

DKTE

Promoting Excellence in
Teaching, Learning & Research

DKTE SOCIETY'S

TEXTILE AND ENGINEERING INSTITUTE

(An Autonomous Institute Affiliated to Shivaji University, Kolhapur)

ICHALKARANJI – 416 115

ACADEMIC RULES AND REGULATIONS

FOR AUTONOMOUS INSTITUTE

(COMMON FOR ALL BRANCHES UNDER SEMESTER PATTERN)

UG PROGRAMS



Academic Year 2017 – 18

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Short Title and Commencement

1. The regulations listed under this head are common for all degree level undergraduate programs (B. Tech.) offered by the Institute.
2. The regulations hereunder are subjected to amendments as may be made by the Academic Council of the institute from time to time. Any or all such amendments will be effective from such date and to such batches of the candidates, including those already undergoing the program, as may be decided by the Academic Council.

Preliminary Definitions and Nomenclatures

1. “Autonomous Institute / college” mean an institute / college designated as autonomous institute by the Shivaji University, Kolhapur, as per University College Status and Regulations.
2. “Academic Autonomy” means freedom to the college in all aspects of conducting its academic programs, granted by the University for promoting excellence.
3. “UGC” means University Grant Commission.
4. “AICTE” means All India Council for Technical Education.
5. “DTE” means Directorate of Technical Education.
6. “SUK” means Shivaji University, Kolhapur.
7. “Program” shall mean a structured package of the courses offered by the Institute leading to B. Tech/ M. Tech/M.B.A degree.
8. “B. Tech” means Bachelor of Technology.
9. “M. Tech” means Master of Technology.
10. “M.B.A.” means Master of Business Administration.
11. “Branch” means specialization in a program like B. Tech. Degree program in Textile Technology OR Electronic Engineering; M.Tech. Degree program in Technical Textile OR Mechanical engineering etc.

12. “Course / Subject” means a theory, practical, project subject, identified by its course number and course title, which is studied in a semester. For example: TT L 101 Textile Mathematics I and approved by concerned authorities.
13. “Course Coordinator” means a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and award of grades.
14. “CIE” means Continuous Internal Evaluation.
15. “CCE” means Continuous Comprehensive Evaluation.
16. “SE – I” and “SE – II” means Semester examinations conducted as Class tests.
17. “SEE” means Semester End Examination.
18. “SGPA” means Semester Grade Point Average.
19. “CGPA” means Cumulative Grade Point Average.
20. “AC” means Academic Council.
21. “BOS” means Board of Studies.
22. “HOD” means Head of the Department.
23. “GMC” means Grade Monitoring Committee.
24. “DPC” means Departmental Program Committee.
25. “DEC” means Departmental Evaluation Committee.
26. “BOG” means Board of Governance of the Institute.
27. “APEC” means Academic Program Evaluation Committee.
28. “UG” means Under Graduate.
29. “PG” means Post Graduate.
30. “EC” means Examination Committee.
31. “COE” means Controller of Examination.

1. PREAMBLE

The regulations prescribed herein have been made by the institute, to facilitate the smooth and orderly conduct of its academic programs and other activities at the B. Tech. level, as an Autonomous institute affiliated to Shivaji University, Kolhapur. It is expected that the Regulation 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 career ahead. It may be noted that:

- The provisions made herein shall be applicable to all existing B. Tech. Programs offered at the institute, as an Autonomous institute.
- They shall also be applicable to all new B. Tech. Programs which may be started at the institute in future.
- Academic and non-academic requirements prescribed by the Academic Council have to be fulfilled by a student for eligibility toward B. Tech. degree.

2. INTRODUCTION

2.1. Genesis

The Decentralized Power-loom Industry in Ichalkaranji started growing at a very rapid rate around 1980. The industries like spinning mills, warping, sizing and chemical processing units which support the power-loom industry also started growing in numbers. The developing industry requires technical qualified manpower. In spite of the process of phenomenal growth of the textile industry that was taking place at Ichalkaranji there was no educational institute up to 1980 which could cater an industry's need of technically trained man power. At that time there were a few Institutes in the Maharashtra catering the education programs in Textiles. The students passing out from this institute were not willing to make career at rural and mofusil area like Ichalkaranji.

The local industry was facing handicapped due to the dearth of technically qualified personnel. Nine co-operative organizations from Ichalkaranji therefore, came together under the leadership of Mr. K. B. Awade (Ex. M.P) in 1981 to form an Education Society; this Society was named after Shri. Dattajirao Kadam, a veteran leader and an ardent co-operator, and who was mainly instrumental in the development of Textile Industry at Ichalkaranji. Thus, the Dattajirao Kadam Technical Education Society, popularly known as DKTE, came into existence with a view to start institutes and colleges to cater to education in the field of textiles, engineering, management and others. The objective was to provide education facilities in various fields to students of this rural area of western region of the Maharashtra state and to support the growth of industry by providing technically qualified professionals. In this endeavour, Ichalkaranji municipality and a number of generous and philanthropic citizens extended their wholehearted support.

The DKTE society appealed to the State Govt. to permit them to start the Diploma course in Textiles and the State Govt. accorded their approval in August-1982 on the condition that the Institute will not receive any grant in aid from the Govt. and will have to work on self-supporting basis. The DKTE Society accepted this challenge and started the Textile Institute with a Diploma course in Textile Manufacturing, on 26th September, 1982. This institute is one of the first Institutes to be started on no grant basis in the

State of Maharashtra. Observing the performance of this Institute and encouraged by the successful establishment of this, Govt. of Maharashtra resolved the policy to permit various social and industrial organizations of the state to start Professional educational institutes on no grant basis in the State of Maharashtra. This decision brought a revolution in the thinking and pattern of the education in the state.

Textile Institute began its activities by introducing a Diploma Course in Textile Manufactures (DTM) in the academic year 1982-83. In the year, 1983-84 two-degree courses in Textiles were introduced. In the due course of time several diploma, degree, post-graduate and Ph.D. level programs were added in different branches of Engineering. With their establishment and development institute has created its brand as 'DKTES's Textile and Engineering Institute'.

The Govt. of Maharashtra has classed the Institute as 'A' Grade. The institute has awarded A+ Grade with GCPS of 3.53 by National Assessment and Accreditation council of UGC, New Delhi. The Institute is holding a prestigious ISO 9001-2015 Certification. Most of the programs of the institute have repeatedly accredited by NAB, AICTE, New Delhi. Presently the institute conducts Ten Degree Courses (Five in Textiles & Five in different Engineering disciplines), Six PG Courses (Three in Textiles and Three in Engineering) and two PG courses in Management. Institute is approved Centre for Ph.D. programs in Textiles, Electronics and Mechanical Engineering. The total student strength of UG and PG of the institute is close to around 3330 and has 202 teaching faculty members and 197 non-teaching staff. Owing to excellent infrastructural facilities and a highly qualified staff, very high standard of education has been maintained. Apart from regular teaching, the institute is very well known for its intensive interaction with industry. Institute has awarded twice as 'Best Industry Linked engineering Institute in 2015 and 2017, in nationwide survey conducted by AICTE and CII. In this field, it is not only known in India but also has achieved recognition at international level. The Institute has vigorously strived since all these years to create an academic environment wherein outstanding students and scholars from across the country are provided with a holistic learning experience for life.

2.2. Vision

To be one of the leading institutes in technical education and research through academic excellence and innovation; to serve the needs of industry and society through continuing education programs, industry interaction, entrepreneurship development and incubation.

2.3. Mission

- To nurture our students with relevant and contemporary technical education by providing conducive learning environment.
- To imbibe attitudes, skills and values that will enable them to strive for excellence and perfection in the tasks undertaken to serve the needs of the industry & society.
- To develop researchers, technocrats, entrepreneurs and business leaders for an exciting and rewarding career.

2.4. Quality Policy

We, at DKTE are committed to achieve academic excellence, impart high quality technical education, training, expertise in various industries and engineering programs; thereby enhancing the intrinsic abilities, capabilities, thinking process of students besides promoting their engineering and technological skills. We are committed to comply with the requirements and continually improve the effectiveness of quality management system.

2.5. Academic Outline

DKTE Society's Textile and Engineering Institute, Ichalkaranji provides science-based engineering education with a view to produce quality engineers. The curriculum provides broad based knowledge and molds the student in life long process of learning. The syllabus structure includes foundation courses in the areas of mathematics, basic sciences, humanities and management along with departmental requirements. Departmental courses offer core and elective choices and in total constitute more than 50% of the total curriculum.

