

GOVERNMENT COLLEGE OF ENGINEERING, JALGAON

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Ordinances and Regulations for UG/PG Programmes (Autonomy Rules)

Modified as per third Academic Council meeting held on 08.05.2015

Ordinances for the UG/PG Programmes

The Board of Management of the institute prescribes the ordinances in respect of the different academic programmes at Government College of Engineering, Jalgaon on the recommendation of academic council. The details in respect of the ordinances issued for U. G. Programmes are as follows: *(The approval to the ordinances has been accorded in the Academic Council meeting held on 18th May 2013 vide Item no. 8)*

Short Title and Comment	O-1 These ordinances shall be hereafter called as the Ordinances for the (i) Undergraduate/Postgraduate (UG/PG) Programme of Government College of Engineering, Jalgaon – 425002, Maharashtra State. (ii) These ordinances shall come into force with effect after obtaining autonomous status from UGC, New Delhi and from such date as the Academic Council may decide in this behalf.
Definitions	O-2 Unless the context requires otherwise, (i) “AICTE” shall mean All India Council for Technical Education, New Delhi. (ii) “Government” shall mean Government of Maharashtra. (iii) “DTE” shall mean Directorate of Technical Education, Maharashtra State, Mumbai. (iv) “University” shall mean North Maharashtra University, Jalgaon – 425001, Maharashtra State. (xix) “Institute” shall mean Government College of Engineering, Jalgaon. (v) “BoM” shall mean the Board of Management of the Institute constituted as per Government of Maharashtra Resolution. (vi) “Academic Council” shall mean the academic board constituted as per the guidelines for autonomous colleges issued by UGC, New Delhi. (vii) “APEC” shall mean the Institute level Academic Programme Evaluation Committee (xx) “BoS” shall mean Board of studies for UG/ PG programmes constituted as per the guidelines for autonomous colleges issued by UGC, New Delhi. (viii) “DFB” shall mean Department Faculty Board (ix) “EC” shall mean Examination Committee constituted as per guidelines (x) “Degree” shall mean the Bachelor of Technology (B. Tech.) or Master of Technology (M. Tech.), and such other degrees of the Institute as may be approved by the BoM/ UGC/NMU, Jalgaon. (xi) “Applicant” shall mean an individual who applies for admission to any UG / PG programme of the Institute. (xii) “Student” shall mean a student registered for UG / PG programme to B. Tech. / M. Tech. degree. (xiii) “Direct Admitted Student” shall mean a student who is admitted directly to second year of the degree program after completion of the Diploma Course or any other qualifying examination as specified by DTE/Government and registered for undergraduate programme for full time study leading to B. Tech. degree. (xiv) “Course” shall mean a curricular component identified by a designated code number and a title. (xvi) “Scheme of Teaching and Examination” shall mean the scheme of teaching and examination for a programme of study as approved by the

- Academic Council / Board of Management.
- (xvii) “**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.
 - (xviii) “**Grade Moderation Committee**” shall mean the committee appointed by the concerned department to moderate grades awarded by the course coordinators.
 - (xix) “**SGPA**” shall mean the Semester Grade Point Average.
 - (xx) “**CGPA**” shall mean the Cumulative Grade Point Average.

Ordinances

O-3

- (1) The Institute shall offer UG/PG programmes as the AICTE/ Government may approve on the recommendation of the BoM/Academic Council either on its own or on the initiative of a department.
- (2) The procedure for starting a new programme, temporarily suspending a programme or phasing out a programme shall be such as may be laid down in the regulations.
- (3) The minimum qualifications and procedure for admission to first year UG/PG programmes as well as direct second year admission to UG programme shall be such as laid down in the regulations and as per Government circulars from time to time.
- (4) A student shall be required to earn a minimum number credits and audit points for the award of UG/PG degree as specified in regulations for UG/PG programmes.
- (5) The award of the UG/PG degree to an eligible candidate shall be made in accordance with the procedure laid down in the regulations. A student shall have to complete all the requirements for the award of the degree within such period as may be specified in the regulations, including those credits earned at such other institutions as have been recognized by the Institute for this purpose.
- (6) The date of initial registration for the programme shall normally be the date on which the student formally registers for the first time. This date shall be considered as the date of joining the programme for all intents and purposes.
- (7) A student shall be required 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.
- (8) A student may be granted such scholarship / assistantship / stipend, etc. and awarded medals as may be specified in the regulations in accordance with the directions of the Government and / or the decision of the BoM from time to time.
- (9) The procedure for the withdrawal from an UG/PG programme, rejoining the programme, award of grades and SGPA / CGPA, the examination and all such matters as may be connected with the running of UG/PG programme shall be as specified in the regulations.
- (10) A student admitted to the UG/PG programme shall abide by the code of conduct for students issued by the Institute from time to time. This code of conduct shall deal with the discipline of the students in the hostels, departments, the Institute premises and outside. It may also deal with such other matters as are considered necessary for the general conduct of the students, co-curricular and extra-curricular activities. It shall be

approved by the Director/Principal on the recommendation of the Dean, Student Affairs.

