



MANUAL of
PROCEDURES AND REQUIREMENTS
for
UNDERGRADUATE PROGRAMMES

Effective from 2022 – 23

Indian Institute of Petroleum and Energy

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**INDIAN INSTITUTE OF PETROLEUM AND ENERGY
NOTIFICATION**

Visakhapatnam, the 2nd November, 2020

No. CA-3103752019-CAPNG—The following is published for general information:
THE ADMISSION OF THE STUDENTS TO THE INSTITUTE (SECTION-34 (A) OF IIPE ACT,
2017)

Chapter 1

UG PROGRAMMES OF STUDY

The Indian Institute of Petroleum and Energy (IIPE) Visakhapatnam offers a number of undergraduate programmes leading to 4-year B.Tech. The regulations as provided herein details the procedures and requirements of UG programmes being offered by the Institute. The Institute admits students to its UG programme through JEE (Advanced).

1.1 Academic Programmes offered by (IIPE) Visakhapatnam for UG (B.Tech.)

S. No.	Programmes	Duration	Total Intake
(a)	Chemical Engineering	4-year	50
(b)	Petroleum Engineering	4-year	50

1.2 Admission to UG Programmes

1.2.1 The admission to B. Tech. Programmes shall be made once in a year normally in July through Joint Entrance Examination (JEE) Advanced Ranking, conducted on an All India Level / Basis by IITs.

1.2.2 The candidates, seeking admission in B. Tech. programmes, shall fulfil the following criteria in addition to the rank in the merit list of Joint Entrance Examination (JEE) Advanced of the respective year. Candidates should have passed intermediate (10+2 (PCM)) with Science Subjects or equivalent examination with minimum 75% marks in aggregate (65% marks in case of students SC/ST/PWD categories).

1.2.3 How to apply: All candidates fulfilling the criteria as mentioned in Paras - 1.2.1 & 1.2.2 above shall apply online at www.iipe.ac.in after making the payment of Application Fee on giving advertisement by the Indian Institute of Petroleum and Energy (IIPE) separately.

1.3 Reservation of Seats

Reservation policy will be applicable as per the Government of India norms.

1.3.1 In admission to Undergraduate and all such other courses of the Institute, seats shall be reserved for the candidates as per the Government of India norms who fulfil the minimum eligibility criteria as stated above. Any other reservation as enacted by the Government of India, from time to time including EWS and supernumerary seats for female candidates will be applicable.

1.3.2 The merit list for admission to all programmes shall be published separately for each branch by allocating seats to the candidates of reserved categories.

1.3.3 It is mandatory that the candidate of SCs/STs/OBCs/PWD shall mention their category at the time of submission of the application form in the prescribed format and produce the original Caste Certificate of the respective reserved category issued by the competent authority at the time of counselling.

1.3.4 The candidates of reserved categories shall submit the certificates in original issued from an approved District Authority stating the category of Scheduled Caste/Scheduled Tribe/Other Backward Class, to which the candidate belongs. A list of approved authorities from which the respective category certificates can be procured by the candidates is given below:

- District Magistrate/ Additional Magistrate/ Deputy Commissioner / Collector /Additional Deputy Commissioner/Deputy Collector /1st Class Stipendiary Magistrate / City Magistrate (not below the rank of 1st Class Stipendiary Magistrate), Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate / Extra Assistant Commissioner.
- Revenue Officer not below the rank of Tahasildar.

- (c) Sub-Divisional Officer of the area where the candidates and/ or her/his family normally resides.
- (d) Administrator/ Secretary to Administration/ Development Officer (Laccadive & Minicoy Islands).
- (e) Any other authority approved by state government/union territory.

1.3.5 It is mandatory that the candidate seeking admission under Reserved categories/classes shall produce the caste/category certificate in her/his name at the time of counselling. The certificate in the name of either of the parents (Mother/Father) shall not be acceptable.

1.3.6 The validity of OBC-NCL certificate would be 1 year (Office Memorandum dated 31st March 2016 issued by DoPT), hence, candidates belonging to this category shall produce OBC-NCL certificate, issued by competent authority in the same financial year.

1.3.7 A certificate shall be issued to PWD by a duly notified Medical Board of a District/Government Hospital set up for examining the physically challenged candidates under the provision of the PWD (Equal Opportunities, Protection of Rights and Full Participation) Act 1995.

1.3.8 The certificate of PWDs shall indicate the extent of (i.e., percentage of) the physical handicap, it should bear the photograph of the candidate concerned, and one of the Doctors of the consulting Board, issuing the certificates, should countersign it.

1.3.9 The 3% reservation PWD is distributed horizontally over all category and shall not be considered for less than 40% of disability.

1.4 Casual/Non-Degree Students

A Casual / Non-degree student is one who is registered for a degree in a recognized Institute (other than IPE Visakhapatnam) or a University in India or abroad, and who is officially sponsored by that Institute or the University to complete a part of her/his academic programme at IPE Visakhapatnam. For that purpose, the non-degree student may carry out research, take courses for credit or otherwise, or may use other academic facilities at IPE Visakhapatnam. An official transcript of work done at IPE Visakhapatnam, along with grades obtained, if any, would be given to the non-degree student for her/his use as she/he may deem appropriate. However, any credits earned at the Institute by a non-degree student cannot be counted towards any degree programme of IPE Visakhapatnam at any time. A candidate will be admitted as a casual / non-degree student on the basis of a sponsored application to the Dean (Academic) through the Departmental committee, who will recommend admission of the candidate on the approval of the Chairman, Senate. A non-degree student may be admitted for a maximum period of two semesters and the summer term (a maximum of one year). There will be no bar on the number of casual / non-degree students being admitted to a programme. A non-degree student shall be registered on payment of all applicable fees as discussed by the Board from time to time. All such students admitted shall be governed by the Code of Conduct for the students and the regulations and discipline of IPE Visakhapatnam.

1.5 Validity of Admission and Its Cancellation

A candidate is admitted to a UG programme, if she/he is:

- (a) eligible for admission to a specified programme;
- (b) completed all the steps laid down under the procedure for admission; and
- (c) paid the prescribed fees.

All such candidates are required to submit pertinent documents, such as copies of their marks/grade sheets, original/ provisional certificate of the qualifying examination, category certificate, if under reserved category, in the prescribed format on or before the last date of submission as specified. All admissions to the Institute are subject to approval of the Senate. The admission of a student may be cancelled by the Senate, if it is found that the student has failed to submit all the documents by the due date specified in the Academic Calendar or has not met other specifications. The admission of a student can also be cancelled by the Senate at any time during the programme, if it is found that the student has submitted wrong/forged document(s) or has given a false declaration.

Chapter 2

BRANCH CHANGE RULES

Change of the branch is a **privilege and not a right**. Only those students admitted to B. Tech. program through JEE (Advance) are eligible to be considered for a change of branch after the 2nd semester as per the following rules. However, if any branch specific mandatory core course(s) is/are floated within first two semesters (1st semester and 2nd semester) then change of branch option will not be entertained. To be eligible for consideration for a change of branch the following conditions must be fulfilled.

2.1 She/he must have completed all the credits prescribed in the first two semesters of the course, in her/his first attempt, without having had to pass any course requirement in the re-examination, supplementary examination and/or summer quarter.

2.2 She/he must have obtained a Cumulative Grade Point Average (CGPA) not lower than 8.5 at the end of the Second (Spring) Semester.

2.3 She/he must not have been punished for any offence by the Institute Disciplinary Committee or the Committee on Prevention of Examination Malpractices at any time prior to the notification for the change of branch.

2.4 She/he must not have been punished for any examination Malpractices.

2.5 Change of branch shall be made strictly on the basis of inter-se-merit of the applicants. For this purpose, the CGPA obtained at the end of the Second (Spring) Semester shall be considered.

2.6 In making the change of branch, those applicants shall be first considered who have secured a rank within top 1% (one percent), rounded to the nearest integer, amongst all the first year students in terms of the CGPA scored at the end of the Second (Spring) Semester.

2.7 The remaining applicants may be allowed a change of branch, strictly in order of inter se merit, subject to the limitation that the actual number of students in the Third (Autumn) Semester, in the branch to which the transfer is to be made, does not exceed **110%** of the sanctioned yearly intake for that branch. The minimum number of students in a branch/programme does not deplete below 80% of the sanctioned strength in that branch/programme. However, branch toppers of each branch/programme will be eligible for branch change irrespective of the department strength requirement. The sanctioned yearly intake of a particular branch shall be the number sanctioned by the Senate as the intake for that branch for the particular year of entry of the applicants. To compute the total number of students in the first year, sum of the sanctioned yearly intake of all the branches will be taken. For the purpose of calculating the actual number of students in a particular branch, the number of students joining the branch is to be considered.

2.8 All changes of branch will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch offered.

2.9 The academic section will notify the students and display on the notice boards about the changes of the branch at least 7 (seven) days before the assigned date(s) of the registration of the third (Autumn) semester. However, all changes of branch made in accordance with the above rules will be effective from the Third (Autumn) Semester of the applicants concerned. No changes of branch shall be permitted thereafter.

2.10 Application for a change of branch must be made by facilitating the eligible students, when the notification is made, during the Spring Semester of the Academic Year. The students have accordingly to (i) apply online/offline (as notified) and (ii) submit a signed copy to academic section (and / or Exam cell) by the specific date notified for verification and consideration.

2.11 A student who has foreign nationality and has been either sponsored by her/his Government and/or by the Government of India, under any bilateral or other programme, to pursue a course of study in a particular branch/programme, will NOT be allowed branch/programme change.

Chapter 3

CURRICULUM

3.1 Components of the Curriculum

- (a) *Institute Core*: Courses which are compulsory for all UG students.
- (b) *Department Core*: Courses which are compulsory for students in their parent discipline/department.
- (c) *Institute Elective*: An Institute Elective course is any course offered in their parent discipline/department or by the Institute.
- (d) *Humanities and Social Sciences/Management Studies (HSS/MS) Elective*: These are elective courses from a basket of courses offered by the Department of Humanities and Social Sciences/ Management Studies. Students are given an option to clear the mandatory MS/HSS course in any semester during the entire period of their academic program.

