

**College of Engineering Pune**  
**(An Autonomous Institute of Government of Maharashtra,**  
**Permanently Affiliated to Savitribai Phule Pune University)**  
**ACADEMIC RULES and REGULATIONS**  
**for**  
**UG PROGRAMMES**  
**(FOR the AWARD of B. TECH and B. PLANNING DEGREES)**  
  
**[Applicable with effect from Academic Year 2019-20]**

## 1. Short Title and Commencement

- (a) These Regulations shall be called the “College of Engineering Pune (COEP) Regulations for the Award of B. Tech/B. Planning Degree”;
- (b) They have been evolved, drafted and implemented after deliberations in and approvals from the Academic Council and the Board of Governors of the Institute and are subject to change/modifications from time to time; (major modifications at a frequency of FOUR years in synchronization with the Curriculum Structure revision and minor changes as and when applicable)
- (c) The latest revised version shall be applicable for students enrolling for all the B. Tech/B. Planning Degree Programmes at the Institute from the Academic Year 2019-20.

## 2. Definitions

- (a) “Academic Council” means Academic Council of the Institute;
- (b) “Academic Year” means year beginning from 1<sup>st</sup> July to 30<sup>th</sup> June the following year;
- (c) “AICTE” means All India Council for Technical Education;
- (d) “Authority” means the Government of Maharashtra or Savitribai Phule Pune University or Board of Governors of COEP or Director of COEP, as applicable;
- (e) “B. Tech” means Bachelor of Technology, an Under Graduate Degree awarded by the University;
- (f) “B. Planning” means Bachelor of Planning, an Under Graduate Degree awarded by the University;
- (g) “Board” means Board of Governors/Board of Management of the Institute;
- (h) “BoS” means Board of Studies of a specific Department of the Institute;
- (i) “CIE” means Continuous In-semester Evaluation;
- (j) “Course” means in individual teaching subject typically lasts in a semester;
- (k) “CTS” means Credit Transfer Scheme for student exchange from and to COEP
- (l) “Director” means Director of the Institute;
- (m) “Deputy Director” means Deputy Director of the Institute;
- (n) “Dean” means Dean of the Institute, with the specific functions also indicated along with the title;
- (o) “DUPC” means Departmental Undergraduate Programme Committee, a sub-committee of BoS to plan and implement policies for UG programmes;



- (p) “ESE” means End Semester Examination;
- (q) “Government” means Government of Maharashtra;
- (r) “HoD” means Head of the Department of a specific Department of the Institute;
- (s) “Honors” means a set of courses taken from the verticals of the same programme of B. Tech/B. Planning study by a student, over and above the prescribed credits for B. Tech/B. Planning and receiving an additional certificate at the end of graduation period;
- (t) “Institute” means College of Engineering Pune (COEP);
- (u) “Minor” means a set of courses taken by a student from another department or interdisciplinary programmes, over and above the prescribed credits for B. Tech/B. Planning and receiving an additional certificate
- (v) “Prescribed” means prescribed by these or any other Regulations of the Institute from time to time;
- (w) “Programme” means a combination of courses and/or requirements to be completed that lead to a degree or certificate; Example, B.Tech in Civil Engineering, B.Tech in Mechanical engineering etc.
- (x) “Regulations” means College of Engineering Pune Regulations for the Award of B. Tech/B. Planning Degree;
- (y) “University” means Savitribai Phule Pune University (SPPU)
- (z) “UG”, means Under Graduate Degree programme;
- (aa) “UGC” means University Grants Commission;

### 3. Preamble

The Regulations prescribed herein have been made by COEP, an autonomous institution of Government of Maharashtra, permanently affiliated to the Savitribai Phule Pune University (SPPU), to facilitate the smooth and orderly conduct of its academic programmes and activities at the B. Tech/B. Planning level. It is expected that the Regulations will enable the students to take advantage of the various academic opportunities at the Institute and prepare themselves to face the challenges in their professional careers ahead. It may be noted that:

- (a) The provisions made herein shall be applicable to all the B. Tech/B. Planning Programmes offered at the Institute, at present;
- (b) They shall also be applicable to all the new UG Programmes which may be started at the Institute in the future;



- (c) Academic and non-academic requirements prescribed by the Academic Council have to be fulfilled by the students for eligibility towards the Award of B. Tech/B. Planning degree.

