

# **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

**B. Tech  
Four year degree Programs**

**(ARR/03/UG/2024)**

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## **1. Short Title, Application and Commencement**

- 1.1 These Regulations shall be called the “IPS Academy, Institute of Engineering & Science, Indore”, Academic Rules & Regulations (ARR) for the Award of B. Tech Degree.
- 1.2 The studies and examinations of the B. 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 four years in synchronization with the Curriculum Structure revision and minor changes as and when applicable)

## **2. Definitions**

- 2.1 “Academic Council” means Academic Council of the Institute
- 2.2 “Academic Year” means the year beginning from 1<sup>st</sup> July to 30<sup>th</sup> June the following year
- 2.3 “AICTE” means All India Council for Technical Education
- 2.4 “ARR” means Academic Rules & Regulations
- 2.5 “Authority” means the Board of Governors of IPS Academy, Institute of Engineering & Science, Indore & Government of Madhya Pradesh, Rajiv Gandhi Proudhyogiki Vishwavidyalaya (RGPV), Bhopal.
- 2.6 “B.Tech” means Bachelor of Technology, an Under Graduate 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 “DTE” means Director of Technical Education, M.P
- 2.15 “DUPC” means Departmental Undergraduate Programme Committee, a sub-committee of BoS to plan and implement policies for UG programmes

- 2.16 “ESE” means End Semester Examination
- 2.17 “Government” means Government of Madhya Pradesh
- 2.18 “HoD” means Head of the Department of a specific Department of the Institute
- 2.19 “Honors” means a set of courses taken from the verticals of the same programme of B. Tech study by a student, over and above the prescribed credits for B.Tech, and receiving an additional certificate at the end of graduation period after successfully acquiring these credits.
- 2.20 “Institute” means IPS Academy, Institute of Engineering & Science, Indore
- 2.21 “MOOC” means Massive Open Online Courses
- 2.22 “MLC” Mandatory Learning Course.
- 2.23 “Minor” means a set of courses taken by a student from another department or interdisciplinary programmes, over and above the prescribed credits for B. Tech and will receive an additional certificate after successfully acquiring these credits.
- 2.24 NP Grade for Not Passing the Audit MLC course
- 2.25 PP Passing Grade for an Audit MLC course
- 2.26 “Prescribed” means prescribed by these or any other Regulations of the Institute from time to time
- 2.27 “Principal” means Principal of the institute
- 2.28 “Programme” means a combination of courses and / or requirements to be completed that lead to a degree or certificate, for example, B. Tech in Civil Engineering, B. Tech in Mechanical Engineering, etc.
- 2.29 “RGPV” means Rajiv Gandhi Proudyogiki Vishwavidyalaya , Bhopal
- 2.30 “Regulations” means IPS Academy, Institute of Engineering & Science Regulations for the Award of B. Tech Degree
- 2.31 “SGPA” means Semester Grade Point Average
- 2.32 “University” means Rajiv Gandhi Proudyogiki Vishwavidyalaya (RGPV), Bhopal
- 2.33 “UG” means Under Graduate Degree programme
- 2.34 “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 B. 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:

- 3.1 The provisions made herein shall be applicable to all the B. Tech Programmes offered at the Institute, as per section 1.4 above.
- 3.2 They shall also be applicable to all the new UG Programmes which may be started at the Institute in the future
- 3.3 Academic and non-academic requirements prescribed by the BoS/Academic Council/Governing body have to be fulfilled by the students for eligibility towards the award of B. Tech degree.

#### **4. Admissions**

- 4.1 The admissions to B.Tech programs shall be governed by the rules of the Technical Education, the 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 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 UG Programmes in the Institute.
- 4.3 Admissions to the first year of all the UG programmes shall be made before the start of each Academic Year, through the Joint Entrance Examination (JEE) conducted by the Government, or on the basis of any other relevant Entrance Examination or eligibility criteria as decided and published by the Government from time to time.
- 4.4 The Institute shall also admit a limited number of students under the Jammu & Kashmir Prime Minister's Special Scholarship Scheme as per Government and AICTE rules.
- 4.5 There shall also be a merit-based, lateral admission of students having a diploma or equivalent qualification to the second year of all the UG programmes at the Institute in accordance with the Government rules from time to time as applicable for such admissions.
- 4.6 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 UG programme as laid down by the Authority.

- 4.7 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 (Faculty Advisor/HoD/Dean Academics/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.
- 4.8 Change of branch of study is permissible against vacant seats in third semester as per norms of DTE, Government of Madhya Pradesh.