3.2 Course code

The course code is aligned in the following:

Institute course: IC

Department course: CH, PE, ME, etc.

Institute Elective course: IE

The course code contains four digit number

1st digit represents year (1, 2, 3, & 4)

2nd digit represents semester (1 & 2)

3rd and 4th digit represent subject serial (e.g. 01, 02, 03, etc.)

E.g., an Institute Course in fourth semester: IC 2401

Similarly, a Chemical Engineering course in sixth semester: CH 3602

3.3 Modular Course

A modular course will run exactly for half a semester and will have only one examination at the end with at least one quiz in addition to this examination. Modular courses will either be offered before mid-semester examination or after mid-semester examination. The examination period for a modular course will coincide with the mid-semester examination/end-semester examination.

All the courses will be reviewed and updated regularly by the Departmental Academic Committee and Institute Academic Committee/Senate.

Students, in general, cannot take two similar courses floated either by the parent or any other department. The details of courses of the UG programmes, being offered by various departments, are contained in the “COURSE STRUCTURE and SYLLABUS” document, published periodically by the Institute, and available at the office of the Dean (Academic).

Chapter 4

RULES, REGULATIONS AND PROCEDURES RELATING TO THE UG PROGRAMMES INCLUDING THE ELIGIBILITY CONDITIONS OR CRITERIA FOR AWARDING THE DEGREES, ETC.

4.1 Credit System

- 4.1.1 Introduction
- 4.1.2 Number of Credits in a Course
- 4.1.3 Course Curricula
- 4.1.4 Degree Requirements

4.2 Grading System

- 4.2.1 Award of Grades
- 4.2.2 Conversion of CGPA into percentage marks
- 4.2.3 Assessment of Performance
- 4.2.4 Large class assessment
- 4.2.5 Industrial Training
- 4.2.6 Assessment of Project Work
- 4.2.7 Examinations
- 4.2.8 Attendance in class tests, mid-semester and end-semester examinations
- 4.2.9 Supplementary Examinations
- 4.2.10 Declaration of Results
- 4.2.11 Grade Revision
- 4.2.12 Withholding of Grades
- 4.2.13 Promotion to next year and discontinuation of study
- 4.2.14 Graduation Requirements
- 4.2.15 Withdrawal from the Institute
- 4.2.16 Striking of the name from the Institute roll list
- 4.2.17 Relaxation

4.3 Registration Procedure

- 4.3.1 Pre-registration Requirement
- 4.3.2 Dates and Venue of Registration
- 4.3.3 Clearance of Dues
- 4.3.4 Advice on Courses
- 4.3.5 Guidelines for registration of UG students (except 1st year-1st semester)
- 4.3.6 De-registration
- 4.3.7 Academically weak students

4.1 Credit System

4.1.1 Introduction

The prominent features of the credit system involve:

- The process of continuous evaluation of a student's performance.
- Flexibility to allow the students to progress at a pace suited to individual ability /talent and convenience.
- Subject to the regulations of credit requirements and pre-requisite of courses.

Each course has a certain number of credits assigned. This depends on lecture, tutorial and laboratory contact hours in a week, plus the time expected to be spent by the student outside the formal contact hours in a week. Each course is coordinated by a faculty member, called the 'Course Instructor (or Teacher)' (also called 'Instructor-in-charge'). She/He has the full responsibility for conducting the course, coordinating with the work of the other members of the faculty involved in that course, holding the tests and awarding the grades. In case of any difficulty the student is expected to approach the course instructor for advice and clarification. Sometimes, more than one faculty member may be jointly responsible for the course, in this case they are jointly shared by the Course Instructors:

A letter grade, with a specified number of grade points, is awarded in each course for which a student is registered.

4.1.2 Number of Credits in a Course

For each course L-T-P-C are designated as shown below:

L (Lectures)	Number of lecture hours per week.
T (Tutorials)	Number of tutorial hours per week.
P (Practical/Laboratory)	Number of laboratory hours per week.
C (Credits)	Credits for the course.

Credits reflect the number of hours a student has to work per week, inclusive of contact hours. A certain number of Credits are assigned as follows:

The Academic Load, **AL**, of a given course is calculated using the number of contact hours per week as:

$$\mathbf{AL} = 3.0XL + 1.0XT + 1.5XP$$

Depending on the academic load of a course, its credits, C, are assigned as follows:

Academic Load (AL)	5-6	7-8	9-12	13-15
Credits (C)	2	3	4	5

The majority of courses have 4 credits, i.e. $C = 4$. For a course with 4 credits, generally a student would have to put in approximately 9 to 12 hours of work per week. Of course it would vary with the individual's ability.

4.1.3 Teaching load: Teaching hour per week represents no. of credits per week. For example, a course with 2 credits will have 2 hours of teaching per week. Similarly, for lab, each credit will have 1.5 hours of teaching per week.

4.1.4 Course Curricula

The detailed approved curricula for various disciplines along with the syllabus for each subject for all the programs are made available on the Institute website: www.iipe.ac.in.

4.1.4.1 General course structure

The general course structure for all programs of **B. Tech** comprises of the following components:

- Common Curricula for First Year.
- Theory and Laboratory/Design/Sessional subjects with regular class room contact.
- Four non-credit components of Extra Academic Activity (EAA) from 1st to 4th semester.

- (d) Industrial/summer training.
- (e) Viva-voce.
- (f) Projects in two parts.

4.1.4.2 Subjects:

All subjects prescribed in curricula except EAA have credits assigned to them. Subjects are broadly classified into two categories:

- (a) Theory, Laboratory, Sessional and Design based course have a regular class room/laboratory contact. These subjects have a lecture-tutorial-experiment/design component (L-T-P) to indicate the contact hours per week. Their L-T-P pattern may be (L-T-0, L-0-0, 0-0-P and in some cases L-T-P).
- (b) Comprehensive Viva-voce, project, field trips and Industrial training/summer training which do not have regular class room contact.
- (c) Teaching of subjects would be reckoned in terms of credits

4.1.4.3 Subject pre-requisites:

A course subject may have one or more subject-topics listed as its pre-requisite. A student who has qualified in all the subject-topics in the pre-requisite would be allowed to register in the subject. The instructor concerned would have the prerogative to waive the pre-requisites for a student if she/he is satisfied through a test or if she/he is satisfied that the student has otherwise gained sufficient proficiency to take up the subject.

4.1.4.4 Extra Academic Activity (EAA):

Every student must register and complete the EAA requirements as laid down in the curriculum.

- (a) EAA is classified into four main groups such as National Credit Corps (NCC), National Service Scheme (NSS), National Sports Organization (NSO) and Health and Fitness (HNF).
- (b) Further NCC is classified into Electrical Mechanical Engineering Wing (EME) and Air Wing (ARW).
- (c) NSS classified into 15 units.
- (d) NSO classified into different sports such as athletics, badminton, basketball, football, hockey, swimming, tennis, table tennis, volleyball, cricket
- (e) HNF classified into 10 units.
- (f) All the above EAA is being coordinated by Program Coordinator and the individual modules designed and planned by Program officers.
- (g) Students exercise their choice of EAA component at the time of admission.
- (h) Allocation of EAA component is made centrally based on their choice and availability.
- (i) Clearing EAA is mandatory for the award of degree.
- (j) The normal duration of the program leading to the award of the B. Tech degree under these Regulations is 4 years.

4.1.4.5 Co-ordinated course

A co-ordination committee would be constituted for each subject taught by more than one instructor of one or more Departments/Centres. Each committee would consist of all the instructors who are involved in the teaching of the subject during the semester. One of its members would be nominated by the Head of the Department (HoD), under whose name the subject is being offered, to serve as its chairperson.

Tenure: The semester in which the subject is being offered.

Function:

- (a) To lay down the course plan of the subject.
- (b) To coordinate instructions and progress of teaching in the subject and to ensure that the full syllabus is covered.
- (c) To review periodically the performance of students who have registered in the subject.
- (d) To forward the results of the examinations and the final grade obtained by each student taking the subject to the concerned HoD.
- (e) To moderate the question papers on the subject and ensure that the syllabus is being covered by the question paper.

Frequency of meeting:

Each co-ordination committee shall meet at least four times during the semester.

4.1.4.6 Summer training and field work

The curricula for all B. Tech programs would include compulsory **summer** training for 8 weeks carrying 2 credits, to be carried out in the summer vacation at the end of the 6th semester.

- (a) The allotment of training programs of all the students by Career Development Centre (CDC) will be frozen by a suitable and fixed deadline each year. No further change will be entertained under any circumstances.
- (b) A student after being selected in an organization by CDC cannot opt out of his training from the organization under any circumstances.
- (c) Any arrangement of training in industry or academia (within or outside the country) has to be routed through CDC via the Professor-in-Charge of training of the respective departments.
- (d) Evaluation: The performance of the student in the summer training will be evaluated based on submission of a certificate received from the organization of his training followed by a combined viva voce/presentation and report examination.

4.1.5 Degree Requirements

The degree requirements for undergraduates are specified in terms of

- (a) Minimum total credits to be earned. These will be fixed by each department and will generally be between 165 and 180.
- (b) These requirements make the programme flexible, as the students can choose courses depending on their varying interests, as long as they satisfy the minimum requirement.

4.2 Grading System

4.2.1 Award of Grades

As a measure of students' performance a 7-scale grading system using the following letter grades and corresponding grade points per credit, as shown in Table 4.2.1 will be followed.

Performance	Letter Grade	Points per credit
Excellent	Ex	10
Very good	A	9
Good	B	8
Fair	C	7
Average	D	6
Pass	P	5
Fail	F	0
Debarred	X	-

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

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

where n is the number of subjects registered for the semester, C_i is the number of Credits allotted to a particular subject, and g_i is the grade points carried by the grade awarded (Table 4.2.1) to the student for the subject. SGPA will be rounded off to the second place of decimal and recorded as such. The SGPA would indicate the performance of the student in the semester to which it refers.

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

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

Where, m is the total number of subjects the student has registered from the first semester onwards up to and including the last semester. C_i is the number of Credits allotted to a particular subject S_i and g_i is the grade-point carried by the grade awarded (Table 4.2.1) to the student for the subject S_i . CGPA will be rounded off to the second place of decimal and recorded as such.