Academic programs of the institute are governed by the rules and regulations approved by the academic council, which is the highest academic body of the institute. These academic rules and regulations are applicable to the students admitted since academic year 2016-17 into first year of four year undergraduate program offered by the institute, leading to B. Tech. degrees in the Textile and Engineering disciplines.

This autonomous institute follows semester pattern for all four years of its undergraduate B. Tech. programs with internal and external evaluation.

Semester Pattern: Each academic year shall be divided into two semesters, each of 90 days duration, including instructions, in semester evaluation, etc. Each semester consists of 28 to 32 contact periods per week.

3. ADMISSION

Normal guidelines set as the candidate should have passed H.S.C. (12th Std.) of the Maharashtra State Board or its equivalent examination with subjects English, Physics and Chemistry and Mathematics and secured 50% marks (45% marks for BC candidate of Maharashtra State only) in the subject of Physics, Chemistry and Mathematics added together.

However, general rules and regulations followed shall be the terms for admission to any program offered by the institute, required to satisfy the conditions of admission thereto prescribed by the Shivaji University, Kolhapur and appropriate statutory bodies like DTE, AICTE etc. The admission process will be according to the directions and guidelines issued by the appropriate authorities from time to time.

Lateral admission directly to second year of B. Tech. program for candidates with three year full time diploma / B.Sc. is possible. The admission process will be according to the directions and guidelines issued by the appropriate authorities from time to time.

Reservation of seats for admission to UG programs shall be as per norms and procedures of Government.

4. ACADEMIC PROGRAMS

4.1. General Terms and Conditions

- 4.1.1. The institute shall offer UG programs as the BOG /Government /University may approve on the recommendation of the Academic Council either on its own or on the initiative of the Director and / or on the direction of the BOG/ Government provided that an interdisciplinary program / collaborative program may be proposed by a Director for the consideration of the Academic Council and the BOM / Government/ University.
- 4.1.2. The procedure for starting a new programme, temporarily suspending a programme or phasing out a programme shall be such as may be laid down in the regulation.
- 4.1.3. The minimum qualifications and procedure for admission to first year UG programs as well as direct second year admission to UG programme shall be such as laid down in the regulation and as per Government circulars from time to time.
- 4.1.4. A student shall be required to earn a minimum number of credits through various academic courses of a curriculum as provided for in the regulation.
- 4.1.5. The award of the UG degree to an eligible candidate shall be made in accordance with the procedure laid down in the regulation. A student shall have to complete all the requirements for the award of the degree within such period as may be specified in the regulation, including those credits earned at such other institutions as have been recognized by the college for this purpose.
- 4.1.6. The date of initial registration for the program at the college shall normally be the date on which the student formally registers for the first time. This date shall be considered as the date of joining the college for all intents and purposes.

- 4.1.7. A student shall be required to attend every lecture, tutorial and practical class. However, for late registration, sickness or other such exigencies, absence may be allowed as provided for in the regulation.
- 4.1.8. A student may be granted such scholarship / assistantship / stipend, etc. and awarded medals as may be specified in the regulation in accordance with the directions of the Government and / or the decision of the BOG from time to time.
- 4.1.9. The procedure for the withdrawal from an UG program, rejoining the program, award of grades and SGPA / CGPA, the examination and all such matters as may be connected with the running of UG program shall be as specified in the regulation.
- 4.1.10. A student admitted to the UG program of the college shall abide by the code of conduct for students issued by the college from time to time. This code of conduct shall deal with the discipline of the students in the hostels, departments, the college premises and outside. It may also deal with such other matters as are considered necessary for the general conduct of the students, co-curricular and extra- curricular activities. It shall be approved by the Director on the recommendation of the Dean, Student Affairs.

4.2. Programs Offered

UG Programs (B. Tech.) offered by the institute		
Branch	Degree	Program Code
Textile Technology	B.Tech. (Textile Technology)	TT
Man Made Textile Technology	B.Tech. (Man Made Textile Technology)	TM
Textile Plant Engineering	B.Tech. (Textile Plant Engineering)	TP
Textile Chemistry	B.Tech. (Textile Chemistry)	TC
Fashion Technology	B.Tech. (Fashion Technology)	TF
Electronics Engineering	B.Tech. (Electronics Engineering)	EL
Mechanical Engineering	B.Tech. (Mechanical Engineering)	ME
Computer Science and Engineering	B.Tech. (Computer Science and Engineering)	CS
Information Technology	B.Tech. (Information Technology)	IT
Electronics and Telecommunication Engineering	B.Tech. (Electronics and Telecommunication Engineering)	ET

4.3. Duration of the Programs

- 4.3.1. B. Tech. Program extends over a period of four academic years or eight semesters leading to the Degree of Bachelor of Technology of Shivaji University, Kolhapur. However, student has to clear all the courses of first year of his/her program within maximum period of three years. If student fails to complete the credits assigned for first year of his/her academic program within the maximum duration as specified above, he/she has to withdraw from the program. However, for the improvement, student can seek re-admission to the first year of the program as a fresh candidate.
- 4.3.2. In case of exceptional cases, Director of the institute may offer one year extension to a genuine candidate recommended by HoD / coordinator of the First Year. Exceptional cases may be referred as hospitalization of candidate, death of close relative in blood relation during examination period, participation of candidate in national / international sport or any other event related to academics with prior approval. HoD / coordinator shall verify all the documentary proofs and recommend students application to the Director.
- 4.3.3. A student shall earn minimum of 70% of the total credits prescribed for first year of UG program within the period of three years from the date of admission to the Sem. I of first year, to be eligible for registration to the second year. The 30% of the remaining credits shall not include failure in more than four courses / passing heads. If student fails to complete this requirement within the maximum duration as specified above, he/she has to withdraw from the program.

4.4. Medium of Instruction

The medium of instruction in the institute is English.

4.5. Minimum Instruction Days and Contact Hours

The minimum instruction for each semester shall be 90 instruction days excluding end semester examination days. However, it includes other academic activities like CIE tests, feedback, annual social function etc. Expected contact hours per week should be in the range of 28 – 32 and actual contact days shall be 75.

5. UG PROGRAM STRUCTURE AND CURRICULUM FRAMEWORK

5.1. General Out Line

DKTES TEI follows the curriculum consisting of credit courses in its academic programs. Each course is associated with a fixed credit. All programs are defined by its total credit requirement and a pattern of credit distribution over courses of different categories. Total credit requirements for UG programs are 190 credits of study courses.

Each credit course shall have a certain number of credits assigned to it depending upon the academic load of the course, which would be assessed on the basis of weekly contact hours of theory lectures and laboratory sessions/field study. The credits for the Project shall be assigned depending upon the quantum of work expected.

The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student. Evaluation will also be based on assessing core skills, professional skills and communication skills gained by the student.

5.2. Contact Hours

Maximum number of contact hours for students is to be set at 35 Hours in weekly time table. This will help student in getting enough time and opportunity to develop creative talent and abilities. Expected contact hours per week shall be in the range of 28 to 32 hours and actual contact days shall be 75.

5.3. Curriculum Framework

Curriculum Framework is important in setting the right direction for a degree program, as it takes into account the type and quantum of knowledge necessary to be acquired by a student to qualify for a particular award in his/her chosen program. Besides this it also helps in assigning the credits to each course, sequencing the courses semester-wise and finally arriving at the total number of courses to be studied and total number of credits to be earned by a student to fulfill the requirement for a particular conferment.

A typical Framework for B. Tech Program in following table:

Subject Area		% of Total Credits
Basic Science	A	10 – 15
Engineering Science	B	10 – 15
Humanities, Social Science and Management	C	5 – 10
Professional Core (Theory and Practicals)	D	55 – 65
Open Elective	E	2.5
Final Year Project, Seminar, Training	F	10 – 20

There shall be National Service scheme (NSS), Social Service scheme (SSS) and any other program as declared by Director from time to time.

Also, Department should categorize the syllabus in following classification and before and after designing new syllabus, note the total credits, for departmental information and curriculum evaluation:

Subject Area			Total Credits (%)
1.		Core Courses	CC
2.		Elective Courses	
	2.1	Discipline specific electives	DSE
	2.2	Dissertation / Project	DE
	2.3	Generic (Open) elective	GE
3.		Ability Enhancement Courses	AEC
	3.1	Ability Enhancement Compulsory Courses	AECC
	3.2	Skill Enhancement Courses	SEC

5.4. Course Pattern

The entire course of study is of four academic years. The academic programs in the college shall be based on semester system; each academic year shall have two semesters, may be termed as odd and even, in a year with winter and summer vacations.

