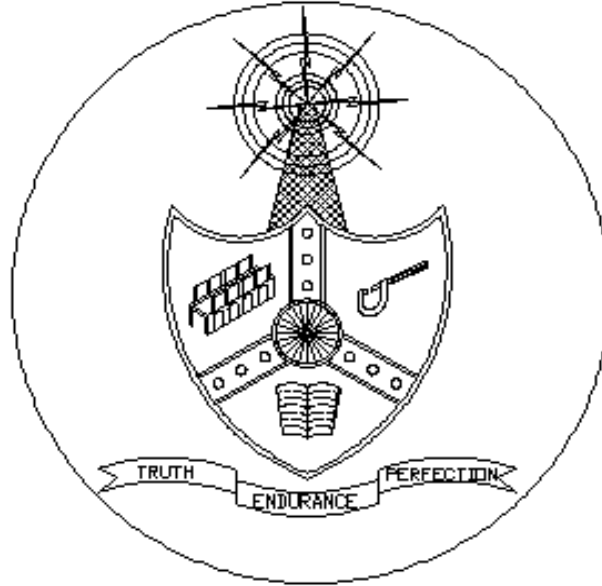


GOVERNMENT COLLEGE OF ENGINEERING
KARAD



Ordinance and Rules and Regulation for
PG Programmes

At

Government College of Engineering, Karad
2014

*Approved by Board of Management in its meeting held on
10.05.2014 vide item no. 4.8*

ORDINANCE, RULES AND REGULATION FOR PG PROGRAMMES

For the award of M. Tech. and M. C. A. Degree

The Board of Management of the college prescribes the ordinance in respect of the different academic programmes at Government College of Engineering, Karad on the recommendation of Academic Council. The College bases its programmes on the framework set by these ordinances. The details in respect of the ordinances issued for M. Tech. and M. C. A. Programmes are as follows

O-1 Short Title and Commencement

- (i) These ordinance, Rules and Regulation shall be called as “Government College of Engineering, Karad Regulation for the award of M. Tech. and M. C. A. Degree”;
- (ii) These ordinances shall come into force with effect from such date as the BOM (as defined in O-2) may decide in this behalf.

O-2 Definitions

Unless the context requires otherwise,

- (i) “**Government**” shall mean Government of Maharashtra;
- (ii) “**University**” shall mean Shivaji University, Kolhapur;
- (iii) “**College**” shall mean Government College of Engineering, Karad;
- (iv) “**BOM**” shall mean Board of Management of the college;
- (v) “**AICTE**” shall mean All India Council for Technical Education;
- (vi) “**UGC**” shall mean University Grand Commission
- (vii) “**Director**” shall mean Principal or Director of the college;
- (viii) “**Academic Board**” shall mean the academic board;
- (ix) “**APEC**” shall mean College level Academic Programme Evaluation Committee;
- (x) “**Dean**” shall mean Dean of the college, with the specific function also indicated along with the title;
- (xi) “**Programme**” shall mean a structured package of the courses offered by the college leading to B. Tech/ M. Tech degree;
- (xii) “**Course**” shall mean a curricular component of the programme identified by designated code number and title;
- (xiii) “**BOS**” shall mean subject board for PG/UG programmes;
- (xiv) “**DBOS**” shall mean departmental BOS;
- (xv) “**U. G.**” shall mean Under Graduate;
- (xvi) “**P. G.**” shall mean Post Graduate;
- (xvii) “**Degree**” shall mean the Bachelor of Technology (B. Tech.) or Master of Technology (M. Tech.) and such other degrees of the college as may be approved by BOM/Government;
- (xviii) “**Applicant**” shall mean an individual who applies for admission to any U. G./P. G. programme of the college;

- (xix) **“Student”** shall mean an individual registered for U.G/P.G. programme for full time study leading to B. Tech/M. Tech degree or M. C. A;
“DAMCA Student” shall mean a student who is admitted directly to second year of the M. C. A. degree programme and registered for M. C. A. fulltime programme leading to M. C. A. Degree;
- (xx) **“Scheme of Teaching and Examination”** shall mean the scheme of teaching and examination for a programme of study as approved by academic board/ BOM on the recommendations of APEC;
- (xxi) **“ Programme Coordinator”** shall mean a faculty who have full responsibility for the programme, coordinating the work of other faculty members(s) involved in teaching learning activities of that programme, including examinations and the award of grades;
- (xxii) **“ Course Coordinator”** shall mean faculty member(s) involved in teaching learning activities of that course of the programme, including examinations and the award of grades;
- (xxiii) **“Grade Moderation Committee”** shall mean the committee appointed by concerned programme coordinator to moderate grades awarded by the course coordinator;
- (xxiv) **“SPGA”** shall mean semester grade point average;
- (xxv) **“CGPA”** shall mean cumulative grade point average;
- (xxvi) **“COE”** shall mean Controller of Examinations;
- (xxvii) **“EC”** shall mean examination committee

O-3 Preamble

The regulation prescribed herein have been made by the college, to facilitate the smooth and orderly conduct of its academic programmes and other activities at the M. Tech. and M. C. A. level, as an Autonomous college under the University. It is expected that the Regulation will enable the students to take advantage of the various academic opportunities at the College and prepare themselves to face the challenges in their professional career ahead. It may be noted that:

- a) The provisions made herein shall be applicable to all the M. Tech. programmes and M. C. A. Programme offered at the College, as an Autonomous college, at present;
- b) They shall also be applicable to all new P. G. Programmes which may be started at the College in future;
- c) Academic and non-academic requirements prescribed by the Senate/ Academic Council have to be fulfilled by a student for eligibility to award of M. Tech. or M. C. A. degree;

O4

- (1) The College shall offer PG programmes as the BOM / Government may approve on the recommendation of the Academic Board either on its own or on the initiative of the Director and / or on the direction of the BOM / Government. Provided that an interdisciplinary programme may be proposed by a Director or by a committee appointed by the Director for the consideration of the Academic Board and the BOM / Government.

