Kasegaon Education Society's

Rajarambapu Institute of Technology,

Rajaramnagar,


An Autonomous Institute affiliated to Shivaji University, Kolhapur

Academic Rules and Regulations for

Post Graduate Degree Programs (M.Tech.)

July, 2016

(As per the resolutions of 7th Academic Council meeting held on Saturday, 18th June, 2016 and implemented from academic year 2016-17 for all classes of all programs)
K. E. Society's
Rajarambapu Institute of Technology, Rajaramnagar,
(An Autonomous Institute Affiliated to Shivaji University Kolhapur)
Academic Rules and Regulations for Post Graduate Programmes

Preface
Kasegaon Education Society's "Rajarambapu Institute of Technology" Rajaramnagar, Sakharale, Tal. Walwa, Dist. Sangli was established as a self financed Engineering College in 1983. It is affiliated to the Shivaji University, Kolhapur, recognized by Government of Maharashtra and approved by All India Council for Technical Education, New Delhi. The objective is to provide excellent technical education for producing high quality engineering manpower for industry and to promote academic excellence through research and development.

RIT in its autonomy model makes a sincere effort to adopt an experiential learning model (ELM) which focuses on learning by doing. Experiential learning provides opportunity for the students to experiment and learn better by doing. The curriculum will be designed keeping in mind the hands on experience through extensive experimentation through lab work, plant visits, in-plant training, mini projects and projects in industries. A judicious mix of theory and practices will make RIT students as preferred prospective employees. RIT as an autonomous Institute functions with the objectives of promoting academic freedom and scholarship on the part of teachers and students which are essential for fostering and development of intellectual ambiance conducive to the pursuit of scholarship and excellence. The focus of the Institute is always student centric and the endeavor shall be to ensure that student's get the best of what is required to create Outstanding Engineers. RIT has implemented the Outcome Based Education (OBE) system.

This booklet gives comprehensive information on the existing rules and regulations for M.Tech. programs for all the branches of engineering. All the post graduate programs are governed by these rules and regulations. The various departments are given opportunities to excel in academics through these rules and regulations approved by academic council from time to time keeping in view the changing industrial and business scenario and the new challenges and developments in technology. The stake holders, especially students, are advised to be fully familiar with the regulations governing academic requirements, evaluation and grading system.

Rajarambapu Institute of Technology is committed to provide multiple learning opportunities to students for their academic progress and promote activities that foster student scholarship.

Dean Academic

Director
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Definitions</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Introduction</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Admissions</td>
<td>6</td>
</tr>
<tr>
<td>4</td>
<td>Academic Calendar</td>
<td>8</td>
</tr>
<tr>
<td>5</td>
<td>Attendance</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>Curriculum</td>
<td>9</td>
</tr>
<tr>
<td>7</td>
<td>Facilitation to students</td>
<td>12</td>
</tr>
<tr>
<td>8</td>
<td>Discipline and Conduct</td>
<td>12</td>
</tr>
<tr>
<td>9</td>
<td>Course Evaluation</td>
<td>14</td>
</tr>
<tr>
<td>10</td>
<td>Grading System</td>
<td>19</td>
</tr>
<tr>
<td>11</td>
<td>Calculation of Performance Indices</td>
<td>25</td>
</tr>
<tr>
<td>12</td>
<td>Procedure to show Theory ESE Answer Books</td>
<td>26</td>
</tr>
<tr>
<td>13</td>
<td>Academic Progress Rules (ATKT Rules)</td>
<td>27</td>
</tr>
<tr>
<td>14</td>
<td>Semester Grade Report</td>
<td>28</td>
</tr>
<tr>
<td>15</td>
<td>Award of Degree</td>
<td>28</td>
</tr>
<tr>
<td>16</td>
<td>Grade/CPI Improvement Policy for award of Degree</td>
<td>29</td>
</tr>
<tr>
<td>17</td>
<td>Grade Improvement Policy</td>
<td>30</td>
</tr>
<tr>
<td>18</td>
<td>CPI Improvement after completion of Pre-requisite credits for the award of degree</td>
<td>30</td>
</tr>
</tbody>
</table>
1. DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institute</td>
<td>Rajarambapu Institute of Technology, Rajaramnagar</td>
</tr>
<tr>
<td>BoG</td>
<td>Board of Governors of the Institute</td>
</tr>
<tr>
<td>University</td>
<td>Shivaji University, Kolhapur</td>
</tr>
<tr>
<td>Academic Council (AC)</td>
<td>Apex academic body governing the academic programs and framing rules and regulations.</td>
</tr>
<tr>
<td>Board of Studies (BoS)</td>
<td>Departmental academic body to govern the academics of programs offered by department.</td>
</tr>
<tr>
<td>Program</td>
<td>Program of study leading towards award of Degree</td>
</tr>
<tr>
<td>Semester</td>
<td>Period in which academic activities are carried out.</td>
</tr>
<tr>
<td>Summer Term</td>
<td>A period during summer vacation during which remedial classes are conducted.</td>
</tr>
<tr>
<td>Course</td>
<td>Theory/ Practical/ seminar/ Projects/ mini projects/ industrial Training</td>
</tr>
<tr>
<td>Course Credit</td>
<td>Weightage assigned to the course</td>
</tr>
<tr>
<td>Grade</td>
<td>A double letter assigned to indicate the student’s performance in a course.</td>
</tr>
<tr>
<td>DPC</td>
<td>Departmental Program committee</td>
</tr>
<tr>
<td>DPGC</td>
<td>Departmental Post Graduate Committee</td>
</tr>
<tr>
<td>Course Instructor</td>
<td>Member of faculty who shall be assigned to a course</td>
</tr>
<tr>
<td>SPI</td>
<td>Semester Performance Index</td>
</tr>
<tr>
<td>CPI</td>
<td>Cumulative Performance Index</td>
</tr>
<tr>
<td>ATKT</td>
<td>Allowed To Keep Terms</td>
</tr>
<tr>
<td>BoE</td>
<td>Board of Examinations</td>
</tr>
<tr>
<td>HoD</td>
<td>Head of the Department</td>
</tr>
<tr>
<td>HoP</td>
<td>Head of the Program</td>
</tr>
<tr>
<td>ADC</td>
<td>Academic Development Committee</td>
</tr>
<tr>
<td>PG</td>
<td>Post Graduate 2 years, 4 semester program leading to M. Tech.</td>
</tr>
<tr>
<td>Academic RR</td>
<td>Rules and regulations governing academic system of the institute.</td>
</tr>
<tr>
<td>AICTE</td>
<td>All India Council for Technical Education - An apex body in Technical Education In India</td>
</tr>
<tr>
<td>Government</td>
<td>Government of Maharashtra</td>
</tr>
</tbody>
</table>
## 2. INTRODUCTION

Institute has been offering Post Graduate (PG) program leading to Master's degree (M. Tech.) since last 17 years. The PG programs offered and degrees obtained are listed as shown in Table 2.1. The admission to PG program which shall be of four academic semesters (2 years) is as per the norms set by All India Council for Technical Education (AICTE), New Delhi, the competent Authority of the Government of Maharashtra/ Directorate of Technical Education, Mumbai / Shivaji University, Kolhapur and which shall be prevailing at the time of admission.