5.4.1. Each semester is following either five courses and three laboratories or six courses and two Laboratories kind of pattern.

There shall be maximum eight examination heads in a semester; department may float any other theory, practical, mini-project etc. kind of courses of which credits shall be evaluated as CIE.

5.4.2. All admitted students are to study five electives during their four year program. The following shall be the program of study of electives:

Year	Semester	No. of Electives
3	2	1 (open)
4	1	2 (core)
4	2	2 (core)

5.4.3. An **elective course** in a department shall run only if minimum of fifteen students register for it in a regular semester. However, under special circumstances, a course may run with fewer students with prior permission of the Director. In addition to this, the program offer **open electives** which are interdisciplinary in nature. These courses will be decided by BOS of respective programs and implemented with sanction from Academic Council. Moreover some industry driven electives will also be offered depending on need of Industries.

5.5. Course Numbering Code Scheme

The courses offered by the institute have an alphanumerical course numbering / coding system consisting six characters followed by the title of course. The first two characters in the course number shall be capital letters identifying the respective Department / Program offering that course. The third character shall be the nature of Course. The fourth character shall be the number indicating level (year in which it shall be offered) of course and last two digits indicate course number in semester.

Example:

16 TT L 2 01 : Textile Fibre

16	–	Year in which course has floated/introduced
TT	–	Program code
L	–	Nature of course
2	–	Level of course – second year
01	–	Unique course code
Textile Fibres	–	Course title

The courses offered in first year of B. tech program and from Humanity, Social Sciences, Management and Economics are categories under General Engineering Section and the

first two characters in course number shall be capita letters 'GE'. The rest characters shall be as given above.

5.6. Department / Section Codes

The code of the Department offering the courses are as follows:

Code	Name Of Department/Section
GE	General Engineering including Basic sciences, Social Sciences, Humanities, General Management and Economics
TT	Textile Technology
TM	Man-Made Textile Technology
TP	Textile Plant Engineering
TC	Textile Chemistry
TF	Fashion Technology
EL	Department of Electronics
ME	Department of Mechanical Engineering
CS	Department of Computer Science and Engineering
IT	Department of Information Technology
ET	Department of electronics and Telecommunication
MB	Department of Management – MBA
MT	Department of Management – MBA with specialization in Textile

5.7. Codes for the Nature of the Course

The nature of the course corresponding to the third alphabet in the course code is as follows:

L	Lecture Courses
P	Laboratory based Courses
D	Project based courses /dissertation (e.g. Major, Mini Projects)
T	Training
S	Seminar
R	Professional Practice
I	Independent Study

5.8. Level of the Course

The first digit of the numeric part of the course code indicates level of the course as based on academic year of study.

Year	Level
1 st	100
2 nd	200
3 rd	300
4 th	400

5.9. Course Content Description

Course content description consists of following components:

- i) Course Number
- ii) Title of the Course
- iii) Credit and L-T-P distribution
- iv) Description of the Content.

Content descriptions for all courses are given in last Section. An example is as follows:

TT L 2 01 Textile Fibres

3 credits (3-0-0)

Description should provide syllabus content in prescribed format.

Note: The course code may be started with two numerical characters indicating year of floating for the recording purpose.

5.10. Credit System

5.10.1. All the academic programs under autonomy are based on credit system.

5.10.2. Definition of one credit for any course is as follows:

Lecture (L): 1 hour / week / semester

Tutorial (T): 1 hour / week / semester

Practical (P): 2 hours / week / semester

(The above figures would be multiplied by 2 for supplementary semester / Summer Term / fast Track Semester, in case institute implements these.)

5.10.3. The credits for other academic activities like project work, seminars etc. may be intimated from time to time by the institute.

5.10.4. A specific course would be assigned credits, as Lecture credits, Tutorial credits and Practical credits based on the academic load in accordance with the definition given above. A typical credit structure is as shown:

L	T	P	Credits L : T : P	Total Credits	Total Contact Hours
3	0	0	3 : 0 : 0	3	3
3	1	0	3 : 1 : 0	4	4
3	0	4	3 : 0 : 2	5	7
3	1	2	3 : 1 : 1	5	6
0	0	4	0 : 0 : 2	2	4

Note: L – Lectures: hrs/week; T – Tutorials: hrs/week; P – Practical: hrs/Week.

5.10.5. A student can register for a course for earning credits in order to meet the academic requirement of the program. Such courses together with the grades obtained and the credits earned will be included in the grade card issued by the institute at the end of each semester and they form the basis for determining the academic performance of the student of that semester.

5.10.6. The total Number of credits need to be earned by a student to qualify for the award of Degree are as show in table below:

Programme	Normal Duration		Total Credits to be Earned
	Years	Semesters	
B. Tech.	4	8	190
B. Tech. (Lateral Entry)	3	6	142

5.10.7. A student must secure a minimum CGPA of 5 (five) and earn total number of credits should be as specified in section 5.10.6 in order to qualify for the award of a degree.

5.11. Courses of Special Nature

5.11.1. Mini-Project

A curriculum contain a credit course on mini project, which may be offered in either fifth semester or sixth semester to carry out a design, fabrication, site visits, market survey, etc. Not more than four students may carry out the mini project together. The student shall register for this course only once during the programme, with the prior approval of the Head of the Department/ Programme coordinator.

5.11.2. Major Project

A curriculum shall contain a 12-credit component of major project, offered in the seventh and eighth semester of the UG programme. Not more than four students may carry out the major project together. The batch formation and allotment of guide shall be carried out by concerned departmental coordinator.

5.11.3. Environmental Studies

The course 'Environmental studies' is floated in second year of UG program with maximum up to 6 Credits. The objective is to create awareness and active involvement in environmental issues. The course is divided in theory and mini-project.

5.11.4. General Proficiency

A curriculum shall contain Professional Communication and Business Communication and Professional ethics/skills courses of 2 credits each in initial two academic years. The evaluation of these courses will be carried out by the departmental committee. These courses will consist of the components like communication skills, report and resume writing, group discussion, preparation and presentation of project report etc.

5.11.5. Independent Study

An Independent study course will be from the regular UG courses listed syllabus structure. The main features of an Independent-study course are as follows:

- a. A student may be given a self-study course not exceeding 5 credits in the final semester if he/she is short by a maximum of 5 earned credits required for graduation provided that the course is not running in that semester as a regular course. A student can make use of this provision only once during the programme.
- b. A student may also be permitted to do a U.G. core course not exceeding 5 credits in Independent-study mode at most once during the program, provided he/she has either failed in it earlier and/or the course is not being offered as a regular course during that semester; or an elective course not being offered during that semester.
- c. Students should apply for an Independent-study course with appropriate recommendation of a Course Coordinator and the Head of the Department of the student's program. The final sanction of a Independent-study course to a student is made by the Dean / dy. Director, Academics.
- d. Normally, no formal lectures will be held for an Independent-study course but laboratory, design and computation exercises will be conducted if they form an integral part of the course.
- e. The Course Coordinator will hold SE-I, SE-II and SEE besides other tests for giving his/her assessment at the end of the semester. In case of implementation summer semester, there will be at least one mid semester test (SE) and a SEE.
- f. The Independent-study course will run during the total duration of the semester (including summer semester, if implemented).

6. IMPORTANT ACADEMIC BODIES

6.1. Academic Council

6.1.1. The Academic Council shall be constituted as follows:

- 6.1.1.1. Chairman-The Principal/Director of the college
- 6.1.1.2. Members - All Heads of Department in the college
- 6.1.1.3. Members- Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college
- 6.1.1.4. Members- Not less than four experts from outside the college representing Industry, Education etc. to be nominated by BOG
- 6.1.1.5. BOG Member-Three nominees of University
- 6.1.1.6. Member secretary- Faculty member nominated by Principal/ Director
- 6.1.1.7. The composition of Academic Council shall change as per directives of UGC from time to time.
- 6.1.1.8. The tenure of the members shall be for two years.
- 6.1.1.9. There shall be at least two meetings of Academic Council in the Academic year.
- 6.1.1.10. One third members of the Academic Council shall constitute the Quorum.