#### **4. Admissions**

- (a) The intake capacity of each programme, including the number of seats to be reserved for the students of different categories shall be decided and resolved by the Academic Council, approved by the Board and informed to the University, by following the Government directives and AICTE approvals. The same channel shall be followed for the inception of new UG Programmes in the Institute.
- (b) Admissions to the first year of all the UG programmes shall be made before the start of each Academic Year, through the Maharashtra Common Entrance Test (MHCET) conducted by the Government, or on the basis of any other relevant Entrance Examination or eligibility criteria as decided and published by the Government for that year.
- (c) The Institute shall also admit a limited number of students of Children of Indian Workers in Gulf Countries (CIWGC), Non-Resident Indian (NRI), Persons of Indian Origin (PIO), Foreign National (FN) categories, J&K Prime Minister's Special Scholarship Scheme and State and Central schemes on children from North East states/NT, as per Government and AICTE rules in the first year of the respective UG programmes.
- (d) There shall also be a merit-based, lateral admission of students having Diploma or equivalent qualification to the second year of all the UG programmes (except B. Planning) at the Institute in accordance with the Government rules from time to time as applicable for such admissions.
- (e) The Institute reserves the right to revoke the admission made to a student if it is found at any time after admission that he/she does not fulfil all the requirements stipulated in the offer of admission to a UG programme as laid down by the Authority.
- (f) The Institute also reserves the right to cancel the admission of any student and discontinue his/her studies at any stage of studentship for unsatisfactory academic performance and/or undisciplined conduct. Also, in the case the student wants to cancel his/her admission due to any personal reasons, at any juncture, he/she shall need to apply through a proper channel (Faculty



Advisor → HoD → Dean Student Affairs → Dean Academics → Students' Section → Director), with the application endorsed by his/her parents. The Faculty Advisor may take help from a trained Institute Counsellor if needed. The admission shall be cancelled after obtaining 'NO-DUES' from ALL relevant sections of the Institute, as per the norms.

## 5. Academic Calendar

- (a) Each Academic Year shall be divided into two main semesters, each of 19 weeks, viz., odd semester (July – November) and even semester (January – May) and 8 weeks Summer Term (Supplementary Semester, May– June).
- (b) The Institute shall arrange regular academic activities for the students during the two main semesters and makeup courses for the students during the Summer Term. Students with no backlog courses can undergo Summer Internship Program (SIP) during the summer term, while those with backlogs can summer intern at the Institute.
- (c) The academic activities in a semester shall normally include course registration, teaching-learning process comprising of course work, Continuous In-semester Evaluation (CIE), dropping/withdrawal from courses, End Semester Examination (ESE) and declaration of results.
- (d) The Institute shall announce the schedule for all the academic activities well before the commencement of the Academic Year and take all the necessary steps to follow them scrupulously.
- (e) The Institute shall also announce adequate intra-semester and inter-semester breaks for the students and ensure that a minimum of 180 academic working days are available during the Academic Year.
- (f) A typical breakdown of the Academic Year for the B. Tech/B. Planning programme at the Institute shall be as suggested in Table 1:

**Table 1: Suggested Breakdown of Academic Year into Semesters**

|                            |  |
|----------------------------|--|
| 1. No. of Semesters/ Year  | Three; Two being Main Semesters (Odd and Even) and one being Summer Term (Supplementary Semester); |
| 2. Semester Durations:     | Main Semesters: Approx.19 Weeks each;<br>Summer Term (Supplementary Semester): Approx. 8 Weeks;    |
| 3. Academic Activities and | <b>Main Semester (Odd or Even):</b><br>Registration of Courses- 2 days; Course work- 15 Weeks;     |



|  |   |
|--|---|
| <p>Examinations<br/>(Weeks):</p>             | <p>Examinations- 3.5 weeks; Declaration of Results- 3 days; Total: 19 weeks;</p> <p><b>Re-Examination:</b> (for failed courses in odd and even Main semesters. For the First Year even semester, Re-examination is overlapping with Summer Term)</p> <p><b>Registration of Courses-</b> 1 day; Re-Examination Preparation-6 days; Re-Examinations- 5 days; Declaration of Results- 2 days; Total: 2 weeks;</p> <p><b>Summer Term (For Internship):</b><br/>Registration of Courses- 1 day; Course Work- 7 weeks; Examinations- 4 days; Declaration of Results- 2 days; Total: 8 weeks;</p> <p>(Industry Internship – 6-8 Weeks;)</p> <p><b>Inter-Semester Break:</b><br/>After odd Main Semester- 3 weeks;<br/>After even Main Semester – 9 weeks;<br/>Total: 12 weeks for regular students, and 6 weeks for students appearing for Re-examinations</p> |
| <p>4. Extra Curricular Activities (Days)</p> | <p>Institute Level Flagship Events and other events; each one spread over weekend and holidays.</p> <p>Technical Festival -National level - "Mind Spark" (3 days);<br/>Impression -National level - "Cultural Fest" (3 days);<br/>Annual Sports Event -National level -"Zest" (3 days);<br/>Pune Startup Fest (2 days);<br/>Annual Regatta (1 day) on a Sunday and<br/>Annual Social Gathering (3 days)</p>   |

## 6. In-campus Residence

- (a) Interested UG students may apply for the hostel accommodation at the time of admissions, as the Institute is partially residential and it can admit a limited number of boys and girls students in the hostels.
- (b) The method of admission for UG students' hostels, rent payable per each seat allotted and the discipline to be followed by the residents shall be governed by



“Rules and Regulations” framed by the Institute in this regard from time to time.

