

**RULES AND REGULATIONS**  
**(From the academic year 2009-10)**  
**B. Tech. Programmes**



**S.G.G.S. Institute of Engineering and Technology,**  
**Vishnupuri, Nanded, 431606**

## FOREWORD

*S.G.G.S. Institute of Engineering and Technology has sustained its excellence in academics and research through well-conceived framework of academic structure and its governance. In accordance with the Govt. of Maharashtra, Resolution No. WBP2004/ (341/04)/(2)/TE-6 Dated 21.06.2004, the academic matters are governed through the Ordinances framed by the Senate and approved by the Board of Governors.*

*The application of these Ordinances is to be made through the detailed Regulations framed by the Senate. All Deans, Heads of the departments, Controller of Examinations, Registrar and members of Under- Graduate Programme Evaluation Committee have prepared the rules and regulations after detailed deliberations.*

*These Ordinances and Regulations for the UG Programmes have been compiled in this Booklet. This compilation will be of immense help to the students and the faculty members. I thank the Chairman and the members of the academic excellence cell, who have put in tremendous efforts in the preparation and compilation of this booklet. I hope that these Ordinances and Regulations will help the Institute to usher in an era of academic excellence.*

**Director**

## Preamble

S.G.G.S. Institute of Engineering & Technology, Nanded, inherits the legacy of excellence in Undergraduate teaching as evident from its illustrious alumni and their engineering feats. The aim of the education at the undergraduate level is to build on the knowledge gained by an undergraduate student through the curriculum by imparting knowledge with the help of classroom instructions, training and other modes of teaching. After completing the curriculum, the student will acquire adequate knowledge base in the desired branch, which could be easily employed for the solution of real life problems and develop further through higher education, for reaching the frontiers of technology in his/her area of specialization.

The undergraduate education has both academic and extracurricular components designed for the integrated development of professionals possessing individual values of ethics and morality. Many of the students after completing undergraduate programme, start working in different organizations where teamwork is the predominant mode of functioning. Ethics and discipline are of paramount importance and without these values teamwork is impossible.

In these days of rapid evolution of knowledge, the academic programmes require provision for continuous updating of the content to incorporate new developments in a particular area of knowledge. The curriculum is, therefore, broadly defined to make it possible for the teacher to update it continuously by including the latest developments. In addition, the institute undertakes periodic review of the curriculum structure to prune the dead wood and incorporate new ingredients, which may become necessary in the changed context of a branch of study. Exchange of knowledge and methodology across the disciplines is important in furthering its frontiers. In keeping with this spirit, the undergraduate curriculum encourages students to learn across different branches. In the undergraduate programme in engineering and technology, apart from the inputs of social sciences and management have been introduced across the branches. The curriculum at the undergraduate level has been so structured that it offers enough flexibility to the students to tailor his/her learning to individual inclinations and the desired career objectives. More emphasis is provided on experimental learning, simulations, and mathematical and analytical treatment of the subjects.

The curriculum in a given branch at the undergraduate level includes academic programmes involving ingredients of classroom teaching, laboratory practices, training, seminars and projects. These ingredients are specified in terms of courses with a given code specifying the subject(s) to be taught under it. Every course has credits depending on the workload it involves. The students are continuously evaluated during the conduct of a course and are awarded a letter grade on the basis of his performance. The academic year is divided into semesters and in each semester the students have to register in a branch of study for a number of courses. When a student earns a minimum number of credits specified for a given curriculum, he becomes eligible for the award of the degree from Swami Ramanand Teerth Marathwada University, Nanded. The ordinance as embodied here is for specifying the provisions required for the purpose of smooth functioning of undergraduate academic programme.

## ORDINANCES FOR THE UG PROGRAMMES

### 1. Short title & Commencement

- 1.1 These ordinances shall be called the Ordinances for the Undergraduate Programme of Shri Guru Gobind Singhji Institute of Engineering and Technology, Vishnupuri, Nanded – 431 606 (M.S.)
- 1.2 These ordinances shall come into force with effect from such date as the Senate/Board may appoint in this behalf.

### 2. Definitions (Unless the context requires otherwise),

- ✚ “**Applicant**” shall mean an individual who applies for admission to any Undergraduate (UG) programme of the Institute.
- ✚ “**Board**” shall mean the Board of Governors of the Institute.
- ✚ “**CGA**” shall mean the cumulative grade point average of a student.
- ✚ “**Coordination Committee**” shall mean the committee of the faculty members involved in a course.
- ✚ “**Course**” shall mean a curricular component identified by a designated code number and a title.
- ✚ “**Course Coordinator**” shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades.
- ✚ “**Degree**” shall mean the Bachelor’s degree viz. B.Tech., and such other degrees of the Institute as may be approved by the Board.
- ✚ “**Direct Admission Student**” shall mean a student who is admitted directly to second year of the degree program after completion of the Diploma Course and registered for undergraduate programme for full time study leading to Bachelor’s degree.
- ✚ “**DUGC**” shall mean the Departmental Undergraduate Committee of the Department
- ✚ “**Grade Moderation Committee**” shall mean the committee appointed by the Chairman, DUGC in the department to moderate grades awarded by the course coordinators.
- ✚ “**Institute**” shall mean Shri Guru Gobind Singhji Institute of Engineering and Technology, Vishnupuri, Nanded
- ✚ “**Student**” shall mean a student registered for a undergraduate programme for full time study leading to Bachelor’s degree.
- ✚ “**Scheme of Teaching and Examination**” shall mean the scheme of teaching and examination for a branch of study as approved by the Senate.
- ✚ “**SGA**” shall mean the semester grade point average.
- ✚ “**UG**” shall mean Undergraduate.
- ✚ “**UGPC**” shall mean institute level Undergraduate programme committee

✚ “**UGAPEC**” shall mean the Institute level Undergraduate academic programme evaluation committee.

