(An Autonomous Institute of Government of Maharashtra)

Examination Policy

Institute Vision and Mission
VISION
"Education of Human Power for Technological Excellence"
MISSION

- Dissemination of knowledge by offering world-class education
- Right to information for all stakeholders
- Promotion of sustainable industrialisation to development of appropriate technologies
- Continuing education programs for reengineering of regional socio-economic system in the light of dynamic, global technological changes
- Contribution to national wealth through innovation

September 2024

Contents

Preface

Established in 1981, Shri Guru Gobind Singhji Institute of Engineering and Technology (SGGSIE&T), Nanded, has grown to be recognised as a promising leader in technical education, research and technology transfer. Started with just two undergraduate programs in 1981, it now offers 10 undergraduate and 10 postgraduate programs. It also offers a Ph. D. program under its affiliating University, Swami Ramanand Teerth Marathwada University (SRTMU), Nanded and under the Quality Improvement Program of the Ministry of HRD, Government of India, New Delhi. SGGSIE&T is deeply rooted in the principles of the National Education Policy (NEP)-2020, shaping its curriculum to be flexible, inclusive, and focused on students' holistic development. This approach fosters a mindset of continuous growth and lifelong learning. The emphasis on continuous assessment, with regular evaluations throughout the academic year, provides students with ongoing feedback, enabling them to track their progress and improve over time. The institute is committed to ensuring a free and fair examination process.

This document provides comprehensive information on the Institute's examination policy, its stakeholders, the roles and responsibilities of various committees, and the rules and regulations of examination.

Examination Policy

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I. Roles and responsibilities of Examination Section

The roles and responsibilities of an Exam Department are to ensure the smooth administration and management of examinations. Here is a detailed list of these roles and responsibilities:

a.Planning and Scheduling

- Exam scheduling: Prepare and publish the examination schedule in consultation with the Dean of Academics. The academic calendar of each semester shall contain the schedule of the In-Semester (ISE) and the End-Semester Examination (ESE).

- Exam Timetable: Prepare and distribute exam timetables at least seven days in advance, following the academic calendar.

- Exam hall allocation: Assign appropriate rooms and prepare seating arrangements for examinations.

- Resource Planning: Ensure the availability of all necessary resources, such as question papers, answer sheets, and invigilation staff.

b.Coordination and Communication

- Coordination with Faculty: Work closely with academic departments to gather and verify exam-related information.

- Student Communication: Inform students about exam schedules, locations, and any changes or updates.

- Liaison with External Bodies: Coordinate with internal and external examination boards/committees if required.

c.Examination Management

- Question Paper Management: Securely collect, store, and distribute question papers to invigilators.

- Invigilation: Arrange, train, and assign invigilators to ensure proper supervision during exams.

- Exam Conduct: Oversee the smooth conduct of exams, ensuring adherence to all regulations and protocols.

- The examination results shall be declared on the scheduled dates mentioned as per the academic calendar; however, in some unavoidable situations, changes can be made with the permission of the Chairman, Board of Examination (BoE).

d.Security and Integrity

- Confidentiality: Maintain the confidentiality and security of examination materials and processes.
- Prevent Malpractice: Implement measures to prevent cheating and other forms of malpractice during exams.
- Incident Management: Handle incidents or issues during exams promptly and efficiently.

e.Assessment and Results

- Answer Sheet Management: Collect, sort, and distribute answer sheets for marking.
- Marking Coordination: Ensure that marking is completed accurately and on time.
- Results Processing: Compile, verify, and publish examination results.
- Grade Management: Manage the recording and reporting of student grades.

f.Administrative Responsibilities

- Regulation Compliance: Ensure all examination processes comply with institutional policies and external regulations.
- Record Keeping: Maintain accurate records of all examination-related activities and data. The hard copies (consolidated A3 size sheets) of the student's results from every academic year for Semester I, Semester II, and Summer Term Examination shall be preserved in hard-bound volumes. The student's examination results for every academic year shall be preserved/stored in a soft copy format on three separate hard drives and always maintain the copy on the latest hard drive technology after every three years.
- Reporting: Prepare and submit required reports to stakeholders as per requirement.

g.Student Support

- Special Arrangements: Provide support and make necessary arrangements for students with special needs.
- Queries and Appeals: Address student queries and manage the process for exam result appeals and grievances.

h.Continuous Improvement

- Feedback Collection: Gather feedback from students, faculty, boards, squad teams, committees and invigilators to improve examination processes.
- Policy Review: Regularly review and update examination policies and procedures to enhance efficiency and effectiveness.

i.Technology and Systems

- Examination Software: No implementation is needed. It is necessary to manage and update it as needed.

- Data Security: Ensure the security of digital examination data and systems.

By fulfilling these roles and responsibilities, the Exam Department plays a crucial role in maintaining the integrity, fairness, and efficiency of the examination process within SGGSIE&T.

II. Stakeholders

a. Student

A person who gets admission to the Shri Guru Gobind Singhji Institute of Engineering and Technology (SGGSIE&T) with proper Maharashtra State admission procedure is considered an authentic member and is known as a 'student' of SGGSIE&T.

The Student Section office will allot the student a unique number, referred to as the 'Student Registration Number' throughout his academic career at SGGSIE&T.

b. Course coordinator

A course coordinator is an individual responsible for overseeing and managing a specific academic course or subject within a department or institution. Their duties typically include curriculum development, scheduling classes with departmental authority, organising course materials and resources, teaching assistants (if any), evaluating student progress, and ensuring that the course objectives are met. Course coordinators often serve as a point of contact for students and faculty regarding the course content, assignments, and any administrative matters related to the course.

c. Invigilator

An invigilator is responsible for supervising and monitoring examinations to ensure that they are conducted fairly and in accordance with established rules and regulations. The invigilator's primary role is maintaining exam integrity and preventing cheating or academic misconduct. This may involve verifying the identity of students, distributing and collecting exam papers, enforcing exam rules, monitoring students during the exam to prevent unauthorised behaviour and addressing any issues or irregularities that may arise. Invigilators play a crucial role in upholding the integrity of academic assessments and ensuring that all students have an equal opportunity to demonstrate their knowledge and skills.

d.   Squad Team

An examination squad team typically refers to a group of faculty members responsible for conducting examinations, assessments, or inspections in various contexts. This team oversees the entire examination process, including planning, scheduling, and coordinating with relevant stakeholders. They ensure that the examination is conducted effectively and efficiently.

III. Committees and Boards

A disciplinary committee is a specific body of SGGSIE&T. Its primary function is to address cases of academic misconduct related to examinations.

a. Examination Disciplinary Committee (EDC):

SN	Designation	Role
1	Dean, Academic	Chairman
2	Dean, Students Affairs	Member
3	Registrar	Member
4	Chairman, Mahila Takrar Nivaran Samiti	Member
5	HOD of Concern Department	Member
6	Controller of Examination	Secretory

The responsibilities of an examination disciplinary committee are:

In the case of students:

1. Investigating cases of cheating, plagiarism, unauthorised collaboration, or other forms of academic dishonesty during examinations.

2. Reviewing evidence, such as exam papers, witness statements, and any other relevant documentation, to determine the validity of the allegations.

3. Conduct hearings or meetings with the accused students to allow them to present their side of the story and provide explanations or defences.

4. Assess the severity of the academic misconduct and consider any mitigating or aggravating factors.

5. Determining the guilt or innocence of the accused students based on the available evidence and testimony.

6. Imposing appropriate disciplinary actions or sanctions, such as failing grades on the exam, academic probation, suspension, or expulsion, in accordance with SGGSIE&T Rules and regulations.

7. Ensuring that due process is followed and that the rights of the accused students are respected throughout the disciplinary proceedings.

8. Maintaining records of disciplinary cases and outcomes for future reference and institutional reporting purposes.

9. Overall, an examination disciplinary committee plays a critical role in upholding an institution's academic integrity and ensuring that examinations are conducted fairly and impartially. It helps

maintain the credibility of academic credentials and promotes a culture of honesty and integrity among students.

In the case of staff and faculty:

The responsibilities of an examination disciplinary committee (EDC) for staff/faculty members typically involve ensuring the integrity and fairness of examinations within SGGSIE&T. Here are some common responsibilities of such a committee:

1. The committee ensures that any staff or faculty member (teachers/faculty members/non-teaching) accused of misconduct is given a fair and impartial hearing. This includes allowing staff members to present their side of the explanation and ensuring that decisions are based on evidence and established policies.

2. If a staff member is found to have violated examination policies, the committee may impose appropriate sanctions. Depending on the severity of the misconduct, these could range from a warning to more severe sanctions, as mentioned in the Maharashtra Civil Services (Conduct) Rules by the Government of Maharashtra.

3. The committee must maintain confidentiality throughout the investigation and disciplinary process to protect the privacy and reputation of all parties involved.

4. The committee should review and evaluate examination policies and procedures to identify areas for improvement. This may involve soliciting feedback from teachers and students, benchmarking against best practices in the field and adjusting as needed to ensure the effectiveness and fairness of the examination process.

b. Board of Examination (BoE):

SN	Designation	Role
1	Director	Chairman
2	COE, SRTMU, Nanded.	Member
3	Dean, Academic	Member
4	All Heads of Department	Members
5	Controller of Examination	Secretary

The Board of Examination (BoE) will be an advisory committee to the Examination disciplinary committee and the Examination section. This committee may suggest and modify rules and regulations for UG and PG programmes periodically whenever essential. At least one review meeting (June/July every year) of the Board of Examinations must be conducted to analyse the examination process. The secretary shall present proposed changes/modifications for approval/guidance.

c. Examination and Central Assessment Program (CAP) Committee:

SN	Duties to be Performed	Post in the institute
1	CAP Director (Nominated by the Director)	-
2	CAP Assistant (One staff member)	Laboratory Assistant/ Laboratory Attendant
3	Chief Superintendent (Nominated by the Director)	-
4	Assistant Exam Coordinator (Two faculty members nominated by the Director)	-
5	Exam Assistant (Five staff members)	Programmer/ Laboratory Assistant/ Laboratory Attendant

The Director shall constitute the above committee before every semester.