### Table 2.1 Programs offered and Degrees Awarded

<table>
<thead>
<tr>
<th>Name of Department</th>
<th>Programs (M.Tech.) offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automobile Engineering</td>
<td>Automobile</td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>Civil Structure</td>
</tr>
<tr>
<td></td>
<td>Civil Construction Management</td>
</tr>
<tr>
<td>Computer Science &amp; Engineering</td>
<td>Computer Science &amp; Engineering</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>Electrical (Power System) Engineering</td>
</tr>
<tr>
<td>Electronics &amp; Tele Communication</td>
<td>Electronics</td>
</tr>
<tr>
<td>Engineering</td>
<td>Electronics (Digital System) Engineering</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>Mechanical Design</td>
</tr>
<tr>
<td></td>
<td>Mechanical Production</td>
</tr>
<tr>
<td></td>
<td>Mechanical Heat Power Engineering</td>
</tr>
<tr>
<td></td>
<td>CAD/CAM/CAE</td>
</tr>
</tbody>
</table>

2.1 All the post graduate (PG) degree programs shall be governed by the rules and regulations provided in the version of the academic RRs. PG program curriculum consists of courses in Engineering and Technology and other related areas. The stringent evaluation norms shall be followed to maintain the quality of education. The examination system is governed by examination rules and regulations and completely transparent and follows the pre announced schedule as per academic calendar.

2.2 **Semester:** The Institute implements a credit based semester system. The academic year is divided into two regular semesters. The semester that begins in July is named as odd semester and the semester that begins in January is known as even semester. Total duration of each semester is generally of 20 weeks including the period of examination, evaluation and grade declaration.

2.3 The rules and regulations mentioned in the documents are applicable to all the PG programs (M.Tech.) offered by the institute.
2.4 The rules and regulations stated hereunder are subjected to revisions/refinements/updates and modifications/amendments by Academic Council (AC) from time to time and are applicable to all the further batches including those already undergoing programs at different years and are binding on all stakeholders including students, parents, faculty, staff and institute authorities.

2.5 The academic administration of the institute consists of committees and administrators. The committees are AC, BoS, BoE, ADC and administrators are Director, Deans, Heads of Departments (HoDs), Heads of Programs (HoPs), Registrar and Controller of Examinations (CoE).

2.6 The academic programs of the institute shall be governed by rules and regulations approved by Academic Council from time to time. AC is the supreme and statutory academic body that governs all academic matters of the institute and the decisions of the AC Chairman (Director of the Institute) shall be final in matters relating to academic matters. All academic activities are scheduled through an approved academic calendar notified at the beginning of each academic semester/year.

3. ADMISSIONS

3.1 The admissions process and eligibility to various M.Tech. programs for regular entry are governed by the norms and procedures laid down by the Government of Maharashtra.

3.2 Each student shall be allotted Permanent Registration Number (PRN) during admission and that will be permanent identification number. This number shall not change and the allotted number shall not be offered to any other student even after cancellation of admission. The number shall be valid till the student completes the program or cancels admission or is removed from the institute.

3.3 Admission according to rules should be carried out as per the schedule announced by the administrative office. Late registration may be permitted only for valid reasons and on payment of late registration fees. In any case, registration must be completed before the prescribed last date for registration, failing which his/her studentship shall be liable to be cancelled. Students having dues outstanding towards the institute or hostel shall be permitted to register only after clearing such dues.

3.4 A student registered in odd semester shall be eligible to admission to the courses offered in the even semester of that year irrespective of his/her SPI or the number of credits earned by him/her in that odd semester. But cannot be permitted to register for even semester if he is detained in odd semester.
3.5. A student can register for the second and third semester of a program irrespective of the number of credits earned by him/her in the first and second semester respectively.

3.6. A student can register for the fourth semester of a program and undergo dissertation phase III evaluation only if he/she has earned 75% of the credits of the first year and has undergone dissertation phase I and Phase II evaluations. However, if 75% calculation turns out to be a mixed number (integer + fraction) then only the integer part of that number shall be considered for taking decision related with this clause. Registration for the fourth semester of a program shall get delayed by minimum one semester if a student fails to meet these criteria.

3.7. A student shall undergo dissertation phase IV evaluations (ISE and ESE) only after he/she earns all credits of the first, second and third semester of the program.

3.8. A student unable to complete the program in four semesters shall be required to register, on payment of prescribed fees, for every additional semester for completing all academic requirements of the program i.e. 100% course work of the first year and evaluations of four phases of dissertation. However, in any case he/she is required to complete the program in maximum six consecutive semesters from the date of his/her admission.

3.9. Temporary Withdrawal

A student shall be permitted to withdraw temporarily from the program of study for the reasons beyond the control of student. The applicable rules are:

i. The withdrawal shall be considered for complete semester or complete year.

ii. The student shall apply to Dean Academics for such withdrawal stating the reasons for such withdrawal, along with supporting documents, consent from parents in writing duly recommended by HoD of the program department and clearance /no dues certificate from all concerned sections and departments.

iii. Dean academics shall pursue the case and recommend for the approval from AC.

iv. Normally, a student will be entitled to avail temporary withdrawal facility only once during the program. However, request for any further withdrawal for concerned student shall have to be approved by AC.

3.10. Termination from the Program

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

i. Involved in ragging and not obeying discipline stipulated by the institute.

ii. Not Completing the Program in prescribed period:
Maximum duration for getting M.Tech. degree for students admitted in the first semester of PG program shall be 6 semesters (Three academic years) from their date of admission. The maximum duration of the program includes the period of withdrawal, absence and different kinds of leaves permissible to a student but excludes the period of rustication of a 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. Such student will be declared as Failed to complete M.Tech. program.

4. ACADEMIC CALENDER

The academic activities of the institute are regulated by Academic Calendar and are made available to the students/ faculty members and all other concerned in electronic form or hard copy. It shall be mandatory for students / faculty to strictly adhere to the academic calendar for completion of academic activities. The copy of the academic calendar is also uploaded on the institute website.

4.1 The academic activities of the institute are governed by academic calendar prepared by coordinator (Academic planning and Monitoring) and approved by Dean Academics in consultation with Director. It shall be notified at the beginning of the each academic year. Academic calendar refers to schedule of commencement of instruction for the semester, course delivery period, examinations/evaluation, other academic activities, holidays and student major activities schedule.

4.2 The curriculum shall be typically delivered in two semesters in an academic year. Each semester shall be of 20 weeks duration including curriculum delivery evaluation, and grade declaration. The exact days are mentioned in academic calendar.

4.3 The minimum teaching days in an academic year are 180 (90 each in the two semesters). The academic calendar is strictly adhered to and all other activities including co-curricular and extra-curricular activities should be scheduled so as not to interface with the curricular activities as stipulated in the academic calendar.

4.4 The non conduct of academic activities on any particular teaching day for whatever reason shall be compensated by having the academic sessions conducted on suitable Saturdays by following the particular class time table of the lost teaching day.

5. ATTENDANCE

5.1 Regular 100% attendance is expected of all students for every registered course in lectures, tutorials, laboratory, seminar and dissertation. Hence attendance is compulsory and shall be monitored in the semester rigorously. Students shall be informed at the end of every month if they are falling short of attendance requirement.
5.2 A maximum of 25% absence for the attendance may be permitted only on valid grounds such as illness, death in the blood relation family (father, mother, sister and brother) or other emergency reason which is beyond control of a student and shall be approved by the DPGC of respective department. Sanction for such absenteeism shall be taken from the DPGC Chairman of the respective department within a period of maximum one week after availing such leave.