- (2) The procedure for starting a new programme, temporarily suspending a programme or phasing out a programme shall be such as may be laid down in the regulation.
- (3) The minimum qualifications and procedure for admission to first year PG programmes shall be such as laid down in the regulation and as per Government circulars from time to time.
- (4) A student shall be required to earn a minimum number of credits through various academic courses of a curriculum as provided for in the regulation.
- (5) The award of 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 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.
- (6) The date of initial registration for the programme 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.
- (7) A student shall be required to attend every lecture, tutorial and practical class. However, for late registration, sickness or other such exigencies, absence may be allowed as provided for in the regulation.
- (8) 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 BOM from time to time.
- (9) The procedure for the withdrawal from a PG programme, rejoining the programme, award of grades and SGPA / CGPA, the examination and all such matters as may be connected with the running of PG programme shall be as specified in the regulation.
- (10) A student admitted to the 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 Director on the recommendation of the Dean, Student Affairs.
- (11) The minimum duration of PG programmes shall be 4 semesters for M. Tech degree and 6 semester for M. C. A. degree.
- (12) Notwithstanding anything contained in the above Ordinances, no regulation shall be made in contravention of the decision of the BOM and /or the direction of the Government, in regard to the

duration of the PG programme, the amount and number of scholarship/assistantships and the number of free-ships and the Procedure thereof.

REGULATION FOR POST GRADUATE PROGRAMMES

Regulation	Description
R 1	General
R 1.1	These regulation shall be called as the regulation for the PG programmes of the College
R 1.2	These regulation shall come into force on such date as decided by the BOM.
R 2	Postgraduate Programmes
R 2.1	The College shall offer all existing Postgraduate programmes leading to Master's degree in Technology (M. Tech.) or Master's degree in Computer Applications (M. C. A.) as shown in Table 1.
R 2.2	The minimum duration of PG full time programmes leading to M. Tech. degree is Four semesters and PG full time programme leading to M. C. A. degree is Six semesters. The duration for the PG programme may be altered in accordance with the decision of the BOM / Government and as approved by AICTE/UGC
R 2.3	Reservation of seats for admission to PG programmes shall be as per norms and procedures of Government
R 2.4	Direct second year admission (lateral entry) for M. C. A. programme shall be made as per norms and procedures of Government.
R 2.5	The candidate shall be provisionally admitted to PG programme subject to fulfillment of eligibility criteria as prescribed by the Government/University from time to time.
R 2.6	In matter of admission to the M. Tech. programme or M. C. A. programme the decision of the competent authority of Government/ BOM shall be final.
R3	Semester System
R 3.1	The academic programmes in the college shall be based on semester system; two semesters, Odd and Even, in a year with winter and summer vacations.
R 3.2	The curriculum shall consist of credit courses.
R 3.3	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 lecture and laboratory classes, field study. The credits for the Project shall be assigned depending upon the quantum of work expected.
R 3.4	The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student.

R4 Curriculum Structure

- R 4.1 The programme will consist of :
- (i) Compulsory core courses (theory & lab practices);
 - (ii) Electives enabling the students to take up a group of courses of interest to him / her & related to his dissertation;
 - (iii) Dissertation and seminar approved by the Department for M. Tech. and Project and seminar for M. C. A. Degree
- R 4.2 Each M. Tech. as well as M. C. A. programme will have a curriculum and course contents (syllabi) for the courses approved by the Academic Council / BOM on the recommendation of APEC/ Academic Council.
- R 4.3 The curriculum of any M. Tech. programme is designed to have a total of 75 credits for the award of the M. Tech. degree and M.C. A. programme is designed to have total credits of 136 for the award of M.C. A. degree
- R 4.4 No semester shall have more than six theory courses and six laboratory practice courses as prescribed in the curriculum.
- R 4.5 The medium of instruction, examination and dissertation/seminar/project reports will be English.

R5 Course Codes

(Approved by Chairman Academic Council on 18.05.2018)

- R 5.1 The course offered by the institute shall have an alphanumeric course code consisting of a string of five (six-in case of revised) characters followed by the title of the course. The first two characters in a course code shall be capital letters identifying the respective department offering the course (refer table 1). Third character shall be the revision number, if revised, of the curriculum / course. Third character (forth-in case of revised) shall be semester number of the UG programme, the next two numbers indicate course number in that semester.

R6 Course Credits

- R 6.1 Each credit course shall have an integer number of credits, which reflects its weightage. The student earns credits by passing/completing corresponding courses. The number of credits of a course in a semester shall ordinarily be calculated as under:-
- (a) Lectures: One lecture hour per week shall be assigned one credit.
 - (b) Practicals: One laboratory hour per week shall be assigned half a credit. Not more than four credits may be assigned to a practical course having only laboratory component.
 - (c) Tutorial: one tutorial hour per week shall be assigned one credit
 - (d) Special courses like, seminar, field visits and dissertation in the PG programme shall be treated as any other course and shall be assigned such number of credits as may be approved by the Academic Council on recommendations of APEC.