- (c) Each UG student selected for hostel admission shall be provided with a seat in one of the hostel rooms identified for this purpose on sharing basis and there shall be no family accommodation available in the hostel for married students.
- (d) Students residing in the hostels shall adhere to the prescribed hostel discipline and pay the hostel/mess charges regularly, as any failure to do so, may lead to a withdrawal of hostel facilities of such students.
- (e) Hostel residents shall apply for a leave of absence and get the same approved before leaving the hostel even for a few days, as any failure to do so may lead to cancellation of hostel admission of such students.
- (f) Students residing in the hostels shall be required to clear all the dues of the hostel and vacate their rooms at the end of each Academic Year, as they shall be considered for afresh hostel admission of the new Academic Year.

## **7. Code of Conduct and Discipline**

- (a) All students shall be required to conduct themselves in a manner befitting the students of a national institution of high reputation, within and outside the precincts of the Institute.
- (b) Unsocial activities like ragging in any form shall not be tolerated within or outside the precincts of the Institute and the students found indulging in them shall be dealt with severely and dismissed from the Institute as per the rules set within the Anti-Ragging ACT.
- (c) The following additional acts of omission and/or commission by the students within or outside the precincts of the Institute shall constitute a gross violation of code of conduct punishable as indiscipline:
  - I. Lack of courtesy and decorum, as well as indecent behaviour;
  - II. Wilful damage of the property of the Institute/Hostel or of fellow students;
  - III. Possession/consumption/distribution of alcoholic drinks and banned drugs; including chewing of tobacco, smoking etc..
  - IV. Mutilation or unauthorized possession of library material, like. books;
  - V. Noisy and unseemly behaviour, disturbing the peace in the Institute/Hostel;
  - VI. Hacking in computer systems, either hardware or software or both;



- VII. Any other act considered by the Institute as of gross indiscipline.
- (d) In each case above, the punishment shall be based on the gravity of the offence, covering from reprimand, levy of fine, expulsion from Hostel, debar from the examination, rustication for a period, to outright expulsion.
  - (e) The reprimanding authority for an offence committed by students in the Hostels and in the Department or the classroom shall be respectively, the Rector of the Hostels and the Head of the concerned Department.
  - (f) In all the cases of offences committed by students in jurisdictions outside the purview of Clause (e), the Dean Students Affairs shall be the Authority to reprimand them.
  - (g) All major acts of indiscipline involving punishment other than mere reprimand shall be considered and decided by the Chairman, Students Disciplinary Committee appointed by the Director.
  - (h) All other cases of indiscipline of students, like the adoption of unfair means in the examinations shall be reported to the Dean Academics, for taking appropriate action and deciding on the punishment to be levied. Guidelines for unfair means/malpractices during examinations are described in detail in Section 14.
  - (i) In all the cases of punishment levied on the students for any offence committed, the aggrieved party shall have the right to appeal to the Director, who shall constitute appropriate Committees to review the case.

## 8. Programme Duration

- (a) The minimum duration of the UG Programme for a student to complete the academic and other requirements at the Institute and qualify for the award of Degree by the University shall be normally of 8 semesters, i.e. 4 Academic Years.
- (b) However, it shall be possible for an outstanding student to qualify for the UG Degree award in less than eight semesters, by registering for a greater number of credits i.e., up to the maximum permissible limit of 28 credits as applicable/ as decided per semester from the third semester onwards to complete the Programme requirements of prescribed credits (166 credits as applicable for 2019-20 admitted students). For the remaining semester after acquiring the prescribed credits, the student will have to intern in an Industry/Research





Organization/with an institute of higher academic eminence or with the Institute itself and can take additional courses at the Institute. In such a case, the Institute shall issue a Provisional Passing Certificate upon completion of the prescribed credits and the student shall wait for the completion of eight semesters for the UG Degree award by the University.

