



**SIPNA SHIKSHAN PRASARAK MANDAL'S
SIPNA COLLEGE OF ENGINEERING & TECHNOLOGY, AMRAVATI**



**An Autonomous Institution affiliated to
Sant Gadge Baba University, Amravati, Maharashtra (India)
(Accredited with 'A+' Grade by NAAC)**

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ACADEMIC RULES AND REGULATIONS (POLICY DOCUMENT)

For



Postgraduate Programmes (M. Tech.)

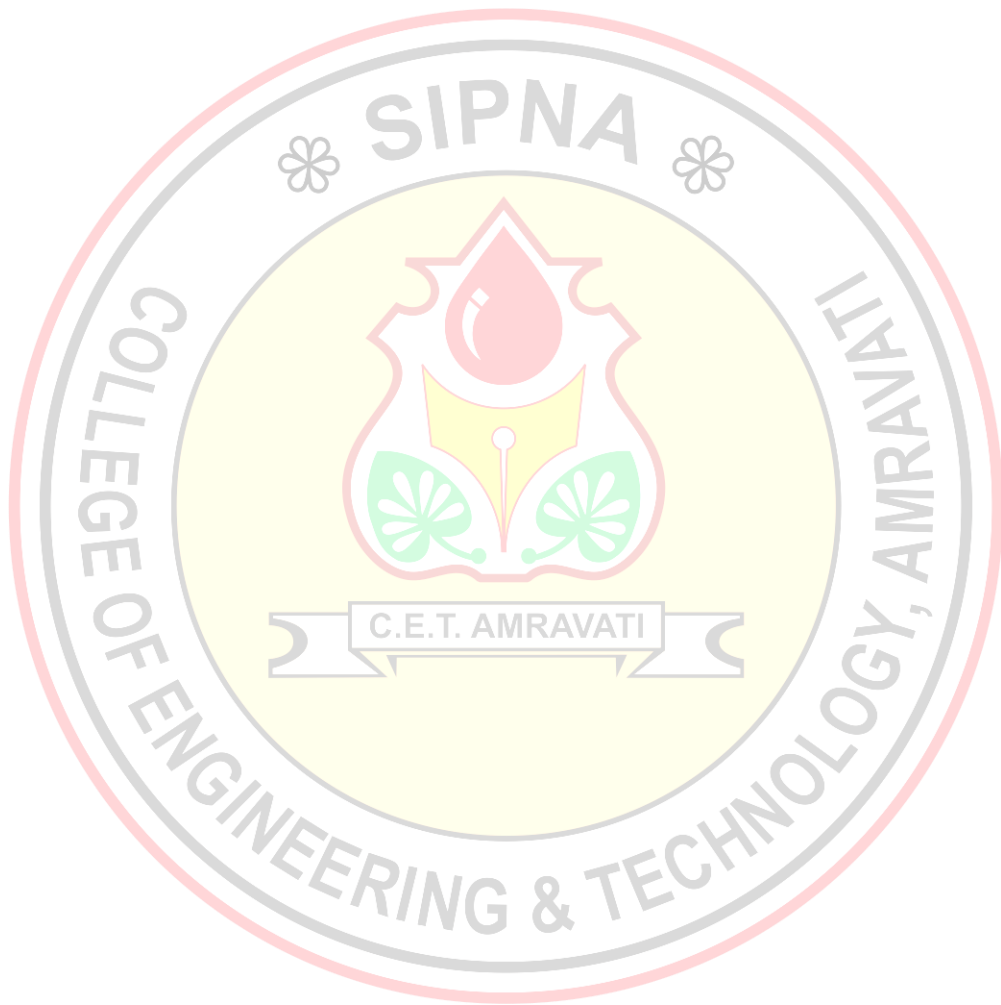
**Prepared By
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**Approved By
Academic Council**

**Published By
Registrar**

APPLICABLE FOR ACADEMIC YEAR 2024 – 2025 ONWARDS

		31.08.2024	1.00
Dean Academics	Chairman Academic Council	Date of Publication	Version



PREFACE

Sipna Shikshan Prasarak Mandal's Sipna College of Engineering and Technology (SCOET), Amravati, is one of the promising institutes in Quality & Professional Education since 1999. The institution offers Six undergraduate (B.Tech) programmes with an intake capacity of 600. The institution also offers Five full time M.Tech. programs and one full time MBA programme with an intake capacity of 87 and 120 respectively. There are five research laboratories for Ph.D. programmes with a total intake capacity of 70. Five UG programs are accredited by the National Board of Accreditation (NBA). The Institute is accredited by the National Assessment & Accreditation Council (NAAC) with A+ Grade . All UG and PG regular programmes are permanently affiliated with Sant Gadge Baba Amravati University, Amravati.

SCOET has been imparting value added quality education to satisfy the needs and expectations of the Stakeholders like Students, Parents, Industry etc. Focused efforts are made to achieve this, by providing state-of-the-art Engineering and Management education to Students. SCOET has a students' centric academic system to ensure holistic development. Every possible opportunity is provided to the student to progress academically and excel.

The entire working is based on an indigenously designed Institute development philosophy profoundly known as four pillars of SCOET namely, Academic Excellence, Research and Innovation, Professional Competence and Social Commitment. Internal quality assurance cell (IQAC) is well established to look after quality aspects in the day-to-day functioning of the Institute. Stringent Academic Monitoring and Control has led towards Qualitative Results and Placements, thereby becoming the most opted Institute for admissions by engineering aspirants in and around Vidarbha region and all over the state of Maharashtra.

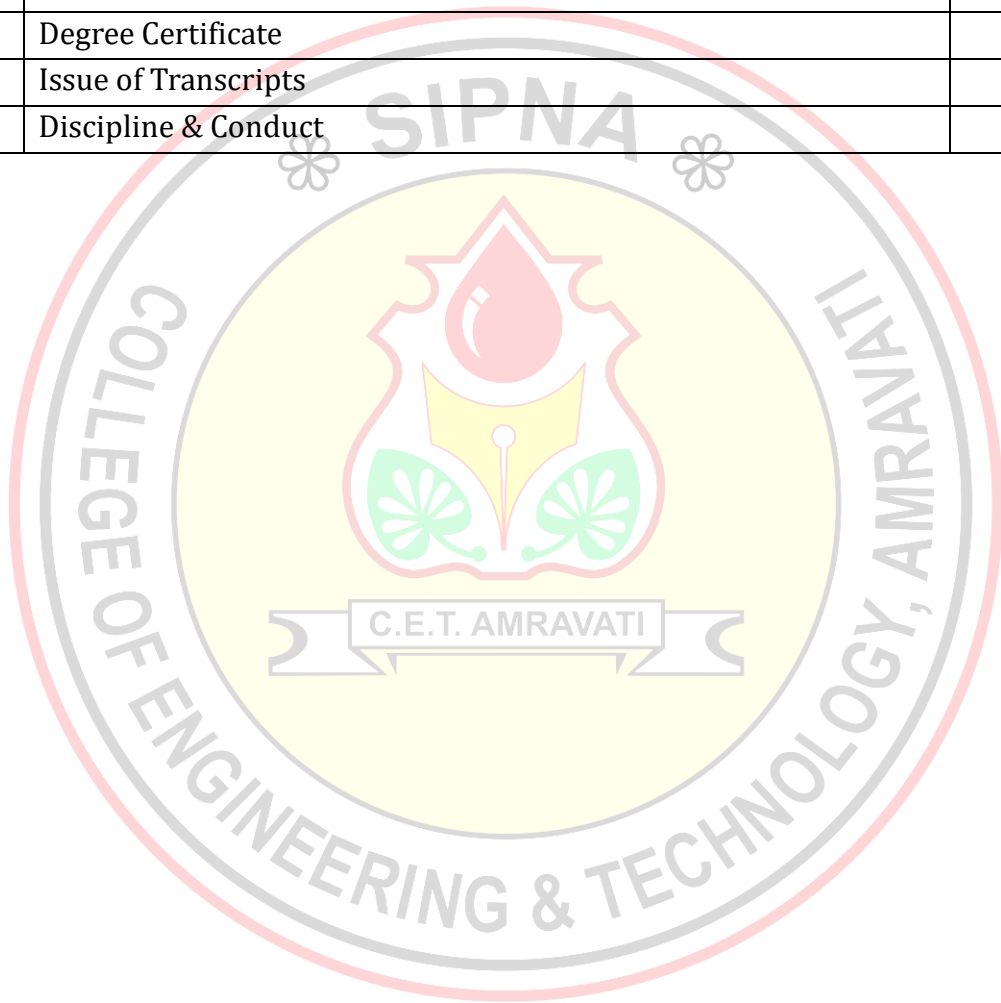
This booklet gives comprehensive information on the existing Rules and Regulations for B. Tech. Programmes of all branches. All Undergraduate Programmes will be governed by these Rules and Regulations. The various departments are given a direction to excel in academics through these Rules and Regulations approved by the Academic Council from time to time, keeping in view the ever-growing challenges and new developments. The stakeholders, particularly the students, and parents/guardians, are advised to be fully familiar with the Academic System of the Institute. Students should be aware of the Rules and Regulations governing Academic requirements, Evaluation and Assessment policy, and Grading System. These rules may be revised to ensure the optimized learning experience of students to meet the global needs of the industry. These revisions are recommended as per the directives of NEP, UGC, AICTE.

