

**IPS Academy
Institute of Engineering & Science,
Indore**

An Autonomous Institute under UGC, New Delhi

Affiliated to

Rajiv Gandhi Proudyogiki Vishwavidyalaya

Bhopal

**RULES
&
REGULATIONS**

For

Conduct of Examinations

(RRE/03/UG/PG/2024)

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1. In these Regulations, laying down conditions for appearing at an examination of the Institute for a degree or a diploma, either generally or for a particular examination, unless there is anything repugnant in the subject or context:

- 1.1 “Regular candidates” means a person who has prosecuted a regular course of study in a Institute seeks admission to an examination of the Institute as such.
- 1.2 “Ex-student candidate” means a person who was admitted to an examination as a regular candidate and was not declared successful there at or was not able to appear in the examination though admission card was issued to him/her by the Institute and seeks admission again to the said examination.
- 1.3 “A Regular Course of study” means a candidate appearing as regular student for any examination is required to attend seventy five percent of lectures delivered and of the practical classes held of the course of study.
- 1.4 “Institute” means IPS Academy, Institute of Engineering & Science, Indore.
- 1.5 “CoE” means Controller of Examination of the institute.

2. Admission of regular candidate to an examination of the Institute.

No regular candidate shall be admitted to an examination of the Institute unless he/she:

- 2.1 has been enrolled as a student in one of the departments of the Institute & university.
- 2.2 possesses the minimum academic qualification for admission to the examination to which he/she seeks admission and has prosecuted a regular course of study for that examination.

3. Submission of Examination Form by Regular Student

Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the Institute:

- 3.1 Submit online application for an admission to the examination in the prescribed form through the Head of the Department, indicating the subject or subjects in which he/she desires to present himself/herself for the examination.
- 3.2 Pay along with the application, the fee prescribed for the examination concerned.
- 3.3 The Principal of the Institute on recommendation of duly constituted committee may detain a regular candidate from taking an examination if he/she does not pay outstanding college dues, by 15 days preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission of his/her application form to the Institute for admission to the examination and the date of the commencement of the examination.

4. Admission of an Ex-Student candidate to an examination of the Institute.

No ex-student candidate shall be admitted to an examination of the Institute unless he/she submits with his/her application for appearing in the examination.

- 4.1 The semester grade report obtained by him/her at the said examination issued by the Institute together with an attested copy thereof, or

5. An ex-student candidate for an examination shall:

- 5.1 Submit through the Head of the department wherein he/she has prosecuted a regular course of study, online application for admission to the examination in prescribed form on or before the last date notified by the institute..
- 5.2 Pay the fee prescribed for the examination.
- 5.3 An Ex-student candidate shall offer the subjects/papers which he/she had previously offered as a regular candidate, unless on account of a change in the scheme of examination the subject/paper offered by him/her earlier ceases to be a part of the scheme of examination or syllabus of the examination and he/she is permitted by the Institute to offer instead a different subject or paper.
- 5.4 An ex-student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the Institute from time to time.

6. General conditions applicable to all candidates.

- 6.1 The scope of studies in different subjects for an examination shall be as prescribed by the Institute from time to time and printed in the prospectus/syllabus for the examination concerned or displayed on the webpage of the institute/department.
- 6.2 No candidate shall appear in more than one degree examination or for the Master's degree in one and the same year.
- 6.3 An application for admission to an examination received by the institute after the last date notified by the Institute, but not later than fifteen days after such last date may be entertained on payment of a late fee prescribed by the Institute but not later than the fifteen days before the commencement of examination.
- 6.4 Notwithstanding anything contained in the regulations relating to admission of candidates to an examination of the Institute, the Principal may, in special cases to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate if his/her application is rejected, allow an application which is otherwise complete in all respects to be entertained with the

late fee prescribed by the Institute even though the same is received after the expiry of the period of fifteen days mentioned in the forgoing paragraph.

- 6.5 The institute shall issue an admission card in favour of a candidate, if:
 - 6.5.1 The application of the candidate is complete in all respect in accordance with the provisions applicable to him/her and in order.
 - 6.5.2 The candidate is eligible for admission to examination, and the fees as prescribed have been paid by the candidate.
- 6.6 Where the practical examination is held earlier than the examination in theory paper, a candidate shall not be deemed to have been admitted to the examination until he/she is issued an admission card for appearing in the examination.
- 6.7 The admission card issued in favour of a candidate to appear at an examination may be withdrawn, if it is found that:
 - 6.7.1 The admission card was issued or permission was given through mistake or the candidate was not eligible to appear in the examination.
 - 6.7.2 Any of the particulars given or document submitted by the candidate in or with the application for enrollment, admission to the institute or an examination is false or incorrect.
- 6.8 The Controller of Examination may on the recommendation of HoD concerned that an admission card has been lost or destroyed, grant a permission to issue a duplicate admission card on payment of a further fees prescribed by the Institute. Such card shall be shown in a prominent place the word "Duplicate".

