

College of Engineering Pune
(An Autonomous Institute of Govt. of Maharashtra,
Permanently Affiliated to Savitribai Phule Pune University)

ACADEMIC RULES and REGULATIONS

for

PG PROGRAMMES

(FOR the AWARD of M.TECH, M.PLANNING and MBA DEGREES)

[Applicable with effect from Academic Year 2019-20]

1. Short Title and Commencement

- (a) These Regulations shall be called the “College of Engineering Pune (COEP) Regulations for the Award of M.Tech/M.Planning/MBA Degree”;
- (b) They have been evolved, drafted and implemented after deliberations in and approvals from the Academic Council and the Board of Governors 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 latest revised version shall be applicable for students enrolling for all the M.Tech/M.Planning/MBA Degree Programmes at the Institute from the Academic Year 2019-20.

2. Definitions

- (a) “Academic Council” means Academic Council of the Institute;
- (b) “Academic Year” means year beginning from 1st July to 30th June the following year;
- (c) “AICTE” means All India Council for Technical Education;
- (d) “Authority” means the Government or University or Board or Director, as applicable;
- (e) “Board” means Board of Governors/Board of Management of the Institute;
- (f) “BoS” means Board of Studies of a specific Department of the Institute;
- (g) “CIE” means Continuous In-semester Evaluation;
- (h) “Course” means in individual teaching subject typically lasts in a semester;
- (i) “Director” means Director of the Institute;
- (j) “Deputy Director” means Deputy Director of the Institute;
- (k) “Dean” means Dean of the Institute, with the specific functions also indicated along with the title;
- (l) “DPPC means Departmental Postgraduate Programme Committee, a sub-committee of BoS to plan and implement policies for PG programmes;
- (m) “ESE” means End Semester Examination;
- (n) “Government” means Government of Maharashtra;
- (o) “HoD” means Head of the Department of a specific Department of the Institute;
- (p) “Institute” means College of Engineering Pune (COEP);
- (q) “M.Tech” means Mater of Technology, a Post Graduate Degree awarded by the University;
- (r) “M.Planning” means Master of Planning, a Post Graduate Degree awarded by the University;

- (s) MBA means Master of Business Administration, a Post Graduate Degree awarded by the University;
- (t) “PG”, means Post Graduate Degree programme;
- (u) “Prescribed” means prescribed by these or any other Regulations of the Institute from time to time;
- (v) “Programme” means a combination of courses and/or requirements to be completed that lead to a degree or certificate. Example, M.Tech in Information Security, M.Tech in Construction Management etc.;
- (w) “Regulations” means College of Engineering Pune Regulations for the Award of M.Tech/M.Planning/MBA Degree;
- (x) “University” means Savitribai Phule Pune University (SPPU)
- (y) “UGC” means University Grants Commission;

3. Preamble

The Regulations prescribed herein have been made by COEP, an autonomous institution of Government of Maharashtra, permanently affiliated to the Savitribai Phule Pune University (SPPU), to facilitate the smooth and orderly conduct of its academic programmes and activities at the M.Tech/M.Planning/MBA level. It is expected that the Regulations will enable the students to take advantage of the various academic opportunities at the Institute and prepare themselves to face the challenges in their professional careers ahead. It may be noted that:

- (a) The provisions made herein shall apply to all the M.Tech/M.Planning/MBA Programmes offered at the Institute, at present;
- (b) They shall also apply to all the new PG Programmes which may be started at the Institute in the future;
- (c) Academic and non-academic requirements prescribed by the Academic Council have to be fulfilled by the students for eligibility towards the Award of M.Tech/M.Planning/MBA degree.
- (d) The other Post Graduate Diploma (viz. Additive Manufacturing (PGDAM), Enterprise Resource Planning (PGDERP), Electric Mobility (PGDEM), Rail and Metro Technology (PGDRMT) etc.) programmes offered by COEP will follow their respective programme wise academic rules and regulations.

4. Admissions

- (a) The intake capacity of each programme, including the number of seats to be reserved

for the students of different categories shall be decided and resolved by the Academic Council, approved by the Board and informed to the University, by following the Government directives and AICTE approvals. The same channel shall be followed for the inception of new PG Programmes in the Institute.

(b) The Institute shall admit PG students under the following categories:

I. Regular Students

- These students shall spend full time at the institute and may receive financial assistantship from the Institute or any other recognized funding agency as applicable subject to fulfilment of prescribed criteria from time to time.

II. Sponsored Students

- A student in this category is sponsored by a recognized R&D organization, national institute, Government/semi-Government organization, educational institute approved by the competent authority or industry for doing any of the official PG programme in the Institute on a full-time basis.

(c) Admissions to the first year of all the PG programmes shall be made before the start of each Academic Year, following the norms prescribed by the Government of Maharashtra from time to time through a Centralized Admission Process conducted by the Government of Maharashtra or based on any other relevant Entrance Examination or eligibility criteria as decided and published by the Government for that year.

(d) The Institute reserves the right to revoke the admission made to a student if it is found at any time after admission that he/she does not fulfil all the requirements stipulated in the offer of admission to a PG programme as laid down by the Authority.

(e) The Institute also reserves the right to cancel the admission of any student and discontinue his/her studies at any stage of studentship for unsatisfactory academic performance and/or undisciplined conduct. Also, in the case the student wants to cancel his/her admission due to any personal reasons, at any juncture, he/she shall need to apply through a proper channel (Faculty Advisor/Department Level Respective Programme Coordinator → Respective HoD → Dean Student Affairs → Dean Academics → Students' Section → Director), with the application endorsed by his/her parents. The Faculty Advisor may take help from a trained Institute Counsellor if needed. The admission shall be cancelled after obtaining 'NO-DUES' from ALL relevant sections of the Institute, as per the norms.

5. Academic Calendar

- (a) Each Academic Year shall be divided into two main semesters, each of 19 weeks, viz., odd semester (July – November) and even semester (January – May) and 8 weeks Summer Term (Supplementary Semester, May– June).
- (b) The Institute shall arrange regular academic activities for the students during the two main semesters and students can undergo Summer Internship Programme (SIP) during the Summer Term, while those with backlogs can summer intern at the Institute.
- (c) The academic activities in a semester shall normally include course registration, teaching-learning process comprising of course work, Continuous In-semester Evaluation (CIE), dropping/withdrawal from courses, End Semester Examination (ESE) and declaration of results.
- (d) The Institute shall announce the schedule for all the academic activities well before the commencement of the Academic Year and take all the necessary steps to follow them scrupulously.
- (e) The Institute shall also announce adequate intra-semester and inter-semester breaks for the students and ensure that a minimum of 180 academic working days is available during the Academic Year.
- (f) A typical breakdown of the Academic Year for the M.Tech/M.Planning/MBA programme at the Institute shall be as suggested in Table 1:

Table 1: Suggested Breakdown of Academic Year into Semesters

Topic	Description
1. No. of Semesters/Year	Three; Two being Main Semesters (Odd and Even) and one being Summer Term (Supplementary Semester);
2. Semester Durations:	Main Semesters: Approx. 19 Weeks each; Summer Term (Supplementary Semester): Approx. 8 Weeks;
3. Academic Activities and Examinations (Weeks):	Main Semester (Odd or Even): Registration of Courses- 2 days; Course work- 15 Weeks; Examinations- 3.5 weeks; Declaration of Results- 3 days; Total: 19 weeks; Re-Examination: (for failed courses in odd and even Main semesters. For the First Year even semester, Re-examination is overlapping with Summer Term)

