

ORDINANCES FOR THE P.G. PROGRAMMES

The Board of Management of the institute prescribes the ordinances in respect of the different academic programmes at Government College of Engineering, Amravati on the recommendation of Academic Board. The institute bases its programmes on the framework set by these ordinances. The details in respect of the ordinances issued for M. Tech. Programmes are as follows: *(The approval to the change has been accorded in the `Academic Board meeting held on 5th April 2008 vide Item no. 4)*

Short Title and Commencement	O-1	(i) These ordinances shall be hereafter called as the Ordinances for Post Graduate (P.G.) Programme of Government College of Engineering, Kathora Naka, Amravati – 444 604 (M.S.) <i>(The approval to the change has been accorded in the `Academic Board meeting held on 5th April 2008 vide Item no. 4)</i> (ii) These ordinances shall come into force with effect from such date as the Board (as defined in 2) may decide in this behalf.
Definitions	O-2	Unless the context requires otherwise, (i) “Government” shall mean Government of Maharashtra. (ii) “University” shall mean Sant Gadge Baba Amravati University, Amravati. (iii) “Institute” shall mean Government College of Engineering, Amravati (iv) “Board” shall mean the Board of Management of the Institute constituted as per S.610 of draft statute no 3 of 2007 entrusted with powers and duties as per S.613 draft statute no. 3 of 2007. <i>(The approval to the change has been accorded in the `Academic Board meeting held on 5th April 2008 vide Item no. 4)</i> (v) “APEC” shall mean the Institute level Academic Programme Evaluation Committee (vi) “BOS” shall mean Subject Board for UG/ PG programmes constituted as per S.626 (ii) an entrusted with duties and powers as per S.627 of draft statute of No.3 of 2007. <i>(The approval to the change has been accorded in the `Academic Board meeting held on 5th April 2008 vide Item no. 4)</i> (vii) “DFB” shall mean Department Faculty Board (viii) “Degree” shall mean the Bachelor of Technology (B. Tech.) or Master of Technology (M. Tech.), and such other degrees of the Institute as may be approved by the Board / Government. (ix) “Applicant” shall mean an individual who applies for admission to any U.G./ P.G. programme of the Institute.

- (x) **“Student”** shall mean a student registered for PG programme for full time study leading to M. Tech. degree. *(The approval to change has been accorded in the Academic Board meeting held on 30-06-10 as per item 15)*
- (xi) **“Course”** shall mean a curricular component identified by a designated code number and a title.
- (xii) **“Scheme of Teaching and Examination”** shall mean the scheme of teaching and examination for a programme of study as approved by the Academic Board / Board on the recommendation of Academic Board.
- (xiii) **“Course Coordinator”** shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades.
- (xiv) **“Coordination Committee”** shall mean the committee of the faculty members involved in teaching a course in case more than one faculty is involved.
- (xv) **“Grade Moderation Committee”** shall mean the committee appointed by the concerned department to moderate grades awarded by the course coordinators.
- (xvi) **“SGPA”** shall mean the Semester Grade Point Average.
- (xvii) **“CGPA”** shall mean the Cumulative Grade Point Average.
- (xviii) **“Academic Board”** shall mean the academic board constituted as per S.624 of draft statute no 3 of 2007 entrusted with powers and duties as per S.625 draft statute no.3 of 2007. *(The approval to this addition has been accorded in the `Academic Board meeting held on 5th April 2008 vide Item no. 4)*
- (xix) **“EC”** shall mean Examination committee constituted as per S.628 of draft statute no 3 of 2007 entrusted with powers and duties as per S.629 of draft statute no.3 of 2007. *(The approval to this addition has been accorded in the `Academic Board meeting held on 5th April 2008 vide Item no. 4)*

- Ordinances O-3
- (1) The Institute shall offer PG programmes as the Board / Government may approve on the recommendation of the Academic Board either on its own or on the initiative of a Department and / or on the direction of the Board / Government. Provided that an interdisciplinary programme may be proposed by a Department or by a committee appointed by the Director for the consideration of the Academic Board and the Board / Government.
 - (2) The procedure for starting a new programme, temporarily suspending a programme or phasing out a programme shall be such as may be laid down in the regulations.

