International Institute of Professional Studies

Devi Ahilya University, Indore

Student Guidelines for Session 2013-14

International Institute of Professional Studies

The Vision

In the present scenario of ever changing technology trends, core competence forms the basic tenet of professional requirements of the industries. Towards this end we would continuously endeavour to adapt new learning methodologies to impart specialized, extensive and multidimensional knowledge to enable future professionals to keep abreast with the changing needs of the industries globally.

Objectives

1. To provide unique opportunities of professional education to students.
2. To equip students with high level of conceptual, analytical and descriptive abilities.
3. To enable students to comprehend and understand the complex environment and handle their assignments completely and effectively.
4. To enable students to develop high proficiency in interpersonal, social and communication skills.
5. To strengthen the decision making skills of the students.
6. To help students develop a holistic and integrated personality.
7. To provide students social and moral values and pride in national heritage.
8. To initiate team spirit, group learning and cross-cultural heritage.
9. To help the students acquire the abilities, attitude and personality behooving a professional and responsible citizen.

Courses offered

1. Mater of Computer Application   - MCA 6 Yrs.
2. Master of Business Administration (Management Science)   - MBA (MS) 5 Yrs.
3. Master of Business Administration (Management Science)   - MBA (MS) 2 Yrs.
4. Master of Technology (Information Technology)   - M.Tech. (IT) 5½ Yrs.
5. Master of Business Administration (Tourism)   - MBA (T) 2 Yrs.
6. Master of Business Adminstraiton (Advertising and Public Relations)   - MBA (APR) 2 Yrs.
7. Bachelor of Commerce (Honors)   - B.Com. (Hons) 3 Yrs.

Academic Calendar for Session July 2013 – May 2014

			Semester Pavas (July – November 2013)	
July –13	8-13	1	a. Classes Commence b. 08.07.2013 - Orientation Program of New Batches (Dr. Yamini Karmarkar) c. 08.07.2013 - Semester fees submission and Registration starts d. Last date for fees submission 10th August 2013 for this semester e. Induction program for New admitted students f. Academic Workshop	
	15-20	2	a. Quiz, Seminars by All clubs b. YI-Net Orientation program	
	22-27	3	a. MRP Allotment b. Project title submission for MCA / M.Tech. Students	
	29-31	4		
August – 13	1-3		SRS submission for MCA / M.Tech Students	
	5-10	5	a. 08.08.2013 – Quiz Competition (Dr. Geeta Nema) b. 10.08.2013 - Last date of fees submission	09 August – Id –ul –fitar
	12-17	6	a. Internal Test – 1 (30% of the syllabus) b. 15.08.2013 – Independence Day Celebration	15 August – Independence Day
	19-24	7	a. 1st Phase viva of Project for MCA / M.Tech. b. Result of 1st Internal Test c. 24.08.2013 - PTM of Computer Courses (PI & BF) d. Soft skills workshop for MBS (MS) 5 Y (UG) Students	21 – August – Rakshabandhan

	26-31	8	a. 31.08.2013 - PTM of Management Courses (PI & BF) b. Soft skills workshop for MBS (APR)	28- August – Janmaashtmi
September –13	2-7	9	a. 02.09.2013 – Honours Day (Dr. S.C. Patidar) b. 05.09.2013 – Teachers Day (Dr. Kapil Jain)	4 – September – Half Day 10.30 – 1.30
	9-14	10	Synopsis Submission for MRP	
	16-21	11	a. Design phase of Project for MCA / M.Tech. b. 17.09.2013 – Engineer's Day (Ms. Manju Suchdeo) c. Soft skills workshop for MBS (MS) 5 Y (PG) Students	19 – September – Aananchaturdashi Second day
	23-28	12	a. Internal Test – 1 (60% of the syllabus) b. 24.09.2013 – NSS Day (Dr. Kapil Jain) c. 27.09.2013 – Tourista (Dr. Manish Sitlani	
	30	13	a. 1st Phase viva of MRP (20 Marks)	
October –13	1-5		b. 2nd Phase viva of Project for MCA / M.Tech c. Result of 2nd Internal Test d. Soft skills workshop for MBS (MS) 2 Y Students	2 October – Gandhi Jayanti
	7-12	15	a. 08.10.2013 – Paper Presentation Competition (Mr. Ramesh Thakur)	
	14-19	16	Internal Test – 3 / Assignment (90% of the syllabus)	14-October – Second day of Dashera 16 October – Id 18 October – Valmiki Jayanti
	21-26	17	a. Result of 3rd Internal Test / Assignment b. 22.10.2013 – World Planning day (Dr. Preeti Singh / Dr. Kapil Jain) c. 24.10.2013 – United Nations day d. 25.10.2013 and	