	<p>Registration of Courses- 1 day; Re-Examination Preparation-6 days; Re-Examinations- 5 days; Declaration of Results- 2 days; Total: 2 weeks;</p> <p>Summer Term (For Industry Internship):</p> <p>Industry Internship – 8 weeks;</p> <p>Inter-Semester Break:</p> <p>After odd Main Semester- 3 weeks; After even Main Semester – 9 weeks;</p> <p>Total: 12 weeks for regular students and 6 weeks for students appearing for Re-examinations</p>
4. Extra-Curricular Activities (Days)	<p>Institute Level Flagship Events and other events; each one spread over weekend and holidays.</p> <p>Technical Festival -National level - “Mind Spark” (3 days);</p> <p>Impression -National level - "Cultural Fest" (3 days);</p> <p>Annual Sports Event -National level -“Zest” (3 days);</p> <p>Pune Startup Fest (2 days);</p> <p>Annual Regatta (1 day) on a Sunday and</p> <p>Annual Social Gathering (3 days)</p>

6. In-campus Residence

- (a) Interested PG students may apply for the hostel accommodation at the time of admissions, as the Institute is partially residential and it can admit a limited number of boys and girls students in the hostels.
- (b) The method of admission for PG students’ hostels, rent payable per each seat allotted and the discipline to be followed by the residents shall be governed by “Rules and Regulations” framed by the Institute in this regard from time to time.
- (c) Each PG student selected for hostel admission shall be provided with a seat in one of the hostel rooms identified for this purpose on sharing basis and there shall be no family accommodation available in the hostel for married students.
- (d) Students residing in the hostels shall adhere to the prescribed hostel discipline and pay the hostel/mess charges regularly, as any failure to do so, may lead to a withdrawal of hostel facilities of such students.
- (e) Hostel residents shall apply for a leave of absence and get the same approved before leaving the hostel even for a few days, as any failure to do so may lead to cancellation of hostel admission of such students.

- (f) Students residing in the hostels shall be required to clear all the dues of the hostel and vacate their rooms at the end of each Academic Year, as they shall be considered for afresh hostel admission of the new Academic Year.

7. Code of Conduct and Discipline

- (a) All students shall be required to conduct themselves in a manner befitting the students of a national institution of high reputation, within and outside the precincts of the Institute.
- (b) Unsocial activities like ragging in any form shall not be tolerated within or outside the precincts of the Institute and the students found indulging in them shall be dealt with severely and dismissed from the Institute as per the rules set by the Authority.
- (c) The following additional acts of omission and/or commission by the students within or outside the precincts of the Institute shall constitute a gross violation of code of conduct punishable as indiscipline:
 - I. Lack of courtesy and decorum, as well as indecent behaviour;
 - II. Wilful damage of the property of the Institute/Hostel or of fellow students;
 - III. Possession/consumption/distribution of alcoholic drinks and banned drugs;
 - IV. Mutilation or unauthorized possession of library material, like. books;
 - V. Noisy and unseemly behaviour, disturbing the peace in the Institute/Hostel;
 - VI. Hacking in computer systems, either hardware or software or both;
 - VII. Any other act considered by the Institute as of gross indiscipline.
- (d) In each case above, the punishment shall be based on the gravity of the offence, covering from reprimand, levy of fine, expulsion from Hostel, debar from the examination, rustication for a period, to outright expulsion.
- (e) The reprimanding authority for an offence committed by students in the Hostels and in the Department or the classroom shall be respectively, the Rector of the Hostels and the Head of the concerned Department.
- (f) In all the cases of offences committed by students in jurisdictions outside the purview of Clause (e), the Dean Students Affairs shall be the Authority to reprimand them.
- (g) All major acts of indiscipline involving punishment other than mere reprimand shall be considered and decided by the Chairman, Students Disciplinary Committee appointed by the Academic Council.
- (h) All other cases of indiscipline of students, like the adoption of unfair means in the examinations shall be reported to the Dean Academic Affairs, for taking appropriate action and deciding on the punishment to be levied. Guidelines for unfair

means/malpractices during examinations are described in details in Section 14.

- (i) In all the cases of punishment levied on the students for any offence committed, the aggrieved party shall have the right to appeal to the Director, who shall constitute appropriate Committees to review the case.

8. Programme Duration

- (a) The duration of PG Programme for a student to complete the academic and other requirements at the Institute and qualify for the award of Degree by the University shall be normally of 4 semesters, i.e. 2 Academic Years.
- (b) Academically weaker students shall be encouraged to conduct their studies at a slower pace and complete their PG Degree requirements in more than 4 semesters. The maximum duration for the course completion shall be of 8 semesters, i.e. 4 Academic Years from the first date of registration in the Institute.
- (c) Clause (b) above shall apply to two types of students at the Institute:
 - I. Those who wish to complete the PG Degree requirements comfortably without encountering failure in any course;
 - II. Those who failed to complete the due credits of a particular semester and went on to accumulate the backlogs.
 - III. Those who wish to avail a temporary withdrawal from the Programme after receiving approval from the Authorities. The details about this clause are given in Section 17.
- (d) In all the cases above (c), a student shall have to complete the PG Degree Programme requirements of the prescribed credits within 8 semesters, ie. 4 Academic Years. Failure to complete the PG Degree Programme requirements by any student in this period shall lead to the cancellation of his/her admission to the Institute forthwith.
- (e) A student shall not be awarded a PG Degree Programme if the Cumulative Grade Point Average (CGPA) at the end of the programme is less than 5. For such students, the Performance (CGPA) Improvement Scheme is recommended wherein the student is eligible to take any three courses for improvement. The details about the Performance (CGPA) Improvement Scheme are given in Section 20.

9. Course Structure

- (a) Each course offered in the M.Tech/M.Planning/MBA curriculum at the Institute shall be listed by using a certain alphanumeric course code in which the first set being letters and the remaining being numerals, as follows:
 - i. The first set of letters to represent the Programme of a specific Department

- offering the course in abbreviated form, e.g., CM for Construction Management;
- ii. The next set of numerals follow to represent the year of the programme;
 - iii. The next set of numerals represent the Course Number allotted for the course by the Department, i.e., 01, 02, 03, up to 99;
 - iv. Thus, as an example, courses offered at the Department of Civil Engineering in the year 2019 shall be listed from CE-1901 up to CE-1999;
- (b) All the theory as well as laboratory courses in the M.Tech/M.Planning/MBA Curriculum will have 1-5 credits and a student shall acquire these credits after he/she completes its teaching-learning-evaluation process successfully.
- (c) The assignment of credits to course work shall follow the well-accepted practice at leading institutions, with one credit being defined to mean:
- Theory/Lecture course conducted for one hour per week in a semester;
 - Tutorial conducted for one hour per week in a semester;
 - Laboratory/Practical/Studio conducted for two/three hours per week in a semester;
 - Dissertation work conducted for two hours per week in a semester;
- (d) Each student of the M.Tech/M.Planning/MBA Degree shall be required to earn a total of prescribed credits respectively during his/her studentship at the Institute to qualify for the PG Degree award.
- (e) In addition, each student shall have to complete the requirements of Mandatory Learning Course (MLC) such as Research Methodology and Intellectual Property Rights and Effective Technical Communication. In the Semester Grade Report, all the students shall receive the grade as PP (for Passed) and NP (for Not Passed) in MLC course. While obtaining grade as PP is a mandatory requirement for the PG Degree award of a student, this shall not be taken into account for computing the final Semester Grade Point Average (SGPA) and thereby CGPA.
- (f) In addition to the credits requirement prescribed above for the award of PG Degree, each student shall earn an Activity Grade Certificate by participating into the Activity Event Grade Points Scheme, which lists two groups of activities: Group A-Co-curricular activities and Group B-Extra-curricular activities happening on campus or off campus. The details about this clause are given in Section 23.
- (g) Each student shall register for specifically prescribed credits per semester as per the respective PG Programme during his/her studentship at the Institute. The exact number of credits to be registered by a student in a semester in a particular Department shall be decided by his/her Faculty Advisor based on the student's academic performance in the preceding semesters.

