

UG PROGRAMS

ACADEMIC RULES AND REGULATIONS-2021

**FOR THE AWARD OF
BACHELOR OF TECHNOLOGY (B. Tech) DEGREE**

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ACADEMIC RULES AND REGULATIONS, 2021

1. Short Title and Commencement

- i) These Regulations shall be called the “Sanjivani College of Engineering Kopargaon Regulations for the Award of B.Tech. Degree”.
- ii) These Regulations shall be implemented after deliberations and approvals from the Academic council and the governing body of the College, and shall subject to changes/modifications from time to time, as and when required;
- iii) These Regulations shall be applicable for students enrolling for B. Tech. Degree programmes at the College from Academic Year 2021-22.

2. Definitions

Table 1. Definitions

Sr. No.	Term	Meaning
1	B. Tech	Bachelor of Technology, an Under Graduate Degree awarded by and from the Savitribai Phule Pune University, Pune
2	Body	Governing body of the college.
3	College	Engineering College duly approved by the AICTE and Government of Maharashtra to impart Education in Engineering at the degree level. i.e. Sanjivani College of Engineering, Kopargaon
4	Dean	Dean of the College, with the specific duties and responsibilities also indicated along with the title
5	Council	Academic Council of College
6	Director	Head of Institute
7	Government	Government of Maharashtra
8	Prescribed	by these or any other Regulations of the College
9	Regulations	Sanjivani College of Engineering, Kopargaon Regulations for the Award of B. Tech. Degree
10	Autonomous Institute	Institute to which academic autonomy is granted by UGC under recommendation of the Government of Maharashtra and respective University
11	Competent Authority	Authority headed by the Director of Technical Education, Maharashtra State
12	Qualifying Examination	Examination on the result of which a candidate becomes eligible for admission i.e. HSC (12 th Standard) or equivalent examination.
13	University	Savitribai Phule Pune University, Pune
14	Inter se merit	The order of merit as defined by Maharashtra State Merit List / Home University area merit list / J & K Migrant Merit list as the case may be.
15	Candidate	An applicant who is an Indian National and desires to seek admission to the first year of four year Degree Courses in Engineering in Maharashtra State
16	Sanctioned Intake	The course wise number of seats sanctioned by the Government Resolution with reference to AICTE's approval.

3. List of Abbreviations

Table 2. List of Abbreviations

Sr. No.	Abbreviations	Meaning
1.	AICTE	All India Council for Technical Education
2.	GB	Governing Body
3.	AC	Academic Council
4.	BOS	Board of Studies
5.	DTE	Directorate of Technical Education, Maharashtra State
6.	BSC	Basic Science Course
7.	DEC	Department Elective Course
8.	EFC	Engineering Foundation Course
9.	HSMC	Humanities and Social Sciences including Management Course
10.	LC	Laboratory Course
11.	MLC	Mandatory Learning Course
12.	OEC	Open Elective Course
13.	PCC	Program Core Course
14.	SBC	Skill Based Course
15.	SLC	Self-Learning Course
16.	CIA	Continues Internal Assessment
17.	ESE	End Semester Examination
18.	TW	Term Work
19.	ARA	Admission Regulating Authority, Maharashtra State
20.	ECA	Extra Circular Activities
21.	NSS	National Service Scheme

4. Preamble

The Regulations prescribed herein have been made by the College, an autonomous institution affiliated to the Savitribai Phule Pune University, to facilitate the smooth and orderly conduct of its academic programmes and activities at the B. Tech level. It is expected that the Regulations will enable the students to take advantage of the various academic opportunities at the College and prepare themselves to face the challenges in their professional careers ahead.

It may be noted that:

- (a) The provisions made herein shall be applicable to all the B.Tech. Programmes offered at the College.
- (b) The provisions made herein shall be applicable to first year to sequentially onwards B. Tech. Programmes offered at the College, from year 2021-22.
- (c) They shall also be applicable to all the new B. Tech. Programmes, which may be introduced at the College in the future.
- (d) Academic and non-academic requirements prescribed by the council have to be fulfilled by a student for eligibility towards award of B.Tech. Degree.

