Dr. D. Y. Patil Pratishthan's

D. Y. PATIL COLLEGE OF AND ENGINEERING AND TECHNOLOGY

(An Autonomous Institute under Shivaji University, Kolhapur and Accredited with NAAC 'A' Grade)

KASABA BAWADA, KOLHAPUR– 416006

ACADEMIC RULES AND REGULATIONS

FOR AUTONOMOUS INSTITUTE
(COMMON FOR ALL BRANCHES UNDER SEMESTER PATTERN)
UG and PG PROGRAMMES

Academic Year 2020-21 (Version 2)

Kasaba Bawada, Kolhapur - 416006, Dist. Kolhapur (MS) India.

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I. Short Title and Commencement

a. The Academic rules and regulations mentioned here are common for all degree level undergraduate and postgraduate engineering programmes (B.Tech, M.Tech) and undergraduate architecture programme (B.Arch) offered by the Institute.

b. The regulations hereunder are subjected to amendments as may be made by the Academic Council of the institute from time to time. Any or all such amendments will be effective from such date and to such batches of the candidates, including those already undergoing the Programme, as may be decided by the Academic Council.

II. Preliminary definitions and nomenclatures

a. "Autonomous Institute / college" means an institute / college designated as autonomous institute by the Shivaji University, Kolhapur, as per University College Status and Regulations.

b. "Academic Autonomy" means freedom to the college in all aspects of conducting its academic Programmes, granted by the University for promoting excellence.

c. "UGC" means University Grant Commission.

d. "AICTE" means All India Council for Technical Education.

e. "DTE" means Directorate of Technical Education.

f. "SUK" means Shivaji University, Kolhapur.

g. "BoG" means Board of Governance of the college.

h. "AC" means Academic Council.

i. "BoS" means Board of Studies.

j. "Programme" shall mean a structured package of the courses offered by the college leading to B. Tech/B.Arch.

k. "B.Tech" means Bachelor of Technology.

l. "M.Tech" means Master of Technology.

m. "B.Arch." means Bachelor of Architecture.

n. "Branch" means specialization in a Programme like B. Tech. Degree in Civil Engineering.

o. "Course / Subject" means a theory, practical, project, identified by its course number and course title, which is studied in a semester.

p. "Course Coordinator" means a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and award of grades.

q. "ISE" means In Semester Evaluation.

r. "MSE" means Mid Semester Examination.

s. "ESE" means End Semester Examination.

t. "SGPA" means Semester Grade Point Average.

u. "CGPA" means Cumulative Grade Point Average.

v.   "GMC" means Grade Moderation Committee.

w.   "APEC" means Academic Programme Evaluation Committee.

x.   "EC" means Examination Committee.

y.   "CoE" means Controller of Examination.

z.   "BoE" means Board of Examination

aa.   "ELC" means Examination Lapses Committee

bb.   "UG" means Undergraduate.

cc.   "PG" means Post Graduate.

dd.   "HoD" means Head of the department.

1. Preamble

The Academic rules and regulations prescribed herein have been made by the college, to facilitate the smooth and orderly conduct of its academic Programmes and other activities at the B. Tech., B. Arch and M. Tech levels, as an Autonomous college under Shivaji University, Kolhapur. It is expected that the regulation will enable the students to take advantage of various academic opportunities at the college and prepare themselves to face the challenges in their professional career ahead. It may be noted that:

- The provisions made herein shall be applicable to all existing B.Tech / B.Arch / M.Tech Programmes offered at the college, as an Autonomous college.
- They shall also be applicable to all new B. Tech /M. Tech Programmes which may be started in the college in future.
- Academic and non-academic requirements prescribed by the Academic Council have to be fulfilled by a student for eligibility toward B. Tech /B. Arch / M. Tech degree.

2. Introduction

D. Y. Patil college of Engineering and Technology, Kasaba Bawada, Kolhapur is a second institution, among the D. Y. Patil group of institutions started in the academic year 1984-85 on 6th August 1984. The late, Hon. Vasantrao Dada Patil, the former Chief Minister of Maharashtra, a good friend of Hon. D. Y. Dada was instrumental in starting this Engineering College. Hon. Dada, an Ex. M.L.A. of Gaganbavada Tashil was a politician till 1983. The transformation of a politician into an educationalist took place in that year when the 1st engineering college was started, under D. Y. Patil group in Vashi, Mumbai. Today under the banner of D. Y. Patil group, there are more than 150 educational institutions in Kolhapur, Pune and Mumbai. All these institutions are providing diversified education in almost all branches of Engineering, Medicine, Sciences, Management, Schools of National and International standards.

The management of D. Y. Patil Group has provided employment to thousands of families in Maharashtra. The students coming out of these institutions are absorbed in several industries, educational institutes and multinational companies in India and abroad. In 36 years, the contribution of D. Y. Patil Group in the building of our nation is huge and unchallenged. In 2017, the institute has been accredited with NAAC 'A' Grade and has been conferred Academic Autonomy from UGC, New Delhi and Shivaji University, Kolhapur in

November 2020. Presently the institute conducts eight UG programmes, two PG programmes and is recognized as PhD research center in Computer Science and Engineering and Electronics and Tele-Communication Engineering. The institute has strived since 1984 to create an academic environment wherein students and scholars from across the country are provided with a holistic learning experience for the life.

2.1. Vision

To become a leading Institute in producing high quality technical professionals for Nation Building.

2.2. Mission

1	To nurture the students with high quality education.
2	To promote creativity, excellence and discipline.
3	To explore career opportunities for the students.
4	To enhance industry-institute interaction and research activities.
5	To create social and environmental awareness.

2.3. Quality Policy

We are committed to create quality professionals to meet the emerging industrial and social needs through

1	Innovative quality education
2	Technology oriented system administration
3	State of art infrastructure
4	Congenial and disciplined learning environment
5	Inculcating moral and ethical values among faculty and students
6	Aiming at continual improvement in all activities.

2.4. Academic outline

D. Y. Patil College of Engineering and Technology, Kolhapur provides science-based engineering education with a view to produce quality engineers. The curriculum provides strong engineering knowledge and molds the student in life long process of learning. The syllabus structure includes foundation courses in the areas of mathematics, basic sciences, humanities and management. Departments offer core and elective courses and in total constitute more than 50% of the total curriculum.

Academic Programmes of the institute are governed by the rules and regulations approved by the academic council, which is the highest academic body of the institute. These academic rules and regulations are applicable to the students admitted during academic year 2020-21 in to first year of undergraduate / postgraduate programmes offered by the college, leading to B.Tech / M.Tech degrees in the Engineering disciplines and B.Arch degree in Architecture discipline.

This autonomous institute follows semester pattern for all four years of its undergraduate B.Tech programmes, two years of postgraduate M. Tech programmes and five years of its undergraduate B. Arch programme with internal and external evaluation.

In the Semester pattern, each academic year shall be divided into two semesters, each of 90 days duration, including instructions, in semester evaluation, etc. Each semester consists of 24 to 26 contact periods per week.

3. Admission

For seeking admission to the undergraduate programme, a candidate should have(i) passed HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical Vocational subject or Computer Science or Information Technology or Informatics Practices or Agriculture or Engineering Graphics or Business Studies , and obtained at least 45% marks (at least 40% marks, in case of Backward class categories, Economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State only) in the above subjects taken together and the Candidate should have appeared in all the subjects in MHT-CET 2020 and should obtain non zero score in MHT-CET 2020. OR (ii) Passed Diploma in Engineering and Technology and obtained at least 45% marks (at least 40% marks, in case of Backward class categories, Economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State only); OR (iii) as per the guidelines given by Government of Maharashtra for engineering and architecture programmes from time to time. For postgraduate programmes the candidate should have passed B.E. / B. Tech. or its equivalent examination in relevant discipline from recognized University / Institute and obtained GATE score or sponsoring certificate as the case may be, according to the admission norms specified by DTE / AICTE from time to time. However, general rules and regulation will be applicable as per the Shivaji University, Kolhapur and appropriate

statutory bodies like DTE, AICTE, CoA, etc. The admission process will be according to the directions and guidelines issued by the appropriate authorities from time to time.

Lateral admission directly to second year of B.Tech engineering programme for candidates with three year full time diploma / B.Sc. is possible. The admission process will be according to the directions and guidelines issued by the appropriate authorities from time to time. Reservation of seats for admission to UG/PG programmes shall be as per norms and procedures of Government. The minimum qualifications and procedure for admission to first year UG/PG Programmes as well as direct second year admission to UG programme shall be such as laid down in the regulation and as per Government circulars from time to time.