- (h) The medium of instruction for course work and examinations at the Institute shall be English.
- (i) The course work for the Programme shall be broadly divided into ELEVEN main course groups, as follows:
- Program Specific Mathematics Course (PSMC);
 - Program Specific Bridge Course (PSBC);
 - Mandatory Learning Courses (MLC);
 - Self Learning Courses (SLC);
 - Liberal Learning Courses (LLC);
 - Skill Based Courses (SBC);
 - Interdisciplinary Open Courses (IOC);
 - Department Elective Courses (DEC);
 - Professional Core Courses (PCC);
 - Laboratory Courses (LC);
 - Massive Open Online Courses (MOOC);
- (j) The DPPC of the concerned department shall be responsible for designing and planning the curriculum and syllabi for all the courses included in the Programme for the approval by the Academic Council. However, the Dean Academics along with the respective Heads of the Departments shall be in charge of the Institute-wide implementation of course work, time tables and related requirements of the Programme.
- (k) The Dissertation work shall be spanning for one/two semesters based on the PG programme. A student shall opt for carrying out the Dissertation work at the Institute or at an Industry/Research Organization or at another institute of higher learning and repute (Academia).
- (l) Every student shall be assigned a Dissertation Supervisor at the beginning of the Dissertation Stage-I. No change in the Dissertation supervisor shall be allowed without the consent of the Chairman, DPPC of the concerned department.
- (m) The Dissertation Supervisor shall submit a request for change of Supervisor to the DPPC Chairman of the concerned department stating the reasons for the change request. DPPC Chairman shall forward the application with his/her recommendations and name of the new proposed supervisor to the Dean Academics for the permission. Dean Academics in consultation with the Director, COEP shall approve such applications.
- (n) Each Department shall mandatorily include industrial training and/or fieldwork (Internship) and/or Summer Internship Programme (SIP) of 4-8 weeks for all the students of the

department at the end of First Academic Year. However, these shall be arranged during the Summer Term period following the even semester of studies at the Institute.

- (o) The Summer Internship Programme (SIP) if applicable to a PG Programme, shall be spanning 4-8 weeks during Summer Term. A student shall opt for carrying out the SIP at an Industry/Research Organization or at another institute of higher learning and repute (Academia). The organization for SIP shall be selected/decided by the students on their own with prior approval from the faculty advisor/respective PG Programme Coordinator/Guide/Supervisor.
- (p) Every student shall be assigned a SIP Supervisor/Guide at the beginning of the SIP. No change in the SIP Guide/Supervisor shall be allowed without the consent of the Chairman, DPPC of the concerned department.

10. Course Registration for the Semester

- (a) At the beginning of the first semester of the PG Programme, every student shall be required to register his/her profile on the Institute MIS portal and every student shall be allocated with a unique Permanent Registration Number (PRN), which shall be used to identify a student at any time.
- (b) Each Department shall assign Faculty advisors, one for each academic programme for all of its students, taken together and a set of faculty mentors (one mentor for a group of 20 students, in a class), and update the Dean Academics, Dean Students Affairs, Examination Cell and Students section with the lists of faculty advisers and mentors. The responsibilities of the Faculty Advisors/mentors shall include helping the students in planning their course work and other academic activities at the Department and to regularly monitor and advise them on their academic and other performance at the Institute till they successfully roll out of the institute.
- (c) Each student shall be required to register for course works by following the advice of the Faculty Adviser at the commencement of each semester on the day fixed for semester credits registration as notified in the Academic Calendar.
- (d) Students who fail to register for course work on the notified date may be permitted by the Department for late registration till the last date of registration announced in the Academic Calendar after payment of an additional late registration fee fixed by the Institute.
- (e) Only those students shall be permitted to register for course work who have:
 - I. Cleared all dues of the Institute, Hostel and Library including fines (if any) of the previous semester,

- II. Made all the required advance payments towards the Institute and Hostel dues for the current semester before the closing registration date and
 - III. Not been debarred from registration of courses on any other specific ground.
- (f) Each student shall fulfil the following conditions at the time of registration of course work in any semester:
- I. Each student of the first year shall register for all the courses on a “Normal Learners Track” in the first two semesters, with the flexibility to drop one/two courses up to the minimum permissible limit of 18 credits in each case.
 - II. Students who have acquired less than 70% (after the decimal values in the calculated percentage rounded up to the next integer value) credits out of the total credits after completing the first year, shall be on the “Slow Learners Track” and need to register again and continue attending the lectures of pending courses in the following year itself. Such students shall not be allowed to register for the Second Year of the PG Programme unless they acquire more than 70% credits.
 - III. Students who acquired a minimum of 70% credits out of the total credits after completing the First Year, shall register for all courses of the Second Year and pending courses of the First Year. In case of overlapping lectures in the time table, students shall be permitted to register for equivalent MOOC course approved by the concerned head of the department and Dean Academics.
- (g) ESE shall be conducted once for a course in the main semester, but to give an opportunity to failed students, the Re-examination shall be conducted after every main semester on the dates announced in the Academic Calendar.
- (h) A student shall have the possibility to drop a course in the middle of a semester as per the Academic Calendar, without mention in the Semester Grade Report, with the concurrence of the Faculty Advisor and after intimating the concerned course instructor(s) and the Examination Cell. However, it shall not be possible for a student to register for an alternative course in place of the dropped course in that semester.

11. Attendance

- (a) Each student shall be required to attend at least 75 percent of all the conducted classes like lectures, tutorials, laboratories, studios and workshops for being permitted to attend the end semester examination. A student who has not attended minimum 75% of all the conducted classes shall be declared as detained for the course(s) and shall not be

permitted to attend the End Semester Examination.

- (b) Students shall also be required to take part in any other academic and co-extra-curricular activities and attend the camps, as and when arranged by the Institute during the Academic Year.
- (c) Students desirous of continuous leave of absence for less than two weeks during a semester shall apply for it in advance to the Head of the Department providing reasons and supporting documents, if any and get it approved.
- (d) Continuous absence due to illness or any other reason for a period less than two weeks in a semester, for which a student could not make a prior application, may be condoned by the Head of the Department after proper verification.
- (e) The Dean Academics shall be the Authority for sanctioning the leave of students outside clauses (b) and (c) above, after receiving their applications along with recommendations of the Heads of Departments.
- (f) In the case of the long absence of a student in a semester with prior approval or otherwise, the Dean Academics shall decide whether the student be asked to withdraw from the Programme for that particular semester.
- (g) In all the cases of leave of absence as per Clauses (b)-(d) above, the period of leave taken shall not be condoned for the purposes of fulfilling the attendance requirements stipulated in the Clause (a).
- (h) It shall be the responsibility of a student residing in the hostel to intimate the Warden of his/her hostel and also the concerned course instructors regarding his/her absence before proceeding on leave.
- (i) Not more than 15 days of leave shall be permitted to a PG student in a Academic Year.

