SNJB's

LATE SAU K.B. JAIN COLLEGE OF ENGINEERING

NEMINAGAR, CHANDWAD, DIST: NASHIK (423101)

An Autonomous Institute,
Affiliated to Savitribai Phule Pune University, Pune
with effective from Academic Year: 2024-2025

SNJB's CoE Autonomy Rules & Regulations For PG Programs

PG- M. Tech in Engineering and Technology

Controller of Examination	Dean Academics	Joint-Director	Director

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Rules and Regulations: Examination

I. About Institute: SNJB's Late Sau Kantabai Bhavarlalji Jain College of Engineering is established in the year 2004, approved by the All India Council of Technical Education (AICTE), New Delhi and Government of Maharashtra. SNJB's CoE offers 5 UG programs leading to Bachelor of Technology in AIDS, Civil, Computer, Electronics and Telecommunication and Mechanical Engineering and 3 PG programs leading to Masters in Business Management (MBA), M.Tech in Computer and Mechanical Engineering. SNJB'sCoE is permanently affiliated to the Savitribai Phule Pune University, Pune and has a fascinating infrastructure, well-furnished and well-equipped laboratories. A technologically full-fledged auditorium, spacious classrooms, well developed central library with thousands of volumes constitute the profound features of the college. The Institute has an autonomous status by UGC from Academic Year: 2024-25. SNJB's CoE carries distinction of getting "A+" grade by NAAC, Bangalore and many programs are accredited by NBA.

SNJB's CoE also has a vibrant student club culture, having actively involved in various technical and co-curricular student activities. There are department wise student associations and professional student chapters, who organize events to keep up with the current trends & technology and also for enhancing the student's personality. The college has a separate Training and Placement cell that contributes in training the students for interview and their placement after the completion of their degree courses. The students of SNJB's CoE get placed in reputed International and National companies with a high percentage of placements with very good packages. The alumni of SNJB's CoE are placed at high positions in reputed companies, institutions around the world. SNJB's CoE is committed with its cradle of excellence and commitment for educating rural population in technology domain and creating employability opportunities and shaping their future which directly contributes to the growth of the nation.

II. Vision and Mission of Institute:

Vision: Transform young aspirant learners towards creativity and professionalism for societal growth through quality technical education.

Mission:

M1:- To share values, ideas, beliefs by encouraging faculties and students for welfare of society

M2:- To acquire the environment of learning to bridge the gap between industry and academics

M3:- To enhance diverse career opportunities among students for building nation

M4:- To transfer the suitable technology, particularly for rural development

III. Short Title and Commencement:

A. These Regulations shall be called the SNJB's Late Sau Kantabai Bhavarlalji Jain College of Engineering, Chandwad **(SNJB's CoE) Regulations** for the Award of M. Tech Degree.

B. They have been evolved, drafted and implemented after deliberations in and approvals from the Academic Council and the Board of Governors/Governing Body of the Institute and are subject to change/modifications from time to time **(major modifications at a frequency of FOUR years in synchronization with the Curriculum Structure revision and minor changes as and when applicable)**

C. The regulations listed here are applicable for all PG-M.Tech programs offered by the Institute from the Academic Year 2024-2025 and are known as **"SNJB's CoE Rules and Regulations under Autonomy"**

IV. Definitions and Abbreviations:

Definitions: Unless the context requires otherwise,

✓ **"Government"** shall mean Government of Maharashtra

✓ **"University"** shall mean Savitribai Phule Pune University (SPPU), Pune Maharashtra State

✓ **"Institute"** shall mean SNJB's Late Sau KBJ College of Engineering, Chandwad

- ✓ **"GB/BoM/BoG"** shall mean the Governing Body/Board of Management/Board of Governors of the Institute constituted as per the guidelines for autonomous colleges issued by UGC, New Delhi

- ✓ **"AC"** shall mean the apex Academic Council governing the academic Programmes and policies in SNJB CoE and constituted as per the guidelines for autonomous colleges issued by UGC, New Delhi

- ✓ **"BoS"** shall mean Board of Studies departmental academic body common for UG/PG Programmes and constituted as per the guidelines for autonomous colleges issued by UGC, New Delhi

- ✓ **"BoE"** shall mean the apex Board of Examination Committee responsible for examination conduct, framing and implementing rules and regulations related to examination and evaluation

- ✓ **"CoE"** means Controller of Examinations, the authority of the institution who is responsible for all activities of the Examinations

- ✓ **"Degree"** shall mean the Bachelor of Technology (B. Tech.) or Master of Technology (M. Tech.), and such other degrees of the Institute as may be approved by the GB/ UGC/SPPU, Pune.

- ✓ **"Programme"** means Degree Programme that is B. Tech. and M.Tech and MBA Degree Programme.

- ✓ **"Discipline"** means specialization or branch of B. Tech., M.Tech, and MBA Degree Programme, like Computer Engineering, Mechanical Engineering, etc.

- ✓ **"Applicant"** shall mean an individual who applies for admission to any UG / PG program of the Institute.

- ✓ **"Student"** shall mean an applicant registered for any UG / PG program offered by the institute.

- ✓ **"Course"** shall mean a curricular component identified by a designated code number and a title.

- ✓ **"Scheme of Teaching and Examination"** shall mean the scheme of teaching and examination for a program of study as approved by the Academic Council / Board of Management.

- ✓ **"Course Coordinator"** shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades.
- ✓ **"Director"** means Director of the Institute (formally known as Principal).
- ✓ **"Deputy Director"** means Deputy Director of the Institute (formally known as Vice-Principal).
- ✓ **"Dean"** means Dean of the Institute, with the specific functions also indicated along with the title like Dean Academics, Dean Infrastructure etc.

Abbreviations:

AICTE: All India Council for Technical Education	**A.T.K.T.:** Allowed To Keep Term
CCC: Co-Curriculum /Liberal Learning Course	**COs:** Course Outcomes
CBCS: Choice Based Credit System	**CGPA:** Cumulative Grade Point Average
DTE: Directorate of Technical Education, Mumbai	**ELC:** Experiential Learning Course
FP/PRJ: Field Project/Project	**GoI:** Government
GA: Graduate Attributes	**HoD:** Head of Department
ISE: Internal Semester Evaluation	**L:** Lecture
MOOC: Massive Open Online Course	**M.Tech:** Master of Technology
NHEQF: National Higher Education Qualifications Framework	**NBA:** National Board of Accreditation
NAAC: National Assessment and Accreditation	**NPTEL:** National Programme on
OR: Oral	**OBE:** Outcome Based Education
PEC: Program Elective Course	**PCC:** Program Core Course
PEOs: Program Educational Objectives	**POs:** Program Outcomes
P: Practical	**PSOs:** Program Specific Outcomes
SWAYAM: Study Webs of Active-Learning for Young Aspiring Minds	**SEE:** Semester End Examination
SNJB's CoE: SNJB's Late Sau Kantabai Bhavarlalji Jain College of Engineering	**SGPA:** Semester Grade Point Average
SNJB: Shree Neminath Jain Brahmacharyashram	**T:** Tutorial
TW: Term Work	**UGC:** University Grant Commission
VSEC: Vocational & Skill Enhancement	**PG: Post Graduate**

VI. Preamble: SNJB's Late Sau KBJ College of Engineering, is one of the reputed Self-Financing Engineering Colleges in Nashik. The college was established in 2004. It offers Five UG (Under Graduate) and Three PG (Post Graduate) Programmes in Engineering and Masters Programme in Computer, Mechanical and Management**.** The Institute is permanently affiliated to Savitribai Phule Pune University (SPPU), Pune and is approved by AICTE, New Delhi. The college is awarded an autonomous status vide UGC, New Delhi letter No. - F. 2-10/2023(AC-Policy) dated 15 February 2024 and SPPU, Pune University, letter No-CA/707 dated 23 April 2024**.** Being an autonomous college, it is essential to constitute various authorities of autonomous institutes and develop suitable mechanisms for curriculum design, examination/ testing and evaluation pattern and to frame rules/regulations/ordinances for autonomous institutes to implement autonomy effectively.