4. Academic Programmes

4.1. General Terms and conditions

a) The College shall offer UG/PG programmes as the BoG /Government /University may approve on the recommendation of the Academic Council either on its own or on the initiative of the Principal and / or on the direction of the BoG/ Government provided that an interdisciplinary programme / collaborative Programme may be proposed by the Principal for the consideration of the Academic Council and the BoG / Government/ Shivaji University.

b) The procedure for starting a new programme, suspending a programme or phasing out a programme shall be such as may be laid down in the regulation.

c) A student shall be required to earn a minimum number of credits through various academic courses of a curriculum as provided in the regulation.

d) The award of the UG/PG degree to an eligible candidate shall be made in accordance with the procedure laid down in the regulation. A student shall have to complete all the requirements for the award of the degree within such period as may be specified in the regulation, including those credits earned at such other institutions as have been recognized by the college for this purpose.

e) The date of initial registration for the programmes at the college shall normally be the date on which the student formally registers for the first time. This date shall be considered as the date of joining the college for all intents and purposes.

f) A student shall be required to attend every lecture, tutorial and practical sessions. However, for late registration, sickness or other such exigencies, absence may be allowed as provided in the regulation.

g) A student may be granted such scholarship / assistantship / stipend, etc. and awarded medals as may be specified in the regulation in accordance with the directions of the Government and / or the decision of the BOG from time to time.

h) The procedure for the withdrawal from an UG/PG Programme, rejoining the programmes, award of grades and SGPA / CGPA, the examination and all such matters as may be connected with the running of UG/PG programme shall be as specified in the examination rules and regulation.

i) A student admitted to the UG/PG programme of the college shall abide by the code of conduct for students issued by the college from time to time. This code of conduct shall deal with the discipline of the students in the hostels, departments, the college premises and outside. It may also deal with such other matters as are considered necessary for the general conduct of the students, co-curricular and extra- curricular activities. It shall be approved by the Principal on the recommendation of the Dean, Student Affairs.

4.2. Programmes Offered

Table No. 4.2

UG Programmes **offered by the institute**		
Programmes	**Degree**	**Programme Code**
Civil Engineering	B.Tech.(Civil Engineering)	CE
Mechanical Engineering	B.Tech.(Mechanical Engineering)	ME
Computer Science and Engineering	B.Tech.(Computer Science and Engineering)	CS
Electronics and Telecommunication Engineering	B.Tech.(Electronics and Telecommunication Engineering)	ET
Chemical Engineering	B.Tech.(Chemical Engineering)	CH
Architecture	B. Arch	AR
PG Programmes	**PhD Research Center**	
M.Tech.(Computer Science and Engineering)	Computer Science and Engineering	
M.Tech.(Electronics and Telecommunication Engineering)	Electronics and Telecommunication Engineering	

4.3 Duration of the Programmes

a) B.Tech Programme extends over a period of four academic years or eight semesters leading to the Degree of Bachelor of Technology of Shivaji University, Kolhapur. The maximum period within which a student must complete a full-time academic programme is 8 (eight) years for B. Tech programme. However, B. Arch Programme extends over a period of five academic years or ten semesters leading to the Degree of Bachelor of Architecture of Shivaji University, Kolhapur. The maximum period within which a student must complete a full-time academic programme is 8 (Eight) years for B.Arch. Programme. If student fails to complete the academic programme within the maximum duration as specified above, he/she has to withdraw from the programme. However, student can seek re-admission to the first year of the programme as a fresh candidate.

M.Tech programme extends over a period of 2 (two) academic years or four semesters leading to the Degree of Master of Technology of Shivaji University, Kolhapur. The maximum period within which a student must complete a full-time academic programme is 4 (four) years for M.Tech programme. However, rules prescribed by Shivaji University, Kolhapur shall be followed.

b) The students admitted under lateral entry scheme (Direct Second Year), B.Tech. degree Programme extends over a period of 3 (three) academic years leading to the Degree of Bachelor in Technology of Shivaji University, Kolhapur. For the student admitted under lateral entry scheme in B.Tech. Programme, the maximum period within which a student must complete a full time academic Programme is 6 (six) years. If student fails to complete the academic Programme within the maximum duration as specified above, he/she has to withdraw from the Programme.

4.3. Medium of instruction

The medium of instruction in the institute is English.

4.4. Minimum Instruction days and contact hours

The instruction days for each semester shall be 75 to 90 instruction days excluding end semester examination days. Expected contact hours per week should be in the range of 24 to 26.

5. UG/PG Programme Structure and Curriculum Framework

5.1. General Out Line

D. Y. Patil College of Engineering and Technology, Kolhapur follows the curriculum consisting of credit courses and mandatory (audit - noncredit) courses in its academic Programmes. Each course is associated with a fixed credit. All Programmes are defined by its total credit requirement and a pattern of credit distribution over courses of different categories. Total credit requirement for UG Programmes in engineering are in between 150 to 160 credits and for PG Programmes in engineering are 68 along with audit courses as per the guidelines of AICTE model curriculum, 2018. Total credit requirement for UG Programme in architecture is in between 260 to 300 credits along with audit courses as per the Council of Architecture regulations, 2020.

Each credit course shall have a certain number of credits assigned to it depending upon the academic load of the course which would be assessed on the basis of weekly contact hours of theory lectures, tutorials and laboratory sessions/field study. The credits for the Project / Dissertation shall be assigned depending upon the quantum of work expected.

The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student. Evaluation will also be based on assessing core skills, professional skills, research skills and communication skills gained by the student.

5.2. Contact Hours

Number of contact hours for students is to be set in the range of 24 to 26 hours in weekly time table. This will help student in getting enough time and opportunity to develop creative talent and research abilities.

5.3. Curriculum Framework

Curriculum Framework is important in setting the right direction for a degree Programme, as it takes into account the type and quantum of knowledge necessary to be acquired by a student to qualify for a particular award in his/her chosen Programme. Besides this it also helps in assigning the credits to each course, sequencing the courses semester-wise and finally arriving at the total number of courses to be studied and total number of credits to be earned by a student to fulfill the requirement for a particular degree conferment. A typical framework for B.Tech programmes is as shown in table No. 5.3.

Table No. 5.3.

Course Category (Engineering Programmes - UG)	Credits Range (150-160)					
	AICTE	Civil	CSE	Chem	ETC	Mech
Basic Science Courses (BSC)	25*	20	23	27	20	24
Engineering Science Courses (ESC)	24*	30	29	23	20	31
Humanities and Social Sciences including Management courses (HSMC)	12*	11	7	7	10	7
Professional Core Courses (PCC)	48*	57	63	78	68	67
Professional Elective Courses (PEC)	18*	22	18	9	23	12
Open Elective Courses (OEC)	18*	8	8	8	8	8
Project and Industry Internship	15*	12	12	8	11	11
Mandatory Courses	NC	--	--	--	--	--
Total	**160**	**160**	**160**	**160**	**160**	**160**
PG Programme Credits: 68			**B. Arch Credits: 287**			

The credits mentioned for the different course categories by AICTE have minor variations from Programme to Programme (*).

5.4. Course pattern

The entire course of study is of four academic years for B.Tech, two academic years for M.Tech and five academic years for B.Arch. The academic Programmes in the college shall be based on semester system; each academic year shall have two semesters, Odd and Even, in a year with winter and summer vacations.

a) Each semester of UG programme is following either five courses and four laboratories or six courses and three Laboratories kind of pattern except first year UG engineering. For PG programmes, each semester of first year is having four/five theory and two laboratory

courses. Second year of PG programmes focuses on dissertation and open elective courses.

b) All admitted students are to study five/six electives during their entire Programme study at the institute.

c) An **elective course** in a department shall run only if minimum of fifteen students register for it in a regular semester for UG programme and for PG programme minimum nine students should register for it in a regular semester. However, under special circumstances, a course may run with fewer students with prior permission of the Principal. In addition to this, the programme offer **open electives** which are interdisciplinary in nature. These courses will be decided by BoS of respective programmes and implemented with sanction from Academic Council. Moreover some industry driven electives will also be offered depending on need of Industries.

5.5. Course Numbering Scheme

Course numbers are denoted by nine alpha-numerals followed by the title of the course:

Example:

<u>201CSL204</u>: Data Structures

20	–	Last two digits of year of implementing the syllabus
1	–	1 for UG / 2 for PG / 3 for Ph.D.
CS	–	Programme code
L	–	Nature of course
2	–	Level of course – second year (UG – 1 to 5 and PG – 6 to 7)
04	–	Unique course code
Data Structures	– Course Title	

The Courses offered in the first year of different programmes and from humanities, social sciences, management, basic sciences are categories under general engineering section and the first two characters in the course number shall be capital letters "GE" the remaining characters shall be as given above.