5.3 Maximum number of days of absence for students participating in Co-curricular activities /Sports/ Cultural events during a semester shall not exceed 10. Any waiver in this context shall be on the approval of the Academic Development Committee (ADC) only after the recommendation by Dean Student Development.

5.4 DPGC Chairman shall report and recommend to ADC the cases of students not having 75% attendance as per the records of course Instructor. After rigorously analyzing these cases, ADC may take a decision to debar such student from End-Semester Examination (ESE) for that course and XX grades will be awarded. Such a student shall re-register for that course as and when it is offered next. ISE, UT1 and UT2 evaluations of such a student for this course during regular semester shall be treated as null and void.

6. CURRICULUM

6.1 Curriculum:
Every program has a prescribed course structure which, in general, is known as Curriculum of program of study. It prescribes courses to be studied in each semester with credits assigned to courses and teaching hours, evaluation scheme and minimum requirements for earning credits. The curriculum revisions/revamping shall be a continuous process governed by OBE framework and guidelines from AICTE, UGC from time to time. The booklet containing courses structure along with detail syllabus for each course of each program is updated periodically and made available to the students. The curriculum design follows the guidelines given by AICTE model curriculum.

6.2 Course Credit System/Structure:
In general, a certain quantum of work measured in terms of credits is laid down as the requirement for a particular program. Calculation of number of credits for a course in any semester is as per Table 6.1
Table 6.1 Calculation of number of credits for a course

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lecture of 1 hour/week</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Tutorial of 1 hour/week</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Practical / Laboratory / Drawing/ of two hours/ week</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Seminar (2 hours per week)</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>Dissertation</td>
<td>34</td>
</tr>
</tbody>
</table>

There are mainly two types of courses viz. Theory courses and Laboratory courses. Generally, a theory course consists of Lecture hours (L) and Tutorial hours (T). Tutorial hours may not be assigned to a particular theory course if it has a separate laboratory course. Laboratory course consists of practical hours (P) which a student works in a Laboratory/Drawing Hall/Workshop. The other courses required to be taken by a student include seminar, mini project, and project at various levels of the program and also industrial training/internship.

6.3 Course Description
A typical description of course syllabus shall consist of course code, course title, teaching hours per week for lecture/practical/tutorials/seminar and project, credits, course outcomes with proper levels of Bloom’s Taxonomy and assessment scheme.

6.4 Requirements for Earning Course Credit
A student shall earn credits for a particular course by fulfilling the minimum academic requirements for attendance and evaluation. No credits shall be awarded if a student satisfies the minimum attendance requirements but fails to meet minimum evaluation requirements.

6.5 Total Credits to Earn the Degree
The total number of credits required for completing an undergraduate program is approximately 84. The total number of credits in a semester which a student registers shall generally be 23-25. The maximum number of credits per semester shall not exceed 30, subject to approval by Department Post Graduate Committee (DPGC) and Dean Academics. The exact number of credits required to complete the program are mentioned in course structure of the program.

6.6 Audit Course:
A student is required to complete an audit course specified in a semester which could be institute requirement or department requirement. An audit course may include either a) a regular course required to be done as per structure, or required as pre-requisite of any higher level course or b) the programs like practical training, industry visits, societal activities etc, as specified from time to time.
Audit course shall not carry any credits but shall be reflected in Grade Card as "PP"/"NP" depending upon the satisfactory performance in the in-semester evaluation and any other evaluation as decided by DPGC of respective department and academic development Committee.

6.7 Seminar/Mini Project

Seminar is a course requirement, wherein under the guidance of an Instructor, a student is expected to do in-depth study in a specialized area by carrying out a literature survey, understanding different aspects related to that area, preparing a status report based on the topic chosen. For a seminar course, a student is expected to learn investigation methodologies, study relevant research papers, correlate work of various authors/researchers critically, study the concepts, techniques and prevailing results, analyze those, prepare a seminar report on all these aspects. It shall be mandatory to give a seminar presentation before a panel constituted for this purpose. The grading shall be done on the basis of the depth of the work done, understanding of the problem, technical quality of the report prepared and presentation given by the student. Students are encouraged to work on Mini projects to get exposure to real life problem solving and hands on experience.

6.8 Dissertation:

Dissertation is a course requirement, wherein under the guidance of an Instructor, a second year student is required to do some innovative/contributory/developmental work with application of knowledge earned while undergoing various theory and laboratory courses in his/her course of study. A student has to exhibit both analytical and practical skills through the dissertation work.

A student has to carry out dissertation under the guidance of Instructor from the same discipline unless specifically permitted by the Department Post Graduate Committees (DPGCs) of the concerned departments in case of interdisciplinary projects or DPGC of the parent department in case of industry sponsored dissertations.

The M. Tech. dissertation shall be done in the second year and is divided into four stages. Normally the first two stages shall be carried out in Semester-III while the remaining two stages shall be carried out in Semester-IV. The quantum of work expected to be carried out by a student in each stage shall be in accordance with the division of credits given in the respective program structure.
7. FACILITATION TO STUDENTS

7.1 Faculty Advisor:

On joining the institute, a student or a group of students shall be assigned to a faculty advisor who shall be mentor for a student. A student shall be expected to consult the faculty advisor on any matter relating to his/her academic performance and the courses he/she may take in various semesters / summer term. A faculty advisor shall be the person to whom the parents/guardians should contact for performance related issues of their ward. The role of a faculty advisor is as outlined below:

- Guidance about the rules and regulations governing the courses of study for a particular degree.
- Paying special attention to weak students.
- Guidance and liaison with parents of students for their performances.

7.2 Helping Weaker Students:

A student with backlog/s should continuously seek help from his/her faculty advisor, Head of the Department and the Dean Student Development. Additionally he/she must also be in constant touch with his/her parents/local guardians for keeping them informed about academic performance. The institute also shall communicate to the parents/guardians of such student at-least once during each semester regarding his/her performance in In-semester evaluation and Mid-semester examination and also about his/her attendance. It shall be expected that the parents/guardians too keep constant touch with the concerned faculty advisor or Head of the Department, and if necessary - the Dean Student Development.

8. DISCIPLINE AND CONDUCT

1. Every student shall be required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which shall tend to bring down the prestige of the institute.

2. Any act of indiscipline of a student reported to the Dean, Student Development, shall be discussed in a Disciplinary Action Committee of the institute. The committee shall enquire into the charges and recommend suitable punishment if the charges are substantiated.

3. If a 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 shall be liable to be expelled from the institute without any notice.

4. If a student is involved in any kind of ragging, the student shall be liable for strict action as per Maharashtra anti-ragging act and its amendments from time to time.

5. 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.

6. Student once admitted in the institute shall follow instructions issued from time to time.

7. If a student is found guilty of malpractice in examinations then he/she shall be punished as per the recommendations of the Student Grievances and Redressal Committee (SGRC). The maximum punishment may be expulsion from the institute.

8. Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at RIT, Rajaramnagar. The students have valid ID card with him/her while in the institute. Any student who alters or intentionally mutilates an ID card or who uses the ID card of another student or allows his/her ID card to be used by another shall be subjected to disciplinary action.

9. The valid ID card must be presented for identification purpose as and when demanded by authorities. Any student refusing to provide an ID card shall be subjected to disciplinary action.

