

REGULATION FOR UNDER GRADUATE PROGRAMMES

Regulation	Description
R 1	General
R 1.1	These regulations shall be called as the regulation for the UG programmes of the College
R 1.2	These regulations shall come into force on such date as decided by the BOM.
R 2	Under-Graduate Programmes
R 2.1	The College shall offer all existing Undergraduate programmes leading to Bachelor's degree in Technology (B. Tech.) as shown in Table 1.
R 2.2	The minimum duration of UG programmes leading to B. Tech. degree is eight semesters. The duration for the UG 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 UG programmes shall be as per norms and procedures of Government
R 2.4	Direct second year admission (lateral entry) shall be made as per norms and procedures of Government.
R 2.5	The candidate shall be provisionally admitted to UG programme subject to fulfillment of eligibility criteria as prescribed by the Government/University from time to time.
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 and may consist of audit (non-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 lectures and laboratory sessions/ 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. Evaluation will also be based on assessing core skills, professional skills and communication skills gained by the student.

R4 Curriculum Structure

- R 4.1 The programme will consist of :
- (i) Courses comprising basic sciences (BS), engineering sciences (ES) and humanities;
 - (ii) Engineering core courses introducing the student to the foundations of the engineering in student's programme.
 - (iii) Electives enabling the students to take up a group of courses of interest to a student.
 - (iv) Minor and major project, Industrial Training and seminar approved by the programme BOS.
 - (v) National Cadet Corps (NCC) / Community Service Programme (CSP) / National Service Scheme (NSS)/Social Service Scheme(SSS) and any other programme as declared by the director from time to time.
- 4.2 Each B. Tech. 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 UG programme is designed to have a total of 198 credits for the award of the degree.
- R 4.4 No semester shall have more than six theory courses and six laboratory courses as prescribed in the curriculum.
- R 4.5 The medium of instruction, examination and 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.
- R 5.2 The courses offered in the first year of B. Tech. Programme are common to all programmes. The first two characters in a course code shall be capital letters 'FE' and third character shall be a semester number of the first year, 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) Practical: One laboratory hour per week shall be assigned half a credit (for

Engineering Graphics practical two 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 minor and major projects, seminar, field visits, Industrial training and general proficiency in the UG 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 NCC / NSS /CSP /SSS / Industrial Training Requirements

- R 7.1 All students admitted to the B.Tech. programme will have to take either NCC or NSS or CSP Or SSS and other mandatory programmes as in 4.1(v) as an additional requirement.
- R 7.2 The student representing University team will be exempted from requirement of 7.1
- R 7.3 NCC programme is not available for Foreign nationals students.
- R 7.4 The duration of NCC / NSS/SSS courses shall be one academic year(two semesters).
- R 7.5 NCC/NSS/SSS courses will be held as announced by the Dean Students affair and CSP programmes will be announced at the start of every academic year by concern programme coordinator/ Head.
- (R 7.6 Approved by Chairman Academic Council on 18.05.2018)*
- R 7.6 The NCC / CSP / NSS requirement should be completed within first four semesters after admission in the institute.
- R 7.7 The minimum attendance requirement is 75%.
- R 7.8 If a student falls short of the attendance requirements he / she should make up the deficiency as noted below :
- (i) If the absence is on valid grounds, the deficiency will be made up in the extra CSP / NSS programmes to be offered during April / May of the same year.
- (ii) If the absence is not on valid grounds, the deficiency will have to be made up during the following year in either of the programmes
- R 7.9 The student should register in the concerned Programme and shall participate in all the NCC/NSS/CSP/SSS conducted during that academic year.
- R 7.10 The Evaluation scheme for Industrial training during vacation shall be as stated in the curriculum of respective programme and as decided by respective BOS.
- R 7.11 Industrial training in the summer vacation between VI and VII semester is compulsory. The student shall undergo training in Industry or a premier research / technical institute for the period of 4 weeks. The report on industrial training will be evaluated in VII semester and the corresponding credits will be awarded to the student.