Roles and Responsibilities: Chief Superintendent and Associates

The Examination Committee is responsible for overseeing and ensuring the smooth conduct of examinations throughout the academic year. This committee's duties are crucial during the examination and assessment periods. Below are the detailed roles and responsibilities of the Examination Committee:

1. Examination seating arrangements

Ensure that all examination venues are adequately prepared and arranged to accommodate all students. Develop a detailed seating plan and ensure students are seated according to their examination numbers. Ensure that seating arrangements are accessible for students with disabilities.

2. Question Paper Arrangements and Distribution

Securely receive and store all examination question papers. Create a distribution plan to ensure question papers are delivered to the appropriate examination rooms promptly and securely. Implement security measures to prevent unauthorised access to the question papers before and during the examination.

3. Answer Sheet Distribution and Collection after the Exam

Distribute answer sheets to invigilators before the start of the exam and ensure that all students receive the correct materials. Ensure all answer sheets are collected immediately after the examination ends. Reconcile collected answer sheets with the number of distributed sheets to ensure no sheets are missing.

4. Handling Malpractice and Other Cases Related to Examiners and Invigilators

Take necessary action to avoid malpractice, cheating, or other violations. If any such case is identified, document and handle malpractice incidents according to institutional policies. Report the case to the Controller of Examination/Examination Disciplinary Committee.

Coordinate all aspects of examination management, including scheduling, venue booking, and resource allocation. Ensure all logistical requirements (e.g., stationery, seating, and technological support) are met for the examinations.

5. Inventory Preparation

All examination materials should be catalogued, including question papers, answer sheets, supplementary materials, and other relevant items. Detail records of the quantity and type of examination materials should be maintained for each examination.

6. Audit Procedures

Verify the quantity and condition of examination materials before distribution. Ensure all examination materials are securely stored to prevent unauthorised access or tampering. Document the audit process, including the date, time, and personnel involved.

Collect all examination materials promptly after the exam. This includes used and unused materials. Reconcile the collected materials with the pre-examination records. Verify that the number of returned materials matches the distributed materials.

d. Roles and Responsibilities: CAP Director and Associates

The responsibility of CAP is to maintain the standards and procedures for the assessment of answer sheets to ensure consistency, fairness, and integrity in the evaluation process.

1. Central Assessment Program (CAP) for Answer Sheet Evaluation and Scrutiny

The CAP is designed to standardise and streamline the evaluation and scrutiny of answer sheets to ensure consistency, fairness, and accuracy in the assessment process. The purpose of the CAP is to centralise the evaluation of answer sheets to maintain uniformity, enhance grading quality, and ensure timely results. This program applies to all faculty, evaluators, and administrative staff involved in evaluating and scrutinising answer sheets for all examinations conducted by the institution.

The CAP Director Oversees the CAP process and ensures adherence to the policy. Course Coordinators / Course Examiners participating as evaluators in the CAP, ensuring unbiased and accurate grading and shall strictly adhere to the examination and CAP guidelines. Course Coordinators / Course Examiners shall assess the answers sheets only at the allotted CAP centre. The entries of unauthorised persons shall be avoided at the CAP centre to maintain the security and

confidentiality of the assessment process. **Administrative Staff** Assist in the logistics and coordination of the CAP. Store answer sheets securely until the evaluation begins to prevent unauthorised access. Evaluators conduct the first grading round, marking answers according to the established rubric. A second evaluator/scrutiniser reviews a sample of graded answer sheets to ensure consistency and accuracy. Address any discrepancies between the evaluator and scrutiniser through a review by an Examination Disciplinary Committee. Conduct random checks on evaluated answer sheets to ensure adherence to grading standards, quality of answer sheets evaluation, scrutiny process, and provide feedback to evaluators on their grading to promote continuous improvement.

Authenticate the faculty members or the data entry personnel to Enter grades/marks into the examination database accurately and securely. Reconcile entered grades with the physical answer sheets to ensure no discrepancies. Store graded answer sheets securely for a specified period to allow for any re-evaluation requests or audits.

Establish a formal process for students to request re-evaluation/scrutiny of their answer sheets. Conduct a thorough secondary review (if required) of requested answer sheets by a different evaluator. Communicate the re-evaluation results to the student and update records if necessary.

2. Confidentiality and Security

Restrict access to answer sheets and evaluation records to authorised personnel only. Ensure all answer sheets and grades are handled confidentially to protect student privacy.

IV. Other examination-related Policies

1. Advance Notice for exam-related decisions and schedules

All the examination stakeholders should receive the exam schedule well (Minimum 10 days) before the examination starts. This ensures that students have sufficient time to prepare for their exams and that no last-minute changes could cause confusion or inconvenience. Hence, significant changes in the declared schedule are not reinforced. In unavoidable situations, only the Hon. Director of the institute will have the authority to declare significant changes. At the same time, minor changes can be declared by the Controller of Examination. The changes in any examination will be informed to the students and all other stakeholders by all printed and electronic media with a detailed explanation of the change to maintain transparency and faith in the exam system.

2. Feedback Policy for reforms

Feedback (June/July every year) from all stakeholders regarding the exam schedule/Mechanism/process will be collected periodically, online or offline. This feedback can be used to identify areas for improvement and adjust future schedules (timetable), Result declarations,

Question paper settings, Practical Examinations, and the Evaluation system (Academic audit) as needed.

All stakeholders are allowed to submit their suggestions for changes to any one or multiple of the Controller of Examination (coe@sggs.ac.in or exam@sggs.ac.in), Board of Examination, Examination Disciplinary Committee, or Honourable Director of the Institute, with which new reforms can be implemented in the exam system.

3. **Malpractice policy**

An examination malpractice policy is a set of guidelines and rules established by SGGSIE&T to prevent and address cheating, dishonesty, or misconduct during examinations. Examination malpractice includes plagiarism, cheating, collusion, unauthorised possession of materials, communication during exams, and other dishonest behaviour.

Detailed instructions must be published before/during examinations, such as bringing unauthorised materials into the exam hall, not discussing them with other candidates, not using electronic devices without permission, or engaging in any other behaviour that violates academic integrity.

Procedures for reporting suspected cases of examination malpractice are to be done by invigilators, faculty members, examination officers, Squad teams, or designated authorities within the institution. They must report and produce malpractice details with evidence to the Examination Department/Controller of Examination on the same day the incident happened.

Once the incident is reported, the 'Examination Disciplinary Committee' must investigate before declaring the result of the ongoing examination. This may involve gathering evidence, interviewing witnesses, and allowing the accused to present their defence.

The accused must be assured through discussion that a fair and impartial hearing will be held for examination malpractice. This includes allowing the accused to respond to allegations, present evidence, and appeal decisions.

After the investigation, the consequences for this incident may include disciplinary measures, such as failing the exam, suspension, expulsion, or other sanctions deemed appropriate by the institution's Disciplinary Committee or Board of Examination.

4. **Improving Structure and Quality of Assessments**

a. Use of Bloom's taxonomy

Written examinations play a significant role in assessing students' learning and awarding grades in the engineering education system. Hence, the highest weightage is required for the outcomes of the written examinations in overall grading. Questions raised in the examination/test papers play an important role in defining the level of learning the student is expected to achieve in the courses and

the program. Since assessment drives learning, the design of question papers needs to go beyond the mere test of memory recall. The questions in the test papers shall be categorised based on Bloom's taxonomy so that students' higher-order abilities and skills will be assessed.

b.Use of various assessment methods

Written examinations assess a very limited range of outcomes and cognitive levels. Exceptionally, in courses where course outcomes (COs) cover a broad range of expectations, written examinations alone are insufficient to make valid judgements about student learning. A wide range of assessment methods (e.g., Tutorials, open-ended problem-solving assignments, course/lab project rubrics, portfolios, etc.) must be employed to ensure that assessment methods match learning outcomes.

c. Accountability of a Teacher

Examining theory and lab courses is based on continuous assessment, i.e., two in-semester evaluations and an end-semester evaluation. The In-Semester examination assessed answer sheets shall be shown to the students. This will highlight the students' mistakes and allow them to improve in the remaining examinations of the semester. This will also ensure the teacher's accountability in the assessment process and fairness in assessing the answer sheets.

d.Transparency in evaluation

During the assessment of answer sheets for the end-of-semester examination, the security of students' identities shall be protected to prevent biases during the evaluation. Information such as registration numbers, course names, codes, branches, and years shall be concealed to achieve this. To restrict the probable misuse/malpractice or other modes of negligence, the assessed answer sheet shall be shown to the students only on request after completing the relevant application process.

e. External re-assessment

The examination section shall consult the concerned Head of the Department and Dean of Academics in case most students (more than 50% of the students who appeared) complain about unfairness in the assessment of answer sheets by the course teacher. The concerned Head of the Department / Examination section shall arrange the re-assessment of answer sheets from other faculty of related departments within the Institute or outside the institute with the approval from BoE. The benefit of the reassessment shall be given to the students if the original marks and the marks obtained after reassessment exceed 20% or more of the maximum marks of the theory paper.

f.Practical evaluation

The examination section shall ensure that the practical course evaluation consists of two components: continuous evaluation throughout the semester, accounting for 50% of maximum marks, and other based on students' performance in the End-term practical examination, accounting

for the remaining 50 %. External examiners from the related department or another institute/ industry can be called for fair, unbiased assessment. Project-based evaluation or any other evaluation method can be encouraged only after obtaining prior permission from the Board of Examination (BoE), in addition to written examinations.

5. Examination Security

Measures to ensure the security and integrity of exam materials, such as protocols for storing, distributing, and disposing of exam papers. The examination department must use CCTV surveillance all the time. All the measures have to be conducted to keep the examination material secure. Examination material (Answer sheets, Question papers, Grade sheets, etc.) audit must be conducted from time to time (June/July after summer term result).

The examination section shall ensure that the students' certificates, such as passing certificates and grade sheets, have embedded security features to prevent forgery. Decisions about enhancing the security features shall be made periodically in consultation with the Dean of Academics.