12. Grading System

- (a) The Institute shall follow the award of letter grades and the corresponding grade points to the students based on their performance at the end of every semester, as given in Table 2.

Table 2: Letter Grades and Grade Points

Grade	Grade Points
AA	10
AB	9
BB	8
BC	7

CC	6
CD	5
DD	4
FF	0
PP (Only for MLC Courses)	0
AU (Audit Course)	0
NP (Only for MLC Courses)	Not Passed

- (b) In addition to the grades given in Table 2, the instructors shall use a transitional grade 'I' as described in Clause (h) here.
- (c) A student is considered to have completed a course successfully and earned the credits if the student secures a letter grade other than Grade 'I' or Grade FF in that course. Letter grade FF in any course implies failure in that course.
- (d) A *Semester Grade Point Average* (SGPA) shall be computed for all the students in a Department for each semester, as follows:

$$SGPA = \frac{(C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_n * G_n)}{(C_1 + C_2 + C_3 + \dots + C_n)}$$

where, n is the number of courses registered during the semester, C_j is the number of credits allotted to a particular course and G_j is the grade points corresponding to the grade awarded to the student for the course.

- (e) A *Cumulative Grade Point Average* (CGPA) shall be computed for all the students in a Department at the end of each semester by taking into consideration their performance in the present and the past semesters as follows:

$$CGPA = \frac{(C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_m * G_m)}{(C_1 + C_2 + C_3 + \dots + C_m)}$$

where, m is the number of courses registered up to that semester, C_j is the number of credits allotted to a particular course and G_j is the grade points corresponding to the grade awarded to the student for the course.

- (f) Whenever, a student repeats or substitutes a course in any semester, the lower of the two grades obtained by him/her in the course shall be ignored in the computation of CGPA from that semester onwards and the students shall be given the benefit of a higher grade.
- (g) Both the SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such for ease of presentation. Whenever the CGPAs are to be used for the purpose of determining the merit ranking in a group of students, only the rounded

off values shall be made use of.

- (h) The transitional grade 'I' shall be awarded in two cases:
 - I. If a student has satisfactory attendance in the classes, have satisfactory performance in all components of the Continuous In-semester Evaluations (minimum 30% in T1 and T2, put together), but absent in End Semester Examinations due to convincing genuine reasons (as explained in clause (r) in Section 13).
 - II. Not having sufficient progress to submit the Dissertation work (as explained in clause (w) in Section 13).
- (i) When a student gains the grade 'I' for any course during a semester, the SGPA for that semester and the CGPA at the end of that semester shall be tentatively calculated ignoring the 'I' graded course(s). The SGPA and CGPA for that semester shall be finally recalculated after conversion of grade 'I' to appropriate grade as obtained after passing the respective courses.
- (j) Other academic requirements for the Programme include the following two grades as viz., PP (Passed) and NP (Not Passed) for MLC courses. However, there shall be no grade points associated with these grades and they shall not figure in the calculation of SGPA or CGPA. But, obtaining a PP shall be a mandatory requirement to qualify for the PG Degree award.
- (k) It shall be open to each student to take additional courses for audit from the second semester onwards, with the concurrence of the Faculty Advisor. Students having CGPA ≥ 7.5 and acquiring all the stipulated previous credits shall be normally encouraged to take such courses. While the performance of the student in audited courses shall be included in the Semester Grade Report, they do not contribute to SGPA or CGPA of the concerned student.

13. Performance Assessment

- (a) There shall be an assessment evaluation of all the students attending a course, like a lecture course, Laboratory/Tutorial/Studio course. This evaluation shall be done in two parts, as follows, both of them being important in assessing the students' performance and achievement in the particular course:
 - I. **Continuous In-semester Evaluation (CIE):** normally conducted by the course Instructor all through the semester. This shall include mid-term tests: Test 1/Test 2, weekly/fortnightly class tests including surprise tests, homework assignments, flip class discussions, problem solving, group discussions, quiz,

seminar, mini-project and other means. The course Instructor shall declare the detailed examination/evaluation scheme for conducting the various segments of CIE and their weightages at the beginning of the semester.

- II. **End Semester Examination (ESE):** conducted by the course Instructor, preferably jointly with an external examiner; this shall include a written examination for theory courses and practical/oral examination with for laboratory courses.
 - (b) The Institute shall maintain a high standard in both CIE and ESE and ensure the declaration of final results of the courses attended by a student in a semester before the end of the semester as per the Academic Calendar.
 - (c) CIE and ESE shall have 40:60 weightage. Performance of a student in a course shall be judged by taking into account the results of CIE and ESE together.
 - (d) While the conduction of CIE for a course shall be the responsibility of the Course Instructor and the Department concerned, ESE shall be organized centrally by the Examination Cell of the Institute. The records of both CIE and ESE shall be maintained by the Examination Cell.
 - (e) Question Papers: For being able to conduct achievement testing of the students in an effective manner, good question paper shall be used as the principal tool, making it necessary for the question papers at CIE and ESE to:
 - i. Cover the sections of the course syllabus uniformly;
 - ii. Be unambiguous and free from any defects/errors;
 - iii. Emphasize knowledge testing, problem solving and quantitative methods;
 - iv. Contain adequate data/ other information on the problems assigned;
 - v. Have clear and complete instructions to the students.
 - vi. Be set taking into consideration Bloom's Taxonomy and align the questions to one or more Course outcomes (COs) as per the philosophy of Outcome based Education (OBE).
 - (f) There shall be two types of questions to be set by the course Instructor for the question paper at both CIE and ESE, viz.,
 - i. **Multiple Choice Questions**, having each question to be answered by tick marking the correct answer from the choices (commonly four) given against it. Such a question paper shall be useful in the testing of knowledge, skills, comprehension, application, analysis, synthesis, evaluation and understanding of the students. Usually, no more than 15 - 20% of the questions in a paper for CIE or ESE shall be of this type.

- ii. **Comprehension Questions**, having all questions of the regular type to be answered in detail. Such a question paper shall be useful in the testing of overall achievement and maturity of the students in a course, through long answer questions relating to theoretical/practical knowledge, derivations, problem solving and quantitative evaluation.
 - iii. The guidelines mentioned in 'i' and 'ii' are indicative of minimum standards of evaluation. However, the Instructors are encouraged to follow innovative schemes of evaluating the students for CIE, after its intimation to the students well in advance.
- (g) CIE shall be conducted exclusively by the course Instructor, who shall spell out the components of CIE in advance, maintain transparency in its operation and declare the evaluation results in time as notified in the Academic Calendar. The course Instructor shall also show the assessed answer scripts to the students before submission of the final marks to the Controller of Examinations. The course Instructor shall also solve the questions asked in the tests at the tutorial sessions for the benefit of weak students.
- (h) For a MOOC course, the performance assessment shall be conducted by either the Course Instructor or by the MOOC platform and an equivalent grading pattern shall be followed inline with the Institute norms.
- (i) Attendance for all examinations, both CIE and ESE of each course shall be compulsory for the students. Absence in any CIE tests shall be automatically led to awarding zero marks for the respective test. Absence in ESE [except in case of 12(h) (i)/(ii)] shall be automatically led to the award of grade FF in that course. (Also refer clause (s) in Section 13.)
- (j) Students having the following deficiencies shall not be permitted to attend the ESE/Re-Examination/Summer Term:
- I. Disciplinary action by the Institute pending against him/her;
 - II. Failure to meet the standards of attendance prescribed;
- (k) The question papers, particularly at ESE, shall be set covering the entire syllabus and the students shall be given an opportunity to answer questions from the full syllabus of the course by restricting their choice out of each unit in the syllabus. For this to be realized, the course syllabi shall be well drafted, be defect-free and properly unitized (or modularized) to enable the distribution of questions in the question papers to cover the whole syllabus. These aspects shall have to be taken into account, in particular, by the DPPC of the concerned department. The ESE question paper should not have

more than 20% choice.

