacher/ chairman, co-ordination committee, if his/ her
- (a) attendance at lecture/ tutorial/ laboratory classes has not been satisfactory during the period, and/or
 - (b) Performance in the assignment works during the semester has not been satisfactory.

¹ Amendment approved by 12th Senate.

- (iii) A student may be debarred from appearing at Mid- Semester or End – Semester or Special examination if he/ she is found using unfair practice during the examination, under the provisions of the categories of unfair practice/ unfair means detailed at Appendix –XIV.

12.4 Class tests, assignment, tutorials, viva - voce, laboratory assignments, etc., are the constituent components of continuous assessment process, and a student must fulfill all these requirements as prescribed by the teacher/ co-ordination committee of the subject. If due to any compelling reason (such as his/ her illness, calamity in the family, etc.) a student fails to meet any of the requirements within/on the schedule date and time, the teacher/ co-ordination committee in consultation with the concerned Head of the Department may take such steps (including conducting of compensatory tests/ Assignments etc.) as are deemed fit.¹

- a) **Appearing at end - semester examination in the theory and Practical component of a subject is compulsory for a student.** If a student is under clause 12.3 (ii) (b) he would not be permitted to appear at end semester examination. If a student fails to appear at the end semester examination, but his performance and attendance is satisfactory then he/ she will be assigned an '**I grade** in the subject. He/she **will be permitted to register and appear at the special examination** for the subject as stipulated in clauses 12.8 of the curricula.²
- b) However, if a student misses the end - semester examination due to a compelling reason like serious illness of himself/ herself or a calamity in the family, he/ she may appeal to the Dean - Students Welfare, through his/her Head of the Department for permitting himself/ herself to register and appear at the special examination(s).

A **sub - committee (as Detailed below) or the Undergraduate/ Postgraduate Program Evaluation Committee (UGPEC/ PGPEC)** may, after examining the representation/ request of the student and being convinced about the merit of the case, recommend and permit him/ her to register and appear at the special examination condoning his/ her absence.

The Sub Committee or UG/ PG - PEC is required to make necessary recommendations for approval of the Director.

The Sub Committee shall consist of following Members

- i) The Dean of Students Affairs - *Chairman*
- ii) The HOD of respective Department
- iii) Institute Doctor or a Doctor recognized for the purpose by the Institute (*only in case of Medical Ground*)
- iv) The Prof. In-Charge (Examination) – *Secretary*

- 12.5 Students will be permitted to appear in the examination in only those subjects for which they have register at the beginning of the semester and has not been debarred.
- 12.6 The final marks/grades awarded to the students in the subject must be submitted through online portal of the examination by the teacher/chairman, co-ordination committee, within seven days from the date of holding the examination. The same marks/grades should also be submitted to the concerned Head of the Department and Prof. In-charge (examination).
- 12.7 The evaluation of performance in the Extra Academic Activities (EAA) will be done by the authorities conducting these. The grades will be communicated to the Prof. In-Charge (Examination) by the following authorities through the Coordinator of EAA and through NSS/ NSO Head NSS/ Dean (Student Affairs) for NSS/ NSO.
- 12.8 Any change of grade of a student in a subject, consequent upon detection of any genuine error of omission and/or commission on part of the concerned teacher, must be approved by the Departmental UG Committee and must be forwarded by the teacher/ chairman, co-ordination committee, through the Head of the concerned Department within 20 (twenty) days

¹ Vide corrigendum dated 09.07.2009

² Amendments to Curricula for B. Tech/ B. Arch/ Master's Program 2008 vide Notification No. NITP/ 2997/09 dated 22.12.2009 with effect from Spring Semester Session 2009-10

from the date of commencement of the next Semester. However for graduating students all the above procedure in this clause may be initiated just after publication of result on priority basis.

12.9 Provision of Inspection Mid/ End Semester Answer Book¹

The procedure as outlined below shall be adopted for inspection / display of answer scripts.

- i) For the benefit of and as a process of learning by the students, the scripts after correction of all class tests, mid - semester examinations, assignments etc. would be shown to the students within 4 weeks from the date of tests/ examinations. This process must be completed before Commencement of the End semester examination.
- ii) The students may inspect their End semester answer book(s) after evaluation, but opportunity of inspection shall limit to two days after evaluation is completed. Thereafter the marks shall be considered final and shall be tabulated and grades shall be awarded.
- iii) If any student is not satisfied with the end semester marks even after inspection or has not been able to see his/ her answer book then students may get their answer book scrutinized within 20 days of the publication of the result; by making an application on prescribed proforma and payment of fee as fixed by the Institute.
- iv) The scrutiny of the end semester answer script shall be done by the Performance Evaluation committee members of respective department or by three members committee of the department or by a committee approved by the Director for the purpose. After scrutiny correction/ modification in marks shall be incorporated in their result/ Grade.
- v) After scrutiny only changed marks and grade shall be awarded/ recorded in his/ her result and grade card.

Procedure for Display/ Inspection of End Semester Examination Answer Book²

- (i) The evaluation of end semester answer book be done Centrally (for the present) and No coding is required to be done
- (ii) Marks obtained by examinees for different courses be submitted for tabulation.
- (iii) The evaluated answer books be sent to different departments or place fixed for display to the examinees.
- (iv) The HOD(s) of respective department shall plan for completing the evaluation work in scheduled time and organize display of answer books to the examinees in batch of ten students per course. Preferably schedule and place for the display may be notified in advance by the respective departments.
- (v) Faculties (evaluators) must be present to display the answer books and clarify students regarding any query/ marks. If any error is found then same be corrected immediately and corrections of the marks be sent to Prof. In-Charge (Exam.) for tabulation and publication of result.
- (vi) The students with valid I Card only be allowed to inspect only their answer book. During inspection I Card shall be retained by the faculty concerned/ present. The student is required to put his/ her Signature before they are permitted for inspection.
- (vii) Answer books shall be stamped "Inspected and Satisfied" by the faculty.
- (viii) Student shall not be permitted to carry any other materials such as any kind of written/ blank paper, Pen Pencil or Mobile Camera etc. during inspection.
- (ix) The time limit to inspect shall limit to two days of completion of evaluation or maximum two days of the completion of evaluation notified..

¹ Amendment approved by 12th Senate vide notification Ref No 1272/ Acad dated 24th May 2013.

² Amendment approved by 12th Senate vide notification Ref No 1272/ Acad dated 24th May 2013.

- (x) The marks awarded after display shall be considered final and result based on that shall be published.
- (xi) If any student is not satisfied or has not been able to inspect shall be governed by the amended rules for the purpose given in 12.9 (iii & iv).
- 12.10 is deleted.
- 12.11 In order to provide additional opportunity to the students who failed (obtained an 'F' grade) in one or more subjects due to not being able to score higher than the **cut - off marks in the theory components and/ or practical in either the autumn and/or the spring semester in a academic session**,¹
- (i) Special Examinations equivalent to the end - semester examination will be arranged centrally by the Academic Section, and will be conducted in the month of July (before commencement of the next session) every session. Regulations relating to the Special Examination are given in *Appendix - X*.
 - (ii) If the student fails in Special End semester examination also then he/ she may undergo through the process let down in clause 9.5 (iii or iv).
 - (iii) In case, a candidate has failed in a subject/ course and **has registered to appear under the regulation in clause 9.5 (iii or iv)**, if the department has implemented new/ revised syllabus for a subject/ course during that academic session then²
 - a) ***There shall be only one examination in a particular subject as long as the syllabus in the subject does not vary more than 20%.***
 - b) In case **variation in the syllabus of any subject is more than 20%, then separate question paper for that subject/ course with old syllabus shall be provided in next academic session.**
 - c) If the candidate is not been able to pass in that subject/ course after availing facility of question paper with old syllabus (as stated above), he/ she shall **have to appear with new syllabus in subsequent examinations of this subject/ course**. As per provisions ***under section 12.11 (ii) b) of the curricula, the candidate may however attend classes after registering in the subject/course (if fulfills other conditions for registration regarding time limits) for this subject/ course also for subsequent examinations of this subject/ course in which change in syllabus is more than 20%.***
 - d) If due to some reason that course is not being offered in subsequent academic session, the candidate shall have to get registered for an equivalent subject/ course approved by **course equivalence committee of the concerned Department**. The student shall be required to attend classes and appear for all assessments for the equivalent course as per rules.

The Course equivalence committee will comprise of three members consisting of the HOD of the concerned department and two subject experts nominated by HOD with HOD of the concerned department acting as chairman of the committee

- (iv) **Course Equivalence³**: Course Equivalence due to Change of Syllabus in different Program subject to following guidelines
- (a) A Course can be considered equivalent if 80% content of the syllabus is similar in old and new course syllabus.
 - (b) Credit should be same in both the old and new course.
In extreme case e.g. complete change of syllabus and restructuring of course, if the credit of new course is less than the old course and content is similar, even then the course may be considered as equivalent course, but the student has to complete 169 credits required for graduation in B. Tech Program and 220 credits for B. Arch Program and 62 credit for M. tech/ MURP Program.

¹ Amendments to Curricula for B. Tech/ B. Arch/ Master's Program 2008 vide Notification No. NITP/ 2997/09 dated 22.12.2009 with effect from Spring Semester Session 2009-10

² Addendum as per notification no. NITP/147/10 dated 22.10.2010

³ The 17th Senate approved course equivalence guidelines in the meeting held on 11-09-2015

12.12 (a) A student in any degree Programme must complete the prescribed course work for **B. Tech Program of the eight semesters within a maximum period of seven years** and those of the **B. Arch./ Integrated M. Sc. program of ten semesters within a maximum period of eight years**.