## **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) and 8 weeks Summer Term (May– June).
- 5.2 The Institute shall arrange regular academic activities for the students during the two main semesters and makeup courses for the students during the Summer Term. Students shall undergo Summer Internship Program (SIP) in industry/institute.
- 5.3 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.
- 5.4 The Institute shall announce the schedule for all academic activities well before the commencement of the Academic Year and make all the necessary efforts to follow them scrupulously.
- 5.5 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.
- 5.6 A typical breakdown of the Academic Year for the B. 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	<b>Three:</b> Two being Main Semesters (Odd and Even) and one being Summer Term
2	Semester Duration	<b>Main Semesters:</b> Approx.19 Weeks each <b>Summer Term:</b> Approx. 8 Weeks
3	Academic Activities & Examinations	<p><b>Main Semester (Odd or Even):</b> Registration of Courses-2 days; Course work- 15 Weeks Examinations- 2 weeks; Declaration of Results- 2 weeks Total:19 weeks</p> <p><b>Re-Examination:</b> (for failed students in Main (odd and even) semesters and students with “I ‘grades) Registration of Courses-1 day; Re-Examinations- Maximum11days; Declaration of Results-2 days Total: 2 weeks</p> <p><b>Summer Term :</b> Registration of Courses-1 day; Course Work-7 weeks; Examinations-4 days; Declaration of Results-2 days Total:8 weeks</p> <p><b>Industry Internship</b> – 6-12 Weeks during Inter-Semester Breaks.</p> <p><b>Inter Semester Breaks:</b> After odd Main Semester- 3 weeks; After even Main Semester–9 weeks Total: 12 weeks for regular students, and 6 weeks for students appearing for Re-examination and Summer terms.</p>
4	Co-curricular & Extra- curricular Activities	<p>Institute Level Flagship Events and other events each one spread over weekend and holidays.</p> <p>Technical Festival -National level - (one week)</p> <p>Swaranjali - "Cultural Fest" (3 days)</p> <p>Voice of IES- "Cultural Fest" (1 day)</p> <p>Annual Sports Event - (5 days)</p> <p>Foundation Day – (1 day)</p>

## **6. Programme Duration**

- 6.1 The minimum duration of the UG Programme for a student to complete the academic and other requirements at the Institute and qualify for the award of Degree by the University shall be normally of 8 semesters, i.e. 4 Academic Years.
- 6.2 Academically weaker students shall be encouraged to conduct their studies at a slower pace and complete their UG degree requirements in more than eight semesters. The maximum duration for the course completion shall be of 14 semesters, i.e. 7 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 UG 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 are given in Section 17.
- 6.4 In all the cases above, a student shall have to complete the UG Degree Programme requirements of the prescribed credits within 7 Academic Years.
- 6.5 A student shall not be awarded a UG Degree for a Programme, if the Cumulative Grade Point Average (CGPA) at the end of the programme is less than 5. For such students, and those who have missed first class marginally, the Performance (CGPA) Improvement Scheme is recommended during summer term wherein the student is eligible to take maximum 20 credits. The details about the Performance (CGPA) Improvement Scheme are given in Section 21.

## **7. Course Structure**

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

- 7.1 The total minimum credits for the award of B. Tech degree in any branch shall lie between 160-170. Minimum credits required to earn B. Tech degree in a particular branch shall be decided by the concerned Board of Studies (BoS), adhering a broad distribution of credits among various categories of courses as per guidelines in AICTE Model Curriculum 2018.



- 7.2 All the theory as well as laboratory courses in the B. Tech Curriculum will have 1-5 credits and a student shall acquire these credits after he/she completes its teaching-learning-evaluation process successfully.
- 7.3 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.
- 7.4 Each student of the B. Tech Degree shall be required to earn a total of prescribed credits, as applicable during his/her studentship at the Institute in order to qualify for the award of UG Degree. While a student can register for more than prescribed credits at the Institute, only prescribed credits shall be reckoned for the UG Degree award. Further, a student who opts for Honors/Minors certification schemes from 5<sup>th</sup> to 8<sup>th</sup> semesters, he/she shall require to earn an additional minimum 15 credits (with minimum 3 additional credits per semester) to qualify for such certification, with a minimum of C grade in each of the courses. Details are available in section 14.
- 7.5 In addition, each student shall have to complete the requirements of Mandatory Learning Course (MLC), such as, Professional Laws, Ethics, Values and Harmony, Constitution of India, Environmental Studies and Intellectual Property Rights, etc. In the Semester Grade Report, all the students shall receive the grade as PP (for Passed) and NP (for Not Passed) in the MLC course. The candidate with less than 35% score shall be awarded NP grade. While obtaining a grade as PP is a mandatory requirement for the UG Degree award of a student, this shall not be taken into account for computing the Semester Grade Point Average (SGPA) and thereby CGPA.
- 7.6 A student may earn an Activity Grade Certificate by participating in the Activity Event Grade Points Scheme, which lists two groups of activities:
- Group A - Co-curricular activities and Group B - Extra-curricular activities happening on campus or off campus. The candidate with cumulative activity grade point score above 60% shall be issued a certificate at the end of the Programme. The details about these activities are given in Section 19.

- 7.7 Each student shall register for specifically prescribed credits (minimum 16 & maximum 28) per semester as per the respective UG Programme during his/her studentship at the Institute. The exact number of credits to be registered by a student in a semester in a particular 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.
- 7.8 The structure of the program is broadly divided into 13 main course groups along with the suggested breakup of credits in %age as per AICTE model curriculum 2018, in alignment with NEP 2020.