- (c) Academically weaker students shall be encouraged to conduct their studies at a slower pace and complete their UG degree requirements in more than eight semesters. The maximum duration for the course completion shall be of 12 semesters, i.e. 6 Academic Years from the first date of registration in the Institute.
- (d) Clause (c) above shall apply to three types of students at the Institute:
- I. Those who wish to complete the UG Degree requirements comfortably without encountering failure in any course;
  - II. Those who failed to complete the due credits of a particular semester and went on to accumulate the backlogs.
  - III. Those who wish to avail a temporary withdrawal from the Programme after receiving approval from the Authorities. The details about this clause are given in Section 19.
- (e) In all the cases above (d), a student shall have to complete the UG Degree Programme requirements of the prescribed credits within 12 semesters, i.e. 6 Academic Years. Failure to complete the UG Degree Programme requirements by any student in this period shall lead to the cancellation of his/her admission to the Institute forthwith.
- (f) A student shall not be awarded a UG Degree for a Programme if the Cumulative Grade Point Average (CGPA) at the end of the programme is less than 5. For such students, the Performance (CGPA) Improvement Scheme is recommended wherein the student is eligible to take any three courses for improvement. The details about the Performance (CGPA) Improvement Scheme are given in Section 22.

## **9. Course Structure**

- (a) Each course offered in the B. Tech/B. Planning curriculum at the Institute shall be listed by using a certain alphanumeric course code in which the first set being letters and the remaining being numerals, as follows:



- i. The first set of letters to represent the Programme of a specific Department offering the course in abbreviated form, e.g., CE for Civil Engineering;
  - ii. The next set of numerals follow to represent the year of the programme;
  - iii. The next set of numerals represent the Course Number allotted for the course by the Department, i.e., 01, 02, 03, up to 99;
  - iv. Thus, as an example, courses offered at the Department of Civil Engineering in the year 2019 shall be listed from CE-1901 up to CE-1999;
- (b) All the theory as well as laboratory courses in the B. Tech/B. Planning Curriculum will have 1-5 credits and a student shall acquire these credits after he/she completes its teaching-learning-evaluation process successfully.
- (c) The assignment of credits to course work shall follow the well-accepted practice at leading institutions, with one credit being defined to mean:
- Theory/Lecture course conducted for one hour per week in a semester;
  - Tutorial conducted for one hour per week in a semester;
  - Laboratory/Practical/Studio conducted for two/three hours per week in a semester;
  - Project work conducted for two hours per week in a semester;
  - Seminar work conducted for one hour per week in a semester.
- (d) Each student of the B. Tech/B. Planning Degree shall be required to earn a total of prescribed credits as applicable during his/her studentship at the Institute in order to qualify for the award of UG Degree. While a student can register for more than prescribed credits at the Institute, only prescribed credits shall be reckoned for the UG Degree award. In case a student opts for Honors/Minors certification schemes from 5th to 8th semesters, he/she will have to earn an additional minimum 12 credits (with minimum 3 additional credits per semester) to qualify for such certification, with a minimum of CC grade in each of the courses.
- (e) In addition, each student shall have to complete the requirements of Mandatory Learning Course (MLC) such as Professional Laws, Ethics, Values and Harmony, Constitution of India, Environmental Studies and Intellectual Property Rights. In the Semester Grade Report, all the students shall receive the grade as PP (for Passed) and NP (for Not Passed) in MLC course. While obtaining grade as PP is a mandatory requirement for the UG Degree award of



a student, this shall not be taken into account for computing the final Semester Grade Point Average (SGPA) and thereby CGPA.

- (f) In addition to the credits requirement prescribed above for the award of UG Degree, each student shall earn an Activity Grade Certificate by participating into the Activity Event Grade Points Scheme, which lists two groups of activities: Group A-Co-curricular activities and Group B-Extra-curricular activities happening on campus or off campus. The details about this clause are given in Section 25.
- (g) Each student shall register for specifically prescribed credits per semester as per the respective UG Programme during his/her studentship at the Institute. The exact number of credits to be registered by a student in a semester in a particular Department shall be decided by his/her Faculty Advisor based on the student's academic performance in the preceding semesters.
- (h) The medium of instruction for course work and examinations at the Institute shall be English.
- (i) The course work for the Programme shall be broadly divided into TWELVE main course groups, as follows:
- Basic Science Courses including Mathematics (BSC);
  - Engineering Science Courses (ESC);
  - Mandatory Learning Courses (MLC);
  - Self Learning Courses (SLC);
  - Humanities, Social Sciences and Management Courses (HSMC);
  - Liberal Learning Courses (LLC);
  - Skill Based Courses (SBC);
  - Interdisciplinary Foundation Courses (IFC);
  - Interdisciplinary Open Courses (IOC);
  - Department Elective Courses (DEC);
  - Professional Core Courses (PCC);
  - Laboratory Courses (LC);
  - Massive Open Online Courses (MOOC);
- (j) The DUPC of the concerned department shall be responsible for designing and planning the curriculum and syllabi for all the courses included in the Programme for the approval by the Academic Council. However, the Dean



Academics along with the respective Heads of the Departments shall be in charge of the Institute-wide implementation of course work, time tables and related requirements of the Programme.