(b) In special cases the Senate may, on the recommendation of the Department and the Under Graduate Program Evaluation Committee (UGPEC) further extend the total time limit for completion of all the requirements by one more year over and above the limit for B. Tech/ B. Arch degree.

(c) To determine the total period for completion of Bachelor's Degree program the period of debarment due to punishment for using unfair means and unfair practice in any examination or due to punishment for disciplinary reasons shall not be counted provided such punishment is for the first time.¹

13. Graduation Requirement

13.1 In order to qualify for a B. Tech./ B. Arch./ M. Sc. Degree of the Institute covered under these Regulations a student must:

a) Complete all the credit requirements for the degree, as laid down in the prescribed curriculum of the discipline, with a minimum grade 'P' scored in every subject.

b) Obtain a CGPA of 6.00 or higher at the end of the semester in which he/she completes all the requirements for the degree.

c) Have cleared all dues to the Institute, the Hostel, the Library and the Department.

13.2 The minimum total credit requirement that has to be satisfactorily completed for the award of a degree will be decided by the senate, when the new curriculum is framed.

The Minimum Credit Requirement to be offered by the Engineering/ Technology departments and Architecture department for different program shall be

Program	Session 2007-08 Onward	Session 2013-14 Onward
B. Tech.	Minimum 200 credits	Minimum 169 credits
B. Arch.	Minimum 250 credits	Minimum 230 credits
M. Sc	NA	Minimum 200 Credits

13.3 Normally a student should complete all the requirements consecutively in eight semesters for B. Tech degree and ten semesters for B.Arch. and M. Sc. degree.

Academically weaker students may be granted time up to 14 semesters to complete all the requirements for B. Tech. Degree and 16 semesters for B.Arch. and M. Sc Degree².

13.4 A student, whose academic records at the end of any semester clearly indicate that he/she will not be able to qualify for the degree for which he/she had been admitted within the limits of time specified in clause 13.3 above, shall have to discontinue studies and leave the Institute when asked to do so provided in special cases given in 12.12(b).

14. Withdrawal from the Institute

14.1 A student who has been admitted to a degree course of the Institute may be permitted to withdraw temporarily for a period of one semester or more from the Institute on grounds of prolonged illness or acute problem in the family which compelled him to stay at home, provided:

(a) He/ She applies to the Institute within 15 days of the commencement of the semester or from the date he/she last attended his/her classes whichever is later, stating fully the reason for such withdrawal together with supporting documents and endorsement of the father/ guardian.

(b) The permission of the withdrawal is given if the Institute is satisfied that, inclusive of the

¹ Amendment approved by 12th Senate vide notification Ref No 1272/ Acad dated 24th May 2013.

² Amended in view of amendment approved under Section 12.12 approved by approved by 12th Senate.

period of withdrawal, the student is likely to complete his requirements for the degree within the time limits specified in clause 13.3.

- (c) There are no outstanding dues or demands from him/her by the Institute/ Hostel/ Department/ Library/ Gymkhana/ EAA/ NSS.
- (d) **No Dues and Clearance:** Any student is required to clear all dues (if any) and submit NO DUES certificate in prescribed proforma from different departments and sections before he/ she may be granted permission on his request/ application as detailed below:

S. No.	Requirement of Clearing Dues	Clearing of Dues/ No Dues Certificate to be Submitted	Authority for grant of Clearing and Permission
1.	Cancellation of Admission (before Registration to the Program)	Exempted from submission of NO Dues Certificate	Convener Admission Committee
2.	Before Registration to a Semester	From Accounts, Hostel, Library	Chairman HMC and Prof-in-charge (Library)
3.	Withdrawal from a Program (after Registration to the Program)	From all departments Library and Hostel etc.	All HOD(s), Chairman HMC, Prof-in Charge (Library) and all Service In-charge(s).
4.	For issues of Final End Semester Exam Grade Card & Provisional Certificate	From all departments Library and Hostel etc.	HOD(s), Chairman HMC, Prof-in Charge (Library) and all Service In-charge(s).
5.	Award of Degree/ Migration Certificate	From all departments Library and Hostel etc.	All HOD(s), Chairman HMC, Prof-in Charge (Library) and all Service In-charge(s).

- (e) All request for grant for permission of clearing Dues (if any) or NO Dues Certificate will be approved by the respective department, where he/ she has been admitted to a program and submitted at the end to Academic section for final permission and approval.

- 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 the tuition fee and other essential fees/ charges for the intervening period** till such time as his/ her name is borne on the Roll List.
- 14.3 A student will be granted only one such temporary withdrawal during his/her tenure as a student of the Institute.

15. Institute Medals and Prizes

The senate has the authority to decide and change the rules for Institute medals, prizes and certificates as and when required from time to time, following the guidelines/ rules (as framed in 9th Senate) for award of Medal(s) and Certificates.

Institute Gold Medal(s) and Certificate(s) to Graduating Candidates¹

For Award of Gold medal in any program, a candidate must have CGPA \geq 9²

The above amendment shall be applicable to students graduating in Session 2015-16 for UG and PG, as resolution taken in 18th senate meeting at under agenda SNT 18.5.

- a) The candidates graduating from the Institute shall be awarded Gold Medal in following categories in each academic Session and **shall also be given Academic Merit Certificate** in the Convocation for that Session
- (i) **Bachelor's program: Overall Topper** (from amongst all Branch Toppers)
- (ii) **Bachelor's program: Branch Topper(s)** from each discipline/ Branch.

¹ vide notification No. 203/2011 dated 21-11-2011 As per direction of the 9th Senate

² Amendment as per direction of the 18th Senate Meeting held on 25th June 2016 under agenda SNT 18.5

- b) Branch topper of the Program for Academic Year/ session: Recipient's name from different program(s) is to be decided based on merit i.e. CGPA and Overall percentage of marks of the Candidates graduating in that academic session.
- c) If the result of any program gets delayed due to unavoidable reasons or evaluation procedure etc., then the Program topper(s) from department(s) shall be notified after publication of result. Therefore award of Gold medal for the Program shall be done in next academic session Convocation only.
- d) The selection of candidate for award of gold medal will be done based on merit as detailed below for determining inter-se-merit and merit rank within Program and discipline/ department.
- (i) The candidate must have **passed all semester examinations for the program in first attempt and within the time period as prescribed for any Degree program(s).**
 - (ii) In case of Engineering Departments there will be only one Gold Medal for the topper amongst all specialization in M.Tech/M.UU.R.P programmes from each department. It was also resolved that Gold Medal will be awarded only if number of students passing in any programme are more than or equal to 5.0 (five) and the CGPA of the topper is equal or above 9.0 (nine)¹.
 - (iii) The candidate **must not have been involved in any act of indiscipline or had not been punished/ awarded punishment for an act of indiscipline or adopting unfair practice or unfair means at any examination during his/ her stay at the Institute.** However an act of indiscipline by students' en-masse due to certain reasons may be treated differently compared to an act of indiscipline committed by an individual student.
 - (iv) The candidate **must have highest CGPA among all students who have graduated** from the Institute **within the time limits for the respective program.**
 - (v) If there is **more than one candidate's having same CGPA** then the candidate having **higher overall percentage of marks shall be at higher merit rank.**
 - (vi) Candidates graduating i.e. **completing the program in more time than prescribed time for the program shall be listed with merit rank lower than all such students who have graduated in time.**
 - (vii) If any student due to medical reasons or any other valid reason(s) had missed the end semester examination and has been permitted to appear at Special examination during his/ her stay in the Institute, then he/ she shall not be considered for award of any medal/ certificate of the Institute decided on the basis of academic records.²
- e) Over all Topper of the program shall be decided on the inter-se-merit of the students for Branch Topper(s) as stated above under respective under graduate and Post graduate program.
- f) The Institute shall notify the name(s) and other details of the topper(s) and overall topper for different program, and place the notification for information to all degree recipients and other concerned. Further objections or any claim for discrepancies from stake holder for consideration will be invited within 15 days with supporting documents for consideration i.e. within 15 days from the date of notification.

If no objection/claim is received then the Medal recipient's list shall be considered final. However if any claim is received the same will be verified and corrected (in case of error) by the Dean (Academics) and approved by the chairman Senate.

¹ Amendment as approved by 18th Senate held on 25th June 2016 (Saturday) refer minutes of the meeting under agenda SNT 18.5 the amendment shall be effective from the date 25th June 2016 and onwards in UG and PG.

² Amendment approved by 12th Senate vide notification Ref No 1272/ Acad dated 24th May 2013

Award of Academic Merit (Rank) Certificate of the Session

- a) The Institute will identify Topper(s) of Each session and Program based on CGPA and overall percentage marks obtained at the end of Spring (Even) End Semester Examination of the session. The other guidelines may be taken from procedure defined above.
- b) The First (1st) Branch Topper from each semester identified shall be awarded an Academic Merit (Rank) Certificate without any cost. However rank holders from second (2nd) to fifth (5th) on request may be issued on payment of requisite fee decided by the Institute. This fee may be revised by the Institute from time to time.
- c) The candidates having rank below five shall not be issued any academic Merit (Rank) Certificate by the Institute.