10. Students should switch off the Mobiles during the Instructional hours and in the Institute building, Library, Reading room etc. Strict action will be taken if students do not adhere to this.

11. During the conduct of any Tests and Examination students must not bring their mobiles. A student in possession of the mobile whether in use or switched off condition will face disciplinary action and will be debarred from appearing for the Test / Examination.
9. COURSE EVALUATION

9.1 Assessment of Theory Courses:

Evaluation of theory courses shall be on the bases of In Semester Evaluation (ISE), two unit Tests (UT1 and UT2) and End Semester Examination (ESE). The weightage for these components are shown in the table below:

<table>
<thead>
<tr>
<th>ISE</th>
<th>Unit Test I (UT I)</th>
<th>Unit Test II (UT II)</th>
<th>ESE</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 %</td>
<td>15%</td>
<td>15%</td>
<td>50%</td>
</tr>
</tbody>
</table>

The student is required to secure minimum 40% marks in ISE, UT1 and UT2 combined to become eligible for ESE and 40 % separately in ESE. The students are required to obtain 40% in aggregate to pass the course for M. Tech. program.

9.1.1 In-Semester Evaluation (ISE):

In semester evaluation has two components as mentioned below:

1. **Attendance and Class participation (10%)** The students for this component are evaluated based on regularity in attending class, participation in class room activities, discipline and behavior and initiative and punctuality in assigned work. The course teachers evaluate and submit the marks directly to COE. These marks will not be displayed to the students.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Attendance</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Students having attendance &gt; 90% and active participation in classroom activities</td>
<td>10</td>
</tr>
<tr>
<td>II</td>
<td>Students having attendance between 86% to 90% and active participation in classroom activities.</td>
<td>09</td>
</tr>
<tr>
<td>III</td>
<td>Students having attendance between 80% to 85% and active participation in classroom activities.</td>
<td>07</td>
</tr>
<tr>
<td>IV</td>
<td>Students having attendance between 75% to 79% and active participation in classroom activities.</td>
<td>05</td>
</tr>
<tr>
<td>V</td>
<td>Below 75% and no participation in classroom activities.</td>
<td>00</td>
</tr>
</tbody>
</table>

2. The Second Components of ISE is teacher designed assessment scheme which is pre announced by the course instructor. Teacher is required to use minimum two components. The weightage is 10 %.
9.1.2 UNIT TESTS

Unit Test (UT1) 15 percent weightage
UT1 is conducted tentatively in the 6th week of the semester. The test will be for 25 marks for 1 hour duration. Question paper will be set with one question each on unit 1 and unit 2 of the course syllabus. The marks obtained will be converted to 15 with no rounding of marks to the next digit.

Unit Test (UT2) 15 percent weightage
UT2 will be conducted tentatively in the 11th week of the semester. The test will be for 25 marks for 1 hour duration. Question paper will be set with one question each on unit 3 and unit 4 of the course syllabus. The marks obtained will be converted to 15 with no rounding of marks. The UT1 and UT2 marks combined to be rounded to next integer as per the rules (> 0.5 to next integer value).
The schedule is mentioned in academic calendar and test time table will be declared by CoE well in advance.

9.1.3 End Semester examination (ESE)
End Semester Examination (ESE) has 50% weightage. End Semester Examination is conducted after the end of instructions for the semester as specified in academic calendar. ESE shall be for maximum 50 marks and 2 hours durations. The student is required to secure 40% marks separately to pass the examination. The question paper shall be set by framing 2 questions, one each from unit 5 and unit 6 and one comprehensive question from unit 2 to unit 4.

9.2. Assessment of Laboratory Courses:
The assessment of laboratory course for First year shall be continuous and based on turn-by-turn supervision of the student's work and the quality of his/her work as prescribed through laboratory journals and his/her performance in viva-voce or any other mode of evaluation examinations uniformly distributed throughout the semester. The assessment of ISE component of laboratory course should be shown to the students.

Student has to get minimum 50% marks individually in ISE and ESE to pass and earn credits for laboratory course.

For M.Tech. first year laboratory courses, it is mandatory to appoint an external competent examiner from industries/research organizations/academic institutions of repute.

9.2.1 The assessment of laboratory course from the 1st semester onwards shall be carried out in two parts.
ISE shall be based on turn-by-turn supervision of the student's work and the quality of his/her work as prescribed through laboratory journals and his/her performance in Practical-oral examinations uniformly distributed throughout the semester.

ESE shall be based on performing an experiment followed by an oral examination.

9.3 Assessment of Seminar and Dissertation Works:

Every student has to undertake seminar, dissertation work of professional nature and interest at various levels of study. The topic of seminar or work related with dissertation work may be related to theoretical analysis, an experimental investigation, a prototype design, new concept, analysis of data, fabrication and setup of new equipment etc. The student shall be evaluated for his/her seminar through the quality of work carried out, the novelty in the concept, the report submitted and presentation(s) etc.

9.3.1 The Seminar report must be submitted by the prescribed date usually two weeks before the end of academic session of the semester. It is desirable that the topics for seminar be assigned by the end of previous semester.

9.3.2 The seminar report and the presentation of seminar shall be evaluated by three departmental faculty members (decided by DPGC).

9.3.3 The evaluation of the dissertation work of a student shall be carried out in four phases: First and third phase being evaluated for ISE by Department Post Graduate Committee (DPGC) while second and fourth phase by DPGC for ISE and by a panel of examiners for ESE. Except for phase I evaluation i.e. evaluation based on synopsis submission seminar, a student shall be evaluated for all other phases for his/her understanding, the work done and his/her presentation followed by demonstration.

- Phase I and Synopsis Submission Seminar (ISE): A student shall be expected to carry out intensive literature survey for a period of two months in the field of interest and to select a topic for his/her dissertation in consultation with the Guide assigned. The student shall then submit a report and deliver a seminar on the problem chosen by him/her to the members of DPGC. It shall be expected that a student justifies the gravity and also the relevance of the problem through his/her seminar. This shall be for the approval of synopsis and the assignment of Guide.

- Phase II Evaluation: Term Work (ISE) and Progress Seminar Presentation (ESE): Phase II evaluation consists of term work evaluation (ISE) based on the efforts put in by the student to carry out his/her work & the results obtained thereof
(evaluation by DPGC), and the End Semester Evaluation (consisting of presentation followed by demonstration) by a panel of examiners. In term work evaluation if the progress is not found satisfactory by DPGC members, he/she shall be given a grace period of 4 weeks to work on the dissertation and present it to the committee again. In such case, the student has to suffer a grade penalty in ISE as per Table III of Sec. 8.3. Phase II ESE for such a student shall also be delayed by maximum period of one month. In any case all Phase II evaluations shall get over before the beginning of the subsequent semester of the PG program.

- **Phase III Evaluation: Term Work and Progress Seminar Presentation (ISE):** The student who has cleared his/her Phase II evaluation shall present the status of the work carried out on the dissertation after 8-10 weeks of Phase II ESE to the same three members of DPGC as above. If the performance of the student for this progress seminar is not found satisfactory then he/she shall be given a grace period of four weeks to repeat the seminar with grade penalty for ISE.

- **Final Evaluation (Phase IV):** Similar to Phase II evaluation, Phase IV evaluation shall also be based on term work evaluation by DPGC (ISE) and Final Evaluation by a panel of examiners (ESE).