It is expected that this booklet would bring transparency in the functioning of the Institute related to Academics and Evaluation amongst Students, Faculty members, Administrators, Parents, and other Stakeholders.

APPROVED in..... 1st
Academic Council Meeting
Dated:---31.08/2024---

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OUR VISION

To provide quality professional education and conducive environment to students to emerge as a model proficient institute.

OUR MISSION

- To create scholarly and vibrant environment for professional excellence.
- To contribute to advancement of knowledge in basic and applied areas of engineering and technology.
- To be an institute of choice in the region by developing, managing and transferring contemporary technologies.
- To build mutually valuable terms with industry, society and alumni.

1. DEFINITIONS

1. "Institute" means Sipna College of Engineering and Technology (SCOET)
2. "University" means Santa Gadge Baba Amravati University (SGBAU), Amravati
3. "Bachelor of Technology" B. Tech. means, Undergraduate Degree awarded by SGBAU
4. "Semester" means period in which Academic activities are carried out.
5. "Course" means theory/laboratory/seminar/project/ tutorial etc.
6. "Course Credit" means weightage assigned to a Course.
7. "Course Teacher" means Faculty member assigned to teach a Course.
8. "Grade" means Single Letter assigned to indicate the Performance of Student in a Course.
9. "BOG" means Board of Governors.
10. "Academic Council" means apex Academic Body governing the academic programmes & policies in SCOET.
11. "APEC" means Academic Programme Evaluation Committee
12. "Board of Studies" (BOS) means departmental Academic Body common for UG and PG Programmes.
13. "Examinations Committee" (EC) means apex Examination Body responsible for Examination conduction, framing and implementing Rules and Regulations approved by Academic Council.
14. "Grievance Redressal and Discipline Committee" (GRDC) means committee appointed by Principal to deal with cases of Grievances and Indiscipline.
15. "Department Academic Committee" (DAC) means departmental Academic Committee common for UG and PG Programmes.
16. "Semester Grade Performance Average (SGPA)" means the weighted average of Grade Point of a Student in a Semester.
17. "Cumulative Grade Performance Average (CGPA)" means the weighted average of Grade Points for all the Semesters completed by a student.
18. "Allowed to Keep Term (ATKT)" means allowed for admission to higher class after satisfying minimum credits criterion.
19. "Academic Examination and Assessment R&R" means Academics, Examination &

Evaluation Rules and Regulations governing system of the Institute.

20. "DTE" means Directorate of Technical Education, Mumbai
21. "AICTE" means All India Council for Technical Education, New Delhi
22. "NBA" means National Board of Accreditation
23. "NAAC" means National Assessment and Accreditation Council, Bangalore
24. "UGC" means University Grants Commission
25. "CoE" means Controller of Examination.
26. "DPC" Degree Programme Coordinator
27. "ADPC" Associate Degree Program Coordinator
28. "DA" Dean Academics
29. "DSA" Dean Students Affairs
30. "Dean R and D" means, the Dean Research & Development.
31. "HoD" means the Head of the Department.
32. "NEP" means National Education Policy 2020.
33. "I.I.I. & C.R." means Industry Institute Interaction and Corporate Relationship Cell.
34. "GRDC" means Grievance Redressal and Disciplinary Committee
35. "RRMC" means Result Review and Moderation Committee.



2. LIST OF ABBREVIATIONS IN CURRICULUM STRUCTURE

Sr. No.	Abbreviation	Type of Courses
1	PCC	Programme Core Course
2	M. Tech.	Master of Technology
3	L	Lecture
4	P	Practical
5	T	Tutorial
6	CR	Credits
7	Hrs	Hours
8	TA	Teacher Evaluation
9	MSE	Mid Semester Examination
10	ESE	End Semester Examination
11	TW	Term work
12	OR	Oral
13	PR	Practical
14	RM	Research Methodology
15	PEC	Programmes Elective Course
16	ET	Electronics and Telecommunication Engineering
17	CE	Civil Engineering
18	ME	Mechanical Engineering
19	IT	Information Technology
20	CS	Computer Science and Engineering
21	FY	First Year
22	BT	B.Tech.
23	INT	Internal
24	EXT	External

3. INTRODUCTION

The provisions made in this document shall govern the Academic Policies and Procedures, Curriculum, Course Delivery, Evaluation System, Continuous Assessment, Teacher assessment, conduct of the Examinations and declaration of Results.

The Medium of instruction throughout the programme shall be English.

- i. The semester system shall be adopted for Academic activities in the Institute. Normally, all Odd Semesters shall commence from first week of July and Even Semesters shall commence from first week of January.
- ii. The commencement of first semester for M. Tech shall be governed by admission schedule declared by DTE, Government of Maharashtra.
- iii. There are four semesters having a total of 80 Credits for every M.Tech. Programme.
- iv. All five Postgraduate Engineering Programmes (Computer Science and Engineering, Electronics and Telecommunication Engineering, Information Technology, Civil Engineering and Mechanical Engineering) shall be governed by Rules and Regulations provided in this version of 'Rules and Regulations for Academic, Examinations and Evaluation'.
- v. Academic Calendar shall be prepared and published before the commencement of every Academic year.
- vi. Evaluation norms shall be strictly followed to maintain the quality of engineering education. Examination system shall be transparent and governed by Rules and Regulations.
- vii. Rules and Regulations here after shall be subjected to amendments made by the Academic Council from time to time, based on recommendations of the BOS and BOE. All such amendments shall be applicable from the date of amendment.
- viii. The Rules and Regulations formulated in this document shall be subjected to revisions/refinement/updates/modifications through the approval by the Academic Council from time to time, and shall be binding on all concerned Stakeholders, including the Students, Faculty, Staff, Departments, and Administrators.

4. SEMESTER WISE CREDIT DISTRIBUTION STRUCTURE FOR TWO YEAR M. TECH. PROGRAM

Semester		S1	S2	S3	S4	Total Credits	% Credit Allotment
Programme Core Course (PCC)	Programmes Courses	10	10	-	-	20	25.00
Programme Elective Course (PEC)		7	7	-	-	14	17.50
Research Methodology	Experiential Learning Courses	3	-	-	-	3	03.75
Technical Paper Writing		-	1	-	-	1	01.25
Seminar		-	2	2	2	6	07.50
Paper Publication		-	-	4	4	8	10.00
Pre-Defense		-	-	-	6	6	07.50
Dissertation	-	-	10	12	22	27.50	
Total Credits		20	20	16	24	80	100

5. ORGANIZATION STRUCTURE & ACADEMIC DEPARTMENTS

The organization structure and academic departments are well-established to ensure the proper execution of M. Tech. Engineering programmes in a qualitative way. Following are details about the various committees and postgraduate programmes:

The academic administration of the Institute consists of committees and functionaries as below:

