

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

An Autonomous Institute under UGC, New Delhi
Affiliated to
Rajiv Gandhi Proudyogiki Vishwavidyalaya
Bhopal

**ACADEMIC RULES
&
REGULATIONS**

For

**ME/M. Tech
Two year PG degree Programs**

(ARR/03/PG/2024)

Content

| S. No. | Particular | Page No. |
|--------|---|----------|
| 1 | Short Title, Application and Commencement | 3 |
| 2 | Definitions | 3 |
| 3 | Coverage | 4 |
| 4 | Admissions | 4 |
| 5 | Academic Calendar | 5 |
| 6 | Programme Duration | 6 |
| 7 | Course Structure | 7 |
| 8 | Course Registration for the Semester | 9 |
| 9 | Award of Credits and Grades | 10 |
| 10 | Performance Assessment | 13 |
| 11 | Extension for Project work | 19 |
| 12 | Examinations | 19 |
| 13 | Promotion to Higher Semester and Year | 20 |
| 14 | Award of Degree | 20 |
| 15 | Merit list | 22 |
| 16 | Re-Examination | 22 |
| 17 | Performance (CGPA) Improvement Scheme | 23 |
| 18 | Attendance | 25 |
| 19 | Code of Conduct and Discipline | 26 |
| 20 | Educational reforms in alignment with NEP 2020 | 27 |
| 21 | In-campus Residence | 29 |
| 22 | Temporary Withdrawal | 30 |
| 23 | Termination from the Programme | 31 |
| 24 | Credit Transfer Scheme (CTS) / Students Exchange Program for Semester- long Academic Engagement at / from HLIs/Universities of Repute | 31 |
| 25 | Medium of Instruction | 32 |

1. Short Title, Application and Commencement

- 1.1 These Regulations shall be called the “IPS Academy, Institute of Engineering & Science, Indore”, First Rules & Regulations for the Award of ME/M. Tech Degree.
- 1.2 The studies and examinations of the ME/M. Tech. Programs shall be based on the Marks-cum-Credit System and final evaluation shall be by the grading system.
- 1.3 These rules have been evolved, drafted and implemented after due deliberations and approvals from the Academic Council and the Board of Governors of the Institute and are subject to change / modifications from time to time; (major modifications at a frequency of two years in synchronization with the Curriculum Structure revision and minor changes as and when applicable)

2. Definitions:

In these regulations, unless the context otherwise requires--

- 2.1 “Academic Council” means Academic Council of the Institute
- 2.2 “Academic Year” means the year beginning from 1st July to 30th June the following year
- 2.3 “AICTE” means All India Council for Technical Education
- 2.4 “ARR” means Academic Rules and Regulations
- 2.5 “Authority” means the Government of Madhya Pradesh, Rajiv Gandhi Proudyogiki Vishwavidyalaya (RGPV), Bhopal and Board of Governors of IPS Academy, Institute of Engineering & Science, Indore.
- 2.6 “ME/M.Tech” means Master of Engineering/Technology, a Postgraduate Degree awarded by the University
- 2.7 “Board” means Governing Body/Board of Governors of the Institute
- 2.8 “BoS” means Board of Studies of a specific Department of the Institute
- 2.9 “CGPA” means Cumulative Grade Point Average
- 2.10 “CIE” means Continuous In-semester Evaluation
- 2.11 “Course” means individual teaching subject typically lasts in a semester
- 2.12 “CTS” means the Credit Transfer Scheme for student exchange from and to IPS Academy, Institute of Engineering & Science
- 2.13 “Dean” means Dean of the Institute, with the specific functions also indicated along with the title
- 2.14 “DPPC” means Departmental Postgraduate Programme Committee, a sub-committee of BoS to plan and implement policies for PG Programmes
- 2.15 “ESE” means End Semester Examination

- 2.16 “Government” means Government of Madhya Pradesh
- 2.17 “HoD” means Head of the Department of a specific Department of the Institute
- 2.18 “Institute” means IPS Academy, Institute of Engineering & Science, Indore
- 2.19 NP Grade for Not Passing the Audit MLC course
- 2.20 PP Passing Grade for an Audit MLC course
- 2.21 “Prescribed” means prescribed by these or any other Regulations of the Institute from time to time
- 2.22 “Principal” means Principal of the institute
- 2.23 “PG” means Postgraduate Degree Programme.
- 2.24 “RGPV” means Rajiv Gandhi Proudyogiki Vishwavidyalaya , Bhopal
- 2.25 “Regulations” means IPS Academy, Institute of Engineering & Science Regulations for the Award of ME/M.Tech Degree
- 2.26 “SGPA” means Semester Grade Point Average
- 2.27 “University” means Rajiv Gandhi Proudyogiki Vishwavidyalaya (RGPV), Bhopal
- 2.28 “UGC” means University Grants Commission, New Delhi

3. Coverage

The Regulations prescribed herein have been formulated by IPS Academy, Institute of Engineering & Science, an autonomous institution under UGC, New Delhi, affiliated to the Rajiv Gandhi Proudyogiki Vishwavidyalaya (RGPV), Bhopal, to facilitate the smooth and orderly conduct of its academic programmes and activities at the ME/M.Tech level. It is expected that the Regulations will enable the students to take advantage of the various academic opportunities at the Institute and prepare themselves to face the challenges in their professional careers ahead. It may be noted that:

- i. The provisions made herein shall be applicable to all the ME/M.Tech Programmes offered at the Institute, as per section 1.4.
- ii. They shall also be applicable to all the new PG Programmes which may be started at the Institute in the future.
- iii. Academic and non-academic requirements prescribed by the Academic Council have to be fulfilled by the students for eligibility towards the award of ME/M. Tech degree.

4. Admissions

- 4.1 The admissions to M.E./M.Tech courses shall be governed by the rules of the Technical Education and Skill Development Department, Government of Madhya

Pradesh, Bhopal and/or any other competent authority authorized by the State Government of Madhya Pradesh for this purpose.

- 4.2 For full time courses, applicants possessing valid GATE score shall be given preference over to those candidates who do not possess a GATE score.
- 4.3 Every applicant for admission to M.E./M.Tech, first semester shall have passed B.E /B. Tech or equivalent examination approved by the AICTE in appropriate branch with at least 55% marks or equivalent CGPA in the aggregate. Candidates belonging to SC/ST and other reserved categories will get relaxation as per the norms of State Government of Madhya Pradesh, as applicable.
- 4.4 The intake capacity of each programme, including the number of seats to be reserved for the students of different categories shall be decided and resolved by the Academic Council, approved by the BoG and informed to the University, by following the Government directives and AICTE approvals. The same channel shall be followed for the inception of new PG Programmes in the Institute.
- 4.5 The Institute reserves the right to revoke the admission given to a student if it is found at any time after admission that he/she does not fulfill all the requirements stipulated in the offer of admission to a PG programme as laid down by the authority.
- 4.6 The Institute also reserves the right to cancel the admission of any student and discontinue his/her studies at any stage of studentship for unsatisfactory academic performance and/or undisciplined conduct. Also, in the case the student wants to cancel his/her admission due to any personal reasons, at any juncture, he/she shall need to apply through a proper channel i.e Faculty Advisor/HoD/Dean Academics to the Principal, with the application endorsed by his / her parents. The admission shall be cancelled after obtaining 'NO-DUES' from all relevant sections of the Institute, as per the norms.