6.1.2. The Academic Council shall have following powers and duties:

- 6.1.2.1. Scrutinize and approve the proposal, submitted and recommended by APEC (Section 6.2), with or without modifications, made by the Program BOS(s) with regard to courses of studies, academic regulation, curricula, syllabi, and modification thereof, any instructional and evaluation methods, procedures relevant thereto etc.
- 6.1.2.2. Refer the matter for reconsideration to the concerned Program BOS(s) or to reject the same after giving reason therefore. After the matter is

resubmitted by the Program BOS, may decide the matter on merit and the decision of the Academic Council shall be final.

- 6.1.2.3. Make regulation regarding admission of students, subject to Government rules and regulation on admission.
- 6.1.2.4. Initiate measures for improving the quality of teaching, study and research. Frame rules for conduct of examinations, rules for students' evaluation and develop student advisory programs.
- 6.1.2.5. Make regulation for sports, extra-curricular activities, for proper maintenance and functioning of building, libraries, laboratories, playgrounds and hostels.
- 6.1.2.6. Recommend proposal to the BOG to institute new programs of studies.
- 6.1.2.7. Recommend to the Board of Governance for institution of scholarships, studentships, fellowship, prizes and medals and frame rules for the award of the same.
- 6.1.2.8. Advise the Board of Governance on matters pertaining to the academic affairs.
- 6.1.2.9. Perform such other functions and such other duties as may be necessary and as may be assigned by the Board of Governance, pertaining to the academic programs and development.

6.2. Academic Programme Evaluation Committee

The college will have a non-statute internal Academic Program Evaluation Committee (APEC) consisting of Chairman and member secretaries of all program BOS. The Dean / Dy. Director Academics shall work as a Chairman of APEC and shall be supported by member secretary. The member secretary of APEC shall be appointed by the Director/Principal. APEC will be responsible to maintain uniformity in various programs as regards to the structure, implementation, assessment, etc. It will formulate draft policies for these academic matters and will submit its recommendations to Academic Council for its consideration.

6.3. Board of Studies

- 6.3.1. Every program shall have its own BOS to look after all matters pertaining to that particular program and the interdisciplinary courses offered to other programs. The constitution of BOS is as under:
- 6.3.1.1. Chairman- HoD / Program coordinator of the program.
 - 6.3.1.2. Members- Entire Faculties from each specialization of the program.
 - 6.3.1.3. Two experts in the subject from outside the college to be nominated by Academic council
 - 6.3.1.4. One expert to be nominated by vice-chancellor from a panel of six recommended by the college principal
 - 6.3.1.5. One representative from industry / corporate sector / allied area relating to placement
 - 6.3.1.6. One postgraduate meritorious alumnus to be nominated by the Principal
 - 6.3.1.7. The chairman, Board of Studies, may with the approval of the Principal of the college, co-opt:
 - Expert from outside of the college where special courses of studies are to be formulated
 - Other members of staff of the same faculty
 - Meritorious student from senior class of the faculty
- 6.3.2. The Director of the college shall appoint the BOS. The term of BOS shall be for two years. In case of vacancies in BOS replacement shall be done by Chairman BOS with the approval of the Director. For an interdisciplinary program, an ad-hoc board shall be constituted by Dean / Dy. Director, Academics. A Program Coordinator shall be appointed by the Director in consultation with the Dean, Academics and the Heads of the concerned Departments have to look after all the administrative and academic matters

related to the interdisciplinary program. The Program Coordinator shall exercise the functions of the Chairman, of such ad-hoc Board.

- 6.3.3. BOS shall be responsible for deciding or modifying curriculum structure, approving detailed syllabi, implementation and monitoring of all academic activities, suggesting panel of examiners, submitting recommendations on academic matters to the Dean / Dy. Director, Academic office of the college.
- 6.3.4. BOS shall suggest methodologies for innovative teaching and evaluation techniques. It will also coordinate research, teaching, extension and other academic activities in the department /college.

7. STARTING A NEW PROGRAM

- 7.1.** The BOG/University/DTE/AICTE may approve starting of a new program or a modified program in lieu of the old phased-out program on the recommendation of the Academic Board.
- 7.2.** A new program may be considered and recommended by the Academic Council to the Board for its consideration and approval. Such a proposal will be initiated by a Department through its BOS and considered and recommended by the APEC.
- 7.3.** An interdisciplinary program may be considered in collaboration with other premier research organizations by the Academic Council for recommendation to the BOG/University/DTE/AICTE for obtaining its approval.

8. REGISTRATION

8.1. Every student admitted shall have his/her unique registration number. The registration number shall have ten alpha-numerical digital characters. Registration Number of a Student: For an admitted student a permanent registration number will be assigned at the time of admission with following coding.

1	2	3	4	5	6	7	8	9	10
Year of Admission		Programme code				Candidate Code			
Last Two Digits of the year of admission		3rd digit U for UG, P for PG in Engineering 4th and 5th Digit for UG Program TT Textile Technology TM Man Made Textile Technology TP Textile Plant Engineering TC Textile Chemistry TF Fashion Technology EL Electronics Engineering ME Mechanical Engineering CS Computer Science and Engineering ET Electronics and Telecommunication Engineering IT Information Technology 4th and 5th Digit for PG Program TT Textile Technology TX Technical Textiles TC Textile Chemistry EL Electronics Engineering ME Mechanical Engineering CS Computer Science and Engineering 4th and 5th Digit for MBA Program MB General MT Textile 6th Digit (for UG and PG MBA) 1- Admission through CET 2- Other state, over and above 3- Lateral entry 4- TFWS 5- Institute level 6- Transferred from other institute 6th Digit (For M. Tech.) 1-GATE admitted 2- Non GATE non sponsored 3- GATE sponsored 4- Sponsored				7th Digit indicate Gender 1- Female 2- Male 8th, 9th & 10th digits are roll no of student			

Digits numbering 11th and 12th are reserved for branch change if any. In case, student opts for branch transfer in second year of program, his/her 10 digits allotted shall remain same and in addition, two digits showing new branch code will appear as extension in role number, otherwise appear as xx.

Example:

16 U ET 1 2 024 xx		16 2 TT 1 1 009 xx	
16	Entry Year 2016	16	Entry Year 2016
U	Admitted to UG program	P	Admitted to PG program
ET	B.Tech. Elect. & Tele comm. program	TT	M.Tech. Textile Technology Program
1	Admission through CET	1	Admission through GATE
2	Male Student	1	Female Student
24	Class Roll Number	09	Class Roll Number
xx	no any branch change	xx	no any branch change

- 8.2.** Registration, at the beginning of each semester on the prescribed dates, announced from time to time, by payment of the stipulated fees is compulsory for every student till he/she completes the Program.
- 8.3.** Registration, according to rules, should be carried out on the first four days of each semester. Late registration may be permitted only for valid reasons and on payment of a late registration fee. In any case, registration must be completed before the prescribed last date for registration, failing which his/her studentship is liable to be cancelled. Students having outstanding dues to the Institute or hostel shall be permitted to register only after clearing the dues.
- 8.4.** In-absentia registration may be allowed only in rare cases at the discretion of the Dean (Academics) in case of hospitalization of the student.
- 8.5.** Every student shall register for the courses that he/she wants to study for earning credits and his/her name will appear in the roll list of each such course. No credit shall be given if a student attends a course for which he or she is not registered.
- 8.6.** For the registration of the third semester the student should have earned credits of all the courses of the first and second semesters. Every student should have earned

at least 70% of the total credits (rounded off to next higher integer) of first year.
(See Section 8.9)

- 8.7.** For the registration of the fifth semester the student should have earned credits of all the courses of the third and fourth semesters. Every student should have earned at least 70% of the total credits (rounded off to next higher integer) of second year.
(See Section 8.9)
- 8.8.** For the registration of the seventh semester the student should have earned credits of all the courses of the fifth and sixth semesters. Every student should have earned at least 70% of the total credits (rounded off to next higher integer) of third year.
(See Section 8.9)
- 8.9.** Earning of 70% credits of the year means remaining 30% credits including total credits of backlog courses, withdrawn course(s) of previous year. However, amongst the left over courses, there shall be limit of four examination heads as a backlog for registration in next subsequent academic year; and amongst the earned credits of previous year(s), student shall have minimum CGPA of 5.
- 8.10.** The student registering in semester II, IV, VI, VIII should have completed previous semester with minimum 75% attendance.
- 8.11.** In case the number of repeaters / back loggers in a course is 10% or more of sanctioned intake the HOD / Program coordinator of concerned program may consider offering such course although it may not be stated to run during that semester, subject to time table constraint and availability of faculty. Maximum grade to be awarded shall be A+ (one grade penalty).