The CGPA would indicate the cumulative performance of the student from the first semester up to

the last semester to which it refers. The **CGPA**, **SGPA** and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester. For determining the inter-se-merit ranking of a group of students, only the rounded off values of the **CGPAs** will be used. When a student gets the grade **F** in any subject during a semester, the **SGPA** and the **CGPA** from that semester onwards will be tentatively calculated, taking only **zero point** for each such **F** grade. After the **F** grade(s) has/have been substituted by better grades during any subsequent semester examination, the **SGPA** and the **CGPA** of all the semesters, starting from the earliest semester in which the **F** grade has been updated, will be recomputed and recorded to take this change of grade into account.

4.2.2 Conversion of CGPA into percentage Marks: In case of a specific query by students/employers regarding conversion of CGPA into percentage marks, the following formula will be used for notional conversion of CGPA into percentage marks.

$$\text{Formula : } \%marks = CGPA \times 10$$

4.2.3 Assessment of Performance There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the subject instructor/co-ordination committee formed for this purpose.

4.2.3.1 In general, there shall be no rigid of marks-to-grade linkage. Difficulty Levels of the examinations, tests, assignments, viva-voce and other factors that contribute to the final marks are to be considered by the instructor/coordination committee of a subject while converting marks into letter grades.

4.2.3.2

- (a) The grades **F** and **Ex** are to be considered as bench-mark grades.
- (b) The range of cut-off marks below which a student would be assigned an **F** grade is 30-35 for the theory component and 35-40 for the laboratory component, the exact cut-off marks is to be decided by the instructor/coordination committee.
- (c) The exceptionally brilliant performance is to be assigned an **Ex** grade Even the best student of any class needs to be good enough to be awarded the **Ex** grade.
- (d) For subjects which have a laboratory component (P-component) along with the theory, to secure any grade higher than **F** a student has to achieve individually more than the cut-off marks in both the theory component and the laboratory component. Separate marks, each out of 100 (hundred), in the theory component (L- & T- components) and the laboratory component are to be ascertained first. A composite mark for the subject out of 100 is then to be computed by taking appropriate contribution of laboratory component (Table: 4.2.3.2a) and only theory component and only laboratory component (Table: 4.2.3.2b) as shown in Tables:

Table 4.2.3.2 a			
L-T-P	Credit	Theory (L-T component)	Laboratory (P component)
4-0-6	8	50	50
3-0-6	7	40	60
4-0-3	6	70	30
3-1-3	6	70	30
1-0-8	6	20	80
3-1-2	5	80	20
3-0-3	5	60	40
3-0-2	4	75	25
2-0-3	4	50	50
1-0-5	4	25	75
2-0-2	3	70	30
1-0-3	3	30	70
1-0-2	2	50	50

Table 4.2.3.2 b			
Only Theory		Only Laboratory	
Marks Range (m)	Grade	Marks Range(m)	Grade
$m \geq 90$	Ex	$m \geq 90$	Ex
$80 \leq m < 90$	A	$80 \leq m < 90$	A
$70 \leq m < 80$	B	$70 \leq m < 80$	B
$60 \leq m < 70$	C	$60 \leq m < 70$	C
$50 \leq m < 60$	D	$50 \leq m < 60$	D
$35 \leq m < 50$	P	$40 \leq m < 50$	P
$m < 35$	F	$m < 40$	F

4.2.4 Large Class Assessment: In the case of a relatively large class and/or classes where the performance level depicts more or less a normal distribution:

- The average performance (around mean value of marks) is to be assigned C grade. However, if by Instructor/co-ordination committee's opinion / perception the general level of the class is considered to be appreciably high, the average performance may be assigned B grade.
- All other marks to grade conversion are to be done relatively with respect to the average performance in between (but excluding) the F and Ex grades, which have already been assigned, by choosing appropriate boundary marks between grades.
- Normally, in a reasonably large class of students, distribution of grades is expected to be as follows:

Table 4.2.4	
Grade	Distribution
Ex	$\leq 10\%$
A	$\leq 10-25\%$
B, C, D	$\leq 20-35\%$
P	$\leq 10-25\%$
F	$\leq 5\%$

4.2.4.1 In the case where a student appears in the summer examination or attends summer quarter, the conversion from 'marks to grade' would be done applying the same norm as was framed for the original class.

4.2.4.2 For classes where excessive bunching occurs resulting in almost all the marks tending to cluster into same category, conversion from 'marks to grade' may be done using the Table 4.2.3.2 b where **m** stands for the marks obtained. However, the instructor may, on her/his perception of the difficulty level of assessment process undertaken, alter the boundary (cut-off) marks by marks.

4.2.4.3 For subject in which the theory component is greater than 1 (one), the subcomponents and the respective weights assigned to these are given below

Table 4.2.4.3	
Subcomponent	Weight
Teacher's Assessment	20%
Mid-Semester Examination	30%
End-Semester Examination	50%

4.2.4.4 For assigning marks in Instructor's Assessment (T.A.) performance in home assignments, class-tests, tutorials, viva-voce, attendance etc., are to be considered. At least two class tests are to be conducted for a given subject. The weights of different sub-components of T.A. are to be announced by the instructor at the beginning of the Semester.

4.2.4.5 Courses with 1 credit will be discontinued or will be merged with some other courses. For subjects in which the theory component is 1 (one), there would be no Mid-Semester or End-Semester Examination. The marks of the theory component would be decided by performance in class-tests, home assignments, tutorials (if any), viva-voce, attendance etc. At least two class tests are to be conducted for the theory component of such a subject. The weights of different sub-components are to be announced by the instructor at the beginning of the Semester.

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

4.2.6 Assessment of Project work

4.2.6.1 Performance in the various activities involved in the project would be assessed individually at the end of each semester in which it is being carried out as per the curriculum. The student is required to submit a written report at the end of the semester. The Head of the Department would appoint a 'project evaluation board' for purpose of assessment. The different components of evaluation and the weights assigned to these components are given in the Table (4.2.6.1) below:

Table 4.2.6.1	
Subcomponent	Weight
Supervisor's Assessment	40%
Project Report/Thesis (to be assessed by the board)	20%
Evaluation Board's assessment	40%

The student is required to give a seminar on the project work done. The evaluation board would conduct the viva voce. Dates for conducting the seminar and the viva-voce, to be held within ten days after the end-semester (7th/8th) examination, would be announced in the academic calendar.

4.2.6.2 The grades for projects of 7th, 8th semesters for B.Tech. have to be submitted within the respective deadline of grade submission as per Academic Calendar. If a student cannot complete the project for any reason, by deadline, she/he will get an 'F' grade. The extension of project in a semester can be made with the prior approval by Dean (Academic affairs) on the requisition, the application submitted by the student through her/his Project Supervisor and Departmental Head. The deadline for submission of the grades for the extension availed in projects allotted in Autumn Semester (7th Semesters) will be three days before the registration of the next Spring Semester, while the deadline for submission of the grades for the extension availed in the projects allotted in the Spring Semester (8th Semesters) will be June 30 of the concurrent year. In case of project extension, a student will be awarded one grade less than that actually obtained by her/him.

If a student cannot clear the project for the 7th semester, she/he can register the same along with 8th semester project. In such case, she/he will get one grade less than that actually obtained in the evaluation of project part I (7th semester component).

4.2.6.3 The Head of the Department would constitute the Viva-Voce Board(s) for conducting the comprehensive viva-voce examination as per the requirement of the curriculum. The Board would decide the relative weights of the different aspects of the viva-voce and decide the grades to be awarded to the students. The dates of the viva-voce, to be conducted within ten days after the end-semester examination, would be announced in the academic calendar.

4.2.7 Examinations

4.2.7.1 Mid-Semester and the End-Semester Examinations in respect of the theory component of the subjects will be conducted on the dates specified as per academic calendar.

4.2.7.2 Examination for some subjects will be held centrally while for the others it will be held in the respective Departments. A student will be issued an Admit Card for appearing in an examination, only if she/he has:

- Paid all Institute and 'Hall of Residence' dues of the semester.
- Not been debarred from appearing in the examination as a result of disciplinary proceedings.
- Submission of feedback

4.2.7.3 A student may be debarred from appearing at the Mid-Semester or End-Semester Examination on the report of an Instructor/Chairman, coordination committee, if her/his:

- Attendance at lecture/ tutorial/ laboratory classes has not been satisfactory during the period, and/or,
- Performance in the assignment works during the semester has not been satisfactory.

4.2.8 Attendance in class tests, Mid-semester and End-Semester examination:

4.2.8.1 Class tests, mid-semester examinations, assignments, tutorials, viva-voce, laboratory assignments, etc., are the constituent components of continuous assessment process, and a student must fulfil all these requirements as prescribed by the Instructor/Co-ordination committee of the subject. If due to any compelling reason (such as her/his illness, calamity in the family, etc.) a student fails to meet any of the requirements within / on the scheduled date and time, the instructor/Coordination committee in consultation with the concerned Head of the Department may take such steps (including conduct of compensatory tests / examinations) as are deemed fit. However, such student(s) should submit / give her/his reasons for not attending examination(s) to the concerned HoD through instructor within 3 days of the scheduled date mentioned above with proper documentation failing which her/his request will not be obliged.

4.2.8.2 Attendance in end-semester examination: Appearing in the End-semester examination in the theory component of a subject is compulsory for a student. If a student fails to appear in the End-semester examination, she/he will be assigned an F grade in the subject and will not be permitted to register in the summer examination for the subject as stipulated.

However, if a student misses the End-semester examination due to a compelling reason like serious illness of herself/himself or a calamity in the family, she/he may appeal to the Dean, Students' Affair, through her/him Head of the Department for permitting herself/himself to register in the summer examination(s), as the case may apply.

A subcommittee of the Undergraduate Program Evaluation Committee (UGPEC) consisting of the following members may, after examining the documents and being convinced about the merit of the case, recommend her/his to register in the summer quarter and / or to appear in the supplementary examination(s) with full credit, condoning her/his absence:

Undergraduate Program Evaluation Committee (UGPEC)

- The Dean (Academics) - Chairman.
- Dean of Students' Affairs - Convener.
- HoD
- One Medical Officer.
- The Section-In-Charge/Deputy Registrar/ Registrar – Secretary.