5. Academic Calendar

- 5.1 Each Academic Year shall be divided into two main semesters, each of 19 weeks, viz., odd semester (July – November) and even semester (January – May).
- 5.2 The academic activities in a semester shall normally include course registration, teaching-learning process comprising of course work, Continuous In-semester Evaluation (CIE), dropping/withdrawal from courses, End Semester Examination (ESE) and declaration of results.

- 5.3 The Institute shall announce the schedule for all the academic activities well before the commencement of the Academic Year and make all the necessary efforts to follow them scrupulously.
- 5.4 The Institute shall also announce adequate intra-semester and inter-semester breaks for the students and ensure that a minimum of 180 academic working days is available during the Academic Year.
- 5.5 A typical breakdown of the Academic Year for the ME/M.Tech Programme at the Institute shall be as suggested in Table 1:

Table 1: Suggested Breakdown of Academic Year into Semesters

| | | |
|---|------------------------------------|---|
| 1 | No. of Semesters/ Year | Two: Main Semesters (Odd and Even) |
| 2 | Semester Duration | Main Semesters: Approx.19 Weeks each. |
| 3 | Academic Activities & Examinations | <p>Main Semester (Odd or Even): Registration of Courses-1 day; Course work- 15 Weeks; Exam preparation- 6 days; Examinations- 2 weeks; Declaration of Results- 1 week; Total:19 weeks.</p> |
| | | <p>Re-Examination: (for failed students in Main (odd and even) semesters and students with “I ‘grades) Registration of Courses- 1 day; Re-Examination Preparation-6 days; Re-Examinations- 5 days; Declaration of Results-2 days; Total: 2 weeks.</p> <p>Inter Semester Breaks: After odd Main Semester-3 weeks; After even Main Semester-9 weeks; Total: 12 weeks for regular students.</p> |

6. Programme Duration

- 6.1 The minimum duration of the PG Programme for a student to complete the academics and other requirements at the institute and qualify for the award of Degree by the University shall be normally of 4 semesters, i.e. 2 Academic Years.

- 6.2 Academically weaker students shall be encouraged to conduct their studies at a slower pace and complete their PG degree requirements in more than four semesters. The maximum duration for the course completion shall be of 10 semesters, i.e. 5 Academic Years from the first date of registration in the Institute.
- 6.3 Section 6.2 shall apply to three types of students at the Institute:
- i. Those who wish to complete the PG Degree requirements comfortably without encountering failure in any course;
 - ii. Those who failed to complete the due credits of a particular semester and went on to accumulate the backlogs.
 - iii. Those who wish to avail a temporary withdrawal from the programme after receiving approval from the authorities. The details about this clause are given in Section 21.
- 6.4 In all the cases above this clause, a student shall have to complete the PG Degree Programme requirements of the prescribed credits within 10 semesters, i.e. 5 Academic Years. Failure to complete the PG Degree Programme requirements by any student in this period may lead to the cancellation of his/her admission to the Institute forthwith.
- 6.5 A student shall not be awarded a PG Degree for a Programme, if the Cumulative Grade Point Average (CGPA) at the end of the programme is less than 5. For such students & those who have missed first class marginally the Performance (CGPA) Improvement Scheme is recommended, wherein the student is eligible to take any three courses for improvement with lower grades. The details about the Performance (CGPA) Improvement Scheme are given in Section 17.

7. Course Structure

This has been formulated as per guidelines mentioned in AICTE Model Curriculum 2018

- 7.1 The total credits requirement for the award of ME/M.Tech degree in any branch shall be 70. The credits required to earn ME/M.Tech degree in a particular branch shall be decided by the concerned Board of Studies (BoS), adhering to a broad distribution of credits among various categories of courses as per guidelines in the AICTE Model Curriculum 2018.
- 7.2 The assignment of credits to course work shall follow the well-accepted practice at leading institutions, with **one credit** being defined to mean:

- i. Theory/Lecture course conducted for one hour per week in a semester;
 - ii. Tutorial conducted for one hour per week in a semester;
 - iii. Laboratory/Practical/Studio conducted for two/three hours per week in a semester;
 - iv. Project work conducted for two hours per week in a semester;
 - v. Seminar work conducted for one hour per week in a semester.
- 7.1 The structure of the Programme shall be broadly divided into NINE main course groups, along with the suggested breakup of credits in % age as per AICTE Model Curriculum 2018, in alignment with NEP 2020 is indicated below:
- | | |
|---|-------------------|
| i. Program Specific Mathematics Course (PSMC) | 4.3% |
| ii. Professional Specific Core Courses (PSCC) | 22.9% |
| iii. Program Specific Elective Courses (PSEC) | 12.9% |
| iv. Open Elective Courses (OEC) | 4.3% |
| v. Skill Based Courses (SBC) | 43.0% |
| vi. Laboratory Courses (LC) | 11.4% |
| vii. Liberal Learning Courses (LLC) | 1.2% |
| viii. Self Learning Course through MOOCS (SLC) & internship | (4.3%) |
| ix. Audit Courses (Aud) | Non credit course |
- 7.3 All the theory as well as laboratory courses except for project work in the ME/M.Tech Curriculum will have 1-5 credits and a student shall acquire these credits after he/she completes its teaching-learning-evaluation process successfully.
- 7.4 In addition, all students shall be required to successfully complete two audit non credit courses. In the Semester Grade Report, all the students shall receive the grade as PP (for Passed) and NP (for Not Passed) in these courses. The candidate below 35% marks shall be awarded NP grade. While obtaining a grade PP is a mandatory requirement for the PG degree award of a student, this shall not be taken into account for computing the Semester Grade Point Average (SGPA) and thereby CGPA.
- 7.5 Each student shall register for specifically prescribed credits (minimum 12 & maximum 24) per semester as per the respective PG Programme during his/her studentship at the Institute. The exact number of credits to be registered by a student in a semester in a specific department shall be decided by his/her Faculty Advisor based on the student's academic performance in the preceding semesters.

However, the minimum credit requirement shall not be applicable to the student for registration during the final semester of the respective program.