9. EQUIVALENCE AND ABSORPTION OF STUDENTS FROM UNIVERSITY PATTERN

9.1. The students, from University pattern, desirous of seeking admission to III, V and VII semester in autonomous pattern, the student shall cancel his / her performance under Shivaji University; and shall register for the courses in respective semester in autonomous institute. However he/she has to fulfil prevailing ATKT norms by registering equivalent courses in autonomous pattern of earlier semester(s).

In addition the student also has to register and pass new courses, if any, introduced in earlier semesters of the year under autonomous pattern as directed at the time of registration

9.2. The student, desirous of seeking re-admission to II, IV, VI and VIII semester in particular academic year (because of detention in university pattern) will have to register and pass in I, III, V and VII semester of the same academic year for all such courses which have not been covered, fully or partially, in previous semester in university pattern.

9.3. While switching from University pattern to autonomous pattern the SGPA / CGPA of such student shall be calculated as per absolute grading system.

$$\text{CGPA} = (\% \text{ of marks} \times 0.1) + 0.75$$

However in no case the CGPA should exceed 10.

9.4. When student switches over from university pattern to autonomous pattern, student shall be presumed to have earned credits of all courses offered in previous semesters of that program in autonomous pattern, provided he/ she clears all the backlog as described in clause 1 (above) and earns credits for the additional courses in autonomous pattern, which are not covered in University pattern, prior to switch over.

9.5. In case, either the additional courses in autonomous pattern or total number of courses including back log and additional courses in autonomous pattern, are equal to or more than five; student has to clear these courses prior to registration of next semester.

- 9.6.** In case of registration to first semester of second year (semester III of Program), for the additional courses in autonomous pattern, which are not covered in University pattern; institute / Department may float a bridge course in which student has to achieve satisfactory performance. The bridge course shall be conducted at weekends/evening classes in the institute and the course objectives shall cover important components of such additional courses; to make a new entering student technically fit to cope-up with other students of the class. For example: computer and / or software literacy, important and fundamental components of such subjects. The examination shall be conducted as CIE or both CIE and SEE, however it should be declared at the beginning of the semester. The evaluation criteria shall be decided on the basis of course content and nature. The entire course shall be evaluated by the concerned BoS and duly sanctioned by Academic council. Respective program HOD shall confirm the accommodation of Bridge course in time table OR allot special time in evening / weekends and provide necessary infrastructure.
- 9.7.** Similar pattern shall be followed for the registration in V and VII semester of third and final year of the program respectively.

10. BRANCH CHANGE

The change of branch shall be effected as per the rules and norms approved by the Academic Council. The guidelines provided from time to time by Shivaji University / DTE shall be referred for branch transfer.

11. ATTENDANCE, ABSENCE, LEAVE RULES AND DISMISSALS

- 11.1.** All the students are expected to be present in every lecture, tutorial, practical, NSS scheduled for them. Attendance will be closely monitored during a semester as per the guidelines.
- 11.2.** A student must have a minimum attendance of 75% of the total number of classes including lectures, tutorials and practicals held in a course before the corresponding examination i.e. Class Tests SE-I, SE-II and Semester End Examination (SEE), in order to be eligible to appear for the respective examination in the course.
- 11.3.** The names of the students who have remained absent, for more than 25% of the actual classes held in a course will be intimated by the Course Coordinator himself on the last teaching day of respective examination, to the students in the class with intimation to the HOD/Program Coordinator / First Year Coordinator, who will consolidate the list for all such students for all the courses and display it on the notice boards of the departments with an intimation to Dean Academics, declaring them not eligible to appear for the respective examination.
- 11.4.** For want of attendance if a student is not permitted to appear for the end semester examination in the course in which the shortfall exists, his registration for that course will be treated as cancelled, and he / she shall be awarded 'Z' grade (Z stands for registration cancelled for non-completion of course requirement) in that course. This grade shall appear in the grade card till the course is successfully completed.
- 11.5.** If a student is absent during End Semester Examination of a course due to medical reasons (Accident and / or hospitalization of a student) or other emergency circumstances (death of immediate close relative i.e. father, mother, brother and sister), he / she may be awarded 'I' grade in the course. A single make up examination shall be held normally within one month of the last day of End Semester Examination to convert 'I' grade to proper letter grade. His / her application must be supported by proper medical certificate with registration number of hospitalization and discharge certificate. In the event of death of parent or guardian, the application should be supported by adequate evidence for the

same. Any such student who fails to apply for makeup examination in prescribed manner in due date will be awarded F grade.

- 11.6.** If a student is absent during Class Test (SE-I/II) of a course due to medical reason (Accidents / hospitalization of a students, etc.) or other emergency circumstances (death of immediate close relative i.e. father, mother brother and sister), a single additional Class Test shall be conducted latest by one week before immediate next examination (SE or SEE whichever applicable). However the student / Parent must submit an application supported by proper certificate of hospitalization and in case of death, adequate evidence latest by last day of the concerned test examination. Such cases shall be scrutinized by concerned program coordinator/Head for verifying genuineness. Final approval shall be accorded by the Principal/Director. Schedule for such additional Test shall be displayed by concerned program coordinator/Head.
- 11.7.** The student absent for Semester End Examination should submit an application to the program coordinator/ Head within ten days from the date of the examination missed, explaining the reasons for his/her absence along with documentary evidence. Applications received after this period will not be entertained.
- 11.8.** If a student is continuously absent from the classes for more than four weeks without informing the Course Coordinator, the Coordinator shall immediately bring it to the notice of First Year Coordinator / the Head of the concerned department as the case may be and the Academic Section.
- 11.9. Condonation of Attendance:** Those students who have more than 75% attendance for the period other than their medical leave be considered for condonation of attendance provided their overall attendance in a course including the period of illness does not fall below 60%. A student has to apply for leave on medical grounds to concerned program coordinator/ Head and such application shall be accompanied with a medical certificate from a registered medical practitioner and endorsed by parents or guardian.

12. WITHDRAWALS

- 12.1** Withdrawal on medical grounds/other very exceptional reasons may be permitted by APEC, subject to a maximum of two semesters during the students' entire stay.
- 12.2** A student who wants to withdraw for a course shall apply through the program coordinator / Head to the Dean – Academics, on a prescribed form within a week from the end of the SE – I examination and it will be recorded in the registration record of the student and the concerned course coordinator will be informed about it. The student will be awarded a withdrawal grade 'W' at the end of the semester.
- 12.3** In case a student is unable to attend classes for more than four weeks in a semester, he/she may apply to the Dean – Academics through HOD for withdrawal from semester, which shall mean withdrawal from all the registered courses in the semester. However, such application shall be made as early as possible and latest before the start of the Semester End Examination.
- 12.4** In case the period of absence on medical grounds is more than fourteen working days during the semester, a student may apply for withdrawal from the semester, if he/she desires. But, as per provision, such application must be made to the Dean – Academics through HOD, as early as possible and at least before the beginning of End Semester examination.

13. EXAMINATION SYSTEM AND WEIGHTAGE OF MARKS

13.1. Course Distribution

In each semester course of study consists of:

6 Theory + 2 laboratory

5 Theory + 3 Laboratory (seminar will be in addition)

In every semester, department should conduct 2 practical external examinations.

However, in the final year second semester there shall be,

4 theory subjects + laboratory (with practical examination) and dissertation

13.2. Performance of Students

Performance of students in each semester shall be evaluated subject wise as follows:

Subject nature	Maximum Marks
Theory:	100
Practical	50/100
Seminar	50
Mini-Project	50
Tutorial	50
Industrial Training	100
Dissertation	300

13.3. Theory Marks Distribution

For each **theory** subject, the distribution shall be as under:

Continuous Internal Evaluation (CIE):

25 Marks for Mid Semester Evaluation as SE-I

25 Marks for Mid Semester Evaluation as SE-II

50 Marks for Semester End Examination (SEE)

For each theory subject, during each semester there shall be 'two' tests for the duration of 1:00 hr. under CIE. One will be held in the end of second month of semester and other will be in the fourth month of semester.

Consideration for awarding grade in the semester marks, the summation of both the tests SE-I and SE-II shall be considered with 50% weightage.