- (3) The minimum qualifications and procedure for admission to first year PG programmes shall be such as laid down in the regulations and as per Government circulars from time to time.
(The approval to the change has been accorded in the Academic Board meeting held on 5th April 2008 vide Item no. 4)
- (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 regulations.
- (5) The award of the PG degree to an eligible candidate shall be made in accordance with the procedure laid down in the regulations. A student shall have to complete all the requirements for the award of the degree within such period as may be specified in the regulations,
- (6) The date of initial registration for the programme shall normally be the date on which the student formally registers for the first time. This date shall be considered as the date of joining the programme for all intents and purposes.
- (7) A student shall be required to attend every lecture, tutorial and practical class. However, for late registration, sickness or other such exigencies, absence may be allowed as provided for in the regulations.
- (8) A student may be granted such scholarship / assistantship / stipend, etc. and awarded medals as may be specified in the regulations in accordance with the directions of the Government and / or the decision of the Board from time to time.
- (9) The procedure for the withdrawal from an PG programme, rejoining the programme, award of grades and SGPA / CGPA, the examination and all such matters as may be connected with the running of PG programme shall be as specified in the regulations.
- (10) A student admitted to the PG programme shall abide by the code of conduct for students issued by the Institute from time to time. This code of conduct shall deal with the discipline of the students in the hostels, departments, the Institute premises and outside. It may also deal with such other matters as are considered necessary for the general conduct of the students, co-curricular and extra-curricular activities. It shall be approved by the Director on the recommendation of the Dean, Student Affairs.
- (11) Notwithstanding anything contained in the above Ordinances, no regulations shall be made in contravention of the decision of the Board and /or the direction of the Government, in regard to the duration of the PG programme, the amount and number of scholarship/assistantships and the number of freeships and the procedure thereof.
(The approval to the change has been accorded in the `Academic

- Board meeting held on 5th April 2008 vide Item no. 4)*
- (12) The minimum duration of PG full time programmes shall be 4 semesters and PG part time programmes shall be 6 semesters. *(The approval to this addition has been accorded in the `Academic Board meeting held on 30-06-10 as per item 15)*

Regulations for the Postgraduate Programme

Regulation No.	Description
R 1. General	
R 1.1	These regulations shall be called as the regulations for the PG programmes of the Institute.
R 1.2	These regulations shall come into force on such date as the Government / Board / Director may decide.
R 2. Postgraduate Programme	
R 2.1	The Institute shall offer Postgraduate programmes leading to Master's degree in Technology (M. Tech.) as shown in Table 1.
R 2.2	The minimum duration of PG full time programmes leading to M. Tech. degree is Four semesters and PG part time programmes leading to M. Tech. degree is Six semesters. The duration for the PG programme may be altered in accordance with the decision of the Board / Government/ AICTE. <i>(The approval to this addition has been accorded in the `Academic Board meeting held on 03-04-10 and 19-07-10)</i>
R 2.3	Reservation of seats for admission to PG programmes shall be as per the norms of Government.
R 2.4	The candidate shall be provisionally admitted to PG programme subject to fulfillment of eligibility criterion as prescribed by Sant Gadge Baba Amravati University, Amravati.
R 2.5	In matter of admission to the M.Tech programme the decision of the competent authority of Government/ Board shall be

final.

R 3. Semester System

- R 3.1 The academic programmes in the Institute shall be based on semester system; two semesters (June-October and December-April) in a year with *winter* (November / December) and *summer* (May / June) vacations.
- R 3.2 The curriculum shall consist of credit courses.
- R 3.3 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 lecture and laboratory classes, field study. The credits for the dissertation shall be assigned depending upon the quantum of work expected.
- R 3.4 The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student.

R 4. Curriculum Structure

- R 4.1 The programme will consist of:
(i) Compulsory core courses (theory & lab practices);
(ii) Electives enabling the students to take up a group of courses of interest to him / her & related to his dissertation;
(iii) Dissertation and seminar approved by the Department.
- R 4.2 Each M. Tech. programme will have a curriculum and course contents (syllabi) for the courses approved by the Academic Board / Board on the recommendation of Academic Board. *(The approval to the change has been accorded in the Academic Board meeting held on 5th April 2008 vide Item no. 4)*
- R 4.3 The curriculum of any programme is designed to have a total of 90 credits for the award of the degree.
- R 4.4 No semester shall have more than five theory courses for full time programme and more than three theory courses for part time programme, and a laboratory practice covering practical on theory courses as prescribed in the curriculum. *(The approval to this addition has been accorded in the `Academic Board meeting held on 30-06-10 as per item 15)*

R 4.5 The medium of instruction, examination and dissertation reports will be English.

R 5. Course Codes

R 5.1 The course offered by the institute shall have an alphanumeric course code consisting of a string of six characters followed by the title of the course. The first two characters in a course code shall be capital letters identifying the respective programme (refer short title given in table 1A & 1B) offering the course and and third character shall be U for UG program or P for PG program next three are numeric; first digit indicating the semester number and rest indicating course number in that semester.

(The approval to this addition has been accorded in the `Academic Board meeting held on 30-06-10 as per item 17)

R 6. Course Credits

R 6.1 Each credit course shall have an integer number of credits, which reflects its weightage. The student earns credits by passing corresponding courses. The number of credits of a course in a semester shall ordinarily be calculated as under:-

(a) *Lectures*: One lecture hour per week shall be assigned one credit.

(b) *Practicals / Tutorial*: One laboratory/Tutorial hour per week shall be assigned half a credit. Not more than four credits may be assigned to a practical course having only laboratory component.

(c) The fraction number of credits for a particular course shall be approximated to next whole number.

(d) Special courses like dissertation, seminar etc. in the PG programme shall be treated as any other course and shall be assigned such number of credits as may be approved by the Academic Board. *(The approval to the changes has been accorded in the `Academic Board meeting held on 30-06-10 as per item 15)*

7. Academic Board

(The approval to the change/replacement has been accorded in the `Academic Board meeting held on 5th April 2008 vide Item no. 4)

7.1

i) Academic Board shall be consist of

1. Principal/Director/Head of the Department – Chairman
2. All head of the Department of Autonomous College / Recognized Institution / University Department / University Institute.