6. Retention and disposal of examination material

The used answer sheets, question papers, attendance cum marks lists, and other examination-related records need to be retained for 24 months after the declaration of results. During the retention period, this material may help address any examination-related grievances by the students. After the retention period, the material shall be disposed of through the Stores section. The store section shall dispose of these materials to the outside party (through proper tender enquiry procedures) with a legal agreement to avoid the misuse of any of these materials.

7. Issuance of student's Academic / Educational Verification Certificate

Corporate/agencies/government institutions/Indian and foreign universities/embassies of different countries, and other organisations may require a certificate of student academic verification. The certificate shall be issued only (via email or other requested communication mode) to the concerned authority after the completion of the proper application process and after payment of the required fees. The details of the academic verification certificate application process shall be maintained on the Institute website.

8. Transcripts

Indian and foreign universities, other educational institutes, or concerned students may require a student's transcript certificate for academic verification. The transcript certificate shall be issued (via email or other requested communication mode) to the concerned authority after the completion of the proper application process and payment of required fees. The details of the transcript application process shall be maintained on the Institute website.

9. Role of examination section in academic audit

Every academic year, every department shall organise their departmental academic audit after completion of 1st or 2nd semester of each academic year to evaluate their examination/assessment process. The examination section shall ensure the availability of student insemester and end semester assessed answer sheets and related question papers to the audit committee. The guidelines/improvement measures suggested by the audit committee shall be helpful to the examination section for executing reforms in the assessment and evaluation system to adapt to changing times.

10. Communication to SRTMU, Nanded for issuance of Degree Certificates to students

After the completion of every academic year, the examination section shall communicate the results of passed-out students of UG and PG to SRTMU, Nanded, in the format prescribed by the University.

The examination section shall communicate the procedures/process for the convocation form to the passing UG and PG students of the current academic year. The relevant application process at the institute level and necessary correspondence with the SRTMU, Nanded, shall be made. The convocation ceremony shall be conducted at the institute campus according to the guidelines provided by the SRTMU, Nanded.

11. Participation of students in Sports at university/state/national/international level

The examination section shall consult the concerned Head of the Department and Dean of Academics about the re-examination of the students if their In-Semester ISE I, ISE II, and ESE examination schedules overlap with the university/state/national/international sports events. With the recommendations from the concerned Head of the Department and Dean of Academics, the examination section shall consult with the Board of Examination (BoE) to re-examine the concerned students. The examination section shall conduct the additional examination with the approval from BoE.

Dr. P. W. Deshmukh	**Dr. A. V. Nandedkar**	**Dr. M. B. Kokare**
Controller of Examinations	Policy Coordinator	Director
SGGSIE&T, Nanded	**SGGSIE&T, Nanded**	**SGGSIE&T, Nanded**

Annexure A

Rules and Regulations

for

B. Tech. Programmes

FOREWORD

Shri Guru Gobind Singhji Institute of Engineering and Technology has sustained its excellence in academics and research through the well-conceived framework of academic structure and its governance. By following the Govt. of Maharashtra, Resolution No. WBP2004/ (341/04)/(2)/TE-6 Dated 21.06.2004, academic matters are governed through the Ordinances framed by the Academic Council and approved by the Board of Management.

These Ordinances are to be applied through the detailed Regulations framed by the Academic Council. After careful deliberations, all Deans, Heads of the departments, Controller of Examinations, Registrar, and Under Graduate Programme Committee members have prepared the rules and regulations.

These Ordinances and Regulations for the U.G. 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 various committees, who have put in tremendous effort in preparing and compiling this Booklet. I hope these Ordinances and Regulations will help the Institute usher in an era of academic excellence.

Director

Preamble

Shri Guru Gobind Singhji Institute of Engineering and Technology, Nanded, inherits the legacy of excellence in undergraduate teaching as evident from its illustrious alumni and engineering feats. The aim of the education at the undergraduate level is to give broad exposure and generic skills in Engineering. This is done by imparting knowledge with the help of classroom instructions, training, and other modes of teaching. After completing the curriculum, the student will acquire an adequate knowledge base in the desired branch, which could be easily employed to solve real-life problems and develop further through higher education to reach the frontiers of technology in their specialization.

The undergraduate education has academic and extracurricular components designed for the integrated development of professionals possessing individual values of ethics and morality. After completing the undergraduate program, many students start working in different organizations where teamwork is the predominant mode of functioning. Ethics and discipline are paramount; teamwork is impossible without these values. In these days of the rapid evolution of knowledge, academic programmes require provision for continuous updating of the content to incorporate new developments in a particular area of expertise. 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 reviews 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.

The exchange of knowledge and methodology across the disciplines is essential 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, joyful learning, liberal learning, liberal arts- Photography, etc., 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 their 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 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 course conduct and are awarded a letter grade based on their performance. The academic year is divided into semesters; each semester, the students have to register in a branch of study for several 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 the undergraduate academic programme.

ORDINANCES FOR THE UG PROGRAMMES

A. Short title and Commencement

- 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.).
- These ordinances shall come into force from such date as the Academic Council/Board may appoint on this behalf.

B. 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 Management of the Institute.
- "**CGPA**" 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 complete responsibility for the course, coordinating the work of other faculty members involved in that course, including examinations and the award of grades.
- "**Degree**" shall mean the Bachelor's degree viz. B. The Board may approve B. Tech. and other degrees of the Institute.
- "**Direct Admission Student**" shall mean a student who is admitted directly to th e second year of the degree program after completion of the Diploma Course and registered for the undergraduate programme for full-time study leading to a Bachelor's degree.
- "**BOS**" shall mean the Board of Studies of the Department.
- "**Grade Moderation Committee**" shall m ean the committee appointed by the Chairman, BOS 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 an 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 Academic Council.
- "**SGPA**" shall mean the Semester Grade Point Average.
- "**U.G.**" shall mean Undergraduate.
- "**CLASS**" a class shall mean a class of 60 students unless otherwise exclusively specified.

C. Ordinances

- The Institute shall offer such U.G. programmes and of such minimum duration as the Board may approve on the recommendation of the Academic Council either on its own or 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 Academic Council and the Board.
- 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 these regulations.
- The minimum entry qualifications for admission to U.G. programmes shall be as may be laid down in the Regulations and as per the Govt. of Maharashtra circulars for admissions.
- A UG student shall be required to earn a minimum number of credits through various academic courses of a curriculum as the regulations provide.
- 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 other recognized institutions by this Institute for this purpose.
- The initial registration date for the U.G. programme shall generally be the date on which the student formally registers for the first time. This date shall be construed as joining the programmes.
- A student must usually attend every lecture, tutorial, and practical class. However, for late registration, sickness, or other such difficulties, Absence may be allowed as provided in the regulations.
- An undergraduate student may be granted such scholarship/ assistantship/ stipend, etc., and awarded medals as specified in the regulations by following the directions of the Government of Maharashtra and/or the decision of the Board from time to time.
- 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 concerned regulations prescribed by the Government of Maharashtra.
- The procedure for withdrawing from an undergraduate programme, rejoining the programme, the award of grades and the SGPA/CGPA, the Examination and all such matters as may be connected with the running of a U.G. programme shall be such as may be specified in the regulations.
- The award of the U.G. degree to an eligible candidate shall be made by following the procedure in the regulations.
- A student admitted to the U.G. 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 inside and outside the Institute premises. The standing orders may also deal with other matters considered necessary for the general conduct of the students and co-curricular and extracurricular

activities.

- 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 regarding the duration of the U.G. programme, the amount and number of scholarship/assistantships, and the number of studentships and the procedure thereof.
- Director is empowered to make decisions on behalf of the Academic Council in case of emergency issues between two consecutive meetings and whenever required. The decisions may be put up in the subsequent Academic Council for ratification.

REGULATIONS FOR THE UG PROGRAMME

1. General

1.1 These regulations shall be called the regulations for the U.G. programmes of the Institute.
1.2 These regulations shall come into force on the date decided by the Director.

2. Undergraduate Programme

2.1 The Institute shall offer Undergraduate programmes leading to a bachelor's degree in Technology (B. Tech.).
2.1 The duration of U.G. programmes leading to degrees of B.Tech. is four years. However, the maximum period for the U.G. programme is ten years from the initial registration date.
2.2 The maximum duration of the programme includes the period of withdrawal, Absence, and different kinds of leaves permissible to a student. Still, it shall exclude the period of rustication of the student from the Institute.
2.3 The duration of the U.G. programme may be altered per the decision of the Academic Council.
2.4 The Institute runs 10 U.G. programmes, as shown in Table 2.

3. Semester System

3.1 The academic programmes in the Institute shall be based on two semesters (July-Nov) and (Dec-April) in an academic year.
3.2 Each course shall have a certain number of credits depending upon the course's academic load, which would be assessed based on weekly contact hours of theory lectures, laboratory classes, and field study. The credits for the Project shall be assigned depending on the quantum of work expected.
3.3 The courses offered in a semester shall be continually assessed and evaluated to judge a student's performance.

4. Course Codes

4.1 Each course offered by the Institute shall have an alphanumeric course code.
4.2 Please refer to Annexure G to understand the registration numbers' allocation process.

5. Course Credits

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) Practical: One laboratory hour per week shall be assigned half a credit. Not more than three credits may be given to a practical course having only a laboratory component.
(c) Special courses like Project, industrial training, National Cadet Corps (NCC)/National Service Scheme (NSS)/National Sports Organization (NSO) in the U.G. programme shall be treated as any other course. They shall be assigned several credits as may be approved by the Academic Council.
(d) Audit courses are to be passed. However, their weightage is not taken into the calculation of SGPA and CGPA. Specific audit courses are mandatory for the award of B. Tech. degree.

6. Board of Studies (BOS)

Every academic Department will have a BOS consisting of all the Department's faculty members. The BOS shall be responsible for considering all the policy issues concerning academic and research programmes of the Department. The BOS shall formulate academic programmes and courses and send its recommendation to the Academic Council for its consideration.

7. Dropping of Courses

Students can drop a maximum of three theory courses per year. The legitimately dropped courses shall not be mentioned on the grade cards. SGA will be computed based on earned credits only. There will not be any fee for dropping the course, but while loading the dropped course, students will have to pay the fee the same as that of reappearing students.