- After completing the dissertation work to the satisfaction of the DPGC members, the student shall submit the dissertation report in the prescribed format to the concerned department on or before the last date of such submission as per the academic calendar of that semester. The open defense of the student on his/her dissertation shall be arranged by Exam Cell within 15 days after the final date of report submission. This defense shall be in front of the panel of examiners as given above.

- In term work evaluation if the progress is not found satisfactory by DPGC committee members, he/she shall be given a grace period of four weeks to work on the dissertation and present it to the committee again. In such case, the student has to suffer a grade penalty in ISE. Phase IV ESE for such a student shall also be delayed by maximum period of one month. In any case all evaluations shall get over before the beginning of the next academic years PG program.

- If due to valid reasons (the proof for which has been submitted by the student) the dissertation work is delayed, then the student may be given permission to register for maximum two semesters by paying the fees as decided by Academic Council. Such students, when assessed for any of the evaluation phases will have to suffer a grade penalty.

- The student, who has been given the extension of six month, shall be treated as a regular student and no grade penalty will be imposed.
- The Chairman for the ESE Dissertation Phase IV shall be appointed strictly as per RRs and no change in panel of examiners is accepted without the approval from Dean Academics. Also the Chairman should be from the same department.
- The student shall have to submit the reports of Dissertation stage-IV on or before the cutoff date (as per academic calendar) failing to which attracts the prescribed late fee for maximum duration of 15 days. Failure to submit the report by the grace period (15 days) will lead to extension of six months.

9.3.4. DPGC shall consist of three faculty members from the department, Guide assigned to a student being one of the members. A panel of examiners for ESE shall consist of Chairman (who shall be one of the DPGC members and shall monitor the process as per norms), an Internal Examiner (who shall be the Guide) and an External Examiner (who shall be a subject expert from outside the institute).

9.4 Students failed in ISE of Seminar/Laboratory course:

1. The student who has failed in ISE of PG-Seminar phase shall be given an extension of a maximum period of one month for his/her improvement and then he/she shall be evaluated and the marks should be submitted to CoE.
2. After satisfactory performance in ISE of Project phase, the student shall be allowed to appear for the project ESE at the time of Re-Exam and the ESE marks should be submitted to COE.
3. The same provision (1 & 2 above) shall also be made applicable for UG- Seminar courses.
4. For PG-Laboratory course (excluding project and seminar), if a student fails or falls in XX category for ISE then he/she should Re-register for the course in the immediate semester, complete the ISE work and the ISE marks should be submitted to CoE.
10. GRADING SYSTEM

10.1. Award of Grade (Regular Semester Examination)

10.1.1. For every course registered by a student in a semester, he/she shall be assigned a grade based on his/her combined performance in all components of evaluation scheme of a course as per the structure. The grade indicates an assessment of the student's performance and shall be associated with equivalent number called a grade point. **Absolute grading system is followed.**

10.1.2. The academic performance of a student shall be graded on a ten point scale. The letter grades, the guidelines for conversion of marks to letter grades and their equivalent grade points are as given in Table 10.1.

**Table 10.1: Grade Table for Regular Semester**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Marks Obtained %</th>
<th>Grade Point</th>
<th>Marks Obtained %</th>
<th>Grade Point</th>
<th>Description of Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>&gt;=90</td>
<td>10</td>
<td>&gt;=90</td>
<td>10</td>
<td>Outstanding</td>
</tr>
<tr>
<td>AB</td>
<td>80-89</td>
<td>9</td>
<td>80-89</td>
<td>9</td>
<td>Excellent</td>
</tr>
<tr>
<td>BB</td>
<td>70-79</td>
<td>8</td>
<td>70-79</td>
<td>8</td>
<td>Very Good</td>
</tr>
<tr>
<td>BC</td>
<td>60-69</td>
<td>7</td>
<td>60-69</td>
<td>7</td>
<td>Good</td>
</tr>
<tr>
<td>CC</td>
<td>50-59</td>
<td>6</td>
<td>50-59</td>
<td>6</td>
<td>Above Average</td>
</tr>
<tr>
<td>CD</td>
<td>45-49</td>
<td>5</td>
<td>&lt;50</td>
<td>0</td>
<td>Average</td>
</tr>
<tr>
<td>DD</td>
<td>40-44</td>
<td>4</td>
<td>—</td>
<td>0</td>
<td>Below Average</td>
</tr>
<tr>
<td>FF</td>
<td>&lt;40</td>
<td>0</td>
<td>—</td>
<td>0</td>
<td>Fail</td>
</tr>
<tr>
<td>XX</td>
<td>—</td>
<td>0</td>
<td>—</td>
<td>0</td>
<td>Detained, Re-register for Course</td>
</tr>
<tr>
<td>II</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>Incomplete, eligible for makeup examination</td>
</tr>
<tr>
<td>PP</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>Passed (Audit Course)</td>
</tr>
<tr>
<td>NP</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>Not Passed (Audit Course)</td>
</tr>
</tbody>
</table>

10.1.3. The combined performance generally refers to performance in (as per the structures of the respective course) ISE, UT1, UT2 and ESE in theory courses and ISE and ESE for laboratory courses.

10.1.4. A student shall pass the course if he/she gets any grade in the range between "AA" to "DD".

10.1.5. "FF" grade shall be awarded to a student if he/she gets less than 40% marks in ESE separately and 40% marks jointly in the ISE, UT1, and UT2 & ESE for a
theory course and 50% marks in ISE & ESE separately for a laboratory course. Student failed in theory course shall then be eligible to apply for supplementary examination conducted along with re-examination conducted after regular examination of even semester. The students have an option to register for summer term for the courses if offered. A student failed in laboratory course shall be eligible to apply only for 100% examination conducted with the laboratory examinations of the subsequent semester. In both cases, a student has to suffer one grade penalty. The laboratory examination will be conducted after semester II regular examination along with supplementary/re-examination for both laboratory courses for semester I and semester II.

10.1.6. Grade "XX" in a regular course shall be given to a student if he/she falls in any of the following categories.

1. A student does not maintain the minimum attendance requirement for any of the theory/laboratory/seminar/dissertation work.
2. A student has not completed most of the evaluations namely ISE, UT1 and UT2 due to non-medical reasons (e.g. when a student has missed all or most of the components of internal evaluation and unit tests conducted by the instructor in that semester).
3. A student fails to obtain 40% marks in ISE, UT1 and UT2 combined together.
4. A student is guilty of any academic malpractice during semester (Such cases shall be dealt by Student Grievances and Redressal Committee).
5. A student is guilty of any academic malpractice during examination.

10.1.7. Following rules apply to the student who has obtained grade "XX" in a regular semester:

1. If a student has XX grades in more than three courses, his term will be detained and he is not allowed to appear for ESE in any of the subjects. The student is required to take the fresh admission to the same class by paying all fees in the next academic year.

2. Students having XX grades in 3 or less number of courses during odd semester can appear for 100% examination conducted at the end of the academic year along with supplementary examination of semester I or register for the courses during summer term, if offered.

3. Students having XX grades in 3 or less number of courses during even semester can appear for 100% examination conducted at the end of the semester II of next academic year along with re-examination of semester II (Even Semester) or register for the courses during summer term, if offered in the next academic year.