The college has constituted Academic Council (AC), Board of Studies (BoS) and Board of Examination (BoE) which are approved by the Governing Council (GC). These authorities are conferred with certain powers and duties according to UGC guidelines. This Institute has framed the rules for autonomy for UG and PG Programmes which has been approved by the Academic Council in its first meeting.
The important responsibility of an autonomous college is to decide the methodology for examination and evaluation. It is significant to note that the Credit based system is followed. Hence the college has formed Examination Rules for UG and PG Programmes which are approved by the Academic Council.

V. Committees and Functionaries:
The academic administration of college consists of following committees to ensure proper management of academics and examination.

In general, the tenure of all committees shall be 3-5 years. The frequency of meetings shall depend on the nature of the committee, and the presence of a minimum of 50% of committee members is a must as a Quorum. All decisions in the meetings are taken anonymously, and voting is done if required. The organization permits a hybrid meeting mode, whereby members unable to attend in person due to

unavoidable circumstances may request to participate online. According to the organization's protocol, any member intending to be absent from a meeting must secure prior approval from a superior at least three days in advance unless there is an emergency where immediate permission may be sought. Failure to attend three consecutive meetings without valid justification will automatically cease the individual's membership status. The decisions are finalized based on the majority of votes. In the case of a tie, the chairman of the concerned committee will have to cast his/her vote.

The functionaries shall be Director, Deputy Director, Dean Academics, Dean Examination (CoE)/Heads of Departments (HoDs), Internal Quality Assurance Coordinator (IQAC).

1. Governing Body (GB)-

Rules and regulations laid down by the All India Council for Technical Education Stipulate that all initiation under the purview of the council are required to constitute Governing body (Board of Governors/Board of management). It is pertinent to understand that the Governing body is the supreme body governing the affairs of the institutions.

Composition of GB of College runs by Trust/Society-

- ✓ Five Management members
- ✓ Two teachers of the college nominated by Director based on seniority by rotation
- ✓ One administrative staff member of college nominated by Management
- ✓ One Educationist or Industrialist member nominated by Management
- ✓ One State Government academician nominee not below the rank of professor or State Government official of the Directorate of Higher Education/State Council of Higher Education
- ✓ One university nominee, nominated by the University
- ✓ Director of college

Functions of the Governing Body- Subject to the existing provision in the bye-laws of the respective Autonomous College and rules laid down by the State Government/Parent University, the Governing Body shall:

a) Guide the Autonomous College while fulfilling the objectives for which the College has been granted autonomous status.

b) Institute scholarships, fellowships, studentships, medals, prizes, and certificates on the recommendations of the Academic Council

c) Approve new Programmes of study leading to degrees and/or diplomas.

d) All recruitments of Teaching Faculty/Director shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.

e) To approve the annual budget of the Autonomous College

f) Perform such other functions and institute committees as may be necessary and deemed fit for the proper development of the Autonomous College.

Term: The Governing Body shall be reconstituted every FIVE years.

Frequency of Meetings: Meetings of the Governing Body shall be held at least once every six months.

2. Academic Council (AC) - The AC will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabus, etc.

The decision taken by the AC will not be subject to any further ratification by the Administrative Council OR other statutory bodies of the university. The composition and functions of AC are given below:

Composition of AC-

- ✓ The Director (Chairman)
- ✓ All the Heads of Departments in the college
- ✓ Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college
- ✓ Four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., nominated by the Governing Body
- ✓ Three nominees of the university not less than Professors
- ✓ Controller of Examination of Autonomous Institute
- ✓ A faculty member nominated by the Director (Member Secretary)

Functions and Powers of AC-

a) To scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

b) To make regulations regarding the admission of students to different Programmes of study in the Autonomous College, keeping in view the policy of the Government.

c) To make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

d) To recommend to the Governing Body proposals for the institution of new Programmes of study.

e) To recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same.

f) To advise the Governing Body on suggestions(s) pertaining to academic affairs.

g) To perform such other functions as may be assigned by the Governing Body.

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

Frequency of Meetings: Meetings of the Academic Council shall be held at least once every six months.

3. Board of Studies (BoS) - The Board of Studies is the basic constituent of the academic system of an autonomous college. The composition and functions of AC are given below:

Composition of BoS-

✓ Head of the Department concerned (Chairman)

✓ The entire faculty of each specialization

- ✓ Two subject experts from outside the Parent University to be nominated by the Academic Council
- ✓ One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college Director
- ✓ One representative from the industry/corporate sector/allied area relating to placement
- ✓ One postgraduate meritorious alumnus to be nominated by the Director
- ✓ The Chairman, Board of Studies, may with the approval of the Director of the college
- ✓ Experts from outside the college whenever special courses of study are to be formulated
- ✓ Other members of staff of the same faculty

Functions and Powers of BoS- Board of Studies shall recommend the following to the Academic Council:

a) Courses of studies;
b) Measures for the improvement of the standards of teaching and research;
c) Any other academic matter.

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

Frequency of Meetings: Meetings of the Board of Studies shall be held at least once every six months.

4. Finance Committee (FC)-

Composition of Finance Committee-

- ✓ The Director (Chairman)
- ✓ One person to be nominated by the Governing Body of the Autonomous College for a period of two years
- ✓ One senior-most faculty member of the Autonomous College to be nominated in rotation by the Director for two years
- ✓ Finance Officer/Officer in-charge of Finance and Accounts of the Autonomous College (Member Secretary)

Functions of the Finance Committee- Finance Committee shall act as an advisory body to the Governing Body to consider:

a) Budget estimates relating to the grant received/receivable from funding agencies, income from fess etc. and

b) Audited accounts for the above

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

Frequency of Meetings: Meetings of the FC shall be held at least once every six months.

5. Board of Examination/Examination Committee (BoE/EC) - Board of Examination committee is an advisory body which is authorized to make policy decisions in regard to organizing and holding examinations and decides the course of action.

Composition of BoE/EC-

- ✓ Director (Chairman) of college
- ✓ Dean Academics of college
- ✓ One Expert member related to Examination and Evaluation other than college nominated by Director
- ✓ Two Experts from another Autonomous Institute working as controller of examination nominated by the Director/Controller of Examination
- ✓ One IQAC Coordinator of college
- ✓ One senior member of college with ten-year teaching experience nominated by the Director/Controller of Examination
- ✓ One senior member with ERP experience nominated by the Chairman/Controller of Examination
- ✓ Controller of Examination (Member of Secretary)

Functions of BoE/EC-

a) The BoE/EC shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.

b) The BoE/EC shall recommend examination reforms and shall implement them after approval of academic council.

c) The BoE/EC shall prepare the detailed time table of examinations as per the schedule approved by academic council.

d) The BoE/EC shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, and invigilators.

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

Frequency of Meetings: Meetings of the BoE/EC shall be held at least once every six months.

6. IQAC (Internal Quality Assurance Cell) - In pursuance of its Action Plan for performance evaluation, assessment & accreditation & quality up-gradation of institutions of higher education, NAAC proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system & work towards realization of the goals of quality enhancement & sustenance.

Composition of IQAC-

- ✓ Chairperson: Head of the Institution (Director)
- ✓ Five Senior teachers and One Senior administrative officer as a Member nominated by the Director of the Institution for a period of TWO years
- ✓ Two external experts on quality management/Industry/Local Community as a Member nominated by the Director of the Institution for a period of TWO years
- ✓ Coordinator as a Member Secretary

Functions of IQAC-

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes

d) Dissemination of information on various quality parameters of higher education

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles

f) Documentation of the various Programmes/activities leading to quality improvement

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices

h) Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality

i) Development of Quality Culture in the institution

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

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

Frequency of Meetings: The IQAC should meet at least once in a quarter.

Quorum: Presence of a minimum two-third of total number of members will be the quorum.