7. Guidelines for conduct of Examination

- 7.1 All arrangements for the conduct of examinations to be held at the institute shall be made by the Controller of Examinations in accordance with such directions as may be issued by the Principal. The Principal shall be the Chief Controller of the Examination
- 7.2 The Controller of Examinations shall prepare and publish/display a programme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees.
- 7.3 The Controller of the Examination shall be personally responsible for the safe custody of question papers and the answer books sent to him/her and shall render

to the Principal a complete account of used and unused question papers and answer-books.

- 7.4 The Controller of examination, if fully satisfied, appoint an amanuensis to write down dictation pertaining to the answer to questions at the examination on behalf of a physically challenged examinee or an examinee who is unable to write him/herself on account of severe short sightedness or sudden illness after obtaining medical certificate of the competent medical officer of the Govt. Hospital provided that such amanuensis should be a man/woman possessing qualification of at least one class/examination lower than the examinee concerned. The CoE will send the information to this effect to the Principal of the Institute with all relevant papers just after over the examination.
- 7.5 The Principal may cancel an examination if it is satisfied that there has been a leakage of question paper or any other irregularity which warrants such a step.
- 7.6 The CoE may issue such general instructions for the guidance of the Examiner, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.
- 7.7 There shall be a provision of online conduct of examinations in case of exigencies such as COVID 19 and or it can be a mix of online/offline mode for conduct of examination.
- 7.8 Subject to the provisions of these regulations, the Academic Council may, from time to time, make alter or modify rules and procedures about the conduct of examinations.

8. Conduct of an examinee during examination

- 8.1 No examinee shall leave the examination hall within an hour of the start of the examination for any purpose, whatsoever, and no latecomer may be permitted for the examination after half an hour of its commencement.
- 8.2 Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of five minutes. The absence shall be recorded and if the examinee fails to return within this limit of five minutes, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.
- 8.3 A candidate shall produce his/her admission card whenever required by the Controller or the invigilator. The Controller and invigilators shall have all powers to exercise check on unfair means including those of search and seizure.

- 8.4 In the Examination Hall the candidate shall be under the disciplinary control of the CoE/invigilator and he/she shall obey his/her instructions. In the event of a candidate disobeying the instructions of the CoE/invigilator or his undisciplined conduct or insolent behavior towards the Controller or any invigilator, candidate may be excluded from that day's examination and if he/she persists in misbehavior he/she may be excluded from the rest of the examination by the CoE with the approval of the Principal.
- 8.5 If a candidate acts in a violent manner or uses force or makes a display of force towards the Controller or any invigilator at the examination hall or in its precincts endangering the personal safety of either of them or acts in a manner likely to hinder the authorities in the discharge of their duties, the Controller may expel the candidate from the center and he/she may take police help.
- 8.6 If a candidate brings any dangerous weapon within the precincts of the examination hall he/she may be expelled from the centre and/or handed over to the police by the Controller.
- 8.7 A candidate expelled on any of the grounds mentioned in section 8.5 or 8.6 above will not be allowed to appear in the subsequent papers.
- 8.8 In every case where action is taken by the Controller under sections 8.4 to 8.6 above, a full report shall be sent to the Institute and the Academic Council may accordingly depending upon the gravity of the offence further punish a candidate by canceling his/her examination and/or debarring him/her from appearing at the examination of the Institute for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.

9. Guidelines against Unfair Means/Malpractices during Examinations

- 9.1 No student shall use unfair means or indulge in disorderly conduct at CIE or ESE examinations. In case of unfair means/malpractices observed by Invigilator/ Course Instructor, the respective Answer Script shall be sealed along with the concerned material belongings in an envelope with the undertaking signed by the student and overleaf signed by Invigilator//Course Instructor. A sealed envelope labeled in specific format shall be submitted to Examination Cell. All submitted envelopes shall be filed and stored in lock and key for presenting it to the Disciplinary Committee for Examination.

The constitution of Disciplinary Committee shall be as follows:

- i. Dean Academics
 - ii. CoE
 - iii. Concerned HoD
 - iv. Faculty Coordinator/Instructor
 - v. Invigilator
- 9.2 Disciplinary Committee of Examination shall conduct a meeting and call every accused student to defend his/her case. After hearing to all the arguments and deliberations, decisions of the committee shall be noted and communicated to all concerned authorities/officials who may be involved in the implementation of such decisions to act upon.
- 9.3 The unfair means/malpractices shall include the following:
- 9.3.1 During examination time having in possession or access to
- i. Any paper, book, note or any other unauthorized material relevant to the syllabus of the examination paper concerned, unless it is Open Book Examination.
 - ii. Mobile Phones or any electronic gadget other than a calculator, even in switch off mode, which shall potentially be used for communication or copying.
 - iii. Anything was written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.
 - iv. Anything was written or signs made on the body of the student or his/her clothes/garments, handkerchief, etc. which may have relevance to the syllabus of the concerned course.
 - v. Anything was written on the question paper which may have relevance to the syllabus of the examination the concerned course.
- 9.3.2 Giving or receiving assistance in answering the question papers to or from any other student /person in the examination hall or outside during the examination hours.
- 9.3.3 Talking to another student or any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator.