- (k) There shall be two schemes offered for the project work, namely Scheme A and Scheme B. A student opting for Scheme A shall carry out the project work at the Institute spanning two semesters, wherein, a student opting for Scheme B shall spare one complete semester at an Industry/Research Organization or at another institute of higher eminence (Academia).
- (l) Each Department shall mandatorily include industrial training and/or fieldwork (Internship) of 4-8 weeks for all the students of the department at the end of each Academic Year. However, these shall be arranged during the Summer Term period following the even semester of studies at the Institute.
- (m) Those students who are unable to take internships in first three summers, during the first three years, while at the institute, shall necessarily opt for Scheme "B".

#### **10.Course Registration for the Semester**

- (a) At the beginning of the first semester of the UG Programme, every student shall be required to register his/her profile on the Institute MIS portal and every student shall be allocated with a unique Permanent Registration Number (PRN), which shall be used to identify a student at any time.
- (b) Each Department shall assign Faculty advisors, one for each academic division/class for all of its students, taken together and a set of faculty mentors (one mentor for a group of 20 students, in a class), and update the Dean Academics, Dean Students Affairs, Examination Cell and Students section with the lists of faculty advisers and mentors. The responsibilities of the Faculty Advisors/mentors shall include helping the students in planning their course work and other academic activities at the Department and to regularly monitor and advise them on their academic and other performance at the Institute. For the students of the First Year during the first two semesters, the Faculty Advisors may be assigned from among the teachers of Basic Sciences including Mathematics, Applied Science and Physics Departments. From 2nd year upwards, Department Faculty will guide and facilitate students, in the roles of faculty advisers and mentors. till they successfully roll out of the institute.



- (c) Each student shall be required to register for course works by following the advice of the Faculty Advisor at the commencement of each semester on the day fixed for semester credits registration as notified in the Academic Calendar.
- (d) Students who fail to register for course work on the notified date may be permitted by the Department for late registration till the last date of registration announced in the Academic Calendar after payment of additional late registration fees fixed by the Institute.
- (e) Only those students shall be permitted to register for course work who have:
- I. Cleared all dues of the Institute, Hostel and Library including fines (if any) of the previous semester,
  - II. Made all the required advance payments towards the Institute and Hostel dues for the current semester before the closing registration date and
  - III. Not been debarred from registration of courses on any other specific ground.
- (f) Each student shall fulfil the following conditions at the time of registration of course work in any semester:
- I. Each student of the first year shall register for all the courses on a “Normal Learners Track” in the first two semesters, with the flexibility to drop one/two courses, up to the minimum permissible limit of 18 credits in each case. Similarly, directly admitted Diploma/equivalent students with the lateral entry in the 3<sup>rd</sup> semester shall also register for all courses in the third and fourth semesters, with the flexibility to drop one/two courses, up to the minimum permissible limit of 18 credits in each case.
  - II. A student shall be permitted to register on an “Outstanding Learners Track” for more than the average semester credit load, i.e., up to a maximum of 28 credits, if he/she has shown outstanding performance in course works in the previous semesters, i.e., CGPA  $\geq$  7.5. In case of overlapping of lectures in the time table, students shall be permitted to register for the equivalent MOOC course as approved by the concerned Head of the department and Dean Academics.
  - III. On the other hand, students who have acquired less than 70% (after the decimal values in the calculated percentage rounded up to the next



integer value) credits out of the total assigned First Year credits, after completing the First Year, shall be on the “Slow Learners Track” and need to register again and continue attending the lectures of the pending courses in the following year itself. Such students shall not be allowed to register for the Second Year of the UG Programme unless they acquire more than 70% credits.

- IV. Students, who acquired a minimum of 70% credits out of the total assigned First Year credits shall register for all courses of the Second Year and pending courses of the First Year. Students who acquired a minimum of 70% credits out of the total assigned Second Year credits and have CGPA  $\geq 5.0$  after completing the Second Year and satisfying clause V given below, shall register for all courses of the Third Year and pending courses of the Second Year. Students who acquired a minimum of 70% credits out of the total assigned Third Year credits and have CGPA  $\geq 5.0$  after completing the Third Year and satisfying clause V given below, shall register for all courses of the Forth Year and pending courses of the Third Year. In case of overlapping of lectures in the time table, students shall be permitted to register for the equivalent MOOC course as approved by the concerned Head of the department and Dean Academics.
- V. By following the “Year Down Concept”, for the transition to (N+1)<sup>th</sup> year, all backlogs of (N-1)<sup>th</sup> year must be cleared (where, N = 2<sup>nd</sup> year or 3<sup>rd</sup> year) by the students.
- VI. For the lateral entry admitted UG students in the 3<sup>rd</sup> semester of Second Year, the “Slow Learners Track” shall be started from Second year and the “Year Down Concept” in the Final Year.