5. Academic Calendar

- (a) The College shall arrange regular academic activities for the students during the two main semesters during the academic year.
- (b) The academic activities in a semester shall normally include course registration, Term Work, and Continuous Internal Assessment, dropping/withdrawal from courses, in-semester examination, end semester examination, and declaration of results.
- (c) The College shall announce the schedule for all the academic activities well before the commencement of the academic year and take all the necessary steps to follow them scrupulously.
- (d) The institute shall prepare academic calendar for each semester or Academic Year.
- (e) A typical breakdown of the academic year for the B. Tech programme at the College shall be as suggested in Table 3 and distribution of academics in Table 4.

Table 3. Suggested Breakdown of Academic Year into Semesters

Sr. No	Items	Details
1.	No. of Semesters	Two per year
2.	Semester Duration	Each Semester 20 Weeks
3.	Internship	Will be offered in the 8 th SEMESTER
4.	Examinations	In each semester, Continues Internal Assessment (CIA) has a weightage of 40 marks, and End Semester Examination (ESE) has a weightage of 60 marks. <i>(Note: The CIA shall be conducted throughout the Semester on dates announced in advance in the Academic Calendar, and the teacher concerned will do its evaluation regularly. However, the dates for the ESE shall be fixed at the College level by examination section.)</i>
5.	Academic work duration	<ul style="list-style-type: none"> Care shall be taken to ensure that the total number of days for academic work are > 180/year; Academic schedules prescribed shall be strictly adhered to by all the departments;
6.	Re-examination for the failed students.	<ul style="list-style-type: none"> <i>Failure Students can take re-examination for maximum of THREE failed courses, immediately after the ESE (in each semester,) as announced in Academic Calendar; in that case, CIA will be carried forward.</i> <i>Grades secured in re-examination are not equivalence to regular examination as given in Table 6.</i>

Table 4. Distribution of Academic Schedule

Sr. No.	SEMESTER	DURATION
1	Semester-I	August-January
2	Semester-II	February-July

6. Admissions

- As per the approval of AICTE the intake, capacity of each programme is fixed.
- The reservation of seats for each program is as per the Maharashtra government rules.

- (c) Admissions to the first year of all the programmes shall be made before the start of each academic year as per the norms laid by ARA, Government of Maharashtra. Admissions will be carried out by the ARA through Central Admission Process (CAP).
- (d) The College shall also admit to first year of the programmes, a limited number of students of Non-Resident Indian (NRI), Persons of Indian Origin (PIO) and Foreign National categories, as per AICTE and Government norms.
- (e) There shall also be a merit-based, lateral admission of students having Diploma qualification to the second year of all the programmes at the College in accordance with the Government rules applicable for such admissions through ARA.
- (f) All the admissions will be governed by ARA, Maharashtra State.

7. Hostel Facility

- (a) Interested students may apply for hostel accommodation at the time of admissions, as the College is partially residential and it can admit a limited number of boys' and girls' students in the hostels.
- (b) The method of admission to student's hostels, rent payable per seat allotted and the discipline to be followed by the residents shall be governed by "Rules and Regulations" framed by the College in this behalf.
- (c) Each student selected for hostel admission shall be provided a seat in one of the hostel rooms identified for this purpose and there shall be no family accommodation available in the hostel.
- (d) Students residing in the hostels shall adhere to the prescribed hostel discipline and pay the hostel/mess charges regularly, as any failure to do so, may lead to withdrawal of hostel facilities to such students.
- (e) Hostel residents shall apply for leave of absence and get the same approved before leaving the hostel even for a few days, as any failure to do so may lead to cancellation of hostel admission to such students.
- (f) Students residing in the hostels shall be required to clear all the hostel dues and vacate their rooms at the end of each academic year, as they will be considered for hostel admission a fresh for the New Year.

8. Attendance

1. Each student shall be required to attend minimum 75% of all the classes arranged like, lectures, tutorials, laboratories, and workshops for being permitted to attend the end semester examination.
2. Students shall also be required to take part in any other academic and non-academic activities and attend the camps, as and when arranged by the College during the academic year.
3. Student desires of leave of absence for less than one week during a semester shall apply for it in advance to the Head of the Department giving reasons & supporting documents, if any and get it approved.
4. The Head of the Department may condone absence due to illness or any other reason for a period less than two weeks in a semester, for which a student could not make prior application, after proper verification.
5. In all the cases of leave of absence as per Clauses (3) and (4) above, the period of leave taken shall not be condoned for the purposes of fulfilling the attendance requirements stipulated in the Clause (1).
6. It shall be the responsibility of a student residing in the hostel to intimate the Warden of his/her hostel and also the concerned course instructors regarding his/her absence before proceeding on leave.

