

# AUTONOMY RULES

## Ordinances and Regulations for the Old Curriculum UG/PG Programs (Re-exam2018)

The academic council of the institute prescribes the ordinances in respect of the different academic programs at Government College of Engineering, Jalgaon. The details in respect of the ordinances issued for Undergraduate/Postgraduate (UG/PG) Programs are as follows: *(The ordinances and regulations have been approved by the Academic Council in its eighth meetings)*

### Short Title and Comment

- O-1 These ordinances shall be hereafter called as the Ordinances for the old curriculum
- (i) Undergraduate/Postgraduate (UG/PG) Programs (2014-15) of Government College of Engineering, Jalgaon – 425002, Maharashtra State.
  - (ii) These ordinances shall come into force with effect from academic year re-examination 2018 of the academic year 2017-18 for the students of old curriculum (2014-15) of UG/PG programs.

### 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 (NMU), Jalgaon – 425001, Maharashtra State.
  - (v) “**Institute**” shall mean Government College of Engineering, Jalgaon.
  - (vi) “**BoM/BoG**” shall mean the Board of Management/Governors of the Institute constituted as per Government of Maharashtra Resolution.
  - (vii) “**AC**” shall mean the Academic Council constituted as per the guidelines for autonomous colleges issued by UGC, New Delhi.
  - (viii) “**APEC**” shall mean the Institute level Academic Program Evaluation Committee
  - (ix) “**BoS**” shall mean Board of studies constituted as per the guidelines for autonomous colleges issued by UGC, New Delhi.
  - (x) “**DFB**” shall mean Department Faculty Board
  - (xi) “**EC**” shall mean Examination Committee constituted as per guidelines
  - (xii) “**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.
  - (xiii) “**Applicant**” shall mean an individual who applies for admission to any UG / PG program of the Institute.
  - (xiv) “**Student**” shall mean a student registered for any UG / PG program offered by institute.
  - (xv) “**DSE Student**” shall mean a student who is admitted directly to second year of the UG program after completion of the Diploma Course or any other qualifying examination as specified by DTE/State Government.
  - (xvi) “**Course**” shall mean a curricular component identified by a designated code number and a title.
  - (xvii) “**Scheme of Teaching and Examination**” shall mean the scheme of teaching and examination for a program of study as approved by the Academic Council / Board of Management.

- (xviii) “**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.
- (xix) “**Grade Moderation Committee**” shall mean the committee appointed by the concerned department to verify the adherence to the guidelines for award of grades and moderate the grades awarded if required as per the guidelines..
- (xx) “**SGPA**” shall mean the Semester Grade Point Average.
- (xxi) “**CGPA**” shall mean the Cumulative Grade Point Average.

**Ordinances** O-3

- (1) The Institute shall offer UG/PG programs as the AICTE/ Government may approve on the recommendation of the BoM/BoG either on its own or on the initiative of a department.
- (2) The procedure for starting a new program, temporarily suspending a program or phasing out a program shall be such as may be laid down in the regulations.
- (3) The minimum qualifications and procedure for admission to first year UG/PG programs as well as direct second year admission to UG program shall be as per State Government rules and regulations 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 programs.
- (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 program 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 program 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 program, rejoining the program, award of grades and SGPA / CGPA, the examination and all such matters as may be connected with the running of UG/PG program shall be as specified in the regulations.
- (10) A student admitted to the UG/PG program 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/BoG and /or the direction of the Government, in regard to the duration of the UG/PG program, the amount and number of scholarship/assistantships and the number of freships and the procedure thereof.
- (12) The minimum duration of UG programs shall be four academic year.
- (13) The minimum duration of full time PG programs shall be two academic year.
- (14) The minimum duration of part time PG programs shall be three academic year.

### **Regulations for the UG/PG Program**

**Regulation No.**

**Description**

**R 1 General**

- R 1.1 These regulations shall be called as the regulations for the UG/PG programs of the Institute.
- R 1.2 These regulations shall come into force with effect from academic year 2014–15 and then after as amended by AC.

**R 2 Programs and their Duration.**

- R 2.1 The Institute shall offer UG programs leading to Bachelor’s degree in Technology (B. Tech.) as shown in Table 1.

Table 1: UG programs leading to bachelor’s degree

Sr No	Branch	Degree	Code
1	Mechanical Engineering	B. Tech. (Mechanical Engineering)	ME
2	Electronics & Telecommunication Engineering	B. Tech. (E & Tc 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 programs leading to B. Tech. degree is normally four years and maximum duration to complete UG program shall be six years from the date of initial registration to first year. However a student shall complete (pass in all passing heads i. e. no ATKT) first year of UG program within three years from the date of initial registration to first year. While in case of lateral entry including DSE students or the student switching from University pattern to autonomous pattern, 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 of UG program includes the period of withdrawal, absence and different kinds of leaves permissible to the 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 to complete the first years of UG program.

- R 2.3 In matter of admission to the B. Tech program (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 program subject to fulfillment of eligibility criterion as prescribed by Government and NMU, Jalgaon.
- R 2.5 The Institute shall offer postgraduate programs leading to Master's degree in Technology (M. Tech.) as shown in Table 2.