Students will be permitted to appear the examinations in only those subjects for which they have registered at the beginning of the semester and have not been debarred.

The final grades awarded to the students in a subject must be submitted by the Instructor /chairman, co-ordination committee, within seven days from the date of holding the examination to the concerned Head of the Department for onward transmission to the Assistant Registrar (Under Graduate Studies). The evaluation of performance in the '**Extra Academic Activities (EAA)**' will be done by the respective program officers.

For the benefit of and as a process of learning by the students, the scripts of all class tests, Mid-semester examinations, assignments etc., after correction would be shown to the students within 5 days from the date of tests/examinations. The scripts of the End-semester examinations are to be shown within 5 days from the last date of examination.

With a view to assist the students, who failed in one or more subjects in the autumn and/or spring semester in a year, a Summer Quarter will be conducted immediately following summer vacation for making-up their deficiency and improve their performance.

The regulations for running the Summer Quarter are separately notified. In order to provide an additional opportunity to the students who failed (obtained 'F' grade) in one or more subjects, due to not being able to score higher than the cut-off marks in the theory components, in either the autumn and/or the

spring semester in a year, Supplementary Examinations equivalent to the End-semester examinations will be conducted centrally by the Academic Section, in the month of July (before commencement of the next session) every year. Regulations relating to the Supplementary Examinations are notified/given separately.

4.2.8.3 Academic Registration for Summer Semester

The rules for summer semester are given below:

- (a) The student may register for the summer semester as per the Academic Calendar.
- (b) Normally, a minimum of five students is required to run a summer course.
- (c) The maximum number of courses that can be registered in the summer semester will be limited to **two full courses. One modular course will be half of a full course.**
- (d) Number of classes has to be the same as in the regular semester.
- (e) Classes will be conducted regularly irrespective of the number of registered students.
- (f) The attendance requirement will be the same as that of regular semesters.
- (g) The tuition fee and semester fee for summer semester will be 50% of the tuition fee and semester fee of a regular semester.
- (h) One thesis unit of **9 credits is equivalent** to one course.

4.2.9 Supplementary Examinations:

4.2.9.1 A student is eligible to appear in the supplementary examination in a subject if she/he actually has appeared at the End-semester examination in that subject and obtained the grade F.

4.2.9.2 However, if a student has been absent for the End-Semester examination (a) due to medical reasons, that are duly certified by the authorized Medical Officer or (b) due to a calamity in the family. Under these circumstances her/his case will be considered for appearing the supplementary examination with full credit (capping rule for awarding grade will be relaxed). In such cases the student must apply in writing to the Dean (Undergraduate Studies) through the Head of the Department.

4.2.9.3 All medical cases will be put up for consideration to the Medical Board. Only on certification by the Medical Board, the student will be granted full credit.

4.2.9.4 A student will not be allowed to appear for more than 20 credits in the supplementary examinations in a year irrespective of number of subjects.

4.2.9.5 Those students desirous to appear in the supplementary examinations must submit their application, countersigned by the instructor (s) of the subject(s) or the Head of the Department concerned, along with the necessary fees to the Academic Section by the date as notified by the concerned section.

4.2.9.6 The supplementary examinations shall be held on such dates as laid down in the Academic Calendar for the year or as notified separately.

4.2.9.7 The grade in the subject scored by the student appearing in the supplementary examination will be recomputed by substituting the marks of the end-semester in the total marks scored by that student in the supplementary examination. Unless granted, full credit by virtue of clause 4.2.9.2 a student is entitled only to one grade lower than the actual grade thus scored, except that the performance grade P remains unaltered, as elucidated in the table below:

Table 4.2.9.7	
Grade obtained	Grade to be awarded
Ex	A
A	B
B	C
C	D
D	P
P	P
F	F

4.2.9.8 The final grades awarded to the students must be sent to the Academic section as per date specified in the academic calendar.

4.2.9.9 A consolidated department wise list shall be prepared by the Academic Section from ERP and communicated to the Department. The Department shall be responsible for conducting re-examination and/or supplementary examination at the Departmental level. However, the central time table will be drawn by the Institute for this purpose. Moreover, supplementary / summer quarter examinations for the first year students shall be conducted centrally.

4.2.9.10 Special classes for three weeks (during summer vacation) will be organized (only for theory component of the subjects) with the consent of respective faculty with due registration to make-up deficiencies of the students appearing for supplementary examinations.

4.2.10 Declaration of Results

4.2.10.1 Grade Submission:

The grade submission has to be made within the due date mentioned in the academic calendar. Beyond that date, permission has to be taken from the competent authority for the grade submission and accordingly the Academic Section will allow for late submission of the grade.

4.2.10.2 The grade submission will be made online. A print out of the submitted grade has to be taken and signed by the instructor concerned. The signed copy of the grade must be submitted to the academic section within the due date. Apart from the online grade submissions, the details of the Mid - Semester, End – Semester Examination and TA marks have to be entered online for those students who have obtained F grade.

The Institute will notify the failures' list to the concerned student (s) once the hard copy of the failed students with all these details signed by the concerned instructor (s) and approved by the UG Programme Evaluation Committee of the Institute is received by the Academic Section through the HoD.

4.2.10.3 The display of performance records/showing the evaluated answer scripts of the end-semester examination of a subject has to be made within a maximum period of 5 (five) days from the last date of the semester examination specified in the Academic Calendar. The mid-semester answer scripts, however, must be shown within 5 (five) days from the date of the mid-semester examination. For supplementary examination, the display of performance records / showing evaluated answer scripts of a subject has to be made within a maximum period of 3 (three) days after the completion of supplementary examination.

4.2.11 Grade Revision:

A letter grade (A, B, C, D...) once awarded shall not be changed unless the request made, upon detection of genuine error of omission and / or commission by the Instructor/Coordinators with all relevant records and justification and recommended by the Departmental UG committee and Head of the Department and approved by the Chairman, Senate/Dean (Academic affairs) within due date as provided in **sub section 4.2.10.1**.

4.2.11.1 For the subjects of 2nd semester, no change will be permitted in the grade submitted. For the subjects of supplementary examination of both 1st and 2nd semesters, the change of grade has to be made within a maximum period of 3 (three) days after the **IAC** meeting considering the supplementary examination results.

4.2.11.2 For the subjects of 8th semester (for 4year B.Tech. students), the change of grade has to be made within a maximum period of 3 (three) days after the Senate meeting considering the results. No change will be permitted for re-examination, and supplementary examination grades. However, in the extraordinary circumstances, the grade change will be allowed only after approval of the Chairman, Senate within a maximum period of 1 (one) day after the DAC meeting considering the re-examination and supplementary results.

4.2.11.3 Normally a student should complete all the requirements consecutively in eight semesters for B.Tech. Degree. However, academically deficient students can complete their requirements within the maximum time limits specified.

4.2.11.4 A student, whose academic records at the end of any semester clearly indicate that she/he will not be able to qualify for the degree for which she/he had been admitted within the limits of time specified, shall have to discontinue studies and leave the Institute when asked to do so.

4.2.12 Withholding of Grades:

The Grade Sheet of a student may be withheld for the reasons: proven case of indiscipline pending against a student or the student fails to clear the dues pending against her/him. Reasons for withholding the grades will be conveyed in writing.

4.2.13 Promotion to next year and discontinuation of study

4.2.13.1 A student has to clear $\frac{2}{3}$ rd of the registered credits in 1st year (after supplementary examinations) to enable her/him to register for the 2nd year, failing which a student repeats the 1st year by registering for the subjects with grades **F**. The student may also register for some subjects with grade **P** to improve CGPA.

4.2.13.2 If after repeating the 1st year, the student fails to clear the required credits (after the supplementary examinations), the student shall be asked to leave the Institute.

4.2.13.3 At the end of 2nd year, a student will have to clear all the 1st year subjects and in addition $\frac{2}{3}$ rd of the credits of the 2nd year level registered subjects, failing which the student repeats the 2nd year by registering for the subjects with grade **F**. The student may also register for some subjects with grade **P** to improve upon his CGPA.

4.2.13.4 The same rule under section 4.2.13.3 applies for promotion from 2nd year onwards.

4.2.13.5 EAA shall be de-linked from the year repeating policy. The students, however, must complete the EAA component before graduation. EAA shall be, however, treated as par with any other subject as far as Scholarships / Prizes/ Awards/ Dual Degree Assistantships/Registration (and continuation) of Minor/Micro - specialization/ Registration of Additional Subjects are concerned.

4.2.13.6 As per the current promotion policy, the student has to repeat a complete Academic Year even if she/he is eligible for promotion at the end of Autumn Semester by clearing the constraining (backlog) subject. Thus, if the student has cleared the constraining (backlog) subject/subjects in the Autumn Semester, she/he must be treated as promoted and should be allowed to register for all the eligible academic components of the next year in the Spring Semester. However, if there are other Backlog subjects of the Spring Semester then the student must first register for these.

4.2.14 Graduation Requirements:

In order to qualify for a B. Tech degree a student must:

4.2.14.1 Complete all the credit requirements for the degree as laid down in the prescribed curriculum of the discipline.

4.2.14.2 Obtain CGPA of 5.0 or higher at the end of the semester in which she/he completes all the requirements for the degree.

4.2.14.3 Have cleared all dues to Institute, the Hall of residence (Hostel), the library and the Departments.

4.2.14.4 Normally a student should complete all the requirements consecutively in eight semesters for a B. Tech degree. However, academically deficient students can complete their requirements within the **maximum time limit of 8- years**.

4.2.15 Withdrawal from the Institute:

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

- (a) she/he applies to the Institute within 15 days of the commencement of the semester or from the date she/he last attended her/his classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the father / guardian.
- (b) the Institute is satisfied that, inclusive of the period of withdrawal, the student is likely to complete her/his requirements for the degree within the time limits specified and that there are no outstanding dues or demands from her/him by the Institute / Hall / Department / Library / Gymkhana / NCC, may grant permission.

4.2.15.2 A student who has been granted temporary withdrawal from the Institute under the provisions will be required to pay the tuition fee and other essential fees / charges for the intervening period till such time as her/his name is borne on the Roll List.