- (11) Notwithstanding anything contained in the above Ordinances, no regulations shall be made in contravention of the decision of the BoM and /or the direction of the Government, in regard to the duration of the UG/PG programme, the amount and number of scholarship/assistantships and the number of freeships and the procedure thereof.
- (12) The minimum duration of UG programmes shall be 8 (eight) semesters.
- (13) The minimum duration of full time PG programmes shall be 4 (four) semesters.
- (14) The minimum duration of part time PG programmes shall be 6 (six) semesters.

Regulations for the UG/PG Programme

Regulation No.

Description

R 1. General

- R 1.1 These regulations shall be called as the regulations for the UG/PG programmes of the Institute.
- R 1.2 These regulations shall come into force on such date as the BoM or Director/Principal may decide after receiving the autonomous status to the Institute. **(i.e. with effect from academic year 2014–15)**

R 2. Programmes and their Duration.

- R 2.1 The Institute shall offer Undergraduate programmes leading to Bachelor's degree in Technology (B. Tech.) as shown in Table 1.

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

Sr No	Branch	Degree	Code
1	Mechanical Engineering	B. Tech. (Mechanical Engineering)	ME
2	Electronics & Telecommunication Engineering	B. Tech. (Electronics & Telecommunication Engineering)	ET
3	Instrumentation Engineering	B. Tech. (Instrumentation Engineering)	IN
4	Electrical Engineering	B. Tech. (Electrical Engineering)	EE
5	Computer Engineering	B. Tech. (Computer Engineering)	CO
6	Civil Engineering	B. Tech. (Civil Engineering)	CE

- R 2.2 The minimum duration of UG programmes leading to B. Tech. degree is normally eight semesters and maximum duration to complete UG programme shall be six years. However a student shall complete (pass in all passing heads i. e. no ATKT) first year of UG programme within three years from the date of initial registration to first year. While in case of lateral entry including direct admission to second year students or the student switching from University pattern to autonomous patter, the maximum duration for the completion of UG program shall be normal time period for completion of remaining UG program from the date of initial registration in autonomous pattern plus two years. This maximum duration to complete the first years / UG programme includes the period of withdrawal, absence and different kinds of leaves permissible to a students but it shall exclude the period of rustication of the student from the Institute. However, genuine cases on confirmation of valid reasons may be referred to Academic Council for extending this limit by additional one year for both to complete the first

years / UG programme.

R 2.3

In matter of admission to the B. Tech programme (including reservation, direct second year admission etc) the decision of the competent authority of Government shall be final

R 2.4

The candidate shall be provisionally admitted to UG programme subject to fulfillment of eligibility criterion as prescribed by NMU, Jalgaon.

R 2.5

The Institute shall offer postgraduate programmes leading to Master's degree in Technology (M. Tech.) as shown in Table 2.

TABLE-2: PG PROGRAMMES LEADING TO MASTER'S DEGREE

Sr No	Branch	Degree	Code
1	Electronics and Telecommunication Engineering	M. Tech. Electronics and Telecommunication (Digital System)	ET

R 2.6

The minimum duration of full time PG programmes leading to M. Tech. degree is normally four semesters. The maximum duration to complete full time PG programme shall be four years from the date of initial registration to first year. While in case of lateral entry (the student switching from University pattern to Autonomous patter), the maximum duration for the completion of full time PG program shall be normal time period for completion of remaining M.Tech program from the date of initial registration plus two years. The maximum duration of the programme includes the period of withdrawal, absence and different kinds of leaves permissible to a students but it shall exclude the period of rustication of the student from the Institute. However, genuine cases on confirmation of valid reasons may be referred to Academic Council for extending this limit by additional one year.

R 2.7

The minimum duration of part time PG programmes leading to M. Tech. degree is normally six semesters. The maximum duration to complete part time PG programme shall be six years from the date of initial registration to first year. While in case of lateral entry (the student switching from University pattern to Autonomous patter), the maximum duration for the completion of part time PG program shall be normal time period for completion of remaining M.Tech program from the date of initial registration plus four years. The maximum duration of the programme includes the period of withdrawal, absence and different kinds of leaves permissible to a students but it shall exclude the period of rustication of the student from the Institute. However, genuine cases on confirmation of valid reasons may be referred to Academic Council for extending this limit by additional one year.

R 2.8

In matter of admission to the full time/part time M. Tech programme (including reservation) the decision of the competent authority of Government shall be final

R 2.8

The candidate shall be provisionally admitted to PG programme subject to fulfillment of eligibility criterion as prescribed by NMU, Jalgaon.

R 3. Semester System

R 3.1

The academic programmes in the Institute shall be based on semester system; two semesters in a year with minimum 90 working days in each semester and appropriate *winter/summer* vacations.

R 3.2

The curriculum shall consist of credit courses and audit (non-credit) courses.

R 3.3

Each credit course shall have an integer number of credits assigned to it depending upon the academic load of the course, which would be assessed on the basis of weekly contact hours of theory lecture and laboratory classes, field study etc.

R 3.4

The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student.

R 4. Curriculum Structure

- R 4.1 The curriculum of UG programme is designed to have a total of 184 credits for the award of the degree. It shall include courses from basic sciences, basic engineering skills, humanities, programme core, electives (including inter disciplinary elective), need based courses and supervisory learning like mini project, major project, industrial lectures, industrial visits/industrial training etc.
- R 4.2 The curriculum of PG programme is designed to have a total of 70 credits for the award of the degree.
- R 4.3 No semester shall have more than five theory courses and five laboratory courses with maximum 11 passing heads in a semester as prescribed in the curriculum.
- R 4.4 The medium of instruction, examination and all reports shall be English.