Month	Dates	No.	Activities	Holidays
			26.10.2013 – Xpression (Dr. Geeta Nema)	
	28-31	18	a. Course completion by 31st October b. Pre submission of Project for MCA / M.Tech. c. 28.10.2013 - Exam form submission d. Photograph session for pass out batches (All PIs)	
November – 13	1-2		1st Nov. to 16th Nov. Remedial / Enrichment Classes	
	4-9	19		03 November – Deepawali 04- November – Deepawali Second Day
	11-16	20	Preparation of End Semester Examination	14 Novmber - Mohharam
	18-23	21	a. End Semester Examination b. Student Feedback to be collected on the 1st day of the examination	
	25-30	22		
December –13	2-7	23	1.12.2013 – World AIDS day Submission and viva of Project for MCA / M.Tech.	
	9-14	24	a. **12.12.2013 and 13.12.2013** – Copies to be showed to the students b. Comprehensive Viva + Result c. **10.12.2013** - Passing Out Ceremony of M.Tech.	
	16-21	25	a. 18.12.2013 – Review of Next Semester	
	23-28	26	a. Winter Break NSS Camp (Dr. Kapil Jain) b. 27.12.2013 and 28.12.2013 – Alumni Meet (Dr. Jyoti Sharma)	25 December – Christmas
	30-31			

			Semester Vasant (January – May 2014)	
January –14	1-4	1	a. Classes Commence b. 01.01.2014 – Fees Submission and Registration	
	6-11	2		
	13-18	3	a. Management Day (Dr. Yamini Karmarkar) b. Project title submission for MCA / M.Tech. Students	
	20-25	4	a. 25.01.2014 – Alumni Meet (Dr. Jyoti Sharma) b. 26.01.2014 – Republic Day Celebration c. SRS submission for MCA / M.Tech Students	Synergy (Dr. S.C. Patidar)
	27-31	5		
February – 14	1			
	3-8	6	a. MRP Phase – 2 Viva b. 08.02.2014 – Last date of fees submission	
	10-15	7	a. Internal Test – I b. National Conference e. 1st Phase viva of Project for MCA / M.Tech.	
	17-22	8	a. Soft skill workshop for MBA (T) students	
	24-28	9	a. 28.02.2014 – MAYA (Dr. Jyoti Sharma	
March – 14	1			
	3-8	10	a. 08.03.2014 – Woman's Day (Dr. Kapil Jain)	
	10-15	11	a. MRP Submission b. 15.03.2014 – World's Consumer Day (Dr. Geeta Sharma) d. Design phase of Project for MCA / M.Tech.	

	17-22	12	Internal Test – II	
	24-29	13	a. 28.03.2014 - PTM of Management Courses (PI & BF) b. 29.03.2014 - PTM of Computer Courses (PI & BF) c. Soft skill for B.Com. (Hons.) students d. 2nd Phase viva of Project for MCA / M.Tech	
	31	14	a. 31.03.2014 – Exam form submission	
April – 14	1-5		a. MRP final Presentation and Viva b. 1st April to 15th April Remedial / Enrichment Classes	
	7-12	15	Internal Test – III / Assignment	
	14-19	16	Preparation of End Semester Examination	
	21-26	17	a. End Semester Examination b. Student Feedback to be collected on the 1st day of the examination	
	28-30	18	a. Pre submission of Project for MCA / M.Tech.	
May –14	1-3			
	5-10	19	a. Submission and viva of Project for MCA / M.Tech. b. Comprehensive Viva + Result	
	12-17	20	a. 15 May - Session End with results b. Passing out ceremony	

Note:

1. Induction program for students admitted in second counseling will be scheduled separately by concerned Program In-charges.

2. Industry visit will be declared by concerned Program In-charges. All PIs must submit visit plan to Director on or before 14.08.2013.

3. Date of Synergy / Expression is shown tentative & will coincide with University sports schedule.

4. Every week there should be a program arranged by each club.

5. After every Internal Test there will be counseling week. Counseling of student will be done by all teachers / PIs/ Batch Facilitators.