5.6. Programme Codes

The code of the Department offering the courses are as under:

Table No. 5.6

Programme Code	Name of Department
GE	Basic Sciences, Engineering Sciences, Humanities, Social Sciences, Management
CE	Department of Civil Engineering
CH	Department of Chemical Engineering
CS	Department of Computer Science and Engineering
ET	Department of Electronics and Telecommunication
ME	Department of Mechanical Engineering
AR	School of Architecture

5.7. Course Nature and definition

The nature of the course corresponding to the third alphabet in the course code is as:

Table No. 5.7

Nature of Course	Definition
L	Lecture
P	Practical
T	Tutorial
S	Seminar
D	Dissertation
M	Mandatory Course

5.8. Level of the Course

The first digit of the numeric part of the course code indicates level of the course as based on academic year of study.

Table No. 5.8

Year	Level	
1st	100	
2nd	200	**For**
3rd	300	**UG**
4th	400	
5th	500	
6th	600	**For**
7th	700	**PG**

5.9. Credit system

a) All the academic Programmes under autonomy are based on credit system.

b) Definition of one credit for any course is as follows

Lecture (L):   1 hour / week / semester

Tutorial (T):   1 hour / week / semester

Practical (P):   2 hour / week / semester

(The above figures would be multiplied by 2 in the case of supplementary semester)

c) The credits for other academic activities like project work, seminar, dissertation, etc., are as per the guidelines of AICTE/CoA and as mentioned in the syllabus of respective Programme.

d) A specific course would be assigned credits, as Lecture credits, Tutorial credits and Practical credits based on the academic load in accordance with the definition given above. A typical credit structure is as shown below:

Table No. – 5.9

L	T	P	Credits L : T : P	Total Credits	Total Contact Hours
3	0	0	3 : 0 : 0	3	3
3	1	0	3 : 1 : 0	4	4
3	0	4	3 : 0 : 2	5	7
3	2	2	3 : 2 : 1	6	7
0	0	4	0 : 0 : 2	2	4

Note: L – lectures: hrs/week; T – Tutorials: Hrs/week; P – Practical: Hrs/Week.

e) A student can register for a course for earning credits in order to meet the academic requirement of the Programme. Such courses together with the grades obtained and the credits earned will be included in the grade card issued by the institute at the end of each semester and they form the basis for determining the academic performance of the student of that semester.

f) The total number of credits that need to be earned by a student to qualify for registering the courses of next successive year should be a minimum of 75% of the credits in each of the immediate previous academic year and a maximum of three backlog courses (ATKT - Allowed To Keep Term) that can be carried ahead. Otherwise the student will be considered to be year down.

g) A student must secure a minimum CGPA of 5 (five) and earned all credits as specified in the structure of respective Programme in order to qualify for the award of a degree.

6. Course Evaluation, Examination and Weightages of Marks:

Each semester course of study consists of 4 to 6 theory and 2 to 4 laboratory courses as mentioned in the course pattern. Special attention shall be given in offering professional electives, interdisciplinary open electives and project based learning. The evaluation and examination of the students shall be done with a major focus to achieve the objectives of Outcome Based Education (OBE), attaining the Programme Outcomes, Programme Specific Outcomes, and Course Outcomes of each Programme; and the overall development of the students. Appropriate rubric shall be developed to assess theory, tutorial, laboratory, seminar, mini-project, project, dissertation, etc courses for their respective ISEs and all other academic activities to be conducted for each Programme by departmental academic and Programme evaluation committee. The rubric shall be developed by the concerned course coordinator.

6.1 The evaluation of a student for each semester shall be based on his/her performance in the In-Semester Evaluation (ISE-I), In-Semester Evaluation-II (ISE-II), Mid-Semester Examination (MSE) and End Semester Examination (ESE) for theory courses and for laboratory courses it shall be done through In semester Evaluation (ISE) and ESE. All ISE and MSE shall be conducted by the course teacher/coordinator and department examination coordinator at the department level and shall be monitored by HoD/Programme Coordinator. The ESE shall be conducted centrally by the Examination Cell. MSE and ESE shall be under the supervision of CoE. The evaluation weightage is given in Table No. 6.1.

Table No. 6.1

Evaluation	Weightage for Theory Credit Course	Weightage for Theory Audit course	Weightage for Lab course with OE/POE	Weightage for Lab course without OE/POE
ISE-I	10%	Nil	Nil	Nil
MSE	30%	Nil	Nil	Nil
ISE-II	10%	Nil	Nil	Nil
ISE	Nil	Nil	50%	100%
ESE	50%	100 %	50%	Nil

6.2 The MSE and ESE theory course answer scripts and ISE-I and ISE-II components shall be shown to students.

6.3 The ESE component for mandatory (audit) course shall not be shown to students.

6.4 The ISE component for lab course shall be shown to students; however, ESE component for lab courses shall not be shown to students.

6.5 For other evaluations such as seminar, mini-project, project and dissertation phases, etc, where ISE is the only component of evaluation, the evaluation components shall not be shown to the students. However the marks should be displayed.

6.6 In-Semester Evaluation (ISE/ISE-I/ISE-II)

a) ISE for a theory course shall be carried out by the course teacher using assessment tools such as assignments, oral, seminar, test (surprise/declared/quiz/open book), group discussions or any active learning modes. The assessment tool(s) for ISE shall be decided and announced by the course teacher at the beginning of the course. The record of evaluation shall be maintained by course teacher and shall be submitted during academic audit.

b) Student performance shall be continuously monitored and record of assessment(s) shall be maintained by course teacher and monitored by HoD. Course teacher shall use the GEMS/ERP for updating students' performance.

c) The ISE marks shall be sent to the examination cell at the end of the term before the commencement of ESE.

6.7 Mid Semester Examination and End Semester Examination (MSE and ESE)

a) There shall be MSE and ESE for every theory course (credit) and ESE for mandatory (audit) course.

b)   MSE for every theory (credit) course shall be conducted by every department as per the schedule mentioned in the academic calendar in co-ordination with the Institute Examination Cell. MSE shall normally be of 30 marks and 1 hour durations. The weightage for MSE shall be as indicated in the Table 4.1. and usually be based on first three units (50%) of the syllabus.

There shall not be make-up examination for MSE.

c) ESE shall be conducted centrally as per the schedule indicated by CoE. ESE of theory courses shall be of 100 marks and maximum duration provided shall be 3 hours. However the duration of ESE can vary as per the structure of each Programme. In

such cases, the ESE shall be conducted as mentioned is the respective Programme. The examination shall be based on entire syllabus of the respective course. The weightage shall be 40% for the syllabus covered up to MSE and 60% for the remaining syllabus.

6.8 Mandatory (Audit) Course evaluation:

The assessment and conduct of ESE for mandatory (audit) course shall be done as mentioned in the Programme structure / syllabus.

6.9 ISE and ESE for Lab courses

The evaluation for laboratory courses, seminar, mini-projects shall be on the basis of ISE and ESE.

a) ISE shall be a continuous evaluation carried out throughout the semester and based on performance of student in laboratory, experimental write-up, report write up, presentation, oral, and test (surprise/declared/quiz), assignment, etc. The course teacher shall use different assessment tools as mentioned above for ISE. ISE marks shall be displayed.

b) ESE shall be based on either oral or performance and oral as per the examination scheme. ESE marks shall not be shown to students. External and internal examiners shall conduct ESE wherever applicable as per the examination scheme.

6.10   Performance of Students

Performance of students in each semester shall be evaluated course wise on the following guidelines:

Subject / Course nature	Maximum Marks
Theory:	100
Laboratory	50/100
Seminar	25/50
Mini-Project	25/50
Project	100/200
Tutorial	25/50
Industrial Training	100
Dissertation	300

6.11 Theory Marks Distribution

For each theory course, the distribution shall be:

- 20 Marks for ISE (ISE-I and ISE-II for 10 marks each) (20% weightage)
- 30 Marks for Mid Semester Examination (MSE) (30% weightage)
- 50 Marks for End Semester Examination (ESE) (ESE shall be conducted for 100 marks for a duration of 3 hours and then converted to 50 marks) (50% weightage).