Table 2: PG programs 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 programs leading to M. Tech. degree is normally two years and the maximum duration to complete full time PG program shall be four years from the date of initial registration to first year. While in case of the student switching from University pattern to Autonomous pattern, the maximum duration for the completion of full time PG program shall be normal time period for completion of remaining M. Tech program plus two years. The maximum duration of the program 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. 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 programs leading to M. Tech. degree is normally three years and the maximum duration to complete part time PG program shall be five years from the date of initial registration to first year. The maximum duration of the program 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. However, genuine cases on confirmation of valid reasons may be referred to Academic Council for extending this limit by additional one year. In matter of admission to the full time/part time M. Tech program (including reservation) the decision of the competent authority of Government shall be final
- R 2.8 The candidate shall be provisionally admitted to PG program subject to fulfillment of eligibility criterion as prescribed by NMU, Jalgaon and Government.

### R 3 Semester System

- R 3.1 The academic programs in the Institute shall be based on semester system; two semesters in a year with minimum 15 weeks in each semester and appropriate *winter/summer* vacations.
- R 3.2 The curriculum shall consist of credit 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. (Refer R 6)
- 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 program 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, program 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 program 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 5.2 The next (last) two digits indicate the serial number of that course in the semester and the program for which the course is offered as specified in Table 4

Table 4: Last two digits and their meaning

Sr No	Last two digits	Semester and program
1	01-20	Own program, odd semester
2	21-25	Mechanical Engineering, odd semester
3	26-30	E & Tc Engineering, odd semester
4	31-35	Instrumentation Engineering, odd semester
5	36-40	Electrical Engineering, odd semester
6	41-45	Computer Engineering, odd semester
7	46-49	Civil Engineering, odd semester
8	51-70	Own program, even semester
9	71-75	Mechanical Engineering, even semester
10	76-80	E & Tc Engineering, even semester
11	81-85	Instrumentation Engineering, even semester
12	86-90	Electrical Engineering, even semester
13	91-95	Computer Engineering, even semester
14	96-99	Civil Engineering, even semester

- R 5.3 Last two characters AU (if included) indicate that the course is a audit course
- R 5.4 The serial number of elective course shall be indicated as A, B, C, --- at the end.

**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. Some laboratory courses may require theory lectures in addition to laboratory work, in such cases total credits of the course shall be calculated using rule R 6.1 (a) and R 6.2 (b). Any laboratory course should not be designed for more than four credits.
- c) Special courses like minor and major projects, seminar, industrial visits, etc in the UG program and seminar, dissertation in PG program shall be treated as any other course and shall be assigned such number of credits as may be recommended by concerned BoS and approved by the AC.
- 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:** 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 which shall include at least one paper with guide published in national/international conference or referred journal. 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 the entire course of study. For lateral entry admission in UG (DSE or 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 5 for audit point assigned to specific activity. BoS can add activity with prior approval of Academic Council)

Table 5: 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 12 hours of study
10	Professional Society Membership	01
11	Any Foreign Language Course	Proportional to one audit point per 12 hours of study
12	Any other Relevant Activity/Course approved by Chairman BoS	Proportional to one audit point per 12 hours of study

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 6 for audit point assigned to specific activity. BoS can add activity with prior approval of AC)

Table 6: Audit points for various extra-curricular activities

Sr. No.	Activity	Audit points
1	NCC/ NSS/Community Service Program (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 program is not available for foreign nationals and women students.
- R 7.4 The NCC / NSS program will have to be completed in two semesters.
- R 7.5 CSP and NSS program will be held as announced by the department and gymkhana respectively.
- R 7.6 The NCC / CSP / NSS should be completed within first two years.
- 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 (AC)**

R 8.1 The AC shall consist of members as specified in UGC guidelines and approved by BoM/BoG.

R 8.2 Meetings of AC:

- a) The AC shall meet at least twice during the academic year and such other times as may be required.
- b) Agenda of AC meeting shall be sent to all members well in advance (i.e. at least 10 days prior to the date of meeting) to enable the members to make it convenient to attend the meeting.
- c) Two-third members shall constitute a quorum for AC. 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 30 minutes.

R 8.3 The AC shall have following powers and duties.

- a) Scrutinize, approve, suggest modifications, refer back for reconsideration or reject the proposals submitted by the BoS, EC or any individual with regard to courses of studies, academic/examination rules/regulations, curricula, syllabi, and modification thereof, any instructional and valuation methods, procedures relevant there to etc.
- b) Make rules regarding passing and registration of students, subject to AICTE/Government rules and regulations.
- c) Initiate measures for improving the quality of teaching, frame rules for conduct of examinations, rules of students' evaluation and develop student advisory programs.
- d) Make rules for sports, extracurricular activities, for proper maintenance and functioning of building, libraries, laboratories, play-grounds and hostels.
- e) Recommend to the BoM/BoG to start new programs of studies.
- f) Recommend to the BoM/BoG for scholarships, studentships, fellowship, prizes and medals and frame rules for the award the same;
- g) Advise the BoM/BoG 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/BoG, pertaining to the academic programs and development.

## **R 9 Academic Program Evaluation Committee (APEC)**

R 9.1 The institute will have APEC consisting of chairpersons and member secretaries of every BoS, Controller of Examination (CoE), Assistant CoEs and the faculty members who are member/invitee members of AC. The Dean Academics shall work as a chairman of APEC and shall be supported by member secretary appointed by Principal of the Institute. APEC will be responsible to maintain uniformity in various programs as regards to the structure, implementation, assessment, etc. It will formulate draft policies for these academic matters and will submit its recommendations to AC for its consideration.