4. ISE, UT1 and UT2 marks of such students will become null and void and they have to appear for 100% examination.
5. The re-examination shall be of 100 marks and shall be based on entire syllabus with equal weightage to all the units as mentioned in syllabus of the course. The grading used for 100% examination shown in Table 10.2.

Table 10.2 Award Grades for 100% examination

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>00 to 39</td>
<td>FF</td>
</tr>
<tr>
<td>40 to 54</td>
<td>DD</td>
</tr>
<tr>
<td>55 to 69</td>
<td>CD</td>
</tr>
<tr>
<td>70 to 85</td>
<td>CC</td>
</tr>
<tr>
<td>&gt; 86</td>
<td>BC</td>
</tr>
</tbody>
</table>

6. In above two cases when a student gets "XX" grade in a course, then this shall be treated as "FF" for the purpose of calculation of Semester Performance Index (SPI) and First Year Performance Index (FYPI) or Cumulative Performance Index (CPI). Refer Sec. 11 for calculation of Performance Indices.

10.1.8. Grade "II" shall be declared in a theory/laboratory course if a student has satisfactory in-semester performance and UT1 and UT2 and has fulfilled the 75% attendance requirement, but has not appeared for ESE due to genuine reasons. Such students shall be eligible for the make-up examination of ESE only on medical grounds/valid reasons and on production of authentic medical certificate or other supporting document/s (as required by the institute) to the Exam Cell within 10 days after the respective examination is over. The application form with requisite amount of fees must be submitted to the Exam Cell before the last date of filling such application forms for make-up examinations.

A student with "II" grade when appears for the make-up examination shall be eligible to obtain a regular performance grade ("AA" to "FF") as per Table 10.1, depending on his/her overall performance in ISE, UT1 and UT2. If a student fails to appear for make-up examination too, a grade "XX" shall be awarded to him/her. Thus "II" is only a temporary grade and shall be replaced by a valid grade only after make-up examination.

10.1.9. There shall be a few audit courses as per the policies of the institute or as decided by DPGC of respective program. The grade "PP" (Passed) / "NP" (Not Passed) shall be awarded for such courses depending upon the performance of a student evaluated by the course instructor. No grade points shall be associated with these grades and performance in these courses shall be not taken into account in the calculation of the performance indices (SPI, CPI). However, the award of the degree shall be subject to obtaining a "PP" grade in all such courses.
10.2 Award of Grades for Supplementary/Re-examinations:

10.2.1. A student who has obtained grade "FF" in regular semesters odd or even (semester I or Semester II) shall be eligible to appear for supplementary/re-examination conducted after regular examination of semester II, before the commencement of the next academic year.

10.2.2. In such cases In-semester and UT1 and UT2 performance of a student shall not be wiped out.

10.2.3. A student shall apply for supplementary/re-examination before the last date of such application and shall appear for supplementary/re-examination.

10.2.4. The Re-Examination pattern will be same as the pattern of regular ESE.

10.2.5. A student who is eligible for supplementary/re-examination, but remains absent due to genuine reasons and taken prior permission shall be given grade "FF".

10.2.6. A student shall be awarded a grade between "AB" to "DD", or "FF" or "XX" as given in Table 10.3 depending upon the cumulative marks obtained by him/her in ISE, UT1 and UT2 and supplementary/Re-examination of ESE. Here a student has to suffer one grade penalty by accepting one grade lower as compared with the regular grades.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Marks Obtained %</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB</td>
<td>&gt;=90</td>
<td>9</td>
</tr>
<tr>
<td>BB</td>
<td>80-89</td>
<td>8</td>
</tr>
<tr>
<td>BC</td>
<td>70-79</td>
<td>7</td>
</tr>
<tr>
<td>CC</td>
<td>60-69</td>
<td>6</td>
</tr>
<tr>
<td>CD</td>
<td>50-59</td>
<td>5</td>
</tr>
<tr>
<td>DD</td>
<td>40-49</td>
<td>4</td>
</tr>
<tr>
<td>FF</td>
<td>&lt;40</td>
<td>0</td>
</tr>
<tr>
<td>XX</td>
<td>—</td>
<td>0</td>
</tr>
</tbody>
</table>

10.2.7. Award of Grade for 100% Examination:

A student who has obtained "FF" grade in ESE of a regular semester and has not availed supplementary/re-examination option or a student who has obtained "FF" grade in both ESE and supplementary/re-examination shall be eligible to choose one of the two options below to clear his/her backlog:

- Registration for summer term (If offered)
- Re-registration for the next regular semester course whenever that course is offered.
A student detained in a regular semester due to either a) by obtaining "XX" grade or b) by involvement in academic malpractice or c) by breaking the institute code of conduct and discipline cannot apply for summer term for that academic year, but can appear for 100% examination to clear the backlog.

10.3 Award of Grade for Re-Registration:
Following rules apply for the course re-registered in any semester.

10.3.1. ISE, UT1 and UT2 performance of a student of a regular or summer term for a re-registered course in which he/she had obtained "FF" or "XX" grade during regular semester shall be treated as null and void.

10.3.2. A student shall undergo all evaluations consisting of ISE, UT1, UT2 and ESE applicable as per the structure of the respective course.

10.3.3. A student with "FF" grade when re-registers for that course in a regular semester has to suffer a grade penalty and shall be eligible to acquire grade as per Table 10.3.

10.3.4. A re-registered student eligible for ESE remains absent for ESE due to valid genuine reason as mentioned then he/she shall be treated in a similar way as "Grade II" cases in regular semester by giving a chance to appear for make-up examination held before the commencement of the next academic year with grade Table 10.3 being applicable to him/her.

10.3.5. SUPPLIMENTARY AND RE- EXAMINATION
Supplementary and Re-Examination will be conducted only in the second semester. There will not be any re-examination / make up examination at the end of first semester. The students will get two opportunities for semester I and Semester II in the academic year to pass the examination.

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Regular examination of odd semester only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester II</td>
<td>1 Regular examinations of even semester</td>
</tr>
<tr>
<td>(Summer</td>
<td>2 Supplementary examination of odd semester</td>
</tr>
<tr>
<td>Examinations)</td>
<td>3 Re- examination of even semester</td>
</tr>
</tbody>
</table>

There will be only one grade penalty for the first three attempts and ESE and ISE, UT 1 and UT 2 marks are to be carried forward for three attempts in case of FF grade (Fail Grade). If the student fails to pass the courses in first three attempts, from 4th and subsequent chances, the grade penalty will be as per the table of 100% examination (Table 10.2). In case of XX grade, the students will not be
allowed to appear for the re-examination conducted in the immediate semester. It is 100% comprehensive examination and the question paper shall be of 100 marks covering all units for 3 hours duration.

10.3.6. Mechanism of Re-Registration
The mechanism to be followed for the process of Re-registration of Theory and Laboratory courses is as given below:

I) Theory Courses:
Following process shall apply for re-registration of theory course/s:
- A student, who has obtained ‘FF’ Grade in more than three courses (odd or even semester) in an academic year, can re-register for the course/s immediately in the next academic year, whenever such course/s is offered.

- Such student/s shall submit the application form in the prescribed format (available in the office) along with the copy of mark sheet and requisite re-registration fee to the office through Head of concerned Department within 15 days after declaration of examination results.