For each theory course, during each semester there shall be 'two' ISEs (ISE-I and ISE-II) to be done by the concerned course teacher using different modes as mentioned in the structure / syllabus during the classroom teaching and shall be for 10 marks each. ISE-I shall be done before the end of first month of the semester and ISE – II shall be done before the end of the third month and after the MSE. This 20% weightage of marks shall be considered in the course marks.

In the mid of the semester, there shall be one MSE of 30 marks for a duration of one hour as per the schedule mentioned in the academic calendar and should be conducted by each department on the guidelines received from Institute / central exam cell. While setting the question paper for MSE, teachers should set the questions on first three units (50%) of the syllabus of the concerned course and follow the guidelines of OBE and attainment of the course outcomes. This 30% weightage of marks shall be considered in the course marks.

The ESE shall be conducted for 100 marks on entire syllabus of the course for a duration of three hours and then converted to 50 marks wherever applicable as per the Programme structure. ESE will be conducted by central examination cell for all the courses. This 50% weightage of marks shall be considered in the course marks. Also, the guidelines provided from time to time, by the board of examination should be followed. Tutorial shall be the component of theory course and can be evaluated as CIE. The subjects containing design and drawing should be treated like theory course for marking scheme.

6.12 Laboratory Course Marks Distribution

For laboratory / practical evaluation, the distribution shall be :

(i) ISE component marks on the basis of continuous internal evaluation.

ISE of 50 marks **should typically be based on**

- 30 marks for semester performance on continuous evaluation basis

- 10 marks for attendance

- 10 marks for internal tests which may include practical performance, orals or any additional work assigned and done by the students.

(ii) ESE component will be evaluated by conducting examination by a panel of teachers consisting of internal and external examiners as mentioned in the syllabus.

6.13 Industrial Training

Training shall be evaluated by the committee consisting of Head of the Department or nominee appointed by head and a senior faculty of the department along with duly appointed external examiner from industry or academia.

(i) Out of allotted marks, weightage of 50% marks for internal evaluation; and 50% marks for the ESE.

(ii) Internal evaluation shall be on the basis of Training Diary, Report preparation and timely completion and submission of the assigned work by the training / project supervisor from the Industry / Academia, where the student undergoes the training.

(iii) The end semester examination (oral) shall be conducted by the department committee consisting of Head of the Department or nominee appointed by head, training/project supervisor and a senior faculty member along with duly appointed external examiner either from industry or academia. This will be on the basis of understanding the functioning of department/industry where training is undergone, quality of work performed, report, presentation and certificate of completion from industry. The evaluation shall be carried out at the end of subsequent semester of that year.

In case of non-satisfactory performance during summer training, student should repeat the training in winter session/vacation and complete the same.

6.14 Mini-project / Project:

The Mini-project / Project shall be evaluated for the marks as mentioned in the syllabus depending on the depth expected and credits allotted. It should include 50% CIE and 50% ESE or as mentioned in the syllabus. Internal evaluation shall be on the basis of performance of individual student in the group and recorded as CIE by project supervisor.

Each group shall give at least two presentations on the progress of their work in front of the internal committee appointed by the HoD. The end semester examination-ESE (viva-voce) shall be conducted by a panel of examiners as appointed by CoE, consisting of internal / project supervisor and external examiner from industry or academia. Such panel may consider action plan, literature review, work carried out, report and presentation. The topics for mini-project / project group in the class shall be different from each other. The group shall consist of 4/5 members.

Table 6.14.: UG Project evaluation phases

Sr. No.	Phases	Internal/ External
1	Seminar on topic finalization	Guide and Internal Committee
2	First phase work and presentation	Guide
3	ISE (Mid Term Evaluation)	Guide and Internal Committee
4	Second phase progress presentation	Guide
5	ISE (End Term Evaluation)	Guide and Internal Committee
6	Report writing and submission	Guide
7	Final orals and presentations (ESE)	Guide and External Examiner

6.15   Seminar

For the seminar, the individual student shall collect the information on a specialized /specified topic, present in front of the committee and prepare a technical report, showing his understanding over the topic, and submit to the department, which shall be evaluated by department committee consisting of Head of the Department or nominee appointed by head, seminar supervisor and senior faculty member(s). The seminar shall be evaluated as CIE. The topics for seminar shall be different from each other.

6.16   PG Dissertation

The dissertation work shall be evaluated for total 300 marks including 100 marks evaluation in Sem III and 200 marks evaluation in Sem IV. Out of allotted marks the weightage shall be 50% marks for internal evaluation and 50% marks for the end semester examination.

Table No. 6.16

Semester	CIE	ESE
III	50 marks	50 marks
IV	100 marks	100 marks

The students is expected to submit the synopsis on his dissertation topic by the approval and duely signed by the supervisor to the department within two weeks from beginning of third semester. The synopsis of all such candidates will be placed in front of expert committee consisting of two external experts and HoD shall be the chairman of the committee. The committee will evaluate the synopsis, nature and novelty of proposed work and approve the title, if found suitable to continue dissertation work. The committee shall meet in the third week from starting of semester III. The decision of the committee should be conveyed to the candidate and his / her supervisor by end of first month from the beginning of semester III. There after the students can continue work accordingly. The approved synopsis with remarks for revision / correction / modification if any, made by the committee, the candidate has to revise the synopsis and submit the revised synopsis duely signed by supervisor to the HoD and continue working for his dissertation work. In case the synopsis and title is not approved, the candidate has to prepare a new synopsis with new title as the case may be and submit to the department. Such synopsis shall be placed in front of the expert committee meeting in the beginning of next semester.

Evaluation in Semester III:

(i) Internal evaluation shall be on the basis of performance of individual student and recorded as CIE by the supervisor(s). Each student shall give at least two presentations on the progress of his/her work to the supervisor(s), one before the mid of the semester and the other before the end of the semester.

(ii) Mid semester evaluation shall be conducted by the department committee consisting of HoD or nominee appointed by HoD, supervisor(s) and senior faculty member(s). The performance should be recorded as CIE by the supervisor(s).

(iii) The end semester examination-ESE (viva-voce) shall be conducted by the department committee consisting of Head of the Department or nominee appointed by head, supervisor(s) and a senior faculty member. The ESE shall be based on :

1. Plan of action   **2. Literature Review and   3. Progress till date**

The committee may decide weightage of above points depending on case to case basis, nature of research activity undertaken and quantum of work involved.

Evaluation in Semester IV :

(i)   Internal evaluation shall be on the basis of performance of individual student and recorded as CIE by the supervisor(s).

(ii) Mid semester evaluation shall be conducted by the department committee consisting of HoD or nominee appointed by HoD, supervisor(s) and a senior faculty member. The performance should be recorded as CIE by the supervisor(s).

(iii) ESE (Viva-Voce) shall be conducted by a panel of examiners by due appointment of external examiner, either from industry or academia, and the supervisor / internal examiner. The appointment shall be done by the CoE from the panel suggested by HoD.

The evaluation shall be based on:

    1. Understanding over the topic

    2. Quality of work performed

    3. Thesis and presentation

The topics for the dissertation work shall be different from each other.

a) The soft copy of dissertation report shall be sent to external examiner at least eight days prior to date of ESE along with evaluation sheet.

b) M. Tech. dissertation evaluation shall be carried out by both guide and external examiner. Evaluation report of the guide should be submitted along with the submission of draft copy of report to examination cell. External examiner shall submit the evaluation report after ESE of semester IV.

c) Final hard bound copy of dissertation report in prescribed format incorporated with all necessary corrections suggested during ESE of semester IV shall be submitted to department and examination cell.

d) Maximum one month extension after completion of two years from the date of admission may be allowed for medical/other genuine reasons, for submission of draft spiral bound copy of dissertation. However, the student shall pay prescribed late submission fee in addition to the fee paid towards examination. If it is not possible to complete the dissertation work within the allowed extension of one month, the student shall register by paying the prescribed fee for the next semester to complete the work.

7. Registration

7.1 Every student admitted shall have his/her unique registration number and shall be allotted by the college office.

7.2 Registration, at the beginning of each semester on the prescribed dates, announced from time to time, by payment of the stipulated fees is compulsory for every student till he/she completes the Programme.

7.3 Registration, according to rules, should be carried out on the first four days of each semester. Late registration may be permitted only for valid reasons and on payment of a late registration fee. In any case, registration must be completed before the prescribed last date for registration, failing which his/her studentship is liable to be cancelled. Students having outstanding dues to the Institute or hostel shall be permitted to register only after clearing the dues.

7.4 In-absentia registration may be allowed only in rare cases at the discretion of the Dean (Academics) in case of hospitalization of the student.