- 7.6 The DPPC of the concerned department shall be responsible for designing and planning the curriculum and syllabi for all the courses included in the Programme for the approval by the BoS/ Academic Council/ GB. However, the Dean Academics along with the respective Heads of the Departments shall be in charge of the Institute-wide implementation of course work, time tables and related requirements of the Programme.
- 7.7 There shall be two schemes offered for the project work, namely, Scheme A and Scheme B. A student opting for Scheme A shall carry out the project work at the Institute spanning two semesters, wherein, a student opting for Scheme B shall spare a minimum one complete semester at an Industry / Research Organization or another institute of higher eminence (Academia).

8. Course Registration for the Semester

- 8.1 At the beginning of the first semester of the PG Programme, every student shall be required to register his/her profile on the Institute Campus Active portal and every student shall be allocated with a Unique Registration Number, which shall be used to identify a student at any time.
- 8.2 Each Department shall assign Faculty advisors, one for each academic class for all of its students, taken together and a set of faculty mentors (one mentor for a group of 9 students, in a class). The responsibilities of the faculty advisors/mentors shall include:
- i. helping the students in planning their course work and other academic activities at the department
 - ii. to regularly monitor and advise them on their academic and other performance at the institute
- 8.3 Each student shall be required to register for the coursework as per instructions from the Faculty Advisor at the commencement of each semester on the day fixed for semester credits registration as notified in the Academic Calendar.
- 8.4 Students who fail to register for coursework on the notified date may be permitted by the Department for late registration till the last date of registration announced in the Academic Calendar after payment of additional late registration fees fixed by the Institute.
- 8.5 Only those students shall be permitted to register for course work who have:

- i. cleared all dues of the Institute, Hostel and Library including fines (if any) of the previous semester,
- ii. made all the required advance payments towards the Institute and Hostel dues for the current semester before the closing registration date and
- iii. not been debarred from registration of courses on any other specific ground.

In all circumstances, registration must be completed on or before the prescribed last date of registration. Students having outstanding dues to the institute shall not be permitted to register.

9. Award of Credits and Grades

- 9.1 Each subject, along with its weightages in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- 9.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical / lab work, assignments, mid-semester tests, fieldwork / seminar, quizzes, regularity and end-semester examination, as proposed by respective Board of Studies and approved by the Academic Council and the Governing Body.
- 9.3 The distribution of weightages / marks for each component shall be decided by the respective Board of Studies and approved by the Academic Council and the Governing Body subject to such stipulation as given under:

| | | | |
|-------------|------------------------|---|-------------|
| (I) | Theory Block | | |
| | i | Quizzes, assignments & tutorials, etc. | 15% |
| | ii | Mid - semester test | 25% |
| | iii | End – semester examination | 60% |
| | | Total | 100% |
| (II) | Practical Block | | |
| | i | Lab work, field work / seminar, quizzes & assignment etc. | 40% |
| | ii | End – semester examination | 60% |
| | | Total | 100% |

- 9.4 Industrial training and project work shall be treated as practical subjects.

- 9.5 In practical block, the Board of Studies may keep certain subjects, without end semester examination. In such subjects, the evaluation shall be based on field work/seminar, quizzes, assignments/ reports and regularity.
- 9.6 For each theory subject, the institute shall be required to conduct at least two mid semester tests.
- 9.7 Each student, registered for a course, shall be awarded a grade on the basis of his/her relative performance in the class. The relative grading system shall be used for awarding letter grades. All component wise evaluation shall be done in marks for the award of grades in a course. The marks of various CIE components (i.e., Home assignment, Technical quiz, two Mid. Sem. tests) and End Sem. Examinations together so obtained shall be converted to the letter grades as per the table given below. The minimum passing grade “D” shall be awarded to the student who scores 35% marks & 50% (CIE & ESE taken together) marks in theory & practical subjects respectively. In addition, for the student to be eligible to get the letter grade other than “F”, the student shall be required to score individually in CIE & ESE as follows:
- Minimum 30% marks in CIE & ESE for theory subjects with 35% marks together.
 - Minimum 50% marks in CIE & ESE for practical subjects.

Description of Grades

| Grade | Grade Point (p) | Description of performance |
|----------------|------------------------|-----------------------------------|
| A ⁺ | 10 | Outstanding |
| A | 9 | Excellent |
| B ⁺ | 8 | Very Good |
| B | 7 | Good |
| C ⁺ | 6 | Average |
| C | 5 | Satisfactory |
| D | 4 | Minimum Passing Grade |
| F | 0 | Fail Grade |
| I | 0 | Incomplete Grade |
| W | 0 | Withdrawal |

- 9.8 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under: -

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

Where, c_i is the number of credits assigned for the i^{th} subject of a Semester, p_i is the grade point earned in that i^{th} subject, where $i=1,2, \dots, n$ is the number of subjects in that semester for which SGPA is to be calculated.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

where NC_j is the number of total Credits assigned for the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1,2, \dots, m$, is the number of semesters till which CGPA is being calculated.

- 9.9 The grade sheet at the end of each semester shall include SGPA of that semester and CGPA of all the semesters for which the candidate has appeared in the examinations and the results of which have been declared. The final examination grade sheet at the end of the final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in section 14.2.
- 9.10 The grade sheet of the fourth semester shall only be issued after the candidate has passed all the semesters of the course.
- 9.11 Whenever, a student repeats or substitutes a course in any semester, the lower of the two grades obtained by him/her in the course shall be ignored in the computation of CGPA from that semester onwards and the students shall be given the benefit of a higher grade.
- 9.12 Both the SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such for ease of presentation. Whenever, the CGPAs are to be used for the purpose to determine the merit ranking in a group of students, only the rounded-off values shall be considered.
- 9.13 The transitional grade 'I' shall be awarded in two cases:
 - i. If a student has satisfactory attendance in the classes, have satisfactory performance in all components of the Continuous In-semester Evaluations (minimum 30%), but absent in End Semester Examinations due to convincing genuine reasons (as explained in section 10.14.1).

- ii. Not having sufficient progress to submit the project work (as explained in section 11).
- 9.14 When a student gains the grade 'I' for any course during a semester, the SGPA for that semester and the CGPA at the end of that semester shall be tentatively calculated ignoring the 'I' graded course(s). The SGPA and CGPA for that semester shall be finally recalculated after the conversion of grade 'I' to the appropriate grade as obtained after passing the respective course(s).
- 9.15 Other academic requirements for the Programme include the following two grades as viz., PP (Passed, $\geq 35\%$) and NP (Not Passed $\leq 35\%$) for Audit courses. However, there shall be no grade points associated with these grades and they shall not figure in the calculation of SGPA or CGPA. But, obtaining a PP shall be a mandatory requirement to qualify for the PG Degree award.