4.2.15.3 A student will be granted only one such temporary withdrawal during her/his tenure as a student of the Institute.

4.2.15.4 A student who has been granted a temporary withdrawal on medical grounds will be allowed to re-join and resume her/his studies only after being declared medically fit by the authorized Medical Officer.

4.2.16 Striking-off the name from the Institute Roll List

If a student does not register for 3 (three) consecutive semesters, without the approval of the competent authority her/his name will be struck off from the Institute Roll List.

4.2.17 Relaxation

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

4.3 Registration Procedure

4.3.1 Pre-registration requirement

From the 2nd semester onwards, only those students will be permitted to register who have

- (a) Cleared all Institute and Hostel dues of the previous semester
- (b) Paid all required prescribed fees for the current semester, and
- (c) Not been debarred from registering for a specified period on disciplinary and other ground.
- (d) For student(s) repeating a year, the entire amount for the respective semester as tuition fee has to be paid at the time of registration.

4.3.2 Dates and Venue of Registration

Eligible students will be presented with a broad time window, as specified in the Academic calendar to pay necessary fees and finalize her/his subject registration by suitable choice of Elective/ Additional/Unregistered/ Backlog etc. subjects for each semester. The date, time and venue of registration will be announced in advance. Since registration is a very important procedural part of the credit system, it is absolutely essential that all students present themselves on the specified time frame. No late registration is allowed. However, late registration is permitted only if a student has taken prior permission or has medical reason/calamity in the family or under any exceptional / emergency circumstances. If the student could not take prior permission for late registration, because of exigencies such as accident, illness, bereavement in the family, the Chairman (Senate) may waive-off the late registration fee. Such waive-off shall not be a general rule, but will be invoked on a case-to-case basis. If a student does not complete registration within the deadline intentionally, she/he has to pay penalty as prescribed to complete her/his registration process.

4.3.3 Clearance of Dues

At the time of admission, the student must pay the fees and make other specified payments before she/he can be registered for courses. In subsequent semesters, the student should obtain two 'No Dues Certificate', before she/he can be registered for the courses of a semester, one from the 'Hostel Warden' and the other from the 'Institute Accounts Officer'. These should be produced at the time of registration. The Warden gives the 'No Dues Certificate' when the student has no mess arrears in the previous semester and has paid the mess advance for the current semester. The second clearance is for 'Institute dues' that should be paid at the 'Accounts Desk' in the registration hall, by cash, or by bank drafts or online transfer (whichever is acceptable at the time of payment). The 'Institute dues' will include the current semester's tuition fees, other dues as well as the previous semester's arrears, if any. The drafts should be drawn in the name of IIPPE, Visakhapatnam.

4.3.4 Advice on Courses

All students have to consult their Faculty Advisors/Academic Coordinators and get their registration slips signed by them. One Faculty Adviser is normally appointed for a batch of students in a particular discipline, who will chalk out the complete programme of study of each student, and advise her/him on the courses to be taken.

4.3.5 Guidelines for registration of UG students (except 1st year-1st semester).

4.3.5.1 A student who has cleared all curricular requirement upto the previous semester will register for all subjects of current semester in accordance with the curriculum.

4.3.5.2 Students cleared all subjects (including through supplementary examination) of (S-2)th semester with CGPA less than 6.00 (CGPA <6.00) may take subjects of P-graded (for improvement) along with all subjects of Sth semester upto a maximum credit limit of 28.

4.3.5.3 All backlog-subjects of the corresponding semester [i.e. of (S-2)th semester] have to be register first in the Sth semester.

4.3.5.4 Students having only one backlog-subject in (S-2)th semester with CGPA greater than or equal to 6.00 (CGPA \geq 6.00) may register for the prescribed credits of the Sth semester in addition to that backlog-subject.

4.3.5.5 For students having more than one backlog-subjects in (S-2)th semester, the registered credit in the Sth semester inclusive of backlog-subjects must not exceed 28.

4.3.5.6 For students repeating a (academic) year, the registered credit in a semester must not exceed 16. She/He may register for subjects of P-graded (for improvement) along with backlog-subjects with total registered credit not exceeding 16.

4.3.5.7 The credits of industrial/summer training, Field trips, comprehensive Viva-voce and EAA should be excluded while calculating 28 or 16 credit limits per semester for backlog / year repeating students.

4.3.5.8 To register for a subject, prerequisite must be taken care of. Students may be allowed to take Departmental elective subjects instead of professional breadth electives. Registration in the subjects of same slots will not be allowed.

4.3.5.9 A student who has been debarred from appearing an examination either

- (a) as per recommendation of the subject instructor for unsatisfactory attendance or
- (b) as a measure of disciplinary action by the Institute or
- (c) for adopting malpractice at an examination and consequently awarded an X-grade, may re-register for the subject(s) after the term of the debarment expires, provided that other provisions of this regulation do not prevent her/him from registration.

4.3.5.10 Eligible students opting for improvement of subjects must forward their application through faculty advisor to HoD to the Academic Section (and / or Exam Cell). The approval of registration of those subjects will be completed after the recommendation of HoD and faculty advisor.

4.3.6 De-registration

4.3.6.1 The student can be de-registered in a subject of a semester by the concerned instructor on the ground of poor attendance. If a student does not have a minimum of 80% attendance in a subject, she/he can be deregistered from the subject at the discretion of the subject instructor. Only one-time deregistration of a subject is permissible and no revocation of the deregistered subject is admissible, except on medical grounds.

4.3.6.2 Email warning should be given to the students by the subject instructor (cc to faculty advisor, HoD) prior to deregistration.

4.3.6.3 The deregistration process shall commence after Mid-Semester Examination.

4.3.6.4 The deregistration process should be completed and informed (through a letter) to Academic Section (and / or Exam Cell) one week before the commencement of the End - Semester Examination.

4.3.7 Academically weak students

Such students will be divided into two categories based on their CGPA (calculated on the basis of Total Credit Taken)

- (a) Category A: Students with CGPA less than 6.00 (CGPA $<$ 6.00).
- (b) Category B: Students having more than two backlogs / unregistered subjects (regardless of CGPA).

4.3.7.1 The faculty advisor will announce a meeting date every month and it will be mandatory on the part of the students to attend these meetings. During the meeting the problems of the student will be discussed and measures to improve their academic performance suggested. A report of these meetings must be prepared by the counsellor and be recorded for future verification.

Chapter 5

SCHOLARSHIPS AND ASSISTANTSHIPS

5.1 The Board may Institute from time to time Fellowships, Scholarships, Assistantships, Medals and Prizes for awarding them to its students at undergraduate, postgraduate, research and post-doctoral and other levels.

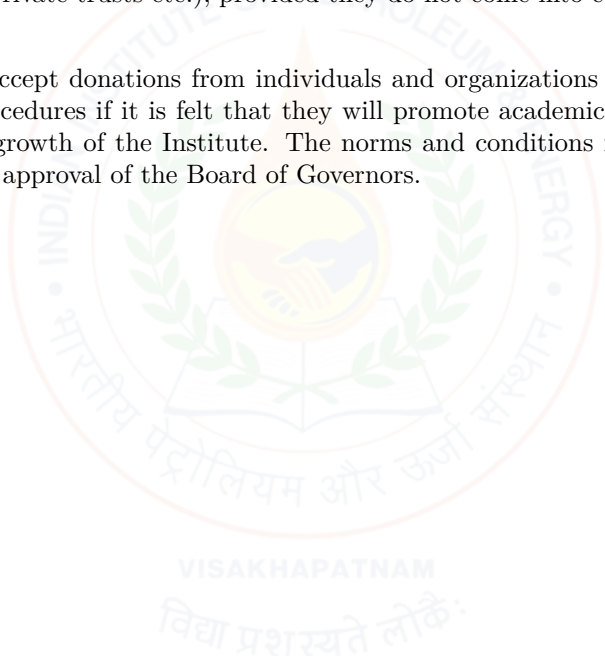
5.2 The Institute shall decide the value, number and conditions of award for each of them from time to time.

5.3 In addition to the funds of the Institute for the above mentioned purposes, funds received from donations may also be utilised.

5.4 The Director shall decide in consultation with the Senate, the eligibility and guidelines for administering the Merit-cum-Means assistance to the meritorious students.

5.5 The Institute shall allow students to avail scholarships awarded by external Government / non-Government organizations (such as central sector scholarship schemes, scholarships from state Government, scholarships from private trusts etc.), provided they do not come into conflict with any ordinance or rules of the Institute.

5.6 The Institute shall accept donations from individuals and organizations to set up scholarships according to prescribed procedures if it is felt that they will promote academic activities in the Institute and will lead to general growth of the Institute. The norms and conditions for the institution of such scholarships shall require approval of the Board of Governors.



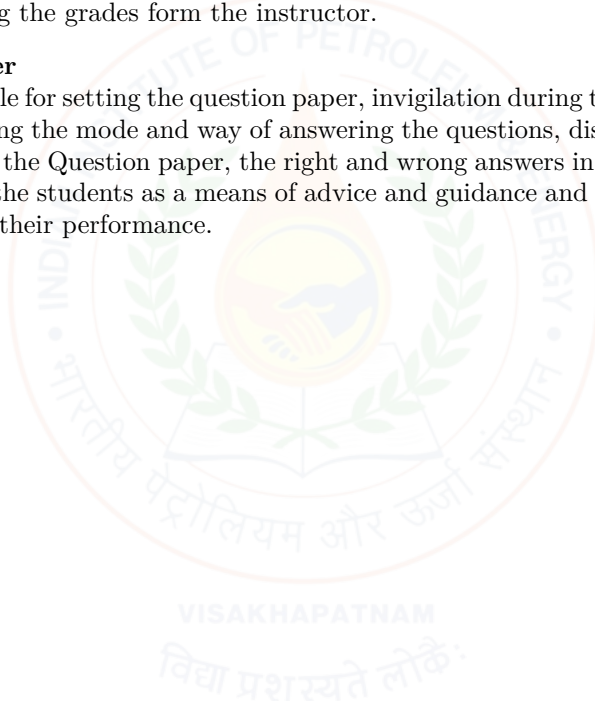
Chapter 6

CONDITIONS AND MANNER OF APPOINTMENT AND DUTIES OF EXAMINATION BODIES, EXAMINER, MODERATORS AND CONDUCT OF EXAMINATION

6.1 Institute currently follows one Mid - semester and one End - semester examination pattern for evaluation and grading purposes of all the courses along with quizzes, home assignment and term papers etc. The weightage of each of the examination and tests vary from course to course and is at the discretion of the instructor. Typically, the mid - semester examinations are conducted after four to five weeks of deliberating the lecture sessions from the beginning of the semester. The Institute or the academic office generally doesn't moderate the question paper set by the instructor for various examinations. The instructor of the course is the examiner of various examinations and tests are conducted throughout the semester. Occasionally she or he may seek the help of teaching assistants for the conduct and evaluation of the examination papers. Typically, a fixed grading pattern is followed for different courses, though the grading pattern purely depends on the instructor. If necessary, the academic office may do the grade moderation after receiving the grades from the instructor.