7.5 Every student shall register for the courses that he/she wants to study for earning credits and his/her name will appear in the roll list of each such course. No credit shall be given if a student attends a course for which he or she is not registered.

7.6 For the registration of the third semester the student should have earned credits of the courses of the first and second semesters with no backlog passing heads. Every student should have earned at least 75% of the total credits (rounded off to next higher integer) of first year and must not have backlog of more than three courses/passing heads.

7.7 For the registration of the fifth semester the student should have earned credits of all the courses of the first and second semesters with no backlogs. Every student should have earned at least 75% of the total credits (rounded off to next higher integer) of second year and must not have backlog of more than three courses/passing heads.

7.8 For the registration of the seventh semester the student should have earned credits of all the courses of the third and fourth semesters with no backlogs. Every student should have earned at least 75% of the total credits (rounded off to next higher integer) of third year and must not have backlog of more than three courses/passing heads.

7.9 For the registration of the ninth semester (B. Arch) the student should have earned credits of all the courses of the fifth and sixth semesters with no backlogs. Every student

should have earned at least 75% of the total credits (rounded off to next higher integer) of fourth year and must not have backlog of more than three courses/passing heads.

7.10   In all the above cases (9.6, 9.7, 9.8, 9.9) the student will be allowed to register for the next academic year by carrying a maximum of three backlog courses for ATKT (Allowed To Keep Term).

7.11   The student registering in semester II, IV, VI, VIII, X should have completed previous semester with minimum 75% attendance.

7.12   For PG Programme, (i) The student can submit the dissertation report though s/he has not acquired stipulated credits till then; his/her examination of dissertation shall be conducted. However, his/her result shall be declared only after acquiring the stipulated credits. Such student shall be required to re-register till s/he completes the requirements for the award of degree. (ii) For registration of the dissertation phase-I, the student should have earned minimum 75% of the total credits (rounded to lower number) of the first and second semester. The registration to dissertation phase-I shall be permitted in even semester for the students who were not fulfilling condition for registration at the beginning of odd semester but fulfilled the same before even semester.

8. Attendance, Absence, Rules and Detention

8.1 All the students are expected to be present in every lecture, tutorial, practical, Mandatory Courses / National Social Services / Other Academic Activities scheduled for them. Attendance will be closely monitored during a semester as per the guidelines.

8.2 A student must have a minimum attendance of 75% in each of the heads of lectures, tutorials and practical held in a course before the corresponding semester end term examination.

8.3 If a student is continuously absent from the classes for more than two weeks without formally informing the Course Coordinator, the course Coordinator shall immediately bring it to the notice of concerned class Coordinator / Head of the concerned department. The HoD shall take appropriate steps to communicate to the parents of such students informing the rules, regulations and their consequences, so that the student is back into his academics.

8.4 The names of the students who have remained absent, for more than 25% of the actual classes held in a course will be intimated by the Course Coordinator on the last teaching

day of respective examination (MSE/ESE), to the students in the class forwarding the same to the HoD / Programme Coordinator, who will further consolidate the list for all such students for all the courses and display it on the notice board of the department with an intimation to Dean Academics, declaring them not eligible to appear for the respective examination (MSE/ESE).

8.5 Condonation of Attendance: Those students who have more than 75% attendance for the period including their medical leave be considered for condonation of attendance provided their overall attendance in a course excluding the period of illness does not fall below 60%. A student has to apply for leave on medical grounds to concern HoD / Programme coordinator and such application shall be accompanied with a medical certificate from a registered medical practitioner and endorsed by parents or guardian.

8.6 For want of attendance if a student is not permitted to appear for the end semester examination in the course in which the shortfall exists, his registration for that course will be treated as cancelled, and he / she shall be awarded `XX1' grade (XX1 stands for registration cancelled for non fulfillment of course attendance requirement) in that course. This grade shall appear in the grade card till the course is successfully completed.

8.7 If a student is absent during MSE of a course due to medical reasons only like accidents / hospitalization of a students, etc. or other emergency circumstances only like death of father / mother / brother / sister / guardian; a single additional exam shall be conducted latest by one week before immediate next examination (ESE). However the student / parent / guardian must submit an application supported by proper certificate of hospitalization and in case of death, adequate evidence; latest by last day of the concerned MSE. Such cases shall be scrutinized by concerned HoD / Programme coordinator for verifying genuineness. Final approval shall be accorded by the principal on the recommendation of Dean Academics. Schedule for such additional MSE shall be displayed by concerned HoD / Programme coordinator.

8.8 If a student is absent during End Semester Examination of a course due to medical reasons like accident and / or hospitalization of a student or other emergency circumstances like death of father / mother / brother / sister / guardian (in case the student has no parents); he / she may be awarded 'I' grade in the course. His / her application must be supported by proper medical certificate with registration number

of hospitalization and discharge certificate. In the event of death of parent or guardian, the application should be supported by adequate evidence for the same. Such students will be allowed to appear for the ESE of such courses in the subsequent ESE. His/Her ISE and MSE marks will be carried ahead. Such students will not be allowed to apply for makeup examination. When such student appears for the ESE in the subsequent ESE and passes the course, he/she will be awarded with the grade in a regular manner and no makeup grade rules will be applicable to such students. In case he/she fails in such subsequent ESE, he/she will be assigned "F" grade and can apply for makeup examination. Then the makeup grading rules will be applicable to such students. The student absent for End Semester Examination should submit an application to the HoD / Programme coordinator within ten days from the date of the examination missed, explaining the reasons for his/her absence along with documentary evidence. Applications received after this period will not be entertained and 'F' grade will be assigned to him/her to that course.

9 Withdrawals

9.1 Withdrawal of semester/year on medical grounds/other very exceptional reasons may be permitted by APEC, subject to a maximum of two semesters during the students entire stay.

9.2 A student who wants to withdraw for a semester/year shall apply through the Programme coordinator / HoD to the Dean – Academics, on a prescribed form within a week from the end of the MSE examination and it will be recorded in the registration record of the student and the concern course coordinator will be informed about it. The student will be awarded a withdrawal grade 'W' at the end of the semester.

9.3 In case a student is unable to attend classes for more than four weeks in a semester, he/she may apply to the Dean – Academics through HoD for withdrawal from semester, which shall mean withdrawal from all the registered courses in the semester. However, such application shall be made as early as possible and latest before the start of the End Semester Examination.

9.4 In case the period of absence on medical grounds is more than fourteen working days during the semester. A student may apply for withdrawal from the semester, if he/she desires. But, as per provision, such application must be made to the Dean –Academics

through HoD, as early as possible and at least before the beginning of End Semester examination.

10. Summer Term

The college considers it important that focused efforts be made to improve the performance of academically weak students through innovative met HoDs such as remedial teaching in professional subjects for increasing transition rate, pass rate and employability. For increasing institutional focus on providing academic support and guidance to the academically weak students, a summer term facility shall be provided by the college as a part of remedial learning for the theory courses only and not for practical courses.

10.1 A student who has registered for the theory course but failed (identified as weak student for the course) may be allowed to register for a summer term in the summer vacation, on payment of necessary fees on a specified date. The summer term is a compressed semester of maximum one month duration, where all the regulations of attendance for the normal semester shall apply.

10.2 The concern department shall offer the required summer term courses, as intimated by Dean Academics. A theory course will be offered in a summer term provided there are minimum of 10 students registering for it. The concern course coordinator/HoD is authorized to prepare the time table and lecture schedule for the summer term of the respective courses. The concerned course teacher / coordinator should conduct such courses. The PG teaching assistants may assist the course coordinator in conducting such courses.

10.3 Students registering for summer term have to pay the tuition and other fees, as per prevailing norms and are not eligible for any scholarships / freeship. The regular attendance of the students for the summer term is compulsory.

10.4 The makeup examination will be conducted after the summer term. After the declaration of the results of the makeup examination, the grading will be done as per the makeup examination rules. Maximum grade awarded for summer term make up examination shall be B+.

10.5 The college shall have a finishing school for core proficiency during summer vacation. Such courses shall be declared by concern Programme HoD before conclusion of every even semester. In addition to the department expert,

external professionals may also be invited for conducting such courses. The student should register for such courses by paying prescribed fees.