10. Performance Assessment

- 10.1 There shall be an assessment evaluation of all the students attending a course, like a lecture course, Laboratory/Tutorial/Design/Drawing/Studio course or a combination of the above (known as integrated course). This evaluation shall be done in two parts, as follows, both of them being important in assessing the students' performance and achievement in the particular course:
- i. Continuous In-semester Evaluation (CIE): normally conducted by the course Instructor throughout the semester. This may include Mid-Sem Tests: MST I /MST II, surprise tests, home assignments, flip class discussions, problem solving, group discussions, quiz, seminar, mini-project and other means. The course Instructor shall declare the detailed examination/ evaluation scheme for conducting the various segments of CIE and their weightages at the beginning of the semester.
 - ii. End Semester Examination (ESE): This shall include a written examination for theory courses and practical/design/drawing examination with built-in oral part for laboratory/ design/ drawing courses.
- 10.2 The Institute shall maintain a high standard in both CIE and ESE and ensure the declaration of final results of the courses attended by a student in a semester before the end of the semester as per the Academic Calendar.
- 10.3 CIE and ESE shall have 40:60 weightages in theory & practical subjects each. The performance of a student in a course shall be through later grades, evaluated by taking into account the results of CIE and ESE together.

10.4 The conduction of CIE for a course shall be the responsibility of the Course Instructor and the Department concerned, ESE shall be organized centrally by the Examination Cell of the Institute. The records of both CIE and ESE shall be maintained by the Examination Cell.

10.5 Question Papers:

For being able to conduct achievement testing of the students in an effective manner, good question paper shall be used as the principal tool, making it necessary for the question papers at CIE and ESE to:

- i. cover the sections of the course syllabus uniformly;
- ii. be unambiguous and free from any defects/errors;
- iii. emphasize knowledge testing, problem solving and quantitative methods;
- iv. contain adequate data/ other information on the problems assigned;
- v. have clear and complete instructions to the students.
- vi. taking into consideration Bloom's Taxonomy levels BL1 to BL6 where BL1 – Remembering, BL2- Understanding, BL3- Analyzing, BL-4 Applying, BL5- Evaluating, BL6- Creating and align the questions to one or more Course outcomes (COs) as per the philosophy of Outcome Based Education (OBE) & AICTE Examination Reforms Policy, August 2018.
- vii. The tools to be used for question papers CIE shall cover minimum, two MSTs Containing questions of the COs , home Assignments, quiz and mini/micro projects based on requirement of the subject . The format for question paper of CIE & ESE shall be as per sub section 10.5.1 & 10.5.2.

10.5.1 Format for Question Paper for CIE

Minimum two mid semester tests MST – I & MST – II along with the home assignments, tech. quiz etc. is recommended. The MST - I shall have two questions, each of 5 marks which covers CO1 & CO2, for MST-II CO3-CO5 shall have three/two question each carrying 5 marks. The question paper for CIE shall include the COs & Blooms taxonomy levels BL1-BL6, along with the POs, as per AICTE examination reforms policy August, 2018. Home assignments shall be given on each of the COs, viz., CO1 to CO5, and shall carry 3 marks each.

10.5.2 Format for ESE Question Paper

There will be 5 questions Q.1 to Q.5, based on COs (preferably all COs i.e. CO1 to CO5 respectively), & each question carrying 12 marks. It is desirable that

each question shall contain MCQs type questions worth 2 marks each & 10 marks each for the comprehensive type questions e.g. long/short answer questions related to theoretical/practical/derivations/problem solving & quantitative evaluation, having all questions with internal options. The question paper for ESE shall include the COs & Blooms taxonomy level (BL1 to BL6) along with the PO, as per AICTE examination reforms policy, August-2018.

The above format of Q. paper shall facilitate COs assessment (CO1 to CO5)

The above format shall be followed for all the theory subjects except subjects involving design/drawing, etc. The format of question papers for such subjects shall be decided by the Chairperson, BoS of the respective departments.

There will be a moderation committee to ensure the quality parameters as mentioned in section 10.5.

The examiner(s) will be required to submit two different sets of question papers for each subject and provide the solutions to the MCQs with justification, if any and numerical questions.

10.6 There shall be two types of questions to be set by the examiner(s) for the Question paper at both CIE and ESE, viz.,

10.6.1 **Multiple Choice Questions (MCQs), Optional**, having each question to be answered by tick marking the correct answer from the choices (commonly four) given against it, along with its due justification. Such a question paper shall be useful in the testing of knowledge, skills, comprehension, application, analysis, synthesis, evaluation and understanding of the students.

10.6.2 **Comprehension Questions**, having all questions of the regular type to be answered in detail. Such a question paper shall be useful in the testing of overall achievement and maturity of the students in a course, through long answer questions relating to theoretical/ practical knowledge, derivations, problem solving and quantitative evaluation.

10.6.3 An open book examination in the subjects, such as, design/ drawing, etc. with the approval of the Chairperson of respective BoS of the departments, may be conducted.

10.7 The course instructor, shall spell out the components of CIE in advance, maintain transparency in its operation and declare the evaluation results in time as notified in the Academic Calendar. The course Instructor shall display the solutions of the questions

asked in the CIE / ESE for benefit of all students. He/She shall also show the assessed answer scripts to the students before submission of CIE & ESE marks to the Controller of Examinations for transparency.

- 10.8 For a MOOC course, the performance assessment shall be conducted by either the Course Instructor or by the MOOC platform and an equivalent grading pattern shall be followed in line with the Institute norms.
- 10.9 Attendance for all examinations, both CIE and ESE of each course shall be compulsory for the students. Absence in any CIE or ESE shall automatically lead to awarding zero marks for the respective test. Absence in CIE/ESE except under sections 10.14.1 & 10.14.3 shall automatically lead to the award of grade F in that course. Such students shall not be eligible for re-examination in failed courses.
- 10.10 Students having the following deficiencies shall not be permitted to attend the ESE/Re-Examination:
- a. Disciplinary action by the Institute pending against him/her.
 - b. Failure to meet the standards of attendance prescribed.
 - c. Un-cleared dues.
 - d. Absence as per section 10.14.2.
- 10.11 ESE shall be conducted jointly by the course Instructor and an external examiner appointed for this purpose by the Institute. In this case, considering the tight schedule for the various tasks connected with ESE, the external examiner may be associated with the course Instructor only in the setting of the question paper or conducting oral examinations.
- 10.12 The concerned course instructor shall also be responsible to award letter grades and to submit the final results of the course to the Controller of Examinations through the HoD before the last date as notified in the Academic Calendar.
- 10.13 A student who is detained in a course shall be receiving F grade with an asterisk (*) mark indicating that he/she was detained in the specific course.
- 10.14 Exemptions in the case of a student being absent in CIE tests or End Semester Examinations shall be permitted by ensuring the gravity and genuineness of each case as given below:
- 10.14.1 The genuine reasons to be absent in CIE or ESE shall include:
- i. A student having ill health or other emergency medical reasons which disable him/her from appearing at the examination;

- ii. A calamity in the family (death of a parent or sibling, a serious illness involving a serious heart, brain or kidney disease, any kind of cancer, or a major operation of a parent) at the time of the examination, which required the student to be away from the Institute;
- iii. Representing Institute in University/ State/ National/ International Competitions of repute.