R 9.2 Meetings of APEC:

- a) The APEC shall meet at least twice during the academic year and such other times as may be required.
- b) In general the agenda of APEC meeting shall be circulated well in advance (i.e. at least 2 days prior to the date of meeting) to enable the members to attend meeting with proper preparation.
- c) 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).**

- R 10.1 Every program shall have its own BoS to look after all matters pertaining to that particular program and the interdisciplinary courses offered to other programs.
- 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 AC
- 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) Agenda of BoS meeting shall be sent to all members well in advance (i.e. at least 10 days prior to the date of meeting) to enable the members to make it convenient to attend the meeting.
  - c) 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 30 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 programs of the department. The DFB shall formulate academic programs, courses and detailed syllabi based on structure as recommended by the BoS and send its recommendations to the BoS for its consideration.
- R 11.2 Meetings of DFB:
- a) The DFB shall meet at least four times during the academic year and such other times as may be required.
  - b) Agenda of DFB meeting shall be circulated well in advance (i.e. at least 1 day prior to the date of meeting) to enable the members to attend meeting with proper preparation.
  - c) Two-third members shall constitute a quorum for DFB. 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 12 Starting a New Program**

- R 12.1
- a) The BoM/BoG may recommend the starting of a new program or a modified program in lieu of the old phased-out program on the recommendation of the AC to Government/AICTE/UGC or any other authority.
  - b) A new program may be considered and recommended by the AC to the BoM/BoG for its consideration and approval. Such a proposal will be initiated by a department and considered and recommended by the concerned BoS and APEC.
  - c) An interdisciplinary program 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 AC for their recommendation to the BoM/BoG and/or Government/AICTE for obtaining its approval.

### **R 13 Registration**

- R 13.1 Every student admitted shall have a 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 program (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 program 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); next one digit shall indicate the type of admission (regular admission to first year – 0, branch change at second year – 1, DSE admission – 2, transferred from old curriculum to new curriculum – 3) and last two digits shall indicate the serial number. Every student shall be identified by this number through-out his UG/PG program.
- R 13.2 Registration at the beginning of each semester on the prescribed dates as per academic calendar on payment of the stipulated fees is compulsory for every student till the completion of the Program.
- R 13.3 Registration, according to rules and academic calendar should be carried out. 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 the 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 on recommendation of concerned HoD.
- R 13.5 All eligible students shall register for the courses as per curriculum structure.
- R 13.6 For the registration of second year (III<sup>rd</sup> semester) of UG/PG the student should have earned at least **70%** of the total credits (rounded to nearest lower integer) of first year of UG and 75% of the total credits (rounded to nearest lower integer) of first year PG program.
- R 13.7 For the registration of third year (V<sup>th</sup> semester) of UG the student should have earned all credits of first year and at least **70%** of the total credits (rounded to nearest lower integer) of second year.
- R 13.8 For the registration of fourth year (VII<sup>th</sup> semester) of UG the student should have earned all credits of first and second year and at least **70%** of the total credits (rounded to nearest lower integer) of third year.
- R 13.9 Extension of Registration:** Any student who is allotted X grade (refer R14.6 and R20) in project/dissertation shall be permitted to complete the required work till the end of next semester without any registration and registration fees; provided the aspiring student applies to AEC in prescribed format through concerned guide and HoD within seven days from the date of declaration of grade. However, it is advised that the student shall apply for extension as early as possible.
- R13.10 **Re-registration:** Any student who is allotted W or Z grade (refer R14.7, R 19 and R20) in any course or any student who is allotted X grade (refer R14.6 and R20) in project/dissertation twice shall re-register for that course in next or any sub-subsequent term as and when institute offers that particular course. For such students; other rules of passing shall be same. All such aspiring students shall pay re-registration fees as decided by academic council and approved by BoM/BoG (Refer Appendix E for present rates).
- R 13.11 For the registration of even semester of UG/PG, all the students who had registered for preceding odd semester should be eligible.

**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, etc 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. Mid Semester Examination (MSE), and End Semester Examination (ESE) 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 shall be intimated to concerned student and parents by the Course Coordinator and the information shall be feed in MIS as per academic calendar. The class teacher shall generate consolidated list of all such students for all courses who are not eligible to appear that examination of respective course and display it on the notice board of the department with intimation to concerned HoD and academic & examination cell (AEC) office.
- 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 AEC office.
- R 14.5 **Exemption in Attendance:** Exemption in attendance shall be granted to students for medical reasons. 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. **Those students who have more than 75% attendance for the period other than their medical leave shall be considered for exemption in attendance if the overall attendance in a course including the period of illness does not fall below 60%.**
- R 14.6 If a student could not complete the expected work of project/dissertation and not allowed to submit the project/dissertation report due to incomplete work, then the concerned student shall be awarded 'X' grade and the extension shall be granted to complete the project/dissertation till the end of next semester (Refer rule R 13.9). This grade shall appear in the grade card till the course is successfully completed.
- R 14.7 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 14.8 **Make up examination:** If a regular student (who has registered for the course first time) is absent during ISE or ESE of a course due to medical reasons (accident and / or hospitalization of a student) or other emergency circumstances (such as death of immediate close relative i.e. father, mother, brother, sister, grandfather, grandmother and spouse), a single make up examination shall be held as per academic calendar. The application shall be supported by proper medical certificate with registration number of doctor/hospital, documents to prove hospitalization, discharge certificate, etc and approved in the meeting of all HoDs. In the event of death of immediate close relatives, the application should be supported by adequate evidence for the same. The detailed time table for ISE makeup examination shall be displayed by CoE while winter/summer re-examination shall be treated as ESE makeup examination. Such students need not submit the examination form of re-examination and there shall not be any capping on highest grade for such students.
- R 14.9 The student absent for any examination should submit an application to the concerned HoD within three working 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 any make-up examination will not normally be permitted for another make-up examination. However in exceptional cases the Principal in consultation with the APEC may permit the student to appear for a additional make-up examination for ISE depending on the availability of time span. However, additional make-up examination for ESE shall not be scheduled.