11. Grading system
11.1 Introduction

a) Marks of continuous internal evaluation (CIE)

The concern course coordinator / faculty shall decide marks of CIE (ISE+MSE) based on record of students' performance in various modes of assessment conducted by course faculty during semester. The course faculty shall submit the marks list of CIE before ESE and display the same for students' information. Faculty shall use these marks in grading process. If the total marks are I   n fraction, faculty shall round the marks to the immediate next integer if the fraction is ≥0.5, otherwise immediate lower integer shall be recorded. The same process is applicable for laboratory courses also.

b) End semester examination (ESE)

Concern course faculty / coordinator shall prepare and display the marks of respective course, as per academic calendar. Faculty should allow the students to see the evaluated answer books after assessment and declaration of provisional results of the course. He/she shall send the final copy of mark list (with/without corrections) to Controller of Examination within the stipulated time. The final ESE mark list shall be submitted to exam cell only after grade moderation process.

c) Grade Moderation Committee:

The Chairman of Board of Examination shall formulate Grade Moderation Committee (GMC) for the department in consultation with respective Head. The committee formulated shall include all the course coordinators of courses floated to students in the semester and HoD shall be the Chairman of GMC. This committee shall be responsible for adherence to the guidelines for the award of grades and shall include all the concern course coordinators. The committee shall have a sample check of the answer books to confirm uniformity of assessment and lack of sincerity on the part of assessor and report to CoE for necessary action.

11.2 Absolute Grading and Grace Marks

a. The institute shall follow absolute grading system in the initial phase of the autonomy. However relative grading system shall be used in the later part of the autonomy and also whenever applicable viz. when the number of students obtaining a higher grade ('O' grade) is more than 10% of the register students; relative grading will be applicable and top 5 students will be given the higher grade ('O' grade) and remaining students will be given one grade lower than the obtained grade.

b. The process of absolute grading shall be carried out by GMC.

c. Max. ±2 grace marks per course in maximum three theory (credit / audit) courses in a semester shall be awarded only for acquiring P grade, irrespective of number of courses registered for, provided he/she has failed in not more than three theory courses. If a student has failed in more than three theory courses no grace marks will be applicable in any course.

d. The grace marks shall be applicable only to regular students and shall not be applicable to any re-registered / YD students in a course.

e. For the laboratory courses where the evaluation is based on 100% ISE (term work), grace marks shall not be applicable.

f. The grade boundaries for absolute grading are shown in table below. The grade shall be calculated as per the **table 11.2a**.

Table 11.2a Absolute Grading Threshold for credit courses

Absolute Grading Threshold			
Grade	**Description**	**Min Threshold**	**Max Threshold**
O	Outstanding	≥ 90	<= 100
A+	Excellent	≥ 80	< 90
A	Very Good	≥ 70	< 80
B+	Good	≥ 60	< 70
B	Above Average	≥ 50	< 60
C	Average	≥ 45	< 50
P	Pass	≥ 40	< 45
F	Fail	≥ 0	< 40
Ab	Absent	--	--
XX1	Fail due to attendance shortage	-	-
XX2	Fail due to disciplinary actions	-	-
I	Incomplete	-	-
W	Withdrawal of the course	-	-

Table 11.2b: Absolute grading for Mandatory Course/s

Grade	Minimum Threshold	Max. Threshold	Description
NP (only for non-credit courses)	>=0	<40	Not Passed
PP (only for non-credit audit courses)	>=40	<100	Passed

g. After the absolute grade thresholds are calculated, the faculty shall check the histogram of the grade and adjust the threshold to achieve nearly bell shaped histogram.

h. After this the faculty shall get the grade thresholds, approved from GMC. After approval, the faculty shall lock the grade thresholds.

i. The faculty then shall review the boundary cases for each grade and may assign max +1 grace mark to those boundary cases.

j. After this, the grades shall be calculated as per the table and assigned to each student.

k. The faculty shall prepare the grade sheet, verify it, sign on it, get the signature of the GMC and hand over the grade sheet to the HoD.

l. HoD shall receive grade sheets of all courses of the department from respective faculty, verify them, and approve it and display the class wise provisional result on the departmental notice board.

m. The HoD shall also submit all original documents (including soft copy of marks and grading information) in this grade moderation process to examination cell for final result processing and declaration. The department and faculty shall maintain the record of this grade moderation process.

n. The award of grades and computation of semester grade point average (SGPA) and cumulative grade point average (CGPA), as applicable, shall be done relative
in accordance with 11.6 and 11.7 of the Academic Rules and Regulation.

o. If a student is falling short by a few marks to obtain the higher grade, he/she can be given grace marks to a maximum of five marks and given the higher grade. Such grace marks are to be given during the declaration of the final year results for the award of class (Distinction, First Class).

p. For makeup examination table 11.2c will be applicable for deciding grades.

Table 11.2c Makeup Examination Grading Threshold

Grade	Description	Min Threshold	Max Threshold	Scale Range
B+	Good	≥ 80	≤ 100	8
B	Above Average	≥ 60	< 80	7
C	Average	≥ 50	< 60	6
P	Pass	≥ 40	< 50	5
F	Fail	≥ 0	< 40	3

11.3   Relative Grading and Grace Marks

a) The courses where the number of students registered for a course are <20 absolute grading shall be used.

b) By reviewing the total marks, the faculty shall assign F Grade to the students who have got total marks < 40.

c) Max. ±2 grace marks per course in maximum three theory (credit / audit) courses in a semester shall be awarded only for acquiring 'P' grade, irrespective of number of courses registered for, provided he/she has failed in not more than three theory courses. If a student has failed in more than three theory courses no grace marks will be applicable in any course.

d) The grace marks shall be applicable only to regular students and shall not be applicable to any re-registered / YD students in a course.

e) For the laboratory courses where the evaluation is based on 100% ISE (term work), grace marks shall not be applicable.

f) In the further grading process the failed students shall be excluded. Then, the mean (μ) and standard deviation (σ) of total marks of passed students shall be computed. From this the relative grading thresholds shall be decided with use of table **11.3.**

g) After the relative grade thresholds are calculated, the faculty shall check the histogram of the grade and adjust the threshold to achieve nearly bell shaped histogram.

h) After this the faculty shall get the grade thresholds, approved from GMC. After approval, the faculty shall lock the grade thresholds.

i) The faculty then shall review the boundary cases for each grade and may assign max +1 grace mark to those boundary cases.

j) After this, the grades shall be calculated as per the table and assigned to each student.

k) The faculty shall prepare the grade sheet, verify it, sign on it, get the signature of the GMC and hand over the grade sheet to the HoD.

l) HoD shall receive grade sheets of all courses of the department from respective faculty, verify them, and approve it and display the class wise provisional result on the departmental notice board.

m) The HoD shall also submit all original documents (including soft copy of marks and grading information) in this grade moderation process to examination cell for final result processing and declaration. The department and faculty shall maintain the record of this grade moderation process.

Table 11.3. Relative Grading Thresholds

GRADE	Description	≥ MIN Threshold	<MAX Threshold
O	Outstanding	$\mu + 2\sigma$	100
A+	Excellent	$\mu + 1.5\sigma$	$\mu + 2\sigma$
A	Very Good	$\mu + 1\sigma$	$\mu + 1.5\sigma$
B+	Good	$\mu + 0.5\sigma$	$\mu + 1\sigma$
B	Above Average	μ	$\mu + 0.5\sigma$
C	Average	$\mu - 0.5\sigma$	μ
P	Pass	40	$\mu - 0.5\sigma$
F	Fail	0	<40
Ab	Absent	--	--

11.4. Other Grades

(i) The 'I' grade shall be awarded in a course where the student is unable to appear ESE having completed his ISE and / or MSE, due to medical reasons mentioned in 8.5. Such students will be allowed to appear for the ESE of such courses in the subsequent ESE. Such students will not be allowed to apply for makeup examination. When such student appears for the ESE in the subsequent ESE and passes the course, he/she will be awarded with the grade in a regular manner and no makeup grade rules will be applicable to such students. In case he/she fails in such subsequent ESE, he/she will be assigned "F" grade and may apply for makeup examination. Then the makeup grading rules will be applicable to such students.

(ii) The 'W' grade is awarded in a course where the student has opted to withdraw from the semester/ year. Withdrawal from the semester/year is permitted until one week after the MSE.

(iv) The 'XX1' grade is awarded in a course where the student has not fulfilled the course attendance requirements.

(v) The 'XX2' graded is awarded in a course where the student has been detained due to disciplinary actions.