3. Three teachers not designated as Heads or not in the grade of professor by rotation according to seniority to be nominated by the principal / Head.
4. Three professional experts co-opted by Academic Board
5. One nominee of the Director of Higher Education / Technical Education etc.as the case may be.

ii) The tenure of the members shall be of three years.

iii) There shall be not less than two meetings of the Academic Board in the academic year.

iv) One third members of the Academic Board shall constitute the quorum.

v) In case if meeting is adjourned for want of quorum is required for such adjourned meeting.

7.2

The Academic Board shall have following powers and following duties.

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

R 8. Academic Programme Evaluation Committee (APEC)

- R 8.1 The institute will have academic programme evaluation committee consisting of Chairman and member secretaries of every Subject Board. The Dean Academics shall work as a chairman of APEC and shall be supported by member secretary. The member secretary shall be appointed by the Director. APEC will be responsible to maintain uniformity in various programmes as regards to the structure, implementation, assessment, etc. It will formulate draft policies for these academic matters and will submit its recommendations to Academic Board for its consideration.

R 9. Subject Board (BOS)

- R 9.1 Every programme shall have its own Subject Board (BOS) to look after all matters pertaining to that particular programme and the interdisciplinary courses offered to other programmes.
(The approval to the change has been accorded in the `Academic Board meeting held on 5th April 2008 vide Item no. 4)
- R 9.2 The Director of the Institute shall appoint the BOS. The term of BOS shall be for three academic years. In case of vacancies in BOS replacement shall be done by chairman BOS with the approval of the Director. For an interdisciplinary programme, an ad-hoc board shall be constituted by Dean academics. A Programme Coordinator shall be appointed by the Director in consultation with the Dean, Academics and the Heads of the concerned Departments to look after all the administrative and academic matters related to the interdisciplinary programme. The Programme Coordinator shall exercise the functions of the Chairman, of such ad-hoc Board.
- R 9.3 BOS shall be responsible for deciding or modifying curriculum structure, approving detailed syllabi recommended by DFB, implementation and monitoring of all academic activities, suggesting panel of examiners, submitting recommendations on academic matters.

R 10. Departmental Faculty Board (DFB)

- R 10.1 Every department including Physics, Chemistry , Mathematics etc. will have Departmental Faculty Board (DFB) consisting of

all the faculty members of the department. The DFB shall be responsible for considering all the policy issues concerning academic and research programmes of the department. The DFB shall formulate academic programmes, courses and detailed syllabi based on the structure as recommended by the BOS and send its recommendations to the BOS for its consideration.

(The approval to the change has been accorded in the Academic Board meeting held on 5th April 2008 vide Item no. 4)

R 11. Courses of Special Nature

R 11.1 (a) Dissertation

A curriculum shall contain a 40-credit component of dissertation. For details refer appendix 'C'. *(The approval to the change has been accorded in the Academic Board meeting held on 30-06-10 as per item 15)*

(b) Offering an Elective

An elective course shall be offered depending upon the number of students & availability of faculty.

R 12. Starting a New Programme

R 12.1 (a) The Board/State government may approve starting of a new programme or a modified programme in lieu of the old phased-out programme on the recommendation of the DFB, APEC, BOS and the Academic Board.

(b) A new programme may be considered and recommended by the Academic Board to the Board for its consideration and approval. Such a proposal will be initiated by a Department through its DFB, BOS and considered and recommended by the APEC.

(c) An interdisciplinary programme may be proposed by a Department in consultation with other participating Department(s), or by a group of Department(s), or by a Committee appointed by the Director for the consideration of the APEC and the Academic Board for their recommendation to the Board / Government / AICTE for obtaining its approval.

R 13. Registration

- R 13.1 Every student admitted shall have his / her unique registration number. The registration number shall have eight digits. First two digits shall indicate year of admission; next three shall indicate his/her programme, (Refer table 1A & 1B) last three digits shall indicate his /her serial number / roll number. Every student shall be identified by this number through out his/her P.G. programme.
(The approval to the Second Revision has been accorded in the Academic Board meeting held on 30-06-10 as per item 15)
(The approval to the First Revision has been accorded in the Academic Board meeting held on 5th April 2008 vide Item no. 4)
- R 13.2 Registration at the beginning of each semester on the prescribed dates announced from time to time by payment of the stipulated fees is compulsory for every student till he/she completes the Programme.
- R 13.3 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.
- R 13.4 In-absentia registration may be allowed only in rare cases at the discretion of the Dean (Academics) in case of illness.
- R 13.5 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.
- R 13.6 In case the numbers of repeaters / back loggers in a course are 10 % of intake capacity or more the HOD of concern department 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+.
- R 13.7 The student can submit his / her dissertation report though he has not acquired stipulated credits till then; his / her examination of dissertation shall be conducted. However, his / her result shall be declared only after acquiring stipulated credits. Such student shall be required to re-register till he / she completes the requirements for the award of degree.