6. Public holiday for semester Vasant will be declared later on.

Faculties

1.	**Dr. Anand K. Sapre**	Director
2.	**Dr. R.K. Vyas**	Professor, Management
3.	**Dr. B.K. Tripathi**	Professor, In-charge, Management Programs
4.	Ms. Kirti Mathur	Reader, In-charge, Computer Programs
5.	Dr. Yamini Karmarkar	Reader, Program In-Charge, MBA (MS) 2 Yrs.
6.	Dr. Geeta Sharma	Reader, Program In-Charge, MBA (MS) 5 Yrs. (UG)
7.	Dr. Geeta Nema	Reader, Program In-Charge, MBA (MS) 5 Yrs. (PG)
8.	Dr. Jyoti Sharma	Reader, Program In-Charge, MBA (APR) 2 Yrs.
9.	Mr. Ramesh Thakur	Reader, Program In-Charge, MCA 6 Yrs. (PG)
10.	Mr. Jugendra Dongre	Reader, Program In-Charge, MCA 6 Yrs. (UG)
11.	Ms. Manju Suchdeo	Reader, Program In-Charge, M.Tech. (IT) 5 ½ Yrs.
12.	Mr. Shaligram Prajapat	Reader, Computer
13.	Dr. Manish Sitlani	Reader, Program In-Charge, MBA (T) 2 Yrs.
14.	Dr. Preeti Singh	Reader, Management
15.	Dr. S.C. Patidar	Reader, Program In-Charge, B.Com. (Hons.) 3 Yrs.
16.	**Dr. Ravindra Yadav**	Senior Lecturer, Management
17.	Dr. Anshu Bhati	Lecturer, Batch Facilitator,
18.	Dr. Pooja Jain	Lecturer, Batch Facilitator,

19.	Dr. Sujata Parwani	Lecturer, Batch Facilitator,
20.	Mr. Gaurav Purohit	Lecturer, Batch Facilitator,
21.	Mr. Anil S. Goray	Lecturer, Batch Facilitator,
22.	Ms. Muskan Karamchandani	Lecturer, Batch Facilitator,
23.	Ms. Shailvi Verma	Lecturer, Batch Facilitator,
24.	Mr. Surendra Malviya	Lecturer, Batch Facilitator,
25.	Ku. Yasmin Shaikh	Lecturer, Batch Facilitator,
26.	Dr. Kapil Jain	Lecturer, Batch Facilitator,
27.	Dr. Manminder Singh Saluja	Lecturer, Batch Facilitator,
28.	Ms. Nirmala Sawan	Lecturer, Batch Facilitator,
29.	Mr. Rajesh Verma	Lecturer, Batch Facilitator,
30.	Dr. Shilpa Bagdare	Lecturer, Batch Facilitator,
31.	Ms. Poonam Mangwani	Lecturer, Batch Facilitator,
32.	Mr. Basant Namdeo	Lecturer, Batch Facilitator,
33.	Ms. Navneet Bhatia	Lecturer, Batch Facilitator,
34.	Mr. Nitin Nagar	Lecturer, Batch Facilitator,
35.	Dr. Rahul Singhai	Lecturer, Batch Facilitator,
36.	Dr. Prerna Kumar	Lecturer, Batch Facilitator,
37.	Mr. Rupesh Sendre	Lecturer, Batch Facilitator,
38.	Mr. Naresh Dembla	Lecturer, Batch Facilitator,
39.	Ms. Shraddha Soni	Lecturer, Batch Facilitator,
40.	Ms. Kirti Vijayvargiya	Lecturer, Batch Facilitator,
41.	Mr. Vivek Shrivastava	Lecturer, Batch Facilitator,
42.	Mr. Pradeep K. Jatav	Lecturer, Batch Facilitator,

Batch Facilitators

1. In order to ensure smooth conduct of the course and allied activities a faculty will be detailed for each Batch of the course to function as Batch Facilitator.

2. The faculty shall continue as Batch Facilitator for the entire duration of the Batch in IIPS till their passing out. Batch Facilitator may be changed by the Director.

3. Batch Facilitator shall pass all instructions, orders for the class every day.

4. Batch Facilitator is expected to be in close contact with students so that their classes are conducted smoothly and effectively. Problems of the students should be resolved at the earliest / taken up through Program In-charge with the Director.

5. Batch Facilitator is expected to be easily accessible to all the students of the batch and resolve, guide and advice them properly.