9. Code of Conduct and Discipline

- (a) All students shall be required to conduct themselves in a manner benefitting the students of a national institution of high reputation, within and outside the precincts of the College.
- (b) Unsocial activities like ragging in any form shall not be permitted within or outside the precincts of the College and the students found indulging in them shall be dealt with severely and dismissed from the College.
- (c) The following additional acts of omission and/or commission by the students within or outside the precincts of the College shall constitute gross violation of code of conduct punishable as indiscipline:
 - i. Lack of courtesy and decorum, as well as indecent behavior;*
 - ii. Willful damage of property of the College/Hostel or of fellow students;*
 - iii. Possession/consumption/distribution of alcoholic drinks and banned drugs;*
 - iv. Mutilation or unauthorized possession of library material, like, books;*
 - v. Noisy and unseemly behavior, disturbing peace in the College/Hostel;*
 - vi. Hacking in computer systems, either hardware or software or both;*
 - vii. Any other act considered by the College as of gross indiscipline.*

- (d) In each case above, the punishment shall be based on the gravity of offence, covering from reprimand, levy of fine, expulsion from Hostel, debar from examination, rustication for a period, to outright expulsion.
- (e) The reprimanding Authority for an offence committed by students in the Hostels and in the Department or the classroom shall be respectively, the Rector of the Hostels and the Head of the concerned Department.
- (f) In all the cases of offence committed by students in jurisdictions outside the purview of Clause (c), the *Dean Administration* shall be the Authority to reprimand them.
- (g) All major acts of indiscipline involving punishment other than mere reprimand, shall be considered and decided by the Chairman, Students Disciplinary Committee appointed by the Director.
- (h) All other cases of indiscipline of students, like adoption of unfair means in the examinations shall be reported to the *Dean Academics*, for taking appropriate action and deciding on the punishment to be levied. Exam lapse committee should conduct detailed enquiry and report should be submitted to Dean Academics for taking appropriate disciplinary action.
- (i) In all the cases of punishment levied on the students for any offence committed, the aggrieved party shall have the right to appeal to the Director, who shall constitute appropriate Committees to review the case.

10. Change of Course or Institution after First, Second or Third year

- 1) The Candidate seeking for a change in course after successfully completing the First Year of studies or both first and Second Semester examination in full or failed in one of the heads of passing will be allowed to do so in the same institution subject to the availability of seats and changes will be carried out based on the marks of First Year or First and Second Semester together. The Director shall be responsible for ascertaining the eligibility of the Candidates as laid down by the concerned University for the course to which the Candidate is being transferred.
- 2) Transfer of Candidates (Course and/or Institution) after One/ Two/ Three year shall be made in the following manner, -
 - (a) The Candidate once admitted in First Year / Second Year (SY Direct Admissions) shall not be eligible for transfer to any other institution during the same academic year;
 - (b) The Candidate passing the First Year (both first and second semester) or second year (both third and fourth semester) or third year (both fifth and sixth semester) examinations in full or failed in one of the heads of passing are considered as eligible for transfer of Institution, provided that for transfer after second year the candidate should have passed the first year, and for transfer after third year the candidate should have passed first and second year.
 - (c) Transfer to other Technical Institute shall be governed by DTE, Maharashtra State.
 - (d) Course Transfer is permitted only at second year passing the first year.

- 3) The Candidates admitted under Supernumerary Quota seats are not eligible for change of Course or Institution;
- 4) List of all such transfers shall be communicated by the Directorate of Technical Education to the office of the Admissions Regulating Authority for final approval.