R 13.8 For registration of the dissertation phase I the student should have earned minimum $2/3^{\text{rd}}$ of the total credits (rounded to lower number) of the first and second semester for full time or first to third semesters for part time, however, Seminar I and Seminar II shall be prerequisite for the dissertation. *(The approval to this addition has been accorded in the `Academic Board meeting held on 17-06-11 as per item 7).* The registration to Dissertation Phase I shall be permitted in even semester for the students who were not fulfilling conditios for registration at the beginning of odd semester but fulfilled the same before even semester. *(The approval to this addition has been accorded in the `Academic Board meeting held on 19-01-13 as per item 15.3).*

R 14. Discipline and Conduct

R 14.1 Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which will tend to bring down the prestige of the Institute.

R 14.2 Any act of indiscipline of a student reported to the Dean, Student Affairs, will be discussed in a Complaint Redressal Committee constituted by the Academic Board.
The Committee will enquire into the charges and recommend suitable punishment if the charges are substantiated. The Subject Board will consider the recommendation of the Complaint Redressal Committee and authorize the Dean, Student Affairs to take appropriate action.

R 14.3 **Appeal:** The student may appeal to the Chairman, Academic Board whose decision will be final. The Dean, Student Affairs will report the action taken at the next meeting of the Academic Board.

R 14.4 If the student while studying in the institute is found indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government he / she will be liable to be expelled from the institute without any notice.

R 14.5 If a student is involved in any kind of ragging, the student shall be liable for strict action as per Maharashtra anti-ragging act 1999, which is in effect from 15th May 1999.

- R 14.6 If any statement / information supplied by the student in connection with his / her admission is found to be false / incorrect at any time, his / her admission shall be cancelled and he / she shall be expelled from the institute and fees paid shall be forfeited.
- R 14.7 Student once admitted in the institute has to follow instructions issued from time to time, failing which disciplinary action shall be initiated against such student.
- R 14.8 If a student is found guilty of malpractice in examinations and overall misconduct during his / her stay in the institute, he/she will be punished as per the recommendations of the Discipline and Welfare Committee. The maximum punishment may be expulsion from the institute.

R 15. Attendance, Absence, Leave Rules and Dismissals

- R 15.1 All the students are expected to be present in every lecture, tutorial, practical, dissertation scheduled for them. Attendance will be closely monitored during a semester as per the guidelines.
- R 15.2 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 Test I, Class Test II and End Semester Examination in order to be eligible to appear for the respective examination in the course.
- R 15.3 The names of the students who have remained absent with or without leave, 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, who will consolidate the list for all such students for all the courses and display it on the notice board of the department with an intimation to Dean Academics, declaring them not eligible to appear for the respective examination.
- R 15.4 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 / her registration for that course will be treated as cancelled, and he / she shall be awarded `Z' grade (Z stands for registration cancelled for non completion of course requirement) in that course. This grade shall appear in the grade card till the course is successfully completed.

- R 15.5 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 make up examination in prescribed manner in due date will be awarded F grade.
- R 15.5.1 If a student is absent during Class Test (CT) of a course due to medical reasons (Accident / hospitalization of a student, 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 (CT of ESE which ever applicable). However the student / Parent must submit as 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 head for verifying genuineness. Final approval shall be accorded by the Principal. Schedule for such additional CT shall be displayed by concerned program head.
(The approval to this addition has been accorded in the `Academic Board meeting held on 03-04-10)
- R 15.6 The student absent for End Semester Examination should submit an application to the Chairman BOS within ten days from the date of the examination missed, explaining the reasons for their absence along with documentary evidence.
Applications received after this period will not be entertained.
- R 15.7 A student who misses the make-up examination will not normally be given another make-up examination. However, in exceptional cases of prolonged illness resulting in the student missing a make-up examination, the Chairman of the Academic Board, in consultation with the Chairman BOS or within approval of the Academic Board may permit the student to appear for a second make-up examination depending on the availability of time span before the commencement of the next semester.

R 15.8 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.

R 15.9 *Condonation of Attendance:* Those students who have more than 85% 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 Head of concerned department and such application shall be accompanied with a medical certificate from a registered medical practitioner and endorsed by parents or guardian.

R 16. Withdrawals

R 16.1 Withdrawal on medical grounds/other very exceptional reasons may be permitted by APEC, subject to a maximum of one semester during the student's entire stay.

R 16.2 A student who wants to withdraw from a course shall apply through the HOD to the Dean, Academics, on a prescribed form within one week from the end of the Test 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.

R 16.3 In case a student is unable to attend classes for more than four weeks in a semester, he/she may apply to the Dean (Academics) through HOD for withdrawal from the semester, which shall mean withdrawal from all the registered courses in the semester. However, such application shall be made as early as possible and latest before the start of the End Semester Examination.

R 16.4 In case the period of absence on medical grounds is more than fourteen working days during the semester, a student may apply for withdrawal from the semester, if he/she so desires. But, as per provisions of R 16.3, such an application must be made to the Dean (Academics) through HOD, as early as possible and latest before the beginning of End Semester Examination.