R 8 Academic Council

- R 8.1 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 8.2 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.
 - h) 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.

R9 Academic Programme Evaluation Committee

- R 9.1 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 Director/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.

R10 Board of Studies

- R 10.1 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 10.2 In addition to R10.1 there shall be a **BoS** for Applied Sciences, Mathematics and humanities courses. The constitution of such BoS shall be 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 secretary- nominated by the Director/ Principal

The detailed syllabi formulated by DBoS of Physics, Chemistry, Mathematics, Humanities and Economics shall be finally discussed and compiled in this BoS.

- R 10.3 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 10.4 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 10.5 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

R11 Departmental Board of Studies

- R 11.1 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.

R12 Courses of Special Nature

R 12.1 **(a) Minor-Project**

A curriculum contains a credit course on minor project, which may be offered in either fifth semester or sixth semester to carry out a design, fabrication, site visits, market survey, etc. Not more than five students may carry out the minor project together. The student shall register for this course only once during the programme, with the prior approval of the Head of the Department/ Programme coordinator.

(b) Major Project

A curriculum shall contain a 12-credit component of major project, offered in the seventh and eighth semester of the UG programme. Not more than five students may carry out the major project together. The batch formation and allotment of guide shall be carried out by concerned DBoS For details refer appendix 'C'. A curriculum shall also contain 1-credit component of seminar in seventh semester of UG programme.

(c) General Proficiency

A curriculum shall contain General Proficiency-I, General Proficiency-II and Business Communication and Professional Skills courses of 2 credits each in first, second and third year. The evaluation of these courses will be carried out by the departmental committee. These courses will consist of the components like communication skills, report and resume writing, group discussion, preparation and presentation of project report etc.

(d) Offering an Elective

An elective course in a department shall run only if minimum of fifteen students register for it in a regular semester. However, under special circumstances, a course may run with fewer students with prior permission of the Director.

In addition to this, the programme may offer open electives which are interdisciplinary in nature and mandatory subjects like environmental sciences, social sciences, and economics for engineers etc. at the appropriate semester for each programme. 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.

R13 Starting a New Programme

- R 13.1
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.

R14 Registration

- R 14.1 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>
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<p>6th Digit indicate Gender 1- Female 2- Male 3- Other</p> <p>7th & 8th digit is roll no of student</p>

- R 14.2 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 14.3 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 14.4 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 14.5 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 14.6 For the registration of the third semester the student should have earned credits of all the courses of the first and second semesters. Every student should have earned at least 75% of the total credits (rounded off to next higher integer) of first year.
- R 14.7 For the registration of the fifth semester the student should have earned credits of all the courses of the first and second semesters. Every student should have earned at least 75% of the total credits (rounded off to next higher integer) of second year.
- R 14.8 For the registration of the seventh semester the student should have earned credits of all the courses of the third and fourth semesters. Every student should have earned at least 75% of the total credits (rounded off to next higher integer) of third year.
- R 14.9 The student registering in semester II, IV, VII, VIII should have completed previous semester with minimum 75% attendance.
- R 14.10 In case the number of repeaters / back loggers in a course is 10% or more of sanctioned intake the HOD/Programme coordinator of concern programme 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. Maximum grade to be awarded shall be A+.
- R 14.11 If a regular student re-registers for any course(s) as per RR 14.10, 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)*

R15 Equivalence and Absorption of students from University pattern

- R 15.1 The students, from University pattern, desirous of seeking admission to III, V and VII semester in autonomous pattern, has to fulfill 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 15.2 The student, desirous of seeking re-admission to II, IV, VI and VIII semester in particular academic year (because of detention in university pattern) will have to register and pass in I, III, V and VII 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 15.3 While switching from University pattern to autonomous pattern the CGPA of such student shall be calculated as per absolute grading system.
- $$\text{CGPA} = (\% \text{ of marks} \times 0.1) + 0.75$$
- However, in no case the CGPA should exceed 10.
- R 15.4 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 15.5 For direct admission to second year / transfer (lateral entry) the calculation of CGPA and award of credits shall be governed by R 15.3 and R 15.4. In that case percentage of the diploma certificate shall be considered for the absolute grading system.