- 5.1 The Academic Council (AC) is a statutory and supreme body that governs all academic matters of the Institute. The AC is chaired by the AC Chairman (Principal of the Institute) and the decisions made by the Chairman of AC regarding all academic issues shall be final and binding to all the stakeholders. The AC may also form various sub- committees from time to time for specific purposes.
- 5.2 Academic Programme Evaluation Committee (APEC): The institute will have academic programme evaluation committee consisting of Chairman and member secretaries of every Subject Board. The principal shall work as a chairman of APEC and shall be supported by member secretary. The member secretary shall be appointed by the principal. APEC will be responsible for maintaining uniformity in various programmes as regards to the structure, implementation, assessment, etc. It will formulate draft policies for these academic matters and will submit its recommendations to the Academic Board for its consideration.
- 5.3 Departmental Academic Committee (DAC) shall continuously assess the academic activities and make appropriate revisions / modifications / improvements as and when required. All academic activities shall be scheduled through an approved 'Academic Calendar' notified in the beginning of each Academic Year.
- 5.4 Examination Committee (EC) ensures proper organization and conduction of examinations and related processes including moderation, tabulation, paper setting and declaration of the results etc. and to deal with cases of Unfair means/Malpractice/s in Examination.
- 5.5 At the department level, the Board of Studies (BOS) is responsible for framing the syllabi for various courses, reviewing, and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners etc.
- 5.6 Degree Programmes Coordinator (DPC) is responsible to conduct the process of semester wise registration, subject wise roll list preparation, students' attendance monitoring,

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counselling of poor attendance students and parents, check eligibility and equivalency conditions of students, branch change, cleared all students' dues of the Institute, Hostel, Library and imposed any fine.

- 5.7 Course committee: Course committee will be formed by the BoS of teaching department for the institute level and department level common subjects and also appoint one member from the committee as chairman. This committee will be responsible for question paper CO mapping, PO, PSO mapping, moderation of question paper and uploading of question paper on OBE portal for institute level and department level common courses. This committee will follow all the schedules and directions given by CoE.
- 5.8 The functionaries of the Institutes related to Academics shall be Principal, Dean Academics, Controller of Examinations, Degree Programmes Coordinator and Heads of the Departments.
- 5.9 Academic Departments and Programmes offered: The Institute offers undergraduate programmes in Engineering and Technology as mentioned in Table 5.1.

Table 5.1: Academic Departments and Programmes Offered

Sr. No	Academic Department	Programme Offered	Sanctioned Intake
1	Computer Science and Engineering	Master of Technology in Computer Science and Engineering	24
2	Electronics & Telecommunication Engineering	Master of Technology in Electronics & Telecommunication Engineering	18
3	Information Technology	Master of Technology in Information Technology	9
4	Civil Engineering	Master of Technology in Civil - Structural Engineering	18
5	Mechanical Engineering	Master of Technology in Mechanical (Computer Integrated Manufacturing)	18

6. ADMISSIONS TO M. TECH. PROGRAMMES

The admission to M. Tech. programmes will be offered to the candidate who possesses a Bachelor's Degree in Engineering/Technology from educational institutions approved by AICTE/Government of India.

The admission process and eligibility to various postgraduate programmes for regular First Year is governed by the norms and procedures of Director of Technical Education (DTE), Maharashtra and CET Cell, Maharashtra. The candidate shall be provisionally admitted subject to fulfillment of eligibility criteria prescribed by government/University from time to time. Details of admissions are available on weblink, www.dtemaharashtra.gov.in. and <https://cetcell.mahacet.org/>.

6.1 Duration of M.Tech. degree Programmes

The full-time M. Tech. Programmes shall be of two years / four semester duration.

6.2 Fees to be charged for the M. Tech. degree programs

For the M. Tech. programs, the tuition and other fees charged to students over the duration of programmes shall be as per the approval of the Competent Authority set up by the Government. The dates for payment of fees will be declared well in advance and intimated to the students through the website and other notices.

The tuition and other fees payable by the student will have to be deposited in the institution's office/bank as prescribed by the Competent Authority, as per the given dates in the calendar of activities. The dates for payment of fees will be declared well in advance and intimated to the students through the website and other notices.

6.3 Registration of M. Tech. students

- i. A student should have earned at least 60% of the stipulated credits for the first two semesters for admission to the third semester of the M. Tech. Degree Program.
- ii. In case the required credits as per above clause are in decimals, the value after the decimal point will be ignored. This means the required credits will be rounded off to lower integer value.
- iii. If a student is not able to register during any semester, he shall obtain prior permission from the Dean Academics; his admission to that semester will be cancelled.
- iv. A student shall re-register for all failed courses whenever they are offered.

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- v. A student will not be permitted to re-register for the courses they have already passed during the period of study.



7. ACADEMIC CALENDAR

The academic activities of the Institute are regulated by the Academic Calendar approved by the Academic Council and are released before 15 days of each Academic Year. It is mandatory for Students and Faculty to strictly adhere to the academic calendar for completion of academic and related activities.

- 7.1 The Academic Calendar shall be prepared by Dean Academics and approved by the Academic council.
- 7.2 The Academic council sets a definite time schedule for various academic activities, through an Academic Calendar issued and notified to all stakeholders at the beginning of each Academic Year.
- 7.3 The Academic Calendar shall be disseminated on the noticeboards and website of the Institute. The academic activities of the institute shall be monitored as per the Academic Calendar
- 7.4 Academic Calendar shall incorporate schedule of course registration, course delivery, examination/evaluation, course feedback, co-curricular activities, extra-curricular activities, holidays, meeting schedules, student internship, remedial classes etc.
- 7.5 The curriculum shall be typically delivered in two semesters in an Academic Year. Each semester shall be typically 20 weeks duration, including registration, course work, examination, and assessment etc. The Academic semester shall provide at least 90 days.
- 7.6 If the commencement of the First-Year PG program is delayed due to the admission process and the total working days do not sum up to 90 days, the Dean Academic may reduce the working days to approximately 75 to 90 working days. However, the required teaching hours will remain intact. To ensure that the prescribed workload is met, the timetable will be adjusted accordingly, incorporating extra lectures and practical sessions as necessary. This adjustment ensures that the quality of education is maintained while accommodating the delayed schedule.
- 7.7 All co-curricular and extra-curricular activities shall be scheduled so as not to interfere with the academic activities as stipulated in the academic calendar. The non-conduct of academics on any particular teaching day for whatsoever reason shall be made up on a suitable day.

8. SEMESTER REGISTRATION, ATTENDANCE, DETENTION AND TERMINATION

8.1 Semester Registration

- 8.1.1 Students has to register for courses at the beginning of every semester as per the notification issued by the institute and prescribed dates in the Academic Calendar. The Institute shall notify the process of registration well in advance to the stakeholders through Degree Program Coordinator (DPC).
- 8.1.2 The students admitted through regular Entry shall be automatically registered for the Core Courses of the First Semester. Such students have to register separately for Elective/Choice based Courses only.
- 8.1.3 In case of any delay in registration of courses, due to unforeseen reasons, the student and parent shall take prior approval from Principal well in advance indicating the reason for delay in registration. However, for such students the attendance shall be calculated from the date of commencement of the semester and not from the date of joining.
- 8.1.4 Only those students shall be permitted to register for a course who have:
- Cleared all dues of the Institute, Hostel and Library including fine if any of the previous semester.
 - Sufficient credits earned during the last Academic Year.
 - Not been debarred from registration of courses on any other specific ground.
- 8.1.5 If a student does not register in a prescribed schedule, notified by the Institute, his / her admission shall be cancelled in the respective semester. Parents are advised to take a note.
- 8.1.6 Students have to re-register for courses in which they are failed in earlier year/s by paying applicable fees. Students are not permitted to re-register for course/(s), which they have already passed.

8.2 Attendance Requirement:

The Institute expects all M. Tech. students to attend 100% lectures. However, a shortfall of not more than 25% lectures may be condoned if the shortfall is caused by valid reasons and supported by appropriate evidence, such as personal illness or death in the family. Students shall note that academics should not be missed without valid reasons, and the number of sessions missed due to valid reasons cannot exceed 25%.

- 8.2.1 Regular 100% attendance is expected of all students for every registered course in theory, tutorials, laboratory.