I. Basic Science Courses including Mathematics (BSC)	12%
II. Humanities, Social Science and Management Courses (HSMC) #1	6%
III. Engineering Science Courses (ESC)	11%
IV. Professional Core Courses (PCC)	30%
V. Laboratory Courses (LC)	9%
VI. Program Elective Courses (PEC)	9-12%
VII. Interdisciplinary Open Courses (IOC)	3.6%
VIII. Skill based Courses (SBC)	6.7%
IX. Project Work (Preferably based on Real Life Problem)	8-12%
X. Interdisciplinary Foundation Courses (IFC)	2.4%
XI. Self Learning Courses through MOOCS (SLC) & Internship	2-10%
XII. Liberal Learning Courses (LLC)	2%
XIII. Mandatory Learning Courses (MLC) #2	non credit courses

**HSMC #1** courses include Ability Enhancement Courses (AEC) and Value Education Courses (VEC) also. The AEC courses focuses on core academic studies by providing value-based and/or skill based knowledge. These courses aim to include various schemes and competencies

**MLC #2** courses includes various courses viz., Professional laws , ethics, gender human values and harmony, Constitution of India, Environmental Studies, Intellectual Property Right and Indian Knowledge System (IKS), etc.

- 7.9 The DUPC 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 Academic Council. 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.

- 7.10 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 minimum one complete semester at an Industry / Research Organization or another institute of higher eminence (Academia).
- 7.11 Each Department shall mandatorily include industrial training and/or fieldwork (Internship) of minimum 6 weeks for all the students of the department. However, these shall be arranged preferably during the summer break period following the even semester of studies at the Institute.
- 7.12 Those students who are unable to take internships in first three summers, during the first three years, while at the institute, shall preferably opt for Scheme "B".

## **8. Course Registration for the Semester**

- 8.1 At the beginning of the first semester of the UG 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 division/ class for all of its students, taken together and a set of faculty mentors (one mentor for a group of 15 students, in a class). The responsibilities of the Faculty Advisors/mentors shall include helping the students in planning their course work and other academic activities at the Department and to regularly monitor and advise them on their academic and other performance at the Institute. For the students of the First Year during the first two semesters, the Faculty Advisors may be assigned from among the teachers of Basic Sciences including Mathematics, Applied Science and Humanities Departments. From 2nd year onwards, Department Faculty will guide and facilitate students, in the roles of faculty advisers and mentors till they successfully roll out of the institute.
- 8.3 Each student shall be required to register for course works by following the advice of 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 course work 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, if any.

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
- 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.**

8.6 Each student shall fulfill the following conditions at the time of registration of course work in any semester:

**Table 2: Promotion Eligibility Conditions**

Promotion to Year	Promotion Eligibility	
	First year direct Admit	Second Year (Through Lateral Entry)
Second Year (SY)	<ol style="list-style-type: none"> <li>1. Minimum of 60% credits out of the total assigned First Year (FY) credits.</li> <li>2. <math>CGPA \geq 5.0</math> after completing the FY</li> </ol>	-
Third Year (TY)	<ol style="list-style-type: none"> <li>1. Received D grade and above for all courses in FY</li> <li>2. Minimum of 60% credits out of the total assigned SY credits</li> <li>3. <math>CGPA \geq 5.0</math> after completing the SY</li> </ol>	<ol style="list-style-type: none"> <li>1. Minimum of 60% credits out of the total assigned SY credits</li> <li>2. <math>CGPA \geq 5.0</math> after completing the SY</li> </ol>

Final Year	1. Received D grade and above for all courses in SY 2. Minimum of 60% credits out of the total assigned TY credits 3. CGPA $\geq$ 5.0 after completing the TY	1. Received D grade and above for all courses in SY 2. Minimum of 60% credits out of the total assigned TY credits 3. CGPA $\geq$ 5.0 after completing the TY
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- 8.6.1 A candidate may provisionally continue to attend the next year, even if, the result of the qualifying year/semester has not been declared. However if he/she is not able to pass qualifying semester examinations, the candidate cannot claim any right on the basis of his/her provisional admission.
- 8.6.2 The UG Degree shall not be awarded to those students who do not fulfill the Degree requirements of Programme completion within 7 years from the first date of admission/registration in the Institute as per **UGC/RGPV** norms for a UG Programme. Admissions of those UG students who don't complete the first 4 semesters in the first 4 Academic Years may stand cancelled as there shall be less possibility of Degree completion by these students in the prescribed period.
- 8.7 ESE shall be conducted once for a course in the main semester, but to allow the failed students or students with I grade, the Re-examination shall be conducted after every main semester on the dates announced in the Academic Calendar.
- 8.8 A Summer Term shall be offered during the summer period as notified in the Academic Calendar to facilitate the student to clear the backlog(s) and/or to give an opportunity to a student (with CGPA below 5) to improve his/her CGPA. The Summer Term shall be offered to the Final Year students, those who are remaining with only less than or equal to 20 credits to complete the prescribed UG Degree requirements in the current Academic Year. The offering of a summer term for the Courses of Second Year and/or Third Year is optional by the concerned department.
- 8.9 A student shall be allowed to register for a maximum of 20 credits in a Summer Term after payment of additional fees as decided by the Institute from time to time.
- 8.10 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.