R 5. Course Codes

- R 5.1 The courses offered by the institute shall have an alphanumeric course code consisting of a string of five characters followed by the title of the course. The first two characters in a course code shall be capital letters identifying the respective department offering the course (refer table 1 and 2) and next three are numeric; first digit indicating the year of study (refer table 3) and rest indicating course number in that semester.

TABLE – 3: DIGIT INDICATING THE YEAR OF STUDY

Year of Study	First Year UG	Second Year UG	Third Year UG	Fourth Year UG	First Year PG	Second Year PG
Digit	1	2	3	4	5	6

R 6. Course Credits

- R 6.1 Each credit course shall have an integer number of credits, which reflects its weightage. The student earns credits by passing corresponding courses. 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 /Tutorial: One laboratory/Tutorial hour per week shall be assigned half a credit. Not more than four credits may be assigned to a practical course having only laboratory component. .
- (c) Special courses like minor and major projects, seminar, general proficiency in the UG programme and seminar, dissertation in 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) The fraction number of credits for a particular course shall be approximated to next whole number.

R 7. Audit Point

- In addition to academic credits, student has to complete audit courses for obtaining audit points as given below.
- R 7.1 **Co-curricular Activity:** A minimum 12 audit points for co-curricular activities shall be earned by the UG student during his course of study distributed over at least 4 semesters while PG student shall earn minimum 12 audit points for co-curricular activities/courses. There is no limit on maximum audit points earned by the student. The final grade sheet will include the actual number of audit points earned by the student during his entire course of study.
- For lateral entry admission in UG (direct admission to second year, students absorbed from university pattern etc), student shall obtain a minimum audit points at the rate of

3 audit points per year of study in autonomous pattern for co-curricular activities distributed over at least 3 semesters (2 in case of admission in final year). (Refer table 4 for audit point assigned to specific activity. BoS can add activity with prior approval of Academic Council)

TABLE – 4: AUDIT POINTS FOR VARIOUS CO-CURRICULAR ACTIVITIES

Sr. No.	Activity	Audit points
1	Technical Conference Attended (Minimum State Level)	01 per conference
2	Technical Paper Presentation authored by at the most three students (Minimum State Level)	01 per paper
3	Award Winning Technical Paper Presentation authored by at the most three students (University/State level)/Publication in conference	2 per paper
4	Award Winning Technical Paper Presentation authored by at the most three students (National level)/ Publication in referred journal	4 per paper
5	Participation in Project/Working Model /software competition(university and above level)	1 per event
6	Winner/Runner in Project/Working Model /software competition(university/state level)	2 per event
7	Winner/Runner in Project/Working Model /software competition(national level)	3 per event
8	Technical Workshop	Proportional to one audit point per workshop of 2 days
9	Technical Courses other than curriculum	Proportional to one audit point per 14 hours of study
10	Professional Society Membership	01
11	Any Foreign Language Course	Proportional to one audit point per 14 hours of study
12	Any other Relevant Activity/Course approved by Chairman BoS	

R 7.2 Extra-curricular Activity: A minimum 12 audit points for extra - curricular activities shall be earned by the UG student during his course of study distributed over at least 4 semesters. There is no limit on maximum audit points obtained by the student. The final grade sheet will include the actual number of audit points obtained by the student during his entire course of study.

For lateral entry admission in UG (direct admission to second year), student shall obtain a minimum audit points at the rate of 3 audit points per year of study in autonomous pattern for co-curricular activities distributed over at least 3 semesters (2 in case of admission in final year). (Refer table 5 for audit point assigned to specific activity. BoS can add activity with prior approval of Academic Council)

TABLE – 5: AUDIT POINTS FOR VARIOUS EXTRA-CURRICULAR ACTIVITIES

Sr. No.	Activity	Audit points
1	NCC/ NSS/Community Service Programme (CSP) any one	6
2	Winner at institute level Sports/Cultural Event (Team Member /Individual)	1 per event
3	Winner in Inter College Sports/Cultural Event (Team Member /Individual)	3 per event
4	Runner in Inter College Sports/Cultural Event (Team Member /Individual)	2 per event
5	Participation in Inter College Sports/Cultural Event (Team Member /Individual)	1 per event
6	Winner in Inter University or state level Sports/Cultural Event (Team Member /Individual)	4 per event
7	Runner in Inter University or state level Sports/Cultural Event (Team Member /Individual)	3 per event
8	Participation in Inter University or state level Sports/Cultural Event (Team Member /Individual)	2 per event
9	Winner in national level Sports/Cultural Event (Team Member /Individual)	5 per event
10	Runner in national level Sports/Cultural Event (Team Member /Individual)	4 per event
11	Participation in national Sports/Cultural Event (Team Member /Individual)	2 per event
12	Blood Donation	1 per event
13	Coordinator /co-coordinator of organizing committee of Institute level event	1 per event
14	Member of organizing committee of Inter Institute level event/class representative	1 per event
15	In charge of organizing committee of Inter Institute level event / sports, cultural secretary, university representative/ Event coordinator of Institute level event	2 per event
16	Event coordinator of Inter Institute level event	3 per event
17	Any other Relevant Activity approved by Chairman BoS	Proportional audit point