11. Course Structure:

- (a) Each course offered in the B. Tech. curriculum at the College shall be listed by using six digits. The course codes should reflect type of the course. The complete list of different courses along with its course code is available on institute website in syllabus or curriculum structure at Academics tab on <http://www.sanjivanicoe.org.in>
- (b) The assignment of credits to course work shall follow the AICTE model curriculum guidelines.
 - a) All the courses in the B. Tech. Curriculum shall be unitized, ideally 6, with suitable credits being assigned to each of them as follows:
 - i) Lecture course conducted for one hour per week in a semester – 01 Credit
 - ii) Tutorial conducted for one hour per week in a semester -01 Credit
 - iii) Laboratory/Practical conducted for two hours per week in a semester- 01 Credit
 - iv) Project work conducted for two hours per week in a semester-01 Credit.
 - d) Each student for the B. Tech, Degree award shall be required to earn 164 credits during his/her studentship at the College. On the other hand, a student having less than 164 credits shall have to earn the remaining credits to make up the total to 164 credits so as to qualify for the award of Degree.
 - e) The BOS shall be responsible for planning the curriculum and syllabi for all the courses included for the Programme. The syllabi framed by BOS shall be approved by the Academic council. However, Dean academics shall be In-charge for College wide implementation of course work, time tables and related requirements for the Programme.
 - f) Each Department shall have the flexibility to include training and/or field work as per Internship Policy of AICTE.
 - g) Each Department shall assign a Mentor to each students. It shall be the responsibility of the Mentors to help the students in planning their course work and other academic activities at the Department and also to regularly monitor and advise them on their academic and other performance at the College. Mentors also should conduct the activities for overall personality development of students and career planning.

12. Registration for the Semester

- (a) Each eligible student shall be required to register at the commencement of each semester on the day fixed for such registration and notified in the Academic Calendar.
- (b) Students who fail to register on the notified day may be permitted by the Department for late registration on another day announced in the Academic Calendar after payment of late fee fixed by the institute.
- (c) Only those students shall be permitted to register for course work who have:
 - i) Cleared all dues of the College, Hostel and Library including fines (if any) of the previous semester,
 - ii) Made all the required advance payments towards the College and Hostel dues for the current semester before the closing date, and
 - iii) Not been debarred from registration of courses on any other specific ground.
- (d) Each student shall fulfill the following conditions at the time of registration of course work in any semester:
 - i) Each student of the first year shall register for all the courses (common for all) in the first two semesters as prescribed in the curriculum. Similarly, Direct Diploma students will also register for all courses as prescribed in the curriculum in third and fourth semester.
 - ii) Second year students will register for all subject as prescribed in the curriculum of the college.
 - iii) Third year and final year students will register for all mandatory subjects prescribed in the curriculum and some permissible elective subjects.

13. Programme Duration

- a) The Programme duration for a student to complete the academic and other requirements at the College and qualify for the award of Degree by the University shall be normally 8 semesters (04 Years) and 06 semesters for DSY students.
- b) A student shall have to complete the Programme requirements for the Degree of 164 credits within 12 semesters. Failure to complete the Programme requirements by any student in this period shall lead to the cancellation of his/her admission to the College forthwith. The GB on case-to-case basis on the recommendations of the Director and Dean-Academics can extend the term.
- c) A student will not be awarded degree if his/her CGPA at the end of the course is less than 5.00. For such students the performance improvement scheme is recommended wherein he/she is eligible to take any three subjects of fourth year for the improvement.
- d) Class will be awarded on the basis of performance in the fourth year only.

- e) Class will be awarded only up to two attempts or only one class improvement at fourth year.

14. Temporary Withdrawal

- (a) Student shall be permitted to withdraw temporarily from the College on the grounds like prolonged illness, grave calamity in the family or any other serious happening. The withdrawal shall be for periods which are integral multiples of a semester, provided that
 - i) He /She applies to the College within at least 6 weeks of the commencement of the semester or from the date he/she last attended the classes, whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of his/her guardian.
 - ii) The College may permit by taking into account the expected period of withdrawal, the student has the possibility to complete the Programme requirements of 164 credits within the time limits specified earlier.
 - iii) The student shall have settled all the dues or demands at the College including those of Hostel, Department, Library and other units.
- (b) A student availing of temporary withdrawal from the College under the above provision shall be required to pay such fees and/or charges as may be fixed by the College until such time as the student's name appears on the Roll List. However, it shall be noted that the fees/charges once paid shall not be refunded.
- (c) Normally, a student shall be entitled to avail of the temporary withdrawal facility only once during his/her studentship of the Programme at the College.

15. Termination from the Programme

A student shall be required to leave the College on the following grounds

- i) Absence from classes for more than six weeks at a time in a semester without leave of absence being approved by the competent authorities, shall result in the student's name being struck off the College rolls.
- ii) Failure to meet the standards of discipline as prescribed by the College from time to time shall also result in the student being recommended by the Students Disciplinary Committee to leave the College.