## 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, field work / 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 tests	25%
iii	End – semester examination	60%
	<b>Total</b>	<b>100%</b>

### (II) Practical Block including project work/internship

i	Lab work, field work / seminar, quizzes, assignment and regularity	40%
ii	End – semester examination	60%
	<b>Total</b>	<b>100%</b>

- 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 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 table 3. 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:

- i. Minimum 30% marks in each of CIE & ESE for theory subjects with 35% marks (CIE + ESE together)
- ii. Minimum 50% marks in each of CIE & ESE for practical subjects.

**Table 3: Description of Grades**

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

9.7 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  $i^{\text{th}}$  subject of a Semester,  $p_i$  is the grade point earned in that  $i^{\text{th}}$  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  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1,2, \dots, m$ , is the number of semesters till which CGPA is being calculated.

- 9.8 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 12.2.
- 9.9 The grade sheet of the eighth semester shall only be issued after the candidate has passed all the semesters of the respective program.
- 9.10 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.
- 9.11 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 CGPA is to be used for the purpose to determine the merit ranking in a group of students, only the rounded-off values up to two decimal places shall be considered.
- 9.12 The transitional(Incomplete) grade 'I' shall be awarded in two cases:
- 9.12.1 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 given in Section 10.15.1.
- 9.12.2 Not having sufficient progress to submit the project work as per sections 10.17.10 & 10.17.11.
- 9.13 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).
- 9.14 Other academic requirements for the Programme include the following two grades as viz., PP (Passed) and NP (Not Passed) for MLC 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 UG Degree award.



- 9.15 It shall be open to each student to take additional courses leading to Honors/Minors certification from the fifth semester onwards. Students with no backlogs in the previous semesters and having CGPA  $\geq 6.5$  shall be normally encouraged to take such courses. While the performance of the student in Honors/Minors courses shall be included in a separate Certificate and they do not contribute to SGPA or CGPA of the concerned student.

## **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:
- 10.1.1 Continuous in-semester Evaluation (CIE): normally conducted by the course Instructor throughout the semester. This shall include Mid Sem Test (MST): MST1/MST2, surprise tests, home assignments, problem solving, group discussions, quizzes, seminar, mini/micro-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.
  - 10.1.2 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, etc.
  - 10.1.3 The examination(s) in MLC/Audit courses shall be evaluated by the course instructor & a student shall obtain PP grade for the award of degree.
- 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. The award of grade & performance of a student in a course shall be judged by taking into account the results of CIE and ESE together. There will be a separate passing head for theory and practical's.
- 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 and testing of the students in an effective manner, good quality question paper following AICTE model question papers shall be used for both the question papers of CIE & ESE. The tools to be used are given in section 10.5 (VII) as under-

- i. cover the sections of the course syllabus uniformly
- ii. have clear and complete instructions to the students.
- iii. emphasize knowledge testing, problem solving and quantitative methods
- iv. be unambiguous and free from any defects/errors
- v. contain adequate data/ other information on the problems assigned.
- 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 also 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 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 also show the assessed answer scripts to the students before submission of the final marks to the Controller of Examinations. The course Instructor shall also solve the questions asked in CIE/ESE at the tutorial sessions for the benefit of weak students.

- 10.8 For a MOOC course, the performance assessment shall be conducted by either the MOOC platform or by the Course Instructor 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 tests shall automatically lead to awarding zero marks for the respective tests/Absence in CIE/ESE except as per sections 10.15.1 & 10.15.3 as given below shall automatically lead to the award of grade F in that course. Such students shall not be eligible for re-examination of failed courses.
- 10.10 Students having the following deficiencies shall not be permitted to appear in the CIE/ESE/Re-Examination/Summer Term:
- i. disciplinary action by the Institute pending against him/her
  - ii. failure to meet the standards of attendance prescribed (75%)
  - iii un-cleared dues.
  - iv absence as per section 10.15.2 as given below.
- 10.11 ESE shall be preferably 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 answer scripts of ESE shall be evaluated by the Course Instructor/ External Examiner, as the case may be. The course Instructor shall also show the assessed answer scripts of MSTs/ESE to the students before submission of the final marks/ grades to the Controller of Examinations.
- 10.13 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 Head of the Department before the last date as notified in the Academic Calendar.
- 10.14 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.

10.15 Exemptions in the case of a student being absent in CIE tests and/or End Semester Examinations shall be permitted by ensuring the gravity and genuineness of each case.

10.15.1 The genuine reasons to be absent in CIE and/or ESE shall include:

- i. a student having ill health or other emergency medical reasons which disables 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 the parents) 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

10.15.2 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.

10.15.3 The student shall be required to intimate the reasons for absence to the Faculty instructor on or before the day of CIE (MST) /ESE through a proper channel. Later, an application has to be submitted to the Faculty Instructor within 7 days of the scheduled CIE (MST) /ESE. Applications received after this period shall not be entertained. In the case of a student representing the institute at the 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.

10.15.4 A student shall be permitted for the re-test for either MST I and/or MST II who was either absent in MST I and/or MST II or his/her CIE is less than 30%. The Course instructor shall decide the schedule for Re-test within 10 days of the scheduled MSTs.