- (l) ESE shall be preferably conducted jointly by the course Instructor and an external examiner appointed for this purpose by the Institute. In this case, considering the tight time schedule for the various tasks connected with ESE, the external examiner shall be associated with the course Instructor only in the setting of the question paper or conducting the oral examinations.
- (m) The answer scripts of ESE shall be evaluated by the Course Instructor /External Examiner as may be the case. The course Instructor shall also show the assessed answer scripts to the students before submission of the final marks to the Controller of Examinations.
- (n) A student must score a minimum of 30% in CIE (both T1 and T2 put together) and 30% in ESE to be eligible to get a letter grade other than FF. However, the passing standard/threshold for each of the courses shall be minimum 30 marks from the CIE and ESE scores taken together. For the relative grading, the minimum total final passing score of marks may vary from course to course, but in extreme cases, the minimum may be limited to 30 marks.
- (o) The concerned course Instructor shall also be responsible to award letter grades and to submit the final results of the course to the Controller of Examinations through the Head of the Department before the last date as notified in the Academic Calendar.
- (p) In the case of other requirements, such as seminar, comprehensive viva-voce and MLC, the assessment shall be made as determined by the Grade Awarding Authority of the Institute.
- (q) A student who is detained in a course shall be receiving FF grade with a * mark indicating that he/she was detained in the specific course.
- (r) The Transitional Grade 'I' shall be awarded by the course Instructor for a course(s), if a student has satisfactory attendance at the classes and performance in other CIE components of assessment (sum of marks obtained for Test 1 and Test 2 is greater than or equal to 30% put together), but absence in ESE in a semester for valid and convincing reasons acceptable to the Department.
- (s) Exemptions in case of a student being absent in CIE tests or end semester examinations shall be permitted by ensuring the gravity and genuineness of each case.
 - I. The genuine reasons to be absent in CIE tests or ESE shall include:
 - i. A student having ill health or other emergency medical reasons which disables him/her from appearing at the examination;
 - ii. A calamity in the family (Death of a parent or sibling, a serious illness

- involving a serious heart, brain or kidney disease, any kind of cancer, or a major operation of a parent) at the time of the examination, which required the student to be away from the Institute;
- iii. Representing Institute in University/ State/ National/ International competitions of repute;
- II. The following are not adequate reasons to be absent in CIE and ESE:
 - i. Family functions (social or religious), illness of family members, participation in student activities such as organizing functions or raising money, preparing for other examinations or searching for jobs, etc.
 - III. The student shall be required to intimate the reasons for absence to the Faculty Advisor on or before the day of CIE Test/ESE through a proper channel. Later, an application recommended by the Faculty Adviser and HoD has to be submitted to the Dean Academics within 7 days of the scheduled CIE test/ESE. Applications received after this period shall not be entertained. In the case of a student representing the institute at a national level competition, prior permission has also to be taken from Dean Student Affairs. In the case of medical reasons, a student shall be required to submit the relevant proofs (Prescription and medical certificate from the Registered Medical Practitioner, Medicine purchase bill etc.). In the case of Family calamity, the application must be duly signed by the parent. A committee comprising of Faculty Advisor, HoD and Dean Academics shall decide whether to permit for re-test/re-examination based on the gravity and genuineness of each case.
 - IV. A student shall be permitted for Re-test for either Test 1 or for Test 2, not for both. The Course instructor shall decide to give a Re-test or an assignment for the missed CIE within 10 days of the scheduled CIE tests.
 - V. A student who was absent in ESE and awarded 'I' Grade for such course(s) after receiving permission to attend Re-examination, the student shall be awarded the grade as gained in the Re-examination and the new SGPA is re-calculated based on the gained grade in the Re-examination.
- (t) In order to express course-wise learning experience of a student, the Institute announces the participation of each student in academic feedback twice during every semester. The two feedbacks are known by the 'Mid-Semester Student's Feedback' and the 'End Semester Student's Feedback' and their schedule shall be announced in the Academic Calendar.
- (u) The hall tickets for examinations practised at the institute assure the students which

examinations of which courses they shall be eligible to appear for. It is mandatory for a student to present the Hall ticket for Test 1 and Test 2 of CIE tests and the End Semester Examinations.

(v) The students shall be allotted the hall tickets only if they have given the Mid-Semester Student's Feedback before the Test 2 and End Semester Student's Feedback before the ESE.

(w) Evaluation of Dissertation work:

- I. The Dissertation work shall be conducted in one/two stages, spread over one/two consecutive semesters respectively; as the case be, based on the curriculum prescribed for the PG Programme.
- II. The Dissertation work shall be carried out under the supervision of a Dissertation Supervisor assigned by the department.
- III. In case if the Dissertation work shall be carried out at an external Industry/ Research Organization/Research Organization/Academia, there shall be an additional supervisor assigned by the external Industry/ Research Organization/Higher Academia.
 - If the Industry/ Research Organization/Higher Academia has any Intellectual Property Rights concern, a Memorandum of Understanding (MoU) shall be signed between the Institute and Industry/Research Organization/Academia stating various norms.
- IV. The evaluation of the Dissertation work shall be based on the work assigned by the Dissertation Supervisor(s), Dissertation Presentation Examination, Dissertation report and assessment by Dissertation Evaluation Committee. Dissertation Presentation Evaluations shall comprise of a Mid Semester Evaluation and End Semester Evaluation and both the evaluations shall be carried out at the department itself.
- V. At the end of the first stage, the student shall be required to submit a preliminary report of the work done as part of evaluation before a prescribed date to the Dissertation Supervisor(s) and present the same before an Internal Dissertation Evaluation Committee. This shall be followed by taking up the second stage of work in the following semester.
- VI. Before submission of the report at each stage, the plagiarism check of the report must have been carried out and should fall below 20% to become eligible to be considered for evaluation. While submitting for evaluation, the reports of each stage shall be accompanied with original report of the antiplagiarism software

approved by the Dean Academics or authorities, an undertaking from the student and a certificate from the Guide/Supervisor attesting to the originality of the work, vouching that there is no plagiarism and any other academic dishonesty and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other institution.