8. Phasing out of a Programme

The Academic Council and BOM may consider the phasing out of a U.G. programme.

9. Starting a New Programme

9.1 The BOM may approve starting of a new programme or a modified programme instead of the old phased-out programme on the recommendations of the Academic Council;
9.2 A new programme may be considered and recommended by the Academic Council to the BOM for its consideration and approval;

10. Promotion to Higher Class, Registration, Re-registration, and Reappearing

10.1 Registration

(a) A student shall be considered eligible for the promotion to the higher class if they have cleared all the passing heads or have a backlog of at the most five passing heads, excluding the audit courses. **However, the student seeking registration in the final year should have cleared all the first and second-year courses, as shown in Annexure-H.** Eligible students shall register for all courses of higher class at the beginning of the next academic year on the scheduled dates by paying stipulated fees. They shall also submit forms to reappear in the backlog courses, if any, by paying prescribed fees.

(b) 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.

(c) 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.

(d) Every student must register for the courses they want to study to earn credits and **ensure that their name will appear on the roll list of each such course.**

10.2 Reregistration

(a) The student who has failed in the theory and/or practical courses and is not eligible to promote to the next higher class can willingly avail of the facility of reregistration instead of reappearing.

(b) The student shall reregister in all the theory/practical courses they have failed by paying the necessary fee.

(c) During their study, if the syllabus is revised, the concerned Department may provide the faculty members with counseling on the courses. It may suggest its equivalent courses if the syllabus is revised.

(d) The concerned Department may declare some of the courses of the revised syllabus as compulsory audit courses in addition to the courses in which the student has reregistered.

(e) For such courses, students shall use the learning resources available in the Institute and seek guidance from the faculty members assigned by the Department.

10.3 Reappearing

(a) Students registered in any class with the backlog of theory and/or practical courses of the previous year(s) can reappear in the theory and/or practical in which they have secured an F grade by paying the necessary fee. Students can reappear for theory and

practical examinations in the first and second semesters, which will be conducted at the End of the first and second semesters.

(b) The final year B. Tech. Students shall be allowed to reappear for the backlog courses/practicals and Project work/seminar etc., of the last year in the subsequent semester of the same academic year.

(c) The theory courses for which the student is reappearing shall appear for mid-term Examination of 30 marks (1-hour duration) and end-term Examination of 50 marks (2hrs duration) in addition to Continuous Evaluation of 20 marks.

(d) The total marks obtained by the student out of 100 shall be used for calculating a new grade, which will not exceed **B+**.

(e) The end-term practical Examination for reappearing students during regular semesters will be 100 marks. However, in no case the highest Grade awarded will exceed **B+**. **Refer to Annexure F for details of fees.**

11. Change of Programme at the End of First Year

11.1 The change in programme will be notified and will be done after the date of registration for the second year. A student enrolled for a B. Tech degree through the State admission process and also the candidates admitted through the Gurudwara Board quota who are within the sanctioned intake and eligible as per state admission norms may opt for a change of programme at the End of the first year provided he/she satisfies the following criteria:

(a) CGPA of the student is ≥ 6.75

(b) Must have earned all the credits of the first year in the first two semesters with a single attempt in each head of passing.

11.2 In making a program change, the strength of a class should not fall below 2/3 of the sanctioned strength as per AICTE and the Government of Maharashtra and should not exceed the sanctioned strength.

11.3 The change of programme shall be operated strictly based on *inter-se* merit as reflected in their CGPA. In case the CGPA of more than one student seeking the change of programme is the same, their inter-se merit shall be decided based on marks obtained at the entrance test and HSC marks in that order.

12. Termination of Enrolment due to Absence or on Academic Grounds

12.1 If a student is continuously absent from the classes for more than four weeks, their registration stands to be canceled without any notice to that student. However, in exceptional cases, it will be continued at the discretion of the Director for genuine reasons.

12.2 A student's enrolment may be terminated on disciplinary grounds, per the Standing Orders for the students.

13. Attendance, Absence, Leave Rules, Withdrawals, and Dismissals

13.1 All the undergraduate students are expected to be present in every lecture, tutorial, and practical.

Attendance in all forms of classes should be 100%.

13.2 However, relaxation of a maximum of 25% in attendance is permissible for medical problems, family problems, or any other genuine reason.

13.3 An undergraduate student must have a minimum attendance of 75%, which includes the total number of classes, including lectures, tutorials, and practicals, held in theory course/practical till the last teaching day, to become eligible to appear in the end semester examination. Otherwise, they shall be given an F grade in the said theory course/practical, and they must reregister in the following semester/year.

13.4 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.

13.5 If they are found guilty of malpractice in examinations, involvement in ragging, and overall misconduct during their stay in the Institute, they will be punished as per the recommendations of the Disciplinary Committee. The maximum punishment may go up to expulsion from the Institute.

13.6 A student who wants to withdraw from a course shall apply through the proper channel to the Dean (Academic) on a prescribed form within one week from the End of the Mid Term 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.

13.7 If a student cannot attend classes for more than two weeks in a semester, they may apply to the Dean (Acad.) through a proper channel 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.

13.8 A medical certificate shall accompany any application on medical grounds from a registered medical practitioner containing the registration number.

14. Examination Scheme (10-30-10-50)

14.1 There will be an In-Semester Evaluation-I (ISE-I) of 10 marks before the mid-term Examinations. This continuous evaluation may be based on activities such as Quizzes, Tests, Assignments, Seminars, Attendance, Small projects, etc. The course coordinator will declare this evaluation scheme in the first theory class and communicate it to the Controller of Examinations through the Head of the Department.

14.2 There will be one mid-term Examination of 30 marks during the semester (1-hour duration) for each theory course on a 50% syllabus. This Examination will be held in the mid of the semester.

14.3 There will be an In-Semester Evaluation-II (ISE-II) of 10 marks. ISE-II will be conducted by the course coordinator between mid-semester and End-semester Examinations. Criteria for ISE-II will be the same as ISE-I.

14.4 At the End of the semester, there would be an End Term examination of 50 marks (2 hours duration) for each theory course in which 40 marks are allotted for 50% syllabus after the midterm, and ten marks are allocated for the 50% syllabus covered before midterm Examination.

14.5 In a practical course, 50 marks are allotted for the continuous evaluation, and 50 marks are allocated for the student's performance in the End-Term practical Examination.

14.5 The industrial/field training shall be evaluated through the quality of work, the report submission, and the presentation(s).

14.6 The project work shall be evaluated by midterm seminar(s), quality of work carried out, project report submission, and the viva-voce examinations.

14.7 Students with First Year and Final Year backlogs can appear for backlog courses of both semesters during mid and end-term examinations.

15. Summer Term

15.1 Summer term

The Summer Term is a compressed semester in which students shall reappear in the backlog/dropped theory/practical courses. The student who failed to clear theory courses and practicals may be allowed to reappear for a summer term in the summer vacation by paying the necessary fees on a specified date.

15.2 Counseling of students

(a) Each Department shall display the list of course coordinators for all theory/practical courses on the notice board at least ten days from the start of the summer term examination.

(b) The course coordinator shall counsel the students in their theory/practical course for eight days before the Examination.

15.3 Summer Term Examinations

(a) The theory/practical examination of 3 hours of 100 marks will be held for all the courses.

(b) In practical course examination, 50 marks are allotted for oral, and the remaining 50 marks are allocated for the student's practical performance.

15.4 Highest Grade

However, in no case the highest Grade awarded will exceed **B+** in the summer term, excluding dropped courses.

16. The Grading System

16.1 For every course a student takes, they are assigned a grade based on their combined performance in all the assessments, including laboratory or any other assignment.

16.2 The academic performance shall be graded on a ten-point scale following guidelines given in Annexure-A. The letter grades and their equivalent grade points are listed in Table 3.

16.3 The letter Grades (up to D only) awarded to a student

in all the courses shall be converted into a semester, and a cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) to be calculated by following the procedures given in Annexure – A.

17. Grade Moderation Committee

The Grade Moderation Committee for the second to final year consists of all the course coordinators of those classes, and the head of the concerned Department will be the Chairman. For the first year, the F.Y. Coordinator will be the Chairman, and all course coordinators will be the members. This committee shall be responsible for adherence to the guidelines for the award of grades. The Chairman of the Grade Moderation Committee shall be responsible for displaying grades in the Department and 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.

18. Showing answer sheets to the students

(a) Teachers will show assessed papers for midterm Examination to only students in their theory classes before submitting them to the academic section as per the date mentioned in the academic calendar.
(b) After the end term/summer examination, the assessed answer sheets will not be shown to the students before the result declaration. A student may apply to see the answer sheets to the controller of examinations by paying the specified fees mentioned in Annexure F within three days after the result declaration. For S.Y. onwards, the concerned Chairman of the Grade Moderation Committee and the course coordinator shall show the answer sheet to the student and reevaluate it if necessary. For the first-year classes, the Chairman of the Grade Moderation Committee and the course coordinator shall constitute the committee.
(c) Results of this reevaluation may lead to:
  I.   A change in Grade due to mistake(s) in any of the aspects or
  II. The Grade may remain unchanged.

19. Photocopy of the Evaluated Answer Sheets

Request for obtaining a photocopy of the evaluated answer sheet should be made only by the student to the Controller of Examinations **within 15 days** from the declaration of the result with payment of fees of Rs. 500/- with an undertaking in the format that they would not question the evaluation done by the Examiner. Photocopy of the evaluated answer sheet will be given to the student on the pre-notified date and time. The photocopy of the evaluated answer sheet shall not be given to any institution or college for display or commercial purposes. It should not be misused by anybody like publishing in print/electronic

media, etc., which will be treated as misconduct, and disciplinary action shall be taken.

20. Disposal of Assessed Answer papers

All the assessed papers will be stored only for six months after the declaration of the result, and the process of disposal of assessed answer scripts under the supervision of COE will be carried out.