R 17. Examination Scheme

The Academic Board will decide from time to time on the system of tests and examinations in each subject in each semester. The current practice is as follows:

- R 17.1 A student shall be evaluated for his / her academic performance in a course through Teacher's Assessment (tutorials, home assignments, term papers, field work, seminars, etc. as declared by the course coordinator), Class Test I / II, practical (Internal and external examination) and the End-Semester Examination, as applicable according to the guidelines formulated for this purpose.
- R 17.2 There will be two Class Tests during the semester each of 15 marks (1 Hour duration) in every theory course and Teachers Assessment of 10 marks.
- R 17.3 The Class Test I (25 % syllabus) will be conducted at the end of 5th week and the Class Test II (25 % syllabus other than covered in Class Test I) shall be at the end of 10th week of the semester.
- R 17.4 At the end of the semester there will be an End Semester Examination of 60 marks (minimum 2 Hours 30 min. duration or as prescribed and approved by concerned BOS) for every theory course and will cover the full syllabus of a course. The End Semester Examination shall be compulsory.
- R 17.5 The distribution of weightage for each component in syllabus shall be decided and announced by the Course Coordinator at the beginning of the course, subject to such stipulations as are given in the scheme of Teaching and Examination for a given programme.
- R 17.6 Assessment of laboratory courses shall be based on continuous supervision of students' work, his/ her performance in viva-voce, quality of work, laboratory journal etc. However, the External Practical Exam shall be compulsory wherever applicable.
- R 17.7 The Seminar shall be evaluated through the quality of work carried out, the report submission and presentation(s).
- R 17.8 The dissertation work shall be evaluated by midterm seminar(s), quality of work carried out, dissertation report submission and the viva-voce examinations. The dissertation reports of M. Tech. students who have not completed their course work be evaluated in that semester itself and the result sent in confidential to the respective Chairman, BOS. The result of the dissertation work evaluation will be declared by the Chairman, BOS only after the successful completion of the courses by those students.

R 18. The Grading System

- R 18.1 For every course taken by a student he/she is assigned a grade based on his/her combined performance in all components of evaluation scheme of a course. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point.
- R 18.2 The academic performance of a student shall be graded on a ten-point scale following guidelines given in Appendix-A. The letter grades and their equivalent grade points are listed in Table 2.
- R 18.3 The letter Grades (up to D only) awarded to a student in all the courses shall be converted into SGPA and CGPA, to be calculated as given in Appendix – A.

R 19. Grade Moderation Committee

- R 19.1 The Grade Moderation Committee for the courses shall be appointed semester wise by the Chairman, BOS. This committee shall be responsible for adherence to the guidelines for the award of grades and shall include all the concerned Course Coordinators. The Chairman, Grade Moderation Committee shall be responsible for the display of grades in the department and for forwarding the final grades to the Dean, Academic. The Chairman, Grade Moderation Committee shall also retain the record copies of the marks and the grades along with the statistical parameters for all the courses moderated and hand over a copy of the same to the Chairman, BOS.

R 20. Revaluation of Answer Papers

- R 20.1 A course coordinator shall display the marks secured by every student within three days after concerned examination. He / she shall allow student to see the evaluated answer paper in class test I & II. In case of End Semester Examination if aggrieved, the student may apply to Head of Department / Chairman BOS within three days after display of marks for re-totaling / revaluation (in case of revaluation of End Semester Examination answer paper student shall pay fee of Rs. 200/- per course). The Chairman BOS will be central moderator at departmental level and shall forward such application(s) to Coordinator Valuation / Assessment. The coordinator Assessment will get approval to the appropriate examiner from the panel of examiner, from Chairman, E C. The examiner for re-valuation shall essentially be different than the first valuer of the answer sheet. Change in marks will be considered if there

is a change greater than 5 % of prescribed total marks. When the change is found to be greater than 5 % and less than or equal to 15%, the changed marks shall be displayed by calculating average of marks allotted by both examiners. If the change in marks after revaluation is found to be greater than 15% of prescribed total marks then the answer paper shall be reassessed by third examiner and changed marks shall be finalized by calculating average of closer marks allotted by two examiners.

This facility shall not be available after grades are finalized. (*The approval to this change has been accorded in the `Academic Board meeting held on 10/12/08)* (*The approval to this change has been accorded in the `Academic Board meeting held on 26-08-10)*)

R 21. Award of Degree

R 21.1 The Degree shall be awarded by Sant Gadge Baba Amravati University, Amravati on the recommendation of Academic Board / Board.

R 22. Grade Card

R 22.1 The grade card issued at the end of the semester to each student will contain the following :

- a) the credits for each course registered for that semester;
- b) the letter grade obtained in each course
- c) the total number of credits earned by the student upto the end of that semester in each of the course.
- d) the SGPA and the CGPA.

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

R 23. Minimum Requirements for the Award of the Degree

R 23.1 The student should have taken and passed all the prescribed courses including seminar and dissertation under the general institutional and departmental requirements and the student should have paid all the Institute dues.