Rules and Regulations: Academics

R1: Admission to PG Programmes

R1.1: Admissions to M. Tech Programme-

A. Candidates seeking admission to the first semester of the four semesters M.Tech Post graduate Degree Programme: The minimum qualifications and procedure for admission to first year PG programs shall be through Central Admission Process (CAP) controlled by the competent authority of Government of Maharashtra.

   ✓ For more information on admission process (reservation policy & eligibility), kindly visit https://www.dtemaharashtra.gov.in/

R1.2: Registration and Fees-

A. Every student is required to take admission at the beginning of each year as per Academic Calendar on payment of the stipulated fees. Also every student is required to register with Department in person at the beginning of every Semester.

B. Student will not be allowed to register any of the Courses, if he / she are having any of the previous year fees dues like Institute / Hostel / Bus / Mess fees dues etc.

C. In any case, registration must be completed before the last date of registration, failing to which the admission in the concerned year is liable to be cancelled.

D. In-absentia, registration may be allowed only in exceptional cases at the discretion of the Dean Academics on recommendation of concerned HoD in case of circumstances beyond the control of students.

✓ For more information on Fees (Admission & Examination), kindly visit institute website.

R1.3: Registration and Fees for Academic Break / Detention - A student can seek re-admission, due to Term Detention / Academic Break in the subsequent Academic Year / Semester by paying the requisite fees on pro rata basis as per the prevailing rules of **SNJB's CoE.**

R2: Permanent Registration Number for UG/PG Programs

Every student admitted shall have a Permanent Registration Number (PRN) of Eleven digits. The PRN of the student will remain same throughout his/her study. Students are required to use this PRN for all purposes and communication.

Table R2 (A): PRN and its Interpretation

I	II	III	IV	V	VI	VII	VIII	IX	X	XI
Indicates Institute Code		Indicates Admission Year		Indicates Degree	Indicates Program Code		Indicates Year of Study	Indicates Serial Number of Student		
41		2024-25		1:UG 2: PG-Engg./MBA 3:PhD	01-10:B.Tech 01:AI 02:CE 03:CS 04:ET 05:ME		B.Tech 1-First Year 2-Second Year 3-Third Year 4-Last Year	001-999		
					03:CS 05:ME		M.Tech 1-First Year 2-Second Year			
					11:MBA		MBA 1-First Year 2-Second Year			

For Example:

1. **PRN For M.Tech:**
   - ✓ 41242031018: Institute Code-41, Admission Year-2024-25, 2 means Admitted to PG-Engineering, 03 means admitted to Post-graduation in Computer Engineering (CS), 1-Admission to First Year and 018 is serial number of student admitted to M.Tech in CS.

R3: Academic Calendar

The academic activities of the Institute are regulated by Academic Calendar approved by the AC, and is released at the beginning of each Academic Year. It is mandatory for Students and Faculty to strictly adhere to the academic calendar for completion of academic and related activities.

1. Each Academic Year shall be divided into two main semesters, each of 19 weeks, viz., odd semester (July – November) and even semester (January – May).

2. The Academic Calendar shall be prepared by Dean Academics and approved by the AC.

3. The AC sets a definite time schedule for various academic activities, through an Academic Calendar issued and notified to all stakeholders at the beginning of each Academic Year.

4. The Academic Calendar shall be disseminated on the notice boards and website of the Institute.

5. The academic activities of the institute shall be monitored as per the Academic Calendar

6. Academic Calendar shall incorporate schedule of admissions, course registration, course delivery, examination/evaluation, course feedback, course/graduate exit survey, co-curricular activities, extra-curricular activities, holidays, meeting schedules, student internship, remedial classes, re-examinations, vacation etc.

7. All co-curricular and extra-curricular activities shall be scheduled so as not to interfere with the academic activities as stipulated in the academic calendar.

8. The non-conduct of academics on any particular teaching day for what so ever reason shall be made up on a suitable day.

R4: Programme offered and Duration

Academic activities in the institute are governed by rules and regulations as approved by the AC, which is the highest academic body of the autonomous institute. These academic rules and regulations are effective from academic year 2024-2025 and applicable to students admitted to the TWO year Degree of Masters in Technology (M.Tech). The Institute offering following PG-M.Tech Programme:

Table R4 (A): PG-M.Tech Programme leading to Post-graduate Degree

SN	Branch	Degree	Code
1	Computer	Mater of Technology in Computer Engineering	M.Tech (CS)
2	Mechanical	Mater of Technology in Mechanical Engineering	M.Tech (ME)

Minimum Duration:

A. The Programme will extend over a period of **TWO** years for Graduate Students leading to the Post Graduate Degree of M.Tech of the SPPU, Pune. The two academic years will be divided into four semesters for graduate students

Maximum Duration:

A. The maximum duration for completion of a M.Tech degree Programme shall be **FOUR years**.

B. In case, a student is unable to complete a program as per the duration mentioned above, the student may be declared as **Not Fit for Technical Education (NFTE)** on the recommendations of AC.

C. However, genuine cases on confirmation of valid reasons may be referred to the Director for extending this limit by additional one year to complete the M.Tech Programme and/or will be as per the rules and regulations of affiliated university, SPPU.

R5: Curriculum Structure for PG Programmes

The structure of curriculum for a Programme and course syllabi is approved by AC on recommendation of respective BOS. The guidelines given by the NEP are followed while preparation of structure of curriculum.

R5.1: Semester System- The entire curriculum is spanned over four semesters and has thoughtfully designed contents and evaluation methods. The academic programs in the Institute shall be based on Semester system; two Semesters in a year. Semester system shall be adopted for Academic activities in the Institute. Normally, all Odd Semesters shall commence from first week of July and Even Semesters shall commence from first week of January.

The curriculum shall be typically delivered in two semesters in an Academic Year. Each semester shall be of 19 weeks duration, including evaluation, grade moderation and result declaration. The Academic semester shall provide at least 90 teaching days.

R5.2: Categorization of courses- M.Tech. Curriculum includes various courses such as Programme Core Courses (PCC), Programme Elective Courses (PEC), Vocational and Skill Enhancement Course (VSEC), Experiential Learning Courses (ELC) and Liberal Learning Courses (CCC) etc.

R5.3: Online courses- The curriculum of PG program shall also include courses of self learning mode like MOOCs under Experiential Learning (ELC). The details of assessment and evaluations for these courses are given in Examination Rules and Regulations.

R5.4: Number of courses per semester-

For M.Tech: The total number of courses per semester for MBA shall not exceed **8**.

- ✓ A Student can opt for any ONE course out of the available four courses defined in the list of each Programme Elective Courses (PEC-I, PEC-II &PEC-III). **The Institute will NOT offer elective courses if a minimum of 20% of intake students are not registered for that elective course.**

R5.5: Description of the Programme curriculum- It consists of course title, course code, teaching hours per week for lecture/ tutorial/practical's, credit allotment, pre-requisites, text books, reference books, Course Objectives and Course

Outcomes (COs) with relevant Blooms taxonomy levels, Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and assessment scheme etc.

- ✓ For more information on details of the Programme structure and courses, kindly visit institute and Concerned Programme website.

R5.6: Choice Based Credit System- Total credits for PG-M.Tech Programme are mentioned in the curriculum structure of concerned Programme. The total number of credits in a semester in which a student shall register is generally 16 - 20. Normally, the maximum number of credits per semester shall not exceed 20.

Each credit course shall have an integer number of credits, which reflects its weightage. The student earns credits by passing corresponding courses. Any theory course should not be designed for more than four credits. The number of credits of a course in a semester shall ordinarily be calculated as under:-

Table R5 (A): Course credit assignment details

Contact period per week	Credits
1 hour Lecture (L)	1
1 hour Tutorial (T)	1
2 hours Practice/Practical(Lab)	1

R5.7: Medium of Instruction- The medium of instruction is English for all courses, examinations, seminar presentations and project / thesis / dissertation reports.