R16 Branch Change

- R 16.1 The change of branch shall be effected as per the rules and norms approved by the Government.

R17 Discipline and Conduct

- R 17.1 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 17.2 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 17.3 **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 17.4 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.
- R 17.5 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 17.6 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 17.7 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 17.8 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.

R18 Attendance, Absence, Leave Rules and Dismissals

- R 18.1 All the students are expected to be present in every lecture, tutorial, practical, NCC / NSS / CSP/ SSS scheduled for them. Attendance will be closely monitored during a semester as per the guidelines.
- R 18.2 A student must have a minimum attendance of 75% of the total number of classes including lectures, tutorials and practical 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 18.3 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 boards of the departments with an intimation to Dean Academics, declaring them not eligible to appear for the respective examination.
- R 18.4 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.

- 18.5 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.
- 18.6. (a) 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 coordinator/Head for verifying genuineness. Final approval shall be accorded by the principal. Schedule for such additional CT shall be displayed by concerned program coordinator/Head.
- (Approved by
Chairman
Academic
Council on
18.05.2018) (b) 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.
- 18.7 The student absent for End Semester Examination should submit an application to the programme coordinator/ Head 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.
- 18.8 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.
- 18.9 *Condonation of Attendance:* Those students who have more than 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 concern programme coordinator/ Head and such application shall be accompanied with a medical certificate from a registered medical practitioner and endorsed by parents or guardian.

R19 Make-up Examination

- (Approved by (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 19.1 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 19.2 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 19.3 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 19.4 Maximum grade awarded for **Make-up Examinations** shall be B+
- R 19.5 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.

R20 Withdrawals

- R 20.1 Withdrawal on medical grounds/other very exceptional reasons may be permitted by APEC, subject to a maximum of two semesters during the student’s entire stay.
- R 20.2 A student who wants to withdraw from a course shall apply through the programme coordinator/Head 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 20.3 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 20.4 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 14.10, 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.

R21 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 21.1 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 per the 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 project work will be evaluated as per guidelines given by respective BOS of the programme
- R 21.2 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 21.3 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 21.4 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 with more weightage for the course content covered after Class Test II. The End Semester Examination shall be compulsory.
- R 21.5 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 21.6 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 Examination with performance shall be compulsory wherever applicable.
- R 21.7 The Seminar shall be evaluated through the quality of work carried out, the report submission and presentation(s).
- R 21.8 The project work shall be evaluated by midterm seminar(s), quality of work carried out, project report submission and the viva-voce examinations. The project reports of B. 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 21.9 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 or the First Year Class Coordinator as the case may be. However, in no case the highest grade awarded will exceed B+.

R22 Grading System

- R 22.1 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 22.1 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 22.1 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.

R23 Grade Moderation Committee

- R 23.1 The Grade Moderation Committee for the courses except those for the first year 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.
- R 23.2 The Grade Moderation Committee for the first year shall consist of all the Course Coordinators of the courses offered to the first year students in a semester, with the First Year Class Coordinator as the Chairman. The Chairman, Grade Moderation Committee shall be responsible for the display of grades and for forwarding the final grades to the Dean, Academic. The Chairman, Grade Moderation Committee shall also retain the record copy of marks and grades along with the statistical parameters for all the courses moderated the committee.
- R 23.3 The Grade moderation committee shall have a sample check of the answer books to confirm for the uniformity of assessment of answer books. The committee will also examine for the un-seen answer books and lack of sincerity on the part of assessor and report it to COE for taking necessary action.