16. Merit - cum - Means Scholarships

These scholarships are awarded from the Institute funds. Rules pertaining to the award of Merit - cum Means scholarships are stated in *Appendix - XI*.

17. Issuance of Transcript/ Degree/ Recommendation or any other Certificate

Transcripts are records of the student's academic performance. These are most valuable private and sensitive documents. Utmost care is taken in recording, storing and issuance. The following are the guidelines for issuance of transcripts and certificates:

- (i) No student record shall be shown or given to a third party without written consent of the student. The Institute may have discretionary exceptions to this.
- (ii) No transcripts shall be issued against request made through third parties, i.e. representatives, friends or relatives, agencies etc.
- (iii) In exceptional cases transcripts may be issued on the request of a third party meeting the following conditions:
 - (a) The party must carry a power of attorney/ letter of authority with photograph of the person who has been authorized and attested by the student.
 - (b) The third party must produce affidavit from competent authority to the effect that he/ she assumes full responsibility for any disputes arising from the possibility that the Dean's/ Registrar's office is misled in sending transcripts to persons who have no legal claims over the document.
 - (c) The third party will be required to put his/ her thumb impression on the said affidavit.
 - (d) The third party will not demand that the transcripts be given to him/ her.
 - (e) The transcript shall be dispatched to the student's permanent address by registered/ Speed post only in a sealed envelope.
- (iv) Degree and other certificate are issued by the Dean's Office/ Registrar Office shall be delivered to the student or shall be sent by registered/ speed post to his/ her permanent address only.
- (v) Upon the request of the students, the Dean (Academics) office issues the letter of attendance and other certificates. For all such certificates there is a service charge fixed and is required to be deposited in institution.
- (vi) The Duplicate Transcript / Grade Card will be issued on payment of extra charge fixed by the competent authority.
- (vii) Request for issue of Duplicate copy of any document such as Degree, Migration, certificate and Provisional Degree must carry Affidavit and Fee fixed for it.

- (viii) The grade card / transcript shall be issued by the signature of Prof. In-Charge (Exam) and verification by Verifying Officer or Assistant Prof. In-Charge (Examination).

18. Relaxation

The senate may, under exceptional circumstances, consider any case of a student having a minor deficiency in respect of any requirement stated in these regulations and relax the relevant provision of these regulations based on the merit of the case. The ground on which such relaxation is granted shall invariably be recorded and cannot be cited as precedence.

* * * * *

APPENDIX - I

RULES RELATING TO RESIDENCE REQUIREMENTS

Following are the detailed rules governing residence requirements of students:

- a. The mess of each Hostel shall function as a single integrated unit and shall not, under any circumstances be sub - divided into any kind of groups or sub - groups.
- b. No married accommodation shall be provided to any student of the undergraduate courses.
- c. No student shall come into or give up the assigned accommodation in any Hostel without the prior permission of the Chairman, Hostel Management Committee (HMC)
- d. A student shall reside in a room allotted to him/her and may shift to any other room only under the direction/ permission of the Warden.
- e. Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfection and shall vacate the rooms when leaving for the vacations /holidays.
- f. Students shall be responsible for the proper care of the furniture, fan and other fitting in the rooms allotted to them and shall generally assist the Warden in ensuring proper use, care and security of those provided In the Hostels for common use of all students.
- g. Students will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause, the Institute shall accept no responsibility and shall not be liable for payment of any compensation.
- h. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator etc. by a student in the Hostel is prohibited.
- i. All students must abide by the rules and regulations of the Hostel as may be framed from time to time.

APPENDIX - II

RULES REGARDING ATTENDANCE

Following are the rules relating to attendance at classes:

1. Attendance in all classes (lectures + tutorials, laboratories, workshops, EAA including its related camps and other publicized activities etc.) are compulsory. A student may be debarred from appearing at an examination on the ground of unsatisfactory attendance.
2. The **teacher concerned may condone absence from classes for a very short period subject to maximum of one week due to unavoidable reasons** provided he/she is satisfied with the explanation.
3.
 - a) If the **period of absence is for a short duration (of not more than two weeks) application for leave shall have to be submitted to the Head of the Department concerned** stating fully the reason for the leave requested for along with supporting document(s) the Head of Department will grant such leave.
 - b) **Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reason for which prior application could not be made may be condoned by the Head of the Department** provided he is satisfied with the explanation.
4. If the **period of absence is likely to exceed two week, a prior application for grant of leave will have to be submitted through the Head of the Department to the Dean (Academic)**, with the supporting documents. The decision to grant or condone such leave shall be taken by the Dean (Academic) after considering the recommendation of the Head of Department.
5. It will be the responsibility of the student to get his absence from classes condoned by the appropriate authority.
6. A student must intimate his/her absence to the Warden of the Hostel in which he/she is residing, before availing of any leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provision in *Appendix - III*.

7. In case of natural calamity/ illness/ family problem etc. the condonation / relaxation in Attendance requirement shall be decided by the committee constituted for the purpose.
8. **Late Registration or condonation allowed on any ground does not permit compensation in marks for attendance or in marks for internal evaluation.**

APPENDIX - III

RULES REGARDING CONDUCT AND DISCIPLINE

Following rules shall be in force to govern the conduct and discipline of all student:

1. Students shall show due respect to the teachers of the Institute, the Wardens of the Hostels, the Sports Officers of Gymkhana and the Officers of the National Social Service. Proper courtesy and consideration should be extended to the employees of the Institute and of the Hostels. They shall also pay due attention and courtesy to visitors.
2. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to new students, admitted to the Institute every year. Law bans ragging in any form to anybody - acts of ragging will be considered as gross indiscipline and will be severely dealt with.
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
 - Ragging as defined by Hon'ble Supreme Court Order(s) writ application No. (C) 656/1998.
 - Furnishing false statement of any kind in the form of application for admission or for award of scholarship etc.
 - Displaying lack of courtesy and decorum; resorting to indecent behavior anywhere within or outside the campus.
 - Willfully damaging or stealthily removing any property/ belongings of the Institute, Hostel or fellow students.
 - Possession, consumption or distribution of alcoholic drinks of any kind of hallucinogenic drugs
 - Adoption of unfair means in the examination.
 - Organizing or participating in any group activity in company with others in or outside the campus without prior permission of the Dean of Students' Welfare.
 - Mutilation or unauthorized possession of library books.
 - Resorting to noisy and unseemly behavior, disturbing studies of fellow students.
 - Not intimating his/her absence to the warden of the Hostel before availing any leave.

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.

4. For an offence committed (a) in the Hostel (b) in the Department or a classroom and (c) elsewhere the Warden, the Head of Department and the Dean of Students' Welfare, respectively, shall have the authority to reprimand or impose fine or take any other suitable measure

All cases involving punishment other than reprimand shall be reported to the Chairman of the Standing Disciplinary Committee.

5. (a) All major acts of indiscipline, which may have serious repercussion on the general body of students and/or which may warrant a uniform and more formalized nature of investigation, shall be conducted by the Standing Institute Disciplinary Committee appointed by Senate The standing Disciplinary Committee consists of the following ex-officio and other members:

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(i) Dean of Students' Welfare	Chairman
(ii) Director's Nominee	Members
(iii) Chairman, Hostel Management Committee	Member
(iv) Warden of the Hostel of which the student concerned is a boarder	Member
(v) One Faculty nominated by the Senate by rotation for two years	Member
(vi) Two (One Girl and One Boy) Student representative nominated by Dean, Students' Welfare for one year	Member
(vii) The Registrar	Member Secretary

In addition, the Chairman may invite any other person(s) to be associated with the proceedings of a particular case, if their participation is considered necessary in disposing of the matter.

(b) Recommendation of the committee, which will include the suggested punishment in cases of guilt proven, will be forwarded to the Chairman Senate for necessary action.

6. Cases of adoption of unfair means in an examination shall be dealt with by the committee on Examination Malpractice consisting of the following members:

(i) Dean (Academic)	Chairman
(ii) Head of the Department to which the reported student belongs	Member
(iii) The Invigilator(s) reporting the case	Member
(iv) The Invigilator(s) of the Examination Hall concerned	Member
(v) The subject teacher concerned	Member
(vi) Two members of faculty nominated by the Director for a term of two years	Member
(vii) The Prof. In-Charge (Examination)	Member Secretary

The Committee shall recommend appropriate measures in each case to the Chairman of the Senate for awarding the punishment.

7. Unfair means and Malpractice at Examination

If any student is found involved in malpractice and unfair-means practice at Mid Semester or End Semester Examination then

- The Invigilator(s) are required to submit a detailed report to the PI (Examination)/ Dy. Registrar (Exam.), regarding nature of malpractice and/ or Unfair-means adopted by the student with relevant evidence (if any) with signature of the invigilators.
- The student shall be debarred from appearing at the examination in which he/she has been reported and legal action may also be taken as per rules.
- The Dean (Academic) or Competent Authority after consultation with subject/ course expert regarding evidence of Malpractice/ Unfair-means adopted by the student, will issue notice to the student regarding status for appearing at subsequent Examination(s).
- The answer sheet with a copy of report is required to be sealed in separate envelop and placed before the Unfair-means Committee for necessary decision and recommendation of action.
- The details of category and punishment in different case of malpractice and Unfair-means cases are placed at **Appendix – XIV**.