R6: Course Code for PG Programme

R6.1: For M.Tech Programme

The following format has been used for the course code of MBA Programme (PG) Courses. The details are as below:

Table R6 (A): Course code for PCC/VSEC/CCC/ELC for M.Tech Programme

Year Code	Categorization of course	Programme/Branch Code	Year of Study	Course Sequence	Structure of Course Code
Indicates Year of introduction of course	Indicates the type of course CC/GE/SB/EL	CS/ME	Indicates the year of study of program (5/6-First/Second Year)	Indicates the sequence of particular course in the concern program (01 to 8)	I-II-III-IV-V
For Example:					
24	PCC	CS	5	01	**24-PCC-CS-5-01**
24	VSEC	ME	5	02	**24-VESC-ME-5-02**
24	CCC	CS	5	01	**24-CCC-CS-5-01**
24	ELC	ME	5	02	**24-ELC-ME-5-02**
24	ELC	CS	6	03	**24-ELC-CS-6-03**

Table R6 (B): Course code for PEC for M.Tech Programme

Year Code	Categorization of course	Programme/Branch Code	Year of Study	PEC Sequence	Elective Option	Structure of Course Code
Indicates Year of introduction of course	Indicates the type of course CC/GE/SB/EL	CS/ME	Indicates the year of study of program (5/6-First/Second Year)	01:PEC-I 02:PEC-II 03:PEC-III	A/B/C/D indicates options in concern elective list	I-II-III-IV-V
For Example:						
24	PEC	CS	5	01	**A**	**24-PCC-CS-5-01A**
24	PEC	ME	5	02	**D**	**24-PCC-ME-5-02D**

R7: Course Enrollment and Registration

A. A Faculty mentor/Class coordinator assigned from the department shall be responsible for the course enrollment and registration of students every semester as per the curriculum. They are also responsible to provide the details of courses offered by the department or by other department in case of open electives. The student can also register for courses for which he/she has failed in the earlier semesters.

B. The registration details of the candidates may be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration

is for undergoing the course as well as for writing the Semester End Examinations. **No Elective course shall be offered by any department of any institution unless a minimum ⅓ of students' strength register for the course.** However, if the students admitted in the associated Branch and Semester (M.Tech) is less than 6, this minimum will not be applicable.

The courses that a student registers in a particular semester may include:

1. Courses of the current semester

2. The PCC/PEC/specialization core courses etc. that the student has not cleared in the previous semesters

3. Elective courses which the student failed

4. The student shall register for the project work in the final year only

✓ For more information on details of the Programme structure and courses, kindly visit institute and concerned Programme website.

R8: Attendance requirement for completion of the semester

A. A Candidate who has completed course registration shall be eligible to enroll for **examination of any course only if, he/she shall secure not less than 75% of attendance (after rounding off to the nearest integer) in that course.**

B. Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as Medical / participation in sports, the student is expected to attend at least 75% of the classes.

C. However, a candidate who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization/accident/specific illness) may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate issued by a registered medical

practitioner. The same shall be forwarded to the Controller of Examinations for record purposes with the attestation of Head of the Institution.

D. A candidate who secures overall attendance between 65% and 74% in the current semester due to participation in any Co-curricular /Extra Curricular activities may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the participation certificate attested by the Head of the Institution and the same shall be considered as **"ON DUTY" (OD)**. The same shall be forwarded to the Controller of Examinations for record purposes.

E. Candidates who **secure less than 65% attendance in all courses** shall not be permitted to write any examination at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the prescribed norms.

R9: Detention

A student shall be declared as Detained and shall not be permitted to attend the SEE if;

A. The student who has not attended minimum 75% of all conducted classes like Lectures, Tutorials, Laboratories etc., as per clause R8 A to E.

B. Incomplete Internal Semester Evaluation (ISE), Journal etc.

R10: Temporary Semester Break of Study from the Programme

A candidate is normally not permitted to break the study. However, if a candidate intends to temporarily discontinue the program in the middle for valid reasons such as entrepreneurship, incubation, start-ups, internships leading to placement, foreign university opportunities, research opportunities etc. and wants to rejoin the Programme later in respective semester, he / she shall apply to the Director, well in advance.

A. Such application shall be submitted within at least 6 weeks of the commencement of the semester or from the date he/she has attended the

classes, whichever is later, stating fully the reason for such a withdrawal, together with supporting documents and endorsement of his/her parents/guardians through the Head of the Department.

B. The institute shall examine such an application and if it finds the case to be genuine, it may permit the student to temporarily withdraw from the program. Such permission is accorded only to those

1. Who have the possibility to complete the prescribed program requirements within the time limits specified by the Programme

2. Who do not have any outstanding dues /demand at the Institute / University level including tuition fees, any other fees, library materials etc.

C. Such students are expected to pay 100% fees of the year in which they are taking semester break. The candidate has to rejoin the semester after the break from the commencement of the respective semester as and when it is offered by paying applicable course re-registration and examination fees. If break is in odd semester fees is applicable for both semesters and if break in even semester fees is applicable for one semester.

D. The total period for completion of the Programme is considered from the commencement of the semester to which the candidate was first admitted and shall not exceed the maximum period prescribed for the respective Programme.

1. If any candidate is detained for any reason, the period of detention shall not be considered as "break of study".

2. It may be noted that the fees/charges once paid shall not be refunded.

3. Normally, a student will be entitled to avail of the temporary break facility only once for maximum period of one year during his/her studentship of the Programme. Hence, the student shall take the advice of the Director to use the above provision only in exceptional cases.

R11: Cancellation of Admission and Refund of Fees

For the cancellation of admission, a student has to apply to institute office in the prescribed form duly signed by him/her and counter signed by his/her parent/guardian.

   A. The student has to enclose the original fee receipt(s), original I-card of the institute and No- due certificate from the library, concern department, workshop, account section, student section, hostel etc.

   B. The refund of fees as applicable shall be made in due course

   C. The refund shall be made after deduction of the processing/cancellation charges as applicable at the time of cancellation of admission

Rules and Regulations: Examination

R12: Examination Scheme

It is based on a yearly bi-semester pattern for PG Programmes. The syllabi (course content) for the courses are recommended by the BoS (Board of Subjects) and approved by the AC (Academic Council). The details of structure and courses taught for PG Programmes are mentioned in the Academic Rules and Regulations.

R12.1 Assessment of Academic Performance- As per the guidelines of UGC report on "Evaluation Reforms in Higher Educational Institutions" (2019), the examination and evaluation is linked to Learning Outcomes and Institutional Goals. The Institute adopted following Examination and Evaluation strategies:

1. Summative (evaluation of student learning at the end of an instructional unit) and

2. Formative (informal and formal tests administered during the learning process)

The PG students are evaluated for his/her academic performance in a course through In Semester Examination (ISE), MSE (Mid Semester Examination), SEE (Semester End Examination) and/or OR, PR etc...

   ✓ A pattern of 40:60 has been used for Formative and Summative assessment strategies.

   ✓ For M.Tech Theory courses, out of total 100% weightage, 40% shall be based on Internal Semester Evaluation (ISE) and remaining 60% evaluation shall be based on Semester End Examination (SEE).

R12.2 Components of the Examination Scheme:

A. **ISE (Internal Semester Evaluation for M.Tech):** The weightage for ISE has been allotted as per the examination scheme. The details of ISE for theory and lab/project/seminar/internship courses are as below:

   i. **ISE for Theory Courses:** The internal continuous evaluation of the candidate shall be conducted by the course Incharge throughout the semester and must follow at least any two assessment tools prescribed by the AC. The course teacher must announce the detail methodology for conducting the various segments of ISE together with their weightages, at the beginning of the semester.

   ii. **ISE for Lab/Practice/Project Courses:** The internal continuous evaluation of the candidate shall be conducted by the course Incharge throughout the semester and support regular performance of practical and its assessment. It must be based on the understanding of the principles, skills to be developed, punctuality, regular submission and neatness of the journal for each practical/experiment carried out. It shall be assessed by course faculty and its record shall be maintained in the appropriate format. The course teacher must announce the details of Rubrics used for the evaluation of lab experiments/Project work, and the detailed methodology for conducting the various segments of ISE together with their weightages, at the beginning of the semester.