R7 Academic Council

- R 7.1 i) The academic Council shall be constituted as follows:
Chairman- The Principal/Director of the college
Members - All Heads of Department in the college
Members- Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college
Members- Not less than four experts from outside the college representation Industry, Education etc. to be nominated by BOM
Member-Three nominees of University
Member secretary- Faculty member nominated by Principal/ Director
- ii) The composition of Academic Council shall change as per directives of UGC from time to time.
- iii) The tenure of the members shall be for two years.
- iv) There shall be at least two meetings of Academic Council in the Academic year.
- v) One third members of the Academic Council shall constitute the Quorum.

- R 7.2 Academic Council shall have following powers and duties
- a) (i) Scrutinize and approve the proposal, submitted and recommended by APEC, with or without modifications, made 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. (ii) Refer the matter for reconsideration to the concerned Programme BoS(s) or to reject the same after giving reason therefore. After the matter is resubmitted by the Programme BoS, may decide the matter on merit and the decision of the Academic Council shall be final ;
 - b) Make regulation regarding admission of students, subject to Government rules and regulation on admission
 - c) 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
 - d) Make regulation for sports, extra-curricular activities, for proper maintenance and functioning of building, libraries, laboratories, play-grounds and hostels.
 - e) Recommend proposal to the BOM to institute new programmes of studies.
 - f) Recommend to the Board of Management for institution of scholarships, studentships , fellowship ,prizes and medals and frame rules for the award the same;
 - g) Advise the Board of Management on matters pertaining to the academic affairs.
- Perform such other functions and such other duties as may be necessary and as may be assigned by the Board of Management, pertaining to the academic programmes and development.

R 8 Academic Programme Evaluation Committee

- R 8.1 The institute will have academic programme evaluation committee consisting of Chairman and member secretaries of every Subject Board. The Dean Academics shall work as a chairman of APEC and shall be supported by member secretary. The member secretary shall be appointed by the Director. 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 Board for its consideration.

R9 Board of Studies (BOS)

- R 9.1 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:
1. Chairman- HoD/ Programme coordinator of the program
 2. Members- Senior Faculties from each specialization of the programme
 3. Member- Senior Faculty from outside the college to be nominated by University
 4. Two External members i.e. Subject experts from other prominent institutions to be nominated by the Academic Council.
 5. Two members from relevant Industries
 6. Member - One PG meritorious aluminous (nominated by Principal/Director)
 7. Member secretary- nominated by the Director/ Principal
- R 9.2 The Director of the college shall appoint the BoS. The term of BoS shall be for two 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 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.
- R 9.3 BoS shall be responsible for deciding or modifying curriculum structure, approving detailed syllabi recommended by DBoS, implementation and monitoring of all academic activities, suggesting panel of examiners, submitting recommendations on academic matters to the Dean, academic office of the college.
- R 9.4 BoS shall suggest methodologies for innovative teaching and evaluation techniques. It will also coordinate research, teaching, extension and other academic activities in the department /college

R10 Departmental Board of Studies (DBOS)

- R 10.1 Every department including Physics, Chemistry, Mathematics etc. will have Departmental Board of Studies (DBoS) consisting of all the faculty members of the department. The DBoS shall be responsible for considering all the policy issues concerning academic and research programmes of the department. The DBOS shall formulate academic programmes, courses and detailed syllabi based on structure as recommended by the BoS and send its recommendations to the BOS for its consideration.

R11 Courses of Special Nature

- R 11.1 **a) Dissertation**
A curriculum shall contain a 30-credit component of dissertation. For details refer appendix 'C'
- b) Offering an Elective**
An elective course shall be offered depending upon the number of students & availability of faculty.

R12 Starting a New Programme

- R 12.1
1. The BOM/State Government 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 Board.
 2. 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 DBoS, BoS and considered and recommended by the APEC.
 3. An interdisciplinary programme may be considered in collaboration with other premier research organizations by the Academic Council for recommendation to the BOM / Government / AICTE for obtaining its approval.

R13 Registration

- R 13.1 Every student admitted shall have his/her unique registration number. The registration number shall have eight digits.

Registration Number of a Students

For a admitted student a permanent registration number will be assigned at the time of admission with following coding.

1	2	3	4	5	6	7	8
Year of Admission		Programme code			Candidate Code		

Last Two Digits of the year of admission
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<p>3rd digit 1 for UG, 2 for PG in Engg., 3 for MCA</p> <p>4th Digit (for UG) 1 Civil, 2 Mech, 3 Elect, 4 IT, 5 ENTC</p> <p>4th digit (for PG) 1 CM, 2 SE, 3 HP, 4 PE, 5 PS, 0 MCA</p> <p>5th Digit (for UG) 1- admission through CET 2- Other state, over and above 3-Lateral entry (DA) 4- Branch Transferred form other branch 5- Transferred form other institute</p> <p>5th Digit (For M. Tech.) 1-GATE admitted 2-Non GATE non sponsored 3- GATE sponsored 4-Sponsored</p> <p>5th digit(For MCA) 1- admission through CET 2- Direct second year 3- Transferred from other college</p>

<p>6th Digit indicate Gender 1- Female 2- Male 3- Other</p> <p>7th& 8th digit is roll no of student</p>
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- R 13.2 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.

- R 13.3 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.

- R 13.4 In-absentia registration may be allowed only in rare cases at the discretion of the Dean (Academics) in case of hospitalization of the student.
- R 13.5 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.
- R 13.6 In case the numbers of repeaters / back loggers in a course are 10 % of intake capacity or more the HOD of concern department may consider offering such course although it may not be stated to run during that semester, subject to time table constraint and availability of faculty.
- R 13.7 The student can submit his / her dissertation report though 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 stipulated credits. Such student shall be required to re-register till he / she completes the requirements for the award of degree..
- R 13.8 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 conditions for registration at the beginning of odd semester but fulfilled the same before even semester.