8. Stay-out or Walk-out from Examinations

Students are expected to appear at the examination as per schedule notified, and any grievance with respect to question paper or any other matter related to the examination be discussed with the HOD after the examination and submit their representation with signature of all those students who have something to say regarding the examination question paper difficulties. Any kind of disturbance or staging WALK-OUT shall be considered as a serious act of indiscipline.

There shall be **no re-examination, if student(s) STAY-OUT/ WALK-OUT from the**

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examination hall. However in special circumstances the issue of **re-examination of courses/ subjects for theory component and/ or Practical component for student(s) who have STAYED-OUT or WALKED-OUT from the examination shall be decided by a Competent Committee** constituted for the purpose.

If any re-examination is recommended, then that examination shall be conducted along with Special Examination, and **grades awarded shall be one lower than the actual grade** as detailed under clause 5.2 of APPENDIX – VIII: GUIDELINES FOR AWARD OF LETTER GRADES.¹

9. Phenomenon of Mass Absenteeism²

On noticing the Phenomenon of frequent mass absenteeism by students the faculty concerned must make a written report to HOD about the class and group of such students. The HOD will forward the report to the Dean (Academics) for action as recommended below:

- i. On first mass absenteeism in the subject Warning shall be issued.
- ii. On second instance of absenteeism 5 marks will be deducted from all courses as punishment.

APPENDIX - IV RULES FOR CHANGE OF BRANCH³

1. A student admitted to a particular branch of either B.Tech or Integrated M. Sc. program will normally continue studying in that branch till completion¹.
2. However, in special cases the Institute may permit a student, admitted through JEE(Main), to change from one branch of studies to another after the first two semesters. Such changes will be permitted, strictly in accordance with the provisions laid down hereinafter.
3. Only those students will be eligible for consideration for a change of branch after the Second (Spring) Semester, who have-
 - (a) **Completed all the credits prescribed in the first and second Semester of their studies, in their first attempt i.e. without appearing in the special examination and/ or summer quarter examination.**
 - (b) **Obtained a CGPA, at the end of the Second (Spring) Semester, not lower than 8.25** for a change to another Engineering discipline
4. Students admitted to 4 - Year B. Tech. Programs and 5 year M. Sc. programs are eligible for consideration for a change of branch to any Engineering or Integrated M. Sc Program.
Application for a change of branch must be made by intending eligible students in the form prescribed for this purpose. The Dean (Academic) will call for application sometime in the Spring Semester of each academic year and the completed forms must be submitted to him by the last date specified in his notification.
5. Students may enlist up to five choices of branch, 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.
6. Change of branch shall be made strictly on the basis of *inter se* merit of the applicants. For this purpose the CGPA obtained at the end of the second (Spring) Semester shall be considered. Ties will be broken by the JEE (Mains) All India rank awarded to applicants. Candidates are required to submit application with self-attested photocopy of Grade card and JEE (Main) Rank card.
 - a) In making the change of branch, those applicants shall be first considered who have secured a rank within top 1% (one percent), rounded to the nearest integer, amongst all

¹ Amendments to Curricula for B. Tech/ B. Arch/ Master's Program 2008 vide Notification No. NITP/ 2997/09 dated 22.12.2009 with effect from Spring Semester Session 2009-10

² Amendments approved by 11th Senate to curb the phenomenon of Mass absenteeism.

³ Amendments approved in 17th Senate held on 11th Sept 2015 under Agenda SNT 17.04 (d).applicable to students admitted from Session 2015-16.

the first year students in terms of the CGPA scored at the end of the second (spring) Semester. Change of branch requested for by such applicants shall be made without any constraint.

- b) The remaining applicants may be allowed a change of branch, strictly in order of *inter se* merit, subject to the limitation that the actual number of students in the third (Autumn) Semester, in the branch to which the transfer is to be made, does not exceed 110% of the sanctioned yearly intake for that Branch.
- c) **Also such change from any branch is to be made keeping in view that the total strength of the branch does not fall below 80% of the sanctioned yearly intake for that branch.**¹
- d) For Integrated M. Sc. Program the strength of the branch should be considered as actual intake for 1st three years, thereafter the provision may be reviewed and revised.

Note : Clarification for Clause 6 Appendix - IV above:

The sanctioned yearly intake of a particular branch shall be the number sanctioned by the Senate as the intake for that branch for the particular year of entry of the applicants. To compute the total number of students in the first year sum of the sanctioned yearly intake of all the branches will be taken.

For the purpose of calculating the actual number of students in a particular branch, the number of students joining the branch under Clause 6(a) is to be included.

7. All changes of branch made in accordance with the above rules will be effective from the Third (Autumn) Semester of the applicants concerned. No changes of branch shall be permitted here after.
8. All changes of branch will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch offered,
9. Notwithstanding the provisions of foregoing paragraphs the Senate may, under very special circumstances, permit the transfer of a student from one branch to another, in deviation of the above mentioned rules. In each such case the special reasons for which the transfer is permitted must be recorded in the Senate resolution. Such transfers, if any, will be over and above the regular transfers, and their number will not be counted in the computation of 'Actual Number of Students' in a given branch

¹ As per approval of the chairman Senate dated 15.10.2009

APPENDIX – V

COMMON CURRICULA FOR 1ST AND 2ND SEMESTER OF FOUR YEAR B. TECH PROGRAM

Prog	Sl. No.	Sem	Code	Course Title	TH/PT	L	T	P	Credits
Group – A (1st Sem)									
GR_A	1	1	1GE101	PARICHAY ¹	PT	0	0	1	0
GR_A	2	1	1HS101	English Literature ²	TH	2	1	0	3
GR_A	3	1	1MA101	Engineering Mathematics – I	TH	3	1	0	4
GR_A	4	1	1PH101	Engineering Physics	TH	3	1	0	4
GR_A	5	1	1PH102	Engineering Physics Lab	PT	0	0	3	1
GR_A	6	1	1CS101	Introduction to Computing	TH	2	1	0	3
GR_A	7	1	1CS102	Computing Lab	PT	0	0	3	1
GR_A	8	1	1EE101	Elements of Electrical Engg	TH	3	1	0	4
GR_A	9	1	1EE102	Elements of Electrical Engg Lab	PT	0	0	3	1
GR_A	10	1	1ME102	Workshop Practice	PT	0	0	3	1
						14	4	13	22
Group – A (2nd Sem)									
GR_A	1	2	2HS102	Communication Skill Development & Technical Writing	PT	0	1	3	2
GR_A	2	2	2MA102	Engineering Mathematics –II	TH	3	1	0	4
GR_A	3	2	2CH101	Chemical Science	TH	3	0	0	3
GR_A	4	2	2CH102	Chemical Science Lab	PT	0	0	3	1
GR_A	5	2	2HS105	Science, Society & Ethical Values	TH	1	1	0	2
GR_A	6	2	2CE101	Engineering Mechanics	TH	3	1	0	4
GR_A	7	2	2EC101	Elements of Electronics Engg	TH	3	1	0	4
GR_A	8	2	2EC102	Elements of Electronics Engg Lab	PT	0	0	3	1
GR_A	9	2	2ME101	Engineering Graphics	PT	1	0	3	2
						15	4	12	23
Group- B (1st Sem)									
GR_B	1	1	1GE101	PARICHAY ³	PT	0	0	1	0
GR_B	2	1	1HS102	Communication Skill Development & Technical Writing	PT	0	1	3	2
GR_B	3	1	1MA101	Engineering Mathematics - I	TH	3	1	0	4

¹ In First semester PARICHAY program shall be conducted in each section for 1st two weeks of admission

² In First Year the HSS department faculties are required to evaluate student's proficiency in English communication. If Communication Skill (Spoken and Written) of the students is found to be below normal standard, then all such students shall be offered following course in lieu of English Literature (HS101) in that semester as detailed below:

Prog	Sem	Code	Course Title	TH/PT	L	T	P	Credits
GR_A/ B/ ARUG	1 or 2	HS103	Remedial English	TH	2	0	0	2
		HS104	Language Lab	PT	0	0	3	1

³ In First semester PARICHAY program shall be conducted in each section for 1st two weeks of admission
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Prog	Sl. No.	Sem	Code	Course Title	TH/PT	L	T	P	Credits
GR_B	4	1	1CH101	Chemical Science	TH	3	0	0	3
GR_B	5	1	1CH102	Chemical Science Lab	PT	0	0	3	1
GR_B	6	1	1HS105	Science, Society & Ethical Values	TH	1	1	0	2
GR_B	7	1	1CE101	Engineering Mechanics	TH	3	1	0	4
GR_B	8	1	1EC101	Elements of Electronics Engg	TH	3	1	0	4
GR_B	9	1	1EC102	Elements of Electronics Engg Lab	PT	0	0	3	1
GR_B	10	1	1ME101	Engineering Graphics	PT	1	0	3	2
						15	4	13	23
Group- B (2nd Sem)									
GR_B	1	2	2HS101	English Literature ¹	TH	2	1	0	3
GR_B	2	2	2MA102	Engineering Mathematics –II	TH	3	1	0	4
GR_B	3	2	2PH101	Engineering Physics- I	TH	3	1	0	4
GR_B	4	2	2PH102	Engineering Physics- I Lab	PT	0	0	3	1
GR_B	5	2	2CS101	Introduction to Computing	TH	2	1	0	3
GR_B	6	2	2CS102	Computing Lab	PT	0	0	3	1
GR_B	7	2	2EE101	Elements Of Electrical Engg	TH	3	1	0	4
GR_B	8	2	2EE102	Elements Of Electrical Engg Lab	PT	0	0	3	1
GR_B	9	2	2ME102	Workshop Practice	PT	0	0	3	1
						14	4	12	22

Note:

- First and Second semester courses have been divided in two groups: Group A and Group B. If any set of student of any branch is offered Group A of 1st semester then same set of students will be strictly offered Group A in 2nd Semester; likewise set of students of any branch is offered Group B of 1st semester then they will be offered Group B in 2nd semester.
- **Group A:** Electrical Engineering, Civil Engineering and Mechanical Engineering (including re-admitted students).
- **Group B:** Electronics & Communication Engineering, Computer Sc. & Engineering and Information Technology and Integrated M. Sc. Program (including readmitted students).
- **For B.Arch students of 1st year, in semester-1 1MA103 Engineering Maths will be taught and in second semester there will be no Maths subject.**

APPENDIX – VI**CO- ORDINATION COMMITTEES FOR U.G. STUDIES**

Composition: One Co-ordination Committee would be constituted for each subject taught by more than one teacher of one or more Department/ Centers. Each committee would consist of all the teachers who are involved with the teaching of the subject during the semester.

