

College of Engineering, Pune

**(An Autonomous Institute of Govt. of Maharashtra, Permanently Affiliated to
S.P. Pune University)**

ACADEMIC RULES and REGULATIONS

For

PG PROGRAMS

(FOR AWARD of M.TECH.DEGREE)

[Latest Revised in June 2016; Applicable w.e.f A.Y. 2016-17]

1. Preamble:

1.1 College of Engineering, Pune, (COEP), an Autonomous Institute of Government of Maharashtra, permanently affiliated to Savitribal Phule Pune University (SPPU), offers 24 Masters Programs/Post Graduate Specializations spread across its all Engineering departments, towards the Award of degree as Master of Technology (M.Tech.) in Engineering by the SPPU, upon recommendation by the Senate and Board of Governors of COE, to all those students who have successfully completed the stipulated Postgraduate Masters Program.

1.2 The Postgraduate Masters Program with the governing Rules and Regulations are formulated & approved by the Senate and BOG of the institute. The Senate can modify or change the course structure, the governing rules and regulations from time to time and shall recommend them to BOG for its approval. These rules and regulations will be applicable to any candidate seeking admission for M. Tech/P.G. programme in the institute.

1.3 A candidate becomes eligible for the recommendation to the SPPU for the award of the M. Tech. degree after fulfilling all the academic requirements prescribed by the Senate of the Institute.

1.4 Director-COEP would appoint a Professor from the Institute to work as a Chairman of the PG admission committee on his/her behalf. Chairman-PG Admissions would be responsible for the entire admission process, as announced by the Competent Authority of PG Admissions Cell, at Directorate of Technical Education, Maharashtra state including scrutiny of applications and conduct of entrance test, interviews of the candidates etc. He/she would be assisted by the respective departmental heads and departmental admission committee appointed by the Director.

2. CATEGORIES OF M. TECH. STUDENTS:

The Institute admits M. Tech students under the following categories:

I) REGULAR (FULL-TIME)

These are students who work full time for their M. Tech. degree and receive assistantship from the Institute or any other recognized funding agency.

II) SPONSORED (FULL-TIME) STUDENTS

A candidate in the category is sponsored by a recognized R&D organization, national institute, governmental organization or industry for doing M.Tech in the Institute on a full time basis. He/she should have at least two years of working experience in the respective field. He/She will not receive any financial support from the Institute. Sponsorship letter (Form I) should be attached with the application. During the course of programme if a regular student secures a job and wishes to join the same, then he/she will be treated as a sponsored candidate and he/she will have to get the sponsorship letter from him employer. He/she would be charged institutional fees as for sponsored candidates.

III) PROJECT STAFF

This category refers to candidates who are working on sponsored projects in the Institute and admitted to the M. Tech. program. The duration of the project at the time of admission should be at least 2 years. This category of students may be registered on a full-time or a part-time basis.

IV) INSTITUTE FACULTY

This category refers to the candidates who are the staff of College of Engineering, Pune, who can attend classes at the Institute while employed. These candidates should be able to attend regular classes as per the schedule of the Institute. The applicant must be a regular employee of the institute with at least two years of experience with the institute at the time of admission

and be engaged in professional work in the discipline in which admission is sought. No financial assistance will be provided by the Institute to such students. A No Objection Certificate from the Head of the Department must be enclosed at the time of applying. This candidate would pay regular fees of the institute under full/part time student category and no concession in institute fees can be allowed.

V) FOREIGN STUDENTS

This category refers to all the Foreign Nationals, who are eligible for Admission to the M.Tech program and who have a certification from the Pune University Foreign Students Cell about their admissions to M.Tech. These students will submit a certificate from the Pune University certifying their Equivalence of Courses at undergraduate levels. These students will have to appear for the institute entrance examination and also a English language test, conducted by the institute. If these students fail in the English language test their applications will be rejected even though they pass in the institute admission test. No financial assistance of any sort will be available for these students. Before admission, these students will have to get a clearance about their background check by the Department of Home, Government of India. A candidate in this category will be admitted **on a full time basis** subject to compliance of various norms laid down by the competent authority from time to time.