✚ “**CLASS**” a class shall mean a class of 60 students unless otherwise exclusively specified.

### 3. Ordinances

- 3.1 The Institute shall offer such UG programmes and of such minimum duration as the Board may approve on the recommendation of the Senate either on its own or on the initiative of a Department and/or on the direction of the Board/Government of Maharashtra, provided that an interdisciplinary programme may be proposed by a Department or by a committee appointed by the Director for the consideration of the senate and the Board.
- 3.2 The procedure for starting a new programme, temporarily suspending a programme or phasing out a programme shall be such as may be laid down in the regulations.
- 3.3 The minimum entry qualifications for admission to UG programmes shall be such as may be laid down in the Regulations and as per Govt. of Maharashtra circulars for admissions.
- 3.4 A UG student shall be required to earn a minimum number of credits through various academic courses of a curriculum as provided for in the regulations.
- 3.5 A UG student shall be required to complete all the requirements for the award of the Bachelor’s degree within such period as may be specified in the Regulations, including those credits earned at such other institutions as have been recognized by the Institute for this purpose.
- 3.6 The date of initial registration for the UG programme shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the programmes for all intents and purposes.
- 3.7 A student shall be required normally to attend every lecture, tutorial and practical class. However, for late registration, sickness or other such exigencies, absence may be allowed as provided for in the regulations.
- 3.8 An undergraduate student may be granted such scholarship/ assistantship/ stipend, etc. and awarded medals as may be specified in the regulations in accordance with the directions of the Government of Maharashtra and/or the decision of the Board from time to time.
- 3.9 The procedure for the admission of a student or a direct admission student to an undergraduate programme shall be such as may be specified in the regulations.
- 3.10 The procedure for the withdrawal from an undergraduate programme, rejoining the programme, the award of grades and the SGA/CGA, the examination and all such matters as may be connected with the running of a UG programme shall be such as may be specified in the regulations.

- 3.11 The award of the UG degree to an eligible candidate shall be made in accordance with the procedure laid down in the regulations.
- 3.12 A student admitted to the UG programme shall abide by the "Standing Orders for Students" issued by the Institute from time to time. These standing orders shall deal with the discipline of the students in the Hostels, Departments, the Institute premises and outside. The standing orders may also deal with such other matters as are considered necessary for the general conduct of the students, co-curricular and extra-curricular activities. These standing orders shall be approved by the Director on the recommendation of the Dean of Students Affairs (DOS)
- 3.13 Notwithstanding anything contained in the above Ordinances, no regulations shall be made in contravention of the decision of the Board and/or the direction of the Government of Maharashtra, in regard to the duration of the UG programme, the amount and number of scholarship/assistantships and the number of studentships and the procedure thereof.

## **REGULATIONS FOR THE UG PROGRAM**

### **1. General**

- 1.1 These regulations shall be called the regulations for the UG programmes of the Institute.
- 1.2 These regulations shall come into force on such date as the Director may appoint in this behalf.

### **2. Undergraduate program**

- 2.1 The Institute shall offer Undergraduate programmes leading to Bachelor's degree in Technology (B. Tech.).
- 2.2 The duration of UG programmes leading to degrees of B. Tech. is normally four years. However, the maximum duration for the UG programme is **six years** from the date of initial registration. Only in special circumstances this duration shall be extended by one more year with the permission of the Director.
- 2.3 The maximum duration of the programme includes the period of withdrawal, absence and different kinds of leaves permissible to a student but it shall exclude the period of rustication of the student from the Institute.
- 2.4 The duration for the UG programme may be altered in accordance with the decision of the Senate. Refer the rule 26, where the rules and regulations for the students entering into autonomy from the Swami Ramanand Teerth University pattern along with the maximum duration of the programme.

### **3. Semester System**

- 3.1 The academic programmes in the Institute shall be based on semester system: two semesters (Ju-

ly-Nov) and (Jan-April) in a year with *winter* (Dec) and *summer* (May/June) vacations.

- 3.2 Each course shall have a certain number of credits assigned to it depending upon the academic load of the course, which would be assessed on the basis of weekly contact hours of theory lecture and laboratory classes, field study. The credits for the Project shall be assigned depending upon the quantum of work expected.
- 3.3 The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student.

### **4. Course Codes**

- 4.1 The course offered by the institute shall have an alphanumeric course code consisting of a string of five characters followed by the title of the course. The first two characters in a course code shall be capital letters identifying the responsible Department offering the course.
- 4.2 Please refer the Appendix G to understand the process of allocation of registration numbers.

### **5. Course Credits**

- 5.1 Each course shall have an integer number of credits, which reflects its weightage. The number of credits of a course in a semester shall ordinarily be calculated as under
  - (a) *Lectures*: One lecture hour per week shall be assigned one credit.
  - (b) *Practicals*: One laboratory hour per week shall be assigned half a credit. Not more than three credits may be assigned to a practical course having only laboratory component. The courses having three hours of contact every alternate week shall have one credit only.
  - (c) Special courses like project, practical training, National Cadet Corps (NCC)/National Service Scheme (NSS)/National Sports Organization (NSO) in the UG programme shall be treated as any other course and shall be assigned such number of credits as may be approved by the Senate.