One of its members would be nominated by the Head of that Department. under

1 In First Year the HSS department faculties are required to evaluate student's proficiency in English communication. If Communication Skill (Spoken and Written) of the students is found to be below normal standard, then all such students shall be offered following course in lieu of English Literature (HS101) in that semester as detailed below:

Prog	Sem	Code	Course Title	TH/PT	L	T	P	Credits
GR_A/ B/ ARUG	1 or 2	HS103	Remedial English	TH	2	0	0	2
		HS104	Language Lab	PT	0	0	3	1

whose name the subject is being offered, to act as its Chairman.

Tenure: The semester in which the subject is being offered

Functions:

- (I) To lay down the course plan for the subject.
- (II) To co-ordinate instructions and progress of teaching in the subject and to ensure that the full syllabus is covered.
- (III) To review periodically the performance of students who have registered in the subject
- (IV) To forward the results of the examinations and the final grades obtained by each student taking the subject to the concerned Head of the Department.
- (V) To moderate the Question papers on the subject and ensure that the syllabus is well covered by the Question papers

Frequency of Meetings: Each Co-ordination Committee shall meet at least four times during the semester

APPENDIX – VII

CREDIT OF A SUBJECT IN SEMESTER & ITS PERCENTAGE CONTRIBUTION

Credit in any Semester is based on Lecture, Tutorial and Practical (L – T – P) hours assigned for the subject, as indicated in column 1, 2 and 3 of the Table below.

Lecture/ Tutorial: One hour per week in a semester will be equivalent to one credit.

Practice: Three hours per week in a semester will be equivalent to one credits

$$\text{Credit of a course offered in a Semester} = L + T + (P / 3)$$

Credit of any subject will be an integer number. If Credit calculated as stated above has any fractional part that needs to be rounded off to an integer number. In case the course credit is a fractional number greater than or equal to 0.5, then it should be rounded up to next higher integer. If fractional part is less than 0.5 then should be ignored.

Full Marks for Theory & Practical Components Evaluation & its Contribution¹

L	T	P	Credits	Theory Marks Distribution				Practical Marks Distribution (P)			Course Full Marks (FM)
				Class Assessment: FM	Mid Sem Exam: FM	End Sem Exam: FM	Total Theory: FM	Class Assessment: FM	End Sem Exam: FM	Total Practical: FM	
0	0	0	0	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0	0	0	0
0	0	2	1	0	0	0	0	40	60	100	100
0	0	3	1	0	0	0	0	40	60	100	100
0	0	3	1	0	0	0	0	40	60	100	100
0	0	4	1	0	0	0	0	40	60	100	100
0	0	6	2	0	0	0	0	40	60	100	100
0	0	60	20	0	0	0	0	40	60	100	100
0	1	3	2	0	0	0	0	40	60	100	100
1	0	3	2	0	0	0	0	40	60	100	100
1	0	4	2	0	0	0	0	40	60	100	100
1	0	6	3	0	0	0	0	40	60	100	100
1	0	8	4	0	0	0	0	40	60	100	100
1	1	0	2	10	20	70	100	0	0	0	100
1	1	6	4	10	20	70	100	20	30	50	150
2	0	0	2	10	20	70	100	0	0	0	100
2	0	2	3	10	20	70	100	20	30	50	150
2	0	4	3	10	20	70	100	20	30	50	150
2	1	0	3	10	20	70	100	0	0	0	100
2	1	3	4	10	20	70	100	20	30	50	150
3	0	0	3	10	20	70	100	0	0	0	100
3	0	3	4	10	20	70	100	20	30	50	150
3	0	6	5	10	20	70	100	40	60	100	200
3	1	0	4	10	20	70	100	0	0	0	100

Please refer to section 11.2 for details of weightage of different components for evaluation of course having Theory only, Practical only.

¹ Amendment approved in 14th Senate to be applicable for students admitted from session 2013-14 in new structure

APPENDIX – VIII

GUIDELINES FOR AWARD OF LETTER GRADES

1. In general there shall be no rigid marks - to - grade linkage. Difficulty levels of the examinations, tests, assignments, viva-voce and other factors that contributed to the final marks are to be considered by the teacher/ co-ordination committee of a subject while converting marks into letter grades.
2.
 - a) The grades 'F' and 'A+' are to be considered as bench mark grades.
 - b) For subjects which have a laboratory component (P-component), to secure any grade higher than 'F' a student has to achieve individually more than the cut-off marks in both the theory component and the laboratory component.
 - c) ***The cut-off marks below which a student would be assigned an 'F' grade is 33 for the theory component and 33 for the laboratory component¹.***
 - d) The exceptionally brilliant performance is to be assigned an 'A+' grade. Even the best student of any class needs to be good enough to be awarded the 'A+' grade.
3. In case of a relatively large class and/or classes where the performance level depicts more or less a normal distribution:
 - a) The average performance (around mean value of marks) is to be assigned 'C' grade. However, if by teacher's/co-ordination committee's perception the general level of the class is considered to be appreciably high, the average performance may be assigned 'B' grade.
 - b) All other marks to grade conversion are to be done relatively with respect to the average performance in between (but excluding) the F and A+ grades, which have already been assigned, by choosing appropriate boundary marks between grades.
 - c) Normally, in a reasonably large class of students distribution of grades is expected to be as follows

A+	:	<= 10 %
A	:	10 – 20 %
B, C, D	:	20 – 35%
P	:	10 – 26%
F	:	<= 5%
4. In the case where a student appears in the special examination, the conversion from marks to grade would be done applying the same norm as was framed for the regular class.
- 5.1 Conversion from marks to grade may be done using the table given below, where 'm' stands for the marks obtained¹.

Range of marks	Grade
$m > = 90$	A+
$80 < = m < 90$	A
$70 < = m < 80$	B
$60 < = m < 70$	C
$50 < = m < 60$	D
$33 < = m < 50$	P for Theory Component
$33 < = m < 50$	P for Laboratory Component
$= m < 33$	F for Theory Component
$m < 33$	F for Laboratory Component

- 5.2 **Due to disciplinary reasons or any other reason** if a student is recommended for appearing at regular/ Special end semester examination with reduced grades, then the grade award will be one lower than the actual grade thus scored, except that of performance grade 'P' remains unaltered. Grades shall be as elucidated in the table given

¹ Pass marks should be 33% for theory and Practical courses, if any course has both theory and Practical component then in each component it must be 33% as per amendment approved by 13th Senate applicable for UG program 2013-14 session. However earlier batch passing marks shall remain 35% and 40% for theory and practical components respectively.

2. Article 3 may be deleted or kept in abeyance.

below: ¹

Grade Obtained	Grade to be awarded
F	F
P	P
D	P
C	D
B	C
A	B
A+	A

To arrive at the lowered grade as above, the student's marks shall be reduced by 10% of the full marks from the marks obtained in each component. However in case of "P" grade marks shall be reduced only up to minimum limit of passing marks in that component (i.e. up to minimum 33% for theory and 33% for practical component). In case of "F" grade NO Change or reduction of marks shall be done."²

6. Co-ordination committee would moderate the results of the different sections of a class if wide disparity in performance across sections were observed.
7. All the requirements for the laboratory component are to be satisfied by a student within deadline set-up by the teacher/ co-ordination committee before the start of the end - semester examination. If a student due to a genuine reason like illness of himself/ herself or calamity in the family, cannot complete a particular sub-component, the teacher/co-ordination committee may allocate him/her additional time. In this case an I-grade if needed may temporarily be allocated to the student in the subject. However, the requirement in any case has to be fulfilled within 15 days after the end of the end - semester examination and the grade finalized.
8. There is a provision of special examination for all students, who have grade **F / I in any course in theory or practical or both component in Autumn/ Spring End Semester examination provided he/she has cleared all requirements given in clause 12.3 (i)**. If clause 12.3(ii) is applied on the student in the subject where the student is awarded I grade, the student will not be permitted to register / appear at the special examination in that course.
9. **Grade Card/ Transcript and Academic Status:**
 Cumulative Grade Point Average (CGPA) will be calculated for only such students who have passed all courses till previous semester.
 The academic status of a student in a particular semester shall be based on total performance/ evaluation for the courses offered for the program during the current semester.
 The academic status shall be also recorded on the Grade Card issued to the student. The logic table for determining Academic status is placed below in **Table VIII (i)** for reference.
10. The Duplicate Transcript / Grade Card will be issued on payment of extra charge fixed by the competent authority.
11. Request for issue of Duplicate copy of any document such as Degree, Migration, certificate and Provisional Degree must carry Affidavit and Fee fixed for it.
12. The grade card/ transcript shall be issued by the signature of Prof. In-Charge (Exam)/ Dean (Academics) after verification by Program Officer.