21. Minimum Students Requirement for an Elective Course

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

22. Minimum Requirements for the Award of the Degree

22.1 The student must earn all the prescribed minimum number of credits under institutional and departmental requirements, and there are no dues in their name.
22.2 Students should earn an Audit Pass (A.P.) grade for each mandatory audit course.
22.3 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 them.
22.4 T h e credits for the courses in which a student has obtained a "D″ (minimum passing Grade for a course) grade or higher shall be counted as credits earned by them. A student with a minimum CGA of 5.0 and earned a minimum number of credits as specified in the U.G. curriculum they are registered for is eligible for the award of the degree.
22.5 A student, who has earned the minimum credits required for a degree but fails to obtain the minimum specified CGPA, shall take additional courses until the minimum CGPA is attained.
22.6 A student obtained the first year's eligibility certificate from SRTMU, Nanded.

22.7 Procedure for improving CGPA of a student who has cleared all the passing heads and yet his CGPA score is less than 5.0

(a) Students can improve their CGA score by reregistering for a few courses. If the reregistered course happens to be an elective and is not offered to any other students, then the procedure for guidance/counseling may be worked by BOS.
(b) Improved CGPA if it crosses more than 5.0, then it will be limited to 5.00 only.
(c) The student will be given one extra academic year to improve their CGPA even if they have completed the maximum duration meant for U.G. completion.

23. Maximum Duration for Award of Degree

The maximum duration for the U.G. programme is **ten years** from the initial registration date. However, in exceptional cases, the Academic Council is empowered to give an extension for genuine reasons.

24. Award of Merit Certificates

24.1 The Institute awards merit certificates to outstanding students every year. The students who have passed without unloading, dropping, or failing in any course are eligible for the merit certificates.

24.2 The merit certificates shall be awarded to S.Y., T.Y., and B. Tech. Outstanding students of various programs securing the highest and second highest CGPA, respectively.

24.4 Further, the merit certificates shall be awarded to F.Y.

B. Tech. Outstanding students are securing the highest and second highest CGPA, respectively.

25. Interpretation of Regulations and Emergent Cases

In case of any dispute, a difference of opinion in the interpretation of these regulations, or any other matter not covered in these regulations, the decision of the Chairman, Academic Council shall be final and binding. Notwithstanding anything contained in the above regulations, the Chairman of the Academic Council may, in emergent situations, take action on behalf of the Academic Council as he deems appropriate and report it to the next meeting of the Academic Council for its approval.

27 Extra Credit Benefit for Participation in Sports

The following table-1 shows the grades and the grade points to be given to the students participating in the sports activities.

Table-1: Extra Credit Benefit for Participation in Sports

Sr. No.	Level of Competition	Grades to be given to the participants		
		Level of Achievements		
		Participation in the Event	Rank: II /III/ IV	Champion/Winner
1	Inter Collegiate (ICT) zone #	C+(6)	B(7)	B+(8)
2	District Level Tournaments *	C+(6)	B(7)	B+(8)
3	Inter Collegiate (ICT) Inter-zone #	B(7)	B+(8)	A(9)
4	Divisional Level *	B(7)	B+(8)	A(9)
5	Ashwamedh IUT # / State Level *	A(9)	A+(10)	A+(10)
6	Inter-University (IUT) Zone #/ All India IUT#	A(9)	A+(10)	A+(10)
7	Inter-University (IUT) Inter-zone #	A+(10)	A+(10)	A+(10)
8	Combined University #	A+(10)	A+(10)	A+(10)
9	National *	A+(10)	A+(10)	A+(10)
10	International #*	A+(10)	A+(10)	A+(10)

Possible Sequence of Competitions
Route 1: ICT zone→ICT- IZ→IUTzone/AshwamedhIUT→IUT- IZ→CU→INT
* Route 2: Dist.→Divi.→State→National→International

Additional CGPA to be included in the qualifying grade card of U.G. degree.

Grade points (Grades) for Sports Performance >>	6 (C+)	7 (B)	8 (B+)	9 (A)	10 (A+)
1 year Sports performance	0.03	0.035	0.04	0.045	0.05
Max.CGPA addition	0.12	0.14	0.15	0.17	0.200

CGPA scheme for Liberal Learning

The scheme of awarding additional CGPA benefits to successful participants of liberal learning is proposed as follows:-

Grade points (Grades) for Liberal Learning >>	4 (D)	5 (C)	6 (C+)	7 (B)	8 (B+)	9 (A)	10 (A+)
An additional benefit to be included in the qualifying grade card of U.G. degree	0.020	0.025	0.03	0.035	0.04	0.045	0.05

27.1 A r e g u l a r candidate is only eligible to avail of this benefit.

27.2 The candidate who desires to avail o f this benefit should submit documentary evidence about their participation in sport(s) competitions through the sports department to the CoE office before the Commencement of the second-semester Examination of their final year.

27.3 If a candidate's CGPA marginally falls short of the required passing CGPA for the award of a degree, then their acquired CGPA through sports will be considered for the award of a degree.

27.4 In no case the CGPA of the student will exceed ten even after adding a sports incentive.

28. Scheme for Scrutiny of marks

28.1 To double-c heck the assessed answer sheet, there is a need for a scrutiny procedure to verify that the Examiner checks all questions attempted by the candidate and that the addition of marks is done correctly.

28.2 The scrutinizers for the Central Assessment Programme shall be appointed by the Controller of Examinations with permission of the Director.

28.3 After the assessment, the scrutinizer's Scrutiny of every manuscript shall be done. During t h e Scrutiny of each manuscript scrutinizer will be responsible for verifying:

(a) Whether Examiner checks all the questions attempted by the candidate or not?

(b) Whether marks given to the respective question correctly entered in the table shown on the first page of the answer sheet?

(c) Whether the addition of marks entered in the table on the first page of the manuscript is correct, and Examiner has signed that manuscript after the evaluation?

If there is any mistake, the scrutinizer will bring it to the notice of the concerned Examiner and will get it rectified immediately. If any error is found in scrutiny work after rechecking the manuscript, the concerned scrutinizer will be penalized by the CoE appropriately by deducting some amount from the remuneration.

29. Improvement of Grade/CGPA

29.1 A candidate who has passed the B. Tech. programme from this Institute, and who wishes to improve their Grade and whose CGPA is less than 6.75 will be permitted to reregister only for theory courses.

29.2 The candidate is permitted to register under reregister category for improving the performance in regular First/ Second Semester or Summer Term along with a regular student of the respective programme as per the schedule given in t h e Academic Calendar of the Institute with stipulated fees per course.

29.3 Rules

(a) Candidate will be allowed to reappear for the Examination for improvement of Grade within **five** years from the date of his/her passing the Bachelors examination.

(b) A candidate will be allowed to reregister for a maximum of five theory courses.

(c) A candidate will be allowed a maximum o f two at- tempts to improve their Grade within the stipulated **five** years.

(d) Examination of candidates registered for improvement in a particular course will be carried out along with regular student Examinations. The question paper will be the same for both category students. There will not be any separate question paper or an arrangement for candidates registered for improvement in a particular course.

(e) B. Tech candidates are allowed to register for only S.Y., T.Y., and Final Year courses for regular students in the respective semester. The candidate will have to appear with regular students for mid- and end-term examinations.

(f) If the candidate fails to appear for the improvement examination after registration, or if there is no up gradation in the Grade after availing the improvement chance, the Grade obtained in the first appearance will be retained.

(g) If the Grade secured by the student at the improvement examination is higher, it will be taken as the final Grade. For such candidates, a new grade card with improved grades will be issued and will be marked as "Grade Improvement Examination" at the top of the grade card, indicating that the Grade was obtained after Improvement Examination.

(h) A candidate appearing for the improvement of Grade shall not be entitled to get the benefit of any prize/ medal/scholarship/ award etc.

Table-2: U.G. Programmes Leading to Bachelor Degree

Programme	Degree
Civil Engineering	B. Tech. (Civil Engineering)
Computer Science and Engineering	B. Tech. (Computer Science and Engineering)
Electronics and Telecommunication	B. Tech. (Electronics and Telecommunication
Information	B. Tech. (Information
Instrumentation Engineering	B. Tech. (Instrumentation Engineering)
Production Engineering	B. Tech. (Production
Chemical Engineering	B. Tech. (Chemical
Textile Technology	B. Tech. (Textile
Electrical Engineering	B. Tech. (Electrical
Mechanical Engineering	B. Tech. (Mechanical

Table-3: Structure of Grading of Academic Performance

Academic Performance	Grades	Grade
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	-
Absent	ABS	-
Course performance cancelled	SPC	-
Whole performance cancelled	WPC	
Exempted	EX	

"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 courses in which they obtain an "F" grade until a passing grade is obtained. The student may take any other course from the same category for the elective course in which an "F" grade has been obtained. Further, an "F″ grade secured in any course is exhibited on the grade card of that semester. The weightage of these grades is counted in the calculation of the SGPA but not measured in CGPA.

"I" Grade refers to an incomplete grade, which must be converted into a regular letter grade.

"W" Grade: This refers to withdrawal from the course.

Annexure-A: Performance Indices

(i) Calculation of SGPA

A student's performance 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.

$$SGPA = \frac{\sum_{i=1}^{n} C_i P_i}{\sum_{i=1}^{n} C_i}$$

Where,

C_i = The number of credits assigned in the ith course of the semester for which SGA is to be calculated

P_i = Grade point earned in the ith course

$i = 1,2,………, n$ represents the number of courses in which a student is registered in the semester. The SGPA is calculated to two decimal places.

(ii) Calculation of CGPA

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

$$CGPA = \frac{\sum_{j=1}^{m} C_j P_j}{\sum_{j=1}^{m} C_j}$$

Where,

C_j = The number of credits earned in the jth course up to the semester for which CGA is to be calculated

P_j = Grade points earned in the jth course. A letter lower than D (i.e., Grade points < 4) in a course shall not be taken into consideration for the calculation of CGA

$j = 1,2,………, m$ represent the number of studies in which a student is registered up to the semester or which the CGA is to be calculated. The CGPA is also estimated to be two decimal places.