R24 Revaluation of Answer Books

- R 24.1 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 (in case of revaluation of End Semester Examination answer paper student shall pay fees as prescribed from time to time). The Chairman BOS will be central moderator at programme/departmental level and shall forward such application(s) to COE/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 assessor (examiner) 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.

R25 Award of Degree

- R 25.1 The Degree shall be awarded by Shivaji University, Kolhapur, on the recommendation of Academic Council / BOM.

R26 Grade Card

- R 26.1 The grade card issued at the end of the semester to each student will contain the following :
- a) Credits for each course registered for that semester
 - b) Letter grade obtained in each of the courses
 - c) Total number of credits earned by the student till the end of that semester in each of the course.
 - d) SGPA and CGPA.
 - e) Letter Grade of student's core employability skills, professional skills and communication skills
- R 26.2 Grade card will never indicate class or division or rank.

R27 Minimum Requirements for Award of Degree

- R 27.1 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 dues.
- R 27.2 The student should have satisfactorily fulfilled other requirements like NCC, NSS, CSP and SSS.

- R 27.3 The credits for the courses in which a student has obtained 'D' grade (minimum passing grade for a course) or higher shall be counted as credits earned by him/her. A student who has a minimum CGPA of 5.0 and earned a minimum number of credits as specified in the UG curriculum is eligible for the award of the degree.
- R 27.4 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 this rules and regulation.
- R 27.5 A student should have obtained the eligibility certificate in the first year from Shivaji University, Kolhapur.
- R 27.6 The student should have no case of indiscipline/unfair means in examinations pending against him/her.
- R 27.7 The students with CGPA less than or equal to 5.0 shall be eligible for CGPA improvement after completion of B. Tech. programmes. They can register for additional theory courses only for once in the end semester examinations (ESE) of Summer, or Winter semester for improvement in CGPA. The maximum limit for theory courses to be registered for CGPA improvement will be 10. As per Student's choice, a student can select these courses from all the B. Tech. theory courses offered for the respective B. Tech. 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.

R28 Maximum Period for Completion of Programme

- R 28.1 The maximum duration for the UG programme is twelve semesters from the date of initial registration. While in case of lateral entry (the student switching from University pattern to Autonomous patter as well as students transferred from other institutes also directly admitted second year students), The maximum duration for the completion of UG program shall be normal time period for completion of remaining B. Tech. program from the date of initial registration plus four semesters. The maximum duration of the programme includes the period of withdrawal, absence and different kinds of leaves permissible to a student 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.

R29 Award of Medals/

- R 29.1 Awards available under excellent performances in sports, cultural, extra curricular, debate, etc. shall be given to the outgoing students as per the norms and procedure declared by the Director
- R 29.2 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 29.3 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 29.4 In case of awards/ scholarships sponsored by Industry/Aluminous, organizations/Individual, the proposal shall be put before Academic Council along with terms and conditions, if any, proposed by sponsorer. A separate regulation, if required, may be formulated and be approved by Academic Council.

R30 Academic Calendar

- R 30.1 The academic activities of the Institute are regulated by Academic Calendar approved by the BOM on the recommendation of Academic Council 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.

R31 Interpretation of Regulation

- R 31.1 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 the Chairman, Academic Council shall be final and binding.

R32 Emergent Cases

- R 32.1 Notwithstanding anything contained in the above regulation, the Chairman of the Academic Council may, in emergent situations, take action on behalf of the Academic Council/BOM as he deems appropriate and report it to the next meeting of the Academic Council/BOM for its approval.

R33 Power to Modify

- R 33.1 Notwithstanding all that has been stated above, the BOM has the right to modify any or all of the above regulation from time to time.