- 8.2.2 A maximum of 25% absence in the attendance may be condoned only on valid grounds.
- 8.2.3 A student can seek condonation of absence due to death in family or other emergency beyond student's control. However, students seeking condonation should inform the college authorities immediately and should seek sanction of the absence within a week after joining. The student should submit the documentary evidence to the college authority.
- 8.2.4 A student seeking sanction of leave on medical grounds should submit the medical certificate from registered medical practitioner on joining. This shall be approved by the HoD and Dean Academics.
- 8.2.5 A student having attendance lower than 75% in a course, whatsoever may be the reason is prevented from appearing in the End-Semester Examination (ESE) for that course in that semester and the student will have to re-register for the course as and when it is offered. In such cases the student will be given "DR" grade.
- 8.2.6 The basis for the calculation of the attendance shall be the period prescribed by the Institution through its Academic Calendar.
- 8.2.7 The students will be informed about the attendance status periodically by the Institute notifying the percentage attendance on the notice board.
- 8.2.8 Attendance in all examinations, MSE and ESE of each Registered Course shall be mandatory for students.
- 8.2.9 The students participating in Sports / Cultural events during a semester shall be eligible for a maximum of 10 days of absence. Any waiver in this context shall be on the approval of Dean Student's affair and Dean Academics. The Dean student's affair shall inform the concerned HoD in advance with a copy to the Dean Academics. This, however, shall be within the limit of condonation of 25% of absence.

The following activities shall be considered for condonation of attendance.

- i. Sports and Games: Inter collegiate, Inter Zonal, Inter University, State level, National level, or Open tournaments.
- ii. Representing the Institute /University / State / Nation in sports, cultural, technical or academic activity with the permission of the Institute authorities.
- iii. Camps and expeditions of National Cadet Core, National Social Service camps, Cultural Programmes promoted by university, or reputed organizations.
- iv. Seminar/ Symposia, paper presentation, Quiz competitions.
- v. Leadership courses organized by authorized organizations.
- vi. Training Programmes, Guest Lectures, Students Association activities.
- vii. Projects in industries/ organizations, Placement activities or any other; with the prior approval of the principal.

8.3 A student shall not be permitted to attend the ESE if.

- 8.3.1 The student who has not attended minimum 75% of all conducted classes like Lectures, Tutorials, Laboratories etc.
- 8.3.2 Incomplete term work and non-submission of laboratory journal.
- 8.3.3 Incomplete Continuous Teacher assessment (TA).
- 8.3.4 Whatsoever may be the reason which prevents him/her from appearing in the End-Semester Examination (ESE) for that course in that semester and the student will have to re-register for the course as and when it is offered by paying applicable fees.
- 8.3.5 The continuous assessment of Theory and laboratory course shall be null and void in such cases.

8.4 Termination from the Programme:

A student shall be terminated from the programme in the following cases:

- 8.4.1 Involved in ragging and in any illegal activity as per law defined by the governing authorities.
- 8.4.2 Successive failures in first Year: On failure to get admitted in third semester after three successive academic years from the date of admission, he / she shall be declared as Not Fit for Technical Education (NFTE). Such students shall be permitted for only one year to continue the education in the institute provided the permission is accorded by AC. Principal shall be authorized to terminate the student from the Programme.
- 8.4.3 Not completing programme in prescribed period: Students will have to complete B. Tech. programme in maximum period of 8 years (16 semesters) for regular entry and 6 years (12 semesters) for lateral entry from the date of first admission. However, genuine cases with proper justification may be referred to AC for extending programme completion period. Students who are not able to complete the programme in the stipulated period will be declared as Failed to Complete Technical Education (FCTE).
- 8.4.4 Under the following circumstances student admission may be terminated from the programme if.
 - I. Students misbehave with faculty or staff.
 - II. Remain absent without any information for a period of one year. In the case of termination, a student has to pay all applicable dues.

9. CURRICULUM

There shall be a prescribed course structure for each of the academic programmes and in general terms it shall be known as the Curriculum. The Curriculum prescribes all the Courses of study semester-wise with credits assigned, teaching/contact hours, evaluation scheme and minimum requirements for the award of degree. The curriculum revisions/reforms/revamping shall be a continuous process governed by outcome-based education, choice-based credit system, NEP guidelines and AICTE model curriculum.

9.1 Credit System

- 9.1.1. The primary purpose of the credit system is continuous evaluation of student's performance which is measured by the number of credits the student has earned. Typically, credit measures the quantum of work involved in a course.
- 9.1.2. Credit structures for various courses with theory/tutorial and Laboratory/Project/Seminar/Field Project etc. hours are given in Table 9.1.
- 9.1.3. A student can earn credits for a particular course by fulfilling the minimum academic requirements of attendance, assessment, and evaluation. No credits shall be awarded if a student satisfies the minimum attendance requirements but fails to meet minimum assessment & evaluation requirements.

The number of credits for a course in any semester is generally calculated as follows.

Table 9.1: Assigned credits for various types of courses.

Sr.No	Course	Hour/week	Credits
1	Lecture	1	1
2	Tutorial hour/ week	1	1
3	Workshop/Laboratory/Drawing hours/week	2	1
4	Project and Seminar/Field project	2	1

- 9.1.4. The CGPA & SGPA is calculated based on the course credits and grades obtained by students.

9.2 Components of Curriculum

- 9.2.1 The structure of curriculum for a programme and course syllabi shall be approved by academic council on recommendation of respective BOS.
- 9.2.2 The entire curriculum is spanned over four semesters and has a total of 80 credits. The exact number of credits required is mentioned in the curriculum structure for the respective programme. The total number of credits in a semester in which a student shall register is generally 16 - 24. Normally, the maximum number of credits per semester shall not exceed 24.

- 9.2.3 The curriculum offerings include various course types as mentioned in Table 9.2. The curriculum design shall be in line with the out-come based education and model Postgraduate curriculum proposed by AICTE, New Delhi. The components of curriculum are mentioned in Table 9.2.

Table 9.2 Curriculum Components.

Sr. No.	Course Code	Component of Curriculum
1	PCC	Professional Core Course
2	PEC	Professional Elective Course
3	RM	Research Methodology
4	TP	Technical Paper Writing
5	SE	Seminar
6	DI01/DI04	Paper Publication
7	DI06	Pre-Defense
8	DI03/DI07	Dissertation

- 9.2.4 A typical description of the programme curriculum shall consist of course title, course code, teaching hours per week for lecture/tutorial/practical's, credit allotment, prerequisites, textbooks, reference books, objectives & outcomes with relevant Blooms taxonomy levels, Programme outcomes, Programme specific outcomes, assessment scheme etc.

- 9.2.5 The details of the programme structure and course details shall be published on institute website <https://www.sipnaengg.ac.in>

9.3 Course code

Course Numbers are denoted by twelve-digit unique alpha numeric characters. The first two characters represent the degree Programme, The third and fourth characters represent the course is applicable to which programmes, Fifth and sixth characters represent course category, the seventh and eight number represents a serial number of course in the course category, the ninth and tenth letter represents a teaching department, eleventh number represents semester, and twelfth letter represents whether it is a theory or practical course as shown below.

1 st & 2 nd letter (Degree Program)	3 rd & 4 th letter Applicable to which Students	5 th & 6 th letter (Course category)	7 th & 8 th letter (Sr. no. of Subject)	9 th & 10 th Letters Teaching Dept.	11 th letter (Semester)	12 th letter (Theory or Practical)
MT M.Tech.	CE Civil Engineering	BS Basic Science	01 First	SH Science & Humanities	1 1 st semester	T Theory

9.4 Scheme of Examination

Every Programme has a prescribed course structure which, in general terms, is

known as Scheme of Examination (SoE). It prescribes courses to be studied in each semester. The details of the SoE are as follows:

Every Programme shall have a SoE and course contents (Syllabi) for the courses recommended by the BoS and approved by the Academic Council.

Composition of the SoE for M. Tech. Programmes :

- i. Professional Core engineering courses related to the concerned discipline.
- ii. Professional Electives
- iii. Seminars and Project/Dissertation

The Institution shall follow a semester system. The academic year is divided into two main semesters and after each semester there will be one re-sit examination. Main semesters are for regular class work. Re-sit is primarily for unsuccessful students and those who have failed in the subject.