¹ Amendments to Curricula for B. Tech/ B. Arch/ Master's Program 2008 vide Notification No. NITP/ 2997/09 dated 22.12.2009 with effect from Spring Semester Session 2009-10

² Vide Addendum to the B.Tech., B.Arch. and M.Tech Curricula, NITP/5640/10 dated 16/03/2010

Appendix - VIII (i)

S. No.	Category	Details of grades and sub-category															
1.	PASS	Grade awarded for All Courses are between A+ to P and Total Credit Earned = Total credit offered during the semester for the program															
2.	BACK LOG	<p>Grade awarded is “F or F*” for some of the course(s) or for all course having different Components as detailed below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Course(s) with Components</i></th> <th style="text-align: center;"><i>Grade Awarded</i></th> <th style="text-align: center;"><i>Classification of failure in different components:</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Theory only</td> <td style="text-align: center;">F*</td> <td>Fail in Theory component.</td> </tr> <tr> <td style="text-align: center;">Theory & Practical</td> <td style="text-align: center;">F*</td> <td>Fail in Theory component but Pass in Practical component.</td> </tr> <tr> <td style="text-align: center;">Practical only</td> <td style="text-align: center;">F</td> <td>Fail in Practical component.</td> </tr> <tr> <td style="text-align: center;">Theory & Practical</td> <td style="text-align: center;">F</td> <td>Fail in Practical only OR Theory and Practical component both.</td> </tr> </tbody> </table>	<i>Course(s) with Components</i>	<i>Grade Awarded</i>	<i>Classification of failure in different components:</i>	Theory only	F*	Fail in Theory component.	Theory & Practical	F*	Fail in Theory component but Pass in Practical component.	Practical only	F	Fail in Practical component.	Theory & Practical	F	Fail in Practical only OR Theory and Practical component both.
<i>Course(s) with Components</i>	<i>Grade Awarded</i>	<i>Classification of failure in different components:</i>															
Theory only	F*	Fail in Theory component.															
Theory & Practical	F*	Fail in Theory component but Pass in Practical component.															
Practical only	F	Fail in Practical component.															
Theory & Practical	F	Fail in Practical only OR Theory and Practical component both.															
3.	INCOMPLETE	<p>Grade awarded is “I”, if student has incomplete evaluation as he/ she could not appear for course(s) at End Semester Examination..</p> <p>Such students may appear at Special Examination to be held during summer vacation, as per provisions under the curricula for the Program in clause 12.3(i).</p>															
4.	DEBARRED and REPEAT	<p>Grade awarded for Course(s) is “X”, as student have been debarred due to following reasons(s):</p> <ul style="list-style-type: none"> i) Shortage of attendance i.e. attendance is less than required for a course/ program and/ or ii) Adopting UNFAIR practice at Mid/ End Semester examination and/ or iii) Disciplinary action recommended by Disciplinary Committee. <p>The student under category (i) is required to Re-register for the Course(s) with next batch or next semester as per provisions of the curricula for the program. However, for students under (ii) and/ or (iii) above categories registration shall be allowed after completion of the punishment period only.</p>															

APPENDIX -IX

RULES RELATING TO SUMMER QUARTERS IS DELETED FROM JULY 2016.

APPENDIX - X

RULES REGARDING SPECIAL EXAMINATION

1. Except as specified in Clause 12.3(ii)(b), a student will be eligible to appear in the special examination in a subject if he/she had actually appeared at the previous session end - semester examination in that subject and obtained the grade 'F' or 'I'.
2. A student will be permitted to appear in the special examinations for all courses in which he/ she has failed/incomplete grade, provided he/she has repeated the course as registered student in that session.¹
3. Intending students must register online for Special Examination, and take print of admit card for appearing at Special Exam. However students permitted for offline registration are required to submit their application, countersigned by the Head of the Department

¹ Relaxation for appearing at all failed courses granted to all students vide amendment approved by 12th Senate vide notification Ref No 1272/ Acad dated 24th May 2013

concerned, along with the necessary fees to the Prof. In-Charge (Examination) and also to Dean Academic by the date as announced by a notification.

4. The special examinations shall be held on such dates as laid down in the Academic Calendar for the year or as notified separately.
5. The student appearing at Special examination for any course(s) having "F" or "I" Grade, their marks shall be computed by substituting marks of Special examination in place of previous end semester examination marks, however internal marks shall remain same and accordingly grade shall be awarded.¹
6. The final grades awarded to the students must be sent to the DR (Acad & Exam)/ Prof. in-charge (Examination) within 3 days from the date the special examination was held.

APPENDIX - XI

RULES FOR THE AWARD OF MERIT - CUM - MEANS SCHOLARSHIPS

All students admitted to any of the 4 - year B.Tech./ 5 year B.Arch/ Integrated M. Sc. Programme are eligible for award of the Merit - Cum - Means (MCM) scholarship, if they fulfill the academic and means criteria as decided by the Institute. However any student who is getting any scholarship from any organization/ Institute/ State Government/ Central Government or any other agency shall not be eligible for award of the Merit - Cum - Means (MCM) scholarship².

The Institute awards scholarships on the basis of merit-cum-means to all eligible students of the 4 - year B.Tech. / 5 year B. Arch. in accordance with the following rules:

1. All students admitted to any of the 4 - year B.Tech, and 5 year B.Arch/ Integrated M. Sc. program, except the students belonging to SC and ST (who are eligible for Post - Metric Scholarship of their respective State Governments) who fulfill the conditions hereinafter appearing shall be eligible for the award of the Merit - Cum - Means (MCM) scholarship.
2. These scholarships will be awarded to not more than 25 % of the students admitted each year to the Undergraduate courses.
3. The value of these scholarships shall be as determined by the Senate from time to time.
4. All MCM scholarship holders will be entitled to exemption from payment of Institute tuition fee. They shall however, be required to pay all other prescribed fees.
- 5 (a) The MCM scholarships will be payable for all 12 months of the academic session. from the month of July of one year to the month of June of the following year.
- (b) Scholarships for the month of July shall be paid In full regardless of the date in July when the Institute reopens after the Summer Vacation, provided the student joins .the Institute on the prescribed date of registration. Otherwise, the scholarship for the month of July shall be paid on a pro - rata basis.
6. No student will be permitted to enjoy more than one scholarship during the same period. In the event of an awardees becoming eligible for another scholarship from any other source, he will have the option to accept either of the two. In such a case he/she is required to communicate in writing his/her choice to the Dean (Academic).
7. The Initial award of the scholarship and it. annual renewal through proper application shall be governed by the following conditions :
 - (a) The student satisfies the *merit criterion* laid down for the award of these scholarships.
 - (b) The parent/guardian of the student satisfies the *means criterion* laid down for the award of the scholarship.

¹ Amendments to Curricula for B. Tech/ B. Arch/ Master's Program 2008 vide Notification No. NITP/ 2997/09 dated 22.12.2009 with effect from Spring Semester Session 2009-10

² Amendments approved by 12th Senate vide Notification No. 1272/ Acad dated 24 may 2013

- (c) No disciplinary action has been taken against him/her during the preceding year.
8. The *merit criterion* for the award of the scholarship shall be as follows:
- (a) For fresh entrants, the student should have obtained at least 60 % marks in aggregate 'or a grade corresponding to 60 % marks in the qualifying examination for AIEEE.
- (b) For subsequent renewals, the student's performance in the two consecutive semesters of the preceding session, that is, the average of the two SGPA's concerned, as updated after the last supplementary summer quarter examination, must not be lower than 7.00.
9. The upper limit of annual income as laid down by the Government of India from time to time shall be applicable as the *means criterion* for the award of the scholarships. The income during the financial year completed before the session commences shall be taken into consideration for this purpose.
10. An employer's certificate/copy of the income tax return/Income affidavit for the financial year preceding the grant or renewal of the award, as the case may be, shall have to be submitted by the parent/guardian of the student along with the application for the scholarship
11. In the event of tie among two or more applicants for the award of the last available scholarship, every student involved in the tie will be awarded the scholarship even if the total number of scholarships exceeds the 25% limit.
12. The scholarship holder must (a) obey all the regulations laid down in the *Appendix - II* regarding attendance (b) appear in all the semester examinations except for illness or calamity in the family (to be supported by documents). In case of any breach the scholarship would be terminated.
13. Outstanding Institute and Hostel dues, if any, may be deducted at the source and the balance, if any, would be paid to the Scholar.
14. Those students who satisfy the specified *means criterion* but are unable to satisfy the specified *merit criterion* may be granted exemption from the payment of tuition fees. The number of such *tuition* - free students shall be restricted to 10 % of the students admitted each year.