Table I
UG PROGRAMMES LEADING TO B. TECH. DEGREE

Branch	Degree	Course Code
Civil Engineering	B. Tech (Civil Engineering)	CE
Mechanical Engineering	B. Tech (Mechanical Engineering)	ME
Electrical Engineering	B. Tech (Electrical Engineering)	EE
Information Technology	B. Tech (Information Technology)	IT
Electronics and Telecommunication Engineering	B. Tech (Electronics and Telecommunication Engineering)	EX

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 as per provisions of R 14.10 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 ‘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 18.5.

‘W’ Grade

This refers to withdrawal from the course as per provisions in R 20.

‘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 Cumulative 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

Guidelines for Award of Grades

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 (except summer term and make-up examination), 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.
- (v) 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.
- (vi) D grade shall not be awarded for percentage of marks less than 40 in any case. Still further, no student having 40% or more marks shall be awarded failing grade of F.
- (vii) The overall distribution of different grades shall be as indicated in the statistical distribution to the extent possible. (Appendix – E)
- (viii) 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.
- (ix) The grades so awarded shall be moderated by a Grade Moderation committee of the programme 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.
- (x) The procedures for evaluation and award of grades for project, training, seminar and group discussion shall be decided by the respective DBoS.

Appendix C

Project Evaluation

1. Every student has to undertake a project of professional interest. The project may be related to a theoretical analysis, an experimental investigation, a prototype design, a new correlation and analysis of data, fabrication and setup of new equipment. Project based on industry shall be encouraged. The Project Coordinator appointed by the department normally assigns the project towards the end of the pre-final year and the work is done uniformly during both the semesters of the final year.
2. The registration for the project 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 work by a prescribed date to the Coordinator and present it to a Panel of Examiners. The second stage of the work is continued in the following semester.
3. The final project report should be submitted by the prescribed date. A panel of examiners evaluates the report and an oral examination is conducted after the End Semester Examination. The assessment of the project work is done on the following basis. The preliminary presentation (1st stage) carried 25% of the total weightage. Another 25% weightage is given for the initiative, interest, effort and regularity shown by the student. The remaining 50% weightage is assigned to the oral examination conducted by the Panel of Examiners.
4. Submission of the project cannot be postponed beyond the date specified in the calendar. If the project cannot be completed due to valid reasons, the course can be dropped in consultation with the project co-coordinator and the guide on or before the last date for dropping of courses. Re-registration for the same is required in the following semester in which it should be completed.
5. Students who do not drop the project in time and do not submit the project 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'.
6. Although no specific letter grade is given at the end of the first stage assessment of the Project, those students who do not submit the first stage reports for assessment in time or those who fail the first stage viva-voce assessment will be required to re-register for the first stage in the following semester. Students who obtain F in the final (second stage) assessment will be required to re-register for the second stage.
7. Student should submit hardbound typed copies of Project Report.
8. Student should also submit a soft copy in 'PDF' format to the central library of the institute. The central library will issue a soft copy received note to the students. Students should submit hard copies as mentioned in (7) along with this note.
9. A student who is unable to complete his/her Project may be awarded 'X' grade and he/she will be required to register for the next Semester and pay the fees under following circumstances:
 - (a) Exceptional circumstances beyond student's / supervisor control
 - (b) Medical grounds
 - (c) Technical reasons/grounds such as the equipment not being available.

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
81-100	A+
73-80	A
65-72	B+
57-64	B
46-56	C
40-48	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 Examination 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 40 % marks (except the cases given in foot note)

The procedure for estimating A-D grades shall be as follows

- Select number of students for A+ grades
- $K_1 = (\text{minimum marks of 'A+'}-1)$, if no A+ grade offered then consider maximum marks secured.
- $K_6 = 40$, $C = (K_1 - K_6)/5$, $K_2 = K_1 - C$, $K_3 = K_2 - C$, $K_4 = K_3 - C$, $K_5 = K_4 - C$.

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 40% 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 33% of marks. However, such cases shall be reported to the Chairman Academic Council, with report of enquiry, and shall require permission of the Chairman.