16. Performance Assessment

- a) There shall be assessment of all the students attending a course, like Theory course, laboratory/design/drawing course or a combination of the two. This shall be in two parts, as follows, both of them being important in assessing the students' performance in the particular course:

- 1) Sessional, involving CIA to be normally conducted by the subject teacher throughout the semester; This shall include mid-term tests, weekly/fortnightly class tests, homework assignments, problem solving, tutorials, group discussions, quiz, seminar, mini-project and other means. The subject teacher shall announce the detailed methodology for conducting the various segments of CIA together with their weightage & evaluation rubrics at the beginning of the semester along with execution timeline.
 - 2) Term designated as End Semester-Examination (ESE), to be conducted by the Controller of Examination centrally. This shall include a written examination for theory courses and practical/design/drawing examination with built-in oral part for laboratory/ design/drawing courses.
 - 3) A student's performance in a subject shall be judged by taking into account the results of CIA and ESE together.
 - 4) Student should get minimum 40% of marks for passing in ESE. The total marks for passing in the subject shall be 40 out of 100 including CIA and ESE.
 - 5) The evaluation of the project work shall be based on Sessional Work assigned by the project supervisor, seminar presentation, project report and assessment by Project Evaluation Committee.
 - 6) In case of other requirements, such as, seminar, comprehensive viva-voce, etc. the assessment shall be made as determined by the Controller of Examination.
 - 7) While the conduct of CIA for a course shall be the responsibility of the subject teacher and the Department concerned. The Examination Section shall maintain the records of CIA and ESE.
 - 8) The concerned subject teacher shall announce the performance of students at every stage of the CIA within a one week of the date of the particular assessment. The subject teacher shall also show the assessed answer books to the students before submission of the final marks to the Controller of Examinations.
 - 9) The assessment of answer papers for ESE will be done centrally in the custody of Controller of examination.
- (b) Question Papers: For being able to conduct examination in an effective manner, good quality question papers shall be used as the principal tool, making it necessary for the question papers at ESE to:
- i) Cover all units of the course syllabus uniformly.
 - ii) Be unambiguous and free from any defects/errors.

- iii) Emphasize knowledge testing, problem solving & quantitative methods.
- iv) Contain adequate data/ other information on the problems assigned.
- v) Have clear and complete instructions to the candidates.
- vi) Bloom's Taxonomy should be followed and mentioned while setting the Question Paper.
- vii) Each question must be specified with course outcome(s), Program Outcomes (POs).

(c) Evaluation system shall be as follows:

- CIA should be spanning across all units of subject and should have weightage of 40 marks.
- ESE shall be based on all units for 100 Marks which on declaration is scaled down to 60 marks. The weightage of each unit is recommended as follows
 - Unit 1 : 16 Marks
 - Unit 2 : 16 Marks
 - Unit 3 : 18 Marks
 - Unit 4 : 16 Marks
 - Unit 5 : 16 Marks
 - Unit 6 : 18 Marks

Accordingly, it will be applied for 50 Marks Course as well.

(d) Besides, the course syllabi shall be well drafted, be defect-free and properly unitized (or modularized) to enable the distribution of questions in the question papers to cover the whole syllabus. These aspects shall have to be taken into account, in particular, by the concerned BOS.

(e) Examinations

The College shall maintain a high standard in CIA as well as ESE and ensure the declaration of final results including SGPA and CGPA of the courses attended by a student in a semester before the end of the semester as per the Academic Calendar. For meeting these requirements, the College shall take the following steps:

- i. CIA shall be conducted exclusively by the subject teacher, who shall spell out the components of CIA in advance, maintain transparency in its operation, declare the evaluation results in time and return the answer scripts and assignment sheets to the students on a regular basis after the evaluation is completed. The teacher shall also solve the questions asked in the tests at the tutorial sessions for the benefit of weak students.
- ii. ESE shall be conducted by the examination department (Controller of Examination) by appointing one internal and one external examiner. The external examiner shall be associated with the internal examiner in the setting of the question paper and invigilation of examination.