The SEE shall be conducted for 100 marks however its weightage for awarding grade shall be 50%.

To design question paper for internal tests, teachers have flexibility to adopt pattern like objective, descriptive, numerical, short answers etc.; however it should cover fundamentals and wide range of syllabus taught. Also, the guidelines provided from time to time, by the board of examination should be followed.

Tutorial shall be the component of theory subject and can be evaluated as CIE.

The subjects like design / drawing (such as engineering graphics / machine drawing) should be treated like theory subject for marking scheme.

The total of both the components CIE and SEE shall be considered for award of grades; however, passing in SEE with 40% marks is mandatory.

13.4. Practical Examination

For **practical** examination, the distribution shall be

50 marks for continuous internal evaluation (CIE)

50 marks for semester end examination (SEE)

CIE should be based on

30 marks for semester performance

10 marks for attendance

10 marks for internal tests may include oral test, objective type written test

SEE shall be conducted by teacher concerned and another external member.

The total of both the components CIE and SEE shall be considered for award of grades; however, passing in both CIE and SEE with 40% marks is mandatory.

13.5. Industrial Training

Training shall be evaluated by the committee consisting of Head of the Department or nominee appointed by head and a senior faculty of the department along with duly appointed external examiner from industry or academia.

Out of allotted weightage, 50% marks for internal evaluation; and 50% marks for the semester end evaluation.

Internal evaluation shall be on the basis of training diary, report preparation and timely submission.

The end of semester examination (viva-voce) shall be conducted by the department committee consisting of Head of the Department or nominee appointed by head, project supervisor and a senior faculty member along with duly appointed external examiner either from industry or academia. This will be on the basis of understanding the functioning of department/industry where training opted, quality of work performed, report, presentation and certificate of completion from industry. The evaluation shall be carried out at the end of subsequent semester of that year.

In case of non-performance of satisfactory summer training, student should repeat the training in winter session/vacation and complete the same.

Training may be assessed as CIE with prior approval of AC and shall be declared at the beginning of semester/syllabus structure.

13.6. Mini-project

The **Mini-project** shall be evaluated for total 100 marks including 50 marks for CIE and 50 marks for SEE.

Internal evaluation shall be on the basis of performance of individual student in group and recorded as CIE by project supervisor.

The semester end examination-SEE (viva-voce) shall be conducted by the department committee consisting of Head of the Department or nominee appointed by head, project supervisor(s) and a senior faculty member(s). Committee may consider action plan, literature review, work carried out, thesis/report and presentation. Department may appoint an external examiner either from industry or academia, if required; however, this shall be intimated to students and examination cell at the beginning of semester.

The topics for mini-project of groups in the class shall be different from each other.

13.7. Seminar

There shall be **seminar** either in

1. Second semesters of third and final year **OR**
2. Sem – I and Sem - II of final year of the degree program

(It's a guideline, Department can have Seminar in different semester with prior approval of BOS and AC)

For the seminar, the individual student shall collect the information on a specialized / specified topic and prepare a technical report, showing his understanding over the topic, and submit to the department, which shall be evaluated at the time of presentation, by department committee consisting of Head of the Department or nominee appointed by head, seminar supervisor and a senior faculty member. The evaluation shall be of 50 marks as CIE.

The topics for seminar shall be different from each other.

13.8. Environmental studies

'Environmental Studies' is an ability enhancement compulsory course and student shall complete in second year of UG program. The course has theory component and mini-project based on field work.

Theory component having 2 audit points shall be evaluated as theory course with 70% to SEE.

Depending on infrastructure and facility, institute can float this subject as yearly pattern. The theory component shall be taught with 2 lectures per week in first semester. SEE shall be carried out at the SEE of second semester

Mini-project component of environment studies (1 audit point with 2 hrs practical hours per week) and evaluation shall be carried out as given in mini-project section with 30% weightage as CIE.

Mini-project shall be carried out under the guidance of Nature Club. Nature club is non-statute cell available in the institute under the chairmanship of Principal/Dean infrastructure and involved in environmental issues of the institute. (Energy audits, waste management, horticulture-plantation etc.). All the faculties of environmental

science (Core group) and allied subjects, interested faculties and faculties nominated by Principal shall be the members of the cell. Faculty members of cell shall help the students for completion of mini-projects and the guidelines shall be set by core group.

After completion of first year / at the time of registration of second year students shall become member of Nature club. Core group of cell shall assign the Guide and group of students not more than five shall start mini-project work. The report shall be submitted to nature club at the end of second semester of second year.

13.9. Project / Dissertation

The project / dissertation work shall be evaluated for total 300 marks including 100 marks evaluation in Sem. VII and 200 marks evaluation in Sem. VIII.

Out of allotted marks the weightage shall be

- 50% marks for internal evaluation and
- 50% marks for the semester end evaluation.

Internal evaluation shall be on the basis of performance of individual student in group and recorded as CIE by project supervisor.

The semester end examination-SEE (viva-voce) shall be conducted by the department committee consisting of Head of the Department or nominee appointed by head, project supervisor(s) and a senior faculty member(s). The due appointment of external examiner, either from industry or academia, shall be made for SEE at VIII semester.

The evaluation shall be carried out at the end of each semester of final year.

SEE at the end of Sem. VII shall be based on:

1. Plan of action
2. Literature Review and
3. Progress till date

The committee may decide weightage of above points depends on case to case basis, nature of research activity undertaken and quantum of work involved.

SEE at the end of Sem. VIII shall be based on:

1. Understanding over the topic
2. Quality of work performed
3. Thesis and presentation

The topics for project work shall be different from each other.

13.10. General Proficiency or Skill Enhance courses

The courses like professional communication, business communication, professional ethics or social innovation of 2 credits each shall be evaluated as CIE. The evaluation of these courses will be carried out by the departmental committee. These courses will consist of the components like communication skills, report and resume writing, group discussion, preparation and presentation of mini-project report etc.

14 GRADING SYSTEM

14.1 Introduction

14.1.1 Semester end examination (SEE)

Concerned course faculty / coordinator shall prepare and submit the marks of respective course to the office of Controller of Examination, as per academic calendar. Office of the Controller of Examination should allow the students to see the evaluated answer books after assessment, on his/her demand.

14.1.2 Marks of continuous internal evaluation (CIE)

The concerned course coordinator / faculty shall decide marks of CIE based on record of student's performance in SE – I and SE – II and various modes of assessment if declared initially and conducted by course faculty during semester. The course faculty shall submit the marks list of CIE before SEE to HOD of concern program and HOD shall display the same for student's information and submit to the office of Controller of Examination. These marks shall be used in grading process.

The office of the Controller of Examination shall allot the grades by considering due weightage of CIE and SEE marks and declare as provisional result only after grade moderation process. The same process is applicable for laboratory courses also. If the total marks are in fraction, faculty shall round the marks to the immediate next integer if the fraction is ≥ 0.5 , otherwise immediate lower integer shall be recorded.

14.1.3 Grade Moderation Committee (GMC)

The Chairman of Board of Examination shall formulate Grade Moderation Committee (GMC) for the department in consultation with respective Head. The committee formulated shall include all the course coordinators of courses floated to students in the semester and HoD being Chairman.

This committee shall be responsible for adherence to the guidelines for the award of grades and shall include all the concerned course coordinators. The committee shall have a sample check of the answer books to confirm uniformity of

assessment and lack of sincerity on the part of assessor and report to CoE for necessary action.