Seminars

Seminar is a course requirement wherein under the guidance of a faculty member a student is expected to do in depth study in a specialized area by doing literature survey, understanding different aspects of the problem and arriving at a status report in that area. While undergoing a seminar course, the student is expected to learn investigation methodologies, study relevant research papers, correlate work of various authors/ researchers critically, study concepts, techniques, prevailing results etc., analyze it and present a seminar report. It is mandatory to give a seminar presentation before a panel constituted for the purpose.

Technical Paper Writing

Technical Paper Writing is an integral part of the curriculum, wherein students delve deeply into a specialized topic under the mentorship of a faculty member. The process involves conducting thorough literature reviews, comprehending various facets of the issue, and preparing a review paper. Students are encouraged to grasp investigative methodologies, examine pertinent research papers, evaluate the contributions of different scholars critically, and analyze concepts, techniques, and existing findings. Ultimately, students are required to publish a paper in a national/international journal/conference.

Dissertation

Dissertation is a mandatory course requirement, wherein, under the guidance of a faculty member, a final year student is required to do some innovative work with application of knowledge gained while undergoing various theory and laboratory courses of study. The Project/Dissertation may be related to a theoretical analysis, an experimental investigation, a proto-type design, a new correlation and analysis of data, fabrication and setup of new equipment. The student is expected to do literature surveys and carry out development and/or experimentation. Through the project work, the student is expected to exhibit both analytical and practical skills.

A student will carry out the Project/ Dissertation work under the guidance of the faculty supervisor from the same department unless specifically permitted

by the Head of the Department for alternate arrangements. The registration for the Project/ Dissertation work is normally in two phases, each spread over a semester. The Dissertation work shall commence in 3rd semester and continued in 4th semester. At the end of the first phase, the student is required to submit a seminar report of his work and by a prescribed date to the Guide and present it to a Panel of Examiners. Students must publish a review paper in the 3rd semester and result oriented paper in 4th Semester.

The student shall register the title along with Project/ Dissertation synopsis within a month from the date of registration by the date provided in the Academic Calendar. The change in title, if any, shall be allowed once, provided such request is received from student duly approved by the supervisor, Chairman BoS of respective Board and Dean Academics.

The student will submit the report on Project/Dissertation work in the format prescribed by the Institution.

The final project/dissertation report should be submitted by the prescribed date. Generally, there should not be any extension in the schedule for dissertation report. However, for genuine reasons (such as medical reasons Accident and / or hospitalization of a student) or other emergency circumstances (death of immediate close relative i.e. father, mother, brother and sister), extension in submission of dissertation report beyond the date specified in the calendar for one month with permission from Chairman, BoS, may be granted.

In the case of students undertaking an Industrial project, there shall be a co-supervisor nominated by the industry. A certificate signed by the industry and academic supervisor will need to be submitted as proof of fruitful completion of the project. Departments will evolve modalities for appointing supervisors keeping in view the students' aspirations and faculty interest. Thesis can be submitted to the examination section only after recommendation of Departmental Advisory Committee (DAC) and Board of Studies (BOS). Terms and conditions for project acceptance will be specified by the BOS of the specific department. No change/addition of Supervisor(s) is allowed after the thesis has been submitted to the examination section

10. CONTINUOUS INTERNAL EVALUATION

There shall be continuous evaluation of students. This system will have following objectives:

- To get insights regarding student performance/abilities which helps to identify learning needs and take necessary actions for possible improvement.
- To allow students to demonstrate their competence which they will practice in their professional career.
- To award students' grades based on their performance and abilities.
- Evaluation processes shall ensure outcome-based education adopted by the institute. All assessment methods will ensure constructive alignment of curriculum with intended outcomes.
- There shall be internal and external evaluation of students as a part of evaluation to award grades. All assessments of Theory, Practical, Project shall be conducted to evaluate Graduate Attributes essential to meet the need of engineering graduates at national as well as international level. Appropriate weightages given to these evaluation methods will ensure quality of assessment and evaluation.
- An evaluation scheme based on the type of course with weightage is mentioned in table 10.1.

Table 10.1: Scheme of evaluation for courses prescribed in curriculum with weightages.

S r. N o.	Type of course	Method of Internal Evaluation	Internal Evaluation Weightage (%)	Method of External Evaluation	External Evaluation Weightage (%)	Total
1	Professional Core/ Professional Elective (Theory)	Assignment/ case study/ Quiz/Poster presentation/ Seminar presentation/open book test/ mini project etc.	20	End semester Examination (ESE) of 60 Marks for 2 hours 30 min.	60	100
		Mid semester Examination of 20 Marks for 1.5 hours.	20			
2	Laboratory	Oral/practical examination/Report Evaluation/Journal writing	50	Oral/ practical examination	50	100

3	Research Methodology	Assignment/ case study/ Quiz/Poster presentation/ Seminar presentation/open book test/ mini project etc	20	End semester Examination (ESE) of 60 Marks for 2 hours 30 min	60	100
		Mid semester Examination of 20 Marks for 1.5 hours.	20			
4	Technical Paper Writing	Assignment/ case study/ Quiz/Poster presentation/ Seminar presentation/open book test/ mini project etc	20	End semester Examination (ESE) of 60 Marks for 2 hours 30 min	60	100
		Mid semester Examination of 20 Marks for 1.5 hours.	20			
5	Seminar	Report evaluation and Viva Voce by Internal Examiner Panel	100	-	-	100
6	Paper Publication	Paper to be presented/published in Conference/Journal. Evaluation by Guide	100	-	-	100
7	Pre-Defense	Evaluation and Viva Voce by Internal Examiner Panel	100	-	-	100
8	Project/ Dissertation	Project Reviews	50	Report evaluation and Viva Voce by External Examiner	50	100

10.1 Continuous Internal Evaluation (CIE) Theory Courses:

Continuous Internal Evaluation shall be done by course teachers over a span of semester. Structured Evaluation will be done for all programmes with appropriate schedule provided in Academic Calendar:

The Continuous internal evaluation for Professional Core, Professional Elective, Research Methodology and Technical Paper Writing shall be conducted at department level. CIE shall consist of following evaluation instances.

10.1.1 Total Weightage given to Teacher Assessment is 20 Marks.

10.1.2 Teacher Assessment (TA) [Assignment / case study / Quiz / Poster presentation / Seminar presentation / Open book test / oral etc.]

10.1.3 There should be liberty to the course teacher to identify his/her own tools for the Teacher Assessment purpose.

10.1.4 All the tools used for Teacher Assessment should be creative / innovative which will challenge the cognitive and skill domain of the students and demonstrate their attitude.

- 10.1.5 The course teacher can consider attendance as one of the parameter for Teacher Assessment purposes but will not be mandatory.
- 10.1.6 If course teacher considers attendance as one of the parameters for Teacher Assessment purpose it should be declared at the commencement of the session by the course teacher.
- 10.1.4 The marks on attendance, if awarded as a part of Teachers' assessment, shall be given to those students having attendance more than or equal to 75% in that course.

Attendance Percentage	Weightage
75 – 85	3 Marks
86 – 95	4 Marks
96 – 100	5 Marks

- 10.1.7 The non-examination (MSE & ESE) courses like Seminar and Technical Paper Writing having only teacher assessment components of 50 Marks should be evaluated totally on the basis of TA tools & term work given by course teacher.
- 10.1.8 The course teacher of the non-examination courses can choose the TA tools from the suggestive list or use his own developed TA tools for evaluation purposes.
- 10.1.9 There should be liberty to the course teacher of the non-examination courses to define the Weightage of the tools for the teacher assessment purpose.
- 10.1.10 The course teacher have to submit the total (out of 20 or 50 marks) teacher assessment marks at the end of the semester.
- 10.1.11 It is mandatory for the course teacher to maintain the cumulative record of teacher assessment marks in the attendance register.
- 10.1.12 The concern BoS can make the minor changes in teacher assessment policy by the approval of Dean Academics / Academic Council.
- Mid Semester Examination (MSE):-**
- 10.1.13 Mid-Semester Examination (MSE) is Summative Examination will be conducted as per schedule in academic calendar at department level.
- 10.1.14 No Institutional/Departmental level activities shall be scheduled during the examination week.
- 10.1.15 Mid-semester examinations are compulsory.
- 10.1.16 Absence during the Mid-Semester Examination will lead to loss of those marks.
- 10.1.17 Sum of the scores obtained in TA and MSE (20+20 Marks) shall be considered for computing the final CIE score (40 Marks) of a student in each course.
- 10.1.18 Alternate MSE examination shall be provided for those students fulfilling attendance criteria (Minimum 75%) course-wise but remained absent for the Mid Semester Examination due to a valid/unavoidable circumstance as

mentioned in alternate examination clause in academic rules and regulations (10.4.3).