6.2 Duties of Examiner

The examiner is responsible for setting the question paper, invigilation during the examination, evaluating the answer book, discussing the mode and way of answering the questions, discussing the key / solutions for the problems posed in the Question paper, the right and wrong answers in the evaluated answer book - all these are dealt with the students as a means of advice and guidance and finally awarding the grades to the students based on their performance.



Chapter 7

MAINTENANCE OF DISCIPLINE AMONG THE STUDENTS OF THE INSTITUTE

7.1 Each student shall conduct herself/himself, both within and outside the campus of the Institute, in a manner befitting as a student of an Institute of National Importance. No student is expected to indulge in any activity which tends to bring down the dignity, prestige and honour of the Institute. Each student shall show due respect and courtesy to the instructors, administrators, officers and employees of the Institute and, good neighbourly behavior with their fellow students. They should also pay due attention and courtesy to the visitors, dignitaries visiting the campus and residents of the campus.

7.2 Lack of courtesy and decorum; unbecoming conduct (both within and outside the Institute); wilful damage or removal of Institute property or stealing the belongings of a fellow student; disturbing fellow students in their studies; adopting unfair means during examinations; breach of rules and regulations of the Institute; noisy and unseemly, unruly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct of students.

7.3 Violation of the Code of Conduct of students by any student, shall invite disciplinary action and may merit punishment, such as reprimand, disciplinary probation, fine, debarring from the examination, debarring from the use of placement services, withholding of grades, withholding of degree, cancellation of registration and even dismissal from the Institute.

7.4 The Warden of the concerned Hall of Residence (Hostel) shall have power to reprimand or impose fine or take any other such suitable measure against any resident of the Hall, who violates either the rules and regulations or the Code of Conduct pertaining to the concerned Hall of Residence.

7.5 The Instructor-in-Charge of a course shall have the power to debar a student from the examination in which the student is detected to be using unfair means. The Instructor/Tutor shall have the power to take appropriate action against a student who attempts to misbehave in the class room, Laboratory etc.

7.6 Ragging, in any form, is strictly prohibited and any violation shall be considered as a serious offence, leading even to dismissal from the Institute or even may lead to the extent of filing a criminal case against the one who committed such an offense.

7.7 The Senate shall constitute a Standing Committee to investigate the alleged misdemeanour reported and recommend a suitable course of action. The Senate shall also prescribe the procedure for dealing with the recommendations of the Committee.

7.8 Violation of the Code of Conduct of students, by a student or a group of students can be referred to this Committee by any student or an instructor and the Director or any other functionary of the Institute.

7.9 Under exceptional circumstances, the Chairman, Senate may appoint a Special team to investigate.

7.10 Disciplinary Committee to investigate and/or recommend the action to be taken in case of any act of gross indiscipline involving a large number of students which may tarnish, mar or demean the image of the Institute.

7.11 The case of a defaulting student recommended for dismissal from the Institute shall ordinarily be referred to the Senate for its final decision.

7.12 A defaulting student who feels aggrieved with the punishment awarded may submit an appeal to the Chairman, Senate stating clearly the reasons why the punishment should not be awarded. The Senate shall prescribe the procedure to process such an appeal.

7.13 A student who is found guilty of some major offence may not be recommended by the Senate to the Board of Governors for the award of a degree even if all the academic requirements have been satisfactorily completed by the student concerned.

Chapter 8

CONDITIONS OF RESIDENCE OF STUDENTS OF THE INSTITUTE

8.1 IPE Visakhapatnam is a residential Institute and, therefore, every registered student shall reside in a room assigned to her/him in one of the Halls of Residence / Hostel. In exceptional cases, the Director may permit a student to reside with her/his parent/local guardian. As IPE currently running in a temporary campus, the Hostel facility is made now optional till IPE move to the permanent campus.

8.2 For each Hall of Residence / Hostel there shall be a Warden and the Competent Authority may nominate or appoint the Wardens and other staff from time to time, as approved by the Board of Governors. The members of the academic staff of the Institute shall hold the office of the Warden-in-Charge and the Wardens of respective Halls of Residence. The Director shall make these appointments. The Warden of a Hall shall be responsible for managing the residential status of the students effectively and efficiently.

8.3 Every student residing in a Hall shall join the Mess provided in that Hall. However, the Warden may exempt an individual student from the Hall Mess on medical grounds for a specified period.

8.4 Each Hall of Residence shall have a Hall Executive Committee (HEC). The constitution of the HEC and its functions shall be as decided by the Competent authority and approved by Senate.

8.5 Every resident shall be personally responsible for the safe up-keep of the furniture and other items supplied to the resident and will be charged for any damage or loss caused or her/his negligence/ indifferent conduct during his stay or occupancy of the room allotted to her/his.

8.6 Every resident must pay the mess bill by the due date, announced by the Warden.

8.7 Failure to deposit the dues in time may result in fine or such other penalty as the Warden may deem fit. Even the registration of a student may be cancelled in case of failure to clear the mess dues within 30 days of the due date.

8.8 Besides the payment of mess dues, every resident shall also pay establishment charges every month at the rate prescribed from time to time by the Warden-in-charge. This is in addition to the mess establishment charges payable to the Institute.

8.9 Residents shall respect the right of each individual to express her/his ideas, pursue her/his interests and follow the style of life most meaningful to her/his. However, party – based political campaigning is prohibited within the campus or even outside campus by the residents.

8.10 Visitors of the opposite gender are strictly prohibited to enter the residential blocks of the Halls at any time.

8.11 Use of liquor, drugs, or any other intoxicants in the Hall premises is strictly prohibited.

8.12 Every resident shall comply with all the rules and regulations of the Halls of Residence as may be in force from time to time. The Warden shall take necessary action against the defaulters.

Note: Presently, the Institute is running under leased accommodation and Hostels are run under rented buildings which are being monitored by the Wardens of the Hostels who are the faculty of the Institute. As and when, the construction activities of the Institute are completed, the Hostels will be shifted to the Permanent residential campus of the Institute. The rules and regulations promulgated by the Institute, approved by BoG of IPE shall be in force until the campus is shifted to its own premises.

Chapter 9

DEFICIENT ACADEMIC PERFORMANCE

The Department Academic Committee (DAC) shall review the academic performance of students at the end of each regular semester. A deficient student may be placed on Warning or Academic Probation or Termination. A student on Academic Probation is required to adhere to the following conditions:

1. That the student shall register with higher priority for those courses (or their substitute) in which grade F/X is obtained. The student under academic probation shall register for one theory course less than the normal load or as specified by the Senate.
2. That the student shall not hold any post/position in the hostel, Students Gymkhana or any other organizational body of the Institute.
3. That the student will abide by such conditions as laid down by the Institute Academic Committee (IAC)/Senate.
4. A student under warning will adhere to the conditions given in (ii) and (iii).

The parent/guardian of the student will be informed in writing about the academic warning/probation status of the student. The criteria for placing students on Warning / Academic Probation / Termination depends on SGPA / CGPA and is described in the following sub-sections:

9.1 Criteria for Warning

Students will be placed on warning if
SGPA/CGPA < 6.0

9.2 Criteria for Academic Probation

Students will be placed on probation if
SGPA/CGPA \leq 4.0

9.3 Criteria for Termination Academic termination is applicable to those students who are placed under academic probation for three consecutive semesters.

9.4 Appeal against Termination A student may appeal to the Chairman, Senate for reversing the termination order and reinstating her/him in the programme. In the case of termination due to inadequate and unsatisfactory academic performance, the student must clearly explain the reasons for the poor performance, including how those reasons will not adversely affect her/his performance in the future. The Senate shall take a final decision after considering the inputs from **DAC and IAC**. A student may re-appeal, if her/his previous appeal was rejected. However, the re-appeal will be considered by the Senate only if it is admitted by the Chairman, Senate.

Chapter 10

TEACHING AND EVALUATION

10.1 Medium of Instruction and Duration of Classes

The medium of instruction in the Institute is generally in **English but not limited**. Duration of a class is normally Sixty (60) minutes. However, depending on the need, the duration of the class may be of 75 minutes.

10.2 Offering a New Course

A new course (IC/DC/Institute elective) can be introduced by a faculty member by submitting a proposal to the Chairperson, DAC in the prescribed format. The proposal shall be considered by the DAC at the earliest possible. The proposal should be circulated to all faculty members for their comments at least seven days before the DAC meeting. If the DAC accepts the proposal or suggests some changes/modification to the course, and the proposer of the course resubmits the modified proposal by addressing the suggestion, then the modified proposal shall be submitted to the Institute Academic Committee (IAC) for its consideration. The new course can be offered only when it has been recommended by the IAC and approved by the Senate.

10.3 Courses to be Offered in a given Semester The list of courses to be offered by a department under an academic programme in the subsequent academic year is to be finalized before the pre-registration period in the **Spring semester** of current academic year by the Head of the Department through the **Departmental Academic Committee (DAC)**. All the requirements of the programme templates are considered before deciding the courses to be offered in a regular semester.

10.4 Conduct of Courses Each course is preferably conducted by a single instructor with the assistance of Teaching Assistants (TAs). The instructor is responsible for instruction, giving home assignments, holding quizzes and examinations, evaluating the performance of the students, and awarding and submitting the grades.

In certain cases, faculty from other departments may have to provide tutors for tutorial, laboratory work, grading etc.