The Table 2 consitates these elegible conditions.



Table 2: Promotion Eligibility Conditions

| Promoting To Year | Promotion Eligibility   |   |
|-------------------|---|---|
|                   | First Year Direct Admit   | Second Year Lateral Entry   |
| SY                | 1. Minimum of 70% credits out of the total assigned FY credits  |   |
| TY                | <ol style="list-style-type: none"> <li>1. Received DD grade and above for all courses in FY</li> <li>2. Minimum of 70% credits out of the total assigned SY credits</li> <li>3. CGPA <math>\geq</math> 5.0 after completing the SY</li> </ol> | <ol style="list-style-type: none"> <li>1. Minimum of 70% credits out of the total assigned SY credits</li> <li>2. CGPA <math>\geq</math> 5.0 after completing the SY</li> </ol>   |
| Final             | <ol style="list-style-type: none"> <li>1. Received DD grade and above for all courses in SY</li> <li>2. Minimum of 70% credits out of the total assigned TY credits</li> <li>3. CGPA <math>\geq</math> 5.0 after completing the TY</li> </ol> | <ol style="list-style-type: none"> <li>1. Received DD grade and above for all courses in SY</li> <li>2. Minimum of 70% credits out of the total assigned TY credits</li> <li>3. CGPA <math>\geq</math> 5.0 after completing the TY</li> </ol> |

VII. As per the University norms, the UG Degree shall not be awarded to those students who do not fulfil the Degree requirements of Programme completion within 6 years from the first date of admission/ registration in the Institute for a UG Programme. Admissions of those UG students who don't complete the first 4 semesters in the first 4 Academic Years shall stand cancelled as there shall be less possibility of Degree completion by these students in the prescribed period.

- (g) ESE shall be conducted once for a course in the main semester, but to give an opportunity to the failed students, the Re-examination shall be conducted after every main semester on the dates announced in the Academic Calendar.
- (h) A Summer Term (Supplementary Semester) shall be offered during the summer period as notified in the Academic Calendar primarily to facilitate the students to attend the First Year courses in which they have failed. A Special Summer Term shall be offered to the Final Year students, those who are remaining with only less than or equal to 12 credits to complete the prescribed UG Degree requirements in the current Academic Year. The offering of a summer term for the Courses of Second Year or Third Year is optional by the concerned faculty.
- (i) A student shall be allowed to register for a maximum of three theory courses in a Summer Term.





- (j) A student shall have the possibility to drop a course in the middle of a semester as per the Academic Calendar, without mention in the Semester Grade Report, with the concurrence of the Faculty Advisor and after intimating the concerned course instructor(s) and the Examination Cell. However, it shall not be possible for a student to register for an alternative course in lieu of the dropped course in that semester.

## **11.Attendance**

- (a) Each student shall be required to attend at least 75 percent of all the conducted classes like lectures, tutorials, laboratories, studios and workshops for being permitted to attend the End Semester Examination. A student who has not attended minimum 75% of all the conducted classes shall be declared as detained for the course(s) and shall not be permitted to attend the End Semester Examination.
- (b) Students shall also be required to take part in any other academic and co-extra-curricular activities and attend the camps, as and when arranged by the Institute during the Academic Year.
- (c) Students desirous of continuous leave of absence for less than two weeks during a semester shall apply for it in advance to the Head of the Department providing reasons and supporting documents, if any and get it approved.
- (d) Continuous absence due to illness or any other reason for a period less than two weeks in a semester, for which a student could not make a prior application, may be condoned by the Head of the Department after proper verification.
- (e) The Dean Academics shall be the Authority for sanctioning the leave of students outside clauses (d) and (e) above, after receiving their applications along with recommendations of the Heads of Departments.
- (f) In the case of the long absence of a student in a semester with prior approval or otherwise, the Dean Academics shall decide whether the student be asked to withdraw from the Programme for that particular semester.
- (g) In all the cases of leave of absence as per Clauses (d)-(f) above, the period of leave taken shall not be condoned for the purposes of fulfilling the attendance requirements stipulated in the Clauses (a) and (b).
- (h) It shall be the responsibility of a student residing in the hostel to intimate the





Warden of his/her hostel and also the concerned course instructors regarding his/her absence before proceeding on leave.