- VII. Before the submission of the final dissertation/thesis for adjudication, the student shall present at least one research paper in a national/international conference/seminar organized by a Research Organization/another institute of higher eminence (Academia)/COEP itself or shall submit at least one research paper in refereed journal and must receive communication from the publisher/editor. The student shall produce evidence for the same in the form of presentation certificates and/or /communications/reprints/ acceptance letter from the publisher/editor. Guidelines for research publications issued by the Institute, from time to time will be followed. This is applicable only for the dissertation works of at least one Academic Year long duration.
- VIII. The attendance is mandatory at the respective premises at Institute/Industry/ Research Organization/Higher Academia.
- IX. The Controller of Examinations shall receive a panel of names as identified as the External Dissertation Evaluation Committee for a student from the DPPC Chairman of the concerned department at least four weeks before the submission of the second stage of Dissertation work. In case if the Dissertation work is carried out at an Industry/ Research Organization/Higher Academia, one of the members of the External Dissertation Evaluation Committee shall be from the Industry/ Research Organization/Higher Academia, if an MoU exists.
- X. A student shall submit three unbound, typed copies of the Dissertation report (one for each examiner), prepared according to the prescribed format required by the Department at least two weeks before the date of Dissertation Presentation Examination. The last date of submission of the dissertation report in each academic year is 15th June unless otherwise specified.
- XI. The Department shall record the date of submission of the Dissertation report and arrange to send copies of the same to the External Dissertation Evaluation Committee within a few days before the date fixed for the Dissertation Presentation Examination. The department Dissertation coordinator shall notify the date of the Dissertation Presentation Examination to the External Dissertation Evaluation Committee and also to the student, with a copy marked

to the Controller of Examinations. Then the Dissertation report shall be evaluated by the Dissertation Evaluation Committee and the result shall be submitted to the Dissertation Coordinator, who in turn shall forward it to the Controller of Examinations.

- XII. On successful completion of the Dissertation Presentation Examination, the student shall be required to submit two bound copies of the final, corrected Dissertation report along with a soft copy (CD) attached to each report, one being for the Department and the other for the Dissertation Supervisor. In the case of Industry/ Research Organization/Higher Academia Scheme, the Dissertation report shall be endorsed by both the supervisors from the department as well as Industry/ Research Organization/Higher Academia. Also, the Dissertation report shall include a certificate endorsed by the Industry/Academia.
- XIII. The Dissertation Presentation Committee shall reject a Dissertation work if found unsatisfactory along with a recommendation by the Committee for resubmission after incorporating and modification/correction suggested by the Committee. The Re-examination for the re-submitted Dissertation shall be conducted by the same Committee unless otherwise approved by the Dean Academics. In case of rejection of the resubmitted Dissertation, the matter shall be reported to the Academic Council for appropriate action.
- XIV. A student desirous of extension of time, up to a maximum of 2 months (up to 31st August) from the prescribed date for submission of the Dissertation report, shall seek permission for the same from the Dissertation supervisor and Head of the Department. The DPPC committee shall consider such requests, case by case, before giving permission.
- XV. If the DPPC committee is convinced that the progress of a student in Dissertation work is insufficient, the concerned students shall be temporarily awarded the transitional grade 'I'. Further, if the Dissertation report of the student is not submitted within the extended time period, the grade 'I' shall be automatically converted to the grade FF. Such students who fail in the assessment of Dissertation work shall be required to re-register in the following semester.

14. Guidelines for Unfair Means / Malpractices During Examinations

- (a) No student shall use unfair means or indulge in disorderly conduct at CIE or ESE examinations. In 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 envelope labelled in specific format shall be submitted to Exam Cell. All submitted envelopes shall be filed and stored in lock and key for presenting it to the Disciplinary Committee for Examination.

- (b) Disciplinary Committee of Examination 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 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 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 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 Disciplinary Committee of Examination. 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 the examination of the semester examination for which the student was participated and/or debarring from the examination for the future semester(s).
- III. Any other punishment deemed suitable by the Disciplinary Committee of Examination.

(e) The following norms for punishment shall be followed:

- I. If a student is found having in his possession of any material relevant to the syllabus of the concerned course of the examination, but has 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 FF 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 DD 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 FF shall be awarded.
- III. If the behaviour 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 offence as deemed fit by the Disciplinary Committee for Examination.
- 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 verandah, urinal etc., the punishment shall be the cancellation of the examination of that particular course and grade FF 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 FF 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 FF 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 FF 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 / replace the allotted answer script with another answer script during examination / replace the evaluated answer script with another answer script 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 FF 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/changes marks assessment inside and or outside of answer script / 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 FF 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 FF 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 the active student, one step shall be downgraded in terms of the grade earned to a minimum of DD grade for maximum three high scoring courses.
- XIV. If mobile phone / programmable calculator / any other electronic gadgets of a student is confiscated during the examination, the punishment shall be fine of Rs. 2,000/- and the confiscated item shall be returned only after the last day of scheduled semester examination.

15. Method of Awarding Letter Grades

- (a) The course Instructor shall award the letter grades to the registered courses for all students based on the marks secured by them in both CIE and ESE together. This shall be done by following a relative grading system based on the use of statistics. The Head of the Department convene a DPPC committee meeting for preliminary scrutiny and moderation (if necessary) at the Department level and approve the grading.
- (b) The course Instructor shall submit two copies of the result sheets for each course, giving both the marks and the grades awarded to the Head of the Department, before the due date specified in the Academic Calendar. This shall be forwarded to the Controller of Examinations soon thereafter by the Head of the Department.
- (c) All the evaluated answer scripts of CIE in a course shall be returned to the students from time to time during the semester. However, the answer scripts of ESE shall only be shown to the students during the specified period after the evaluation. The Course Instructor shall submit the detailed results sheets together with ESE answer scripts and any other relevant courses connected with ESE to the Controller of Examinations who shall hold it for a period of at least one semester. Steps shall be taken to destroy the same only after obtaining permission from the Dean Academics at the end of the prescribed period.
- (d) A student shall be given an opportunity to appeal to the Director about a course Instructor for awarding lower grade in a course than the expected grade. The appeal shall be made with an application before the commencement of the next semester upon

payment of prescribed fees. In such a case, the concerned DPPC Chairman shall form a committee comprising of the course Instructor, another course expert of the same course from the Institute and the Head of the Department and arrange a meeting of the aggrieved student with the committee. The committee shall review the previous evaluation, show the answer script and the performance to the student. If the student is satisfied, the matter shall be closed at this stage. On the other hand, if a revision of marks allotted is called for, the same shall be carried out and all the records, including the Semester Grade Report, shall be corrected soon thereafter. In the latter case, the prescribed fee paid by the student shall be returned.

- (e) Withholding of Grades: The grades of a student in a semester shall be withheld and not declared if the student fails to pay the dues to the Institute or has disciplinary action pending against him/her.

16. Re-Examination

- (a) ESE of the main semester shall be conducted for a course once in a semester. But to give an opportunity to failed, but genuine students, the re-examination (ONLY for 60 marks equivalent to ESE) shall be conducted after every semester, for the theory courses only offered in that semester.
- (b) The Re-examination shall be held as per dates notified in the Academic Calendar.
- (c) Re-Examination facility shall also be extended to students who may have missed the ESE of one or more courses in a semester for valid reasons and was already awarded the grade 'I'.
- (d) Students intending to avail this facility shall have to register for the courses by paying the prescribed fees within the stipulated time as notified in the Academic Calendar. A student can appear for the re-examination of all the failed theory courses of that semester.
- (e) The students, who have dropped the course(s) or have been detained for any reason in the course(s), shall NOT be allowed to take the Re-examination of the respective course(s).
- (f) For taking Re-examinations of a regular course, the students need not have to attend the lectures in that course once again. For final grading, Test 1 and Test 2 scores of the respective semester shall be used.
- (g) For any Integrated Course (where theory and laboratory are combined into a single course), Re-Examination shall be conducted only for the ESE component of the theory

in the respective semester. Existing CIE components of the Examination scheme of theory and all the components of Laboratory shall be used for final grading.