Annexure-B: Guidelines for the Award of Grades

The following are the general guidelines for the award of grades:

i. For each student, all evaluations in different course components shall be done in absolute marks considering the weightage in the scheme.

ii. 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.

iii. For less than 30 students in a course, the grades shall be awarded based on a natural cut-off in the absolute marks (Annexure-D).

iv. For more than 30 students in a course, the statistical method shall be used for the award of Grade

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 (Annexure-E).

vii. The course coordinator shall award the provisional grades. The grades should be finalized within one week of the End Semester Examination.

viii. The Grade Moderation committee shall moderate the grades so awarded for that class of a Department. This committee will finalize the grades and display a copy of the grades awarded on the Department's Notice board. All the final grades shall be communicated to the Academic Section within two days from the date of display of grades.

ix. The respective BOS will decide the procedures for evaluation and award of grades for Project, training, seminar, and group discussion.

Annexure-C: Project Evaluation

i. 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, data analysis, fabrication, and a new equipment setup. The Project Coordinator appointed by the Department typically assigns the Project towards the End of the pre-final year, and the work is done during both the semesters of the final year.

ii. The registration for the project work is generally in two stages; each spread over a semester. At the End of the first stage, the student is required to submit a 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.

iii. The final project report should be submitted by the prescribed date. A panel of examiners evaluates the

report, and an oral examination is conducted after the Major Examination. The assessment should be on the following criteria. The preliminary presentation (1st stage) carries 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 at the End.

iv. Submission of the B. Tech. The Project cannot be postponed beyond the date specified in the calendar. If the Project cannot be completed due to ill health or other genuine reasons, the course can be dropped in consultation with the project coordinator and guide on or before the mid-term Examination. Reregistration for the same is required in the following semester in which it should be completed.

v. 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 an "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 next semester's registration, the "I" Grade will be automatically converted to "F."

vi. The students who fail the project examination in the first/second semester shall be allowed to reappear in the following semester.

vii. The student should submit one hard-bound copy to the Coordinator. A student unable to complete their Project in the academic year they have registered will be required to reregister/reappear in the next academic year.

Annexure-D: **Award of Grades based on Absolute Marks System**

The award of grades on absolute marks out of 100 shall be made as shown in Table 4.

Table-4: Absolute Marks system

RANGE MARKS	GRADE
91-100	A+
81-90	A
71 –80	B+
61-70	B
51-60	C+
46-50	C
40-45	D

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

Annexure-E: **Statistical Method for the Award of Grades**

i. To award grades in a course, all component-wise evaluations shall be done in marks. The marks of different components viz. Mid- Term Examinations, End-Semester examinations, Course Work Sessionals (CWS), Practical Sessionals (P.S.), etc. would be reduced to the relative weight of each component as approved by the Academic Council and added. Marks obtained shall be out of 100, and the same would be converted to grades following the guidelines below.

ii. For 30 or more students in a course, the statistical method shall invariably be used with marginal adjustment for natural cut-off. The mean (X) and the standard deviation (σ) of marks obtained from all the students in a course shall be calculated. The grades shall be awarded to a student depending upon the marks, mean, and standard deviation as per Table 5 below. Students whose score is less than 40 will be awarded an F grade.

Table-5: Award of Grades using Statistical Method

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

Annexure-F: Fee Structure

i. Registration: Total fee decided by the competent authority.

ii. Reregistration: Rs. 1200 per theory course, and Rs. 250 per practical. Apart from this, the student shall pay the fee charged for gathering, internet, library, gymkhana, and training and placement as decided by the competent authority

iii. They reappear at Rs. 250/- per theory course and Rs. 250/- per practical.

Fees for Summer Term

iv. The theory course with the instruction: Rs. 700/- per theory course.

v. The theory course with counseling: Rs. 250/- per course.

vi. The practical course: Rs. 250/- per practical.

Fees for showing the answer sheets of end/summer term: Rs 200/- per theory course

Annexure-G: **Registration Number Allocation Scheme**

Registration Number Allocation Scheme is as follows:
First four digits-   Year of admission
Next three characters - U.G. Programme Code table-6
Last three digits-   As shown in table 7

Table-6: U.G. Programme Codes

Chemical Engineering	BCH
Civil Engineering	BCE
Computer Science and Engineering	BCS
Electrical Engineering	BEL
Electronics and Telecommunication Engineering	BEC
Information Technology	BIT
Instrumentation Engineering	BIN
Mechanical Engineering	BME
Production Engineering	BPR
Textile Technology	BTT

Table-7: Last three digits of Registration Number

001 – 150	Regular Students
151 – 200	Regular TFWS Students
201 – 299	Students taking admission in the second year from SRTMU to autonomy pattern
301 – 399	Students taking admission in the third year from SRTMU to autonomy pattern
401 – 499	Students taking admission in their final year from SRTMU to autonomy pattern
501 – 599	Students taking direct admission in the second year
601 – 699	Students with programme change in the second year or subsequent years

Annexure-H for rule 10.1:

Five backlogs courses (theory, practical, industrial training, projects, seminar, etc.) include F, A.F., ABS, SPC, WPC grades, and dropped courses but excluding A.F. grade of environmental sciences/ environmental studies.

i.   First-year students with less than or equal to five backlog (s) courses from the first year shall be eligible to register for the second year.
ii. Second-year students with less than or equal to five backlog(s) courses from the second year and no backlogs and no dropped courses from the first year shall be eligible to register for the third year.
iii. Third-year students with less than or equal to five backlog(s) courses from the third year and no backlogs and no dropped courses from the second year shall be eligible to register for the final year.

Annexure B

Rules and Regulations

for

M. Tech. Programmes

Foreword

Shri Guru Gobind Singhji 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-6Dated 21.06.2004, the academic matters are governed through the Ordinances framed by the Academic Council and approved by the Board of Management.

The application of these Ordinances is to be made through the detailed Regulations framed by the Academic Council. These Ordinances and Regulations for the PG 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 various committees, 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

Shri Guru Gobind Singhji Institute of Engineering and Technology, Nanded, inherits the legacy of excellence in undergraduate and postgraduate teaching as evident from its illustrious alumni and their engineering achievements. 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 for reaching the frontiers of technology in his/her area of specialization.

The undergraduate and postgraduate 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 and postgraduate 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 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 and postgraduate curriculum encourages students to learn across different branches. In the undergraduate and postgraduate programme in engineering and technology, apart from the inputs of social sciences and management, joyful learning, liberal learning, liberal arts- Photography etc. have been introduced across the branches. The curriculum at the undergraduate and postgraduate 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 each branch at the undergraduate and postgraduate 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 based on his/ her performance. The academic year is divided into semesters and in each semester the students must register in a branch of study for several 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 smooth functioning of undergraduateand postgraduate academic programme.

Ordinances for the PG Programmes

A. Short title and Commencement

- These ordinances shall be called the Ordinances for the Postgraduate Programme of Shri Guru Gobind Singhji Institute of Engineering and Technology, Vishnupuri, Nanded– 431606.
- These ordinances shall come into force with effect from such date as the Academic Council/Board may appoint in this behalf.

B. Definitions (Unless the context requires otherwise)

- "**Applicant**" shall mean an individual who applies for admission to any Postgraduate(PG) programme of the Institute.
- "**Board**" shall mean the Board of Management of the Institute.
- "**CGPA**" 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 master's degree viz. M. Tech., and such other degrees of the Institute as may be approved by the Board.
- "**BoS**" shall mean the Board of Studies of the Department.
- "**Grade Moderation Committee**" shall mean the committee appointed by the Chairman, BoS 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 postgraduate programme for full time study leading to master's degree.
- "**Scheme of Teaching and Examination**" shall mean the scheme of teaching and examination for a branch of study as approved by the Academic Council.
- "**SGPA**" shall mean the Semester Grade Point Average.
- "**PG**" shall mean Postgraduate.
- "**CLASS**" a class shall mean a class of students unless otherwise exclusively specified.

C. Ordinances

- The Institute shall offer such PG programmes and of such minimum duration as the Board may approve on the recommendation of the Academic Council 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 Academic Council and the Board.
- The procedure for starting a new programme, suspending a programme or phasing out a programme shall be such as may be laid down in these regulations.
- The minimum entry qualifications for admission to PG programmes shall be such as may be laid down in the Regulations and as per Govt. of Maharashtra circulars for admissions.
- A PG student shall be required to earn a minimum number of credits through various academic courses of a curriculum as provided for in the regulations.
- A PG student shall be required to complete all the requirements for the award of the master's degree within such period as may be specified in the Regulations, including those credits earned at other recognized institutions by this Institute for this purpose.
- The date of initial registration for the PG 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.
- 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.
- A postgraduate student may be granted such scholarship/assistantship/stipend, etc. as may be specified in the regulations in accordance with the directions of the Government of Maharashtra /Govt. of India and/or the decision of the Board from time to time.
- The procedure for the admission to a postgraduate programme shall be such as may be specified in the concerned regulations specified by Government of Maharashtra/ Govt. of India.
- The procedure for the withdrawal from a postgraduate programme, rejoining the programme, the award of grades and the SGPA/CGPA, the examination and all such matters as may relate to the running of a PG programme shall be such as may be specified in the regulations.
- The award of the PG degree to an eligible candidate shall be made in accordance with the procedure laid down in the regulations.
- A student admitted to the PG 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, inside and outside the Institute premises. The standing orders may also deal with such other matters as are considered necessary for the general conduct of the students, cocurricular and extracurricular activities.

- 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, regarding the duration of the PG programme, the amount and number of scholarship/assistantships and the number of studentships and the procedure thereof.
- Director is empowered to take decisions on behalf of Academic Council in case of any emergency issues during the period between two consecutive meetings and whenever required. The decisions may be put up in the subsequent Academic Council for ratification.

Regulations for the PG Programme

1. General

1.1 These regulations shall be called the regulations for the PG programmes of the Institute.

1.2 These regulations shall come into force on the date decided by the Director.

2. PostgraduateProgramme

2.1 The Institute shall offer Postgraduate programmes leading to master's degree in Technology (M. Tech.).

2.1 The duration of PG programmes leading to degrees of M.Tech. is two years. However, the maximum duration for the PG programme is four years from the date of initial registration.