Course Coordinators who are conducting courses with a large number of students in multiple sections will be assisted by Instructors and TAs. The Coordinator is responsible for planning the course instructions, giving home assignments, holding quizzes and examinations, evaluating the performance of the students, and awarding and submitting the grades.

10.5 Minimum Number of Students in an Elective Course

Normally, a minimum of five students is required to run an elective course. The approval of the Chairman, Senate should be taken for running courses with less **than five students**. The maximum numbers of students in an elective course may be one hundred or more depending on the need.

10.6 Examinations The arrangement for mid-semester and end-semester examinations are made by the Academic Section during the period as specified in the Academic Calendar. No deviation is allowed in the examination schedule and location, without the specific written permission of Dean (Academics).

10.6.1 Guidelines for Setting of Question Papers

- (a) The question paper may comprise of different difficulty levels, such as 50% of average level, 30% of moderate level and remaining 20% of high difficulty level. At least 30-40% numerical problems may be given in Engineering, Science and Management courses, wherever possible.
- (b) The questions of mid-semester and end-semester examinations normally cover the syllabus proportionately, i.e. the end semester question paper must include at least 60% covered after mid semester and the remaining 40% equally divided between the portions before and after mid semester examination.

10.6.2 Results of Examinations and Quizzes

The final grades of all the students in a course must be submitted within the dates mentioned in the Academic Calendar as notified by the Dean (Academic) from time to time. Answer books for mid-semester and end-semester examinations must be shown to the students at a mutually convenient time, within the specified period as mentioned in academic calendar. Answer books for quizzes must be shown

to the students within seven working days from the date of the quiz. Students are responsible to be present to see the answer books, assignments, etc. at the time specified by the Course Coordinator/Instructor.

10.6.3 Absence in End-semester Examination

To clear a course, a student must appear in the end-semester examination. If a student is absent in the end-semester examination and does not appear for the supplementary examination, she/he will be awarded “F” grade in the course irrespective of her/his performance in mid-semester examination and other internal evaluation.

10.6.4 Supplementary Examination

10.6.4.1 Supplementary End-semester Examination

If a student, for reasons such as medical reasons/family calamity or any other valid reasons fails to appear in the end-semester examination in one or more course(s), then s/he may submit an application to the Dean (Academic) for a Supplementary examination. The application must be submitted within the deadline specified in the academic calendar, stating the reasons for failure to appear in the examination along with the supporting documents. In case of an illness, a certificate from the Medical Officer of the Institute’s Health Centre must be submitted. Dean (Academic) may consider the application and take a decision on a case-to-case basis.

10.6.4.2 Make-up options for Mid-semester Examination In case of absence during mid-semester examination due to medical reasons/family calamity or any other valid reasons, one of the following two options can be exercised by the Course Coordinator/Instructor after the approval of Dean (Academic):

- (a) The mid-semester marks may be allotted based on the performance in the end-semester examination proportionately. In such cases, the weightage for end-semester examination may be the combined weightage of mid-semester and end-semester examinations.
- (b) Conduct a make-up of mid-semester examination within two weeks from the date of completion of the mid-semester examination period.

10.6.4.3 Withholding of Grades

The grades of a student may be withheld, if s/he has not paid the dues, or if there is a case of misconduct / unfair means / non-submission of semester feedback / disciplinary action pending against her/him, or for any other appropriate reason as per the directives of the Senate.

10.6.4.4 Change of an already Awarded Grade A grade once awarded shall be final. However, upon a request from the Course Instructor/Student routed through the **Chairperson, DAC**, the Chairman, Senate in consultation with the Dean (Academic) may allow the revision of grades with proper justification. No request for a change of grade(s) shall be considered, if the request is made after two weeks of the declaration of the result.

10.7 Course Feedback

At the end of each semester, students will give feedback about the course and the instructor.

Chapter 11

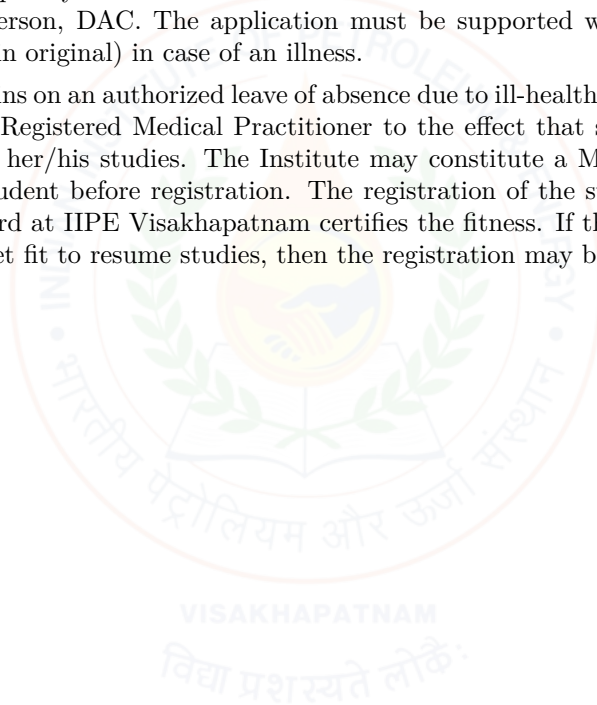
VACATION & LEAVE OF ABSENCE

6.1 Vacation

Undergraduate students are entitled to avail **autumn and summer** vacations as specified in the Academic Calendar without seeking any permission.

6.2 Temporary withdrawal/ Semester leave/Semester drop

- (a) A student may be allowed the leave of absence for a whole semester (temporary withdrawal) for bona-fide reasons. Such leave of absence shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme.
- (b) An application for temporary withdrawal should be made before the date of registration for the semester as mentioned in the Academic Calendar. However, under exceptional circumstances, a student may apply for withdrawal at any time during the semester.
- (c) Application for temporary withdrawal should be addressed to the Dean (Academic) and routed through the Chairperson, DAC. The application must be supported with all documents such as medical certificate (in original) in case of an illness.
- (d) A student who remains on an authorized leave of absence due to ill-health shall be required to submit a certificate from a Registered Medical Practitioner to the effect that she/he is sufficiently cured and is fit to resume her/his studies. The Institute may constitute a Medical Board to determine the fitness of the student before registration. The registration of the student shall be provisional till the Medical Board at IPE Visakhapatnam certifies the fitness. If the Board recommends that the student is not yet fit to resume studies, then the registration may be cancelled.



Chapter 12

PERMISSION TO PROCEED FOR ACADEMIC WORK

12.1 Permission to proceed to Other Institutions as a Non-degree Student

A student may be permitted by the Chairman, Senate to proceed to other academic institutions in India or abroad as a non-degree student so as to broaden her/his horizons and gain course-work experience. The following guidelines and procedures shall apply for this purpose:

- (a) A student, who satisfies the minimum eligibility conditions given below, may spend up to two regular semesters in any academic institution of repute in India or abroad with prior permission of the Chairman, Senate in consultation with the Dean (Academic).
- (b) The semester spent as a non-degree student will be counted as a part of the time spent in the pursuit of the degree.

12.1.1 Eligibility

- (a) Completion of **100 credits** of course work.
- (b) A minimum **CGPA of 8.0**.
- (c) There should not be any disciplinary action against the student.

12.1.2 Application Procedure

- (a) The student shall apply to the Dean (Academic) through the **DAC**, giving details of the proposed programme and shall submit a statement of purpose with sufficient information about the Institution where she/he has chosen to spend time as a non-degree student.
- (b) The **DAC** shall examine the student's proposal to determine whether the proposed programme is of a similar nature as the programme at **IIFE Visakhapatnam**, and that the student will benefit from the exposure and the performance at the outside organization / Institute.
- (c) On the recommendation of the **DAC**, the Dean (Academic) may recommend the proposal to the Chairman, Senate for approval, with leave of absence to the student to proceed as a non-degree student to the selected Institution.
- (d) Any application for waiver of credits at **IIFE Visakhapatnam** or transfer of credits from the other Institution shall be decided in accordance with the procedure given in **section 12.1.3**.

12.1.3 Transfer of Credits and Waiver in-lieu thereof

- (a) The permission to proceed to another institution as a non-degree student does not imply that the student will automatically get a waiver from the academic and other requirements of her/his ongoing UG programme at the Institute.
- (b) On return, the student may apply for a waiver of courses from her/his program template which she/he thinks are equivalent to the courses successfully completed at the outside Institute as a non-degree student. The student must submit an official transcript of the grades obtained by her/him at the outside Institute as a non-degree student and other documents/material that the concerned **DAC** may require for evaluation. The **DAC** will consider and determine, in a manner it deems fit, the equivalent courses (credits) and/or requirements for which the student may be given a waiver in her/his **UG** programme at **IIFE Visakhapatnam**.
- (c) On the recommendation of the **DAC and Dean (Academic)**, the Chairman, Senate may allow a student a waiver for a maximum of **28 credits** against the course work completed elsewhere as a non-degree student, subject to relevant mapping of the courses.
- (d) The grades earned at any other Institution will not be used for calculating **SGPA/CGPA**. However, in such cases, the name of course, credits earned and name of the Institution must be mentioned in the grade sheet.

Those students who are selected by the Institute, using prescribed rules and procedures, to proceed to any Institutional exchange programme will also be governed by the above clauses for the transfer of academic credits, waiver, etc.

12.2 Permission to proceed for Internship at other Institutions/Industry

In order to help students, broaden their horizons and enrich their cultural and academic experience, provision to proceed to other academic/research institutions/industry in India or abroad is available. Modalities and procedures to be followed for availing this provision are as follows:

12.2.1 Modalities for Internship at other Academic Institution / RD Organization / Industry

- (a) Internship will be facilitated from CDC for the pre-final year students of all UG programs.
- (b) UG students are free to undergo internships on their own during vacation period (i.e., end of first/second/third year). HOD may give NOC or letter of introduction (if any required).
- (c) Institute fellowship, if any, will be stopped for the duration of paid internship.