(13.9 to 13.16 are added according to the Direction 01/16 dated 20.7.16)

(correction in R-13.10, 13.11, 13.12, 13.14 are Approved by Chairman Academic Council on 18.05.2018)

- R 13.9 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.
- R 13.10 For MCA students for the registration of the third semester the student should have earned at least 75% of the total credits (rounded off to next higher integer) of first and second semesters of first year.
- R 13.11 For MCA students for the registration of the fifth semester the student should have earned at least 75% of the total credits (rounded off to next higher integer) of the first and second semesters of second year courses and earned all the credits of first year courses i.e. passed all the subjects of first year.
- R 13.12 The student registering in semester II, IV, VI, should have completed previous semester with minimum 75% attendance.
- R 13.13 For MCA students, from University pattern, desirous of seeking admission to III and V semester in autonomous pattern, has to fulfil the prevailing ATKT norms of Shivaji University, Kolhapur to become eligible for admission. 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.
- R 13.14 The student, desirous of seeking re-admission to II, IV and VI of MCA semesters in particular academic year (because of detention in university pattern) will have to register and pass in I, III and V semester of the same academic year for all such courses which have not been covered (fully or partially) in previous semester in university pattern.
- R 13.15 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.

- R 13.16 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.

- R 13.17 If a regular student re-registers for any course(s) as per RR 13.6, and appears for continuous evaluation including CT1, CT2, TA/CA and ESE, then the grade(s) awarded to the student shall be based on the statistical parameters used for award of grades for that course(s) in the result where the student was declared fail.
- (Approved by
Chairman
Academic
Council on
17.03.2016)*

R14 Discipline and Conduct

- R 14.1 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.
- R 14.2 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.
- R 14.3 **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.
- R 14.4 If the student while studying in the institute 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 institute without any notice..
- R 14.5 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.
- R 14.6 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.
- R 14.7 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.
- R 14.8 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 Discipline and Welfare Committee. The maximum punishment may be expulsion from the college.

R15 Attendance, Absence, Leave Rules and Dismissals

- R 15.1 All the students are expected to be present in every lecture, tutorial, practical, dissertation scheduled for them. Attendance will be closely monitored during a semester as per the guidelines.
- R 15.2 A student must have a minimum attendance of 75% of the total number of classes including lectures, tutorials and practicals, held in a course before the corresponding examination i.e. Class Test I, Class Test II and End Semester Examination in order to be eligible to appear for the respective examination in the course.
- R 15.3 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 himself on the last teaching day of respective examination, to the students in the class with intimation to the HOD / Programme Coordinator / First Year Coordinator, who will 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.
- R 15.4 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 'Z' grade (Z stands for registration cancelled for non-completion of course requirement) in that course. This grade shall appear in the grade card till the course is successfully completed.
- R 15.5 If a student is absent during End Semester Examination of a course due to medical reasons (Accident and / or hospitalization of a student) or other emergency circumstances (death of immediate close relative i.e. father, mother, brother and sister), he / she may be awarded 'I' grade in the course. A single make up examination shall be held normally within one month of the last day of End Semester Examination to convert 'I' grade to proper letter grade. 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. Any such student who fails to apply for make up examination in prescribed manner in due date will be awarded F grade.
- R 15.5.1 If a student is absent during Class Test (CT) of a course due to medical reason (Accidents / hospitalization of a students, etc.) or other emergency circumstances (death of immediate close relative i.e. father, mother brother and sister), a single additional Class Test shall be conducted latest by one week before immediate next examination (CT or ESE which ever applicable). However, the student / Parent must submit an application supported by proper certificate of hospitalization and in case of death, adequate evidence latest by last day of the concerned test examination. Such cases shall be scrutinized by concerned programme head for verifying genuineness. Final approval shall be accorded by the principal. Schedule for such additional C.T. shall be displayed by concerned program head.

- R 15.5.2 The additional class-test may be conducted in exception if the student is representing institute / University at-least at zonal, inter-zonal, inter-University youth festival competition, or representing state of Maharashtra as team member in any game, on due recommendation of Dean Students' Affair. No open tournaments shall be considered for the above case. The final approval shall be accorded by the Principal.
- (Approved by
Chairman
Academic
Council on
18.05.2018)*
- R 15.6 The student absent for End Semester Examination should submit an application to the Chairman BOS within ten days from the date of the examination missed, explaining the reasons for their absence along with documentary evidence. Applications received after this period will not be entertained.
- R 15.7 A student who misses the make-up examination will not normally be given another make-up examination. However, in exceptional cases of prolonged illness resulting in the student missing a makeup examination, the Chairman of the Academic Board, in consultation with the Chairman BOS or within approval of the Academic Board may permit the student to appear for a second make-up examination depending on the availability of time span before the commencement of the next semester.
- R 15.8 If a student is continuously absent from the classes for more than four weeks without informing the Course Coordinator, the Coordinator shall immediately bring it to the notice of First Year Coordinator / the Head of the concerned department as the case may be and the Academic Section.
- R 15.9 *Condonation of Attendance:* Those students who have more than (~~85%~~) 75% attendance for the period other than their medical leave be considered for condonation of attendance provided their overall attendance in a course including the period of illness does not fall below 60%. A student has to apply for leave on medical grounds to Head of concerned department and such application shall be accompanied with a medical certificate from a registered medical practitioner and endorsed by parents or guardian.