6. Keep the students informed on various activities so as to quell their anxiety.

7. Give feedback to the Program In-charge about conduct of the courses and ensure that corrective measures are taken well in time.

8. Batch Facilitator will regularly coordinate with visiting and regular faculties and will be responsible for distribution / collection of syllabus, assignments, case studies, internal marks, assist in compilation of results and monitor conduct regular classes.

9. In case of absence of the teaching faculty alternate arrangement is made in consultation with concerned Program In-charge.

10. Batch Facilitator will report to concerned Program In-charge on daily basis.

Staff of IIPS

Account Section	Examination	Result Section	Student Section
1. Mr. S. Das	1. Mr. Yogesh Shukla	1. Mr. Sachin Pradhan	1. Ms. Purnima Yadav
2. Mr. Bhupendra Verma		2. Mr. Nilesh Thakur	

Post Metric Scholarship	Purchase	Student Certificates	Dispatch
1. Mr. Gajendra Parmar	1. Ms. Neeta Choudhary	1. Mrs. Aruna Verma	1. Pankaj Tripathi

Library

1. Mr. Abhishek Nema
2. Mr. Abhya Mishra
3. Mr. Naim Khan
4. Mrs. Alka Lad
5. Mrs. S.L. Pandey
6. Mrs. Damyanti Kusumakar

Helpers

S. No.	Name	Room No.
1.	Mr. Bhagwati Prasad	101
2.	Mr. Rajendra Singh	LT-3
3.	Mr. Narayan Shandilya	102
4.	Mr. Rajesh Nagar	212
5.	Mr. Om Prakash	103
6.	Mr. Shoubhnath Shukla	104
7.	Mr. Devi Chand	105, LH-9
8.	Mr. Manoj Mishra	LT-1
9.	Mr. Lokesh Kumar	106
10.	Mr. Anand Narwale	107

11.	Mr. Dinesh Mehna	109
12.	Mr. Rakesh Pagare	LT-2
13.	Mr. Rajesh Pagare	LT-4
14.	Mr. Jitendra Deora	202
15.	Mr. Omkar Nath	108, 201
16.	Mr. Ashwin Rangari	208
17.	Mr. Ashwin Vishnar	203,206,211
18.	Mr. Anil Ved	204
19.	Mr. Gopal Mehna	205
20.	Ms. Panchphula Bai	209
21.	Mr. Keshu Gurjar	207,210

Payment of fees and Registration for Semesters

1. <u>Payment of fees:</u>

   All students of IIPS have to deposit semester online through www.mponline.gov.in portal and register themselves online for the each semester.

2. <u>Last date of Payment:</u>

   Semester (Pavas) – 10th August 2013

   Semester (Vasant) – 08th February 2014

3. Mode of Payment: online through www.mponline.gov.in using citizen service link.

4. Fees Concession – Fees concession is not available as the IIPS is a self finance body.

5. It is mandatory for all the students of IIPS to register themselves in each semester online through M.P. Online using www.mponline.gov.in.

Important Points

Enrolment of Students to DAVV:

1. It is mandatory for all students admitted in first semester in IIPS to enroll themselves in the University. They can fill enrolment form online through www.mponline.gov.in, and submit the print out to Ms. Purnima Yadav, Student Section at IIPS.

2. Enrolment after due date is permissible only with the permission of Hon'ble Vice Chancellor, with the submission of applicable late fee.

General Rules:

1. The image of IIPS mainly depends on the conduct and performance of the students. The Institute at present enjoys a very high esteem in professional education in the county; which manifests itself in high campus placement. It must be realized by all students that their conduct, actions and performance will finally bring either repute or disrepute to the Institution.

2. Students of IIPS must be recognized by their exemplary conduct within and outside the campus. Institute expects the students to adhere to certain guidelines given below.

3. As a student of professional programme, be properly dressed at all times appropriate to occasion. Provoking of mod styling is not considered conductive be learning.

4. Be regular and punctual in attending classes. Mandatory requirement of attendance is 75% in each class.

5. Be firm and clear but polite in explaining your point to others. Do not enter into arguments or conflicts with Faculty, staff members or fellow students. Grievances if any may be taken up through proper grievances procedure.

6. Be courteous and respectful to Faculty and staff of the Institute at all times. It is a good practice to stand up when faculty enters the class.