- R7.3 NCC programme is not available for foreign nationals and women students.
R 7.4 The NCC / NSS programme will have to be completed in two semesters.
R 7.5 CSP and NSS programme will be held as announced by the department and gymkhana respectively.
R 7.6 The NCC / CSP / NSS should be completed within first four semesters.
R 7.7 Industrial training shall be encouraged by respective departments.
R 7.8 Department can offer addition technical course as audit course. (Co-curricular course/activity)

8. Academic Council

(As approved by BoM in its second meeting held on February 2, 2013 vide Item no. 6)

- R 8.1 The Academic Council shall consist of members as specified in UGC guidelines.
R 8.2 Meetings of Academic Council:
a) The Academic Council shall meet at least twice during the academic year and such

other times as may be required.

- b) Two-third members shall constitute a quorum for Academic Council. If the meeting is adjourned for the want of quorum, then no quorum shall be required for such adjourned meeting, which will be conducted within 15 minutes.

R 8.3 The Academic Council shall have following powers and duties.

- a) (i) Scrutinize and approve the proposal with or without modifications made by the Board of Studies (BoS) with regard to courses of studies , academic regulations , curricula , syllabi, and modification thereof, any instructional and valuation methods, procedures relevant there to etc.
(ii) refer the matter for reconsideration to the concerned BoS or to reject the same after giving reason therefore. After the matter is resubmitted by the BoS; to decide the matter on merit and the decision of the Academic Board shall be final.
- b) Make rules regarding admission of students , subject to Government rules and regulations on admission procedure.
- c) Initiate measures for improving the quality of teaching , frame rules for conduct of examinations , rules of students evaluation and develop student advisory programmes.
- d) Make rules for sports ,extra curricular activities , for proper maintenance and functioning of building , libraries , laboratories , play-grounds and hostels.
- e) Recommend to the BoM to start new programmes of studies.
- f) Recommend to the BoM for scholarships, studentships , fellowship, prizes and medals and frame rules for the award the same ;
- g) Advise the BoM on matters pertaining to the academic affairs.
- h) Perform such other functions and such other duties as may be necessary and as may be assigned by the BoM, pertaining to the academic programmes and development.

R 9. Academic Programme Evaluation Committee (APEC)

(As approved by BoM in its first meeting held on July 14, 2012 vide Item no. 10)

R 9.1 The institute will have Academic Programme Evaluation Committee (APEC) consisting of Chairman and member secretaries of every BoS. The Dean Academics shall work as a chairman of APEC and shall be supported by member secretary appointed by Director/Principal of the Institute. APEC will be responsible to maintain uniformity in various programmes as regards to the structure, implementation, assessment, etc. It will formulate draft policies for these academic matters and will submit its recommendations to Academic Council for its consideration.

R 9.2 Meetings of Academic Programme Evaluation Committee (APEC):

- a) The Academic Programme Evaluation Committee (APEC) shall meet at least twice during the academic year and such other times as may be required.
- b) Two-third members shall constitute a quorum for APEC. If the meeting is adjourned for the want of quorum, then no quorum shall be required for such adjourned meeting, which will be conducted within 15 minutes.

R 10. Board of Studies (BoS).

(As approved by BoM in its second meeting held on February 2, 2013 vide Item no. 6)

R 10.1 Every programme shall have its own BoS to look after all matters pertaining to that particular programme and the interdisciplinary courses offered to other programmes.

R 10.2 In addition to R10.1 there shall be a BoS for Applied Science and Humanities courses.

R 10.3 The BoS shall be constituted as per guidelines of UGC and approved by BoM.

R 10.4 BoS shall be responsible for deciding or modifying curriculum structure, approving detailed syllabi recommended by Departmental Faculty Board (DFB), implementation

and monitoring of all academic activities, suggesting panel of examiners, submitting recommendations on academic matters.

R 10.5 Meetings of Board of Studies (BoS):

- a) The BoS shall meet at least twice during the academic year and such other times as may be required.
- b) Two-third members shall constitute a quorum for BoS. If the meeting is adjourned for the want of quorum, then no quorum shall be required for such adjourned meeting, which will be conducted within 15 minutes.

R 11. Departmental Faculty Board (DFB)

R 11.1 Every department including Applied Science and Humanities will have its own DFB consisting of all the faculty members of the department. The DFB shall be responsible for considering all the policy issues concerning academic and research programmes of the department. The DFB shall formulate academic programmes, courses and detailed syllabi based on structure as recommended by the BoS and send its recommendations to the BoS for its consideration.

R 12. Starting a New Programme

- R 12.1 (a) The BoM/State Government may approve starting of a new programme or a modified programme in lieu of the old phased-out programme on the recommendation of the Academic Council.
- (b) A new programme may be considered and recommended by the Academic Council to the BoM for its consideration and approval. Such a proposal will be initiated by a department and considered and recommended by the BoS, APEC.
- c) An interdisciplinary programme may be proposed by a department in consultation with other participating department(s), or by a group of department(s), or by a committee appointed by the Director/Principal for the consideration of the APEC and the Academic Council for their recommendation to the BoM / Government / AICTE for obtaining its approval.