10.1.19 HoD will be the authority to grant permission, draw out Timetable and run the alternate MSE examination.

Foregoing Continuous Assessment Marks

10.1.20 The continuous assessment marks (TA+MSE) for both theory and lab courses shall be considered for a student's first attempt as a regular student as well as the re-sit examination of the same term if the student fails. However, if the student does not pass the course and attempts the examination again in a subsequent term, they may choose to forego continuous assessment marks while applying for the examination. A student may opt to forego the continuous assessment marks for any number of subjects.

10.1.21 A MTech. student shall be permitted to opt for the forgo option if they have secured below 50% marks in the internal assessment of a course. However, the forgo option shall not be automatically applicable for all examinations; the Academic Council shall decide its applicability on a semester-to-semester basis.

10.1.22 If a student chooses to forego their continuous assessment marks, the marks obtained out of 60 in the end-semester examination shall be proportionally converted to 100.

10.1.23 Once a student opts to forego their continuous assessment marks, the decision shall be final and irrevocable under all circumstances.

10.1.24 This provision shall not be applicable to final-year PG projects.

10.2 Internal Evaluation of Practical Term work

Continuous Evaluation of Term-work will be done.

10.2.1 Continuous evaluation of each experiment/assignment shall be done throughout the semester, collating as Term work at the end of each semester. The Evaluation in a laboratory course will be based on the following criteria.

- i. Attendance and participation in laboratory work.
- ii. Performance in Evaluation of understanding through viva voce, group discussions, quizzes, etc.
- iii. The quality of work as prescribed by the course instructor.
- iv. Report through laboratory journals.

10.2.2 It is mandatory for the student to complete all the experiments/assignments as specified in course curriculum for the grant of term-work. It is obligatory to maintain and submit laboratory journal as prescribed by the course instructor before the Term End.

10.2.3 It is mandatory for the student to complete all the experiments/assignments as specified in course curriculum for the grant of term work. Student shall not be allowed to appear for oral examination if he/she has not submitted the term work.

10.3 Internal Evaluation of Project/Seminar:

10.3.1 Project/Seminar Term work will be evaluated based on Reviews scheduled in the semester/s as mentioned in the Guidelines.

10.3.2 Teamwork marks assigned for Project and seminar shall be evaluated based on parameters (rubrics) proposed by respective Department and duly approved by Dean Academics.

10.4 External Evaluation

10.4.1 **Theory Evaluation:** End Semester examination (ESE): Summative examination at the end of semester shall be conducted for external evaluation. The End Semester Examination (ESE) shall be of 60 Marks.

10.4.2 **Re-sit Examination:**

The students who have secured the “F” grade in a course shall apply for the re-sit examination after the declaration of ESE result, by paying the prescribed examination fees. The re-sit examination for students shall be held as per the schedule declared by CoE.

A student shall be permitted to take the ESE as well as re-sit of ESE of his/her regular term. In case, student fails in both the ESE and its re-sit of regular term, in the subsequent semester, he/she shall be permitted to take the ESE only. But the re-sit examination will be offered to him/her, if there are regular students for those courses in the ESE of a particular semester.

10.4.3 **Alternate Examination (Theory / Practical)**

Students can appear for alternate examinations conducted after declaration of result of ESE examination for those who have a satisfactory attendance record (minimum 75%) course-wise, but remained absent for the End Semester Examination due to valid reasons such as:

- a. Students who have sought prior permission from the concerned Head of Department (HOD) and Principal through proper channels and were thereafter permitted by the Institute to participate in important curricular, co-curricular, or extra-curricular activities like NSS, Sports, youth festival, Cultural events, Project Competitions, Paper presentations, etc., at the University, State, National, or international levels.
- b. The student must submit proof of participation (such as a certificate) from the competent authority to validate the previously submitted leave request. The leave will be converted to official leave, and an endorsement will be

issued by the Institute.

c. Thus, such students are eligible to appear for the alternate examination instead of the missed End Semester Examination. Such students will receive the grade based on their performance in the alternate examination, without any downgrade.

10.4.4 Practical Evaluation

Practical/Oral examinations by the internal and external examiners will be conducted for Practical's at the end of each semester as per the schedule in Academic Calendar.

- i. Final examination for laboratory courses will normally be held in the last week of conclusion of teaching as per Academic Calendar.
- ii. Practical demonstration and oral examinations will be conducted in the presence of an External Examiner appointed by a competent authority.
- iii. Weightage of 50% each for evaluation by internal and external examiner shall be considered. In case of absence from oral/practical examination, the same rules as those for theory courses are applicable.
- iv. Re-examination for practical/oral examinations shall be conducted with re-examination of theory courses.

10.4.5 Seminar Evaluation

Seminar evaluation shall be done for individual students who studied recent research topics in the field of Engineering under the guidance of the allocated guide. Students can choose a topic related to Computer Engineering considering recent trends and its societal importance and at least 5 latest research papers to be studied in seminar. The extensive Literature Survey, Mathematical Modeling of particular method and valuable conclusion is expected from seminar study. Seminar Report should be submitted as a compliance of term work associated with subject.

10.4.6 Pre-Defense

Pre-Defense will be carried out before the Defense. Students have to present their work in front of the Internal Examiner Panel. Evaluation of Pre-Defense shall be based on the literature survey, problem definition, problem formulation, mathematical modeling and preliminary simulation results.

10.4.7 Project Evaluation

- i. Project evaluation shall be done in two phases in both the semesters. The modalities of evaluation of project will be conducted as specified in Table 10.1
- ii. There will be separate grades awarded for the project course in two semesters
- iii. Evaluation of Dissertation Phase – I shall be based on the literature survey, problem definition, problem formulation, mathematical modeling and preliminary simulation results.
- iv. A report is required to be submitted at the end of semester. The evaluation and grading will depend on the candidate's performance.
- v. The second semester of the project i.e., Dissertation Phase – II shall carry

- relatively more weightage, and the evaluation shall involve external examiners.
- vi. In Dissertation Stage – II, the student shall complete the remaining part of the project which will consist of the fabrication of set up/implementation of the proposed idea, conducting experimental runs and noting observations

11. EXAMINATION FORM SUBMISSION

The students shall submit an examination form in order to be eligible for evaluation.

- i. All the regular students shall submit an examination form for all the courses for which he/she has registered for the semester by the date mentioned in the notice of examination published by the institution.
- ii. If a student has re-registered for one or more courses in the semester, he shall submit an examination form for all the courses for which he has re-registered in the semester.
- iii. An ex-student shall submit the form for the courses in which he has failed in earlier examinations and intends to take the ensuing examination.
- iv. A student shall pay the examination fee as decided by the competent authority.

12. EXAMINATIONS RULES

12.1 Credit Courses

Based on the Evaluation student will be awarded letter grades after combining performance of all (MSE+TA+ESE) evaluations for the respective course. These letter grades will be derived from quantitative and qualitative evaluation converted into 10-point scale called as grade point for credit courses

12.2 Passing and A.T.K.T.

12.2.1 Rules of Passing

12.2.1.1 Term work/Practical/Oral

To pass the term work / Practical / Oral the student has to earn a minimum of 50% marks in each head.

12.2.1.2 Theory Course: To pass the Theory Subject head the student must earn a minimum of 50 percent average marks (MSE+TA+ESE).

12.2.1.3 The failed student can repeat the End semester examination to pass the course in same semester and the CIE marks will be retained as it is. However, grades earned in re-examination shall be marked with *(asterisk) except for transitional grades (refer Table 12.4-point number 2).