7. Carry your identity card in person; and be careful not to lose it.

8. Chewing tobacco, pan etc. and smoking within the Institute campus is forbidden. You would enjoy a better health without these.

9. Pay your all fees will in time. Do not wait for the last day or payment with late fees.

10. Do not litter the campus or leave your foot prints on the wall. Be a good lady / gentlemen.

11. Be helpful to your fellow classmates and juniors.

12. Avoid noise pollution and be concerned about disturbing others.

13. Adhere to the library rules and timing. Return books on time to avoid penalty. Do not damage books. They are expensive. Stealing books or part thereof would invite serious disciplinary action.

14. Adhere to the laboratory rules / instructions of the in-charge while working in Computer / Electronics lab. Obscenity in electronics form is punishable by law.

15. Do not use any unfair means in the examination. Most likely you will get caught and face the consequences.

16. Ragging is punishable offence and may jeopardize your career. Juniors need your guidance. Do not harass them in any form within or outside the campus.

17. Do not create public nuisance when out in town or to picnic spots. Other also has their right to peace.

18. Keep your parents / guardian informed about your progress in the class.

19. Wear helmet while driving, it protects. Park your vehicles at proper places even if it is for short time.

20. Grievances procedures in case of any grievances / problems do get agitated. Consult your Batch Facilitators, Concerned Program In-charge, Director (in that order). Do not rush to the Director for everything. Follow proper channel as given above. In most cases you will be satisfied.

21. Director's meeting hours are between 10.30AM to 12.30PM.

22. Lead a well rounded life and enjoy your growing years with IIPS; you would remember your *alma mater* in times to come.

Grading Scheme

O R D I N A N C E. 31

(Approved by Coordination Committee meeting held on 26.06.2006)

Academic Programmes of School of Studies/ Institute/ Centre/University Teaching Departments

I. An Ordinance to promote development of autonomous SOS/ Institute/ Centre/UTD as per U.G.C. guidelines. Here after it is referred as UTD.

II. Notwithstanding anything contained in any other statutes, ordinances, regulation etc. the provisions of this ordinance will be applicable hereinafter.

1. The UTD of Devi Ahilya Vishwavidyalaya will be responsible for Instituting, Planning, Monitoring, Assessing and modifying their educational programmes. The Faculty members of the concerned UTD will take all decision.

2. Subject to the approval of Vice-Chancellor, Standing Committee of Academic Council, Executive Council, new programmes and courses will be INSTITUTED with the help of the Faculty members of concerned UTD. The existing programmes may be modified by the UTD.

3. Head of a concerned UTD will ADMIT students into different programmes as per the criteria evolved by the UTD/ University / Government.

4. 1. (a) The Semester will consist of 18 weeks and a Trimester of 12 weeks. One hour of Lecture / Tutorial per week for one semester will constitute ONE credit. In case of Trimester one hour Lecture / Tutorial per week for one Trimester will correspond to 2/3 Credit.

(b) One hour per week of Laboratory work for One Semester will constitute 1/2 credit, whereas in Trimester one hour per week for One Trimester correspond to 1/3 credit.

2. The concerned UTD must workout the Valid Credits for each programme at the rate of 52 Credits per

year.

5 A typical programme in a SEMESTER CONSISTS of 12- 15 credits of lecture / tutorial and 12-15 credits of laboratory / project work. A load of about 26 credits shall be completed on an average in one semester. A Full time student is required to obtain NECESSARY NUMBER OF CREDITS IN three years or less for a FOUR semester programme and one and a half year for a two semester course. Core (compulsory) and Elective (Optional) courses may be prescribed by concerned UTD.

6. A student will be eligible for degree on completion of 52 VALID CREDITS per year provided he / she does not have F Grade in any of offered courses. Revised

7. (a) The GRADING will be made on a 8 point scale: A+ at 10, A at 9, B+ at 8, B at 7, C+ at 6, C at 5, D at 4 and F at 2 in the FIRST Attempt. In the repeated Second Attempt the 8 point scale will be: A+

at 9, A at 8, B+ at 7, B at 6, C+ at 5, C at 4, D at 3 and F at 2.

(b) During the semester, a teacher will ASSESS each student at THREE points of time. Of these, TWO must be written tests and the third may be written test / Quiz / Seminar for theoretical courses. The mode of assessment of laboratory work will be through day-to-day practical. In each course, there shall

be End Semester Exam. Each student has to appear in at least Two Tests and End Semester Exam; otherwise, the student will be awarded F - Grade in that course.