10.15.5 A student who was absent in ESE and awarded 'I' Grade, for such course(s) after receiving permission to appear in the Re-examination, the student shall be awarded the grade as gained in the re-examination as per section 15.11 and the new SGPA is re-calculated based on the allotted grade in the Re-examination.

10.16 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 in every semester.

10.17 Evaluation of Project work:

10.17.1 Scheme A:

- i. The project work shall be conducted in one/two stages, spread over one/two consecutive semesters respectively.
- ii. The project work shall be carried out under the supervision of a Project Supervisor assigned by the department.

10.17.2 Scheme B

- i. The project work shall be conducted in a single stage, during the even semester and additionally during the Inter-Semester Break period in an Industry/Research Organization or with an institute of higher academic eminence.
- ii. The project work shall be carried out under the supervision of Project Supervisors assigned by the department as well as external supervisor from Industry/Research Organization /Higher Academia.
- iii. If the Industry/ Research Organization /Higher Academia has any Intellectual Property Rights concern, a Memorandum of Understanding (MoU) shall be signed between the Institute and Industry/ Research Organization /Higher Academia stating various norms.

10.17.3 The evaluation of the project work shall be based on the work assigned by the Project Supervisor(s), Project Presentation Examination, project report and assessment by the Project Evaluation Committee. Project Presentation Evaluations shall comprise of a Mid Semester evaluation and End Semester Evaluation and both the evaluations shall be carried out at the department itself.

10.17.4 In the case of Scheme A, at the end of the first stage, the student shall be required to submit a preliminary report of the work done as part of evaluation before a prescribed date to the Project Supervisor and

present the same before an Internal Project Evaluation Committee. This shall be followed by taking up the second stage of work in the following semester.

- 10.17.5 In the case of Scheme A, the attendance is mandatory at the Institute, wherein, for Scheme B, at the Industry/ Research Organization/ Higher Academia.
- 10.17.6 The Controller of Examinations shall receive a panel of names as identified as the External Project Evaluation Committee for a student from the BoS Chairman of the concerned department at least two weeks before the submission of the second stage of project work. In the case of Scheme B, one of the members of the External Project Evaluation Committee shall be from the Industry/ Research Organization/Higher Academia.
- 10.17.7 A student shall submit two unbound, typed copies of the project report prepared according to the prescribed format required by the department at least one week before the date of Project Presentation Examination.
- 10.17.8 The department project coordinator through HoD 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.
- 10.17.9 On successful completion of the Project Presentation/Examination, the student shall be required to submit three bound copies of the final, corrected project report, one being for the Department and the other for the Project Supervisors. 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.
- 10.17.10 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 DUPC shall consider such requests, case by case, before giving permission.

- 10.17.11 If the DUPC 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 period, 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.

## **11. Examinations**

- 11.1 There will be an End Semester Examination at the end of each semester.

These examinations will be designated as follows:

- i. During First Year  
First Semester B.Tech., Exam, Second Semester B.Tech., Exam
- ii. During Second Year  
Third semester B.Tech. Exam, Fourth semester B.Tech. Exam
- iii. During Third Year  
Fifth semester B.Tech. Exam, Sixth semester B.Tech. Exam
- iv. During fourth Year  
Seventh semester B.Tech. Exam, Eighth semester B.Tech. Exam

- 11.2 The End Semester examination will generally be held in Nov-Dec. and April-May in each year.

- 11.3 There will be a full examination at the end of each semester consisting of end semester of theory and practical. The duration of examination period normally should preferably not exceed 20 working days.

## **12. Award of Degree**

### **12.1 Eligibility**

- 12.1.1 A student shall be eligible for the award of B. 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 MLC and Industrial Training, Fieldwork, (if any)
- iii. obtained a CGPA of  $\geq 5.00$  at the end of the semester in which he/she completes all the requirements for the award of UG Degree
- iv. paid all the dues to the Institute including the Department, Hostels, Library and other units and,
- v. no case or disciplinary action pending against the student.

12.1.2 The Academic Council shall be the Recommending Authority for the award of all B. Tech Degree to the students fulfilling the requirements specified under section 12.1.1 above and the Board shall be the approving authority.

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

12.1.4 The Degree shall be awarded by the affiliating University.

## 12.2 Award of Division

12.2.1 Division shall be awarded only after successful completion of the course, on the basis of integrated performance of the candidate in all the four years as per the following details:

CGPA Score	Division
$\text{CGPA} \geq 7.5$	First Division with Distinction
$7.5 > \text{CGPA} \geq 6.5$	First Division
$6.5 > \text{CGPA} \geq 5.0$	Second Division

12.2.2 The conversion from grade to an equivalent percentage shall be according to the following formula:

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

12.2.3 A student who has successfully completed the program as per section 12.1.1 and has earned through MOOCs or otherwise, 15 credits more than the minimum credits prescribed by the respective BoS of the program for the award of Degree, shall be awarded B. Tech. Degree with Honors certification from his/her program for research orientation and higher studies or Minor certification from other programs for improving employability. Details are available in section 14.