R 23.2 The credits for the courses in which a student has obtained 'D' (minimum passing grade for a course) grade or higher shall be counted as credits earned by him / her. A student, who has a minimum CGPA of 5.5 and earned a minimum number of credits as specified in the PG curriculum, is eligible for the award of the degree.

R 23.3 A student, who has earned the minimum credits required for a degree but fails to obtain the minimum specified CGPA for this purpose, shall take additional courses or repeat the courses from the programme, till the minimum CGPA is attained subject to maximum duration of programme as specified in R 24.

R 23.4 A student should have obtained the eligibility certificate in the first semester from Sant Gadge Baba Amravati University, Amravati.

R 23.5 The student should have no case of indiscipline pending against him / her.

R 24. Maximum Period for Completion of Programme

R 24.1 The maximum duration for the PG full time programme is eight semesters and PG part time programme is ten semesters from the date of initial registration. The maximum duration of the programme includes the period of withdrawal, absence and different kinds of leaves permissible to a student but it shall exclude the period of rustication of the student from the Institute. However, genuine cases on confirmation of valid reasons may be referred to Academic Board for extending this limit by additional one year. *(The approval to this addition has been accorded in the Academic Board meeting held on 30-06-10 as per item 15)*

R 25. Award of Medals/ Scholarships

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

R 25.2 The award of scholarships / freeships and other benefits will be in accordance with rules framed by the Government.

R 25.3 The award of merit scholarships, if any, to the students will be governed by the regulations framed by the Academic Board from time to time.

R 26. Interpretation of Regulations

R 26.1 In case of any dispute, difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Chairman, Academic Board shall be final and binding.

R 27. Academic Calendar

R 27.1 The academic activities of the Institute are regulated by Academic Calendar approved by the Board on the recommendation of Academic Board from time to time and made available to the students / Faculty members and all other concerned in printed and / or electronics form. It is mandatory for students / Faculty to strictly adhere to the academic calendar for completion of academic activities.

R 28. Emergent Cases

R 28.1 Notwithstanding anything contained in the above regulations, the Chairman of the Academic Board may, in emergent situations take action on behalf of the Academic Board as he deems appropriate and report it to the next meeting of the Academic Board for its approval.

R 29. Power to Modify

R 29.1 Notwithstanding all that has been stated above, the Academic Board has the right to modify any of the above regulations from time to time.

R 30. Equivalence and Absorption of students from University pattern

R 30.1 The student, desirous of seeking readmission to II semester in particular academic year (because of detention in university pattern) will have to register and pass in I semester of the same academic year for all such courses which have not been covered (fully or partially) in previous semester in university pattern.

R 30.2 While switching from University pattern to autonomous pattern the CGPA of such student shall be calculated as per absolute grading system.

$$\text{CGPA} = (\text{Average \% of earlier Semesters} / 10) + 0.75$$

(The approval to this addition has been accorded in the Academic Board meeting held on 30-06-10 as per item 15)

R30.3 When student switches over from university pattern to autonomous pattern, he / she shall be presumed to have earned credits of all courses offered in previous semesters of that programme in autonomous pattern, provided he/ she clears all the backlog subjects in university pattern and earns credits for the additional courses in autonomous pattern, which are not covered in university pattern, prior to switch over.

R 31. Summer Term

(The approval to this addition has been accorded in the Academic Board meeting held on 03-04-10)

R 31.1 As student who has registered for the course but failed may be allowed to register for a Summer Term in the summer vacation, on payment of necessary fees on a specified date. The Summer Term is a compressed semester of one month duration, where all the regulations for the normal semester shall apply except CT1, CT2 & TA. The registration by an individual shall be limited to total credits not exceeding 16. During Summer term CT1, CT2 shall not be conducted and TA marks shall not be awarded.

(The approval to the change has been accorded in the Academic Board meeting held on 25-06-2013 vide item No. 12)

- R 31.2 The concerned department shall offer the require summer courses, as intimated by the Academic section. A course will be offered in the summer semester subject to availability of faculty.
- R 31.3 Students registering for summer term are not eligible for any scholarship / Free ship. They have to pay tuition and other fees, as per prevailing norms.
- R 31.4 During Summer term CT1, CT2, shall not be conducted. Also mark for TA shall not be awarded to student. The marks awarded to student in a course in CT1, CT2 and TA during latest semester in which the students has registered and completed the term for said course, shall be carried forward for award of grade in summer term. The end semester examination shall be held at the end of summer term. However, the maximum grade for summer term shall be B+.
(The approval to the change has been accorded in the Academic Board meeting held on 25-06-2013 vide item No. 12)

TABLE-1 (A): PG FULL TIME PROGRAMMES LEADING TO MASTER'S DEGREE

Branch	Degree	Short title	Programme Code
Electrical Engineering	M. Tech. – Electrical Power Systems	EE	051
Mechanical Engineering	M. Tech. – Thermal Engineering	ME	052
Civil Engineering	M. Tech. - Structural Engineering	CE	053
Civil Engineering	M. Tech. - Environmental Engineering	CE	054
Electronics and Telecommunication	M. Tech. – Electronic System and Communication	ET	055
Civil Engineering	M. Tech. – Geotechnical Engineering	CE	056
Computer Science and Engineering	M. Tech. – Computer Science and Engineering	CS	057
Mechanical Engineering	M. Tech. - Production Engineering	ME	058