R16 Make-up Examination

- (Approved by
Chairman
Academic
Council on
18.05.2018)*
- a) The student shall be examined for End Semester Examination only for the course(s) in which s/he obtained "FF/FR" grade or other grade and need to reappear for End Semester Examination (ESE) of such subject. This examination shall be called as Make-up Examinations.
- b) The marks for CT-I, CT-II and TA in previous attempt shall be carry forwarded.
- c) There shall not be any backlog courses for previous semester. Students shall be given additional passing attempt in MAKE-UP EXAMINATIONS which shall be conducted within 15-days after declaration and display of R-08 of respective semester.
- R 16.1 A student who has registered for the course but failed may be allowed to register for a MAKE-UP Examination(s) after ESE of respective semester by paying examination fees. The maximum number of attempts allowed for make-up examinations shall be 02 (two). Thereafter, the student has to re-register for the course when it is offered in regular semester. The student shall then be re-examined for the course. S/he has to reappear for CT-1, CT-2, TA and ESE of that course.

- R 16.2 For student registered for make-up examinations, the additional teaching may be done in extra hours (10-15 hrs) as per requirements as directed by programme coordinator. The concern Course Coordinator / HOD is authorized to prepare the time table and lecture schedule of the respective course(s). The Teaching Assistants (PG student / research scholars) may be assigned a task of assisting the course coordinator in conducting such extra teaching.
- R 16.3 Students who fails in make-up examinations in prescribed attempts and re-registers for the course(s) during regular semesters have to pay course(s) fees as per prevailing norms.
- R 16.4 Maximum grade awarded for **Make-up Examinations** shall be B+.
- R 16.5 The college shall have a finishing school for core proficiency during summer vacation. Such courses shall be declared by concern programme head before conclusion of every semester. In addition to department experts, external professionals may also be invited for conducting such courses. The student should register for such courses by paying prescribed fees.

R17 Withdrawals

- R 17.1 Withdrawal on medical grounds/other very exceptional reasons may be permitted by APEC, subject to a maximum of one semester during the student's entire stay.
- R 17.2 A student who wants to withdraw from a course shall apply through the HOD to the Dean, Academics, on a prescribed form within one week from the end of the CT I Examination and it will be recorded in the registration record of the student and the concerned Course Coordinator will be informed about it. The student will be awarded a withdrawal grade 'W' at the end of the semester.
- R 17.3 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 the 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.
- R 17.4 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 so desires. But, as per provisions of R 16.3, such an application must be made to the Dean (Academics) through HOD, as early as possible and latest before the beginning of End Semester Examination.

R18 Examination Scheme

The Academic Council will decide from time to time on the system of tests and examinations in each subject in each semester. The current rules are as follows:

- R 18.1 A student shall be evaluated for his / her academic performance in a theory course through Teacher's Assessment (tutorials, home assignments, term

papers, field work, seminars, etc. as declared by the course coordinator as given in Examination rules), Class Test I and Class test II(CT-1 and CT-2)and End Semester Examination(ESE) , The academic performance for Laboratory courses will be evaluated by Continuous Teacher Assessment (TA) and End Semester performance Examination (ESE) . The seminar and major and minor projects work will be evaluated as per guidelines given by respective BOS of the programme

- R 18.2 There will be two Class Tests during the semester each of 15 marks (1 Hour duration) in every theory course and Teachers Assessment of 10 marks.
- R 18.3 The Class Test-I will be conducted at the end of 5th week and the Class Test-II shall be at the end of 10th week of the semester.
- R 18.4 At the end of the semester there will be an End Semester Examination of 60 marks (minimum 2 Hours 30 min. duration or as prescribed and approved by concerned BOS) for every theory course and will cover the full syllabus of a course. The End Semester Examination shall be compulsory.
- R 18.5 The distribution of weightage for each component in syllabus shall be decided and announced by the Course Coordinator at the beginning of the course, subject to such stipulations as are given in the scheme of Teaching and Examination for a given programme.
- R 18.6 Assessment of laboratory courses shall be based on continuous supervision of student's work, his/ her performance in viva-voce, quality of work, laboratory journal etc. However, the External Practical Exam with performance shall be compulsory wherever applicable.
- R 18.7 The Seminar shall be evaluated through the quality of work carried out, the report submission and presentation(s).
- R 18.8 The Dissertation / Project work shall be evaluated by midterm seminar(s), quality of work carried out, project report submission and the viva-voce examinations. The dissertation reports of M. Tech. students who have not completed their course work be evaluated in that semester itself and the result sent in confidential to the respective Chairman, BOS. The result of the project work evaluation will be declared by the Chairman, BOS only after the successful completion of the courses by those students.
- R 18.9 The evaluation of performance in the summer term will follow the same standards, when the course was offered last during a regular semester. The record copy of that evaluation including the statistical parameters will be provided to the Course Coordinator by the Chairman, BOS. However, in no case the highest grade awarded will exceed B+.

R19 Grading System

- R 19.1 For every course taken by a student he/she is assigned a grade based on his/her combined performance in all components of evaluation scheme of a course. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point.

- R 19.2 The academic performance of a student shall be graded on a ten-point scale following guidelines given in Appendix-A. The letter grades and their equivalent grade points are listed in Table 2.
- R 19.3 The letter Grades (up to D only) awarded to a student in all the courses shall be converted into a SGPA and CGPA, to be calculated as given in Appendix – A.

R20 Grade Moderation Committee

- R 20.1
(Approved by Academic Council in its meeting on 13th Feb. 2016, vide item no. 2.13) The Grade Moderation Committee for the courses shall be appointed semester wise by the Chairman, BOS who is also the Chairman of the committee for that programme. This committee shall be responsible for adherence to the guidelines for the award of grades and shall include all the concerned Course Coordinators. The Chairman, Grade Moderation Committee shall be responsible for the display of grades in the department and for forwarding the final grades to the Dean, Academic. The Chairman, Grade Moderation Committee shall also retain the record copies of the marks and the grades along with the statistical parameters for all the courses moderated and hand over a copy of the same to the Chairman, BOS.