### **6. Departmental Faculty Boards (DFB)**

Every academic department will have departmental Faculty board (DFB) consisting of all the faculty members of the department. The DFB shall be responsible for considering all the policy issues concerning academic and research programmes of the Department. The DFB shall formulate academic programmes and courses as recommended by the DUGC to it and send its recommendation to the Senate for its consideration.

### **7. Departmental UG Committee (DUGC)**

The Departmental Undergraduate Committee (DUGC) shall be constituted by the DFB to look after all academic matters pertaining to the Undergraduate

programme(s) offered by the department. For an interdisciplinary programme, a Programme Faculty Board (PFB) shall be constituted by the Dean (Academic). A Programme Coordinator shall be appointed by the Director in consultation with the Dean (Acad.) and the Heads of the concerned Departments to look after all the administrative and academic matters related to the interdisciplinary programme. The Programme Coordinator shall exercise the functions of the Head of a Department/Chairman, DUGC for such a programme.

### **8. Courses of Special Nature**

**(a) Minor-Project:** A curriculum may contain a 3-credit course on minor project as a departmental elective, which may be offered in fifth semester onwards to carry out a design and fabrication type of project. Not more than three students may carry out the project together and register for this course only once during their enrolment for a Bachelor's degree, with the prior approval of the Chairman, DUGC.

**(b) Major Project:** A curriculum shall contain a 12-credit component of major project, generally offered in the fourth year of the UG programme. Not more than three students may carry out the project together and register for this course.

**(c) Industrial/Field Training:** A curriculum shall contain a 2-credit component of Industrial/Field training for 4-weeks, generally carried out during the summer vacation following the fourth and/or sixth semester. The evaluation of this course will be carried out in the seventh semester.

The Industrial training for each student is arranged by the respective departmental Co-ordinator in consultation with Dean (Students affairs).. Private arrangements by students for Industrial training should invariably get the prior approval of Co-ordinator /DUGC. After the Industrial training each student has to submit a written report/Soft copy within a week of commencement of the fifth and/or seventh semester. A viva-voce will be conducted by the Co-ordinator to find out the effective benefit gained by the student. This viva-voce and the report from the training organization will decide whether the Industrial training has been satisfactory or not.

Students attending the summer terms and those unable to take the training in summer due to bonafide reasons may be permitted to complete their training during the next winter vacation or after the final semester examination. If however, they are unable to complete their practical training before the convocation immediately following their final semester, the degree will be withheld till the successful completion of the training.

### **9. Phasing out of a Programme**

The phasing out of a UG programme may be considered by the Senate on the recommendation of a DFB and the UGPC if, consecutively for four years, the number of students registering for the programme is less than 40% of the sanctioned intake of the students.

### **10. Starting a New Programme**

(a) The Board may approve starting of a new programme or a modified programme in lieu of the old phased-out programme on the recommendation of the DFB, the UGPC and the Senate;

(b) A new programme may be considered and recommended by the Senate to the Board for its consideration and approval. Such a proposal will be initiated by a Department through its DFB and considered and recommended by the UGPC;

(c) An interdisciplinary programme may be proposed by a Department in consultation with other participating Department(s), or by a group of Department(s), or by a Committee appointed by the Director for the consideration of the UGPC and the Senate for their recommendation to the Board for obtaining its approval.

### **11. Promotion to Higher Class, Registration, Re-registration, and Reappearing**

#### **11.1 Registration:**

✚ A student is eligible for the promotion to the higher class if he/she earns at least 85% of total number of credits that are specified in the curricula. If number of credits to be earned to become eligible for promotion to the next higher class comes in fraction then the number will be floored. Eligible students shall do registration to all the courses of higher class in the beginning of next academic year on the prescribed dates by paying stipulated fees.

✚ Registration, according to rules, should be carried out as per the schedule specified in the academic calendar. Late registration may be permitted only for valid reasons and on the payment of a late registration fee. In any case, registration must be completed before the prescribed last date for registration. Students having outstanding dues to the Institute or hostel shall be permitted to register only after clearing the dues.

✚ In-absentia registration may be allowed only in rare cases at the discretion of the Dean (Academic) in case of illness or any other contingencies.

✚ For the registration of the third year first semester the student should have cleared all the courses of the first year.

✚ For the registration of the final year first semester the student should have cleared all the courses of the second year.

✚ Every student shall register for the courses that he/she wants to study for earning credits and his/her name will appear in the roll list of each such course. No credit shall be given if a student attends a course for which he or she is not registered.

### 11.2 Re-registration:

- ✚ The student who has failed in the theory and/or practical courses and not eligible to promote in the next higher class, can willingly avail the facility of re-registration instead of re-appearing.
- ✚ The student shall re-register in all the theory/practical courses in which he/she has failed by paying the necessary fee.
- ✚ During period of his/her study if the syllabus is revised then it is the responsibility of the Chairman, DUGC to do the needful to provide the faculty members for counseling of the subjects from the old syllabus and that are not available in the revised syllabus.
- ✚ Further, the Chairman, DUGC shall do the needful to declare some of the courses of revised syllabus as compulsory audit courses in addition to the subjects in which the student has re-registered.
- ✚ For such subjects students shall use the learning resources available in the institute and seek the guidance from the faculty members assigned by the Head of the department.