## 12. Grading System

- (a) The Institute shall follow the award of letter grades and the corresponding grade points to the students based on their performance at the end of every semester, as given in Table 3.

**Table 3: Letter Grades and Grade Points**

| Grade                     | Grade Points |
|---------------------------|--------------|
| AA                        | 10           |
| AB                        | 9            |
| BB                        | 8            |
| BC                        | 7            |
| CC                        | 6            |
| CD                        | 5            |
| DD                        | 4            |
| FF                        | 0            |
| PP (Only for MLC Courses) | 0            |
| AU (Audit Course)         | 0            |
| NP (Only for MLC Courses) | Not Passed   |

- (b) In addition to the grades given in Table 3, the instructors shall use a transitional grade 'I' as described in Clause (h) here.
- (c) A student is considered to have completed a course successfully and earned the credits if the student secures a letter grade other than Grade 'I' or Grade 'FF' in that course. Letter grade 'FF' in any course implies failure in that course.
- (d) A *Semester Grade Point Average* (SGPA) shall be computed for all the students in a Department for each semester, as follows:

$$SGPA = \frac{(C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_n * G_n)}{(C_1 + C_2 + C_3 + \dots + C_n)}$$

where,  $n$  is the number of courses registered during the semester,  $C_i$  is the number of credits allotted to a particular course and  $G_i$  is the grade points



corresponding to the grade awarded to the student for the course.

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

$$CGPA = \frac{(C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_m * G_m)}{(C_1 + C_2 + C_3 + \dots + C_m)}$$

where  $m$  is the number of courses registered up to that semester,  $C_j$  is the number of credits allotted to a particular course and  $G_j$  is the grade points corresponding to the grade awarded to the student for the course.

- (f) Whenever, a student repeats or substitutes a course in any semester, the lower of the two grades obtained by him/her in the course shall be ignored in the computation of CGPA from that semester onwards and the students shall be given the benefit of a higher grade.
- (g) Both the SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such for ease of presentation. Whenever the CGPAs are to be used for the purpose of determining the merit ranking in a group of students, only the rounded off values shall be made use of.
- (h) The transitional grade 'I' shall be awarded in two cases:
- I. If a student has satisfactory attendance in the classes, have satisfactory performance in all components of the Continuous In-semester Evaluations (minimum 30% in T1 and T2, put together), but absent in End Semester Examinations due to convincing genuine reasons (as explained in clause (r) in Section 13).
  - II. Not having sufficient progress to submit the project work (as explained in clause (w) in Section 13).
- (i) When a student gains the grade 'I' for any course during a semester, the SGPA for that semester and the CGPA at the end of that semester shall be tentatively calculated ignoring the 'I' graded course(s). The SGPA and CGPA for that semester shall be finally recalculated after conversion of grade 'I' to the appropriate grade as obtained after passing the respective course(s).
- (i) Other academic requirements for the Programme include the following two grades as viz., PP (Passed) and NP (Not Passed) for MLC courses. However, there shall be no grade points associated with these grades and



they shall not figure in the calculation of SGPA or CGPA. But, obtaining a PP shall be a mandatory requirement to qualify for the UG Degree award.

- (j) It shall be open to each student to take additional courses for audit from the fifth semester onwards, with the concurrence of the Faculty Advisor. Students having CGPA  $\geq 7.5$  and acquiring all the stipulated previous credits shall be normally encouraged to take such courses. While the performance of the student in audited courses shall be included in the Semester Grade Report, they do not contribute to SGPA or CGPA of the concerned student.
- (k) It shall be open to each student to take additional courses leading to Honors/Minors certification from the fifth semester onwards. Students with no backlogs in the previous semesters and having CGPA  $\geq 6.5$  shall be normally encouraged to take such courses. While the performance of the student in Honors/Minors courses shall be included in a separate Certificate and they do not contribute to SGPA or CGPA of the concerned student.

### 13. Performance Assessment

- (a) There shall be an assessment evaluation of all the students attending a course, like a lecture course, Laboratory/Tutorial/Design/Drawing/Studio course or a combination of the above (known as Integrated course). This evaluation shall be done in two parts, as follows, both of them being important in assessing the students' performance and achievement in the particular course:

I. **Continuous In-semester Evaluation (CIE):** normally conducted by the course Instructor all through the semester. This shall include mid-term tests: Test 1/Test 2, weekly/fortnightly class tests including surprise tests, homework assignments, flip class discussions, problem solving, group discussions, quiz, seminar, mini-project and other means. The course Instructor shall declare the detailed examination/evaluation scheme for conducting the various segments of CIE and their weightages at the beginning of the semester.