- iii. The answer sheets of ESE shall be evaluated by the teachers appointed by the BOS Chairmen; but, an external review of the entire ESE shall be conducted under the guidance of the Board of Examiners of the College. The moderation (10%) of answer sheets will be done by external examiners appointed by Controller of Examination.
 - iv. Students having the following deficiencies shall not be permitted to attend the ESE:
 - A. Disciplinary action by the College pending against him/her.
 - B. Failure to meet the standards of attendance prescribed.
- (f) Evaluation of Final year Project work: The project work shall be normally conducted in two stages, spread over one or two sequential semesters.
- i) At the end of first stage, the student shall be required to submit for evaluation, a preliminary report of the work done before a prescribed date to the Project Coordinator, Head and present the same in front of an Internal Project Evaluation Committee. This shall be followed by taking up the second stage of work either in the same or the following semester.
 - ii) The Controller of Examination shall receive a panel of names from the BOS Chairman, Project Coordinator for identifying the project examiners for the student, at least two weeks before the submission of the second stage of project work. This shall comprise of three unbound, typed copies of the project report (one for each examiner), prepared according to the prescribed format to be submitted to the Department at least one week before the date of oral examination.
 - iii) The Department shall record the date of submission of the project report and arrange to send copies of the same to the external examiners a few days before the date fixed for the oral examination. The project coordinator shall notify the date of the oral examination to the examiners and also to the student with a copy marked to the Controller of Examination.
 - iv) On successful completion of the oral examination, the student shall be required to submit two bound copies of the final, corrected project report, one being for the Department and the other for the project supervisor(s).
 - v) A student desirous of extension of time, up to a maximum of 3 months from the prescribed date for submission of the project report, shall seek permission for the same from the Project supervisor(s) and Head of the Department.

17. Grading System

- a) The College shall follow the award of letter grades and the corresponding grade points to the students based on their performance at the regular ESE as given in Table 5. However, the Examination Cell shall notify the grading system for Re-examinations with proper penalty.
- b) A student is considered to have completed a course successfully and earned the credits if he/she secures a letter grade other than "X" or "F" in that course. Letter grade "F" in any course implies failure in that course.

Table 5. Letter Grades and Grade Points for Examination

Grade	Theory		Laboratory Courses		
	Marks %	Gr. Pt.	Marks %	Gr. Pt.	Description of Performance
O	≥ 90	10	≥ 90	10	Outstanding
A+	80-89	9	80-89	9	Excellent
A	70-79	8	70-79	8	Very Good
B+	60-69	7	65-69	7	Good
B	50-59	6	60-64	6	Above Average
C+	45-49	5	55-59	5	Average
C	40-44	4	50-54	4	Below Average
F	<40	0	<50	0	Fail
X	—	0	—	0	Detained, Re-reg. for Course
PP		--			Passed (MLC)
NP		--			Not Passed (MLC)

- a) A **Semester Grade Point Average (SGPA)** shall be computed for all the students in a Department for each semester, as follows:

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

i.e.
$$SGPA = \frac{(C_1 \times G_1 + C_2 \times G_2 + C_3 \times G_3 + \dots + C_n \times G_n)}{C_1 + C_2 + C_3 + \dots + C_n}$$

where, 'n' is the number of courses registered during the semester, C_i is the number of credits allotted to a i^{th} course, and G_i is the grade points corresponding to the grade awarded for the i^{th} course.

- b) A **Cumulative Grade Point Average (CGPA)** shall be computed for all the students in a Department at the end of each semester by taking into consideration their performance in the present and the past semesters as follows:

$$CGPA = \sum_{i=1}^m \frac{C_i \times G_i}{C_i}$$

i.e.
$$CGPA = \frac{(C_1 \times G_1 + C_2 \times G_2 + C_3 \times G_3 + \dots + C_m \times G_m)}{C_1 + C_2 + C_3 + \dots + C_m}$$

where, 'm' is the number of courses registered up to that semester, C_i is the number of credits allotted to a i^{th} course, and G_i is the grade points corresponding to the grade awarded for the i^{th} course.

- c) Whenever, a student repeats or substitutes a course in any semester, the lower of the two Grades obtained by him/her in the course shall be ignored in the computation of CGPA from that semester onwards and the students shall be given the benefit of a higher grade.
- d) Both the SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such for ease of presentation. Whenever the CGPAs are to be used for the purpose of determining the merit ranking in a group of students, only the rounded off values shall be made use of.
- e) Other academic requirements such as non-credit courses, internship, etc. shall be fulfilled. Non-credit courses shall not be considered for calculations of SGPA and CGPA.