10.14.2 The following are not adequate reasons to be absent in CIE and ESE:

Family functions (social or religious), illness of family members, participation in student activities, such as, organizing functions or raising money, preparing for other examinations or searching for jobs, etc.

10.14.3 The student shall be required to intimate the reasons for absence to the Faculty Advisor on or before the day of CIE /ESE through a proper channel. Later, an application has to be submitted to the Faculty Advisor within 7 days of the scheduled CIE /ESE. Applications received after this period shall not be entertained. In the case of a student representing the institute at state/ national level competition, prior permission has also to be taken from respective HoD of the department. In the case of medical reasons, a student shall be required to submit the relevant proofs (Prescription and medical certificate from the Registered Medical Practitioner, Medicine purchase bill, etc.). In the case of Family calamity, the application must be duly signed by the parent/guardian. A committee comprising of Faculty Advisor, HoD and Dean Academics shall decide whether to permit for re-test/re-examination based on the gravity and genuineness of each case.

10.14.4 A student shall be permitted for the re-test for either MST 1 or MST 2, not for both. The Course instructor shall decide to give a Re-test or an assignment for the missed CIE within 10 days of the scheduled CIE.

10.14.5 A student who was absent in ESE and awarded 'I' Grade for such course(s) after receiving permission to attend Re-examination, the student shall be awarded the grade as gained in the Re-examinations as

per section 16.10 and the new SGPA is re-calculated based on the allocated grade in the Re-examination.

- 10.14.6 In order to express the course-wise learning experience of a student, he/she shall be required to participate in academic feedback at least once every semester.

10.15 Evaluation of Project work:

This shall be done as per RGPV norms as applicable from time to time.

- 10.15.1 The Controller of Examinations shall receive a panel of examiner as identified as the External Project Evaluation Committee for a student from BoS, Chairperson of the concerned department at least two weeks before the submission of the second stage of project work
- 10.15.2 A student shall submit three unbound, typed copies of the project report (one for each examiner), prepared according to the prescribed format required by the Department at least one week before the date of the Project Presentation Examination.
- 10.15.3 The Department shall record the date of submission of the project report and arrange to send copies of the same to the External Project Evaluation Committee within a few days before the date fixed for the Project Presentation Examination. The department project coordinator shall notify the date of the Project Presentation Examination to the External Project Evaluation Committee and also to the student, with a copy marked to the Controller of Examinations. Then the project report shall be evaluated by the Project Evaluation Committee and the result shall be submitted to the Project Coordinator, who in turn shall forward it to the Controller of Examinations.
- 10.15.4 On successful completion of the Project Presentation Examination, the student shall be required to submit two bound copies of the final, corrected project report, one being for the Department and the other for the Project Supervisor. In the case of Scheme B, the project report shall be endorsed by both the supervisors from the department as well as Industry/ Research Organization/Higher Academia. Also, the project report shall include a certificate endorsed by the Industry/ Research Organization/Higher Academia.

11. Extension for Project work

- 11.1 A student desirous of extension of time, up to a maximum of 3 months (i.e. up to 31st August) from the prescribed date for submission of the project report, shall seek permission for the same from the Project Supervisor and Head of the Department. The DPPC shall consider such requests, case by case, before giving permission.
- 11.2 If the DPPC is convinced that the progress of a student in project work is insufficient, the concerned students shall be temporarily awarded the transitional grade 'I'. Further, if the project report of the student is not submitted within the extended time, the grade 'I' shall be automatically converted to the grade F. Such students who fail in the assessment of project work shall be required to re-register in the following semester.

12. Examinations

- 12.1 The Post Graduate courses in Engineering/Technology leading to the Degree of Masters of Engineering / Technology (M.E./M.Tech) shall be divided into four Semesters.
- 12.2 There shall be End Semester Examinations at the end of each semester. The semester examination will generally be held in Nov-Dec. and April-May each year.
- 12.3 The Fourth semester is the semester exclusively meant for the project. During this semester the candidate shall devote himself for the research work, in connection with any of the aspects of technology relevant to the program selected, and assigned to him/her by the Head of the Department concerned in the respective college. Prior to submission of the dissertation, the candidate shall present a pre-submission seminar on his/her work. At the end of the semester the candidate shall submit three typed or printed copies of the dissertation written by him/her to the CoE through the HoD/Principal of the college. The dissertation should be accompanied by the certificate from the Head of the Department and the project supervisor to the effect that it embodies actual work by the candidate and that the work has not been submitted earlier in part or full for the award of any other degree. The other details applicable for submission of project report shall be as per RGPV rules.

13. Promotion to Higher Semester and Year

A candidate who has been admitted to the Master of Engineering/Technology course will be promoted to the higher class in accordance with the following rules:

- 13.1 To pass a particular subject of the course the minimum required grade is “D”. However, the candidate should also separately score a minimum of grade “D” of theory and practical parts of the subject. For practical examinations one external examiner from outside the institute shall always be there.
- 13.2 A candidate, who fails to score a minimum of grade “D” in more than two subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- 13.3 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- 13.4 A candidate who has passed all the subjects of the course but has failed to score a minimum CGPA of 5.0 or marginally missed first class, shall be permitted to improve requisite grade point by reappearing in a maximum of three theory /practical subjects chosen from subjects of the first to third semesters. The theory and practical of a subject shall be treated as separate subjects.
- 13.5 A student shall have the possibility to drop a course in the middle of a semester as per the Academic Calendar, without mention in the Semester Grade Report, with the concurrence of the Faculty Advisor and after intimating the concerned course instructor(s) and the Examination Cell. However, it shall not be possible for a student to register for an alternative course in lieu of the dropped course in that semester.

14. Award of Degree

14.1 Eligibility

- 14.1.1 A student shall be eligible for the award of ME/M.Tech Degree from the Institute and the affiliating university, provided the student has:
 - i. Completed all the prescribed credit requirements for the award of Degree with grade “D” or higher, in each of the courses, like Theory, Laboratory, Studio, Workshop, Seminar, Project Work, and acquired the prescribed credits within the prescribed number of Academic Years;

- ii. Satisfactorily completed all the non-credit requirements with PP grade, covering Audit Courses and Industrial Training, Fieldwork, (if any);
- iii. Obtained a CGPA of ≥ 5.00 at the end of the semester in which he/she completes all the requirements for the award of PG Degree;
- iv. Paid all dues to the Institute including the Department, Hostels, Library and other units; and,
- v. No case or disciplinary action pending against the student.