14.2 The Process for Relative Grading

- By reviewing the total marks, the faculty shall assign F Grade to the students who have got total marks < 40.
- If student fails in two courses in a semester, irrespective of number of courses registered for, grace marks shall be awarded for passing. If a student has failed in more than two courses no grace marks will be applicable in any course. Maximum up to 8 grace marks shall be awarded including both the failed courses.
- The grace marks shall be applicable only to regular students and shall not be applicable to any re-registered / YD students in a course.
- The grace marks shall be added only in continuous internal evaluation (CIE) marks where (CIE + Grace) total should not cross maximum marks of CIE.
- For the laboratory courses where the evaluation is based on 100% CIE (term work), grace marks shall not be applicable.
- In the further grading process the failed students shall be excluded. Then, the mean (μ) and standard deviation (σ) of total marks of passed students shall be computed. From this the relative grading thresholds shall be decided with use of following table:

GRADE	Description	\geq MIN Threshold	<MAX Threshold
O	Outstanding	$\mu + 2 \sigma$	100
A+	Excellent	$\mu + 1.5 \sigma$	$\mu + 2 \sigma$
A	Very Good	$\mu + 1 \sigma$	$\mu + 1.5 \sigma$
B+	Good	$\mu + 0.5 \sigma$	$\mu + 1 \sigma$
B	Above Average	μ	$\mu + 0.5 \sigma$
C	Average	$\mu - 0.5 \sigma$	μ
P	Pass	40	$\mu - 0.5 \sigma$
F	Fail	0	<40
Ab	Absent	--	--

- After the relative grade thresholds are calculated, the faculty shall check the histogram of the grade and adjust the threshold to achieve nearly bell shaped histogram.
- After this the faculty shall get the grade thresholds, approved from GMC. After approval, the faculty shall lock the grade thresholds.
- The faculty then shall review the boundary cases for each grade and may assign max +1 grace CIE mark to those boundary cases.
- After this, the grades shall be calculated as per the table and assigned to each student.
- The faculty shall prepare the grade sheet, verify it, sign on it, get the signature of the GMC and hand over the grade sheet to the HOD.
- HOD shall receive grade sheets of all courses of the department from respective faculty, verify them, and approve it and display the class wise provisional result on the departmental notice board.
- The HOD shall also submit all original documents (including soft copy of marks and grading information) in this grade moderation process to examination cell for final result processing and declaration. The department and faculty shall maintain the record of this grade moderation process.

14.3 The Process of Absolute Grading

- The courses where the number of students registered for a course are ≤ 30 absolute grading shall be used.
- The process of absolute grading shall be carried out by GMC
- If student fails in one course in a semester, irrespective of number of courses registered for, grace marks shall be awarded for passing. If a student has failed in more than one course no grace marks will be applicable in any course. Maximum up to 8 grace marks (where course evaluation is for out of 100) shall be awarded for the failed course.

- The grace marks shall be added only in the total of CIE and SEE marks where (Total + Grace) marks sum shall be used for grading.
- For the laboratory courses where the evaluation is based on 100% CIE (term work), grace marks shall not be applicable.
- The grade boundaries for absolute grading are shown in table below. The grade shall be calculated as per the table.

Absolute Grading Thresholds

GRADE	Description	Min Threshold	Max Threshold
O	Outstanding	≥ 90	< 100
A+	Excellent	≥ 80	< 90
A	Very Good	≥ 70	< 80
B+	Good	≥ 60	< 70
B	Above Average	≥ 50	< 60
C	Average	≥ 45	< 50
P	Pass	≥ 40	< 45
F	Fail	≥ 00	< 40
Ab	Absent	--	--

Further grading process shall be the same as given in the relative grading system.

The award of grades and computation of semester grade point average (SGPA) and cumulative grade point average (CGPA), as applicable, shall be done in accordance with the Academic Rules and Regulation guidelines for UG or PG.

Note:

In either of relative or absolute system, maximum of 10 marks advantages shall be offered to students successfully contribute to **NSS** program. In case students is not getting benefit of any grace marks and is failing in one or more courses, maximum of 10 marks shall be offered for the passing these courses. In case, student is passed in all the courses, max. of 10 marks may be added in one or more courses and allot the grades however, such improved grades shall not be entitled for merit list or scholarships. Student shall apply for the benefit through HoD / section in-charge of concerned department prior to SEE.

14.4 Other Grades

Sr. No.	Grade	Description
1	I	Incomplete
2	W	Withdraw
3	X	Continued
4	S	Satisfactory Completion
5	Z	Course continuation

14.4.1 I Grade

An 'I' grade denotes incomplete performance in any L (Lecture), P (Practical), V (Special Module) category courses. It may be awarded to a student if he/she has not fulfilled all the requirements of the course due to extra-ordinary circumstances. 'I' grade does not appear permanently in the grade card. Upon completion of all course requirements, the 'I' grade is converted to a regular grade (A to F, NP or NF).

14.4.2 W Grade

A 'W' grade is awarded in a course where the student has opted to withdraw from the course. Withdrawal from a course is permitted until one week after the first Minor Tests.

14.4.3 X Grade

The 'X' grade is awarded for incomplete work in Independent Study, Mini Project, Minor Project, Major Project based on the application of the student. On completion of the work, X grade can be converted to a regular grade within the first week of the next semester. Otherwise, the student will be awarded 'X' grade on a permanent basis and it will appear in his/her grade card. Further, the student will be required to register for the course in the next semester. The credits of the course will be counted towards his total load for the semester.

14.5 Results

- 14.5.1 The provisional results approved by the GMC shall be received by the examination cell and considering the results of backlog students, re-registered students, result of make-up examination; the overall results, calculation of SGPA, CGPA, pass/fail status etc. shall be decided by result coordinator.
- 14.5.2 The office of the Controller of Examination shall then prepare the grade cards, tabulation register and statistics of the results.
- 14.5.3 The final result shall be declared after obtaining endorsement from BOEC and copies of the same shall be sent to the department.
- 14.5.4 In case of any discrepancies observed or reported in assessment and in grade moderation process, Controller of Examination (CoE) is authorized to get the answer books evaluated from any other competent internal or external examiner and update the results accordingly. The CoE shall report the same to BoE for necessary action if any.

14.6 Calculation of Semester Grade Point Average (SGPA)

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

Grade points			
Sr. No.	GRADE	Grade Point	Description
1	O	10	Outstanding
2	A+	9	Excellent
3	A	8	Very Good
4	B+	7	Good
5	B	6	Above Average
6	C	5	Average
7	P	4	Pass
8	F	0	Fail
9	Ab	0	Absent

Semester Grade Point Average:

$$SGPA (S_i) = \frac{\sum C_i \times G_i}{\sum C_i}$$

Where,

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

G_i = Grade point earned in the i^{th} course

$i = 1, 2 \dots, n$ represents the number of courses in which a student is registered in the concerned semester

The SGPA is calculated to two decimal places.

14.7 Calculation of Cumulative Grade Point Average (CGPA)

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

$$CGPA = \frac{\sum C_i \times S_i}{\sum C_i}$$

Where,

S_j is the CGPA of the i^{th} semester and C_i is the total number of credits in that semester

The CGPA is calculated to two decimal places.

The latter Grade F shall not be used for calculation of SGPA and CGPA.

14.8 Amendment of Results Due to Errors

In case it is found that the result of an examination has been affected by errors, the CoE shall amend such result in such a manner as shall be in accordance with true position and make such declaration as is necessary. A report listing such amendments shall be submitted by the CoE to BoE. The amended results shall be

endorsed by BoE before its declaration. The error means i) error in computer / data entry, printing or programming ii) clerical error, manual / machine error, in totalling or entering marks on ledger register iii) error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result tabulation.

14.9 Award of Degree

The degree shall be awarded by Shivaji University, Kolhapur on the recommendation of academic council / BoG

14.10 Eligibility for Award of Degree

A student shall be eligible for award of the degree if he / she fulfils all the following conditions

- 14.10.1 Registered and successfully completed all the components prescribed in the program of study to which he / she is admitted.
- 14.10.2 The student should have satisfactorily fulfilled other requirements like NSS etc.
- 14.10.3 Obtained CGPA ≥ 5 (minimum requirement for pass) and earn a minimum number of credits as specified in the curriculum.
- 14.10.4 Have no dues to the institute, hostels, libraries, NSS etc.
- 14.10.5 A student who has earned minimum requirement of credits but fails to obtain minimum requirement of specified CGPA, he/she shall take additional courses or repeat the courses mentioned in the program till the minimum CGPA is attained subject to maximum duration of program as specified in the rules and regulations.
- 14.10.6 No disciplinary action is pending against him / her.
- 14.10.7 A student should have obtained the eligibility certificate in the first year from the Shivaji University, Kolhapur.

14.11 Award of Class

A candidate who becomes eligible for the award of the degree shall be placed in one of the following classes based on CGPA:

CGPA required for award of class:

Class	CGPA
Distinction*	≥ 8.0
First Class	≥ 7.0
Second Class	≥ 6.0
Pass	≥ 5.0

* For the Distinction, in addition to the required CGPA of 8, the student must have necessarily passed all the courses of every semester in the minimum stipulated period of the program.