- The student failing to re-register for the course/s within the specified duration shall have to apply for re-registration with late fee for the maximum period of 10 days. Thereafter, the student will have to re-register by paying prescribed super late fee (in addition to late fee) till the date of commencement of new semester. A student failing to re-register until the date of commencement of new semester (as per the Academic Calendar) will not be eligible for re-registration.

- After receiving the re-registration application and necessary fees from the student, the office shall communicate the information of such re-registered student/s to the Examination Center as well as the Head of concerned Department and ERP coordinator for further process. The concerned Head of Department will then display the list of such re-registered students on the department notice board and ensure that all the evaluations (ISE, UT1 & UT2) will be conducted along with regular student. After completion of the ISE, UT1 & UT2 by the student/s, the course instructor will submit the mark sheets to the Examination Center.

II) Laboratory Courses:
Following process shall apply for re-registration of laboratory course/s:
- A student who has obtained “XX” grade in the Laboratory course/s of a semester (odd or even) shall have to re-register for that course/s immediately in the next semester. Such student shall submit the application form in the prescribed format (available in the office) along with the copy of mark sheet and prescribed re-registration fee per course to the office through Head of concerned Department within 15 days after declaration of examination results.
• The student failing to re-register for the course/s within the specified duration shall have to apply for re-registration with late fee for the maximum period of 10 days. Thereafter, the student will have to re-register by paying prescribed super late fee till the date of commencement of new semester. A student failing to re-register until the date of commencement of new semester will not be eligible for re-registration.

• After receiving the re-registration application and necessary fees from the student, the office shall communicate the information of such re-registered student/s to the Examination Center as well as the Head of concerned Department and ERP coordinator for further process.

• The concerned Head of Department will then display the list of such re-registered students on the department notice board and will prepare the schedule for ISE of Laboratory course as per the convenience of the faculty and student/s.

• Thus, ISE of Laboratory course of such re-registered student/s will be conducted as per the schedule and after satisfactory completion of the ISE component by the student/s, the course in charge will have to submit the marks obtained by students to the Examination Center.

11. CALCULATION OF PERFORMANCE INDICES

The performance indices viz. Semester Performance Index (SPI), Cumulative Performance Index (CPI) represent the performance of a student in a semester (SPI) and cumulated over all semesters till current semester (CPI) on a scale of 10.

11.1. Semester Performance Index (SPI):

11.1.1. The performance of a student in a semester shall be indicated by a number called SPI.

11.1.2. SPI shall be the weighted average of the grade points obtained in all the courses registered by the student during a semester.

11.1.3. If ‘g_i’ shall be a grade with numerical equivalent as g_i obtained by a student for the course with credits ‘C_i’ then, SPI for that semester is calculated using formula.

\[ SPI = \frac{\sum C_i g_i}{\sum C_i} \]

Where summation is for all the courses registered by a student in that semester, SPI shall be calculated and is rounded off to two decimal places.

11.1.4. SPI shall get affected because of the grades "XX" and "FE" obtained by the student
in any of the courses.

11.1.5. For the students acquiring "II" grade (which is only a temporary grade) in any of the courses, SPI, CPI shall be calculated only after make-up examination.

11.1.6. SPI once calculated shall never be modified.

11.2. Cumulative Performance Index (CPI):

11.2.1. An up-to-date assessment of the overall performance of a student for the courses from the first semester onwards till completion of the program shall be obtained by calculating an index called Cumulative Performance Index (CPI).

11.2.2. CPI is the weighted average of the grade points obtained in all the courses registered by a student since the beginning of the first semester of the program.

\[ CPI = \frac{\sum_i C_i g_i}{\sum_i C_i} \]

Where, summation is for all the courses registered by a student for all semester. CPI shall also be calculated at the end of every semester and shall be rounded off to two decimal places.

11.2.3. CPI shall reflect all courses undergone by a student including courses in which he/she has failed. Thus, similar to SPI, "FF" and "XX" grade shall affect the CPI of a student.

11.2.4. If a student is awarded with a pass-grade for a course in which he/she was awarded previously "FF" or "XX" grade then, CPI shall be calculated by replacing corresponding \( C_i \) and \( g_i \) in both numerator and denominator of the above formula. Thus, a course shall be included only once in CPI calculation. The latest performance of a student in a course shall be considered for CPI.

12. PROCEDURE TO SHOW THEORY ESE ANSWER BOOKS

In order to introduce 100% transparency in evaluation system, UT1, UT2 and also ESE answer books are shown to students.

1. The Answer book (AB) showing activity for ESE is carried out after the approval for declaration of results in BoE meeting.

2. After the ESE theory assessment and marks entry in prescribed format, the course instructor shall submit the ESE mark list and he/she shall collect the answer books.
from Exam Center for showing it to students.
3. The DEC in consultation with DPC Chairperson shall prepare a time table for showing the ABs to concerned students. The time table shall be displayed on the department notice board and the same shall be submitted to Exam Center.
4. The course instructor shall show the ABs to the students as per the schedule declared by the DEC/DPC Chairperson.
5. The course instructor shall review the ABs based on the queries from students. He/she shall keep record of attendance of students in this process.
6. The course instructor shall submit the list of “change in ESE marks”, student attendance sheet along with the ABs to Exam Center within stipulated time as decided by CoE.

13. ACADEMIC PROGRESS RULES (ATKT RULES)

13.1 A student shall register for the second and third semester of a program irrespective of the number of credits earned by him/her in the first semester and second semester respectively.
13.2 A student can register for the fourth semester of a program and undergo dissertation phase III evaluation only if he/she has earned 75% of the credits of the first year and has undergone dissertation phase I and Phase II evaluations. However, if 75% calculation turns out to be a mixed number (integer + fraction) then only the integer part of that number shall be considered for taking decision related with this clause. Registration for the fourth semester of a program shall get delayed by minimum one semester if a student fails to meet these criteria.
13.3 A student shall undergo Dissertation Phase IV evaluations (ISE and ESE) only after he/she earns all credits of the first, second and third semester of the program.
13.4 The opportunities for clearing backlogs may become available through regular courses offered in respective semesters. The departmental program committee may advice such students to register for the courses in which they have failed.
13.5 The maximum duration for getting M. Tech. degree shall be six semesters (three academic years) from the date of admission. The maximum duration of the program includes the period of withdrawal, absence and different kinds of leaves permissible to a student but excludes the period of rustication of a student from the institute. However, genuine cases on confirmation of valid reasons may be referred to Academic Council for extending this limit by additional two semesters.
13.6 Depending upon the academic progress of a student, Academic Council may take a decision regarding the continuation or discontinuation of his/her registration with the institute.
14. SEMESTER GRADE REPORT

14.1. Semester grade report reflects the performance of a student in that semester (SPI) and also his/her cumulative performance cumulated from the first semester till that semester through CPI.

14.2. The semester grade card issued at the end of each semester to each student shall contain the following.

- The credits for each course registered for that semester.
- Any audit course/s undertaken by a student in a Semester.
- The letter grade obtained in each course.
- The total number of credits earned by a student.
- SPI, CPI.
- A list of backlog courses, if any.
- Remarks regarding eligibility of registration for the next semester.

14.3. Semester grade card shall not indicate class or division or rank however a conversion from grade point index to percentage based on CPI shall be indicated on the final grade card of the program.

15. AWARD OF DEGREE

Following rules prevail for the award of degree.

15.1. A student has registered and passed all the prescribed courses under the general institutional and departmental requirements.