- 9.3.4 Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
- 9.3.5 Impersonating any student or getting impersonated by any person for taking the examination.
- 9.4 Student found using unfair means/malpractices or involved in disorderly conduct or disturbing other students, at or in connection with the examination shall be referred to the Disciplinary Committee of Examination. The committee after consideration of the case shall decide punishment as one or more of the following:
 - 9.4.1 Cancellation of the examination of the course in respect of which he/she is found to have been guilty and/or
 - 9.4.2 Cancellation of the semester examination in which the student has participated and/or debarred from the examination for the future semester(s).
 - 9.4.3 Any other punishment deemed suitable by the Disciplinary Committee of Examination.
- 9.5 The following norms for punishment shall be followed:
 - 9.5.1 If a student is found having in his possession of any material relevant to the syllabus of the concerned course of examination but was not copied from or used it, the punishment shall be the cancellation of the examination of that particular course and the student shall be awarded grade F in that course. However, if the material found in possession of the student is insignificant, nature the punishment may be relaxed to the extent that the student shall be given a chance to appear in the Re-examination. In such a case, the student will be awarded one grade less than he/she actually obtained limited to D grade.
 - 9.5.2 If a student is found during examination/evaluation to have copied from or used the material caught, the punishment shall be the cancellation of the examination of that particular course and grade F shall be awarded.
 - 9.5.3 If the behavior of a student on being caught is unsatisfactory/ non-cooperative or the student uses resistance/violence against the Invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced

according to the gravity of the offence as deemed fit by the Disciplinary Committee for Examination.

- 9.5.4 If a student is found talking to another student or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator, the punishment shall be the discontinuation from the examination of that particular course and the grade shall be awarded in that course based on the attempted contents.
- 9.5.5 If a student is found reading or possessing some incriminating material relevant to the syllabus of the course in the corridor, urinal etc., the punishment shall be the cancellation of the examination of that particular course and grade F shall be awarded in that course.
- 9.5.6 If a student is found giving or receiving assistance in answering the question paper to or from any other student/person in the examination hall or outside during the examination hours, the punishment shall be the cancellation of the examination of that particular course and grade F shall be awarded in that course.
- 9.5.7 If a student is found in damaging/tampering/scratching the answer script or any part of it during examination or while showing answer script to the student after evaluation, the punishment shall be the cancellation of the examination of that particular course and he/she shall be awarded Grade F in that course with all the consequences to follow.
- 9.5.8 If a student impersonates any other student in connection with the examination or during the examination, the punishment shall be the cancellation of the examination of both the students of the present semester and both shall be awarded grade F in all the courses of that semester and a year down of both the students.
- 9.5.9 If a student takes allotted or additional answer script outside the examination hall or replace the allotted answer script with another answer script during examination or replace the evaluated answer script with another answer script while showing answer script to the student after the answer script evaluation, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade F in all the courses of that semester.

- 9.5.10 If a student changes contents of the evaluated answer scripts or adds contents in the evaluated answer script or changes marks assessment inside and or outside of answer script or forges signature of the Course. Instructor/Invigilator while showing answer script to the student after evaluation, the punishment shall be the cancellation of the present semester examination in the respective subject and the student shall be awarded Grade F in this subject..
- 9.5.11 For combination(s) of unfair means/malpractices from sections 9.5.1 to 9.5.10 or its repetition by a student more than once, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade F in all the courses of that semester.
- 9.6 The cases of the use of unfair means at the examination as reported by the CoE along with the report of the examiner/invigilator shall be examined by a Disciplinary Committee. The Committee shall after examining the cases, decide the action to be taken as per guidelines given above in each case and report to the Academic Council through the Principal with all cases of the use of unfair means together with the decision of the Committee.

10. Declaration of Examination Results

- 10.1 The Result Committee will be constituted by the Principal under intimation to the Academic Council. It shall consist of :
- i. Dean Academics
 - ii. CoE
 - iii. Deputy CoE
 - iv. Concerned HoD
 - v. Faculty Coordinator
- 10.2 The functions of the Results Committee shall be as follows:
- i. To scrutinize and pass the result of the examinations conducted by the institute after satisfying itself that the results on the whole and in the various subjects are in conformity with the usual standards and to recommend to the Principal the action to be taken in any case where the result is unbalanced;
 - ii. To scrutinize complaints against question papers and to take necessary action;
 - iii. To decide cases of candidates who answered wrong paper;
 - iv. To decide cases of candidates whose answer books were lost in transit?