### 11.3 Re-appearing:

- ✚ Student registered in any class with the backlog of theory and/or practical courses of previous year can reappear in the theory and/or practicals in which he/she has secured F grade, by the payment of necessary fee. Students can reappear for examinations of theory and practicals of first and second semester, which will be conducted at the end of first and second semester, respectively.
- ✚ The final year B. Tech. students shall be allowed to reappear for the project work in the next forthcoming semester of the same academic year.
- ✚ The theory courses for which the student is reappearing shall appear for mid-term examination of 30 marks (1 hour and 30 minutes duration) and end-term examination of 70 marks (3 hours duration).
- ✚ The total marks obtained by the student out of 100 shall be used for the calculation of new grade, which will not exceed B+.
- ✚ The end-term practical examination for reappearing students during regular semesters will be of 100 marks (three hours duration for a batch of 15 to 20 students), which will be held after the end-term theory examination. This examination will be conducted by inviting external examiners. The weightages shall be, 50-50, for the performance of the student in the implementation of the practical assigned and oral, respectively. However, in no case the highest grade awarded will exceed B+. **Refer Appendix F for details of fees.**

### 12. Change of Branch

- 12.1 The branch change will be done within one week from the date of registration. A student enrolled for B. Tech degree through the State entrance examination shall be eligible for change of branch at the end of first year provided he/she satisfies the following criteria:
- (i) CGA of the student is  $\geq 6.75$
  - (ii) Must have earned all the credits of the first year in first two semesters only.
- 12.2 In making a change of branch the strength of a class should not fall below the existing strength by more than 1/3 and should not exceed the sanctioned strength. For this purpose the strength means to the total strength of the students in the class of a given branch excluding the direct admissions and failures.
- 12.3 The change of branch shall be operated strictly on the basis of inter-se merit as reflected in their CGA. In case the CGA of more than one student seeking the change of branch is the same, their inter-se merit shall be decided on the basis of % marks obtained at entrance test and HSC marks in that order

### 13. Termination of Enrolment due to Absence or on Academic Grounds

- 13.1 If a student is continuously absent from the classes for more than four weeks without informing the Course Coordinators, the Coordinator shall immediately bring it to the notice of First Year Class Coordinator / the Head of the concerned department as the case may be and the Academic Section. Such students shall be allowed to reregister next year.
- 13.2 The enrolment of a student in a curriculum may be terminated if he/she fails to earn minimum number of credits specified at different yearly levels in the programme. Semester withdrawal will be excluded to determine the yearly level of a student for this purpose. The Academic Section shall issue the communication regarding termination of enrolment before the beginning of new semester.
- 13.3 If the performance of the student (CGA) is below 4.5 (very poor) that he/she is not likely to benefit from continuing in the programme any further he/she may be required to leave the Institute. For this purpose an assessment of the student's academic performance will normally be made at the end of the second and third semester of his/her stay at the Institute. This assessment will be based on the amount of semester credits earned by him/her.
- 13.4 A student who fails to earn 20 credits in any two consecutive semesters from the third semester onwards may be asked to leave the Institute.
- 13.5 The enrolment of a student may be terminated on disciplinary grounds, in accordance with the Standing Orders for the students.

#### **14. Attendance, Absence, Leave Rules, Withdrawals and Dismissals**

- 14.1 All the undergraduate students are expected to be present in every lecture, tutorial, practical or drawing classes scheduled for them. Attendance in all forms of classes should be 100%, which will be closely monitored during a semester as per the guidelines.
- 14.2 Relaxation of maximum 25% in attendance is permissible on the account of medical problems, family problems or any other reason.
- 14.3 An undergraduate student must have a minimum attendance of 75% which includes total number of classes including lectures, tutorials and practicals, held in a theory course/practical till the last teaching day, in order to become eligible to appear in the end semester examinations. Otherwise he/she shall be given F grade in the said theory course/practical and has to reregister in the following semester/year. The course coordinator shall display list of such defaulters on the notice board after every month during a semester. The list should be also duly signed by the Head of the Department/F.Y. Coordinator
- 14.4 The names of the students who have remained absent with or without leave, for more than 25% of the actual classes held in a course as specified in section 14.3 will be intimated by the Course Coordinator on the last teaching day, to the Chairman, DUGC/First Year Class Coordinator, who will consolidate the list for all such students for all the courses of a given yearly level of a programme and display it on the notice board of the department/Academic Section. The list of such students shall also be forwarded to the Dean (Acad.).
- 14.5 Withdrawal on medical grounds/other very exceptional reasons may be permitted by Dean (Academics) up to a maximum of two semesters during the student's entire stay.-
- 14.6 If he/she is found guilty of malpractice in examinations, involvement in ragging and overall misconduct during his/her stay in the institute, he/she will be punished as per the recommendations of the Disciplinary Committee constituted. The maximum punishment may go up to expulsion from the institute.
- 14.7 A student who wants to withdraw from a course shall apply through the Chairman, DUGC, to the Dean (Acad.), on a prescribed form within one week from the end of the first Minor Examination and it will be recorded in the registration record of the student and the concerned Course Coordinator will be informed about it. The student will be awarded a withdrawal grade at the end of the semester.
- 14.8 In case a student is unable to attend classes for more than four weeks in a semester, he/she may apply to the Dean (Acad.) through Chairman DUGC, for withdrawal from the semester, which shall mean withdrawal from all the registered courses in the semester. However, such application shall be made as


early as possible and latest before the start of the End Term Examination.