2.2 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.

2.3 The duration for the PG programme may be altered in accordance with the decision of the Academic Council.

2.4 The Institute runs 10 PG programmes as shown in Table-1.

3. SemesterSystem

3.1 The academic programmes in the Institute shall be based on two semesters (July-Nov) and (Dec-April) in an academic year.

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 based on weekly contact hours of theory lecture, laboratory classes and field study. The credits for the Project/ dissertation 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. Admission and Registration

Admissions to the various Programmes are made as per the AICTE rules and regulations and as per Govt. of Maharashtra circulars for admissions. Once a candidate is selected for M. Tech. Programme, he/she must register for first semester immediately. Registration is compulsory at the start of each semester as per the schedule announced in the academic calendar. Late registration with late fees is permitted only for valid reasons excluding the first semester. It is compulsory to clear all dues before the registration. A student must register for the courses (Core and Elective as given in the courses of study booklet of the department).

Table-1: PG Programmes Leading to Master's Degree

Department	PG Degree
Civil Engineering	M. Tech. Civil Engineering(Water Management)
Civil Engineering	M. Tech. Structural Engineering
Computer Science and Engineering	M. Tech. Computer Network and Information Security
Electronics and Telecommunication Engineering	M. Tech. Electronics Engineering
Electronics and Telecommunication Engineering	M. Tech. Embedded Systems and VLSI Design
Information Technology	M. Tech. Information Technology
Instrumentation Engineering	M. Tech. Instrumentation Engineering
Production Engineering	M. Tech. Mechanical Engineering (CAD/CAM)
Mechanical Engineering	M. Tech. Mechanical Engineering (Product Lifecycle Management)
Textile Technology	M. Tech. Textile Technology

5. Withdrawals and Dismissals from the Institute

5.1 A student may be permitted to withdraw on medical/ very exceptional reasons during the semester. A student who wants to withdraw from a course(s) shall apply through the Chairman, BoS, to the Dean (Academic), on a prescribed form within one week from the end of the Mid Term Examination and it will be recorded in the registration record of the

student. The concerned Course Coordinator(s) will be informed about it. The student will be awarded a withdrawal grade at the end of the semester.

5.2 If a student does not register for a regular semester his/her name will be struck off from the rolls of the Institute.

5.3 The student will have to leave the Institute if he/she is found guilty of malpractice in examinations, involvement in ragging and overall misconduct during his /her tenure in the institute. The action regarding the above would be taken as per the recommendations of the Disciplinary Committee.

6. Course Credits

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) Practical: 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.

(c) Special courses like project, industrial training, National Cadet Corps (NCC)/National Service Scheme (NSS)/National Sports Organization (NSO)in the PG programme shall be treated as any other course and shall be assigned such number of credits as may be approved by the Academic Council.

(d) Audit courses are to be passed. However, their weightage is not taken into calculation of SGPA and CGPA. Certain audit courses are mandatory for the award of M. Tech. degree.

7. Board of Studies (BoS)

Every academic department will have BoS consisting of all the faculty members of the department. The BoS shall be responsible for considering all the policy issues concerning academic and research programmes of the Department. The BoS shall formulate academic programmes and courses and send its recommendation to the Academic Council for its consideration.

8. Examination Scheme

8.1 There will be one mid-term examination of 30 marks during the semester (1-hour duration) for each theory course on 50% syllabus, which would be held at the mid of the semester.

8.2 At the end of the semester there would be End Term examination of 50marks (2hours duration)for each theory course in which 40 marks are allotted for 50% syllabus after the midterm and 10 marks are allotted for the 50%

syllabus covered before midterm examination.

8.3 marks are allocated by course coordinator for continuous evaluation in a semester based on activities such as Attendance, Quiz, Assignments, Seminars, Small projects etc. This is be decided and declared   by the course coordinator in the first theory class and to be communicated through Head to CoE. Out of 20 marks 10 marks must be given before midterm examination, displayed in the department and conveyed to CoE through Head of the department. Remaining 10 marks must be allotted before the end term examination, displayed in the department and conveyed to CoE through Head of the department.

8.4 In practical course 50 marks are allotted for the continuous evaluation and remaining 50 marks are allotted for performance of the student in the End-Term practical examination.

9. Summer Term

9.1 Summer term

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

9.1 Counseling of students

(a) Each department 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.

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

9.2 SummerTerm Examinations

(a) The theory/practical examination of 3 hours duration of 100 marks will be held for all the courses.

(b) Inpractical course examination, 50 marks are allotted for oral and remaining 50 marks are allotted for performance of the student in practical.

9.4 Highest Grade

However, in no case the highest grade awarded will exceed **B+** in the summer term, excluding dropped courses.

10. Attendance

10.1 Attendance in classes for all the subjects is compulsory and should be 100%.

10.2 Relaxation of maximum 25% in attendance is permissible to the students because of medical problems, family problems or any other reason.

10.3 Student not having 75% attendance in any course/ practical will not be allowed to appear in the end-term examination of that respective course/ practical and given F grade. He/she must reregister for all such courses.

11. Student Status

11.1 Full-time Sponsored Students

For sponsored candidates, minimum of two years of fulltime work experience in a registered firm/ company/industry/ educational and/ or research institute/ any Government Department or Government Autonomous Organization in the relevant field in which admission is being sought. Sponsored candidates who are admitted to the programme should have full financial support from the concerned sponsoring agency. Sponsored candidates will not be eligible for any stipend/ scholarship.

11.2 Full-time Non-Sponsored Students

The GATE scholarship will only be awarded to the students holding the valid GATE score card and scholarship may be released to the eligible student from the AICTE.
(i) At a time, the student is entitled to receive one scholarship only.
(ii) The student shall be required to give an undertaking in prescribed form to the effect that he/she would not leave the M. Tech. programme midway, would not be involved in any other activities to receive the salary, stipend, etc. from any other source to be eligible to receive the scholarship.
(iii) The scholarship is allowed only for a maximum period of 24 months from the date of his/ her first registration in the institute.
(iv) The GATE qualified student is required to submit progress report in prescribed form to the Head of Department by 4th working day of every month. A faculty member will be nominated as M. Tech. coordinator, by HOD to supervise 8-10 hours weekly work load of the student.
(v) Every GATE qualified student will be allotted 8 to 10 hours work per week related to teaching, research any other departmental activities assigned by the department. This could include tutorials, laboratory classes, development and maintenance of laboratories, assistance in research and development activities undertaken by the faculty in the department, maintenance and operation of computers and other central facilities, assistance in library, etc.
(vi) Whenever the Government of India/Government of Maharashtra/UGC/AICTE sponsored projects are

being undertaken by the department, the services of students will be used for helping in those projects.
(vii) The scholarship may be discontinued at any time for any kind of misconduct recommended by the head of the department and approved by Dean Academics. In such cases, the scholarship once discontinued will not be continued in any case.

12. Course Assessments and Award of Grades

12.1 Assessment

(i) 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.
(ii) The academic performance shall be graded on a ten-point scale following guidelines given in Performance Indices. The letter grades and their equivalent grade points are listed in the Table-2.
(iii) The letter Grades (upto 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 (SGPA) and Cumulative Grade Point Average (CGPA),to be calculated by following the procedures given in Performance Indices.

Table-2: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	-
Absent	ABS	-
Course performance cancelled	SPC	-
Whole performance cancelled	WPC	-
Exempted	EX	-

The "F" grade denotes poor performance. A student must repeat all compulsory courses in which she/he obtains "F" grade, until a passing grade is obtained. For the elective course in which "F" grade has been obtained, the student may take any other course from the same category. Further, "F" grade secured in any course is exhibited on the grade card of that semester. The weightage of these grades is counted in the calculation of the SGPA but not counted in CGPA. The "I" grade refers to an incomplete grade, which is required to be converted into a regular letter grade. The "W" grade refers to withdrawal from the course.

12.2 Guidelines for the Award of Grades

The following are the general guidelines for the award of grades:

(i)   For each student, all evaluations in different components of a course shall be done in absolute marks considering the weightage in scheme.
(ii) 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.
(iii) For less students in a course, the grades shall be awarded based on natural cut-off in the absolute marks (Table-3).
(iv) For more students in a course, the statistical method shall be used for the award of grade.
(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 (Table-4).
(vii) The provisional grades shall be awarded by the course coordinator. The grades should be finalized within one week of the End Semester Examination.
(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.
(ix) All the final grades shall be communicated to the Academic Section within two days from the date of display of grades.

Table-3: Absolute Marks system

Range Marks	Grade
91-100	A+
81-90	A
71 −80	B+
61-70	B
51-60	C+
46-50	C
40-45	D

Table-4: Award of Grades using Statistical Method

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

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

12.3 Seminar Grade

(i)   If a student either does not submit his seminar report by the prescribed date or he/she is absent for presentation on the scheduled date, he/she shall be awarded I grade unless he/she is given extension by the coordinator under exceptional circumstances.
(ii) All students who get I grade in Seminar shall be allowed to complete the evaluation during the period earmarked for reexamination and will not be given a grade better than the maximum passing grade, **B+.**

12.4 Dissertation

(i)   Students are required to submit final hard bound project report to the respective department.
(ii) The viva-voce will be conducted under departmental arrangements.
(iii) Forms for submission of assessed Dissertation, duly completed must be deposited to the Academic office along with the provisional clearances from Accounts Section.
(iv) Final grade reports are to be sent by the panel of examiners to the Academic office on completion of viva-voce.

12.5 Late Submission of Dissertation

In any case the student has to complete M. Tech. Programme in four years. The **extensions** given can exceed till the end of the last academic year. Whenever, any project stage is not submitted before the last date as specified in the academic calendar, the student is required to:

(i)   Make specific request for extension with justification (without grade restriction) at least 15 days before the last date of submission as specified in the academic calendar.
(ii) Pay the Institute fees and register for the **fifth/sixth/seventh/eighth** semester for the extensionafter forth/fifth/sixth/seventh semester, respectively

12.6 Dissertation Evaluation

(i)   The midterm assessment and pre-submission assessment of dissertation part-I and dissertation part-II, if any, will be done by a panel appointed by the BoS in consultation with the supervisor(s). The panel shall consist of the supervisor(s) and two faculty members conversant with the field.
(ii) The final assessment will be done by a Board of Examiners appointed by the BoS consisting of the following:

Chairman: Chairman, BoS or his nominee

Supervisor/co-supervisor: Supervisor(s)/ co-supervisor (s) and in their absence, another faculty

member conversant with the subject.