R 13. Registration

- R 13.1 Every student admitted shall have his/her unique registration number. The registration number shall have seven digits. First two digit shall indicate year of admission; next one digit shall indicate his/ her programme (Mechanical Engineering - 0 , Electronics and Telecommunication - 1, Instrumentation Engineering – 2, Electrical Engineering - 3, Computer Engineering - 4, Civil Engineering - 5); next one digit shall indicate the year of programme in which student registered first time (First Year UG - 1 , Second Year UG - 2, Third Year UG - 3, Final Year UG - 4, First Year PG - 5, Second Year PG – 6) and last three digits shall indicate his /her serial number / roll number. Every student shall be identified by this number through-out his UG/PG programme.
- R 13.2 Registration at the beginning of each semester on the prescribed dates announced from time to time by payment of the stipulated fees is compulsory for every student till he/she completes the UG/PG Programme.
- R 13.3 Registration, according to rules, should be carried out on the first two days of each semester. Late registration may be permitted only for valid reasons and on payment of a late registration fee as specified in academic calendar. In any case, registration must be completed before the prescribed last date for registration, failing to which his/her admission in the concerned semester is liable to be cancelled. Students having outstanding dues to the Institute or hostel shall be permitted to register only after clearing the dues.
- R 13.4 In-absentia registration may be allowed only in exceptional cases at the discretion of the Dean –Academics .

- R 13.5 For the registration of the fifth semester of UG the student should have earned credits of all the courses of the first and second semesters.
- R 13.6 For the registration of the seventh semester of UG the student should have earned credits of all the courses of the third and fourth semesters.
- R 13.7 Every student shall register for the courses that he/she wants to study for earning credits and his/her name will appear in the roll list of each such course. No credit shall be given if a student attends a course for which he or she is not registered.
- R 13.8 While registering for III / V / VII semester of UG and III semester of PG every student should have earned at least 75% of the total credits (rounded of to nearest lower integer) of immediate last year.

R 14 Attendance, Absence, Leave Rules and Dismissals

- R 14.1 All the students are expected to be present in every lecture, tutorial, practical, NCC/NSS/CSP scheduled for them. Attendance shall be closely monitored.
- R 14.2 A student must have a minimum attendance of 75% of the total number of classes (lectures, tutorials and practical), held in a course before the corresponding examination i.e. In Semester Examination-I, In Semester Examination-II and End Semester Examination in order to be eligible to appear for the respective examination in that course.
- R 14.3 The names of the students who have remained absent, for more than 25% of the actual classes held in a course will be intimated by the Course Coordinator on the last teaching day of respective examination, to the students in the class with intimation to the concerned HoD, who will consolidate the list for all such students for all the courses and display it on the notice board of the department with an intimation to Dean Academics, declaring them not eligible to appear for the respective examination.
- R 14.4 If a student is continuously absent in the class for more than four weeks without informing to the course coordinator, the course coordinator shall immediately bring it to the notice of concerned HoD and the Academic Section.
- R 14.5 *Exemption in Attendance:* Those students who have more than 75% attendance for the period other than their medical leave be considered for exemption in attendance provided their overall attendance in a course including the period of illness does not fall below 60%. A student has to apply for leave on medical grounds to concerned HoD within three working days (both days inclusive) of the day of rejoining to the institute and such application shall be accompanied with a medical certificate from a registered medical practitioner and endorsed by parents or guardian.
- R 14.6 If a student is not allowed to appear for the end semester examination due less attendance in the course, his/her registration for that course will be treated as cancelled, and he/she shall be awarded 'Z' grade (Z stands for registration cancelled for non-completion of course requirement) in that course. This grade shall appear in the grade card till the course is successfully completed.
- R 14.7 If a student is absent during End Semester Examination (ESE) of a course due to medical reasons (Accident and / or hospitalization of a student) or other emergency circumstances (death of immediate close relative i.e. father, mother, brother and sister), he / she may be awarded 'I' grade in the course. A single make up examination shall be held normally within two weeks of the last day of ESE to convert 'I' grade to proper letter grade. His / her application must be supported by proper medical certificate with registration number of hospitalization/discharge certificate and approved in the meeting of all HoDs. In the event of death of parent or guardian, the application should be supported by adequate evidence for the same. Schedule for such additional End Semester Examination shall be displayed by examination cell. Any such student who fails to apply for make-up examination in prescribed manner in due date will be awarded F grade.

- R 14.8 If a student is absent during In Semester Examination (IES) of a course due to medical reason (Accidents / hospitalization of a students, etc.) or other emergency circumstances (death of immediate close relative i.e. father, mother brother and sister), a single additional In Semester Examination (ISE) shall be conducted latest by one week before immediate next examination (ISE or ESE which ever applicable). His / her application must be supported by proper medical certificate with registration number of hospitalization/discharge certificate and approved in the meeting of all HoDs. In the event of death of parent or guardian, the application should be supported by adequate evidence for the same. Schedule for such additional ISE shall be displayed by concerned program head.
- R 14.9 The student absent for any Examination should submit an application to the concerned HoD within five days (both days inclusive) of the date of the examination missed, explaining the reasons for absence along with documentary evidence. Applications received after this period will not be entertained.
- R 14.10 A student who misses the make-up examination will not normally be given another make-up examination. However in exceptional cases of prolonged illness resulting in the student missing a make-up examination, the Principal in consultation with the HoDs may permit the student to appear for a second make-up examination depending on the availability of time span before the commencement of the next semester.