(The approval to Revision has been accorded in the Academic Board meeting held on 19th Jnuary2013 vide Item no. 6)

TABLE-1 (B): PG PART TIME PROGRAMMES LEADING TO MASTER'S DEGREE

Branch	Degree	Short title	Programme Code
Electrical Engineering	M. Tech. Electrical – Electrical Power Systems	EE	071
Mechanical Engineering	M. Tech. Mechanical – Thermal Power Engineering	ME	072
Civil Engineering	M. Tech. Civil – Environmental Engineering	CE	074
Electronics Engineering	M. Tech. Electronics- Advanced Electronics	ET	075

Civil Engineering	M. Tech. Civil- Geotechnical Engineering	CE	076
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(The approval to Third Revision has been accorded in the `Academic Board meeting held on 17-06-11 as per item 6)

(The approval to Second Revision has been accorded in the `Academic Board meeting held on 30-06-10 as per item 15)

(The approval to the First Revision has been accorded in the `Academic Board meeting held on 5th April 2008 vide Item no. 4)

TABLE 2: STRUCTURE OF GRADING OF ACADEMIC PERFORMANCE

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

(The approval to the change has been accorded in the Academic Board meeting held on 17.06.2011 vide Item no. 27)

Explanation:

‘F’ Grade

- The ‘F’ grade denotes poor performance.
- A student has to repeat all compulsory (core) courses in which she / he obtains ‘F’ grade, until a passing grade is obtained. Student has to repeat the course as per provisions of R 13.6 or whenever the regular course is offered by the department.

- For the elective courses in which 'F' grade has been obtained, the student may take the same course or any other course from the same elective group.
- Further, 'F' grades secured in any courses stay permanently on the grade card. Repeated failure in a course shall reflect in the form of multiple "F".

(The approval to the change has been accorded in the Senate meeting held on 20th June 2007 vide Item no. 2)

'I' Grade

This grade indicates an 'Incomplete' course requirements due to absence in End Semester Examination. The grade is required to be converted into a regular letter grade as per provisions in R 15.5.

'W' Grade

This refers to withdrawal from the course as per provisions in R 16.

'X' Grade

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

'Z' Grade

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

Appendix-A:

Performance Indices

(i) Calculation of Semester Grade Point Average (SGPA)

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

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

Where,

C_i = The number of credits offered in the i^{th} course of a semester for which SGPA is to be calculated
(The approval to the change has been accorded in the Senate meeting held on 20th June 2007 vide Item no. 2)

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

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

The SGPA is rounded upto two decimal places.

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

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

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

Where,

C_j = The number of credits offered in the j^{th} course up to the semester for which CGPA is to be calculated
(The approval to the change has been accorded in the Senate meeting held on 20th June 2007 vide Item no. 2)

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

$j = 1, 2, \dots, m$ represent the number of courses in which a student is registered up to the semester for which the CGPA is to be calculated. The CGPA is also rounded upto two decimal places.

Appendix-B

Guidelines for the Award of Grades

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

- (i) For each student, evaluation in different components of a course shall be done in absolute marks considering the weightage in scheme.
- (ii) The marks of various components shall be added to get total marks secured on a 100-points scale. The rounding off shall be done on the higher side.
- (iii) For less than 15 students in a course, the grades shall be awarded on the basis of natural cut-off in the absolute marks (Appendix D).
- (iv) For more than 25 students in a course, the statistical method shall be used for the award of grades with or without marginal adjustment for natural cut-off. The salient features of statistical method are given in Appendix-E.
- (v) For strength of student in any course between 15-25, any of the above methods may be used.
- (vi) In case of statistical method, A+ (A Plus) grade shall not be awarded for percentage of marks less than 80 under any circumstances. There shall not be more than 10% (rounded off to integer value) A + grade in any course.
(The approval to the change has been accorded by Chairman, Academic Board. Post facto approval to the change shall be obtained in ensuing Academic Board meeting)
- (vii) In case of statistical method, D grade shall not be awarded for percentage of marks less than 50 in any case.
- (viii) The overall distribution of different grades shall be as indicated in the statistical distribution to the extent possible. (Appendix – E)
- (ix) The provisional grades shall be awarded by the Course Coordination Committee / Course coordinator of the course. The grades shall be finalized within ten days after the End Semester Examination. The course coordinator shall have full responsibility for this purpose.
- (x) The grades so awarded shall be moderated by a Grade Moderation committee for that semester of the department. This committee will finalize the grades and display a copy of the grades awarded on the Notice board of the Department. All the final grades shall be communicated to the Dean, Academics within three days from the date of display of grades.
- (xi) The procedures for evaluation and award of grades for dissertation, training, seminar and group discussion shall be decided by the respective DFB.