- 12.2.1.4 The grades obtained in the re-sit examination will not be reflected as obtained. Instead, such students will be downgraded by one grade level. Except that, If the student secures a P (Pass) grade in the re-sit examination, it will remain unchanged.
- 12.2.1.5 Re-sit examinations can be conducted only when the respective course is offered.
- 12.2.1.6 If a student does not appear or fails in the re-examination, he/she will be awarded the grade FR.
- 12.2.1.7 If the student fails in the re-set examination, the policy of downgrading by one grade level will continue in subsequent attempts until the student passes.
- 12.2.1.8 To earn credits of a course (Theory/term work/practical/oral/presentation) student must pass the course with minimum passing marks/grade.
- 12.2.1.9 A student shall be awarded a Master's degree if he/she earns 80 credits as per the structure defined by the programme and clears all the courses specified in the curriculum.

12.2.2 Rules of A.T.K.T.

- 12.1.1 A student can register for the third semester if he/she earns a minimum of 60% credits of the total of first and second semesters.
- 12.1.2 However, if calculation of 60% credits results into a mixed number (Integer + proper fraction), then the integer part of that number shall be considered for taking decision related with this clause.

12.3 Performance Indices SGPA, CGPA and Award of Degree

12.3.1 Grading and Evaluation

Based on the Examination and evaluation, student will be awarded letter grades after combining performance of all Evaluations for the respective course. These letter grades will be derived from quantitative and qualitative Evaluation converted into 10-point scale called as grade point for credit courses. The letter grade awarded to a student for his/her performance in a course can be based on the Absolute Grading as shown in table 12.1

Table 12.1 Performance with grade points and equivalent letter grades (Theory)

Range of Marks	Grade Point	Letter Grade
96-100	10	O (Outstanding)
86-95	9	A+ (Excellent)
76-85	8	A (Very Good)
66-75	7	B+ (Good)
61-65	6.5	B (Above Average)

Range of Marks	Grade Point	Letter Grade
56-60	6	C (Average)
50-55	5	P (Pass)
< 50	0	F (Fail)
Nil	0	AB (Absent)

(Practical)

Range of Marks	Grade Point	Letter Grade
48-50	10	O (Outstanding)
43-47	9	A+ (Excellent)
38-42	8	A (Very Good)
34-37	7	B+ (Good)
31-33	6.5	B (Above Average)
28-30	6	C (Average)
25-27	5	P (Pass)
< 25	0	F (Fail)
Nil	0	AB (Absent)

Grades in special circumstances: In addition to the above letter grades students will be awarded dual letter grades in specific circumstances as mentioned in table 12.2.

Table 12.2 Grades in special circumstances

Reason	Letter Grade
Detained due to insufficient attendance or incomplete term work (Detained and Repeat)	DR
Satisfactory performance in CIE (Pass) but absent in ESE due to valid reason with prior permission from authorities (Incomplete due to Illness or as mentioned in 10.7.3)	WH
If a student fails in the re-sit examination	FR

Note: 'WH' is transitional grades awarded which will be converted to actual grades earned in alternate examinations, else will automatically get converted in to 'F' grade.

12.4 Calculation of SGPA and CGPA

Based on the grade points earned by the students, performance of students in

each semester will be calculated as a semester grade point average (SGPA) as follows

$$SGPA = \frac{\sum_{i=1}^n \text{Grade points} \times \text{Credits of each course}}{\text{Total credits in a semester}}$$

For Example: suppose in a given semester a student has registered for five courses having credits C1, C2, C3, C4, C5 and his / her grade points in those courses are G1, G2, G3, G4, G5 respectively. Then the student's SGPA will be

$$SGPA = \frac{\sum_{i=1}^5 C1G1 + C2G2 + C3G3 + C4G4 + C5G5}{C1 + C2 + C3 + C4 + C5}$$

At the end of each academic year, cumulative grade point average will be calculated based on the grade points obtained in all the courses (Theory/term work/practical/oral) of first semester to fourth semester. It is calculated in the same manner as the SGPA.

12.5 Award of Class

The class shall be awarded to a student on the CGPA calculated as mentioned in Table 12.3.

Table 12.3 Class of Degree

Sr. No.	CGPA	Class of the degree awarded
1	CGPA 8.25 and above	First class with distinction
2	CGPA 6.75 and above, but less than 8.25	First class
3	CGPA less than 6.75	Second class

If a student needs to convert the performance index CGPA into equivalent percentage of marks, the following formula shall be used.

$$\text{Percentage of marks} = \text{CGPA} - 0.75 * 10$$

12.6 Revaluation of Answer Papers

After receiving receipt of application for revaluation to the Examination cell, CoE shall complete the revaluation within specified time. Change in marks will be considered if there is a change greater than 5 % of prescribed total marks. When the change in marks after revaluation is found to be greater than 5 %, the changed marks shall be displayed by calculating the average of marks allotted by both examiners. This facility shall not be available after the grads are finalized.

13. SEMESTER GRADE REPORT

- 13.1 A Grade Report in the form of a Grade Card shall be issued to students at the end of each Semester.
- 13.2 The Grade Card shall include the following.
 - a. The list of courses registered for an academic year along with credits.
 - b. The letter grade obtained in each course.
 - c. The total number of credits earned by a student.
 - d. SGPA, CGPA Details
 - e. Examination details
 - f. Grading System, calculation of performance indices and conversion of CGPA to equivalent percentage shall be provided on the back page of grade card.
- 13.3 Grade Cards shall be used to prepare Transcripts of the student.

14. AWARD OF THE DEGREE

A student shall be eligible for the award of M.Tech. Degree from the institute and Sant Gadge Baba Amravati University if the student has:

- 14.1 Registered & passed all the prescribed courses & earned all credit requirement for the said degree.
- 14.2 Obtained CGPA ≥ 5.00
- 14.3 Paid all the Institute dues and satisfied all the requirements prescribed.
- 14.4 No case of indiscipline pending against him/her.
- 14.5 Satisfied with all requirements specified by the concerned department; if any.
- 14.6 Satisfied with all requirements specified by the Academic Council and/or ordinances.

The Academic Council (AC) shall recommend the list of all eligible students to SGBAU for award of M. Tech. Degree

15. AWARD OF RANKS UNDER AUTONOMOUS SCHEME

Merit ranks will be declared only for those students who have

- 15.1 Been directly admitted to a Programme in the Institution under autonomous regulations, and
- 15.2 Completed the entire courses in the Programme only within minimum possible prescribed time limit, and
- 15.3 Passed all courses prescribed for that Programme in first attempt ESE only (i.e. he/she has not secured “F” grade in any course) with CGPA 8.25 and above.
- 15.4 CGPA 8.25 and above obtained students are arranged in descending Order and top 3 students per section will be selected for the award of rank holder. In case of any doubt, difficulty/grievance respective department BoS will take a necessary decision and the decision shall be final and binding on all concerned.
- 15.5 Academic performance will be the sole criterion for the award of Merit Rank.

16. BETTERMENT/IMPROVEMENT OF CGPA

The examination for improvement of grades shall hereafter be termed as 'Improvement Examination'.

- 16.1 A candidate who has completed all the requirements for award of degree but whose CGPA is less than minimum threshold limit for award of class / division may reappear for the End Semester Examination in any of the core theory courses as and when conducted, for the purpose of improving the aggregate/ CGPA. He/she shall apply to the Institution for improvement of grades in theory courses within 30 days after the declaration of result which makes him eligible for a degree award. This reappearance shall be within a period of two academic years after becoming eligible for the award of the Degree.
- 16.2 However, this facility shall not be available to candidates who have been awarded the Degree. Candidates shall not be permitted to reappear either for Mid Semester Examinations or End Semester Examinations in Practical courses (including Project Viva-voce) for the purpose of improvement.
- 16.3 A candidate shall have to reappear for programme core courses of theory offered in the programme as per the scheme prevalent at the time of his appearance.