11.5. Results

a) **The provisional results approved by the GMC shall be received by the examination cell and considering the results of backlog students, re-registered students, result of make-up examination; the overall results, calculation of SGPA, CGPA, pass/fail status etc. shall be decided by result coordinator of exam cell.**

b) **The examination cell shall then prepare the grade cards, tabulation register and statistic of the results.**

c) The final result shall be declared after obtaining endorsement from CoE and copies of the same shall be sent to the departments.

d) In case of any discrepancies observed or reported in assessment and in grade moderation process, Controller of Examination (CoE) is authorized to get the answer books evaluated from any other competent internal or external examiner and update the results accordingly. The CoE shall report the same to BoE for necessary action if any.

e) Candidates shall be permitted to apply for recounting/revaluation of Answers scripts within the stipulated period with payment of prescribed fee.

11.6. Calculation of Semester Grade Point Average (SGPA)

The performance of a student in a semester is indicated by a number called SGPA. The SGPA is the weighted average of the grade point obtained in all the courses registered by the student during the semester. The grade points are shown in the table 11.6.

Table 11.6

Grade points			
Sr. No.	Grade	Grade Point	Description
1	O	10	Outstanding
2	A+	9	Excellent
3	A	8	Very Good
4	B+	7	Good
5	B	6	Above Average
6	C	5	Average
7	P	4	Pass
8	F	0	Fail
9	Ab	0	Absent

Semester Grade Point Average:

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

Where,

C_i = The number of credits assigned in the ith course of a semester for which SGPA is to be calculated

P_i = Grade point earned in the ith course

i = 1,2 …, n represent the number of courses in which a student is registered in the concerned semester

The SGPA is calculated to two decimal places.

11.7. Calculation of Cumulative Grade Point Average (CGPA)

An up to date assessment of the overall performance of a student from the time of his first registration is obtained by calculating a number called CGPA, which is weighted average of the grade points obtained in all the courses registered by the student since he / she entered in the institute.

$$CGPA = \frac{\sum_{j=1}^{m} C_j \, P_j}{\sum_{j=1}^{m} C_j}$$

Where,

C_j = The number of credits assigned in the ith course of a semester for which CGPA is to be calculated

P_j = Grade point earned in the jth course

j = 1,2 …, m represent the number of courses in which a student is registered up to the semester for which the CGPA is to be calculated.

The CGPA is calculated to two decimal places.

The letter Grade 'F' shall not be used for calculation of SGPA and CGPA.

11.8. Amendment of results due to errors

In case it is found that the result of an examination has been affected by errors, the CoE shall amend such result in such a manner as shall be in accordance with true position and make such declaration as is necessary. A report listing such amendments shall be submitted by the CoE to BoE. The amended results shall be endorsed by BoE before its declaration.

The error means:

i) Error in computer / data entry, printing or Programming

ii) Clerical error, manual / machine error, in totaling or entering marks on ledger register

iii) Error due to negligence or over sight of examiner or any other person connected with evaluation, moderation and result tabulation.

11.9. Award of degree

The degree shall be awarded by Shivaji University, Kolhapur on the recommendation of Academic Council / BoG.

11.10. Eligibility for award of degree:

A student shall be eligible for award of the degree if he / she fulfill all the following conditions:

a) Registered and successfully completed all the components prescribed in the Programme of study to which he / she is admitted.

b) The student should have satisfactorily fulfilled other requirements like Mandatory Courses.

c) Obtained CGPA ≥ 5 (minimum requirement for pass) and earned all credits as specified in the structure / syllabus.

d) Have no dues to the institute, hostels, libraries, etc.

e) No disciplinary action is pending against him / her

f) A student should have obtained the eligibility certificate in the first year from the Shivaji University, Kolhapur.

g) The student who has earned minimum requirement of credits but fails to obtain minimum requirement of specified CGPA, he/she shall take additional courses or repeat the courses mentioned in the Programme till the minimum CGPA is attained subject to maximum duration of Programme as specified in this rules and regulations.

11.11. Award of class

A candidate who becomes eligible for the award of the degree shall be placed in one of the following classes based on CGPA:

CGPA required for award of class

Table 11.11

Class	CGPA
Distinction*	≥ 8.0
First Class	≥ 7.0
Second Class	≥ 6.0
Pass	≥ 5.0

* For the Distinction, in addition to the required CGPA of 8, the student must have necessarily passed all the courses of every semester in the minimum stipulated period of the Programme.

11.12. Conversion of CGPA to percentage marks and vice-versa

CGPA = (% Marks + 7.5) / 10

Percentage Marks = [(CGPA – 0.75) x 10] %

11.13. Grade Card

1. A grade sheet (Memorandum) will be issued to each student indicating:

   a. Credits for each course registered for that year

   b. Letter grade obtained in each of the courses

   c. Total numbers of credits earned by the student till the end of that semester in each of the course.

   d. SGPA and CGPA

   e. The back side of the grade card shall contain grades and marks conversions and other necessary details.

2. Grade card will never indicate class or division or rank.

11.14. Transcripts

After successful completion of the total Programme of study, a Transcript containing performance of all academic years will be issued as a final record. Duplicate transcripts will also be issued if required after the payment of requisite fee. Partial transcript will also be issued up to any point of study to any student on request and by paying the stipulated fee in force.

11.15. Improvement in Grade

A candidate after becoming eligible for the award of the degree may reappear for the ESE in any of the theory courses as and when conducted, for the purpose of improving the aggregate and the grade. But this reappearance shall be within a period of two academic years after becoming eligible for the award of the degree. A student in pre final year, final year and student who has passed final year shall be permitted to apply for CGPA improvement for a maximum of three courses of the preceding academic year and not across different academic years. Such students may apply for CGPA improvement by re-registering for the theory course/s, of current academic year or immediately preceding academic year. Candidates shall not be permitted to reappear either for CIE (ISE, MSE) in any course or for the ESE/POE/OE in laboratory courses (including Project / Dissertation Viva-voce) for the purpose of improvement**.**

12. Award of medals / Scholarships etc.

a. The awards available under excellent performance in sports, cultural, extra Curricular, debate, etc. shall be given to the students as per the norms and procedure declared by the Principal.

b. The award of scholarships/ free-ships and other benefits will be in accordance with rules framed by BoG/University/State and Central Government.

c. In case of awards/scholarships sponsored by industry / alumnus, organizations /individual; the proposal shall be put before academic council along with terms and condition if any proposed by sponsorer. A separate regulation if required may be formulated and be approved by Academic Council.

13. Malpractices

a. The Principal / CoE shall refer the cases of malpractices in internal assessment, MSE and ESE, to an Examination Lapses Committee (ELC), constituted by him/her for the purpose. Such committee shall follow the approved scales of punishment. The Principal shall take necessary action, against the erring students basing on the recommendations of the committee.

b. Any action on the part of candidate at an examination trying to get undue advantage in the performance at examinations or trying to help another, or derive the same through unfair means is punishable according to the provisions contained hereunder. The involvement of the Staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records of documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry by the ELC.

c. For any kind of unfair means/malpractices during any examination, the rules and regulations of examinations will be applicable.

14. Conduct and Discipline

a. Students shall conduct themselves within and outside the premises of the Institute in a manner befitting the students of our Institution.

b. As per the order of Honorable Supreme Court of India, ragging in any form is considered as a criminal offence and is banned. Any form of ragging will be severely dealt with.

c. The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures with regard to ragging.

d. Lack of courtesy and decorum; indecent behavior anywhere, within or outside the campus.

e. Willful damage or distribution of alcoholic drinks or any kind of narcotics or of fellow students/citizens.

f. Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.

g. Mutilation or unauthorized possession of library books.

h. Noisy and unseemly behavior, disturbi**ng studies** of fellow students.

i. Hacking in computer systems (such as entering into other person's areas without prior permission, manipulation and/or damage of computer hardware and software or any other cyber crime etc).

j. Usage of camera cell phones in the campus.

k. Plagiarism of any nature.

l. Any other act of gross indiscipline as decided by the academic council from time to time.

m. Commensurate with the gravity of offense, the punishment may be reprimand, fine, expulsion from the institute / hostel, debarment from a examination, disallowing the use of certain facilities of the Institute, rustication for a specified period or even outright expulsion from the Institute, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances. XX2 grade will be awarded in such cases.

n. For an offence committed in (i) a hostel (ii) a department or in a class room and (iii) elsewhere, the chief Warden, the Head of the Department and the principal respectively, shall have the authority to reprimand or impose fine.

o. Cases of adoption of unfair means and/or any malpractice in an examination shall be reported to the principal for taking appropriate action.

p. All cases of serious offence, possibly requiring punishment other than reprimand, shall be reported to the Academic council.

q. The Institute Level Standing Disciplinary Action Committee constituted by the academic council shall be the authority to investigate the details of the offence, and recommend disciplinary action based on the nature and extent of the offence committed.