R 15 Examination Scheme and Revaluation:

- The Academic Council will decide Examination Scheme from time to time.
- R 15.1 A student shall be evaluated for his / her academic performance in a course through various components as specified in curriculum structure.
- R 15.2 The 'In Semester Examination I' (1/3rd syllabus) shall be conducted at the end of 6th week, the 'In Semester Examination II' (1/3rd syllabus other than that covered in 'In Semester Examination-I') shall be at the end of 11th week and End Semester Examination shall be conducted at the end of the semester.
- R 15.3 Duration of ISE-I and ISE-II shall be one hour each and that of ESE shall be three hours or as specified in curriculum structure for the examination of 60 marks and two hours for the examination of 30 marks.
- R 15.4 There shall be three ESE winter (November /December), summer (April/May) and re-examination (June) in one academic year.
- R 15.5 It is mandatory to secure at least 40 % of maximum marks in total and at least 1/3rd of maximum marks assigned to ESE of that course in ESE to pass the course. It implies, any student securing more than 40 % marks in total in any course but less than 1/3rd of maximum marks assigned for ESE of that course in ESE shall be declared as fail (F grade).
- R 15.6 A fail student (F grade) shall be allowed to appear the ESE to convert F grade to any other pass grade and earn the credit at the time of next examination by maintaining or cancelling his/her performance of other evaluation tools/tests. If performance of other evaluation tools/tests has been cancelled, then ESE marks shall be proportionately converted. Such students shall clearly state at the time of submission of examination forms, whether his/her performance of other evaluation tools/tests is to be maintained or cancelled.
- R 15.7 **Revaluation:** A course coordinator shall display the marks secured by every student within three days after concerned examination but such result should not be displayed during the ESE. He / she shall allow student to see the evaluated answer paper in In Semester Examination I & II and accordingly perform revaluation. In case of End Semester Examination if aggrieved, the student may apply to AEC within three days after display of marks for revaluation by paying appropriate fees. The Asst CoE (Post-exam) will get approval to the appropriate examiner from the panel of examiner, from

Chairman, EC. The examiner for re-valuation shall essentially be different than the first valuer of the answer sheet. Change in marks will be considered if there is a change greater than 5 % of prescribed total marks. When the change is found to be greater than 5 %, the changed marks shall be displayed by calculating average of marks allotted by both examiners. This facility shall not be available after grades are finalized

R 16. Equivalence and Absorption of students from University pattern

- R 16.1 The students from University pattern, desirous of seeking admission to III, V and VII semester in autonomous pattern has to fulfill the prevailing ATKT norms of NMU Jalgaon to become eligible for admission. However, such students have to clear backlog subjects (courses) if any, by appearing for the respective examinations of NMU, Jalgaon. In addition; the student also has to register and pass new courses, if any, specified in the equivalence rules of the autonomous pattern.
- R 16.2 The student, desirous of seeking readmission to II, IV, VI and VIII semester in particular academic year (because of detention in university pattern) will have to register and pass in all such courses of I, III, V and VII semester of the same academic year as specified in the equivalence rules of the autonomous pattern.
- R 16.3 While switching from University pattern to autonomous pattern the CGPA of such student shall be calculated as per absolute grading system.
$$\text{CGPA} = (\% \text{ of marks} \times 0.1) + 0.75$$

However in no case the CGPA should exceed 10.
- R16.4 When student switches over from university pattern to autonomous pattern, he / she shall be presumed to have earned credits of all courses offered in previous semesters of that programme in autonomous pattern, if and only if; he/ she clears all the backlog subjects in university pattern and earns credits for the additional courses in autonomous pattern as specified in the equivalence rules of the autonomous pattern.
- R 16.5 For direct admission to second year / transfer (lateral entry) the calculation of CGPA and award of credits shall be governed by R 16.3 and R 16.4. In that case percentage of the diploma certificate shall be considered for the absolute grading system. In that case percentage/CGPA of the diploma certificate shall be considered for absolute grading system.

R 17. Change of Branch

- R 17.1 The change of branch in UG programme shall be effected as per the rules and norms approved by the Government/DTE.
- R 17.2 The change of branch in PG programme shall not be permitted.

R 18. Discipline and Conduct

- R 18.1 Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which will tend to bring down the prestige of the Institute.
- R 18.2 Any act of indiscipline of a student, will be discussed in a Discipline and Redress Committee constituted by the Academic Council. The Committee will enquire into the charges and submit its report to Dean - Student Affairs to take appropriate action.
- R 18.3 **Appeal:** The student may appeal to the Chairman, Academic Council whose decision will be final. The Dean - Student Affairs will report the action taken at the next meeting of the Academic Council.
- R 18.4 If the student while studying in the institute is found indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government he / she will be liable to be expelled from the institute without any notice.
- R 18.5 If a student is involved in any kind of ragging, the student shall be liable for strict action as per prevailing Central/State Government anti-ragging act.