14.1.2 The Academic Council shall be the Recommending Authority for the award of all ME/M.Tech Degree to the students fulfilling the requirements specified under section 14.1.1 above and the Board shall be the Approving Authority.

14.1.3 Every year the Graduation Day Ceremony shall be held to felicitate the graduating students and award Gold medals to meritorious students.

14.1.4 The Degree shall be granted by the affiliating University.

14.2 Award of Division

- i. Division shall be awarded only after successful completion of the course, on the basis of integrated performance of the candidate in two years as per the following details:

| CGPA Score | Divisions |
|------------------------------|-----------------------------|
| $\text{CGPA} \geq 7.5$ | First Division with Honours |
| $7.5 > \text{CGPA} \geq 6.5$ | First Division |
| $6.5 > \text{CGPA} \geq 5.0$ | Second Division |

- ii. The conversion from grade to an equivalent percentage shall be according to the following formula:

$$\text{Percentage marks scored} = \text{CGPA obtained} \times 10$$

14.3 Condonation of Deficiency

- 14.3.1 Deficiency up to 5 marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in a maximum of two subjects (Theory & Practical of the same subject shall be considered as two separate subjects, to condone the deficiency).

14.3.2 A deficiency of 0.01 in CGPA can be condoned for a student who has secured minimum passing grades in all Theory & Practical Subjects but has failed to score the minimum requirement of 5.0 CGPA.

14.3.3 A grace of 0.01 in CGPA will be granted to a student, who at the end of the course is missing distinction/First division by 0.01 CGPA. However, this benefit shall not be granted to a student who has already availed the advantage(s) under Sec14.3.1 and/or Sec 14.3.2.

15. Merit list

Only after the declaration of the result of the final semester examination, branch wise merit list of the first two candidates in order of merit, in all the two years shall be declared. The merit list shall include the first two candidates who have secured at least first division, have passed each semester sequentially in the first attempt. However, while counting the first two candidates in order of their merit, if more than one candidate has scored the same CGPA then all such candidates shall be included in the merit list

16. Re-Examination

- 16.1 ESE of the main semester shall be conducted for a course once in a semester. But to allow for students who appeared for ESE but failed or students with “I” grade, the re-examination shall be conducted after every semester, for the courses only offered in that semester.
- 16.2 The standard of conducting the Re-examination shall be the same as the normal ESE of the main semester.
- 16.3 The Re-examination shall be held as per dates notified in the Academic Calendar.
- 16.4 Students intending to avail of this facility shall have to register for the courses by paying the prescribed fees within the stipulated time as notified in the Academic Calendar. A student can appear for the re-examination of all the failed courses of that semester.
- 16.5 The students, who have dropped the course(s) or have been detained for any reason in the course(s), shall NOT be allowed to take the Re-examination of the respective course(s).
- 16.6 For taking Re-examinations of a regular course, the students need not have to attend the lectures in that course once again. For final grading, CIE scores and grading schemes of the respective semester shall be used.

- 16.7 The Re-Examination shall be conducted for ESE in the respective semester. Existing CIE components of the Examination scheme of theory and all the components of the laboratory shall be used for final grading.
- 16.8 In the case of a failed MOOC course, where the examination is taken by the MOOC platform, the re-examination may be conducted at the Institute. However, a similar grading yardstick of course originally conducted in MOOC platform shall be considered for the grade award.
- 16.9 The grade range used for the course shall be the same as that of ESE of the main semester. After conduction and evaluation of re-examination, the course instructor shall award the appropriate grade to the student for the concerned course.
- 16.10 Re-examination facility ensures that the students have one more opportunity to clear a course in the same semester. But, the grading in Re-examination shall be one grade less compared to what the student would have obtained based on main ESE relative grading pattern, subject to a minimum grade of “D”. However, if a student secures “D” grade in Re-examination of a particular course, the students’ final result after Re-examination will be declared and retained in “D” grade in that course and not downgraded to F.
- 16.11 After Re-examination, the course Instructor shall communicate the marks obtained in ESE, actual grades secured and grades (one grade less) to be declared as a final result after Re-examination, of each student to the Controller of Examinations through Head of the Department within the notified date in the Academic Calendar.
- 16.12 Any outstanding Grade ‘I’ after the declaration of results of the Re-Examination shall be automatically converted into grade F.
- 16.13 Thereafter, a student shall have to re-register for all the failed courses at any further semester when they are offered again. Whenever the structure of the curriculum changes and/or in case of non-availability of the failed subject(s) for re-registration, the equivalent course(s) in the new structure shall be decided by the respective BoS .

17. Performance (CGPA) Improvement Scheme

- 17.1 Students who secure CGPA less than 5 or miss first-class (CGPA 6.5) marginally after completing the pre-requisite credits for the award of the degree and wish to improve their CGPA shall be permitted for CGPA improvement. Such students shall be permitted to withdraw their grade in a given course with poor grades and

permitted to reappear for the examinations for improving the grade and in turn CGPA. This facility can be availed only once.

- 17.2 A student shall appear for grade improvement examination within one year from the date of passing the PG Programme with the conditions that the student has not taken (i) Leaving Certificate from the Institute and ii) Degree from the University through convocation.
- 17.3 A student seeking permission to register for CGPA improvement shall submit a written application within the stipulated time to the Dean Academics through the Head of the Department from where the student has graduated. No student shall be admitted once the semester credit registration process of that semester ends.
- 17.4 A student shall choose a maximum of three courses from a particular semester (either odd or even) offered up to third semester for which the student has secured C, D or higher grade. The student shall be required to register for these courses in a particular semester in which those courses are offered by paying the appropriate fees as laid down by the institute from time to time.
- 17.5 At the time of registration, the student shall be required to surrender all the original Semester Grade Reports given to him/her by the institute. He/she shall give an affidavit on 100 Rs. judicial stamp paper that he/she shall not do any use of surrendered Semester Grade Reports till he/she gets official results of the courses for which he/she wishes to appear for grade improvement. No change of courses or drop of courses shall be permitted after the course registration.
- 17.6 A student who wishes to appear for grade improvement shall be exempted from attending the regular classes since the student has already undergone the course instructions. But s/he shall have to appear for all the evaluation of CIE/ESE conducted for the registered courses.
- 17.7 The grading process as used for the regular students appearing for that course shall be applicable and no concession of any sort shall be granted on account of absentee for any of the examinations.
- 17.8 A student wishing to use the facility of grade improvement shall be required to pass in all the three courses in a single attempt. He/she shall not be entitled to the Re-examination in such cases.

- 17.9 If the student fails to secure higher grades resulting in a reduction in overall CGPA then the original result of the student before registering for the grade improvement shall be retained.
- 17.10 A student who succeeds in improving CGPA shall be issued a fresh Semester Grade Report by the institute. These Semester Grade Reports shall have star against the courses for which the student has appeared for grade improvement and will state “Grade Improvement”.