(c) Tests will be essential part of evaluation system. These tests will be conducted regularly. In case a teacher is absent or not available, the Head of UTD will make ALTERNATE ARRANGEMENTS for regular completion of examination work.

In general, assessment of courses involves usual marking in the first instance. Marks of each candidate obtained in tests, quizzes, etc. and End Semester Exam for a course be totaled and TRANSFORMED into PERCENTAGES. For computing PERCENTAGE, out of THREE Assessments best TWO will be considered along with the End Semester Exam marks.

(d) For each course, out of 100 marks, 60 marks will be for the End Semester Exam & 20 marks for each assessment.

(e) These TRANSFORMED SCORES will be converted into grade as follows:

Grade Point

Transformed Score Grade First Attempt Repeated Attempt

Transformed Score	Grade	First Attempt	Second Attempt
>= 90.00%	A+	10	9
>=80.00% but <90.00%	A	9	8
>=70.00% but < 80.00%	B+	8	7
>=60.00% but < 70.00%	B	7	6
>=50.00% but < 60.00%	C+	6	5
>=40.00% but < 50.00%	C	5	4
>=30.00% but < 40.00%	D	4	3
< 30.00%	F	2	2

(f) If any student obtains F Grade in any course, she / he is treated to have failed in the course. He / She has to reappear in tests and End Semester Exam of the failed course as and when it is offered or as per Clause 5 of this Ordinance. Only one additional chance will be given. Revised

(g) However, a teacher must design assessment procedures which show REASONABLE DISCRIMINATION in the given set of scores. It implies that a considerable part of the test will be PROBLEM ORIENTED (and not merely essay or reproduction of text).

8. The CUMULATIVE GRADE POINT AVERAGE is defined as CGPA = Sum (ni. xi)/sum (ni).

Where ni is the number of credits in the ith course and (xi) is indicative of grade (A+ = 10, A= 9,

B+ = 8, B= 7, C+ = 6, C = 5, D = 4, F = 2 in the FIRST Attempt while in the REPEATED Attempt

A+ = 9, A= 8, B+ = 7, B= 6, C+ = 5, C = 4, D = 3, F = 2), it should include all credits completed by

that date, actual credits including Comprehensive Viva – Voce Credits have to be taken into

account in the calculation of SGPA / CGPA.

9. For a ONE -YEAR PROGRAMME, the GRADUATING GRADE POINT AVERAGE is determined on the basis of best of 52 Actual Credits PLUS 8 Virtual Credits totaling 60. For a TWO - YEAR PROGRAMME, the GRADUATING GRADE POINT AVERAGE is determined on the basis of best of 104 Actual Credits PLUS 16 Virtual Credits totaling 120. For a THREE YEAR PROGRAMME, the GRADUATING GRADE POINT AVERAGE is determined on the basis of best of 156 Actual Credits PLUS 24 Virtual Credits totaling 180 and so on.

10. The FINAL DEGREE should indicate the Division obtained.

Division GGPA

Ist Division with Distinction >= 8.00

Ist Division >= 6.20 BUT < 8.00

2nd Division >= 4.75 BUT < 6.20

Fail Less than 4.75

There will be no THIRD DIVISION

11. If SGPA / CGPA of any student fall below 4.00 any time, the student is asked to leave the programme. He may be eligible for re-admission as a fresh student.

12. (a) REPETITION of a course is allowed ONLY to those candidates who FAIL in it and their SGPA / CGPA does not fall below 4.00 A course can be REPEATED BY TAKING IT WHEN OFFERED, or in next semester by taking the UTD arranged sessional work, major and minor tests, quiz, homework etc.

(b) On account of valid reasons, a student may WITHDRAW FROM a semester/course. The UTD may allow such a student to register in the subsequent semester whenever it is offered by the concerned UTD.

(c) A LABORATORY course has to be repeated, when offered. This will be applicable to 12a, 12b, 12c only.

13. EVALUATION will be internal with feedback system i.e. marked answer books will be shown to the students for perusal and will be collected back for records by the teacher upto the end of that semester.

14. The decision of the teacher regarding the evaluation and the grade shall be final. However, REEVALUATION is allowed only if :

- The prescribed fee is paid to the university
- The candidate applies through the Head within 5 days of the declaration of the grade of the course concerned.
- Assessment mode is written for that course/activity.
- A Board reviews the case.
- Revision of the grades is accepted both in the increasing and decreasing directions.
- Revaluation is effective only if the grade changes.