**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' (1/3<sup>rd</sup> syllabus) shall be conducted at the end of 6<sup>th</sup> week, the 'In Semester Examination II' (1/3<sup>rd</sup> syllabus other than that covered in 'In Semester Examination-I') shall be at the end of 11<sup>th</sup> 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 five ESE in one academic year; out of which the first two ESE (viz winter and re-examination winter) shall be conducted only for all the courses of odd semester while next two ESE (summer and re-examination summer) shall be conducted only for all the courses of even semester and the fifth ESE (complimentary examination) shall be conducted for all the theory courses of odd as well as even semester.

R 15.5 It is mandatory to secure at least 40 % of maximum marks in total and at least 1/3<sup>rd</sup> 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 1/3<sup>rd</sup> of maximum marks assigned for ESE of that course in ESE shall be declared as fail (F grade).

R 15.6 A fail student (only 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 re-examination by maintaining or cancelling the performance of other evaluation tools/tests while the students who obtained I, X or Z grade are not permitted to appear for re-examination. But the students who obtained I or F grade are permitted to maintain or cancel the performance of other evaluation tools/tests at the time of complimentary examination. If performance of other evaluation tools/tests has been cancelled by the student then ESE marks shall be proportionally converted.

R 15.7 **Revaluation:** Revaluation for all examinations for all theory courses shall be permitted as per the procedure and rules specified in examination rules of this institute (Refer examination rule number 13 and 14).

**R 16 Equivalence and Lateral Entry**

R 16.1 The students from old curriculum (including University pattern if any), desirous of seeking admission to III, V and VII semester in revised curriculum has to fulfill the prevailing ATKT norms to become eligible for admission. However, such students have to clear backlog courses if any, by appearing for the respective examinations of old curriculum or 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 as the audit courses.

- R 16.2 The student, desirous of seeking readmission to II, IV, VI and VIII semester in particular academic year (because of not eligible/detention) will have to register and pass in all such courses of earlier semesters as specified in the equivalence rules of the autonomous pattern as the audit courses.
- R 16.3 For DSE or transfer from NMU students; award of credits and the calculation of CGPA shall be considered from the time of admission in autonomous pattern. It shall be assumed that the student had earned credits of earlier semesters (if passed) and shall earn the requisite number of credits, audit courses and audit points as per norms.
- R 16.4 For transfer from old to new curriculum students of autonomy pattern; award of credits shall be considered from the time of admission in new curriculum. It shall be assumed that the student had earned credits of earlier semesters (if passed) in new curriculum and shall earn the additional requisite number of credits, audit courses and audit points as per norms of new curriculum for the award of degree. For such students, CGPA shall be awarded integrating CGPA of old and new curriculum with weightage (number of credits for CGPA calculation) of old curriculum equivalent to that of new curriculum.

**R 17 Change of Branch**

- R 17.1 The change of branch in UG program is permitted and shall be implemented as per the rules and norms approved by the Government/DTE.
- R 17.2 The change of branch in PG program 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 AC. 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, AC whose decision will be final. The Dean - Student Affairs will report the action taken at the next meeting of the AC.
- 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 the concerned student 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 concerned 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 the admission is found to be false/ incorrect at any time, the admission of concerned student may be cancelled and action will be taken as per the prevailing rules/norms.
- 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 the stays in the institute, the concerned student will be punished as per the prevailing rules/norms.

**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 In case a student is unable to attend classes due to medical reason for more than four weeks in a semester, he/she may apply to the Dean (Academics) through HoD on a prescribed form for withdrawal from the semester with valid proofs/documents, 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 ESE.
- R 19.3 A student who wants to withdraw from a course for very exceptional reasons shall apply to the Dean – Academics through the HoD, on a prescribed form for withdrawal from the course/semester with valid proofs/documents within one week from the end of the MSE.
- R 19.4 The student will be awarded a withdrawal grade ‘W’ at the end of the semester.

## **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 7.

Table 7: Structure of grading of academic performance

<b>Academic Performance</b>	<b>Grades</b>	<b>Grade Points</b>
Outstanding	A <sup>+</sup>	10
Excellent	A	9
Very Good	B <sup>+</sup>	8
Good	B	7
Average	C <sup>+</sup>	6
Marginal	C	5
Poor	F	0 (Subsequently to be changed in any further examination)
Incomplete	I	Subsequently to be changed in complimentary or further examination
Withdrawal	W	Re-registration is mandatory
Non Completion of course requirement	Z	Re-registration is mandatory
Extension (in project/dissertation only)	X	Refer rule R 13.9

### **Explanation:**

#### **‘F’ Grade**

- The ‘F’ grade denotes poor performance and student shall re-appear for examinations of such courses, 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.

**‘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 extension of project/dissertation work if student fails to complete the work up to the end of regular semester.

**‘Z’ Grade**

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

R 20.3 The pass letter Grades (A<sup>+</sup> 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 Grace Marks**

R 21.1 Any UG student of this institute can avail the facility of seeking maximum 12 grace marks during entire duration of UG program to convert F grade to pass grade of any course and/or to improve the CGPA at the end of eighth semester subject to following conditions.