3. MINIMUM QUALIFICATIONS:

Students for admission to the M. Tech. Program in Engineering Departments must satisfy one of the following criteria:

- (i) Bachelor's degree in Engineering/Technology or equivalent in an appropriate area, with a minimum of First Class/60% marks or CGPA of 6.5 on a scale of 10 or equivalent (CGPA of 6.00 or equivalent in case of SC / ST).
- (ii) Valid GATE score for Regular (full-time) students.

Departments may specify additional requirements over and above these minimum requirements. All the Non-GATE candidates will have to undergo an entrance test conducted by department in which he/she is applying. Passing in this test will be mandatory for admission.

For the Foreign Students the criteria as in para 2(V) above will be applicable. For these students Institute Admission Test as well as English Test will be mandatory.

4. ADMISSION PROCEDURE

4.1 Admission to the M. Tech. Program of the Institute will normally be in the months of June/July every year. For admission an advertisement will be issued in the month of April/May in National level English news paper, State level Marathi News papers as well as on the Institute website.

4.2 Admission to all the category of students is granted on the basis of GATE scores and / or an interview / admission test held usually during the month of June or July every year. It will be mandatory for every candidate to appear for the Entrance Test and Interview. No absentia of any sort would be allowed.

4.3 The applicants who have completed or are likely to complete all the examinations including the thesis oral examination, viva etc. of the qualifying degree by the date of admission to the program may be considered for admission; however, if admitted, they must produce the evidence of their having passed the qualifying degree examination with the specified minimum marks/CPI (as specified in clause 3) within 8 weeks of the beginning of the semester, failing

which their admission is liable to be cancelled. In case of any dispute or discrepancy decision of the Director COEP and Ex-officio Chairman of the Senate will be final and shall be binding on the candidate.

4.4 Candidates seeking admission for the M.Tech course other than the area in which candidate has completed his/her bachelor's degree will be eligible to apply provided they have a valid GATE score

in the area in which they wish to pursue their M.Tech. These candidate will not be eligible for the scholarships from the external funding agencies. These students will have to under go Institute Entrance Test/Interview conducted by the concerned department.

5. FINANCIAL SUPPORT:

Students admitted to the M. Tech. Programs will be considered for assistantships, fellowships etc. subject to the following norms:

5.1 A student must have a valid GATE score at the time of admission.

5.2 Students receiving assistantship from the Institute or from any other funding agencies will be required to perform academic duties assigned to them by the departments as per rules in force from time to time.

5.3 The continuation of the assistantship/fellowship will be subject to satisfactory performance of the duties assigned by the department and satisfactory progress in the postgraduate program. Financial assistance of the candidates failing to secure minimum grades in the semester examination would be stopped without any prior notice.

5.4 Financial assistance will normally be for a maximum period of two years. In no case, it will be extended beyond 2 years.

5.5 No financial assistance from the Institute will be available to foreign students. Project staff will get funding from project as per rules but will not get any additional assistance from the Institute.

5.6 Only those students who are currently registered in the postgraduate program shall be entitled to scholarships. The students on leave longer than that specified under the leave rules, and those who are not registered are not entitled to scholarship.

6. LEAVE RULES:

6.1 An M Tech student is eligible for maximum 30 days of leave in a calendar year.

6.1.1 The leave of 30 days includes medical and all other leaves, in an academic year. If any Saturday, Sunday or Holiday falls during the leave, they will be counted towards the leave except for such holidays prefixed or suffixed with the leave. **The accumulated leave can be availed during vacation only.**

6.1.2 Out of the 30 days of leave per annum, an M. Tech. Student will be permitted to avail maximum 15 days of leave on completion of each semester. However, any leave not availed at the end of any semester can be carried over to the next semester and the cumulative can be availed together, subject to a maximum of 30 days at a time.

6.1.3 During the semester period, (i.e. July – November and January – May), a student will be allowed only a maximum of 5 days of leave .

6.2 Absence without obtaining prior sanction of leave will be considered as an act of indiscipline and shall entail reduction of scholarship on a prorata basis, besides any other action that may be decided by the Institute.

6.3 Any absence over and above the prescribed limit of admissible leave shall entail deduction from the scholarship, besides other actions as may be decided by the Institute.

6.4 If a student remains absent or discontinues from the course for a period of more than 3 months his/her admission to the course will be automatically cancelled.