R21 Revaluation of Answer Books

- R 21.1 A course coordinator shall display the marks secured by every student within three days after concerned examination. He / she shall allow student to see the evaluated answer paper in class test I & II. In case of End Semester Examination if aggrieved, the student may apply to Head of Department /Chairman BOS within three days after display of marks for re-totaling / revaluation. The conflict between a course coordinator and student for re-totaling shall be resolved at departmental level by head of the department. (in case of revaluation of End Semester Examination answer paper student shall pay prescribed fees). The Chairman BOS will be central moderator at departmental level and shall forward such application(s) to Coordinator Valuation / Assessment. The coordinator Assessment will get approval to the appropriate examiner from the panel of examiner, from Chairman, E C. The examiner for re-valuation shall essentially be different than the first valuer of the answer sheet. Change in marks will be considered if there is a change greater than 5 % of prescribed total marks. When the change is found to be greater than 5 % and less than or equal to 15%, the changed marks shall be displayed by calculating average of marks allotted by both examiners. If the change in marks after revaluation is found to be greater than 15% of prescribed total marks then the answer paper shall be reassessed by third examiner and changed marks shall be finalized by calculating average of closer marks allotted by two examiners. This facility shall not be available after grades are finalized.

R22 Award of Degree

- R 22.1 The Degree shall be awarded by Shivaji University, Kolhapur, on the recommendation of Academic Council / BOM.

R23 Grade Card

- R 23.1 The grade card issued at the end of the semester to each student will contain the following :
- a) the credits for each course registered for that semester;
 - b) the letter grade obtained in each course
 - c) the total number of credits earned by the student upto the end of that semester in each of the course.
 - d) the SGPA and the CGPA.
- R 23.2 Grade card will not indicate class or division or rank.

R24 Minimum Requirements for Award of Degree

- R 24.1 The student should have taken and passed all the prescribed courses including seminar and projects under the general institutional and departmental requirements and the student should have paid all the Institute dues.
- R 24.2 The credits for the courses in which a student has obtained 'D' (minimum passing grade for a course) grade or higher shall be counted as credits earned by him/her. A student who has a minimum CGPA of 6.0 and earned a minimum number of credits as specified in the UG curriculum is eligible for the award of the degree.
- R 24.3 A student, who has earned the minimum credits required for a degree but fails to obtain the minimum specified CGPA for this purpose, shall take additional courses or repeat the courses mentioned in program till the minimum CGPA is attained subject to maximum duration of program as specified in
- R 24.4 A student should have obtained the eligibility certificate in the first year from Shivaji University, Kolhapur.
- R 24.5 The student should have no case of indiscipline/unfair means in examinations pending against him/her.
- R 24.6 The students with CGPA less than or equal to 6.0 shall be eligible for CGPA improvement after completion of M.Tech./M. C. A. programmes. They can register for additional theory courses only for once in the examinations of Summer, or Winter for improvement in CGPA. The maximum limit for theory courses to be registered for CGPA improvement will be 5. As per his/her choice, a student can select these courses from all the M.Tech./ M. C. A. theory courses offered for the respective M.Tech/ M.C. A. Programme. In case if a student fails to improve CGPA, his/her earlier performance will be finally considered. The opportunity for improvement in CGPA shall be available to the students only up to one year from the year of passing their final Examination. For availing this facility, the student shall have to apply to the Principal/Director along with all the original documents showing the degree eligibility, through proper channel within one month of declaration of final results. The student may also submit an application for withdrawal of facility, if felt so before completion of one year.

R25 Maximum Period for Completion of Programme

- R 25.1 The maximum duration for the PG programme is eight semesters from the date of initial registration (ten semester for M.C.A). The maximum duration of the programme includes the period of withdrawal, absence and different kinds of leaves permissible to a students but it shall exclude the period of rustication of the student from the Institute. However, genuine cases on confirmation of valid reasons may be referred to Dean Academics for recommendation to Academic Council for extending this limit by additional one year.

R26 Award of Medals/ Scholarships

- R 26.1 Awards available under excellent performances in sports, cultural, extracurricular, debate, etc. shall be given to the outgoing students as per the norms and procedure declared by the Director
- R 26.2 The award of scholarships / free-ships and other benefits will be in accordance with rules framed by the Government of Maharashtra and Government of India.
- R 26.3 The award of merit scholarships / Medals, if any, to the students will be governed by the regulation framed by the BOM / Academic Council from time to time.
- R 26.4 In case of awards/ scholarships sponsored by Industry/Alumnious, organizations/Individual, The proposal shall be put before academic council along with terms and conditions, if any, proposed by sponsorer. A speerate regulation, if required, may be formulated and be approved by Academic Council.

R27 Equivalence and Absorption of student from University Pattern

- R 27.1 The DAMCA students through CAP round to second year of MCA programme shall be required to complete the credit requirements by registration for the credit courses of first year MCA as specified by the MCA BOS. The CGPA of these students shall be calculated by considering the credits gained by the students in these courses along with that of second and third year.
- R 27.2 The DAMCA students can register for such courses within four semesters from the date of registration. These courses will be offered either in odd or in even semester depending upon availability of faculty.
- R 27.3 The student, desirous of seeking readmission to II semester in particular academic year (because of detention in university pattern) will have to register and pass in I semester of the same academic year for all such courses which have not been covered (fully or partially) in previous semester in university pattern.
- R 27.4 While switching from University pattern to autonomous pattern the CGPA of such student shall be calculated as per absolute grading system.
 $CGPA = (\text{Average \% of earlier Semesters} / 10) + 0.75$

- R 27.5 When student switches over from university pattern to autonomous pattern, he / she 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.