- Maximum permissible grace marks during entire duration of UG program is 12.
- To avail the facility of grace marks the examinee shall apply in appropriate format to AEC within two days from the declaration of R14.

R 21.2 **Grace marks to pass the course:** The examinee shall be given benefit of grace marks only for passing in any head of passing as follows (Refer Table 8); provided that the overall result of that examinee changes from fail to ATKT or from ATKT to Pass. The examinee can avail this facility for only two courses at any examination

Table 8: Maximum permissible grace marks

Sr No	Maximum marks of the head of passing	Maximum permissible grace marks
1	Up to 50	2
2	51 to 100	3
3	More than 100	4

R 21.3 **Grace marks for CGPA improvement:** The examinee who had secured CGPA less than 6.75 can avail the benefit of maximum 8 marks in any two courses of fourth year B. Tech. to improve the grade and hence CGPA; if unutilized balance marks are available from the total permissible grace of 12 marks.

R 21.4 **Condonation:** If any examinee fails in any one head of passing and passed all other head of passing at any examination then deficiency of marks in such head of passing may be condoned by maximum 6 or 3 marks in case of maximum marks allotted to that course is 100 or 50 marks respectively; if unutilized balance marks are available from the total permissible grace of 12 marks



**R 22 Grade Moderation Committee**

R 22.1 The Grade Moderation Committee shall be appointed semester wise and BoS wise by the chairman, BoS who shall work as chairman of the committee and it shall include all the concerned course coordinators. The committee shall verify the adherence to the guidelines for award of grades and moderate the grades awarded if required as per the guidelines. The Chairman, Grade Moderation Committee shall display the grades and forward the final grades to the AEC office.

**R 23 Grade Card**

R 23.1 The grade card will be issued semester wise at the end of each examination to each student. It 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 examination in each of the course; the SGPA and the CGPA.

R 23.2 Grade card will not indicate class or division or rank.

**R 24 Award of Degree**

R 24.1 The Degree shall be awarded by NMU, Jalgaon on the recommendation of BoG/ BoM and AC on the fulfillment of following conditions.

R 24.2 For the award of UG degree the student should have submitted all required documents and complied for all eligibility criteria of admission, earned 184 credits, passed in all mandatory and other audit courses, 12 audit points in co-curricular and extra-curricular activities each and secured minimum of 5.50 CGPA.

R 24.3 For the award of PG degree, the student should have submitted all required documents and complied for all eligibility criteria of admission, earned 70 credits, 12 audit points in co-curricular activities, published at least one paper on dissertation topic in international conference/journal (preferably SCOPUS, SCI. peer reviewed, UGC approved, etc) and secured minimum of 6.00 CGPA.

R 24.4 A student, who has earned the minimum credits required for a degree but fails to obtain the minimum, specified CGPA for the award of degree shall take additional courses or repeat the courses mentioned in program to get minimum required CGPA (Refer R 26), subject to maximum duration of program as specified earlier.

R 24.5 The student should not have any case of indiscipline pending against him/her.

**R 25 Award of Medals/ Scholarships**

R 25.1 Awards available under excellent performances in sports, cultural, extracurricular, debate, etc. shall be given to the students as per prevailing norms.

R 25.2 The award of scholarships / free ships and other benefits will be in accordance with rules framed by the Government of Maharashtra and Govt. of India.

R 25.3 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. **At present; institute has decided for “Institution of Medals” as approved in 4<sup>th</sup> meeting of academic council (Refer Appendix F for details)**

## **R 26 CGPA Improvement**

R26.1 A student, who has earned the minimum credits required (184 for UG and 70 for PG) but fails to obtain the minimum, specified CGPA (5.50 for UG and 6.00 for PG) for the award of degree shall take additional elective courses or repeat the courses mentioned in program to get minimum required CGPA subject to maximum duration of program as specified earlier. For this, aspiring students shall apply to AEC within seven days from the declaration of result and submit the examination form as per schedule with condition that the student can appear for ESE of maximum five theory courses and three laboratory courses at a time in one examination. Students can avail this facility till the maximum permissible duration to complete the program.

R26.2 The UG/PG student, who has earned the minimum credits and CGPA required for the award of degree but secured less than 6.75 CGPA can avail the facility of CGPA improvement. For this, aspiring students shall follow the following procedure.

(i) Apply in prescribed format to AEC at least ten days before the commencement of submission of online examination form of next ESE as per academic calendar but before the receipt of final degree from NMU, Jalgaon.

(ii) Submit the grade report of final year, passing certificate, provisional degree certificate, transfer certificate and migration certificate to AEC along with the application.

(iii) Submit the on line examination form as per academic calendar for at the most five theory courses from the courses of II<sup>nd</sup>, III<sup>rd</sup>, IV<sup>th</sup> year of the UG or I<sup>st</sup> year of PG program within one academic year from the declaration of result.

(iv) To consider the grades of the courses for which the aspiring student had submitted the examination form to improve CGPA, shall pass all the courses at the same attempt otherwise the old result will be maintained. Aspiring student can avail the CGPA improvement facility by appearing for ESE of some courses only for next three examinations from the declaration of first pass result. Later on this facility will be withdrawn and old result shall be maintained.

## **R 27. Interpretation of Regulations**

R 27.1 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, AC shall be final and binding.