18. Attendance

- 18.1 Each student shall be required to attend minimum 75 percent of all the conducted classes like lectures, tutorials, laboratories, studios and workshops for being permitted to attend the End Semester Examination, provided that a shortfall in attendance up to 15% can be condoned by the principal for genuine reasons. A student who has not attended a minimum of 75% of all the conducted classes shall be declared as detained for the course(s) and may not be permitted to attend the End Semester Examination.
- 18.2 Students desirous of continuous leave of absence for less than two weeks during a semester shall apply for it in advance to the Head of the Department providing reasons and supporting documents, if any and get it approved.
- 18.3 Continuous absence due to illness or any other genuine reason for a period less than two weeks in a semester, for which a student could not make a prior application, may be condoned by the Head of the Department after proper verification.
- 18.4 The Dean Academics shall be the Authority for sanctioning the leave of students outside sections 18.2 & 18.3, after receiving their applications along with recommendations of the Heads of Departments.
- 18.5 In the case of the long absence of a student in a semester with prior approval or otherwise, the Dean Academics shall decide whether the student be asked to withdraw from the Programme for that particular semester.
- 18.6 In all the cases of leave of absence as per sections 18.4 & 18.5, the period of leave taken shall not be condoned for the purposes of fulfilling the attendance requirements stipulated in the section 18.1.
- 18.7 It shall be the responsibility of a student residing in the hostel to intimate the Warden of his/her hostel and also the concerned course instructors regarding his/her absence before proceeding on leave.

19. Code of Conduct and Discipline

- 19.1 All students shall be required to conduct themselves in a manner befitting the students of a national institution of high reputation, within and outside the precincts of the Institute.
- 19.2 Unsocial activities like ragging in any form shall not be tolerated within or outside the precincts of the Institute and the students found indulging in them shall be dealt with severely and dismissed from the Institute as per the rules set within the Anti-Ragging act.
- 19.3 The following additional acts of omission and/or commission by the students within or outside the precincts of the Institute shall constitute a gross violation of code of conduct punishable as indiscipline:
- i. Lack of courtesy and decorum, as well as indecent behavior;
 - ii. Willful damage of the property of the Institute /Hostel or of fellow students;
 - iii. Possession /consumption /distribution of alcoholic drinks and banned drugs; including chewing of tobacco, smoking, etc.
 - iv. Mutilation or unauthorized possession of library material, like. books;
 - v. Noisy and unseemly behavior, disturbing the peace in the Institute /Hostel;
 - vi. Hacking in computer systems, either hardware or software or both;
 - vii. Any other act considered by the Institute as of gross indiscipline.
- 19.4 In each case above, the punishment shall be based on the gravity of the offence, covering from reprimand, levy of fine, expulsion from Hostel, debar from the examination, rustication for a period, to outright expulsion.
- 19.5 The reprimanding authority for an offence committed by students in the Hostels and the Department or the classroom shall be respectively, the warden of the Hostels and the Head of the concerned Department.
- 19.6 In all the cases of offences committed by students in jurisdictions outside the purview of section 19.4, the Discipline Committee of the institute shall be the authority to reprimand them.
- 19.7 All major acts of indiscipline involving punishment other than mere reprimand shall be considered and decided by the Chairperson, Students Disciplinary Committee appointed by the Principal.

- 19.8 All other cases of indiscipline of students, like the adoption of unfair means in the examinations shall be reported to the Dean Academics, for taking appropriate action and deciding on the punishment to be levied.
- 19.9 In all the cases of punishment levied on the students for any offence committed, the aggrieved party shall have the right to appeal to the Principal, who shall constitute appropriate Committees to review the case.

20. Educational reforms in alignment with NEP 2020

20.1 Preamble

Aspirations of students break up technical education and engineering as careers are vast multifarious. At present student are getting admitted to engineering institutes either by passion or else as an option for societal prestige.

The gaps between current status of learning outcomes and what is desirable must be bridged through under taking major reforms to bring highest quality and integrity intaglios the system from early childhood education through higher education. The NEP 2020 is the first education policy of the 21st century and aims to address the mini growing developmental imperatives of our country. This policy aims to transform the education system to meet the needs of 21st century and beyond, insuring holistic development and employability of students. It has a stronger emphasis on vocational education and practical skills.

The NEP 2020 is founded on the five guiding pillars of Access, Equity, Quality, Affordability, and Accountability. It will prepare our youth to meet the national & global challenges of the present & future.

20.2 Implementation of NEP

The Key aspects of NEP 2020 implementation in engineering is as under -

- Student centric multi disciplinary flexible curriculum.
- Choice Based Credit System (CBCS)
- Ability Enhancement Courses (AEC), Value added course (VAC), Product Designing and Development are some of the significant features in the curriculum.
- Mandatory Internship
- Multiple Entry and Multiple Exit- (as per section 25 ARR Version III)
 - a. Certificate in engineering after completion of first year.
 - b. Diploma in Engineering after completion of 2nd Year
 - c. Advance Diploma in Engineering after completion of 3rd year

d. Degree in Engineering after completion of Final Year.

The institute was awarded an autonomous status in July 2020. There-after implemented various initiatives given below:

- Introduced one UG program in regional language (Computer science Engineering).
- Introduced open electives as a move towards a more multidisciplinary under graduate education.
- Introduced Minor/Honors certification courses for improving employability.
- “Light but Tight” regulation is implemented as mentioned in ARR of the institute. Enable student to become well-rounded across disciplines including artistic creative and analytic subject as well as sports by introducing NCC/NSS/NCA/NSO under liberal learning courses as per section 7.8 ARR Version 3.

20.3 Multipoint Entry and Exit Clause (MEME)

(Ref. “RGPV, Bhopal notification DT. 3rd Nov 2023)

To enable multiple entry & exit points in the academic PG programs (two year duration), qualifications, such as, advance diploma & degree are organized in a series of levels in an ascending order from level 9 to level 10 as per RGPV, Bhopal ordinance & UGC Guidelines for Multiple Entry & Exit in Academic Programmes offered in Higher Education Institutions under NEP 2020 (Ordinance 14A). Level 9 represents a Post Graduate Diploma & level 10 represents Master Degree qualification, along with multiple entry & exit options (MEME) as follows.

20.3.1 The Master of Technology degree shall be of two-year duration (Four Semesters), with multiple entry and exit options within this period.

20.3.2 The candidate can exit after the successful completion of one academic year (Two semesters), followed by an exit 10 credit bridge course(s) lasting two months, including at least 6-credit job-specific internship/apprenticeship, as approved by the respective Board of Studies. Such candidate will be awarded with the Post Graduate Diploma in the respective discipline, which will be equivalent to level 9 of National Higher Education Qualification Framework (NHEQF) / National Skills Qualification Framework (NSQF) and unified credit level of 4.5

20.3.3 A candidate may avail an exit option at the end of first year and can re-enter the program, as regular candidate in the second year, at the beginning of any new academic session (i.e. only during odd semesters), provided that s/he has successfully completed first year.