- v. To look into the any other matter related to valuation/examiner.
 - vi. To exercise such other powers as the Academic council may delegate to it from time to time.
- 10.3 The Principal shall appoint two tabulators for tabulating the results of the examination and may issue general instructions for the guidance of tabulators in preparing the results of examination. The Principal may order to computerize the results from the Institute computer center or from private agencies, after completing all formalities in this connection.
- 10.4 If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Controller of Exam directly.
- 10.5 Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Controller of Exam who shall place the matter before the Academic Council.
- 10.6 Except as otherwise decided by the Academic council, the examination answer-books and the documents regarding the marks obtained by the examinees, except the tabulated result, shall be destroyed or otherwise disposed off after two years, from the date of declaration of result.
- 10.7 The Academic Council may, by a resolution, authorize the Chief Controller of Examination to publish the results of the Institute examinations as passed by the Result Committee on the web portal of the Institute.

11. Revaluation

- 11.1 Though, the valued answer scripts of CIE/ESE shall be shown to the student and there is a mechanism for redressal to his/her grievances through faculty/HoD, a candidate who still is not satisfied, after declaration of result, may apply to the Controller of Examination for revaluation of any of his/her answer books in the prescribed form within 20 days of the declaration of his/her result for the revaluation any of his/her answer books. No candidate shall be allowed to have the answer books of more than two papers revalued.
- 11.2 Where a candidate applies for the revaluation, the answer-book in which revaluation is sought, will be sent for revaluation by the Principal to two examiners (other than the one who initially valued it) at least one of whom shall be from a place outside the territorial jurisdiction of the Institute. A copy of the memorandum of instructions for the guidance of examiners, if prepared by the paper setter, will be sent to each of the two examiners to enable them to evaluate

the answer-book concerned in the light of the standards set by the examiner in the memorandum of instructions. Each of the two examiners shall receive remuneration for the revaluation of an answer-book as prescribed by the Institute.

- 11.3 If the marks awarded in the paper by any of the two examiners vary from the marks given by the original examiner by more than 10% of the maximum marks in the paper, the average of the marks awarded by two of the examiners, amongst the original examiner and two re-valuers which are nearest to each other, will be taken to represent “correct valuation”. This average of marks will be awarded to the candidate for the revision of his/her results.

Provided that subject to the condition that at least one of the variations from the original marks is more than 10% of the maximum marks in the paper, if the difference in marks allotted by the first examiner and the original examiner is equal to the difference in marks allotted by the second examiner and the original examiner, that difference of marks shall be taken into account for arriving at the correct valuation which is to the best advantage of the candidate.

Provided, further that if the original marks obtained by the student are reduced on revaluation, it shall not be taken into account.

12. Issue of Semester Grade Report/Provisional Certificate/Migration Certificate

- 12.1 A candidate who has passed any final degree examination may, after the declaration of the result apply to the Controller of Exam for a Provisional Certificate of passing the examination. Such application shall be accompanied by a fee as prescribed by Institute.
- 12.2 No person who is under sentence of expulsion or rustication from the Institute or is debarred from appearing at examination of the Institute for any period of time shall be granted a Migration Certificate during the period for which the sentence is in operation.
- 12.3 Duplicate copies of the following certificates shall be granted on payment of the fee prescribed by the Institute, viz: (i) Semester Grade Report (ii) Migration Certificate. (iii) Provisional Certificate. Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the CoE is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force that the applicant has not utilized the Original Migration Certificate for appearing at an examination and has lost the

same or that the same has been destroyed and that the applicant is in real need for a duplicate.

13. Extension beyond Maximum Duration of a Program

A candidate who fails to complete the UG/PG degree course in the stipulated maximum duration of the program, can avail the facility of one mercy attempt, by submitting the application form (as prescribed by Institute) within one year after the maximum duration of the course (in continuation of the Academic Year). The number of subjects should not be more than ten (Five Theory and Five Practicals). All application forms will be scrutinized by a sub-committee of Academic Council consisting of:

- i. Two Academic Council Members – nominated by Principal
- ii. Dean Academics
- iii. HoD of the concerned program.

The committee will scrutinize the application forms & submit their report to Principal. On the recommendation of the Committee, the Principal may permit the applicant to avail the one mercy attempt facility with the approval of appropriate authorities. If a candidate fails to complete the UG/PG program after availing **one mercy attempt**, he/she will not be eligible to appear in any Institute examination in future.