### **12.3 Condonation of Deficiency**

- 12.3.1 Deficiency up to maximum 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).
- 12.3.2 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.
- 12.3.3 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 Sec12.3.1 and/or Sec 12.3.2.

### **13. Merit list**

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

### **14. Honors and Minors Certification Schemes**

- 14.1 Brighter students transiting to the third year shall be permitted for Honors and Minors certification scheme as an additional avenue for passionate learners. Students are entitled to enroll either for Honors or Minors and not for both simultaneously
- 14.2 A student shall opt for a certificate in Honors for Vertical/Specialization in his/her own Programme for higher studies/ research orientation. He/she shall opt for Minors certificate in any other Programme for improving employability.
- 14.3 The Scheme shall start from 5<sup>th</sup> Semester of the UG Programme and the student shall have a minimum CGPA of 6.5 up to 4th Semester without having any backlog.
- 14.4 The schemes shall also be open for lateral entry admitted Diploma Students, with minimum CGPA of 6.5 at Second Year.
- 14.5 Every department shall offer 4 additional courses and/or equivalent MOOC courses of minimum 3 credits each for the respective Honors and Minors scheme.

- 14.6 The HoDs shall invite preferences for Honors/Minors scheme from the third year eligible students on the day of Semester Credit Registration of the 5<sup>th</sup> semester. Students shall give one option for Honors scheme or maximum of two options for the Minors schemes.
- 14.7 The Minor Scheme shall be offered by a particular Department if there is a minimum of 10 enrolments. If the number of enrolments falls below 10, the Head of the Department offering the Minor scheme shall decide whether to offer the Minor scheme or not.
- 14.8 The Honors scheme shall be offered by a particular Department if there are minimum 5 enrolments in the 5th semester. If the number of enrolments falls below 5, the Head of the Department offering the Honors scheme shall decide whether to offer the Honors scheme or not. The maximum enrolment for a particular Honors scheme shall be decided by the respective department from time to time.
- 14.9 The HoDs shall notify a provisional allotment, followed by a final allotment list. Later, a student who received allotment shall register for a course belonging to the respective Honors/Minors scheme, one course per semester and shall acquire minimum additional 15 credits.
- 14.10 A student may voluntarily drop the scheme at any time. However, no Certificate/Semester Grade Report shall be awarded for such a partial completion.
- 14.11 Students shall have to earn a minimum “C” grade for each course in the scheme. The remedial assessment schemes such as Re-examination or Summer Term shall not be applicable for Minors or Honors schemes. A student failing in any of the Minors or Honors courses, at any stage shall be discontinued from the Scheme.
- 14.12 The scores of these additional courses shall not be accounted towards CGPA calculations at the end of each semester. An additional Semester Grade Report shall indicate the additional courses learnt along with the grades.

## **15. Re-Examination**

- 15.1 ESE of the main semester shall be conducted for a course once in a semester but to give an opportunity 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.
- 15.2 The Re-examination shall be held as per dates notified in the Academic Calendar.

- 15.3 Re-Examination facility shall also be extended to students who may have missed the ESE of one or more courses in a semester for valid reasons and was already awarded the grade 'I'.
- 15.4 Students intending to avail 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.
- 15.5 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 in the respective course(s).
- 15.6 For taking re-examination of a regular course, the students need not have to attend the lectures in that course once again. For final grading, CIE scores and ESE scores in the respective subject shall be used.
- 15.7 For any Integrated Course (where theory and laboratory are combined into a single course), Re-Examination shall be conducted for ESE in the respective subject(s). Existing CIE components of the Examination scheme of theory and all the components of the laboratory shall be used for final grading.
- 15.8 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, the similar grading yardstick of course originally conducted in MOOC platform shall be considered for the grade award.
- 15.9 The standard of conducting the Re-examination shall be the same as the normal ESE of the main semester.
- 15.10 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 in line with the section 15.11.
- 15.11 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 grading pattern, subject to a minimum grade of "D". For example, if a student secures "A" grade in Re-examination of a particular course, the students' final result after Re-examination will be declared in "B<sup>+</sup>" grade in that course. 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".

- 15.12 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.
- 15.13 Any outstanding Grade 'I' after the declaration of results of the Re-Examination shall be automatically converted into grade F.
- 15.14 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 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 (DUPC).

## **16. Summer Term**

The running of courses in summer term and registration of students to these courses must follow the guidelines mentioned below:

- 16.1 The course instructor shall have the flexibility to offer courses in Summer Term as per the Academic Calendar. Department shall have the flexibility to conduct Summer Term during the summer for backlog courses primarily for the First year & Final year B.Tech students. The offering of a summer term for the Courses of Second Year /Third Year is optional.
- 16.2 The Summer Term shall be utilized primarily to facilitate the failed students to attend the courses in which they have failed so as to facilitate them to clear the backlog(s) and/or give an opportunity to a student (with CGPA below 5) to improve his/her CGPA.
- 16.3 The courses should be offered with adequate rigor and in same manner as regular semester courses is offered. The registration, examination and assessment, course duration and grading should adhere to the timelines in academic calendar. The total number of contact hours for the courses remains the same as that during the regular semester and therefore, the courses run at accelerated pace (for example 6 hours of instructions per week is expected for a 3-0-0 courses). The Academic calendar in this connection shall be strictly followed.