The grade and division shall be assigned in Post Graduate Diploma as per the relevant clauses as per the ordinance number 8(B).

20.3.4 A candidate shall be awarded with Master of Engineering/Technology Degree (in the particular discipline) after the successful completion of all the two academic years (Eight Semesters).

20.3.5 The re-entry of such candidates are subject to the condition that the total number of candidate studying in a particular year, including such re-entering candidates, shall not exceed 20% of the sanctioned intake of the program excluding the supernumerary seats and that the gap between each exit and entry level is not more than five years.

20.3.6 Due to above clause 20.3.5, if the number of candidates seeking re-entry is more than the seats available than admission for the re-entering candidates shall be on the basis of their CGPA of the qualifying year.

20.3.7 If a candidate is not able to seek re-entry due to above clause than s/he can apply for re-entry during the subsequent academic sessions.

21. In-campus Residence

21.1 Interested PG girl students may apply for the hostel accommodation at the time of admission, as the Institute is partially residential and it can admit a limited number of girls' students in the hostels.

21.2 The method of admission for PG students' hostels, rent payable for each seat allotted and the discipline to be followed by the residents shall be governed by "Rules and Regulations" framed by the Institute in this regard from time to time.

21.3 Each PG student selected for hostel admission shall be provided with a seat in one of the hostel rooms identified for this purpose on a sharing basis.

21.4 Students residing in the hostels shall adhere to the prescribed hostel discipline and pay the hostel/mess charges regularly, as any failure to do so, may lead to a withdrawal of hostel facilities of such students.

- 21.5 Hostel residents shall apply for a leave of absence and get the same approved before leaving the hostel even for a few days, as any failure to do so may lead to the cancellation of hostel admission of such students.
- 21.6 Students residing in the hostels shall be required to clear all the dues of the hostel and vacate their rooms at the end of each Academic Year, as they shall be considered for afresh hostel admission of the new Academic Year.

22. Temporary Withdrawal

- 22.1 A student shall be permitted to withdraw temporarily from the Institute on the grounds like prolonged illness, grave calamity in the family or any other serious happenings. The withdrawal shall be permitted for periods which are integral multiples of a semester provided that:
- i. A student applies to the Institute within at least 6 weeks of the commencement of the semester or from the date the student last attended the classes, whichever is later, stating fully the reasons for such a withdrawal together with the supporting documents and signature of the guardian.
 - ii. The Institute is satisfied that even by taking into account the expected period of withdrawal, the student can complete the Programme requirements of prescribed credits within the time limits specified. i.e within 5 years from the first date of registration in the Institute.
 - iii. The student shall have settled all the dues or demands at the Institute including those of Hostel, Department, Library and other units.
 - iv. Students who have completed maximum permissible duration of the program
- 22.2 A student availing of the temporary withdrawal from the Institute shall be required to pay such fees and/or charges as may be fixed by the Institute until the student's name appears on the Roll List. However, it shall be noted that the fees/charges once paid shall not be refunded.
- 22.3 Normally, a student shall be entitled to avail the temporary withdrawal facility only once during the studentship of the Programme at the Institute, not exceeding 2 semesters.

23. Termination from the Programme

23.1 A student shall be required to leave the Institute on the following grounds:

- i. Absence from classes for more than six weeks at a time in a semester without leave of absence being approved by the competent authorities shall result in the student's name being struck off from the Institute rolls.
- ii. Failure to meet the standards of discipline as prescribed by the Institute from time to time shall also result in the student being recommended by the Students Disciplinary Committee to leave the Institute.
- iii. Temporary withdrawal from the programme beyond 2 semesters.

23.2 The admission shall be cancelled after obtaining 'NO-DUES' from all the relevant sections of the Institute, as per norms.

24. Credit Transfer Scheme (CTS) / Students Exchange Program for Semester- long Academic Engagement at/from HLIs/Universities of Repute:

24.1 In a total span of FOUR semesters of PG Program, an aspiring and eligible student from IPS Academy, Institute of Engineering & Science, may be facilitated for undertaking his/her studies at any Higher Learning Educational Institute(HEI)/University of repute, within country or abroad, for a maximum of two semesters.

24.2 The credits earned for the semester, by such students, shall be appropriately accommodated in the grade sheet of the respective semester/s, with the grades considered for SGPA and CGPA calculations.

24.3 The choice of institute, to which the Student wishes to spend his/her academic semester, shall be guided by the Institute (IPS Academy, Institute of Engineering & Science), from among the list of Institutes/Universities with which it has MoUs for such associations. The choice may also be suggested/requested by the Student and in that case the "Semester Transfer proposal" for an aspiring student, shall be forwarded by the respective faculty mentor and Head of the Department for the final approval by the authorities.

24.4 It is expected, in general, that in the transferred semester at the destined HEI/University, the number of credits, course titles/contents and syllabi, more or less, match with the respective elements in the IPS Academy, Institute of Engineering & Science curriculum. In case of meager mismatch, the balance credits, in terms of appropriate courses, shall be acquired by the concerned

student, once he/she resumes campus. The faculty mentor, Head of the Department and Dean Academics, in coordination with the Examination cell, shall facilitate the student for the needful.

- 24.5 The financial liability in terms of tuition fees for the transferred semester, travel, stay and food arrangements, other miscellaneous expenses etc. shall, in general, be accepted by the beneficiary student and undertaking to this effect shall be submitted by the Student to IPS Academy, Institute of Engineering & Science, along with his/her proposal in this regard.
- 24.6 Though the CTS/Students Exchange Program is expected to be executed in physical mode (the student physically spending the semester in the target HEI/University), the Virtual (Online) mode may be permitted in exceptional cases with mutual convenience.
- 24.7 The CTS/Students Exchange Program shall also be open for the aspiring and eligible students, from reputed peer Institutes/Universities, from within the state or country, or overseas, towards an academic engagement for a maximum of TWO semesters at IPS Academy, Institute of Engineering & Science departments. Dean Academics, upon receiving such request applications, duly recommended by the authorities of nominating Institute/University, shall facilitate such incoming students in terms of allotment of credits/coursework in a particular department, continuous/end-sem assessment and issuing the grade sheet. Dean-Academics shall ensure the submission of semester tuition fees from such students to IPS Academy, Institute of Engineering & Science, as the case may be, and may facilitate the incoming students, for hostel accommodation (if available), acquaintance with campus activities, cultural and life skills training etc.

25. Medium of Instruction

The medium of instruction for course work and examinations at the Institute shall be English.