## **R 28. Academic Calendar**

R 28.1 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 29. Emergent Cases**

R 29.1 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 30. Power to Modify**

R 30.1 Notwithstanding all that has been stated above, the Academic Council has the right to modify any of the above regulations from time to time.

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**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 as per evaluation scheme.
- (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) students in A+ grade in any course at the end of revaluation process.
- (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 at least 1/3<sup>rd</sup> of maximum marks in ESE shall not be awarded F grade.
- (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 MIS at the end of revaluation process and the grades shall be verified and moderated if required by the Grade Moderation Committee following the guidelines specified in Appendix B and/or Appendix C. 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 AEC office as per schedule.

**Award of Grade Based on Absolute Marks System**

- For less than 15 students in a course, the grades shall be awarded on the basis of natural cut-off in the absolute marks
- The award of grades based on absolute marks shall be made as given in Table 9.

**Table 9 - Range of % marks and grade in absolute grade system**

<b>Range of % marks for theory courses</b>	80 -100	71-79	62 - 70	54- 61	46 - 53	40 - 45
<b>Grade</b>	A+	A	B+	B	C+	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 which are different for regular and backlog courses.

**(A) Award of grades in regular examination –**

- (i) Grade A<sup>+</sup> shall be awarded to 10 % (rounded to integer) or less number of students and securing more than or equal to 80% marks.
- (ii) Grade F shall be awarded for less than total 40 % marks or less than 1/3rd marks in ESE. In this case the procedure for estimating A - F grades shall be as follows
- Select number of students for A+ grades
  - Finalize K<sub>1</sub> using the formula stated below.  
 $K_1 = (\text{minimum marks of 'A+' grade} - 1)$ , if A+ grade is awarded to 10% students;  
 $= 80\%$  of maximum marks -1, if A+ grade is awarded but number of students in A+ grade is less than 10% of total students  
 $= \text{maximum marks secured in that course or } 70\%$  whichever is greater, if no A+ grade awarded.
  - Finalize K<sub>2</sub> to K<sub>6</sub> using the formula stated below.  
 $K_6 = 40$ ,  
 $M = (K_1 - K_6)/5$ ,  
 $K_2 = K_1 - M$ ,  
 $K_3 = K_2 - M$ ,  
 $K_4 = K_3 - M$ ,  
 $K_5 = K_4 - M$ .
- (iii) Award grades using the following table 10

**Table 10 - Range of marks and grade in relative grade system**

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

**(B) Award of grades in backlog examination-**

For the award of grades to any course of backlog examination; statistical data used for award of grades for that course at the preceding regular examination shall be used. **For backlog courses, the awarded grade shall be at the most B+**

**(C) Grade Moderation: Following are the guidelines for grade moderation.**

- 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 less than 35% marks in total or 30 % marks in ESE; in this case  $K_6 = 35$  and other K values shall be computed accordingly.
- If some of the regular students appearing in any course had secured more than 80 % marks but no one is awarded A+ grade then the grade moderation committee shall award A+ grade to max 10% students (rounded off to higher integer) based on CGPA of preceding semester.

**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.

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

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.

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

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.**

**Registration/re-registration fees**

<b>Sr No</b>	<b>Description (Type of candidate)</b>	<b>Registration / Admission fees (In Rs)</b>
1	A student to be absorbed from NMU, Jalgaon pattern to odd semester of autonomous pattern who has not availed any type of fee concession for referred year earlier. (Regular and fresh student for that year of the program)	Fees as per the category of the referred student specified by DTE, MS; Mumbai for autonomous institute for that academic year.
2	A student to be absorbed from NMU, Jalgaon pattern to odd semester of autonomous pattern who was detained in any of the earlier academic year i.e. a student who has availed any type of fee concession for referred year of the program earlier. (Detained student)	Full fees
3	A student from NMU, Jalgaon pattern desirous to take re-admission in the same class but in the autonomous pattern. i.e. a student who has availed any type of fee concession for referred year of the program earlier. (Re-admission student)	Full fees
4	A student to be absorbed from NMU, Jalgaon pattern to even semester of autonomous pattern that was detained in any of the earlier academic year for that semester i.e. a student who has availed any type of fee concession for referred semester of the program earlier. (Detained student)	50 % of tuition fees, 50 % of library fees, 50 % of laboratory fees, 50 % of internet fees, 100 % of development fees, 100 % of other fees, specified by DTE, MS; Mumbai for autonomous institute for that academic year.
5	A student of autonomous pattern aspirant for re-admission for the whole year in the same class.	Full fees
6	A student of autonomous pattern aspirant for re-admission for odd or even semester in the same class.	50 % of tuition fees, 50 % of library fees, 50 % of laboratory fees, 50 % of internet fees, 100 % of development fees, 100 % of other fees, specified by DTE, MS; Mumbai for autonomous institute for that academic year.
7	A student of autonomous pattern who was not eligible earlier for any course and aspirant to register for the same course.	Rs 1750 per credit for theory courses and Rs 2500 per credit for laboratory courses.
8	Any student who is aspirant to attend only lectures/practical of any course in which he/she was failed/passed or desire to pass as audit course.	Rs 1750 per credit for theory courses and Rs 2500 per credit for laboratory courses. (The rules are applicable as stated in autonomy/examination rules)

9	Direct admission to second year students who do not desire to attend lectures of the course Environment Studies to earn mandatory credits.	No registration fees. Such students shall directly fill the examination form by paying requisite fees and appear the examination till he/she passes the referred course.
10	A student of autonomous pattern aspirant for re-admission for few courses of odd/complete odd semester and few courses of even/complete even semester in the same class.	As per above rules, but in case <b>“Total registration fees charged to any student in one academic year should not exceed the total fees charged for the regular student of that class for that academic year.”</b>



## **Institution of Medals to best/well performing students**

**1. Award of Medals:** This regulation may be called as “**Institution of Medals to best/well performing students**” and awarded as per following guidelines.