18. Method of Awarding Letter Grades

- a) The examination department shall award the letter grade(s) to students based on the marks secured by them in CIA and ESE together in the course(s) registered.
- b) The Controller of Examination shall submit two copies of the result sheet for each course, giving both the marks and the grades awarded to the Head of the Department, before the due date specified in the Academic Calendar. The Head of the Department, after preliminary scrutiny and moderation (if necessary) shall submit the results to Controller of Examination soon for further process.
- c) All the evaluated answer sheets of CIA in a subject shall be returned to the students from time to time during the semester. However, the answer sheets of ESE shall only be shown to the students during the specified period after the declaration of result. The Controller of Examination who shall hold it for a period of at least two semesters. Steps shall be taken to destroy the same only after obtaining permission from the Director at the end of the prescribed period.
- d) A student shall have opportunity for revaluation by paying prescribed fees within specified time period. A lapses committee will look after grievances of students and malpractices.
- e) **Withholding of Grades:** The Grades of a student in a semester shall be withheld and not declared if the student fails to pay the dues to the College or has disciplinary action pending against him/her.

19. Eligibility for the Award of Degree

Student will be eligible for the award of degree provided that

1. Student should obtain 164 credits.
2. No any kind of college, hostel fee dues are pending.
3. No any disciplinary action against him/her.

20. CGPA/Class improvement after Completion of Prerequisite Credits for the Award of Degree

- a) Student can reappear for the final year examination for class/ CGPA improvement.

- b) Student has to appear for any three subjects of his/her choice from final year only.
- c) Class/CGPA improvement examination will be only for ESE.
- d) Student has to appear for Class/CGPA improvement examination before the award of degree and transfer certificate issued.
- e) Opportunity for Class/CGPA improvement examination is valid for three years after the completion of final year. Maximum number of attempts for Class/CGPA improvement examination is limited to THREE.
- f) At the time of registration student will surrender all the original mark lists given to him by the institute. He will have to give an affidavit on Rs.100.00 judicial stamp paper that he/she will not do any use of surrendered mark lists till he/she gets official result of the subjects for which he/she wishes to appear for class/ CGPA improvement. No change of subjects or drop of subjects will be allowed after registration.
- g) Student wishing to improve his/her class / CGPA improvement will have to pay appropriate fees as laid down by the institute time to time.
- h) The result of Class/CGPA improvement examination does not entitled for getting any prize/medal/award.
- i) Student appearing for Class/CGPA improvement examination shall not be entitled to get any benefit of any rules/Ordinance of the University regarding condonation.
- j) Student wishing to use the facility of Class/CGPA improvement will have to pass in all the three subjects at a time for which he/she has registered for. He/she will not be entitled for the re-examination in such cases.
- k) Result of CGPA/Class improvement will be considered as successful only if the candidate result is of the next grade with respect to previous result.
- l) For unsuccessful students, the previous result will remain as it is.
- m) Subject wise grades will be awarded as per the regular examination grading system.
- n) Student who improves his/her CGPA/Class will be issued fresh mark lists by the institute. These mark lists will have star against the subjects for which he/she has appeared for CGPA/Class improvement and will state "Grade /Class Improvement". The date on the new mark lists will be as per improvement examination. Name of the student will be communicated to

SPPU, Pune and he/she will have to apply for degree certificate from SPPU Pune thereafter.

21. Procedure for shifting students who admitted previously under SPPU to Autonomy

1. The students admitted to SPPU, if get fail then they shall be shifted from SPPU BE programme to Autonomous B. Tech program. However, in such cases, the students have to clear all pending backlogs under SPPU, Pune.
2. Respective BOS shall declare the equivalence for the subjects for these students.

22. Power To Modify

College Authority has kept rights to modify rules and regulations time to time as and when required.

23. Credit distribution and Examination scheme.

The detailed updated course structure along with detailed syllabus for FY (common) and higher classes will be made available on institute website as well as will be shared by the respective depts... <http://www.sanjivanicoe.org.in>

24. B Tech Honors degree

- a) The detailed rules and regulations for B. Tech honors is made available on the institute website. <http://www.sanjivanicoe.org.in>