- 14.9 In case the period of absence on medical grounds is more than ten working days during the semester, a student may apply for withdrawal from the semester, if he/she so desires. As per provisions in section 14.8, such applications must be made to the Dean (Acad.) through Chairman DUGC, as early as possible and latest before the beginning of End Term Examination.
- 14.10 Any application on medical grounds shall be accompanied with a medical certificate from a registered medical practitioner containing the registration number.

#### **15. Examination Scheme**

- 15.1 A student shall be evaluated for his/her academic performance in a course through tutorials, practicals, home work assignments, term papers, field work, seminars, quizzes, Minor Examination, and the End-Semester Examination (Major), as applicable according to the guidelines formulated for this purpose.
- 15.2 There will be one mid-term examination of 30 marks during the semester (1 hour 30 minutes duration) in every theory course, which would be held at the end of 7<sup>th</sup> week.
- 15.3 At the end of the semester there would be End-Term examination of 70 marks (3 hours duration) per every theory course.
- 15.4 The distribution of weight for each component shall be decided and announced by the Course Coordinator at the beginning of the course, subject to such stipulations as are given in the Scheme of Teaching and Examination for a given programme.
- 15.5 The End-Term examination of the practicals shall be performed by inviting external examiners (three hours duration for a batch of 15 to 20 students). In this evaluation weightages will be, 50-50, for the continuous evaluation and performance of the student in the End-Term practical examination, respectively.
- 15.6 The industrial/field training shall be evaluated through the quality of work carried out, the report submission and the presentation(s).
- 15.7 The project work shall be evaluated by midterm seminar(s), quality of work carried out, project report submission and the viva-voce examinations.

#### **16. Summer Term**

- 16.1 About summer term:  
 The Summer Term is a compressed semester in which students shall reappear in the backlog of theory/practical courses. The student who has failed to clear theory courses and practicals may be allowed to reappear for a summer term in the summer vacation by the payment of necessary fees on a specified date.
- 16.2 Counseling of students:

✚ The chairman DUGC/F.Y. Coordinator shall display the list of course coordinators for all theory/practical courses on the notice board at least before ten days from the start of summer term examination.

✚ The course coordinator shall offer counseling to the students in his/her theory/practical course for eight days before the examination.

#### 16.3 Examinations in the Summer Term:

✚ The theory/practical examination of 100 marks will be held for all the courses.

✚ The practical examination of 100 marks (three hours duration for a batch of 15 to 20 students) will be held after theory examination. This shall be performed by inviting external examiners. In this evaluation the weightages shall be, 50-50, for performance of the student in implementation of the practical assigned and oral, respectively.

16.4 However, in no case the highest grade awarded will exceed **B** in the summer term.

### 17. The Grading System

17.1 For every course taken by a student, he/she is assigned a grade based on his/her combined performance in all the assessments including laboratory or any other assignment. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point.

17.2 The academic performance shall be graded on a ten-point scale following guidelines given in Appendix-A. The letter grades and their equivalent grade points are listed in the Table 2.

17.3 The letter Grades (up to D only) awarded to a student in all the courses shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGA) and Cumulative Grade Point Average (CGA), to be calculated by following the procedures given in Appendix – A.

### 18. Grade Moderation Committee

18.1 The Grade Moderation Committee for the courses excepting those for the first year shall be appointed year wise by the Chairman, DUGC. This committee shall be responsible for adherence to the guidelines for the award of grades and shall include all the concerned Course Coordinators. The Chairman, Grade Moderation Committee shall be responsible for the display of grades in the department and for forwarding the final grades to the Academic Section. The Chairman, Grade Moderation Committee shall also retain the record copies of the marks and the grades along with the statistical parameters for all the courses moderated and hand over a copy of the same to the Chairman, DUGC.

18.2 The Grade Moderation Committee for the first year shall consist of all the Course Co-

ordinators of the courses offered to the first year students in a semester, with the First Year Class Coordinator as the Chairman. The Chairman, Grade Moderation Committee shall be responsible for the display of grades and for forwarding the final grades to the Academic Section. The Chairman, Grade Moderation Committee shall also retain the record copy of marks and grades along with the statistical parameters for all the courses moderated the committee.

### 19. Showing answer sheets to the students

- Teachers will show assessed papers of mid term examination to the students in their theory classes before submitting to the academic section. After major examination the assessed answer sheets will be shown to the students on the day mentioned in the academic calendar before declaration of their final results. The head of the department shall display the time table on the notice boards for smooth conduct of this activity.
- The assessed answer sheets will be shown only to the student and not to the friends or relatives.
- While showing the assessed papers teachers will clear all the doubts of the students and shall check unchecked questions, if any.
- All the course coordinators shall submit the assessed answer scripts to the academic section within two days after display of the results.

### 20. Minimum Students Requirement for an Elective Course

An elective course in a department shall run only if minimum of ten students or 25% of the sanctioned intake, register for it in a regular semester. However, under special circumstances, a course may run with fewer students with prior permission of the Chairman, Senate.

### 21. Minimum Requirements for the Award of the Degree

21.1 The student should have taken and passed all the prescribed courses under the general institutional and departmental requirements and the student should have paid all the Institute dues.

21.2 The student should have satisfactorily fulfilled other academic requirements like practical training, visits, seminar and the project and the student should have no case of indiscipline pending against him/her.