- 1.1 In general gold and silver medal shall be awarded.
- 1.2 The gold medal shall be awarded to first topper (Rank 1 candidate) of each UG/PG program. The topper is one who secures first position in the program wise merit list prepared using guidelines specified in point No 2.
- 1.3 The silver medal shall be awarded to second topper (Rank 2 candidate) of each UG/PG program if sanctioned intake of the referred program is equal to more than 30. The second topper is one who secures second position in the program wise merit list prepared using guidelines specified in point No 2.
- 1.4 Only one gold/silver medal shall be awarded to any candidate on the basis of the program wise merit list prepared using guidelines specified in point No 2.
- 1.5 If any one desire to honor the toppers by sponsoring the specific amount as additional (second) medal at his/her name; it shall not be permitted as another gold/silver medal to same candidate. In addition; any medal should not be awarded to topper in any specific course either by institute its own or sponsored by someone else. These may be permitted in the form of cash prizes. It means; there shall be unique (only one) gold/silver medal for toppers of each program and all other prizes are in the form of cash prizes.

**2. Preparation of Merit List:** The program wise merit list shall be prepared using following guidelines.

- 2.1 The merit list shall be prepared on successful completion of all CAP activities of the respective academic year, (i.e. after declaration of the result of challenge to revaluation of re-examination of that academic year.)
- 2.2 The merit list shall be prepared on the basis of CGPA scored by candidates at the end of academic year of final year of the program.
- 2.3 The merit list shall include only the name of those candidates who complete the program in the minimum specified program duration and granted eligibility by institute.
- 2.4 The merit list shall include only the name of those candidates who are promoted and declared eligible to take admission in higher class in next academic year without any backlog course. It means they shall clear all the courses of each year of program at the end of respective academic year.
- 2.5 The merit list shall include 5 candidates if sanctioned intake is equal to more than 30 and the same shall include only 3 candidates if sanctioned intake is less than 30.
- 2.6 If more than one eligible candidate as specified in point number 2.1 to 2.4 has the same CGPA then following criterion in the same order shall be used to decide inter-se merit and assign merit number (rank) in the merit list.
  - 2.6.1 A candidate securing more audit points in co-curricular activities (for UG and PG).
  - 2.6.2 A candidate securing more audit points in extra-curricular activities (for UG and PG).
  - 2.6.3 A candidate securing more CGPA at the end of T. Y. B. Tech (for UG) or F. Y. M. Tech (for PG).

- 2.6.4 A candidate securing more CGPA at the end of S. Y. B. Tech (for UG) and a candidate having lower SML number at the time of admission (PG).
- 2.6.5 A candidate securing more CGPA at the end of odd semester of S. Y. B. Tech (for UG)
- 2.6.6 A candidate securing more % of marks at S.S.C. examination.
- 2.6.7 A candidate who is elder.
- 2.7 The name of any candidate who has been punished during the tenure of his/her studies by any competent authority inside or outside the campus should not be included in merit list.
- 2.8 A certificate of merit which clearly indicates the rank/merit number in the respective program shall be issued to all candidates whose names are included in the merit list prepared as per above guidelines.
- 2.9 All matters which are not covered otherwise in this report (later called as regulation) regarding preparation of merit list shall be determined by academic council and its decision shall be mandatory at the part of all stake holders.

**3. Budgetary Provision for Medals:** The gold and silver medal shall be instituted from the interest of F. D. deposited in any nationalized/scheduled/private sector commercial bank as detailed in 3.1, 3.2 and 3.3

**3.1 Gold Medal:** The financial provision for gold medal should be made as per following guidelines.

3.1.1 Rs 1,11,000/- per gold medal may be deposited in any nationalized/scheduled/private sector commercial bank as fixed deposit with yearly receivable interest.

3.1.2 Considering the interest rate of around 9% pa; around Rs 10,000/- will be received every year as an interest, Out of which around 65% to 95% amount may be utilised for award of gold medal and remaining amount shall be deposited in corpus fund. Due to market rate variation, amount deposited in corpus fund may vary but it should not be less than 5%.

3.1.3 The gold medal should be gold plated silver medal with 1 gram gold coin soldered with the following specifications and estimated cost with current market rates of gold and silver.

19 gram silver coin	38 mm diameter	Rs 1000
1 gram gold coin	18 mm diameter	Rs 4500
Labor		Rs 1000
Stand		Rs 500

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Total      Rs 7000

3.1.4 Whenever the cost of gold medal will exceed the 95% of interest amount, the composition of gold medal should be changed to make it cost effective with the prior permission of competent authority of the institute.

**3.2 Silver Medal:** The financial provision for silver medal should be made as per following guidelines.

3.2.1 Rs 51000/- per silver medal may be deposited in any nationalized/scheduled/private sector commercial bank as fixed deposit with yearly receivable interest.