R28 Academic Calendar

- R 28.1 The academic activities of the Institute are regulated by Academic Calendar approved by the Board on the recommendation of Academic Board from time to time and made available to the students / Faculty members and all other concerned in printed and / or electronics form. It is mandatory for students / Faculty to strictly adhere to the academic calendar for completion of academic activities.

R29 Interpretation of Regulation

- R 29.1 In case of any dispute, difference of opinion in interpretation of these regulation or any other matter not covered in these regulation, the decision of the Chairman, Academic Board shall be final and binding.

R30 Emergent Cases

- R 30.1 Notwithstanding anything contained in the above regulation, the Chairman of the Academic Board may, in emergent situations take action on behalf of the Academic Board as he deems appropriate and report it to the next meeting of the Academic Board for its approval.

R31 Power to Modify

- R 31.1 Notwithstanding all that has been stated above, the Academic Board has the right to modify any of the above regulation from time to time.

Table I
PG PROGRAMMES LEADING TO M. TECH. DEGREE

Programme	Degree	Course Code
Civil Engineering	M. Tech. Civil Engineering (Construction Management)	CM
Civil Engineering	M. Tech. Civil Engineering (Structural Engineering)	SE
Mechanical Engineering	M. Tech. Mechanical Engineering (Production Engineering)	PE
Mechanical Engineering	M. Tech. Mechanical Engineering (Heat Power Engineering)	HP
Electrical Engineering	M. Tech. Electrical Engineering (Power Systems)	PS
Master of Computer Applications	MCA	MC

Table II
STRUCTURE OF GRADING

Academic Performance	Grades	Grade Points
Outstanding	A+	10
Excellent	A	9
Very Good	B+	8
Good	B	7
Average	C	6
Marginal	D	5
Poor	F	0
Incomplete	I	Subsequently to be changed into pass (D to B+) or F grade
Withdrawal	W	-
Non-completion of course requirements	Z	-
Extension (In Projects only)	X	-

Explanation of Grading System

‘F’ Grade

· The ‘F’ grade denotes poor performance. · A student has to repeat all compulsory (core) courses in which she / he obtains ‘F’ grade, until a passing grade is obtained. Student has to repeat the course in summer term or whenever the regular course is offered by the department. · For the elective courses in which ‘F’ grade has been obtained, the student may take the same course or any other course from the same elective group. · Further, ‘F’ grades secured in any courses stay permanently on the grade card.

Repeated failure in a course shall reflect in the form of multiple “F”.

‘I’ Grade

This grade indicates an ‘Incomplete’ course requirements due to absence in End Semester Examination. The grade is required to be converted into a regular letter grade as per provisions in R 15.5.

‘W’ Grade

This refers to withdrawal from the course as per provisions in R 17.

‘X’ Grade

This grade is awarded for incomplete Project work and will be converted to a regular grade on the completion of the Project work and its evaluation.

‘Z’ Grade

This grade stands for registration cancelled for non-completion of course requirement.

Appendix A

Performance Indices

(i) 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 points obtained in all the courses registered by the student during the semester.

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

Where,

C_i = The number of credits offered in the i^{th} course of a semester for which SGPA is to be calculated

P_i = Grade Point earned in the i^{th} course

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

The SGPA is rounded upto two decimal places.

(ii) Calculation of Cummulative Grade Point Average (CGPA)

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 entered the Institute.

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

Where,

C_j = The number of credits offered in the j^{th} course up to the semester for which CGPA is to be calculated

P_j = Grade point earned in the j^{th} course. A letter grade lower than D in a course shall not be taken into consideration for calculation of CGPA

$j = 1, 2, \dots, m$ 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 also rounded upto two decimal places.

Appendix B

The following are the general guidelines for the award of grades:

- (i) For each student, evaluation in different components of a course shall be done in absolute marks considering the weightage in scheme.
- (ii) The marks of various components shall be added to get total marks secured on a 100-points scale. The rounding off shall be done on the higher side.
- (iii) For less than 15 students in a course, the grades shall be awarded on the basis of natural cut-off in the absolute marks (Appendix D).
- (iv) For 15 and more number of students in a course, the statistical method shall be used for the award of grades with or without marginal adjustment for natural cut-off. The salient features of statistical method are given in Appendix-E.
- (vi) A+ (A Plus) grade shall not be awarded for percentage of marks less than 80 under any circumstances. There shall not be more than 10% (rounded off to integer value) A + grade in any course.
- (vii) D grade shall not be awarded for percentage of marks less than 50 in any case. Still further, no student having 50% or more marks shall be awarded failing grade of F.
(Approved by Academic Council in its meeting on 13th Feb. 2016, vide item no. 2.13)
- (viii) The overall distribution of different grades shall be as indicated in the statistical distribution to the extent possible. (Appendix – E)
- (ix) The provisional grades shall be awarded by the Course Coordination Committee / Course coordinator of the course. The grades shall be finalized within ten days after the End Semester Examination. The course coordinator shall have full responsibility for this purpose.
- (x) The grades so awarded shall be moderated by a Grade Moderation committee for that semester of the department. This committee will finalize the grades and display a copy of the grades awarded on the Notice board of the Department. All the final grades shall be communicated to the Dean, Academics within three days from the date of display of grades.
- (xi) The procedures for evaluation and award of grades for project, training, seminar and group discussion shall be decided by the respective DBoS.