B. **SEE (Semester End Examination):** The weightage for SEE has been allotted as per the examination scheme and it is mandatory for all Theory courses. The SEE shall be conducted by the CoE at the end of the semester and based on 100% of syllabus. Marking criteria should be made known to the students.

C. **PR/OR/TW:** The mode of conduct of PR/OR/TW and details of the conduct and assessment shall be announced at the beginning of the academic year. The Head of department and concern course Incharge are responsible for smooth

conduction of PR/OR/TW and for maintaining the record of marks as per the format prescribed by the Dean Academics.

R13: Monitoring of Evaluation

Following table shows the details for monitoring of Evaluation:

Table R2 (A): Details of Monitoring of Evaluation

SN	Components of Examination	Responsible for Monitoring
1	ISE(Internal Semester Evaluation)	Course Incharge and HoD
2	SEE (Semester End Examination)	Controller of Examination/Dean Examination
3	TW/PR/OR	Course Incharge and HoD

R14: Method and Medium of Examination

A. Unless otherwise specifically provided for, examinations shall be conducted by one or more of the following methods: -

1. Written (Pen & Paper) for SEE.

2. Practical (Pen, Paper & Viva) for Internal and External Practical examination.

3. Oral (Based on experiments) for Internal and External Oral examination.

4. Computer assisted testing (Online), if needed.

5. For ISE, different pedagogy tools shall be used by the course in-charge AND/OR as per direction of Dean Academics.

B. Students must answer question papers, except in the case of languages other than English, in English, unless otherwise stated. Specific instructions may apply.

R15: Postponement of examinations under emergency circumstances

Normally the scheduled examinations dates shall not be postponed. If the date of an examination is to be changed due to unavoidable reasons, the decision will be taken

by the subcommittee chaired by the Director. The subcommittee shall be constituted by the Director which contains the CoE, two members from Academic Council and two members from HoDs.

R16: Rules of Passing

To pass the course, students must achieve a minimum of 40% of the overall maximum marks and at least 40% of the maximum marks allotted to that particular course SEE (Semester End Examination). Students who obtain a score of more than 40% but lower than 40% of the maximum marks assigned for the SEE of a course will be considered a failure and receive an "F" grade.

R16.1 Passing Criteria for Theory courses-

A. To pass the Theory Subject head the student has to earn minimum of 40 percent marks in Semester End Examination and 40 percent total marks (ISE and SEE).

B. To pass the Theory Subject head (No ISE) the student has to earn minimum of 40 percent marks in Semester End Examination (SEE).

R16.2 Passing Criteria for Laboratory courses-
To pass a lab course, the student should obtain a minimum of 40% marks in each lab evaluation head of TW, OR and PR. The student must complete the submission criteria of the lab course.

R16.3: Passing Criteria for Major Project/Seminar/Internship etc.-
For Summer Projects/ Seminar/ Internship etc. evaluation is based on work done, quality of report, performance in viva-voce, presentation etc. and must obtain a minimum of 40% marks in each evaluation head.

R16.4: Passing Criteria for Online Courses-
The credits for the online courses can be earned by students through **approved MOOCs** (NPTEL, SWAYAM, Coursera, Others etc.) as recommended by AC and concern BoS in the curriculum structure. The assessment and evaluation of approved MOOCs shall be done as per the following guidelines:

A. The final evaluation for the credit-based approved MOOCs offered on NPTEL/SWAYAM platform shall be based on Internal Assessment (ISE) and SEE only.

B. Any FOUR assignments concerning the MOOC course in which the student secures maximum marks shall be considered for the award of ISE marks.

C. The SEE conducted by the Institute is **MANDATORY** for all students.

D. Mode of conducting SEE shall be through Pen and Paper Mode only. However, online mode may be preferred in inevitable circumstances based only on the recommendation of AC.

E. Even if aspiring students obtain the Certificate grade for an approved MOOC course, they still have to appear for the Institute Examination (SEE). For such students, the certificate grade will not be used for Credit Transfer.

F. In the case of a failed SEE of the MOOC course, a re-examination shall be conducted at the institute as per the schedule

G. No ISE for the approved MOOC courses.

The complete evaluation scheme of a MOOC course shall be announced at the time of course offering.

R17: Academic Progression and A.T.K.T Rules (Promotion to Next Academic Year)

R17.1: Progression Rules- The registration of PG students to succeeding years should be as follows:

A. Student who has passed all courses of Semester-I (Odd) and Semester-II (Even) of First Year Examinations (as per the rules of the Passing Standards) shall be promoted to Second Year of the program.

B. Student who fails to pass in one or more courses in Semester –I (Odd) Examination shall be allowed to keep terms and shall be permitted to attend lectures and appear for the SEE of Semester-II (Even). This means that the student shall be allowed to keep terms for both the Semesters during the First Year of the program, irrespective of failures in any number of courses during First Semester.

R17.2: A.T.K.T Rule-

A. A student shall be allowed to register for the courses of the next years Odd semester, if he/she has earned all the credits of the previous year and has earn at least 50% credits of the current year.

B. If 50% calculation turns out to be a mixed number (integer + fraction) then only integer part shall be considered for deciding the eligibility for ATKT.

C. For admission to 3rd semester (i.e. 2nd year of Programme), a student should have earned at least 50% credits of the First Year.

D. A student can register for the third semester, if he/she earns minimum 50% credits of the total of first and second semesters of first year.

E. A candidate will be awarded an M.Tech degree if he/she earns the total credits (combined credits for two years) as specified in the curriculum structure and has secured minimum 5.5 SGPA in each semester.

F. For the requirement of minimum SGPA of 5.5, the candidate can reappear for the Semester End Examination (SEE) of the theory courses for which he/she has secured passing grade.

G. A candidate shall become eligible to register for Project Work Stage II only after he/she secures passing grade in Project Work Stage I.

R18: Grading system

Absolute grading system, on a 10-point scale is followed in the evaluation of candidate performance in a course.

R18.1: Marks/Letter Grade/Grade Point-

A grade is assigned to each head based on marks obtained by a student in examination of the course (M.Tech: ISE & SEE).

Table R18 (A): Details of Letter Grade/Grade Point for UG Programs

Letter Grade	Grade Point	Percentage of Marks obtained	Remarks
O	10	90-100	Outstanding
A⁺	9	80-89	Excellent
A	8	70-79	Very Good
B+	7	60-69	Good
B	6	50-59	Average
C	5	40-49	Pass
F	4	Below 40	Fail
X	0	-	Detained, Repeat the course
AB	-	-	Absent
I	-	-	Incomplete
AC	-	-	Audit course completed
ACN	-	-	Audit course not completed

✓ The pass letter grades (O to C) awarded to a student in all the courses shall be converted into a SGPA and CGPA, to be calculated as given in Clause 23.1 & 23.2.

R18.2: Letter Grade Details- A student shall be declared to have passed a course on obtaining a letter grade in the range O to C. Students shall earn the credits for a course only on obtaining passing grade in that course.

A. Letter grade "F" shall be awarded to a student, in a course, on scoring less than 40% of total marks of the course. A student who has failed in the course shall pass the concerned course by appearing for the Re-Examination. In this case a student has to suffer a letter grade penalty.

B. Transitional letter grade "X" in a regular course shall be given to a student if he/she falls in any of the following categories. The student is then detained for the semester/academic year (if detained for even/odd semester of the academic year):

i. Students shall be given "X" grades for courses with less than 75% attendance.

ii. If a student fails to complete the submission based on course requirement such as Lab report/Journal/Assignment/Project/Seminar etc...

iii. If a student is found guilty of any academic malpractice during the semester (such cases shall be dealt by Malpractice Investigation Committee-MIC). In this case, after confirming the level of seriousness of the case, based on the MIC report, the institute shall give appropriate punishment.

iv. In the above cases, the concerned department shall declare a Letter grade "X" one week before the SEE and intimate it to the Director, Dean Academics, and Examination cell. Such a student shall not be permitted to take the SEE for that semester and shall re-register for the relevant semester in the successive academic year.

v. When a student gets Letter grade "X" in a course, SGPA calculation of the said student shall be carried out after confirmation of grades.