- (h) In case of a failed MOOC course, where the examination is taken by the MOOC platform, the Re-examination shall be conducted at the Institute. However, the similar grading yardstick of course originally conducted in MOOC platform shall be considered for the grade award.
- (i) The standard of conducting the Re-examination shall be the same as the normal ESE of the main semester.
- (j) The grade range used for the course shall be the same as that of ESE of the main semester. After conduction and evaluation of Re-Examination, the course Instructor shall award the appropriate grade to the student for the concerned course.
- (k) Re-Examination facility ensures that the students have one more opportunity to clear a course in the same semester. But, the grading in Re-examination shall be one grade less compared to what the student would have obtained based on main ESE relative/absolute grading pattern, subject to a minimum grade of DD. For example, if a student secures AB grade in Re-examination of a particular course, the students' final result after Re-examination will be declared in BB grade in that course. However, if a student secures DD grade in Re-examination of a particular course, the students' final result after Re-examination will be declared and retained in DD grade in that course and not downgraded to FF. For those students with an "I" grade and who take re-examination, "One Grade Less" policy will not be applicable.
- (l) After Re-examination, the course Instructor shall communicate the marks obtained in ESE, actual grades secured and grades (one grade less) to be declared as a final result after Re-examination, of each student to the Controller of Examinations (through Head of the Department) within the notified date in the Academic Calendar.
- (m) Any outstanding Grade 'I' after the declaration of results of the Re-Examination shall be automatically converted into grade FF.
- (n) Thereafter, a student shall have to re-register in all the failed courses at any further semester when they are offered again. Should the structure of the curriculum change and in case of non-availability of the failed subject(s) for re-registration, the equivalent course(s) in the new structure will be decided by the respective BoS (DPPC).

17. Temporary Withdrawal

- (a) A student shall be permitted to withdraw temporarily from the Institute on the grounds like prolonged illness, grave calamity in the family or any other serious happening.

The withdrawal shall be permitted for periods which are integral multiples of a semester, provided that:

- I. A student applies to the Institute within at least 6 weeks of the commencement of the semester or from the date the student last attended the classes, whichever is later, stating fully the reasons for such a withdrawal together with the supporting documents and signature of the guardian.
 - II. The Institute is satisfied that even by taking into account the expected period of withdrawal, the student can complete the Programme requirements of prescribed credits within the time limits specified. i.e. within 4 years from the date of first registration.
 - III. The student shall have settled all the dues or demands at the Institute including those of Hostel, Department, Library and other units.
 - IV. Upon resuming from the academic gap, availed on account of such temporary withdrawal, the student shall submit an affidavit/notarized gap certificate to this effect.
- (b) A student availing the temporary withdrawal from the Institute shall be required to pay such fees and/or charges as may be fixed by the Institute until such time as the student's name appears on the Roll List. However, it shall be noted that the fees/charges once paid shall not be refunded.
- (c) Normally, a student shall be entitled to avail the temporary withdrawal facility only once during the studentship of the Programme at the Institute, not exceeding 2 semesters.

18. Termination from the Programme

- (a) A student shall be required to leave the Institute on the following grounds:
- I. Absence from classes for more than six weeks at a time in a semester without leave of absence being approved by the competent authorities, shall result in the student's name being struck off the Institute rolls.
 - II. Failure to meet the standards of discipline as prescribed by the Institute from time to time shall also result in the student being recommended by the Students Disciplinary Committee to leave the Institute.
 - III. Temporary withdrawal from the programme beyond 2 semesters.
- (b) The admission shall be cancelled after obtaining 'NO-DUES' from ALL the relevant sections of the Institute, as per norms.

19. Eligibility for the Award of Degree

- (a) The Academic Council shall be the Recommending Authority for the award of M.Tech/M.Planning/MBA Degree to the students fulfilling the requirements specified under Clause (c) and the Board shall be the Approving Authority.
- (b) The Degree award shall then be granted by the University.
- (c) A student shall be eligible for the award of M.Tech/M.Planning/MBA Degree from the Institute and the University provided, the student has:
 - I. Completed all the prescribed credit requirements for the award of Degree with grade DD or higher, in each of the courses, like Theory, Laboratory, Studio, Workshop, Seminar and Dissertation Work acquired the prescribed credits within the prescribed number of Academic Years;
 - II. Satisfactorily completed all the non-credit requirements with PP grade for MLC courses and Industrial Training, Fieldwork, (if any);
 - III. Obtained a CGPA of ≥ 5.00 at the end of the semester in which he/she completes all the requirements for the award of PG Degree;
 - IV. Paid all the dues to the Institute including the Department, Hostels, Library and other units; and,
 - V. No case or disciplinary action pending against the student.
 - VI. Earned his/her Activity Grade Sheet.

20. Performance (CGPA) Improvement Scheme

- (a) Students who secure CGPA less than 6.75 after completing the pre-requisite credits for the award of the degree and wish to improve their CGPA shall be permitted for CGPA improvement. Such students shall be permitted to withdraw their grade in a given course with poor grade and permitted to reappear for the examinations for improving the grade and in turn CGPA.
- (b) A student shall appear for grade improvement examination within one year from the date of passing the PG Programme with the conditions that the student has not taken (i) Leaving Certificate from the Institute and ii) Degree from the University through convocation.
- (c) A student seeking permission to register for CGPA improvement shall submit a written application within the stipulated time to the Dean Academics through the Head of the Department from where the student has graduated. No student shall be admitted once the semester credit registration process of that semester ends.

- (d) A student shall choose a maximum three theory courses from a particular semester (either odd or even) offered for the first year for which the student has secured DD or CD grade. The student shall be required to register for these courses in a particular semester in which those courses are offered by paying the appropriate fees as laid down by the institute from time to time.
- (e) 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 100 Rs. judicial stamp course 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.
- (f) 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 all the evaluation tests/ESE conducted for the registered courses. No Re-examination shall be permitted, in case the student misses any of the tests or examinations. Absentee for End-semester examination shall automatically lead to the award of grade FF in that course.
- (g) 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.
- (h) A student wishing to use the facility of grade improvement shall be required to pass in all the three courses in a single attempt. He/she shall not be entitled for the Re-examination in such cases.
- (i) If the student fails to secure higher grades resulting in reduction in overall CGPA then the original result of the student before registering for grade improvement shall be retained.
- (j) A student who succeeds in improving CGPA shall be issued a fresh Semester Grade Report by the institute. These Semester Grade Reports shall have star 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 University and the student shall be required to apply for a degree certificate from the University thereafter.

21. Conversion Table 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

$$\text{Percentage of Marks} = ((\text{CGPA} - 0.5) \times 10)$$

- (b) However, the conversion formula shall be printed on the backside of the Semester Grade Report.
- (c) The Institute shall not declare the CLASS based on acquired CGPA. The recruiter or the agencies requesting declaration on such conversion may refer to the AICTE or appropriate guidelines in this regard.