12.2.2 Procedure to be followed by all Interns before start of Internship

- (a) Submit the completely filled **Form** (available in CDC/DOAA office) along with all relevant documents, to the HOD.
- (b) HOD will make a decision (Approval/Rejection). HOD may take the help of DAC to review the academic performance of the students before taking final decision.
- (c) HOD may issue NOC, as required.
- (d) Approval of Dean (Academic) is required in case of Internship in the country other than India.
- (e) On approval of the Research Internship request, the HOD will forward a copy of entire documents (along with NOC, if issued) to Dean (Academics) for the record purpose and to issue office memorandum (if required).

12.3 Out-station Leave

Permission for station leave should be obtained from DAC Chairman, followed by the respective hostel wardens. Students doing project i.e. Final Year B. Tech. must take approval from their project guides before submitting the application to the DAC Chairman. However, for special cases as stated below, the final approval should be taken from Dean (Academic) before availing the leave. Special conditions:

- (i) Leave during examination period (mid-Sem/end sem)
- (i) Leave exceeding 7 days at a stretch (except vacation period)
- (i) Representing Institute at other places/ Institute/ organization for academic/ sports/ other purposes with prior approval.
- (i) Leave exceeding the maximum leave period of 30 days per academic calendar for students drawing fellowship from the Institute.

Chapter 13

CONDUCT AND DISCIPLINE

Students of IPE Visakhapatnam are selected from a pool of best talents available in the country. They come from different parts of the country and, therefore, their conduct and behaviour within and outside the Institute campus should be exemplary and cosmopolitan in character.

13.1 Each student is expected to behave according to the following CCS:

- (a) Conduct yourself, at all times, in a manner befitting your association with an Institute of National Importance;
 - (b) Show due respect and courtesy to the instructors, administrators, officers and employees of the Institute;
 - (c) Pay due attention and courtesy to the visitors of the Institute and residents of the campus;
 - (d) Show good neighbourly behaviour to fellow students;
 - (e) Be logical and lucid in expressing your own opinions;
 - (f) Show due respect to the opinion of others even if it differs from your own opinion;
 - (g) Do not make any attempt to breach the rules and regulations of the Institute;
 - (h) Do not use unfair means during examinations if any student caught first time in practicing unfair means (UFM), then she/he will have to repeat all the courses of that particular semester and If any student caught second time in practicing UFM, then she/he will be terminated from IPE and no mercy appeal in this regard will be accepted;
 - (i) Do not pinch or damage the Institute property, or belongings of fellow students;
 - (j) Do not disturb other fellow students while they are studying;
 - (k) Do not exhibit noisy and unseemly behavior;
 - (l) Do not indulge in ragging in any form, whatsoever;
 - (m) Do not indulge in any activity which can possibly tarnish the image of the Institute;
 - (n) Any other similar undesirable activity must be avoided.
- Any violation of the CCS shall invite disciplinary action, which includes even expulsion from the Institute.
 - The Instructor/Tutor is authorized take appropriate action against a student who misbehaves in the class. The details of the incident will immediately be communicated to the Academic Coordinator (AC) by the instructor concerned.
 - The Chief Warden has the authority to reprimand, impose fine or take any other suitable measure against a resident who violates either the CCS or rules and regulations pertaining to the Halls of Residences.

13.1.1 Students must always carry their Identity Cards with them, especially when they move out of their hostels.

13.1.2 No student shall disobey any order issued by the Institute, Head of Department, Deans, Associate Deans, Chief Warden /Warden of hostels and other functionaries of the Institute. The students must behave with due decorum with their instructors and fellow students. Girl students must be shown due consideration in this respect.

13.1.3 Students should not indulge in any type of unkind, indecent behaviour towards new entrants in hostels, messes, clubs or any other place in the campus and outside.

13.1.4 Students have no right to deny mess, club and other facilities to other students. The use of any such facility can be withdrawn only by the appropriate authorities.

13.1.5 Students should not indulge in violence of any kind with fellow students, employees including teaching staff of the Institute, and outsiders within or outside the Institute campus. Students must not take the law in their own hands but must report any grievance to the instructors, Head of Department, Chief Wardens, Dean of Student Affair, Dean (Academic) or other Officers, as the case may be.

13.1.6 Students are not allowed to become members of outside societies or allowed to join discussions of a political nature or to take part in any political activity without prior permission of the competent authority of the Institute.

13.1.7 Students are not permitted to consume or take alcoholic drinks and harmful drugs within the Institute campus including their hostels or during outside official visits such as training/tour/camp/field work, etc.

13.1.8 Students must not incur any debt or commit any irregularity in financial matters. The Institute, however, will in no way be responsible for such debts or irregularities.

13.1.9 No meeting of the students, other than those organized under the aegis of the various recognized student's activities, shall be called and held without the prior permission in writing from the Dean of Student Affairs.

13.1.10 No meeting/function within the Institute campus at Visakhapatnam, to which any outsider is invited, shall be organized nor shall any outsider be allowed to address the students without the prior permission in writing from the Dean of Student Affairs/Head of Department.

13.1.11 No theatrical performance, dance or show of any kind shall be allowed either within or outside the Institute Campus in the name of any society of the students except with the prior permission in writing from the Dean of Student Affairs/or any authorized functionary of the Institute, who may prescribe the terms and conditions for such performance.

13.1.12 Students must take care of and protect all Institute property. Any damage to Institute property due to improper use or negligence will have to be made good by the students concerned. Students must use the Institute furniture and fittings with due care and must not deface buildings, roads, furniture, fittings, etc. in any manner.

13.1.13 Chairman (senate) can take call case to case basis.

13.1.14 No student shall

- (i) by words spoken or written or by sign or visible representation or through internet or website or social media platforms, or SMS, WhatsApp, etc., offend or insult a fellow student or any instructor of the Institute or any employee or officer/functionary of the Institute. (Any form of ragging will also constitute an act of insult or offence on the person who is ragged).
- (i) misappropriate, prefer false claim for financial assistance of any kind (indulge in financial irregularity of any kind), mutilate, disfigure or otherwise destroy or damage any property of the Institute including furniture, books, equipment, apparatus, building etc.
- (i) use unfair means before, during or after any of the examinations and/or tests, quizzes, etc. or attempt to threaten the staff to get undue advantage or lift someone else's work(s) and insert it in her/his class work submissions, projects, dissertations, reports, etc. without proper acknowledgement, credit and reference.
- (i) indulge in plagiarism or misconduct in use of printed/audio-video/video material of any kind in the Project, Dissertation, Class Work submission, reports, etc.
- (i) Keep and/or drive engine driven vehicle (car, motor-cycle, scooter, etc.) for commuting inside the IPE Campus during her/his stay at IPE. However, married students may be allowed to keep and use an engine driven vehicle with the specific approval of the Dean of Student Affairs /or any other authorized functionary of the Institute.

13.2 Disciplinary Action and Related matters

13.2.1 Any violation of the Code of Conduct shall invite disciplinary action which may include punishments such as reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute. In certain cases, the student may be barred from applying for a change of branch/programme.

13.2.2 Students found involved in any form of ragging are liable to severe disciplinary action including their expulsion from the Institute, and besides, they shall be punishable under the provisions of the Indian Penal Code or any other law in force. Involvement of a student indulging in any unseemly behaviour towards new entrants will render themselves liable to strict disciplinary action.

13.2.3 Indulgence in violence by any student or group of students will render them liable to strict disciplinary action, including expulsion from the Institute.

13.2.4 In case of damage to the property of the Institute (Department / hostel or any other place), not only the cost of the damaged Institute property will be recovered from the student(s) concerned, but disciplinary action shall also be taken against the students involved in the damage.

13.2.5 If students feel victimized by the conduct, academic or personal, of any other member of the Institute, they may register a complaint to the Head of Department or Dean of Student Affairs /Dean (Academic) or any other concerned functionary of the Institute.

13.2.6 In case of any complaint related to sexual harassment, the matter must be reported to Head of Department, Dean of Student Affairs or any other functionary of the Institute without any delay, who will take appropriate action in the matter through the Chairperson of the Internal Complaints Committee (ICC) of the institute.

13.2.7 The Course Coordinator/instructor of a course may debar a student from the examination in which she/he is found to be using unfair means. Besides, the Institute may take any other disciplinary action. The Course Coordinator/ instructor may take appropriate action against a student who misbehaves in her/his class. In all such cases, the Course Coordinator/ instructor shall inform the Dean (Academic) about the matter with all the relevant details.

13.2.8 The Dean of Student Affairs/Chief Warden/Warden of a hostel may reprimand, impose fine or take any other suitable measure against a student residing in the hostel, who violates either the Code of Conduct or the regulations pertaining to the concerned hostel. The Chief Warden/Warden shall take prior approval of **Dean of Student Affairs before imposing** any fine.

13.2.9 In major cases of indiscipline, the **Dean of Student Affairs shall** constitute an enquiry committee and forward the recommendation of the committee to Chairman, Senate for his approval.

13.3 Standing Disciplinary Rules for Students

The following Standing Disciplinary Action may be applicable depending on the gravity of misconduct

- (i) Warning Letter
- (i) Letter indicating Disciplinary action will be communicated to parents/concerned supervisor/HODs.
- (i) Enhanced Attendance requirement up to 90
- (i) Engaged in Community/Academic Support /Administrative support service for two hours per day up to forty hours per month.
- (i) Restriction in participation in activities of Students clubs/ Gymkhana / Festival etc
- (i) Restriction in Campus Placement activities.
- (i) Disciplinary Probation for 6 months to entire period of stay at IIPE.
- (i) Suspended Sentence (Disciplinary action is awarded, however, the action will be enforced only after any other incident of indiscipline is reported)
- (i) De-registered from a number of course ranging from one to full semester load.
- (i) Deduction of Fellowship based on report of indiscipline.
- (i) Expulsion from the institute.

Any other action not covered above may be taken with the approval of the Chairman, Senate.

Note: Ragging/Teasing/Molestation/Consumption of Alcohol/Violence/Demeaning Institute's Reputation would be taken very seriously and strict disciplinary action would be taken which may even lead to expulsion from the Institute. *The orders of the Hon'ble Supreme Court of India in this regard will be duly followed.*

DECLARATION

Notwithstanding anything contained in this manual, the Senate reserves the right to modify/amend the curricula, procedures, requirements, and rules pertaining to its undergraduate programmes without notice.

Date : 1st July, 2022