15. The PRACTICALS will be continuously evaluated throughout the semester (s) experiment by experiment/activity by activity and will be shown separately for grading purposes.

16. At the end of each Semester, assessment of Project / Practical examination will be conducted by a BOARD of at least TWO examiners. One of these examiners will not be connected with the Practical / Project work.

17. Dissertation will be assessed by ONE EXTERNAL Examiner to be appointed by the Vice-Chancellor and the Supervising Teacher / the Examiner appointed by the Head of UTD.

18. (a) At the end of a semester, a COMPREHENSIVE VIVA-VOCE Examination for theory and practical will be conducted by the Board of 4 members, at least ONE of whom shall be external. The Vice-Chancellor will appoint the external members in consultation with Head/Chairman Evaluation Unit or Concerned UTD. Three will form a quorum. Head/Chairman Evaluation Unit or Concerned UTD will coordinate the comprehensive viva-voce. The grades awarded in the viva-voce shall be shown separately. The board shall also review the Standard of Courses, Teaching, Assignments, and Assessment and shall give its opinion in writing to the Head and the Vice-Chancellor. Amount of Rs. 500/- shall be paid to each of the External & Internal examiners by concerned UTD for Comprehensive Viva-Voce examinations.

(b) In case of LARGE NUMBER OF STUDENTS there may be as many Boards as necessary with at least TWO MEMBERS IN EACH board.

(c) FOUR VIRTUAL credits will be allotted to the general viva-voce at the end of each semester. These credits will be taken into account in the calculations of both CGPA and Graduation Grade Point Average (GGPA).

19. The MARK SHEET will be PREPARED in triplicate by the UTD:

(a) One will be sent to Registrar and collected at the end of subsequent semester for entries and returned to the Registrar.

(b) Second will be given to the candidate and updated every semester,

(c) Third will be retained by the UTD.

20. In the MARK SHEET the following information should be given:

(a) Grades obtained in different courses

(b) Semester Grade Point Average

(c) Cumulative Grade Point Average

(d) Graduating Grade Point Average (after the requirements are completed)

21. All the UTD will manage their own EXAMINATION EXPENDITURE within the available income of 90% of their respective examination fees.

22. In case any dispute arises regarding interpretation of these rules or in giving effect to the provisions

of this Ordinance the matter shall be referred to the Vice Chancellor whose decision thereon will be final.

*23 The conversion of G.G.P.A. in to percentage will be as follow to facilitate its application in other matter:

"Percentage marks = 8.1 + 8.4 X GGPA"

The above relation leads to the following table (which should serve as the rational of this relation).

G.G.P.A.	Percentage
4.75	48% (II Division)
6.2 0	60.18% (60% - I Division)
8.0	75.3% First Division with Distinction

*24 "Ordinance No. 31 will supercede all other Ordinances in matter, covered by It".

Anti – Ragging Committee of IIPS

1. Director (Head of Committee)
2. Dr. R.K. Vyas (Faculty Representative)
3. Dr. B.K. Tripathi (Faculty Representative)
4. Ms. Kirti Mathure (Faculty Representative)
5. Mr. Ramesh Thakur (Coordinator Faculty Representative)
6. Dr. Ravindra Yadav (Faculty Representative)
7. Dr. Preeti Singh (Faculty Representative)
8. Mr. Y.S. Bawal (Non Teaching Staff Representative)
9. Sub Divisional Magistrate of the area (Administration Representative)
10. Police Inspector Bhawarkuan Police Station (Police Representative)
11. Representative of Local Media to be nominated
12. Representative of NGO to be nominated
13. Representative of Parents to be nominated
14. Representative of Senior Student to be nominated
15. Representative of Junior Student to be nominated

Anti-Ragging Squad of IIPS

1. Dr. Preeti Singh (Co-ordinator)
2. Mr. Shaligram Parajapati
3. Mr. Ravindra Yadav
4. Ms. Navneet Kaur Bhatia
5. Ms. Yasmin Shaikh
6. Dr. Kapil Jain
7. Ms. Vibha Gupta
8. Mr. Imroz Khan
9. Mr. Yogesh Shukla
10. Mr. Gajendra Parmar
11. Mr. Abhishek Nema