C. Letter grade "I" shall be awarded to a student having satisfactory attendance for a course but has remained absent for examination (ISE or SEE or PR/OR or all) for valid and convincing reasons acceptable to the "I Grade Committee" of the Institute.

For Example:

i. Serious illness or accident which has disabled him/her from attending ISE/SEE or all.

ii. A calamity in the family, at the time of examination, which required the candidate to be away from the Institute.

iii. Such a student shall be eligible for Re-Examination of SEE (100% Syllabus) only on medical grounds/valid reasons, on submission of authentic medical certificate or other supporting document/s (as required by the Institute) to the Examination Section. The application form with requisite amount of fees must be submitted to the Examination Section before the last date of filling such application forms for Re-Examination.

iv. Any other exigencies which the grading committee deems, requires consideration, like a student representing the Institute / State / University / Nation in University / State /National /International level events/competitions. In this case, the student is required to take prior permission from the Head of the Institution. The student is also required to submit proof of having attended the event/competition immediately within two working days after completion of event/competition, failing which transitional grade will not be considered.

D. Letter grade "AB" shall be awarded to a student having satisfactory attendance for a course but has remained absent for examination (ISE or SEE or OR/PR or all) without taking the prior permission from the concern HoD. Such students may appear for Re-examination, if permitted by concern HoD and Director. The HoD must send the permission letter of such candidate to CoE through Director in the prescribed time.

E. A student with **letter grade "I" will not suffer Grade Penalty.** However, the application for the same must be submitted at least before open house, failing which the candidate will get Letter grade "F".

F. A candidate would be considered to have completed a course successfully and earned the credits if he/she secures a grade other than "I","X", "F"," or AB".

R19: Re-Examination

A. The re-examination facility ensures that the students have one more opportunity to clear a course in the same academic year. However, the **grading in Re-examination shall be one Grade less (except the "I" Grade)** as per the R19.3 clause.

B. Re-examination for the Theory Course (SEE) and laboratory Course shall be conducted for students who have obtained "I," "F," or "AB" letter Grades only.

C. The students caught in malpractice during regular examinations will not be eligible for re-examination.

D. There is No Re-examination for ISE (M.Tech).

E. Re-examination for Theory Course (SEE) / Laboratory Course shall be held at the end of the Semester after the declaration of the result of SEE and before the start of the next Semester of the same or upcoming academic year.

F. The COE office shall display the detailed timetable for the Re-examination of SEE (Semester End Examination).

G. Submission of the Re-examination Form along with the prescribed fee before the designated date is a pre-condition for appearing for the Re-examination. Students will not be allowed to appear for the re-examination if they fail to submit the form within the time frame stipulated by the institute.

H. If a student cannot pass the Theory Examination of regular SEE and Re-examination SEE, then they can appear for Backlog Examination at the end of every Even semester of the academic year only. Student has to submit the Backlog examination form along with the prescribed fees before the designated date.

I. If a student cannot pass the Theory Examination of regular SEE, Re-examination SEE and Backlog examination, they can appear only for Backlog examination in the respective Semester in the subsequent Academic Year. Such failed students shall not be allowed to appear in the next academic year's regular Odd and Even Semester examination (SEE).

J. The standard for conducting the re-examination and backlog examination shall be the same as the normal SEE for the main Semester.

K. After Re-examination/Backlog examination, the course Instructor shall communicate the marks obtained in SEE, actual grades secured, and grades (one Grade less) to be declared as a final result after Re-examination/backlog examination of each student to the Controller of Examinations (through HoD) within the notified date in the Academic Calendar.

R19.1: Re-Examination for "F" and "AB" letter grade- This examination shall be held for students failing in a course and shall be for the marks equal to the total marks of SEE only. The marks of ISE and /or PR/OR/TW shall be retained as it is, and marks obtained in Re-Examination shall be allotted for regular SEE.

R19.2: Re-Examination for "I" letter grade (No Grade Penalty) - This examination shall be held for students having satisfactory attendance for a course but has remained Absent for examination (SEE or PR/OR or all) for valid and convincing reasons acceptable to the Institute. The marks of ISE and /or PR/OR/TW shall be retained as it is, and marks obtained in Re-Examination shall be allotted for regular ISE+SEE.

R19.3: Award of Letter Grades/Grade Point for Re-Examination (For Failed Students, "F" and "AB" letter grade)-

Table R19 (A): Details of Re-Examination Letter Grade/Grade Point for UG Programs

Letter Grade	Grade Point	Percentage of Marks obtained	Remarks
A+	9	90-100	Excellent
A	8	80-89	Very Good
B+	7	70-79	Good
B	6	60-69	Average
C	5	40-59	Pass
F	4	Below 40	Fail

R20: Guidelines for Scribes for Disabled Candidates (permanent or temporary disability) during Examinations

A. The facility of Scribe/Reader/Lab Assistant may be allowed to any person who has a disability of 40% or more if so desired by the person shall be seated in separate rooms.

B. A student who may have a permanent or temporary physical disability may apply to Director and CoE through the HoD of concern Programme for appointing a scribe for the Examinations.

C. The student should submit an application for the purpose along-with a medical **certificate** from a Registered **Medical Practitioner** to that effect with a rubber stamp of the Registered Medical Practitioner on the certificate well in advance.

D. The scribe / writer should be arranged by the student himself / herself well in advance i.e. at least one week before the Examination and inform the Examination office of the Institute. The Institute shall make arrangements alternatively if possible.

E. The scribe should be one grade junior in academic qualification if the scribe is from the same stream.

F. Since the student shall be helped by a scribe, extra time of 10 minutes per hour shall be allowed to such students. For example the Examination of two hours, 20 minutes extra time shall be allowed.

G. The maximum number of candidates belonging to the above categories is allowable in a separate room under supervision and shall not exceed two.

H. The Examination in Charge of the center shall have powers to resolve issues, if any, in this regard. She / he shall be authorized to make / accept any last minute changes of scribe under exigencies.

R21: Guidelines against Unfair Means/Malpractices during Examinations

A. No student shall use unfair means or indulge in disorderly conduct at ISE/SEE examinations. In the case of unfair means/malpractices observed by Invigilator/Squad/Course Instructor, the respective Answer Script shall be sealed along with the concerned material belongings in a green envelope with the undertaking signed by the student and overleaf signed by Invigilator/Squad/Course Instructor. Such sealed envelopes labeled in specific format shall be submitted to the Examination Cell. All submitted envelopes shall be filed and stored in lock and key for presenting it to the MIC (Malpractice Investigation Committee) for Examination.

B. MIC shall conduct a meeting and call every accused student to listen. After listening to all the arguments and deliberations, decisions of the committee shall be noted and communicated to all concerned officials who may be involved in the implementation of such decisions to act upon.

C. The unfair means/malpractices shall include the following:

    I. During examination time having in possession or access to

        i. Any paper, book, note or any other unauthorized material relevant to the syllabus of the examination paper concerned, unless it is allowed for Open Book Examination.

        ii. Mobile Phones or any electronic gadget other than a calculator, even in switch off mode, which shall potentially be used for communication or copying.

        iii. Anything was written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.

        iv. Anything was written or signs made on the body of the student or his/her clothes/garments, handkerchief, etc. which may have relevance to the syllabus of the concerned course.

        v. Anything was written on the question paper which may have relevance to the syllabus of the examination the concerned course.

    II. Giving or receiving assistance in answering the question papers to or from any other student /person in the examination hall or outside during the examination hours.

    III. Talking to another student or any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator.

    IV. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.

    V. Impersonating any student or getting impersonated by any person for taking the examination.

D. A student found using unfair means/malpractices or involved in disorderly conduct or disturbing other students, at or in connection with an examination shall be referred to the MIC. The committee after consideration of the case shall decide punishment as one or more of the following:

    i. Cancellation of the examination of the course in respect of which he is found to have been guilty; AND/OR

    ii. Cancellation of examination of the semester examination for which the student participated and/or debarring from the examination for the future semester(s).

    iii. Any other punishment deemed suitable by the MIC.