r. The Principal shall deal with any academic problem, which is not covered under these rules and regulations, in consultation with the APEC in an appropriate manner, and subsequently such actions shall be placed before the academic council for ratification. Any emergency modification of regulation, approved by the academic council earlier, shall be reported to the academic council for ratification.

s. "Grievance and Redressal Committee" (General) constituted by the Principal shall deal with all grievances pertaining to the academic /administrative /disciplinary matters.

t. All the students must abide by the code and conduct of the college.

u. Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which will tend to bring down the prestige of the College.

v. Any act of indiscipline of a student reported to the Dean, Student Affairs, will be discussed in a Complaint Redressal Committee (CRC) constituted by the Academic Council. The Committee will enquire into the charges and recommend suitable punishment if the charges are substantiated and authorize the Dean, Student Affairs to take appropriate action.

w. Appeal: The student may appeal to the Chairman, Academic Council whose decision will be final. The Dean, Student Affairs will report the action taken at the next meeting of the Academic Council.

x. If the student while studying in the college is found indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government he / she will be liable to be expelled from the college without any notice.

y. If a student is involved in any kind of ragging, the student shall be liable for strict action as per prevailing Maharashtra State and Central Government Act.

z. If any statement/information supplied by the student in connection with his/her admission is found to be false/ incorrect at any time, his/ her admission shall be cancelled and he/she shall be expelled from the college and fees paid shall be forfeited.

aa. Student once admitted in the college has to follow dress code as well as other instructions issued from time to time, failing which disciplinary action, as recommended by CRC, shall be initiated against such student.

bb. If a student is found guilty of malpractice in examinations and overall misconduct during his/her stays in the college, he/she will be punished as per the recommendations of the BoE and Discipline and Welfare Committee as the case may be. The maximum punishment may be expulsion from the college.

15. **Equivalence and Absorption of students from University pattern:**

   a) The students, from University pattern, desirous of seeking admission to III, V, VII and IX semester in autonomous pattern, has to fulfill the prevailing ATKT norms of Shivaji University, Kolhapur to become eligible for admission.

   b) However, such students have to clear backlog subjects (courses) if any, by appearing for the respective examinations of Shivaji University, Kolhapur. In addition the student also has to register and pass new courses, if any, introduced in earlier semesters of the autonomous pattern.

   c) The student, desirous of seeking re-admission to II, IV, VI, VIII and X semester in particular academic year (because of detention in university pattern) will have to register and pass in I, III, V, VII and IX semester of the same academic year for all such courses which have not been covered (fully or partially) in previous semester in university pattern.

   d) While switching from University pattern to autonomous pattern the CGPA of such student shall be calculated as per absolute grading system.

$$CGPA= (\% \text{ of marks} \times 0.1) + 0.75$$

However in no case the CGPA should exceed 10.

e) When student switches over from university pattern to autonomous pattern, student shall be presumed to have earned credits of all courses offered in previous semesters of that Programme in autonomous pattern, provided he/ she clears all the backlog subjects in university pattern and earns credits for the additional courses in autonomous pattern, which are not covered in University pattern, prior to switch over.

f) For direct admission to second year / transfer (lateral entry) wherever applicable, the calculation of CGPA and award of credits shall be governed by table 11.2a and R 11.12. In that case percentage of the diploma certificate shall be considered for the absolute grading system.

16. Branch Change

There shall be no branch transfers after completion of first year admission process. The change of branch shall be effected as per the rules and norms approved by the Academic Council / Shivaji University / DTE.

17. Important Academic Bodies

17.1 Academic Council

The Academic Council shall be constituted as follows:

a. Chairman-The Principal of the college

b. Members - All Heads of Department in the college

c. Members- Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college

d. Members- Not less than four experts from outside the college representation Industry, Education etc. to be nominated by

e. Members-Three nominees of University

f. Member secretary- Faculty member nominated by Principal

g. The composition of Academic Council shall change as per directives of UGC from time to time.

h. The tenure of the members shall be for three years.

i. There shall be at least two meetings of Academic Council in the Academic year.

j. One third members of the Academic Council shall constitute the Quorum.

17.2 Powers of Academic Council:

a. Scrutinize and approve the proposal, with or without modifications, made by APEC and/or recommended by the programme BoS(s) with regard to courses of studies, academic regulation, curricula, syllabi, and modification thereof, any instructional and evaluation methods, procedures relevant thereto etc.

b. Where the Academic Council differs on any proposal it shall have the right to return / refer the matter for reconsideration to the concerned programme BoS(s) or to reject the same after giving reason to do so. After the matter is resubmitted by the programme BoS, it may decide the matter on merit and the decision of the Academic Council shall be final.

c. Make regulation regarding admission of students, subject to Government rules and regulation on admission.

d. Initiate measures for improving the quality of teaching, study and research. Frame rules for conduct of examinations, rules for students evaluation and develop student advisory programmes.

e. Make regulation for sports, extra-curricular activities, for proper maintenance and functioning of building, libraries, laboratories, playgrounds and hostels.

f. Recommend proposal to the BoG to institute new Programmes of studies.

g. Recommend to the Board of Governance for institution of scholarships, studentships, fellowship, prizes and medals and frame rules for the award the same.

h. Advise the Board of Governance on matters pertaining to the academic affairs.

i. Perform such other functions and such other duties as may be necessary and as may be assigned by the Board of Governance, pertaining to the academic Programmes and development.

17.3 Academic Programme Evaluation Committee

The college will have Academic Programme Evaluation Committee (APEC) consisting of Chairman and member secretaries of all Programme BoS. The Dean Academics shall work as a Chairman of APEC and shall be supported by member secretary. The member secretary of APEC shall be appointed by the Principal. APEC will be

responsible to maintain uniformity in various programmes as regards to the structure, implementation, assessment, etc. It will formulate draft policies for these academic matters and will submit its recommendations to Academic Council for its consideration.

17.4   Board of Studies

Every programme shall have its own BoS to look after all matters pertaining to that particular Programme and the interdisciplinary courses offered to other Programmes. The constitution of BoS is as under:

a. Head of the Department concerned (Chairman).

b. The entire faculty of each specialization.

c. Two subject experts from outside the Parent University to be nominated by the Academic Council.

d. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.

e. One representative from industry/corporate sector/allied area relating to placement.

f. One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:

  i. Experts from outside the college whenever special courses of studies are to be formulated.

  ii. Other members of staff of the same faculty.

  One of the members nominated by the principal shall act as the secretary.

Term: The term of the nominated members shall be three years.

Meetings: The Board of Studies shall meet at least twice a year.

I.   The Director/Principal of the college shall appoint the BoS. The term of BoS shall be for three years. In case of vacancies in BoS replacement shall be done by Chairman BoS with the approval of the Director. For an interdisciplinary Programme, an ad-hoc board shall be constituted by Dean Academics. A Programme Coordinator shall be appointed by the Director in consultation with the Dean Academics and the Heads of the concerned Departments have to look after all the administrative and academic matters related to the interdisciplinary Programme. The Programme Coordinator shall exercise the functions of the Chairman, of such ad-hoc Board.

II.   Functions of Board of Studies:
   a) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;

   b) Suggest methodologies for innovative teaching and evaluation techniques;

   c) Suggest panel of names to the Academic Council for appointment of examiners;

   d) Coordinate research, teaching, extension and other academic activities in the department/college.

18. Starting a New Programme

   a. The BoG/University/DTE/AICTE/CoA may approve starting of a new Programme or a modified Programme in lieu of the old phased-out Programme on the recommendation of the Academic Council.

   b. A new Programme may be considered and recommended by the Academic Council to the Board for its consideration and approval. Such a proposal will be initiated by a Department through its BoS and considered and recommended by the APEC.

   c. An interdisciplinary Programme may be considered in collaboration with other premier research organizations by the Academic Council for recommendation to the BoG/University/DTE/AICTE/CoA for obtaining its approval.

19. Academic Calendar: Academic activities of the institute are regulated by academic

   calendar approved by the BoG on the recommendation of Academic Council from time to time and made available to the students/faculty and all other concerned in printed and /or electronic form. It is mandatory for students/faculty to strictly adhere to the academic calendar for completion of academic activities.

20. Interpretation of Regulation: In case of any dispute, difference of opinion in interpretation of this regulation or any other matter not covered in this regulation, the decision of chairman, academic council shall be final and binding.

21. Emergent Cases: Notwithstanding anything contained in the above regulation, the chairman of Academic Council may, in emergent situations, take action on behalf of academic council/BoG as he deems appropriate and report it in the next meeting of Academic Council/BoG for its approval.