6.5 If a student is unable to complete his/her M.Tech within a period of two years, he/she must apply for permission for the extension of time by six months immediately after completion of two years, with recommendations of the concerned guide and head of the department to Dean Academics. Dean academics will seek the approval of the Director COEP and the Chairman, Senate for granting such extensions on case to case basis. Maximum two extensions of six months duration would be permissible for M.Tech student from any category of students as stipulated in Section(2) above. This extension period will not exceed the total period of three years from the date of admission of the candidate in the institute. Candidate will have to pay institute fees prevailing during this extension period.

6.6 If a student fails to complete his/her M.Tech within a period of four years from the date of admission for the course he/she will automatically cease to be a student of the institute and his/her admission would be automatically cancelled.

7. REGULATIONS:

7.1 Rules and regulations

All the rules and regulations pertaining to academics, academic calendar, semesters, discipline etc. will be same as that of B.Tech. regulations.

7.2 Admission

Candidates whose selection is approved by the Chairman, Senate will be admitted to the M. Tech. program of the Institute after payment of the prescribed fees prevailing at the time of admission. BOG reserves the right to modify the Institute fees time to time.

7.3 Academic requirements

7.3.1 Semester load and course units

A semester load would be as per the Syllabus structure in force and as recommended/modified by the Senate from time to time. The minimum credit requirements for the successful completion of M.Tech. would be as specified in the syllabus structure prevailing at the time of admission for the course. The current minimum credits for the completion of M. Tech is 80 credits as specified in the syllabus structure. Any changes subsequently made by the Senate in the minimum credit requirements or syllabus structure will be applicable to only the new/fresh students and not applicable to the old candidates.

7.3.2 The residence requirements for students registered in M Tech. is four semesters. They will be required to complete a minimum credits of load as specified in the course structure in force. Every M Tech student must complete prescribed courses as specified in the syllabi structure. SGPA and CGPA will be calculated on the basis of all the courses taken by the student. No regular student/sponsored student/Research Staff/Institute Faculty/ Foreign student registered for the M Tech program shall continue in the program for more than 3 years after the first registration. The course and research requirements in individual departments/program may be over and above the minimum stated here. The departments/program shall obtain prior approval of the Senate of such requirements and will also inform the students in their postgraduate program at the time of their admission.

7.3.3 Grades and points:

(a) The performance of the students in their course work will be evaluated in terms of letter grades: AA, AB, BB, BC, CC, CD, DD & F. These grades are equivalent to the following points/ratings on a 10 point scale representing the quality of performance.

AA = 10, AB = 9, BB = 8, BC = 7, CC = 6, CD = 5, DD = 4, FF = 0.

(b) If a student has done a part of the course work, but has for a genuine reason not been able to do the remaining part, the instructor may send the grade 'I' (incomplete). In this case the student must contact the Instructor soon after the examination and if the Instructor is convinced that the reasons for missing a part of the course/examinations are genuine he may let the student make up for the portion missed. The 'I' Grade can be converted into a regular grade by the Instructor within

two weeks of the last date of the End Semester Examination. Otherwise, this will automatically be converted into 'F' Grade.

7.3.4. Academic performance requirements:

(a) The SGPA (Semester Grade Point Average) or CGPA (Cumulative Grade Point Average) of a student in any particular semester is calculated as follows:

(i) The points equivalent to the grade awarded in each course for which the student has registered is multiplied by its unit rating.

(ii) These products are added and sum is divided by the total number of units. The ratio is the SGPA or CGPA depending on whether the number of units refer to those in that particular semester or to those in the total period of student's postgraduate program.

(b) **The minimum CGPA requirement for continuing in the M. Tech. program is 5.0.** However, M Tech student securing a CGPA between 4.5 and 5.0 may be allowed to continue in the following semester on the recommendation of the DPPC (Departmental Postgraduate Program Committee) and with approval of the Senate.

Students who secure a CGPA below 5.0 in two consecutive semesters will not be allowed to continue in the postgraduate program. Students must obtain a minimum CGPA of 5.0 in order to graduate. In the first semester in which the student registers the minimum CGPA (SGPA) requirement can be relaxed to 4.5.