22. Financial Support

- (a) GATE/CAT/GMAT/ATMA qualified students admitted in non-sponsored quota to an M.Tech/M.Planning/MBA Programme shall be eligible to receive a scholarship from AICTE, if applicable as per the rules from time to time.
- (b) Students admitted in sponsored quota to an M.Tech/M.Planning/MBA Programme shall not be eligible to receive a scholarship from AICTE.
- (c) A student who is receiving his/her stipend/scholarship from AICTE, MHRD, TEQIP, any granted Government Project or any other in-house resources, opts to pursue his/her dissertation work outside the campus, in Industry/R&D Organization of Institute/s of Higher learning and receives a stipend/scholarship from that establishment, he/she has to surrender/stop claiming his/her stipend/scholarship being received from the above-mentioned Government agencies/in-house resources. Any such student cannot continue to draw stipend/scholarship from more than one sources. Found to be indulging in malpractice, in this regard, a strict disciplinary action shall be initiated against such student.
- (d) A student whose CGPA is less than 4.5 shall not be paid AICTE scholarship until the CGPA improves.
- (e) In no case, the AICTE scholarship shall be allowed for more than 24 months.
- (f) Students receiving Scholarship from the AICTE or from any other funding agencies shall be required to perform academic duties (8 to 10 hours per week) assigned to them by the departments as per rules in force from time to time.
- (g) The AICTE scholarship shall be discontinued at any time for any kind of misconduct by the student as judged by the Disciplinary Committee of the Institute.
- (h) A student receiving AICTE scholarship or otherwise shall be eligible for grant of maximum 15 days Casual leave annually during the period of course in addition to general holidays and not entitled for vacations (summer/winter). However, a student

must ensure 75% course wise attendance in each semester to be eligible for appearing for examinations and/or receiving stipend/scholarships.

23. Activity Event Grade Points Scheme

- (a) Life Skills allow a person to be ready for life as an adult – specifically for students transitioning from campus to corporate life and independent living.
- (b) In order to nurture the life skill qualities (Employability, Easy transition from student to corporate/work life, Professional Growth and Personal well-being) and make student multidimensional successful engineer, the Institute encourages students to take active part in Gymkhana activities/ Boat Club activities and various cultural, sports and technical activities held on/off campus.
- (c) In order to make most of the students to take part in the Co-Curricular (Group A) and Extracurricular (Group B) activities of interest, the participation of the students shall get evaluated and get its reflection in final Activity Grade Report.
- (d) All PG students shall choose at least ONE activity/event each from the group of Co-curricular and Extra-curricular activities happening on campus or off campus. The student shall take active part in the activity, take part in competitions and earn grade points.
- (e) First year PG students shall choose one event/activity from Group A and One from the Group B. Freedom shall be given to the students to take part in more than one activity under the group.
- (f) Group A: Co-Curricular activities include activities by chapters of professional societies like SAE, ASRAE, ISHRAE, CSI, RSI, IEEE, ISTE, IET, Department Associations, Lab Development, Paper Presentation in National/International Conferences, Paper Publication in National/ International Journal, Model Building, Project competition, Entrepreneurship, Patenting, Participation in Technical clubs such as RSC, Satellite Club, Astronomy, MindSpark etc.
- (g) Group B: Extra-Curricular Activities include activities such as NSS, Unnat Bharat, Gymkhana Clubs, Impressions(Cultural Fest), Zest(Sports Event) , Community Services, Social work, Activities in Alumni Association, Participation in Sports, Boat Club Activities and Regatta, Various Clubs of Institute, Intra and Inter Collegiate competitions such as Social gathering, Mood_I etc.
- (h) On registering for a particular activity, the performance of a student shall be continuously monitored by the Faculty-in-charge. Participation in competitions, winning prizes, representing institute on state, national and international level etc shall get

weightage as mentioned in the Table 4.

Table 3: Activity/Event participation; Grade points allotment									
Activity Head	Sl. No	Activity	Achievement Levels (*) and Assigned Activity Points					Max. Points	Min. Duration of activity
			I	II	III	IV	V		
National Initiatives and Sports and Games Participation	1	Unnat Bharat/EBSB						50	1 year
		Best Volunteer Awardee (State / National level) / Participation in Republic Day Parade Camp / International Youth Exchange Programme, supported by certification, additional marks upto 20 can be awarded subjected to maximum limit of 70 points							
	2	Sports	5	10	15	20	25	50	1 Year
	3	Games	5	10	15	20	25	50	1 Year
		First Prize	3	5	7	10	15	The maximum limit for activity points is 60. But for winning Level IV and V additional marks upto 20 can be awarded subjected to maximum limit of 70 points	
		Second Prize	2	3	5	7	10		
		Third Prize	1	2	3	5	5		
Extra Curricular Activities Participation	4	Music	5	10	15	20	25	50	1 Year
	5	Performing arts	5	10	15	20	25	50	1 Year
	6	Literary arts	5	10	15	20	25	50	1 Year
	7	Gymkhana Club Events/Competitions,	5	10	15	20	25	50	2 Years
	8	Flagship Events, MindSpark/Impressions/Boat Club/Regatta Events and activities	5	10	15	20	25	50	2 Years
		First Prize	3					The maximum limit for activity points is 60. But for winning Level IV and V, additional marks upto 20 can be awarded subjected to maximum limit of 70 points	
		Second Prize	2						
		Third Prize	1						
Curricular Activities Participation	9	Tech Fest, Tech Quiz	10	20	30	40	50	100	
	10	Project competitions	10	20	30	40	50	100	

	11	Competitions conducted by Professional Societies - (IEEE,SAE, ASHRAE, FPS, ICS etc)	10	20	30	40	50	100	
		First Prize	20	20	30	40	50		
		Second Prize	10	10	15	20	30		
		Third Prize	5	5	8	10	15		
Professional Self Initiatives	11	Attending Full time Conference/Seminars /Exhibitions/Workshop/ STTP conducted by COEP	10		30			30	
	12	Attending Full time Conference/Seminars /Exhibitions/Workshop/ STTP conducted by IITs/NITS	20		40			40	
	13	Paper Presentation in National Conference of High Repute	30				30		
	14	Paper Presentation in International Conference of High Repute	50				50		
	15	Poster Presentation in National Conference of High Repute	20				20		
	16	Poster Presentation in International Conference of High Repute	30				30		
	17	Paper Publication in National Journal of High Repute	30				30		
	18	Paper Publication in International Journal of High Repute	50				50		
	17	Industrial Training/Internship (at least for one month)	1 month : 20 marks 2 months 30 marks 3 months: 50 marks				50	1 year	
Entrepreneurship and Innovation	18	Prototype developed and tested	30				100	1 year	
	19	Awards for Products developed	50						
	20	Innovative technologies developed and used by industries/users	70						
	21	Got funding from Government/Industry for innovative ideas/products.	100				100		
	22	Patent-Filed	20				100		
	23	Patent – Published	30						
	24	Patent- Approved	50						
	25	Patent- Licensed	100				100		
26	Social innovations	50				50			

Leadership & Management of clubs/activities	27	Elected student representatives	Gymkhana and other Club Secretary: 20	20	1 year
	28	Office Bearer of Student Professional Societies Such as ASHRAE, ISHRAE, CSI, FPSI etc	Lower level management: 10 Middle Level Management: 20 Top Level Management: 30	30	2 years
	29	Office Bearer of Gymkhana Clubs	Volunteer: 3 Coordinator: 5 Head: 10	20	2 years
Level I : (College Events) II : (Zonal Events) III : (State/ University Events) IV : (National Events) V : (International Events)					

- (i) Each semester, a student shall acquire a maximum 50 grade points from each group making it to a maximum of 100 grade points in a semester. Each semester grades will be awarded as shown in Table 5 on relative grading basis, based on the points earned by a student.

Table 5: Grading Scheme

Grade Range	Grade
91-100	Exceptional
81-90	Outstanding
72-80	Excellent
64-71	Very Good
56-63	Good
48-55	Fair
40-47	Satisfactory
0-39	Marginal

Note:

- (i) At the end of the program the Activity Grade sheet, showing all events participated and grades acquired would be issued to the students. This grade sheet will also show the final qualitative grade as mentioned in the Table 5.
- (j) An Activity Grade Certificate, showing the final qualitative grades endorsing qualitative participation would be awarded to every graduating student.