E. The following norms for punishment shall be followed:

    i. If a student is found having in his possession any material relevant to the syllabus of the concerned course of examination but was not copied from or used it, the punishment shall be the cancellation of the examination of that particular course and the student shall be awarded grade "F" in that course. However, if the material found in possession of the student is insignificant, nature the punishment may be relaxed to the extent that the student shall be given a chance to appear in the Re-examination. In such a case, the student will be awarded one grade less than he/she actually obtained, limited to "C" grade.

    ii. If a student is found during examination/evaluation to have copied from or used the material caught, the punishment shall be the cancellation of the examination of that particular course and grade "F" shall be awarded.

    iii. If the behavior of a student on being caught is unsatisfactory/non-cooperative or the student uses resistance/violence against the Invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offense as deemed fit by the MIC.

    iv. If a student is found talking to another student or to any unauthorized person inside or outside the examination hall during the examination

hours without the permission of the Invigilator, the punishment shall be the discontinuation from the examination of that particular course and the grade shall be awarded in that course based on the attempted contents.

v.   If a student is found reading or possessing some incriminating material relevant to the syllabus of the course in the corridor, urinal etc., the punishment shall be the cancellation of the examination of that particular course and grade "F" shall be awarded in that course.

vi.   If a student is found giving or receiving assistance in answering the question paper to or from any other student/person in the examination hall or outside during the examination hours, the punishment shall be the cancellation of the examination of that particular course and grade "F" shall be awarded in that course.

vii.   If a student is found in damaging/tampering/scratching the answer script or any part of it during examination or while showing answer script to the student after evaluation, the punishment shall be the cancellation of the examination of that particular course and he/she shall be awarded Grade "F" in that course with all the consequences to follow.

viii.   If a student impersonates any other student in connection with the examination or during the examination, the punishment shall be the cancellation of the examination of both the students of the present semester and both shall be awarded grade "F" in all the courses of that semester and a year down of both the students.

ix.   If a student takes allotted or additional answer script outside the examination hall or replace the allotted answer script with another answer script during examination or replace the evaluated answer script with another answer script while showing answer script to the student after the answer script evaluation, the punishment shall be the cancellation of the present semester examination and the student shall be awarded grade "F" in all the courses of that semester.

x.   If a student changes contents of the evaluated answer scripts or adds contents in the evaluated answer script or changes marks assessment inside and or outside of answer script or forges signature of the Course Instructor/Invigilator while showing answer script to the student after evaluation, the punishment shall be the cancellation of the present semester examination and the student shall be awarded grade "F" in all the courses of that semester.

xi.   For combination(s) of unfair means/malpractices from serial No. I to VII or repetition of any unfair means/malpractices from serial No. I to VII by a student more than once, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade "F" in all the courses of that semester and a year down of the student.

xii.   For combination(s) of unfair means/malpractices from serial No. viii to x or repetition of any unfair means/malpractices from serial No. viii to x by a student more than once, the punishment shall be the cancellation of the admission of the student from the said Programme.

xiii. If a student is found active/inactive part of any social media means used for unfair means/malpractices in the examination, the punishment shall be fine of Rs. 5,000/- for inactive students and for an active student, one step shall be downgraded in terms of the grade earned to a minimum of "C" grade for maximum three high scoring courses.

xiv.   If a student's mobile phone or programmable calculator or any other electronic gadgets of a student is confiscated during the examination, the punishment shall be a fine of Rs. 2,000/- and the confiscated item shall be returned only after the last day of scheduled semester examination.

R22: Verification and Revaluation of evaluated answer scripts

The examination system of the college has a separate mechanism to redress/ resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned students.

R22.1: Open House and Verification of answer scripts- The suitable decision about the conduction of Open House (Showing of Evaluated/Assessed Answer scripts to Students) will be taken at appropriate time (before the declaration of Result) based on the situations as per the directives received from the Director, SNJB's CoE (May be within SIX working Days after the last day of Theory Examination).

- A. An Open House will be conducted after the evaluation/assessment of regular SEE only, if the examination is conducted in a subjective mode in the campus.
- B. A student having any query(s), regarding evaluation/assessment of regular SEE, and present for Open House may submit the same in the prescribed format.
- C. If a student notices any discrepancy in the assessment of his/her answer book and model answers, the student may bring the same to the notice to the concerned course teacher/instructor.
- D. If the discrepancy is valid and marks are changed then the concerned course instructor will do the changes as per the process set by the Examination Cell and will inform the CoE.

R22.2: Revaluation of answer scripts- A provision of addressing grievances by a student in evaluation of his/her answer book for course(s) in regular SEE is made in terms of Revaluation.

- A. If a student is not satisfied with the marks awarded to him/her in the regular SEE in any course, he/she may apply for Revaluation of his/her answer book(s) within working three days from date of result declaration by remitting the prescribed fees and submitting an Undertaking.
- B. No application(s) shall be entertained for any reason, whatsoever after the prescribed number of days.

C. After following the process of re-evaluation under the Grievance Redressal, effect shall be given to the change in the original marks, if any on revaluation, as under:

1. The benefit of revaluation shall be given to a student if the marks obtained after evaluation exceed the original marks by 10% or more of the maximum marks of the Theory paper(s). In such cases, the revaluation marks will be considered. **Students will be reimbursed 50% of the prescribed revaluation fees for such cases.**

2. If the revaluation marks are less than 10% of the maximum marks of the Theory paper(s), then Original marks are retained as it is.

3. If the revaluation marks are less than the original marks (Negative change), then Original marks are retained as it is.

4. The fractions shall be ignored / rounded off as the case may be for the purpose of computing the 10% difference in marks.

D. The revised marks obtained by a candidate after re-evaluation, as accepted by the Institute shall be taken into account for the purpose of amendment of his / her results and the result shall be communicated to the Student/s.

R23: Semester Grade Report

A. Semester Grade Report reflects the performance of a student in that semester (SGPA), and Cumulative performance from the first semester of his/her study (CGPA).

B. The semester grade card, issued at the end of each semester to the candidate, shall contain the following:

1. The courses, with assigned credits, registered for that semester.

2. Any credit course/s undertaken by the student in a semester.

3. Letter grade obtained in each course

4. Total number of Credits earned by the student

5. SGPA and CGPA

6. Result of the academic year

C. Semester grade card not indicate class or division or rank. However, a conversion from grade point index to percentage based on CGPA shall be indicated on the final grade card of the program.

D. Grade Cards shall be used to prepare Transcripts of the students.

E. If a student secures "F" grade in any course, his / her SGPA and CGPA shall not be declared till he / she earns the Credit of that course.

The following procedure recommended by the UGC has been used for the computation of SGPA and CGPA.

R23.1: SGPA (Semester Grade Point Average)- It is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all courses undergone by a student.

$$SGPA = \frac{\left[\Sigma\left(C_i \times G_i\right)\right]}{\left(\Sigma C_i\right)}$$

Where C_i is the number of credits of the ith course and G_i is the grade point scored by the student in the ith course.

For Example: suppose in a given semester a student has registered for five courses having credits C_1, C_2, C_3, C_4, C_5 and his / her grade points in those courses are G_1, G_2, G_3, G_4, and G_5 respectively.

Then students

$$SGPA = \frac{C_1 \times G_1 + C_2 \times G_2 + C_3 \times G_3 + C_4 \times G_4 + C_5 \times G_5}{C_1 + C_2 + C_3 + C_4 + C_5}1$$

R23.2: CGPA (Cumulative Grade Point Average) **-** It is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a Programme.

$$CGPA = \frac{\left[\Sigma\left(C_i \times S_i\right)\right]}{\left(\Sigma C_i\right)}$$

Where S_i is the SGPA of the ith semester and C_i is the total number of credits in that semester.

For Example: suppose for eight semesters of a Programme, a student has SGPA S1, S2, S3, S4, S5,S6,S7,S8 and his / her total credits in those semesters are C1, C2, C3, C4,C5,C6,C7 and C8 respectively.