- R 18.6 If any statement/information supplied by the student in connection with his/her admission is found to be false/ incorrect at any time, his/ her admission shall be cancelled and he/she shall be expelled from the institute and fees paid shall be forfeited.
- R 18.7 Student once admitted in the institute has to follow dress code as well as other instructions issued from time to time, failing which disciplinary action shall be initiated against such student.
- R 18.8 If a student is found guilty of malpractice in examinations and overall misconduct during his/her stays in the institute, he/she will be punished as per the recommendations of the Discipline and Redress Committee. The maximum punishment may be expulsion from the institute.

R 19. Withdrawals

- R 19.1 Withdrawal on medical grounds/other very exceptional reasons may be permitted by APEC, subject to a maximum of two semesters during the student's entire stay.
- R 19.2 A student who wants to withdraw from a course shall apply through the HoD to the Dean - Academics, on a prescribed form within one week from the end of the first In Semester 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 'W' at the end of the semester.
- R 19.3 In case a student is unable to attend classes for more than four weeks in a semester, he/she may apply to the Dean (Academics) through HoD 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 Semester Examination.
- R 19.4 In case the period of absence on medical grounds is more than fourteen working days during the semester, a student may apply for withdrawal from the semester, if he/she so desires. But, as per provisions of R 14.5, such an application must be made to the Dean (Academics) through HoD, as early as possible and latest before the beginning of End Semester Examination.

R 20. The Grading System

- R 20.1 For every course taken by a student he/she is assigned a grade based on his/her combined performance in all components of evaluation scheme of a course. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point.
- R 20.2 The academic performance of a student shall be graded on a ten-point scale following guidelines given in Appendix-A to C. The letter grades and their equivalent grade points are listed in Table 6.

TABLE 6: STRUCTURE OF GRADING OF ACADEMIC PERFORMANCE

Academic Performance	Grades	Grade Points
Outstanding	A+	10
Excellent	A	9
Very Good	B+	8
Good	B	7
Average	C+	6
Marginal	C	5
Poor	F	0
Incomplete	I	Subsequently to be changed
Withdrawal	W	-
Non Completion of course requirement	Z	-
Extension (in project/dissertation only)	X	-

Explanation:**'F' Grade**

- The 'F' grade denotes poor performance.
- A student has to repeat all mandatory courses in which she / he obtains 'F' grade, until a passing grade is obtained.
- For the elective courses in which 'F' grade has been obtained, the student may take the same course or any other course from the same elective group.

Further, 'F' grades secured in any courses stay permanently on the grade card. Repeated failure in a course shall reflect in the form of multiple "F".

'I' Grade

- This grade indicates 'Incomplete' course due to absence in ESE. The grade is required to be converted into a regular letter grade as per provisions.

'W' Grade

- This refers to withdrawal from the course.

'X' Grade

- This grade is awarded for incomplete Project work and will be converted to a regular grade on the completion of the Project work and its evaluation.

'Z' Grade

- This grade stands for registration cancelled for non-completion of course requirement.

R 20.3 The letter Grades (up to C only) awarded to a student in all the courses shall be converted into a SGPA and CGPA, to be calculated as given in Appendix – D.

R 21. Grade Moderation Committee

R 21.1 The Grade Moderation Committee for the courses except those for the first year shall be appointed semester wise by the Chairman, BoS. This committee shall be responsible for adherence to the guidelines for the award of grades and shall include all the concerned Course Coordinators. The Chairman, Grade Moderation Committee shall be responsible for the display of grades in the department and for forwarding the final grades to the Dean - Academic. The Chairman, Grade Moderation Committee shall also retain the record copies of the marks and the grades along with the statistical parameters for all the courses moderated and hand over a copy of the same to the Chairman, BoS.

R 21.2 The Grade Moderation Committee for the first year shall consist of all the Course Coordinators of the courses offered to the first year students in a semester, with the First Year Class Coordinator as the Chairman. The Chairman, Grade Moderation Committee shall be responsible for the display of grades and for forwarding the final grades to the Dean, Academic. The Chairman, Grade Moderation Committee shall also retain the record copy of marks and grades along with the statistical parameters for all the courses moderated the committee.

R 22. Grade Card

R 22.1 The grade card issued at the end of the semester to each student will contain the credits for each course registered for that semester; the letter grade obtained in each course; the total number of credits earned by the student up to the end of that semester in each of the course; the SGPA and the CGPA.

R 22.2 Grade card will not indicate class or division or rank.

R 23. Award of Degree

R 23.1 The Degree shall be awarded by NMU, Jalgaon on the recommendation of Academic Council / BoM on the fulfillment of following conditions.

- R 23.2 For the award of UG degree, the student should have earned 184 credits, 12 audit points in co-curricular and extra-curricular activities each and secured minimum of 5.5 CGPA.
- R 23.3 For the award of PG degree, the student should have earned 70 credits, 12 audit points in co-curricular activities, published at least one paper on dissertation topic in international conference/journal and secured minimum of 6.0 CGPA.
- R 23.3 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 or repeat the courses mentioned in program to get minimum required CGPA, subject to maximum duration of program as specified earlier.
- R 23.4 A student should have obtained the eligibility certificate in the first year from NMU, Jalgaon
- R 23.5 The student should have no case of indiscipline pending against him/her.