21.3 The credits for the courses in which a student has obtained 'D' (minimum passing grade for a course) grade or higher shall be counted as credits earned by him/her. A student who has a minimum CGA of 5.0 and earned a minimum number of credits as specified in the UG curriculum he/she is registered for, is eligible for the award of the degree.

21.4 A student, who has earned the minimum credits required for a degree but fails to obtain the min-

imum specified CGA for this purpose, shall take additional courses till the minimum CGA is attained.

21.5 A student has obtained the eligibility certificate in the first year from SRTMU, Nanded.

**22. Maximum Period for Completion of B. Tech.**

✚ In any case, a student should fulfill the requirements for respective degree within the maximum period specified for each degree as given below, including withdrawal in exceptional circumstances, failing which his case will be referred to the Senate for dismissal. The maximum duration for the UG programme is **six years** from the date of initial registration. Only in special circumstances this duration shall be extended by one more year with the permission of the Director

**23. Award of Medals**

23.1 The Institute awards medals and merit certificates to the outstanding students every year. The students who have passed without unloading, dropping or failing in any credit carrying course are considered eligible for these medals and merit certificates.

23.2 The Gold Medals and Silver Medals shall be awarded to the outstanding graduates from each branch of Engineering, securing highest and second highest CGA, respectively, at the end of the programme.

23.3 The merit certificates shall be awarded to SY and TY B. Tech. outstanding students of various branches securing highest and second highest CGA, respectively.

23.4 Further, the merit certificates shall be awarded to FY B. Tech. outstanding students securing highest and second highest CGA, respectively.

**24. Interpretation of Regulations**

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

**25. Emergent Cases**

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

**26. Students entering into Autonomy from Swami Ramanand Teerth Marathwada University, (SRTMU) Nanded pattern.**

26.1 Student can enter into autonomy pattern at S.Y. level if and only if; he/she has cleared F.E. or eligible to avail ATKT as per SRTMU norms.

26.2 Student can take admission to first semester of T.Y. into autonomy pattern if and only if; he/she has cleared all the subjects of F. E. and cleared S. E. or eligible to avail ATKT as per SRTMU norms.

26.3 Student can take admission to the first semester of final year B. Tech. Program into autonomy pattern if and only if; he/she has cleared all the subjects of S.E. and cleared T.E. or eligible to avail ATKT as per SRTMU norms.

26.4 Student entering into autonomy has to complete his/her B. Tech. program in stipulated period as tabulated below, irrespective of the number of years that he/she was in SRTMU pattern. However, only in special circumstances this duration shall be extended by one more year with the permission of the Director.

| Year in which the student is entering in to Autonomy from SRTMU pattern | Period of completion of B. Tech. Degree |
|---|---|
| Second Year   | 05                                      |
| Third Year  | 04                                      |
| Final Year  | 03                                      |

26.5 The students entering from SRTMU pattern at S.Y. or T.Y. or Final Year shall have to appear some additional courses if necessary. The DUGC shall decide the list of such additional courses and get it approved from Chairman, Senate, through Dean Academic. Further, DUGC shall do the needful for counseling in those subjects in the department. The list of such students shall be informed to the Controller of Examinations (COE) by the Chairman, DUGC and COE will take necessary measures while preparing the time table of Semester I and II examination.

26.6 For the students those who enter into autonomy from SRTMU pattern, the grade cards shall be prepared as per the examination scheme, grading structure and rules and regulations. The CGA shall also be calculated based on the performance from the year in which he/she has entered in the autonomy pattern.

26.7 If any student needs to convert his/her SRTMU mark list into grade card, he/she has to submit request application to the Director through Dean (Academics). The legitimate requests will be entertained. Such students will get new grade cards by converting SRTMU mark lists. The scheme which will be used for the award of grades, based on the absolute marks system, for the conversion of SRTMU marks is given in Appendix H.

**27. Disposal of answer sheets:**

The answer sheets of all examinations during any academic year shall be preserved till the conduct of first semester examination of subsequent academic year. After the conduct of first semester examination, in any academic year, the

process of disposal of answer sheets of previous academic year shall be initiated and carried out under the supervision of Controller of Examinations.

**TABLE-1: UG PROGRAMMES LEADING TO BACHELOR'S DEGREE**

| Branch                          | Degree                                     |
|---------------------------------|--|
| Civil (W.M.) Engineering        | B. Tech. [Civil (W.M.) Engineering]        |
| Computer Science & Engineering  | B. Tech. (Computer Science & Engineering)  |
| Electronics & Telecommunication | B. Tech. (Electronics & Telecommunication) |
| Information Technology          | B. Tech. (Information Technology)          |
| Instrumentation Engineering     | B. Tech. (Instrumentation Engineering)     |
| Production Engineering          | B. Tech. (Production Engineering)          |
| Chemical Technology             | B. Tech. (Chemical Technology)             |
| Textile Technology              | B. Tech. (Textile Technology)              |

**TABLE 2: STRUCTURE OF GRADING OF ACADEMIC PERFORMANCE**

| Academic Performance | Grades | Gradepoints |
|----------------------|--------|-------------|
| Outstanding          | A+     | + 10        |
| Excellent            | A      | 9           |
| Very Good            | B+     | 8           |
| Good                 | B      | 7           |
| Average              | C+     | 6           |
| Below Average        | C      | 5           |
| Marginal             | D      | 4           |
| Poor                 | F      | 0           |
| Incomplete           | I      | -           |
| Withdrawal           | W      | -           |

**'F' Grade:** The 'F' grade denotes poor performance. 'F' grade is also awarded in case of poor attendance (see Attendance Rules). A student has to repeat all compulsory (core) courses in which she/he obtains 'F' grade, until a passing grade is obtained. For the elective courses in which 'F' grade has been obtained, the student may take the same course or any other course from the same category. Further, 'F' grades secured in any course stay permanently on the grade card. The weight of these grades is not counted in the calculation of the CGA however; these are counted in the calculation of the SGA.