14.12 Conversion of CGPA to Percentage Marks and Vice-versa

$$\text{CGPA} = (\% \text{ Marks} + 7.5) / 10$$

$$\text{Percentage Marks} = [(\text{CGPA} - 0.75) \times 10] \%$$

14.13 Grade Card

1. A grade sheet (Memorandum) will be issued to each student indicating:
 - a) Credits for each course registered for that semester
 - b) Latter grade obtained in each of the courses
 - c) Total number of credits earned by the student till the end of that semester in each of the course
 - d) SGPA and CGPA
 - e) Latter grade of student's core employability skills, professional skills and communication skills
2. Grade card will never indicate class or division or rank.

14.14 Transcripts

After successful completion of the total programme of study, a Transcript containing performance of all academic years will be issued as a final record. Duplicate transcripts will also be issued if required after the payment of requisite fee. Partial transcript will also be issued up to any point of study to any student on request and by paying the stipulated fee in force.

Candidates shall be permitted to apply for recounting/revaluation of FE scripts within the stipulated period with payment of prescribed fee.

The Governing body of DKTES's Textile And Engineering Institute (Autonomous) has to approve and recommend to the Shivaji University, Kolhapur for the award of a degree to any student.

14.15 Improvement of Class

A candidate after becoming eligible for the award of the degree may reappear for the final examination in any of the theory courses as and when conducted, for the purpose of improving the aggregate and the class. But this reappearance shall be within a period of two academic years after becoming eligible for the award of the degree.

However, this facility shall not be availed of by a candidate who has taken the original degree certificate. Candidates shall not be permitted to reappear either for CA in any course or for the Final Examinations in laboratory courses (including Project Viva-voce) for the purpose of improvement.

14.16 Improvement Examination

This is additional provision and institute is not following this scheme for current academic year.

For the improvement of academically poor students who failed in one or more theory courses, improvement examination scheme is provided once in a year. The provision is made better utilization and saving of student's time. It is expected that students shall learn in vacation period, he/she shall make use of library and other

infrastructure of the institute and after well preparation of the course, appear for examination.

After declaration of second semester results, students can apply and pay prescribed fees for improvement examination of the courses in which he/she has failed in theory course run at either first or second semester of that year.

The examination shall be held in first and second week of July every year, before commencement of first semester of subsequent academic year.

The assessment process shall takes place at the same day and the results shall be declared within five working days after completion of the examination. While awarding grades, one grade penalty shall be considered for this improvement / make-up examination. On the grade card, improvement examination indication shall be made clearly for that particular course(s).

15. AWARD OF MEDALS / SCHOLARSHIPS ETC.

- 15.1** The awards available under excellent performance in sports, cultural, extra-curricular, debate etc shall be given to the students as per the norms and procedure declared by the Director / Principal.
- 15.2** The award of scholarships/ free-ships and other benefits will be in accordance with rules framed by BoG/University/State and Central Government.
- 15.3** In case of awards/scholarships sponsored by industry / alumnus, organizations / individual; the proposal shall be put before academic council along with terms and conditions if any proposed by sponsorer. A separate regulation if required may be formulated and be approved by Academic Council.

16. ACADEMIC CALENDAR

- 16.1** Academic activities of the institute are regulated by academic calendar approved by the BoG on the recommendation of Academic Council from time to time and made available to the students/faculty and all other concerned in printed and /or electronic form. It is mandatory for students/faculty to strictly adhere to the academic calendar for completion of academic activities.

17. INTERPRETATION OF REGULATION

- 17.1** In case of any dispute, difference of opinion in interpretation of this regulation or any other matter not covered in this regulation, the decision of chairman, academic council shall be final and binding.

18. EMERGENT CASES

- 18.1** Notwithstanding anything contained in the above regulation, the chairman of academic council may, in emergent situations, take action on behalf of academic council / BoG as he deems appropriate and report it in the next meeting of academic council / BoG for its approval.

19. CONDUCT AND DISCIPLINE

- 19.1** Students shall conduct themselves within and outside the premises of the Institute in a manner befitting the students of our Institution.
- 19.2** As per the order of Honorable Supreme Court of India, ragging in any form is considered as a criminal offence and is banned. Any form of ragging will be severely dealt with.
- 19.3** The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures with regard to ragging.
- 21.3.1 Lack of courtesy and decorum; indecent behaviour anywhere, within or outside the campus.
 - 21.3.2 Willful damage or distribution of alcoholic drinks or any kind of narcotics to fellow students/citizens.
- 19.4** Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.
- 19.5** Mutilation or unauthorized possession of library books.
- 19.6** Noisy and unseemly behaviour, disturbing studies of fellow students.
- 19.7** Hacking in computer systems (such as entering into other person's areas without prior permission, manipulation and/or damage of computer hardware and software or any other cybercrime etc.
- 19.8** Usage of camera cell phones in the campus.
- 19.9** Director/Principal shall form 'Saksham' Committee as per UGC / SUK guidelines for security on Campus, Anti-raging, Anti-Plagiarism activities of any nature.
- 19.10** Any other act of gross indiscipline as decided by the academic council from time to time.
- 19.11** Commensurate with the gravity of offense, the punishment may be reprimand, fine, expulsion from the institute / hostel, debarment from an examination, disallowing the use of certain facilities of the Institute, rustication for a specified period or even outright expulsion from the Institute, or even handing over the

case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.

- 19.12** For an offense committed in (i) a hostel (ii) a department or in a class room and (iii) elsewhere, the chief Warden, the Head of the Department and the Principal respectively, shall have the authority to reprimand or impose fine.
- 19.13** Cases of adoption of unfair means and/or any malpractice in an examination shall be reported to the principal for taking appropriate action.
- 19.14** All cases of serious offence, possibly requiring punishment other than reprimand, shall be reported to the Academic council.
- 19.15** The Institute Level Standing Disciplinary Action Committee constituted by the academic council shall be the authority to investigate the details of the offence, and recommend disciplinary action based on the nature and extent of the offence committed.
- 19.16** The Principal shall deal with any academic problem, which is not covered under these rules and regulations, in consultation with the Program Committee in an appropriate manner, and subsequently such actions shall be placed before the academic council for ratification. Any emergency modification of regulation, approved by the academic council earlier, shall be reported to the academic council for ratification.
- 19.17** ‘Grievance and Redressal Committee’ (General) constituted by the Principal shall deal with all grievances pertaining to the academic /administrative /disciplinary matters. ICCs namely, ‘Internal Complaint Cell’ (*Students*) and ‘Internal Complaint Cell’ (*Faculty*) shall be formed by Principal for relevant matter. In case, complaints are beyond control of ICC authority, ICC shall put forward for decision to Academic Council through respective Dean(s) (Academic / Student / Infrastructure / R & D) or Registrar.
- 19.18** All the students must abide by the code and conduct rules of the college.
- 19.19** Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which will tend to bring down the prestige of the College.

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- 19.20** Any act of indiscipline of a student reported to the Dean, Student Affairs, will be discussed in a Complaint Redressal Committee (CRC) constituted by the Academic Council. The Committee will enquire into the charges and recommend suitable punishment if the charges are substantiated and authorize the Dean, Student Affairs to take appropriate action.
- 19.21** Appeal: The student may appeal to the Chairman, Academic Council whose decision will be final. The Dean, Student Affairs will report the action taken at the next meeting of the Academic Council.
- 19.22** If the student while studying in the college is found indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government he / she will be liable to be expelled from the college without any notice.
- 19.23** If a student is involved in any kind of ragging, the student shall be liable for strict action as per prevailing Maharashtra State and Central Government Act.
- 19.24** 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 college and fees paid shall be forfeited.
- 19.25** Student once admitted in the college has to follow dress code as well as other instructions issued from time to time, failing which disciplinary action, as recommended by CRC, shall be initiated against such student.
- 19.26** If a student is found guilty of malpractice in examinations and overall misconduct during his/her stays in the college, he/she will be punished as per the recommendations of the Discipline and Welfare Committee. The maximum punishment may be expulsion from the college.

20 MALPRACTICES

- 20.1** The Principal shall refer the cases of malpractices in internal assessment tests and Semester-End Examinations, to a Malpractice Enquiry Committee, constituted by him/her for the purpose. Such committee shall follow the approved scales of punishment. The Principal shall take necessary action, against the erring students basing on the recommendations of the committee.
- 20.2** Any action on the part of candidate at an examination trying to get undue advantage in the performance at examinations or trying to help another, or derive the same through unfair means is punishable according to the provisions contained hereunder. The involvement of the Staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records of documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.