R 24. Award of Medals/ Scholarships

- R 24.1 Awards available under excellent performances in sports, cultural, extra curricular, debate, etc. shall be given to the students as per prevailing norms.
- R 24.2 The award of scholarships / freships and other benefits will be in accordance with rules framed by the Government of Maharashtra and Govt. of India.
- R 24.3 The award of merit scholarships/ Medals, if any, to the students will be governed by the regulations framed by the BoM/Academic Council from time to time.

R 25. Interpretation of Regulations

- R 25.1 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.

R 26. Academic Calendar

- R 26.1 The academic activities of the Institute are regulated by academic calendar approved by the BoM on the recommendation of Academic Council from time to time and made available to the students / faculty members and all other concerned in printed and / or electronics form. It is mandatory for students / faculty to strictly adhere to the academic calendar for completion of academic activities.

R 27. Emergent Cases

- R 27.1 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.

R 28. Power to Modify

- R 28.1 Notwithstanding all that has been stated above, the Academic Council has the right to modify any of the above regulations from time to time.

Appendix-A

Guidelines for the Award of Grades

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

- (i) For each student, evaluation in different components of a course shall be done in absolute marks as per the evaluation 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 15 students in a course, the grades shall be awarded on the basis of natural cut-off in the absolute marks (Appendix B).
- (iv) For 15 and more number of students in a course, the statistical method shall be used for the award of grades with or without marginal adjustment for natural cut-off. The salient features of statistical method are given in Appendix-C.
- (v) A+ (A Plus) grade shall not be awarded for percentage of marks less than 80 under any circumstances. There shall not be more than 10% (rounded off to integer value) A + grade in any course.
- (vi) In general; C grade shall not be awarded for marks less than 40% and a student having 40% or more marks in total and in ESE (both) shall not be awarded failing grade of F.
- (vii) The overall distribution of different grades shall be as indicated in the statistical distribution to the extent possible. (Appendix – C)
- (viii) The provisional grades shall be awarded by the Course Coordination Committee / Course coordinator of the course. The grades shall be finalized within ten days after the End Semester Examination. The course coordinator shall have full responsibility for this purpose.
- (ix) The grades so awarded shall be moderated by a Grade Moderation committee for that semester of the department. This committee will finalize the grades and display a copy of the grades awarded on the Notice board of the Department. All the final grades shall be communicated to the Dean, Academics within three days from the date of display of grades.
- (x) The procedures for evaluation and award of grades for project, training, seminar and group discussion shall be decided by the respective DFB.

Appendix-B

Award of Grade Based on Absolute Marks System

The award of grades based on absolute marks out of 100 shall be made as given in Table No 7:

TABLE 7 - RANGE MARKS AND GRADE

RANGE MARKS	80 -100	71-79	62 - 70	54- 61	46 - 53	40 - 45
GRADE	A+	A	B+	B	C+	C

Appendix – C

Statistical Method (Relative Grading) for the Award of Grades

For the award of grades in a course, all component-wise evaluation shall be done in marks. The marks of all components as per the curriculum structure shall be added. Marks so obtained would be converted to grades following the guidelines given below:

Award of Grades-

Grade A+ absolute grade only 10 % or less number of students securing A+ grade and they should have $\geq 80\%$ marks.

Grade *F absolute Grade for less than total 40 % marks or less than 40% marks in ESE.

In this case the procedure for estimating A-E grades shall be as follows

- Select number of students for A+ grades
- $K_1 = (\text{minimum marks of 'A+'}-1)$, if no A+ grade offered then consider maximum marks secured.
- $K_6 = 40, M = (K_1 - K_6)/5, K_2 = K_1 - M, K_3 = K_2 - M, K_4 = K_3 - M, K_5 = K_4 - M.$

GRADE	A+	A	B+	B	C+	C	F
Corresponding Marks	$>K_1$	$\geq K_2$	$\geq K_3$	$\geq K_4$	$\geq K_5$	$\geq K_6$	$< K_6$

If more than 50% students failed in a particular subject due to unseemly paper and other reasons and also justified and recommended by BoS and if Approved by the Examination Committee then grade F shall correspond to 35% marks in this case $K_6 = 35$ and other K values shall be computed accordingly.

Appendix-D:

Performance Indices

(i) Calculation of Semester Grade Point Average (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.

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

Where,

C_i = The number of credits awarded to the i^{th} course of a semester of which SGPA is to be calculated.

p_i = Grade Point earned in the i^{th} course.

i = 1,2,....., n represent the number of courses in which a student is registered in the concerned semester

The SGPA is rounded up to two decimal places.

(ii) Calculation of Cumulative Grade Point Average (CGPA)

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.

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

Where,

• C_j = The number of credits awarded to the j^{th} course up to the semester of which CGPA is to be calculated

p_j = Grade point earned in the j^{th} course. A letter grade lower than D in a course shall not be taken into consideration for calculation of CGPA

j = 1,2,....., m represent the number of courses in which a student is registered up to the semester for which the CGPA is to be calculated

The CGPA is also rounded up to two decimal places.