**'I' Grade:** This refers to an incomplete grade, which is required to be converted into a regular letter grade.

**'W' Grade:** This refers to withdrawal from the course as discussed in section 14.

## Appendix-A:

### Performance Indices

#### (i) Calculation of SGA

The performance of a student in a semester is indicated by a number called SGA. The SGA is the weighted average of the grade points obtained in all the courses registered by the student during the semester.

$$SGA = \frac{\sum_{i=1}^n C_i p_i}{\sum_{i=1}^n C_i}$$

Where,

$C_i$  = The number of credits earned in the  $i^{\text{th}}$  course of a semester for which SGA is to be calculated

$p_i$  = Grade point earned in the  $i^{\text{th}}$  course

$i = 1, 2, \dots, n$  represent the number of courses in which a student is registered in the concerned semester. The SGA is calculated to two decimal places

#### (ii) Calculation of CGA

An up to date assessment of the overall performance of a student from the time of his first registration is obtained by calculating a number called CGA, which is weighted average of the grade points obtained in all the courses registered by the student since he entered the Institute.

$$CGA = \frac{\sum_{j=1}^m C_j p_j}{\sum_{j=1}^m C_j}$$

Where,

$C_j$  = The number of credits earned in the  $j^{\text{th}}$  course up to the semester for which CGA is to be calculated

$p_j$  = Grade point earned in the  $j^{\text{th}}$  course. A letter lower than D (*i.e.* Grade point < 4 ) in a course shall not be taken into consideration for calculation of CGA

$j = 1, 2, \dots, m$  represent the number of courses in which a student is registered up to the semester for which the CGA is to be calculated. The CGA is also calculated to two decimal places.

## Appendix-B:

**Guidelines for the Award of Grades:** The following are the general guidelines for the award of grades:

- For each student, all evaluations in different components of a course shall be done in absolute marks considering the weightage in scheme.
- The marks of various components shall be added to get total marks secured on a 100-points scale. The rounding off shall be done on the higher side.
- For less than 30 students in a course, the grades shall be awarded on the basis of natural cut-off in the absolute marks (Appendix D).

- (iv) For more than 30 students in a course, the statistical method shall be used for the award of grades with or without marginal adjustment for natural cut-off. The salient features of statistical method are given in Appendix-E.
  - (v) F grade shall be awarded for marks less than 40.
  - (vi) The overall distribution of different grades shall be as indicated in the statistical distribution to the extent possible. (See Appendix – E)
  - (vii) The provisional grades shall be awarded by the Coordination Committee of the course consisting of all the teachers involved in that course. The grades should be finalized within one week of the End Semester (Major) Examination. The course coordinator shall have full responsibility for this purpose.
  - (viii) The grades so awarded shall be moderated by the Grade Moderation committee for that class of a Department. This committee will finalize the grades and display a copy of the grades awarded on the Notice board of the Department. All the final grades shall be communicated to the Academic Section within two days from the date of display of grades.
  - (ix) The procedures for evaluation and award of grades for project, training, seminar and group discussion shall be decided by the respective DFB.
- Submission of the B. Tech. project cannot be postponed beyond the date specified in the calendar. If the project cannot be completed due to ill health or other bonafide reasons, the course can be dropped in consultation with the project coordinator and guide on or before mid-term examination. Re-registration for the same is required in the following semester in which it should be completed.
  - Students who do not drop the project in time and do not submit the project report for assessment by the due date, will be temporarily awarded 'I' grade at the time of finalization of grades. The 'I' grade will be converted to a performance grade not higher than B+ when these students submit their reports and undergo the oral examination. Further, if such late reports are not submitted, one week before the registration of next semester, the 'I' grade will be automatically converted to 'F'.
  - The students those who fail in the project examination of first/second semester shall be allowed to reappear in the following semester.
  - Student should submit 4 softbound typed copies of B. Tech. Project Report and after successfully completion of the viva-voce examination the hardbound copy may be submitted to the Coordinator. A student who is unable to complete his/her project in the academic year in which he/she has registered, will be required to re-register/reappear in the next academic year.

## Appendix-C:

### Project Evaluation:

- Every student has to undertake a project of professional interest. The project 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 Project Coordinator appointed by the Department normally assigns the project towards the end of the pre-final year and the work is done during both the semesters of the final year.
- The registration for the project work is normally in two stages, each spread over a semester. At the end of the first stage, the student is required to submit preliminary report of his work by a prescribed date to the Coordinator and present it to a Panel of Examiners. The second stage of the work is continued in the following semester.
- The final project report should be submitted by the prescribed date. The report is evaluated by a panel of examiners and an oral examination is conducted after the Major Examination. The assessment should be on the following criteria. The preliminary presentation (1<sup>st</sup> stage) carried 25% of the total weight. Another 25% weightage is given for the initiative, interest, efforts and regularity. The remaining 50% weightage is assigned to the oral examination conducted by the Panel of Examiners.