15.2. A student has obtained CPI ≥ 4.75.

15.3. A student has paid all the institute dues and satisfied all the requirements prescribed.

15.4. A student has no case of indiscipline pending against him/her.

15.5. Institute authorities shall recommend the award of M.Tech. degree to a student who is declared to be eligible and qualified for above norms. However, the final degree shall be conferred by Shivaji University, Kolhapur.
15.6. **Grace Marks:** A student will be given maximum of two grace marks per course to obtain the passing grades in maximum of two theory courses provided he/she has passed in all the other courses for the semester. If a student has failed in more than two courses no grace marks will be applicable in any course.

15.7. **A grace of 1% of maximum CPI of 10 (maximum 0.1 CPI) is given to the student only at 4th semester CPI if such a provision will help to secure the higher class i.e. to secure minimum pass class (CPI 4.75, Second class, First class /First class with Distinction). It is not given for any other reasons.**

**Table 15.1: Grade Point vs. Equivalent Percentages (as per AICTE)**
(Applicable for M. Tech. students admitted from 2014-15 onwards)

<table>
<thead>
<tr>
<th>Grade Point</th>
<th>Equivalent Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.25</td>
<td>55</td>
</tr>
<tr>
<td>6.75</td>
<td>60</td>
</tr>
<tr>
<td>7.25</td>
<td>65</td>
</tr>
<tr>
<td>7.75</td>
<td>70</td>
</tr>
<tr>
<td>8.25</td>
<td>75</td>
</tr>
</tbody>
</table>

**Table 15.2: Proposed CPI vs. Class for M. Tech Program**

<table>
<thead>
<tr>
<th>Corresponding Class</th>
<th>Pass Class</th>
<th>Second Class</th>
<th>First Class</th>
<th>First Class with Distinction</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPI</td>
<td>CPI ≥ 4.75 &amp; &lt; 5.75</td>
<td>CPI ≥ 5.75 &amp; &lt; 6.75</td>
<td>CPI ≥ 6.75 &amp; &lt; 7.75</td>
<td>CPI ≥ 7.75</td>
</tr>
</tbody>
</table>

The formula for converting CPI into Percentage marks for CPI ≥ 4.75 can be obtained using equation: Percentage marks = (CPI - 0.75) * 10

**16. GRADE /CPI IMPROVEMENT POLICY FOR AWARD OF DEGREE**

Students who have secured DD grade in a course in an odd semester or even semester in an academic year can appear for supplementary/re-examination for the same academic year for improvement of grade.

If a student applies for appearing for such supplementary/re-examination for a course, ISE and UT1 and UT2 marks of the course shall be null and void. Also grades obtained in the course during regular semester odd or even shall be null and void.

An opportunity shall be given to a student who has earned all the credits required by the respective program with CPI greater than or equal to 4.00 but less than 4.75, to improve...
his/her grade by allowing him/her to appear for 100% examinations of maximum two theory courses of first and second semester. Such examinations shall be scheduled along with End Semester Examinations of the subsequent semester. However, CPI shall be limited to 4.75 even though the performance of a student as calculated through modified CPI becomes greater than 4.75.

17. GRADE IMPROVEMENT POLICY

Students who have secured DD grade in course in an odd semester or even semester in an academic year (i.e. applicable to students of all M.Tech. class) can appear for such Grade Improvement examination for the same academic year for improvement of grade. If a student applies for appearing for such make-up examination for a course, ISE and UT1 and UT2 marks of the course shall be null and void. Also grades obtained in the course during regular semester odd or even shall be null and void. The result of such Grade Improvement examination will be treated as final provided there is an improvement in grade or else his/her grade before improvement will be considered for CPI/SPI calculation.

The student shall have to apply for such re-examination / supplementary (grade improvement) examination within 10 days after the declaration of regular ESE result and have to pay prescribed fees as examination fee along with undertaking in prescribed format.

18. CPI IMPROVEMENT AFTER COMPLETION OF PREREQUISITE CREDITS FOR THE AWARD OF DEGREE

Students who secure CPI between 4.75 and 6.75 after completing the pre-requisite credits for the award of degree, and wish to improve their CPI are permitted for CPI improvement. Such students be permitted to withdraw their grade in a given course with poor grade and permitted to reappear for the examinations for improving the grade and in turn CPI.

a) Student can appear for grade improvement examination within one year from the date of passing his/her PG examination. He should not have taken (i) Leaving Certificate from the Institute and ii) Degree from Shivaji University through convocation. He/she will submit a written application to Dean Academics seeking his/her permission to register for class improvement within one month from the date of declaration of result or one week before the date of convocation of Shivaji University, Kolhapur whichever is earlier. This application will be forwarded to Dean Academics through the Head of the Department from where he/she has graduated. No student will be admitted once the course registration process of that semester ends.

b) For grade improvement student will have to take maximum 3 courses in which he/she has secured DD or CD grades from the same semester in one stretch.
c) Student can choose maximum three theory courses from a particular semester offered for F.Y M. Tech (either odd or even) in which he/she has secured DD or CD grade. Student will have to register for these courses in a particular semester in which those courses are offered.

d) At the time of registration student will surrender all the original mark sheets given to him by the institute. He will have to give an affidavit on Rs.100/- judicial stamp paper that he/she will not do any use of surrendered mark sheets till he/she gets official result of the subjects for which he/she wishes to appear for grade improvement. No change of courses or drop of courses will be allowed after registration.

e) Student wishing to improve his/her grade will have to pay appropriate fees as laid down by the institute time to time.

f) Student wishing to appear for grade improvement is exempted from attending regular classes as he/she has already undergone the course/s instructions but he/she will have to appear for all the evaluation tests conducted for the particular course/s. No re-examination or retest will be allowed for the class improvement, in case such students miss any of the tests or examinations. Absentee for End Semester Examination will automatically lead to award of FF grade in that course/s.

g) The grading process as used for the regular students appearing for that course will be applicable and no concession of any sort will be granted on account of absentee for any of the examinations.

h) Student wishing to use the facility of grade improvement will have to pass in all the three courses at a time for which he/she has registered for. He/she will not be entitled for the summer term or re-examination in such cases.

i) Only one attempt will be permissible for any candidate wishing to use the facility of grade improvement. If the student fails to secure higher grades resulting in reduction in overall CPI then the original result of the student before registering for grade improvement will be retained.

j) Student who improves his/her CPI will be issued fresh mark sheets by the institute. These mark sheets will have symbol against the course for which he/she has appeared for grade improvement and will state “Grade Improvement”. The date on the new mark sheets will be that as issued for other students appearing in those courses. The name of the student will be communicated to Shivaji University and he/she will have to apply for degree certificate from Shivaji University thereafter.
CONCLUSIONS:

The academic policies regarding conduct of PG programs in autonomous Rajarambapu Institute of Technology, Rajaramnagar are published in this document. The Academic Council shall reserve all the right to modify these policies as and when required from the point of view of achieving academic excellence. In special and abnormal cases (i.e. the cases not covered through above rules) the decision of Director (Chairman, Academic Council) shall be final and shall be binding on all concerned. For the latest updated version, stakeholders are requested to visit www.ritindia.edu and to refer the academic section therein.

(As per the resolutions of 7th Academic Council meeting held on 18th June, 2016 and implemented from semester I of academic year 2016-17)

DEAN ACADEMICS

DIRECTOR
RIT, Rajaramnagar