Internal Examiner: A faculty member from the Institute conversant with the subject as internal examiner.

External Examiner: An approved examiner from other Institute/ Organization/Research Labs. The presence of external examiner is desirable. However, in case of difficulty in non-availability of external examiner in the required area, an additional internal examiner may be appointed in place of external examiner subject to the approval of BoS.

(iii) The minimum passing grade in each of the dissertation assessment shall be C.

(iv) In case a student gets a fail grade in any of the project assessment he/she should carry out additional work/modifications etc. as suggested by the panel and appear for assessment within one month from the date of previous assessment. At this assessment, he/she should not be given a grade higher than B+.

(v) A full-time/GATE student should not take up any other assignment before submitting his/her dissertation.

13. Performance Indices

13.1 Calculation of SGPA

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

$$SGPA = \frac{\sum_{i=1}^{n} C_i P_i}{\sum_{i=1}^{n} C_i}$$

Where,

C_i = The number of credits assigned in the ith course of semester for which SGPA is to be calculated.

P_i = Grade point earned in the ith course

i = 1, 2…, n represents the number of courses in which a student is registered in the concerned semester. The SGPA is calculated to two decimal places.

13.2 Calculation of CGPA

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 CGPA, which is weighted average of the grade points obtained in all the courses registered by the student since he entered the Institute.

$$CGPA = \frac{\sum_{j=1}^{m} C_j P_j}{\sum_{j=1}^{m} C_j}$$

Where,

C_j= The number of credits earned in the jth course up to the semester for which CGA is to be calculated

P_j= Grade points earned in the jth course. A letter lower than D (i.e., Gradepoints < 4) in a course shall not be taken into consideration for calculation of CGPA.

j =1, 2…, m represents the number of courses in which a student is registered upto the semester or which the CGPA is to be calculated. The CGPA is also calculated to two decimal places.

(i) SGPA will be calculated (after re-examination, if any) based on the final grades awarded. The SGPA is calculated up to two decimal places.

(ii) An up-to-date assessment from the time the student entered the Institute is obtained by calculating CGPA.

(iii) The CGPA is the weighted average of the grade points obtained in all the courses taken by the student since he/she entered the Institute.

(iv) In case of a student clearing a failed course, or a course taken in lieu of an earlier course as approved by the Department, the earlier failed grade would be replaced by the new passing grade in calculation of the CGPA.

14. Leave Rules

The students getting teaching assistantship are entitled for a leave in an academic year, maximum of 30 days

(including medical leave of 10 days) but they are not entitled for any vacation during summer/winter.

15. Showing Answer Sheets to the Students

(a) Teachers will show assessed papers of midterm examination to only students in their theory classes be for resubmitting to the academic section as per the date mentioned in the academic calendar.

(b) After end term/summer examination the assessed answer sheets will not be shown to the students before the declaration of result. A student may apply for seeing the answer sheets to the controller of examinations by paying the specified fees as mentioned in Annexure-A, within three days after the declaration of the result. The concerned Chairman of the Grade Moderation Committee and the course coordinator shall show the answer sheet to the student and reevaluate if necessary.

(c) Results of this reevaluation may lead to either a change in grade due to mistake(s) in any of the aspects or the grade may remain unchanged.

16. Photocopy of the Evaluated Answer Sheets

Request for obtaining photocopy of the evaluated answer sheet should be made only by the student to Controller of Examinations **within 15 days** from the declaration of the result with payment of fees of Rs. 500/-with an undertaking in the format that he/she would not question the evaluation done by the Examiner. Photocopy of evaluated answer sheet will be given to the student on the pre-notified date and time.The photocopy of the evaluated answer sheet shall not be given to any institution or colleges for display, commercial purpose and should not be misused by anybody like publishing in print/electronic media, etc. which will be treated as misconduct and disciplinary action shall be taken.

17. Disposal of Assessed Answer papers

All the assessed papers will be stored only for six months after declaration of result and the process of disposal of assessed papers under the supervision of CoE will be carried out.

18. Minimum Students Requirement for an Elective Course

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

19. Minimum Requirements for the Award of the Degree

(i)   The student must earn all the prescribed minimum number of credits under institutional and departmental requirements and there are no dues in his/her name.
(ii) Student should earn Audit Pass (AP) grade in for each mandatory audit course.
(iii) 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.
(iv) T h e 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 CGPA of 5.5 and earned a minimum number of credits as specified in the PG curriculum he/she is registered for, is eligible for the award of the degree.
(v)   A student, who has earned the minimum credits required for a degree but fails to obtain the minimum specified CGPA for this purpose, shall take additional courses till the minimum CGPA is attained.
(vi) A student has obtained the eligibility certificate in the first year M. Tech. fromSRTMU, Nanded.

20. Improvement of Grade/CGPA

(i)   A candidate who has passed the M. Tech. programme from this institute and who wishes to improve his/ her grade and whose CGPA is less than 6.75 will be permitted to reregister only for **theory** courses.
(ii) The candidate is permitted to register under reregister category for improving the performance in regular First/Second Semester or Summer Term along with regular student of respective programme as per the schedule given in Academic Calendar of the institute with stipulated fees per course.

20.1 Rules for Improvement of Grades

(a) Candidate will be allowed to reappear for the Examination for improvement of grade within a period of **five** years from the date of his/her passing the master's examination.
(b) A candidate will be allowed to reregister for maximum of five theory courses.
(c) A candidate will be allowed maximum two attempts for the improvement of his/her grade within the stipulated period of **five** years.
(d) Examination of candidates registered for improvement course will be carried out along with regular student's examination. Question paper will be same for both category students. There will not be any separate question paper or an arrangement for candidates registered for improvement course.
(e) If the candidate fails to appear for the improvement examination after registration, or if there is no up-gradation in the grade after availing the improvement chance, the grade obtained in the first appearance will be retained.
(f) If the grade secured by the student at the improvement examination is higher, it will be taken as the final grade. For such candidate's new grade card with improved grades will be issued and will be marked as "Grade Improvement Examination" at the top of the grade card indicating that the grade was obtained after Improvement Examination.
(g) A candidate appearing for the improvement of grade shall not been titled to get benefit of any prize/medal/scholarship/award etc.

21. Promotion to Second Year M. Tech.

A student shall be considered eligible for the promotion to the higher class if he/she has cleared all the passing heads or having backlog of at the most five passing heads excluding the audit courses. **However, the student can registration for second year M. Tech. even if he/she has more than five backlog courses, with the recommendation head and approval of dean(academic).** Eligible students shall do registration to second year in the beginning of next academic year on the scheduled dates by paying stipulated fees. They shall also submit forms to reappear in the backlog courses if any by paying stipulated fees.

22. Interpretation of Regulations and Emergent Cases

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, Academic Council shall be final and binding. Not with standing anything contained in the above regulations, the Chairman of the Academic Council may, in emergent situations act on behalf of the Academic Council as he deems appropriate and report it to the next meeting of the Academic Council for its approval.

Annexure-A: Fee Structure

i.   Registration: Total fee decided by the competent authority.
ii. Reregistration: Rs. 1200 per theory course, and Rs. 250 per practical. Apart from this, student shall pay fee charged for gathering, internet, library, gymkhana, and training and placement as decided by the competent authority
iii. Reappearing: Rs.250/-per theory course and Rs. 250/- perpractical.

FeesforSummer Term

iv. The theory course with instruction: Rs. 700/- per theory course.
v.   The theory course with counseling: Rs. 250/- per course.
vi. The practical course: Rs. 250/- per practical.

Fees for showing the answer sheets of end/summer term: Rs 200/-per theory course

23. Extra Credit Benefit for Participation in Sports

The following table-6shows the grades along with the grade points to be given to the students participating in the sports activities.

Table-1: Extra Credit Benefit for Participation in Sports

Sr. No.	Levelof Competition	Grades to be given to the participants		
		Level of Achievements		
		Participationin the Event	Rank: II/III/IV	Champion/Winner
1	Inter Collegiate (ICT) zone #	C+(6)	B(7)	B+(8)
2	DistrictLevelTournaments*	C+(6)	B(7)	B+(8)
3	Inter Collegiate (ICT) Inter-zone #	B(7)	B+(8)	A(9)
4	DivisionalLevel*	B(7)	B+(8)	A(9)
5	Ashwamedh IUT# /State Level*	A(9)	A+(10)	A+(10)
6	Inter University(IUT) Zone #/AllIndia IUT#	A(9)	A+(10)	A+(10)
7	Inter University(IUT) Inter-zone #	A+(10)	A+(10)	A+(10)
8	CombinedUniversity#	A+(10)	A+(10)	A+(10)
9	National *	A+(10)	A+(10)	A+(10)
10	International#*	A+(10)	A+(10)	A+(10)

Possible Sequence of Competitions
Route1:ICT zone→ICT-IZ→IUTzone/Ashwamedh IUT→IUT-IZ→CU→INT
*Route2:Dist.→Divi.→State→National→International

Additional CGPA to be included in the qualifying grade card of PG degree.

Gradepoints (Grades) for Sports Performance >>	6 (C+)	7 (B)	8 (B+)	9 (A)	10 (A+)
1 year Sports performance	0.03	0.035	0.04	0.045	0.05
Max.CGPA addition	0.12	0.14	0.15	0.17	0.200

CGPA scheme for Liberal Learning

The scheme of awarding additional CGPA benefit to successful participants of liberal earning is proposed as follows:

Grade points (Grades) for Liberal Learning >>	4 (D)	5 (C)	6 (C+)	7 (B)	8 (B+)	9 (A)	10 (A+)
Additional benefit to be included in the qualifying grade card of UG degree	0.020	0.025	0.03	0.035	0.04	0.045	0.05