- 16.4 The number of credits registered by a student for summer term can be upto a maximum of 20 credits. It shall also be necessary to fulfill the requirements of CIE and ESE for all the courses like in the main semester.
- 16.5 Courses planned for the Summer Term shall be announced in each year, well before the conclusion of the even semester. Students intending to avail this facility shall have to register for the courses offered by paying the prescribed fees within the stipulated time.
- 16.6 It shall be the responsibility of the Department to plan in advance the faculty and non-teaching staff requirements to conduct the Summer Term and take necessary steps including the institutional approvals for organizing the same.
- 16.7 A student who is either dropped or detained in a course during the main semester is not allowed to register for that course in summer term.

## **17. Temporary Withdrawal**

- 17.1 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:
- 17.1.1 the 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.
- 17.1.2 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 7 years from the first date of registration in the Institute.
- 17.1.3 the student shall have settled all the dues at the Institute including those of Tution fees, Hostel, Department, Library fees, etc.
- 17.2 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.

- 17.3 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.

## **18. Termination from the Programme**

- 18.1 A student shall be required to leave the Institute on the following grounds:
- 18.1.1 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.
  - 18.1.2 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.
  - 18.1.3 Temporary withdrawal from the programme beyond 2 semesters.
- 18.2 The admission shall be cancelled after obtaining 'NO-DUES' from all the relevant sections of the Institute, as per norms.

## **19. Activity Event Grade Points Scheme (Optional)**

- 19.1 Life Skills allow a person to be ready for life as an adult – specifically for students transitioning from campus to corporate life and independent living.
- 19.2 In order to nurture the life skill qualities (Employability, Easy transition from student to corporate/work life, Professional Growth and Personal well-being) and make student multidimensional successful engineer, the Institute encourages students to take active part in various co-curricular & extra-curricular activities held on/off campus.
- 19.3 In order to make most of the students to take part in the Co-curricular (Group A) and Extra-curricular (Group B) activities of interest, the participation of the students shall get evaluated and get its reflection in the final Activity Grade Report.
- 19.4 All UG students choose every year at least one activity/event each from the group of Co-curricular and Extra-curricular activities happening on campus or off campus. The student may take an active part in more than one activity from Group A and/or Group B, take part in competitions and earn grade points. In such a case, the activity with the maximum score shall be considered while evaluating the final grade point.

- 19.5 First year UG students shall choose one event/activity from Group A and one from Group B. Freedom shall be given to the students to take part in more than one activity under the group.
- 19.6 Group A: Co-Curricular activities include activities by chapters of professional societies like SAE, ISHRAE, CSI, ICI, IEEE, ISTE, IETE, Department Associations, Lab Development, Paper Presentation in National/International Conferences, Paper Publication in National/ International Journal, Model Building, Project competition, Entrepreneurship, Patenting, Participation in Technical clubs, such as, Robotics Club, BAJA club, Hobby club, NSS, NSA etc.
- 19.7 Group B: Extra-Curricular Activities include activities such as NSS/NCC, Unnat Bharat Abhiyan, Sports, Community Services, Social work, Activities in Alumni Association, Participation in Sports, Games, Various Clubs of institute, Intra and Inter collegiate competitions, such as , Social gathering, annual functions, etc.
- 19.8 On registering for a particular activity, the performance of a student shall be continuously monitored by the Faculty-in-charge. Participation in competitions, winning prizes, representing institute on state, national and international level etc shall get weightage as mentioned in Annexure 1-Table 1.1. The student with cumulative activity grade point score above 60% at the end of the program shall be awarded a certificate indicating the qualitative grade as shown in Annexure 1-Table 1.2.

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

- 20.1 In a total span of eight semesters of UG 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, preferably 5th semester onwards.
- 20.2 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 further considered for SGPA and CGPA calculations.
- 20.3 The choice of institute, to which the Student wishes to spend his/her academic semester, shall be guided by the Institute 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 institute authorities.

- 20.4 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.
- 20.5 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..
- 20.6 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.
- 20.7 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.

## **21. Performance (CGPA) Improvement Scheme**

- 21.1 Students who secure CGPA less than 5 or CGPA marginally less than 6.5 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 grade and permitted to reappear for the examinations for improving the grade and in turn CGPA. This facility can be availed only once.
- 21.2 A student shall appear for grade improvement examination within one year from the date of passing the UG Programme with the conditions that the student has not taken (i) Leaving Certificate from the Institute and ii) Degree from the University through convocation.
- 21.3 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.
- 21.4 A student shall choose a maximum three courses from a particular semester (odd and/or even) for which the student has secured “C” or “D” grade for improvement in CGPA less than 5. 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.
- 21.5 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.
- 21.6 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 he/she shall have to appear for all the evaluation tests/ESE conducted for the registered courses. In the case the student misses any of the tests or examinations, no Re-examination or Summer Term shall be permitted. Absentee for End-semester examination shall automatically lead to the award of grade F in that course.