- 16.4 A candidate eligible to take the examination under the provisions of this Policy Document shall pass the entire examination in maximum three attempts within two years from the date he/she first applies for improvement of CGPA.
- 16.5 Candidates will not be allowed to change any course or courses which he/she had opted for improvement at subsequent reappearances.
- 16.6 Each examination for which candidate appears for improvement shall be considered as one attempt.
- 16.7 The result of the candidates appearing for improvement of CGPA shall be declared and communicated to him/her even if he/she does not obtain the required CGPA higher than the CGPA he/she already secured.
- 16.8 Only the End semester examination (ESE) will be conducted for grade improvement.
- 16.9 A candidate who has reappeared for the examination under the provision of this Policy Document for improvement of his / her CGPA and improves his CGPA by such re-appearance, he / she shall have to return the original grade cards to the Institute, within one month from the date of declaration of result.
- 16.10 A candidate shall be issued a revised grade card only after he/she surrenders his /her original grade cards to the Institute.
- 16.11 The revised grade card will have a special note that the grade improvement has been done as per the 'Grade Improvement' facility mentioned in this policy document.
- 16.12 On the award of a revised grade card under this scheme, his/her previous grade card shall be treated as cancelled.
- 16.13 A candidate who has re-appeared for the above examination/s under the provision of this Policy Document and fails to improve his / her CGPA, his / her performance at such re-appearance shall be ignored.
- 16.14 Candidate, who has passed his/her degree examination under the old course / syllabus or scheme of examination, which is not in existence, shall have to seek absorption/equivalence certificate regarding the absorption/equivalence of old courses with the existing ones from the respective Board of Studies.
- 16.15 The continuous assessment of theory course shall be null and void in such cases and the student shall have to re-register for the course as and when it is offered.
- 16.16 Additional examination fees will be paid by the candidate for appearing in the examination for improvement in the grade.

17. PROVISIONAL CERTIFICATE

The students who have completed all requirements as set out in this Policy Document, will be eligible for issue of “Provisional Certificate” from the institution, duly signed by the CoE.

18. DEGREE CERTIFICATE

- 18.1 After successful completion of the Programme at the Institute, the student will be eligible for an award of a degree in subsequent convocation of the SGBAU. The University Degree Certificates will be distributed from the Institute office to all successful candidates once received from the SGBAU.
- 18.2 A student can claim the degree certificate in person from the office of CoE after submitting the copies of grade sheets of all semesters and proving his/her identity. He/she shall produce a photo identity card of the Institute, driving license with photo / passport / Aadhar card / photo identity card issued by present employer.
- 18.3 A student can request the degree certificate through a messenger. In such case, a student should authorize the messenger to receive the degree certificate on his behalf. The above-mentioned documents will, however, be mandatory for the messenger.

19. ISSUE OF TRANSCRIPTS

Candidates can apply for transcripts by submitting the photocopies of the grade sheets to the Office of Controller of Examinations and submitting the prescribed fees, if any. The Transcripts, after attestation by the Registrar of the Institute, will be placed in sealed covers and will be handed over, in person, to the candidate. The transcripts can also be sent directly to the University, provided the candidate requests, and provide envelopes with necessary postage stamps affixed along with the address of the Universities to which the transcripts are to be sent

20. DISCIPLINE & CONDUCT

- 20.1 Every admitted student shall be issued a photo identification (ID) card which must be retained by the student while he/she is registered at SCOET. The student must have a valid ID card with him/her while in the Institute.
- 20.2 Discipline & Conduct: Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the institute. Violations of the discipline shall include:
- Disruption of teaching, examination, administrative work, curricular or extra-curricular activity, and any act likely to cause such disruption.
 - Refusing to provide an identity card when demanded by the institute authority.
 - Damaging or defacing the property inside or outside the institute campus.
 - Engaging in any attempt at wrongful confinement of teachers, offices, employees and students at the institute.
 - Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence.
 - Ragging in any form ("Ragging" means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or to forbear from doing any lawful act, by intimidating, wrongfully re-straining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal offence. Supreme Court of India has defined ragging as a criminal offence.)
 - Eve teasing or disrespectful behavior to women or girls' students.
 - An assault upon, or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.
 - Enrolling in more than one Programme course of study simultaneously.
 - Committing forgery, tampering with documents or records, identity cards, furnishing false certificates or false information.
 - Organizing instant agitation/meetings without prior permission in the campus.
 - Viewing/downloading obscene information/data, images and executable files, sending obscene mails/ messages via Facebook / tweeter/other social sites using institute servers.
 - Sharing the login and passwords & other details of IT facilities provided to other students/outsideers.
 - Possessing or using any weapons and firearms in the institute campus.
 - Unauthorized occupation of hostel, Accommodating guests or other persons

- in hostels without permission.
- p. Malpractice in examination.
 - q. Indulging in anti-national activities contrary to the provisions of acts and laws enforced by the Government.
 - r. Any other act which may be considered by the Principal or the Discipline Committee to be an act of violation of discipline.
 - s. Smoking/chewing tobacco, pan, pan masala, or derivatives of tobacco, spitting and drinking alcohol, dangerous drugs or other intoxicants are strictly prohibited in campus and hostel building and premises.
- 20.3 Any act of indiscipline of a student reported to Principal/concerned authority shall be referred to the Grievance Redressal and Disciplinary Committee (GRDC) of the institute. The Committee shall enquire into the charges and recommend suitable punishment if the charges are substantiated. The penalties/punishment/actions may include:
- a. Written warning and information to the parents/guardian.
 - b. Imposition of fine ranging from Rs.500/- up to Rs.5000/-
 - c. Suspension from the Institute/Hostel/Mess/Library/ or availing of any other facility.
 - d. Suspension or cancellation of scholarships /fellowship or any financial assistance from any source.
 - e. Recovering loss caused to Institute property.
 - f. Debarring from participation in sports/NSS/student club.
 - g. Disqualifying from holding any representative position in the Class/institute / Hostel / Mess/Sports/ Clubs and in similar other bodies.
 - h. Disqualifying from appearing in placement and receiving any awards.
 - i. Expulsion from the Hostel/Mess/Library/Club/institute for a specified period by forfeiting fees.
 - j. Debarring from an examination.
 - k. Action as per Maharashtra anti-ragging act 1999.
- 20.4 If a student is found guilty of malpractice in examinations, then he/she shall be punished as per the recommendations of the examination Committee (EC) and decide the punishment by following the Guidelines for imposing punishment on examinees/s/others involved in unfair means. However, depending on the situation, the committee may quantify the severity of the punishment which may include:
- a. Cancellation of the performance of the student in the course in which he/she was involved in malpractice.
 - b. Cancellation of the performance in that examination for all the courses.
 - c. Expulsion/termination from the institute if repeatedly involved.
 - d. Stoppage of scholarships/stipend.

- e. Issuing warning.
- f. Debarring from the examinations for a specified period.

Students involved in act of indiscipline/malpractice in examination shall be issued notice asking him/her asked to be present before the respective committee (EC) on the day at specified time and venue with his/her parents/guardian. He/she shall give a written reply/oral explanation to the charges leveled against him/her for consideration. If the implicated students fail to appear before the committee, then a decision shall be taken in absentia, based on available evidence/documents, which shall be binding on the student concerned.

20.5 Common Off / Absence

- a. Remaining absent from the institution without prior permission of the authority is strictly prohibited.
- b. The students involved in common off are liable to heavy fines, and punishment including expelling from the hostel as decided by the Institution from time to time.
- c. The students involved in common off or having less attendance in class shall be liable for disciplinary action.
- d. If a student remains absent for a period of 05 days or more for a valid reason, he is required to apply to the Head of department and take prior permission.
- e. The decision about the absence of the student for genuine reasons is reserved with the Head of Department.

20.6 Seeking Guidance

- a. In case of hostel-related problems, the student shall contact the concerned warden/ rector first. For any additional help, he should contact the ADPC and HoD.
- b. For any academic matters the student shall contact the course teacher first, HoD, ADPC and dean academics.
- c. For any other personal grievances/problems, students shall first ADPC and then HoD.

Academic Rules and Regulations (Policies) are applicable for all years and all batches under autonomy commencing from the Academic Year 2024-25.

Revision Sheet

Revision No.	Revision Date	Nature of Change	Approved By

APPROVED in.....1st.....
 Academic Council Meeting
 Dated:.....31.08.2024.....