## Appendix-D:

**Award of Grades Based on Absolute Marks System:** The award of grades on absolute marks out of 100 shall be made as follows shown in the Table 3.

**Table 3: Absolute Marks System**

| RANGE MARKS | GRADE |
|-------------|-------|
| 91-100      | A+    |
| 80-90       | A     |
| 73 -79      | B+    |
| 64-72       | B     |
| 55-63       | C+    |
| 46-54       | C     |
| 40-45       | D     |

Note: The grade boundaries as indicated above may be marginally adjusted.

## Appendix – E:

### Statistical Method for the Award of Grades:

- ✚ For the award of grades in a course, all component-wise evaluation shall be done in marks. The marks of different components viz. Mid-Term Examinations, End-Semester- Examination, Course Work Sessionals (CWS), Practical Sessionals (PS) etc. would be reduced to relative weight of each component as approved by the Senate and added. Marks so obtained shall

be out of 100 and the same would be converted to grades following the guidelines given below.

- For 30 or more number of students in a course, the statistical method shall invariably be used with marginal adjustment for natural cut-off. The mean ( $\bar{X}$ ) and the standard deviation ( $\sigma$ ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per Table 4 given below.

**Table 4: Award of Grades using Statistical Method**

| RANGE OF MARKS   |    |
|--|----|
| $\bar{X} + 1.5 \times \sigma \leq \text{Marks Obtained} < 100$                         | A+ |
| $\bar{X} + 1.0 \times \sigma \leq \text{Marks Obtained} < \bar{X} + 1.5 \times \sigma$ | A  |
| $\bar{X} + 0.5 \times \sigma \leq \text{Marks Obtained} < \bar{X} + 1.0 \times \sigma$ | B+ |
| $\bar{X} \leq \text{Marks Obtained} < \bar{X} + 0.5 \times \sigma$                     | B  |
| $\bar{X} - 0.5 \times \sigma \leq \text{Marks Obtained} < \bar{X}$                     | C+ |
| $\bar{X} - 1.0 \times \sigma \leq \text{Marks Obtained} < \bar{X} - 0.5 \times \sigma$ | C  |
| $\bar{X} - 1.5 \times \sigma \leq \text{Marks Obtained} < \bar{X} - 1.0 \times \sigma$ | D  |
| $0 \leq \text{Marks Obtained} < \bar{X} - 1.5 \times \sigma$                           | F  |

### Appendix – F:

- Registration: Total fee decided by the competent authority.
- Re-registration: Rs 1200 per theory subject, and Rs. 200 per practical. Apart from this, student shall pay fee charged for gathering, internet, library, gymkhana, and training and placement decided by the competent authority.
- Re-appearing: Rs. 200/- per subject (or practical)

### Fees in the Summer Term

- The course with instruction: Rs. 700/course.
- The course with counseling: Rs. 200/course.

The practical course: Rs. 200/practical.

### Appendix – G:

#### Scheme for allocation of registration numbers:

#### Roll number allocation scheme:

|           |   |
|-----------|---|
| 001 – 150 | Regular students  |
| 151 – 200 | After branch change in subsequent rounds of admission process in the first year |
| 201 – 299 | Students taking admission in second year from SRTMU to autonomy pattern         |
| 301 – 399 | Students taking admission in third year from SRTMU to autonomy pattern          |
| 401 – 499 | Students taking admission in final year from SRTMU to autonomy pattern          |
| 501 - 599 | Students taking direct admission in the second year                             |
| 601 – 699 | Students after branch change in the second year                                 |

First four digits- Year of admission  
Next three characters - Branch code

Last three digits- Roll number of student

#### Branch code details:

|                                 |     |
|---------------------------------|-----|
| Electronics & Telecommunication | BEC |
| Computer Science & Engineering  | BCS |
| Information Technology          | BIT |
| Instrumentation Engineering     | BIN |
| Production Engineering          | BPR |
| Civil-Water Management          | BCW |
| Textile Technology              | BTT |
| Sugar Technology                | BSG |

**Example 1:** The registration number of the student taking admission in the academic year 2007 in Civil-Water Management Engineering department with the roll number allocated 005 will be **2007BCW005**.

**Example 2:** If the student considered in the example 1 gets branch change to Electronics & Telecommunication, in subsequent rounds of admission process in the First Year only, then the new registration number allocated may be **2007BEC151**.

**Example 3:** If the same students get branch change in second year to Computer Science Engineering department then the new registration number allocated in the second year may be **2007BCS601**.

**Example 4:** If student from SRTMU enters in Autonomy pattern in the final year in the Electronics & Telecommunication Engineering department in the academic year 2010-11 then registration number allocated may be **2010BEC401**.

Whenever the registration numbers are modified after branch change then earlier Registration Numbers will be discarded and will not be allocated to any other student.

### Appendix-H:

**Award of Grades Based on Absolute Marks System to convert SRTMU mark lists:** The award of grades on absolute marks out of 100 shall be made as follows shown in the Table 5.

**Table 5: Absolute Marks System for Conversion**

| RANGE MARKS | GRADE |
|-------------|-------|
| 75-100      | A+    |
| 65-74       | A     |
| 55-64       | B+    |
| 49-54       | B     |
| 46-48       | C+    |
| 43-45       | C     |
| 40-42       | D     |
| 00-39       | F     |