Then students

$$CGPA = \frac{C_1 \times S_1 + C_2 \times S_2 + C_3 \times S_3 + C_4 \times S_4 + C_5 \times S_5 + C_6 \times S_6 + C_7 \times S_7 + C_8 \times S_8}{C_1 + C_2 + C_3 + C_4 + C_5 + C_6 + C_7 + C_8}$$

A. The SGPA and CGPA shall be rounded off to TWO decimal points and reported in the transcripts.

B. ln case of a student passing a failed course or in case of improvement, the earlier grade would be replaced by the new grade in calculation of the SGPA and CGPA.

R23.3: CGPA and Class of Degree- Results will be declared based on the student's performance in the semester examinations, and Semester Grade Sheets will be issued. The class will be awarded to a student based on the calculated CGPA. The award of the class shall be as per Table 23.

Table 23: CGPA and Class awarded

SN	CGPA	Class of the degree awarded
1	7.75 or More than 7.75	First class with distinction
2	6.75 or more but less than 7.75	First class
3	6.25 or more but less than 6.75	Higher second class
4	5.50 or more but less than 6.25	Second class
5	5.00 or more but less than 5.50	Pass class

R23.4: Indication of Attempt on Grade Card- The various SYMBOLS (like !,^,~,%, *, +, #, $, & etc.) will be displayed on the Grade Card to indicate the attempts, Ordinances and Improvement in CGPA. Single Grade Cards will be provided for the regular and re- examinations. However a single Grade Card for a semester may be provided after all the subjects of that semester are passed in more than one attempt. But it will be marked as already said. The student will have to separately apply to the Controller of Examinations for the single semester Grade Card with copies of all the intermediate semester Grade Card along with a fee decided by the Finance Committee.

R23.5: Correction in the Grade Card- The grade card shall be issued Semester wise at the end of each Examination to each student.

A. Students are required to check the Grade Card for name corrections and any other discrepancy.

B. For any corrections in the Grade Card, a request by the student should be submitted, in the prescribed Format along with the prescribed fee, to the Dean Examination/CoE, through HoD within ONE MONTH from the issue of the Grade Card. If the request is made after the specified duration, an additional PENAL FEE will be levied by the Institute.

C. Such a request must be supported by Original Grade Card and supporting documents.

R23.6: Issue of Duplicate Grade Card- If the Grade Card is lost or mutilated, for issue of duplicate Grade Card, student has to submit the following documents to the Examination Office:

1. An affidavit of Rs. 100/- stamp paper, giving details such as PRN, Month and Year of Passing course/Branch and how original Grade Card were lost.

2. Acknowledgement of COMPLAINT made with POLICE.

3. The prescribed fees.

R24: Results Withheld and their Declaration

A. If there is discrepancy in the subjects mentioned in the Examination Form and actual examination given by the candidate, the results of such examinee will be withheld and will be declared after due confirmation of the term that he/she had kept with approval of the Chairman, committee & Controller of Examination.

B. The results of those candidates held in reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the Examination Malpractice Enquiry Committee.

C. The result of the candidate writing the wrong subject in the examination form and actually appearing for the different subject shall be withheld. The result of

such a candidate will be declared after confirming from the Chairman regarding the subject and payment of a prescribed fine.

D. The results reserved for dues payable to college shall be declared on confirmation of payment of the said dues.

R25: Eligibility for Award of Degree

R25.1: Master's Degree (M.Tech) in Engineering and Technology-

A student shall be eligible for the award of **"M.Tech Degree"** from the institute and Savitribai Phule Pune University if the student has:

1. Obtained eligibility certificate from the affiliated university
2. Registered & passed all the prescribed courses & earned minimum credit requirement for the said degree.
3. Obtained CGPA≥5.50
4. Paid all the Institute dues and satisfied all the requirements prescribed
5. No case of indiscipline pending against him/her

R26: Meritorious Students List

The top 5% of students of the respective batch, who have successfully completed the program, will be awarded a **"Merit Certificate".** The certificate will be awarded on the basis of the following criteria:

1. The CGPA after successful completion of the program in which the student is enrolled
2. A student having passed each semester at the first attempt
3. No disciplinary action should have been taken against such a student during the entire period of the program
4. For the award of Merit Certificate to meritorious students, in case of a tie, student who has earned SWAYAM/NPTEL MOOC Certification shall be preferred.

R27: Performance (CGPA) Improvement Scheme

A. A candidate who has passed the M.Tech degree examination from the institute and wishes to improve his/her grade points and whose CGPA is less than the prescribed percentage for first class shall be permitted to reappear for the examinations for improving the grade and in turn CGPA.

B. A candidate will be allowed to reappear for the examination, for improvement of grade, within a period of THREE years from the date of passing the Bachelors examination after paying applicable fees.

C. A candidate will be allowed to reappear for a maximum of FOUR theory courses except first year courses.

D. A maximum of TWO attempts shall be allowed for grade improvement within the stipulated period of THREE years.

E. There will be no provision for improvements of grades in Practical/Formative assessments like ISE/Seminar and Project work.

F. No additional classes or counseling will be organized for these candidates. Examination of these candidates will be conducted along with those of regular candidates.

G. A student seeking permission to register for CGPA improvement shall submit a written application to the Dean Academics and Dean Examination/CoE through the Head of the Department from where the candidate has graduated. No student shall be admitted once the semester registration process of that semester ends.

H. At the time of registration, the student shall be required to surrender all the original Semester Grade Reports given to him/her by the institute. He/she shall give an affidavit on Rs.100 judicial stamp that he/she shall not do any use of surrendered Semester Grade Reports till he/she gets official results of the courses for which he/she wishes to appear for grade improvement. No change of courses or drop of courses shall be permitted after the course registration.

I. A student who wishes to appear for grade improvement shall be exempted from attending the regular classes since the student has already undergone the course instructions. But he/she shall have to appear for the evaluation of

regular SEE conducted for the registered courses. In the case the student misses any of the examinations, no Re-examination shall be permitted. Absentee for regular SEE shall automatically lead to the award of grade "F" in that course.

J. The grading process as used for the regular students appearing for that course shall be applicable and no concession of any sort shall be granted on account of absentee for any of the examinations.

K. A candidate wishing to use the facility of grade improvement shall be required to pass in all the FOUR courses in a single attempt. He/she shall not be entitled to the Re-examination in such cases.

L. If the candidate fails to secure higher grades resulting in a reduction in overall CGPA then the original result of the student before registering for grade improvement shall be retained.

M. A candidate who succeeds in improving CGPA shall be issued a fresh Semester Grade Report by the institute. These Semester Grade Reports shall have character "%" against the courses for which the student has appeared for grade improvement and will state *"Grade Improvement"*. The date on the new Semester Grade Reports shall be that as issued for other students appearing in those courses. Name of the student shall be communicated to the University and the candidate shall be required to apply for a degree certificate from the University thereafter.

N. A candidate appearing for improvement in grades shall not be entitled to get the benefit of any prize/scholarship/award.

R28: Conversion Formula for Grades to Percentage of Marks

A. The Institute shall permit to use a formula for the conversion of CGPA to the percentage of marks as

Percentage of Marks = **CGPA x 8.9**

However, the conversion formula shall be printed on the backside of the Semester Grade Report.

B. The Institute shall not declare the percentage of marks based on acquired CGPA. The recruiter or the agencies requesting declaration on such conversion may refer to the affiliating university guidelines in this regard.

R29: Interpretation of Regulations

In case of any dispute, difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Director shall be final and binding.

R30: Emergent Cases

Notwithstanding anything contained in the above regulations, the Chairman of the AC may, in emergent situations take action on behalf of the AC as he deems appropriate and report it to the next meeting of the AC for its approval.

R31: Power to Modify

Notwithstanding all that has been stated above, the AC and BoE has the right to modify any of the above regulations from time to time.

R32: Revision of Regulations, Curriculum and Syllabi

The Institution may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and scheme of examinations through the Academic Council.

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