- 21.7 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.
- 21.8 A final year 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 or Summer Term in such cases.
- 21.9 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 grade improvement shall be retained.
- 21.10 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". The date on the new Semester Grade Reports shall be that as issued for other students appearing in those courses. Name of the student shall be communicated to University and the student shall be required to apply for a degree certificate from the University thereafter.

## **22. Attendance**

- 22.1 Each student shall be required to attend minimum 75 percent of all the conducted classes like lectures, tutorials, laboratories, studios and workshops, etc. for being eligible for End Semester Examination. A student who has not attended a minimum 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. However, a shortfall in attendance up to 15% may be condoned by the principal for the genuine reasons.
- 22.2 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.
- 22.3 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.
- 22.4 The Dean academics shall be the Authority for sanctioning the leave of students outside sections 22.2 & 22.3, after receiving their applications along with recommendations of the Heads of Departments.

- 22.5 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.
- 22.6 In all the cases of leave of absence as per sections 22.4 to 22.5 above, the period of leave taken shall not be condoned for the purposes of fulfilling the attendance requirements stipulated in the sections 22.1 above.
- 22.7 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.

### **23. Code of Conduct and Discipline**

- 23.1 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.
- 23.2 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.
- 23.3 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, etc.
  - 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.
- 23.4 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.

- 23.5 The reprimanding authority for an offence committed by students in the Hostels and in the Department or the classroom shall be respectively, the warden of the hostels and the Head of the concerned Department.
- 23.6 In all the cases of offences committed by students in jurisdictions outside the purview of section 23.5, the Discipline Committee of the institute shall be the authority to reprimand them.
- 23.7 All major acts of indiscipline involving punishment other than mere reprimand shall be considered and decided by the Chairman, Students Disciplinary Committee appointed by the Principal.
- 23.8 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.
- 23.9 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.

## **24. Educational reforms in alignment with NEP 2020**

### **24.1 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 21<sup>st</sup> 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 21<sup>st</sup> 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.

### **24.2 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)
  - a. Certificate in engineering after completion of first year.
  - b. Diploma in Engineering after completion of 2<sup>nd</sup> Year
  - c. Advance Diploma in Engineering after completion of 3<sup>rd</sup> 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/higher studies.
- “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.

### **24.3 Multipoint Entry and Exit Clause (MEME)**

To enable multiple entry & exit points in the academic UG programs (four year duration), qualifications, such as, certificate, diploma & degree are organized in a series of levels in an ascending order from level 5 to level 8 as per RGPV, Bhopal notification & UGC Guidelines for Multiple Entry & Exit in Academic Programmes offered in Higher Education Institutions under NEP 2020 (Ordinance 14A). Level 6 represents a certificate, level 7 represents diploma and level 8 represent Bachelor Degree qualification is indicated in the following table below, along with the entry & exit options for students.

24.3.1 The Bachelor of Technology degree shall be of four-year duration (Eight Semesters), with multiple entry and exit options.

24.3.2 The candidate can exit after the successful completion of one academic year (Two semesters), followed by an exit 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 Certificate in a discipline or a field as decided by the respective Board of Studies, which will be equivalent to level 5 of National Higher Education Qualification Framework (NHEQF) / National Skills Qualification Framework (NSQF) and unified credit level of 4.5

- 24.3.3 The candidate can exit after the successful completion of first two academic years (Four Semesters) followed by an exit 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 Under Graduate Diploma (in the particular discipline) or field as decided by the respective Board of Studies, which will be equivalent to level 6 of NHEQF/NSQF and unified credit level of 5
- 24.3.4 The candidate can exit after the successful completion of first three academic years (Six Semesters) followed by an exit 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 Bachelor of Vocational Education (B.Voc.) (in the particular discipline) or field as decided by the respective Board of Studies, which will be equivalent to level 7 of NHEQF/NSQF and unified credit level of 5.5
- 24.3.5 A candidate shall be awarded with Bachelor of Technology Degree (in the particular discipline) after the successful completion of all the four academic years (Eight Semesters).
- 24.3.6 A candidate may avail an exit option at the end of any particular academic year and can re-enter the program, as regular candidate in the next year, at the beginning of any new academic session (i.e. only during odd semesters), provided that he/she has successfully completed all the previous year/s.
- 24.3.7 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 10% 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.
- 24.3.8 Due to above clause, 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.

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

24.3.10 If a candidate is seeking re-entry in a particular year, after a gap of five years from its previous exit and is not able to get entry due to clause 24.10 of this ordinance, the condition of maximum gap of five years, as stipulated in clause 24.10 above shall not be applicable to such candidates.

## **25. In-campus Residence**

25.1 Interested girls students may apply for the hostel accommodation at the time of admission, as the Institute is partially residential.

25.2 The method of admission for UG students' hostels, rent payable per 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.

25.3 Each UG 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.

25.4 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.

25.5 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.

25.6 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.

## **26. Medium of Instruction**

The medium of instruction for course work and examinations at the Institute shall be English except for the programs which are offered in regional language, such as B Tech in Computer Science Engineering (Regional Language).