Appendix C

Dissertation Evaluation

1. Every student has to undertake a dissertation of professional interest. The Dissertation may be related to a theoretical analysis, an experimental investigation, a proto-type design, a new correlation and analysis of data, fabrication and setup of new equipment. The Supervisor allotted by the Head of department normally assigns the dissertation well in time and the work is done uniformly during both the semesters of the final year.
2. For full time course, the registration for the dissertation work is normally in two stages, each spread over a semester. At the end of the first stage, the student is required to submit preliminary report of his / her work by a prescribed date to the supervisor / guide and present it to a Panel of Examiners. The second stage of the work is continued in the following semester.
3. The student shall register the title along with dissertation synopsis within a month from the date of registration. The change in title, if any, shall be allowed once, provided such request is received from student duly approved by the supervisor and Examination Committee.
4. The final dissertation report should be submitted by the prescribed date. A panel of examiners shall evaluate the report and an oral examination is conducted after the End Semester Examination.
5. Generally, there should not be any extension in the schedule for dissertation report. However, for genuine reasons (such as medical reasons (Accident and / or hospitalization of a student) or other emergency circumstances (death of immediate close relative i.e. father, mother, brother and sister), extension in submission of dissertation report beyond the date specified in the calendar for one month with permission from BOS, Chairman may be granted. If the dissertation cannot be completed due to valid reasons, the course can be withdrawn in consultation with the course coordinator and the supervisor on or before the last date for withdrawal of courses. Re-registration for the same is required in the following semester in which it should be completed. He / she may submit the dissertation immediately after re-registration if desired.
6. Students who do not withdraw the dissertation in time and do not submit the dissertation report for assessment by the due date, will be temporarily awarded 'I' grade at the time of finalization of grades. The 'I' grade will be converted to a performance grade not higher than B+ when these students submit their reports and undergo the oral examination. Thus, such students will be entitled only to the grades B+, B, C, and D after the oral assessment. Further, if such late reports are not submitted, one week before the registration of next semester, the 'I' grade will be automatically converted to 'F'.
7. First stage assessment of the dissertation shall be awarded letter grade. Students who obtain F in the final (second stage) assessment will be required to re-register for the second stage.
8. Student should submit 3 hardbound typed copies of Dissertation Report and a soft copy in pdf form to the central library. The central library will issue the certificate in respect of report submission. A student who is unable to complete his/her Dissertation may be awarded 'X' grade and he/she will be required to register for the next Semester and pay the fees under following circumstances: (d) Exceptional circumstances beyond student's / supervisor control (e) Medical grounds (f) Technical reasons/grounds such as the equipment not being available.
9. For the industry sponsored PG project, the respective programme BOS should scrutinize and approve the proposal. The industry has to assign a co-guide for the project. The student should give progress report for every month to the

supervisor. The supervisor in consultation with industry co-guide should decide the scope of work for fulfillment of the requirements. The defense examination of the student shall be as regular student, but in presence of co-guide.

10. The department needs to sign MOA (Memorandum of Agreement) with the sponsoring industry. This should include period for which student should work in industry and the stipend to be paid to the student by the sponsoring industry. The stipend to the student from industry shall be more than 20% than the stipend paid by college to the student. (such student can not claim any stipend from the college for the period for which he/she is supposed to work in industry)
11. If the stipendiary student is find working in any other organization, except for sponsored project, his admission to the PG programme in the college will be immediately cancelled.

Appendix D

Award of Grade Based on Absolute Marks System

The award of grades based on absolute marks out of 100 shall be made as follows:

Range Marks	Grade
85-100	A+
78-84	A
71-77	B+
64-70	B
57-63	C
50-57	D

Appendix E

Statistical Method (Relative Grading) for the Award of Grades

For the award of grades in a course, all component-wise evaluation shall be done in marks. For theory courses the marks of different components viz. Class Test Examinations (CT), End-Semester- Examination (ESA), Teacher's Assessment (TA) would be added together and converted in %. For laboratory courses the marks for Continuous assessment (CA) and End semester Performance would be added and converted to %, Marks so obtained would be converted to grades following the guidelines given below:

Award of Grades-

Grade A+ absolute grade only 10 % or less number of students securing A+ grade and they should have > 80% marks.

Grade *F absolute Grade for less than 50 % marks (except the cases given in foot note)

In this case the procedure for estimating A-D grades shall be as follows

- Select number of students for A+ grades
- $K_1 =$ (minimum marks of 'A+'-1), if no A+ grade offered then consider maximum marks secured.
- $K_6 = 50$, $C = (K_1 - K_6) / 5$, $K_2 = K_1 - C$, $K_3 = K_2 - C$, $K_4 = K_3 - C$, $K_5 = K_4 - C$.

Grade	Corresponding Marks
A+	$>K_1$
A	$\geq K_2$
B+	$\geq K_3$
B	$\geq K_4$
C	$\geq K_5$
D	$\geq K_6$
F	$< K_6$

Note: In case the overall result of entire class in a particular course is significantly low (as compared to other courses of that class) due to reasons beyond control of students but limited to 50% or less, the Grade Moderation Committee may lower down the 50% marks limit. However, such cases should be enquired in detail through a committee for identifying the causes of failure. In no case such limit should be brought down below 42% of marks. However, such cases shall be reported to the Chairman Academic Council, with report of enquiry, and shall require permission of the Chairman.

(Approved by Academic Council in its meeting on 13th Feb. 2016, vide item no. 2.13)