7.3.5 Thesis/Project:

(a) Project duration shall be one year or two semesters. Thesis supervisor(s) for a student will be appointed from amongst the faculty members of the College of Engineering, Pune. Departments will evolve modalities for appointing of supervisors keeping in view the students' aspirations and faculty interest. The DPPC will co-ordinate this activity and will formally communicate the appointment of thesis supervisor(s) of a student to the COE. No change/addition of Supervisor(s) is allowed after the thesis has been submitted to the academic section. In case there has been a change/addition in the Supervisor(s) the thesis will be submitted not earlier than three months from the date of communication of such change/addition to the academic section.

No student once registered for thesis/project units will be allowed to continue the program without a Thesis Supervisor having been appointed by the DPPC. No student will have more

than two supervisors. No change in thesis supervisor(s) will be allowed without the consent of the Chairman, DPPC. In exceptional cases, with prior approval of the Chairman, Senate on the recommendation of the DPPC and COE a student may be allowed to have a co-supervisor from outside the institute.

(b) Project evaluation:

Project evaluation shall be done in two phases in both the semesters. First phase of evaluation shall be in the middle of the semester and second phase of the examination shall be after the end-semester theory examination of the semester.

There will be separate grades awarded for the project course in two semesters. The credits in the first semester shall be relatively less and evaluation shall be based on the literature survey, problem definition, problem formulation, fabrication or software development and preliminary results.

A brief report is required to be submitted at the end of semester. The evaluation and grading will depend on the candidate's performance in the two phases of evaluation in the semester.

The second semester of the project shall carry relatively more weightage and the evaluation shall involve external examiners. The details are provided in the following sub-section.

(c) Thesis/Project Oral Examination Committee :

The thesis/project will be examined by an oral examination committee consisting of the supervisor(s) or in his/her absence the program co-ordinator with prior consent of the supervisor and at least two but not more than four other faculty members of the institute proposed by the thesis supervisor(s)/program co-ordinator in consultation with Head of the Department, recommended by the convener, DPPC and approved by the Dean Academics and COE. The thesis supervisor/program co-ordinator will act as the convener of the committee and one of the members of the committee will be an External Examiner as a part of the panel of examiners.

(d) The Convenor, DPPC will submit to the academic section for approval of the Chairman, DPPC the names of the thesis/project examiners on the prescribed form, at least two weeks before the submission of the thesis. Unbound typed copies of thesis/project one for each examiner prepared according to the prescribed format available in the academic section will be submitted at least one week before the probable date of the oral examination. The oral examination will be held within two months from the date of submission of the thesis/project. If however the student does not make available for the examination, his/her program will be deemed to have been terminated. Request for revival of the program by such a student should be addressed to the Chairman, Senate.

The Department will record the date of submission of the thesis/project and arrange to send the thesis to the examiners. The supervisor/program co-ordinator will inform the examiners of the date of the oral examination and send a copy to the academic section. The thesis/project will be evaluated and the Oral Examination conducted by the Committee on the scheduled date. The report will be communicated by the Convener, DPPC to the academic section for record and necessary action.

The grade to be awarded to a student shall be evolved by the committee by consensus. The report of the oral examination committee including the grade shall be submitted to the Convenor, DPPC by the committee.

(e) Acceptance/Rejection of the Thesis/Project

A thesis/project will be considered to have been accepted if all members of the committee recommend its acceptance. Otherwise thesis/project will be considered to have been rejected. If a thesis/project is rejected along with a recommendation by the Committee for resubmission after incorporating and modification/correction suggested by the Committee, oral examination for the re-submitted thesis/project will be conducted by the same Committee unless otherwise approved by the Chairman Senate. If the resubmitted thesis/project is rejected, the matter will be reported to the Senate for appropriate action. Acceptance of thesis/project will be reported by the COE to the Senate for approval.

7.3.6. Provision for the Change of Guide:

Project Guide may submit his request for change of guide to the HoD of the concerned department stating the reasons for the change request. HOD of the concerned department will forward the Application with his/her recommendations and name of the new proposed guide to the Dean Academics for the permission. Dean Academics in consultation with the Director, COEP and Chairman of the Senate may approve such applications.