3.2.2 Considering the interest rate of around 9% pa; around Rs 4,500/- will be received every year as an interest, Out of which around 50% to 80% amount may be utilized for award of gold medal and remaining amount shall be deposited in corpus fund. Due to market

rate variation, amount deposited in corpus fund may vary but it should not be less than 20%.

3.2.3 The silver medal with the following specifications and estimated cost with current market rates of gold and silver.

20 gram silver coin 38 mm diameter	Rs 1000
Labor	Rs 500
Stand	Rs 500

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**Total Rs 2000**

3.2.4 Whenever the cost of silver medal will exceed the 80% of interest amount, the composition of silver medal should be changed to make it cost effective with the prior permission of competent authority of the institute.

**3.3 Provision and review of FD amount:** Provision and review of FD amount for institution of gold and silver medal shall be made using following guidelines.

3.3.1 The required amount may be deposited by institute from its own funds or in the form of donation received from individual or any organisation. If amount deposited is received in form of donation; then as per the desire of donor the suitable title should be given to gold/silver medal.

3.3.2 Due to market inflation; the amount of fixed deposit should be reviewed at the end every eight years. Considering the expenditure for procuring/preparing gold/ silver medals as per the market rates of that time; institute should request to donor to deposit additional amount in the form of FD so that yearly interest of FD will be sufficient to procure/prepare gold/silver medal as stated in point number 3.2

3.3.3 If the donor agrees to deposit additional amount then the gold/silver medal sponsored by him/her shall be continued.

3.3.4 If the donor does not agrees to deposit additional amount then the new donor shall be searched for gold/silver medal and the medal sponsored by him/her shall be discontinued after four years or after one year of receipt of new donor whichever occurs earlier. Accordingly students and donors shall be informed. It means students shall know about the gold medal at the time of admission.

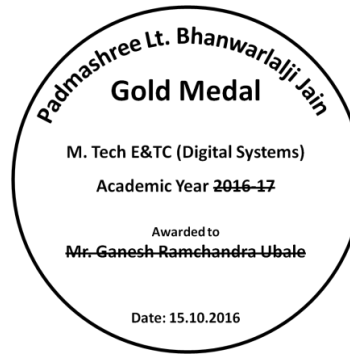
3.3.5 For all financial matters appropriate approval shall be sought from finance committee and BoM/BoG.

**3. Design of Medal:** It shall be similar to that of NMU, Jalgaon and shall include the academic year, name of program, name of college (Government College of Engineering, Jalgaon), title of medal (as suggested by donor if any) and name of affiliating university (North Maharashtra University, Jalgaon). The designs of various medals are as approved by chairman AC.

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Front side of all Silver Medal



Back side of PG Gold Medal



One gram Gold Coin for Gold Medals  
(On front side of all Gold Medals)



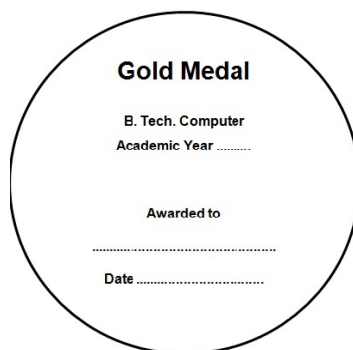
19 or 20 grams Silver Coin for Gold Medals  
(On front side of all Gold Medals)



Back side of UG Gold Medal (E & Tc)



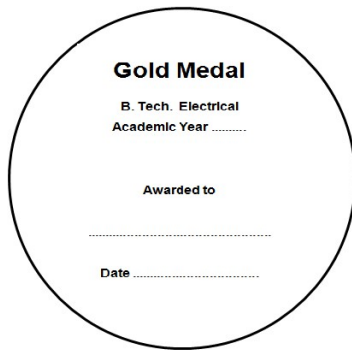
Back side of UG Gold Medal (Mech)



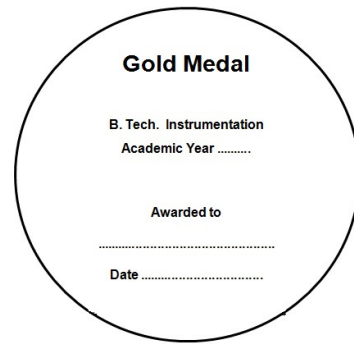
Back side of UG Gold Medal (Comp)



Back side of UG Gold Medal (Civil)



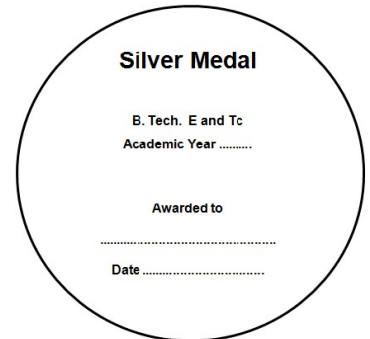
Back side of UG Gold Medal (Elect)



Back side of UG Gold Medal (Inst)



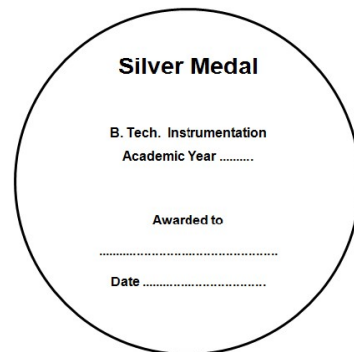
Back side of UG Silver Medal (Mech)



Back side of UG Silver Medal (E & Tc)



Back side of UG Silver Medal (Elect)



Back side of UG Silver Medal (Inst)



Back side of UG Silver Medal (Civil)



Back side of UG Silver Medal (Comp)