Appendix - XII

DISCRETIONARY PROBATION AND DISMISSAL FROM PROGRAM¹

Probation can be given at the request of student by applying to Dean (Academic) through his/ her department and the request should be made in the first week of the beginning of the semester. Decision to permit a student to continue his/ her studies on probation must be based on individual consideration of his/ her case and a conclusion that, in view of all the relative circumstances, there are valid reasons to believe that the student can raise himself/ herself academically to the required level of achievement after one semester on probation.

Such valid reasons should be spelled out and documented in academic performance evaluation committees' minutes for each student placed under probation, if it not covered under the provisions of the curricula.

If any student fails to satisfy the **minimum credit threshold requirement as detailed in Table 9.5-1** he/she shall be on **academic probation**, during which he/ she is allowed to register for all failed and debarred courses only to earn /makeup the deficit credits during Odd/ Even/ Summer Semesters of the session.

A student shall be required to leave the Institute without the award of the Degree, under the following circumstances:

- (a) If a student fails to earn the minimum credit threshold specified at Table 9.5-1 at the end of different year even after going through probation as per section 9.5.
- (b) If a student fails to pass all courses offered for the program and minimum CGPA requirement for award of Degree within the time limits at section 12.12

¹ Amendments approved by 11th Senate to be applicable to Students admitted in session 2013-14 and thereafter.
National Institute of Technology Patna
Revised Curricula for U.G. Programme (B.Tech, B.Arch and Integrated M.Sc.) updated in 18th Senate,
25/06/2016.

- (c) If a student is absent for more than 6 (Six) weeks at a stretch in a semester without sanctioned leave for valid reasons.
- (d) Based on disciplinary action suggested by the Senate, on the recommendation of the appropriate committee.

A student's academic status and auditing is required to be done and he/ she shall be granted discretionary Probation or dismissal from a course/ program as per curricula for different program. The academic auditing for such students is required to be done by respective department's Performance Evaluation Committee for different programs before the start of registration to a semester.

In case of disciplinary action, adopting malpractice and unfair-means in examination or any other reason of action pending against any student, he/ she may be granted probation and/ or dismissal from a program by the Institute on recommendation of different committee constituted for the purpose.

Appendix - XIII

REFUND RULES OF TUITION FEE AND OTHER FEE DEPOSITED BY ANY STUDENT AFTER TAKING ADMISSION IN THE INSTITUTION AND CANCELLATION/ WITHDRAWAL THEREAFTER

- The candidates withdrawing from the program before registration to the program are required to submit application to the Dean (Academics)/ Assistant Registrar (Admission) with counter signature of the Parent/ Legal Guardian. Such candidates are exempted from submission of NO DUES.

No request for cancellation of admission and/ or permission to withdraw from a program shall be entertained unless application is countersigned by Parent/ Legal Guardian with justifications. However there may be exceptions to the above requirement.

- Any student may request for withdraw from the Institute after admission and joining the program. But in such all cases, the student is required to inform the Dean Academics through the HOD and submit reasons/ justification before grant of such permission.

The student is required to submit No Dues from different departments, labs, Hostel, Library, Accounts and academic section on NO DUES PROFORMA form before grant of permission to withdrawal.

- Refund of fee deposited at Central Counseling Board (CCB) or any other admission agency shall be allowed only if amount has been transferred to the Institute as per rules of the Institute only.
- The application of refund of fee etc. shall be processed only after admission has been closed for the session.
- Refund Rules of tuition fee and other fee deposited by any candidate/ student after taking Admission in the allotted Institution and cancellation/ Withdrawal thereafter from the institution are processed as per following categories:

S. No.	Category of Withdrawal/ cancellation of Admission	Refund of Initial Fee deposited/ Admission fee/ Tuition Fee/ Development Charges/ Registration charges, Examination fee, Caution money etc.
1.	Candidates withdraws after reporting and/ or during the period when Counseling for admission/ allotment of seats is in progress at CCB and Vacated/ cancelled seats have been referred back/ transferred to the admission agency for admission in subsequent counseling.	Refund of initial Fee as per Admission Agency rules (i.e. CCB) in different Academic Sessions plus Processing fee of the institution Refund will be made by the institution only after receipt/ transfer of from CCB
2.	Before the Institution level Counseling: Students withdraw after reporting/ taking admission at the institution and/ or leave the institution after registered to a	Refund of Fee shall be made after deduction of Rs 1000/- as admission processing/ cancellation fee of the Institute, in addition to the Processing fee of

	program. In such case vacated/ cancelled seats have been referred back/ transferred for admission in subsequent counseling along with institutional counseling scheduled for filling up lapsed/ vacant seats in different branches.	CCB, from the initial amount deposited at the Institute. ¹
3.	After the Institution level Counseling (if Conducted): Students withdraw after reporting/ taking admission at the institution and/ or leave the institution after registration to a program. In such case vacant seat due to cancellation/ withdrawal or lapsed/ vacant seats in different branches will remain vacant/ cannot be filled up.	No refund of fee will be allowed, except examination fee and Caution money if deposited by the student. The institution will claim for transfer of initial fee deposited by the student at the CCB as seat will remain vacant for next 4 yrs for B. Tech and 5 yrs for B. Arch program.

Appendix - XIV

EXAMINATION MALPRACTICE AND UNFAIR MEANS CASES (UMC) DURING EXAMINATIONS²

1. The provisions of punishment for various reported cases of Unfair-means Cases (UMC) in Examination during End semester/ Special examination is as given below:

Category (1)	Nature of offence (2)	Approved Punishment (4)
1.	Possession of piece of paper which is unconnected with the matter or making identifying mark on the answer book.	Cancellation of the Examination in that paper.
2.	Possession of piece of paper, which is connected with the subject matter but not utilized.	Cancellation of the Examination in that paper.
3.	Utilization of piece of paper / notes/ books chits etc. which is connected with the subject matter of the Examination	Cancellation of the Current Examination.
4.	Substituting replacing, changing or adding pages in the answer book supplied to the candidate, taking answer book outside the examination hall, tampering with material evidence, threatening the persons connected with the examination.	Cancellation of current Examination and debarred from any Examination in the next one academic semester. After next academic semester the student has to get registration in the same semester and attend classes (i.e. re- admission).
5.1	Impersonation: (a) If the Impersonator is identified to be a student of the Institution, (b) If the Impersonator is identified to be other than a student of the Institution (c) In case of both 5.1 (a) & (b) above:- In respect of the student for whom the impersonator was appearing	(a) His/ Her admission be cancelled and He/ She will be expelled from the Institute. He/ She will be also handed over to police/ Magistrate for action under law. (b) He/ She shall be handed over to the police/ magistrate for action under the law. (c) His/ Her admission shall be cancelled and He/ She will be expelled from the Institute. He/ She will be handed over to police/ Magistrate for action under law. However if the student has informed regarding absence from examination in

¹ Amendment in refund of fee rules to the candidates withdrawing admission vide order dates 28.12.2010

² Amendments approved by 12 Senate vide notification Ref No 1274/ Acad dated 24th May 2013 for implementation from Even Semester Exam. Session 2012-13.

Category (1)	Nature of offence (2)	Approved Punishment (4)
		advance with valid reasons and supporting documents to the Controller of Examination/ D. R. (Exam), then his/ her current examination shall be cancelled after enquiry and action as provisions under the law shall be initiated after enquiry & confirmation.
5.2	Disruption of examination by slogans or Gherao, leading to cancellation of examination.	Cancellation of the Examination in that paper. (As for UMC-2 above) and reduction of one grade whenever such students appear in the cancelled paper(s).
5.3	Snatching or tearing of answer book of other examinees	Cancellation of current Examination (As for UMC-3 above)
5.4	Threats or assault or use of force against persons connected with examination	Cancellation of current Examination and debar from any Examination in the next one academic semester i.e. after one academic semester, the student(s) has/ have to get registered in the same semester and attend classes (i.e. re-admission) (As for UMC-4 above)
5.5	Exhibiting Gross indiscipline	Disciplinary action and legal action may be initiated considering the seriousness of the offence.
5.6	Illegal activities by examinees.	Any or all of the aforesaid punishment, considering the seriousness of the offence.

- Any student is found to have been punished for adopting unfair means of unfair practice during two end semester examinations in an academic session then he/ she will have to get readmitted in Autumn (odd)/ Spring (Even) semester in which he/ she had been punished for UMC 1st time.
- A student having punished under UMC then shall not be eligible for award of any Institute medal or any kind of award or character certificate in future.
- The provision of punishment for various reported cases of Unfair means Cases (UMC) in Examination during Mid Semester examination is as given below:

Category (1)	Nature of offence (2)	Approved Punishment (4)
1	Possession of piece of paper which is unconnected with the subject matter or making identifying mark on the answer book.	Cancellation of the concerned paper
2.	Possession of piece of paper which is connected with the subject matter but not utilized.	Cancellation of the concerned paper
3	Utilization of piece of paper/ note books/ chits etc. which is concerned with the subject matter and any act of indiscipline	Cancellation of all the papers of the current Examination and disciplinary action which may lead to debarment from the End Semester Examination and any other legal action may be initiated depending upon the nature of the offence.
4.	Substituting replacing, changing or adding pages in the answer book supplied to the candidate, taking answer book outside the examination hall, tampering with material evidence, threatening the persons connected with the examination.	Cancellation of current Examination and debarred from any Examination in the next one academic semester. After next academic semester the student has to get registration in the same semester and attend classes (i.e. re- admission).

These provisions shall come into force from Even Semester examination of Session 2012-13 and shall be incorporated in the respective curricula for UG/PG/PhD programs.