Appendix-C

Dissertation Evaluation

- Every student has to undertake a dissertation of professional interest. The Dissertation may be related to a theoretical analysis, an experimental investigation, a proto-type design, a new correlation and analysis of data, fabrication and setup of new equipment. The Supervisor allotted by the Head of department normally assigns the dissertation well in time and the work is done uniformly during both the semesters of the final year. *(The approval to the change has been accorded in the Academic Board meeting held on 30-06-10 as per item 15)*
- For full time course, the registration for the dissertation work is normally in two stages, each spread over a semester. At the end of the first stage, the student is required to submit preliminary report of his / her work by a prescribed date to the Course Coordinator and present it to a Panel of Examiners. The second stage of the work is continued in the following semester.
- For part time course, the registration for the dissertation work is normally in three stages, each spread over a semester. At the end of the first stage, the student is required to submit preliminary report of his / her work by a prescribed date to the Course Coordinator and present it to a panel of Examiners. The second and third stage of the work is continued in the following semester. *(The approval to this addition has been accorded in the Academic Board meeting held on 30-06-10 as per item 15)*
- The student shall register the title along with dissertation synopsis within a month from the date of registration. The change in title, if any, shall be allowed once, provided such request is received from student duly approved by the supervisor and Examination Committee.
- The final dissertation report should be submitted by the prescribed date. A panel of examiners shall evaluate the report and an oral examination is conducted after the End Semester Examination. *(The approval to the change has been accorded in the Academic Board meeting held on 30-06-10 as per item 15)*
- Generally there should not be any extension in the schedule for dissertation report. However, for genuine reasons (such as 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), extension in submission of dissertation report beyond the date specified in the calendar for one month with permission from BOS, Chairman may be granted. If the dissertation cannot be completed due to valid reasons, the course can be withdrawn in consultation with the course coordinator and the supervisor on or before the last date for withdrawal of courses. Re-registration for the same is required in the following semester in which it should be completed. He / she may submit the dissertation immediately after re-registration if desired. *[The approval to the change has been accorded in the Senate meeting held on 5th April 2008 vide Item no. 14(1)]*
- Students who do not withdraw the dissertation in time and do not submit the dissertation report for assessment by the due date, will be temporarily

awarded 'I' grade at the time of finalization of grades. The 'I' grade will be converted to a performance grade not higher than B+ when these students submit their reports and undergo the oral examination. Thus such students will be entitled only to the grades B+, B, C, and D after the oral assessment. Further, if such late reports are not submitted, one week before the registration of next semester, the 'I' grade will be automatically converted to 'F'.

(The approval to the change has been accorded in the Academic Board meeting held on 17.06.2011 vide Item no. 27)

- First stage assessment of the dissertation shall be awarded letter grade. Students who obtain F in the final (second stage) assessment will be required to re-register for the second stage.

(The approval to the change has been accorded in the Academic Board meeting held on 5th April 2008 vide Item no. 4)

- Student should submit 3 hardbound typed copies of Dissertation Report. A student who is unable to complete his/her Dissertation may be awarded 'X' grade and he/she will be required to register for the next Semester and pay the fees under following circumstances:

(d) Exceptional circumstances beyond student's / supervisor control

(e) Medical grounds

(f) Technical reasons/grounds such as the equipment not being available.

(The approval to the changes has been accorded in the Academic Board meeting held on 30-06-10 as per item 15)

Appendix-D

Award of Grade Based on Absolute Marks System

The award of grades based on absolute marks out of 100 shall be made as follows:

RANGE MARKS	GRADE
80-100	A+
75-79	A
70-74	B+
65-69	B
57-64	C
50-56	D

(The approval to the change has been accorded in the Academic Board meeting held on 5th April 2008 vide Item no. 4) (The approval to the change has been accorded by Chairman, Academic Board. Post facto approval to the change shall be obtained in ensuing Academic Board meeting) (The approval to the Revision has been accorded in the Academic Board meeting held on 19th January 2013 vide Item no.6)

Appendix – E

Statistical Method (Relative Grading) for the Award of Grades

(The approval to the change has been accorded in the Senate meeting held on 20th June 2007 vide Item no. 2)

For the award of grades in a course, all component-wise evaluation shall be done in marks. The marks of different components viz. Class Test Examinations (CT), End-Semester- Examination (ESA), Teacher's Assessment (TA), Practical Assessment, etc. would be reduced to relative weightage of each component as approved by the Academic Board and added. Marks so obtained would be converted to grades following the guidelines given below:

Award of Grades-

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

(The approval to the change has been accorded by Chairman, Academic Board. Post facto approval to the change shall be obtained in ensuing Academic Board meeting)

Grade *F absolute Grade for less than 50 % marks.

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

- Select number of students for A+ grades
- $K_1 =$ (minimum marks of 'A+'-1), if no A+ grade offered then consider maximum marks secured.
- $K_6 = 50$, $C = (K_1 - K_6) / 5$, $K_2 = K_1 - C$, $K_3 = K_2 - C$, $K_4 = K_3 - C$, $K_5 = K_4 - C$.

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

(The approval to the change has been accorded in the Academic Board meeting held on 17.06.2011 vide Item no. 27)