Procedure for submission of M. Tech. Project Thesis and Oral Examination:

1. The supervisor(s) shall be satisfied that the work has been completed. The supervisor(s) shall forward a list of examiners (comprising of at least two but not more than four faculty members from the department, in addition to the supervisor(s) and one member from outside the department or an external expert) through the Departmental PG Coordinator, to HOD.
2. The HOD will then forward the list of examiners to the Dean of Academics for the approval at least 15 days before submission of the thesis.
3. Following the approval, unbound copies of the thesis (one each for every examiner) shall be submitted to the Department (PG Coordinator) at least one week before probable date of the examination.
4. The PG Coordinator, will fix the date of oral examination, make an announcement (through notices and e-mail) and forward unbound copies of thesis to the examiners. The date of oral examination shall be communicated to the COE.
5. The oral examination of a M. Tech. Project shall be held as per announced schedule and it shall be an open one.
6. The Supervisor / PG Coordinator (if Supervisor is not available at the time of oral examination) shall be the convener of the oral examination committee. The committee shall evaluate the project of the candidate on the basis of presentation of the report, originality of the contents therein, demonstration of equipment model/ hardware/ software developed, the oral presentation and oral examination. In case the committee recommends a major revision and recommends a re-examination of the project, Grade "I" shall be awarded and the student shall be required to continue the project and resubmit the thesis within a period of two months. In case the committee rejects the thesis, Grade "F" shall be awarded and the student shall be required to re-register for the project in the next semester.

7. On successful completion of Oral Examination, each student shall submit bound copies of the thesis making corrections, if any, suggested by the examiners (one each to the supervisor(s), Academic Section and the department). The academic section will forward the copy of the thesis/report to the Central library after verification.

8. The candidate should also submit a soft copy of the thesis in pdf format to the PG Coordinator who shall compile all the M. Tech project reports of the academic year of the department on a CD and same shall be placed in the dept library and institute website server.

FORM-I

Format of Certificate by the Employer/Management for Sponsored Candidates

This is to certify that Shri./Smt. _____
is working in this Institute as _____ since _____ and
he/she is permitted to study for **M.Tech program** at College of Engineering, Pune. If
he/she is admitted to the said program, he/she will be permitted to attend the College
as a full time student during the working hours of the College till completion of his/her
program. We understand that he/she will fulfill institute norms for the attendance.
This is further to certify that he/she has been appointed on regular basis and his/her
appointment is not temporary.



FORM II – APPLICATION FOR THE EXTENSION OF TIME

Reference No.

Date:

To

The Dean Academics,
College of Engineering , Pune

Sub : Grant of six months extension in order to complete M. Tech. Program

Dear Sir,

I of Mr./ Mswho is M.Tech student inDepartment and pursuing my M. Tech inspecialization. I have joined the M.Tech. course in the academic year I am unable to complete my M.Tech. in the prescribed period of two years. I am aware that maximum duration of my M.Tech. course is four years and my admission for the M.Tech will get cancelled after a period of four years from the date of admission and no extension of time is permissible after three years.

I may be permitted Six months extension for completing M. Tech. Program at your Institute as a full -time student.

Date:

Signature of the Student

Recommendation of the Project Guide



FORM III – Undertaking By the Full Time M.Tech (Non-Sponsored Student)

Reference No.

Date:

To

The Dean Academics,
College of Engineering , Pune

Sub : Undertaking by the M.Tech Students who is a Non-Sponsored Full Time Student

Dear Sir,

I of Mr./ Ms is M.Tech student inDepartment and pursuing my M. Tech inspecialization. I have joined the M.Tech course in the academic year

..... .

I here by solemnly affirm that I am not in any sort of full time/Part Time or Visiting employment of any sort in any organization while joining my M.Tech as fulltime student. I do here by undertake that I will not engage myself in any sort of employment either fulltime/part time or visiting during my studentship as fulltime M.Tech student of College of Engineering, Pune, unless otherwise I am offered such privilege by COEP under a sponsored project.

I do understand that if I am found to indulge in such employment any time during my tenure as a Full Time M.Tech student of College of Engineering, Pune , my admission to M.Tech course will be immediately cancelled by the institute in addition to financial penalty and other disciplinary action initiated by Dean Academics, on behalf of the institute.

Date:

Signature of the Student

Recommendation of the HOD