Note: In above table "Possession of piece of paper" has been further broadened vide notification No. NITP/11/ 12 dated 23rd April 2012 as detailed below:

*"Possession of Mobile or any other electronic gadget having capability of mass storage and programming during Mid or End Semester examination be considered as equivalent to Possession of piece of paper connected/ unconnected with subject matter of the examination."*¹

Appendix – XV

TRANSITORY REGULATIONS FOR B. TECH/ B. ARCH. PROGRAM²

Regulations in view amendments for implementation under section 9.5 from Session 2013-14

The existing students under different program may be allowed to graduate as per existing regulation i.e. absolute grading system, as change over at the middle to relative grading system may lead to disadvantage. However following transitory rules shall be applicable to different set of students

B. Tech/ B. Arch program

1. All students admitted in 2012-13, if fail to achieve minimum requirement for promotion to 3rd Sem under section 9.5 (i) and (ii) i.e

Placed under Re-admission category shall have option to get readmitted under new regulation and new course structure and syllabus to be implemented from session 2013-14.

2. The students admitted in 2011-12 and presently under re-admission category during session 2012-13 if fail to achieve minimum requirement for promotion to 3rd Sem under section 9.5 (i) and (ii) are having following two options.
 - (i) May get readmitted in 1st semester under new regulation, new course structure and syllabus to be implemented from session 2013-14 and continue as provisions applicable from session 2013-14 or
 - (ii) May be permitted to withdraw as per rules under section 9.5 applicable to them.

B. Tech/ B. Arch and M. Tech/ MURP program

3. Backlog course under debarred category with Grade "X" or non- collegiate courses with Grade "F" or "I" shall be allowed maximum two sessions i.e. four examinations to pass in old regulations, marks allocations and syllabus. Thereafter all such students are required to appear under new syllabus and rules. Further procedure shall be applicable already outlined under UG and PG Program.

Further the Chairman Senate is authorized to take necessary decisions with respect to transitory regulation from case to case basis as and when reported.

Appendix – XVI

Constitution of Performance Evolution Committee (PEC)

Head of the Department Concerned	Chairman
The faculty from department with specialization in order of seniority (as per Course offered by the department)	Member (minimum Three)

¹ Vide notification no. NITP/11/ 12 dated 23rd April 2012 as per approval of the 10th Senate

² The transitory regulation approved by 12 Senate vide notification Ref No 1274/ Aced dated 24th May 2013 for implementation from Session 2013-14 applicable for two years only, thereafter it shall stand withdrawn automatically.

Constitution of Board of Studies (BOS)

Head of the Department Concerned	Chairman
The faculty from department with specialization in order of seniority (as per Course offered by the department)	Member (minimum Three)
Director's Nominee from the panel of external experts (from IITs/ NITs/ Industries) submitted by HOD(s)	Member (minimum One)
The Chairman, Board of studies, may co-opt with the approval of Director of the Institute	
a) Expert from the Institution, such as IIT, NIT, Universities and / or Industry/ organization wherever special courses of studies are to be formulated (minimum five names may be proposed)	Member (Two)
b) Faculty Members/ Staff of the department/ Centers for inter disciplinary courses/ Subjects	Member (One)
Professor, Placement and Training Cell from Institute/ department	Member (One)

Appendix – XVII Course Code Format for UG and PG Program¹

Semester Code	Course Code					
	1	2	3	4	5	6
5	E	E	6	1	5	
Semester:	Department Code:		Program Code with Course S. No:			
1 st Sem: 1	Architecture:	AR	UG Program: 101 to 599 PG Program: 601 to 799 For different specializations different slots may be allocated, such that identification becomes identifiable.			
2 nd Sem: 2	Chemistry:	CH				
3 rd Sem: 3	Civil Engg:	CE				
4 th sem: 4	Computer Sc Engg:	CS				
5 th Sem: 5	Eletro & Comm Engg:	EC				
6 th Sem: 6	Electrical Engg:	EE				
7 th Sem: 7	Humanities:	HS				
8 th Sem: 8	Information Tech:	IT				
9 th Sem: 9	Mathematics:	MA				
10 th Sem: A	Physics:	PH				

Any course may be offered in odd or even semester of a program. Therefore Semester code is to be pre fixed to the Course Code to identify course offered for any program and for purpose of registration

Dissertation Submission: Format Guidelines

Arrangement of Certificates and Text in Thesis

1. Cover Page (*Light BLACK color and in proper format*)
2. Inside Cover Page (Identical to Cover Page)
3. Certificate from Supervisor(s)
4. Student's Declaration & copy right

¹ Amendment approved in 14th Senate vide notification no. 2354/ Acad. Dated 30-09-2014 applicable from session 2013-14 in new course structure

5. Acknowledgments
6. Synopsis
7. List of Tables and Figures
8. List of abbreviations (if any)
9. Contents

(Project Report bound copy in Black color)

INTERNATIONAL RELATIONS CENTRE AT KATHMANDU

(20 Times new roman and Color of cover page i.e. light Blue)

A Project Report (16 times new roman)

Submitted in Partial Fulfillment of the Requirements for the
Award of the Degree of

Bachelor of Technology (20 TNR)

In

Computer Science & Engineering (14 Pt)

Submitted by

Anand Gopal (14 TNR)

Roll No.-506/08, Enrolment No. 12345 (12 TNR)

Under the supervision of

Dr. Ram Mohan Roy
Professor

Dr. Shyam Prasad (12 TNR)
Associate Professor (10 TNR)



Department of Computer Science & Engineering (14 TNR)
NATIONAL INSTITUTE OF TECHNOLOGY PATNA (14 TNR)
PATNA- 800 005

JUNE 2013 (2012-13)

CERTIFICATE

The undersigned certify that Mr./ Ms.
 Roll. No. Enrolment No. is registered for the
 Master's Program in Department of with
 Specialization in under my
 supervision.

I hereby recommend that the Dissertation entitled,
 be accepted as the partial fulfillment of the
 requirements for evaluation and award of the M. Tech/ MURP Degree.

.....

Supervisor(s) signature with name &
 designation, date and seal

DECLARATION AND COPYRIGHT

I declare that this is my own original work and
 that it has not been presented and will not be presented to any other University/
 Institute for a similar or any other Degree award.

Signature:

Date:

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Project Report Presentation Information

1. Contents of the Dissertation

CHAPTER ZERO	Title, Certification, Declaration and copyright, Acknowledgment, Dedication, Abstract, Table of Content, List of Figures, List of Tables, Abbreviations
CHAPTER ONE	Introduction & Background
CHAPTER TWO	Literature Review
CHAPTER THREE	Source of data and their Availability
CHAPTER FOUR	Data Analysis and Results
CHAPTER FIVE	Discussion of Results
CHAPTER SIX	Summary, Conclusion and Recommendation
REFERENCE	Use strictly the following reference writing method.

Surname, Initials (year) Title of the Journal or book. Vol.- 1 Pages e.g., *Country*

If the Author is only one

Atkinson, J.H. (1990) Examination of erosion resistance of clays in embankment dams. Quarterly Journal of Engineering Geology, Vol-23, page103-108, **Country**

If the Authors are two

Atkinson, J.H. and Charles, J.A. (1990) Examination of erosion resistance of clays in embankment dams. Quarterly Journal of Engineering Geology, Vol-23, 103-108, **Country**

If the Authors are more than two

Atkinson, J.H. and Charles, J.A. and H. K. (1990) Examination of erosion resistance of clays in embankment dams. Quarterly Journal of Engineering Geology, Vol-23, page 103-108, **Country**

For books

Atkinson, J.H. and Charles, J.A. (1990) Examination of erosion resistance of clays in embankment dams. McGraw Hill, London

APPENDICES	Summary data, intermediate results and other important information may be put under Appendices.
CURRICULUM VITA	Brief Academic record and experience (if any) of the student with Color Photograph

2. Font and Spacing

Title:	Bold, Arial, 14 size and Centered
Subtitles:	Bold, Arial, 12 size and left justified
Spacing:	Spacing between text lines: 1.5, Arial, 12 sizes, Leave one space between paragraphs, subtitle and the text or between Title and sub title.

3. Paper Margins

Left margin	:	4.0 cm
Right margin	:	2.5 cm
Top margin	:	4.0 cm
Bottom margin	:	2.5 cm

4. Printing

The entire thesis shall be printed only on one side of the paper.

5. Draft Submission

Five to six loose bound copies each for the examination committee shall be submitted on the set deadline.

One each for the HOD, the External and Internal Examiners, and each Supervisor(s).

6. Final submission

- **Loose bounded (i.e. Spiral Bound) Five original copies** of dissertation in case of one supervisor and six in case of more than one supervisor(s) of the thesis be submitted.
- ***Hard bound copy of dissertation in Maroon color cover be submitted within a week of the final evaluation*** after incorporating modifications/ suggestions of the examiner.
- All data used in the study (the raw and processed) shall be submitted in soft copy and in its original form
 - i. Time Series data such as rainfall, river flow etc.
 - ii. Spatial data such as topographic data, soils and land use (if any)
 - iii. The following format may be used to store the softcopy information in a CD.

E:/ Thesis
 E:/ Data/ Time Series/ Raw
 E:/ Data/ Time Series/ Processed
 E:/ Data/ Spatial/ Raw Data
 E:/ Data/ Spatial/ Processed Data
 E:/ Programmes (if any Programme is written)