II. **End Semester Examination (ESE):** conducted by the course Instructor, preferably jointly with an external examiner; this shall include



- a written examination for theory courses and practical/design/drawing examination with built-in oral part for laboratory/ design/drawing courses.
- (b) The Institute shall maintain a high standard in both CIE and ESE and ensure the declaration of final results of the courses attended by a student in a semester before the end of the semester as per the Academic Calendar.
- (c) CIE and ESE shall have 40:60 weightage. Performance of a student in a course shall be judged by taking into account the results of CIE and ESE together.
- (d) While the conduction of CIE for a course shall be the responsibility of the Course Instructor and the Department concerned, ESE shall be organized centrally by the Examination Cell of the Institute. The records of both CIE and ESE shall be maintained by the Examination Cell.
- (e) Question Papers: For being able to conduct achievement testing of the students in an effective manner, good question paper shall be used as the principal tool, making it necessary for the question papers at CIE and ESE to:
- i. Cover the sections of the course syllabus uniformly;
  - ii. Be unambiguous and free from any defects/errors;
  - iii. Emphasize knowledge testing, problem solving and quantitative methods;
  - iv. Contain adequate data/ other information on the problems assigned;
  - v. Have clear and complete instructions to the students.
  - vi. Be set taking into consideration Bloom's Taxonomy and align the questions to one or more Course outcomes (COs) as per the philosophy of Outcome Based Education (OBE).
- (f) There shall be two types of questions to be set by the course Instructor for the question paper at both CIE and ESE, viz.,
- i. **Multiple Choice Questions**, having each question to be answered by tick marking the correct answer from the choices (commonly four) given against it. Such a question paper shall be useful in the testing of knowledge, skills, comprehension, application, analysis, synthesis, evaluation and understanding of the students. Usually, no more than 15 - 20% of the questions in a paper for CIE or ESE shall be of this type.



- ii. **Comprehension Questions**, having all questions of the regular type to be answered in detail. Such a question paper shall be useful in the testing of overall achievement and maturity of the students in a course, through long answer questions relating to theoretical/practical knowledge, derivations, problem solving and quantitative evaluation.
  - iii. The guidelines mentioned in above 'i' and 'ii' are indicative of minimum standards of evaluation. However, the Instructors are encouraged to follow innovative schemes of evaluating the students for CIE, after its intimation to the students well in advance.
- (g) CIE shall be conducted exclusively by the course Instructor, who shall spell out the components of CIE in advance, maintain transparency in its operation and declare the evaluation results in time as notified in the Academic Calendar. The course Instructor shall also show the assessed answer scripts to the students before submission of the final marks to the Controller of Examinations. The course Instructor shall also solve the questions asked in the tests at the tutorial sessions for the benefit of weak students.
- (h) For a MOOC course, the performance assessment shall be conducted by either the Course Instructor or by the MOOC platform and an equivalent grading pattern shall be followed inline with the Institute norms.
- (i) Attendance for all examinations, both CIE and ESE of each course shall be compulsory for the students. Absence in any CIE tests shall automatically lead to awarding zero marks for the respective test. Absence in ESE [except in case of 12(h) (i)/(ii)] shall automatically lead to the award of grade FF in that course. Such students shall not be eligible for Re-examination of failed courses. (Also refer clause (s) in Section 13.)
- (j) Students having the following deficiencies shall not be permitted to attend the ESE/Re-Examination/Summer Term:
- I. Disciplinary action by the Institute pending against him/her;
  - II. Failure to meet the standards of attendance prescribed;
- (k) The question papers, particularly at ESE, shall be set covering the entire syllabus and the students shall be given an opportunity to answer questions from the full syllabus of the course by restricting their choice out of each unit in the syllabus. For this to be realized, the course syllabi shall be well drafted,



be defect-free and properly unitized (or modularized) to enable the distribution of questions in the question papers to cover the whole syllabus. These aspects shall have to be taken into account, in particular, by the DUPC of the concerned department. The ESE question paper should not have more than 20% choice.

- (l) ESE shall be preferably conducted jointly by the course Instructor and an external examiner appointed for this purpose by the Institute. In this case, considering the tight time schedule for the various tasks connected with ESE, the external examiner shall be associated with the course Instructor only in the setting of the question paper or conducting the oral examinations.
- (m) The answer scripts of ESE shall be evaluated by the Course Instructor/External Examiner as may be the case. The course Instructor shall also show the assessed answer scripts to the students before submission of the final marks to the Controller of Examinations.
- (n) A student must score a minimum of 30% in CIE (both T1 and T2 put together) and 30% in ESE to be eligible to get a letter grade other than FF. However, the passing standard/threshold for each of the courses shall be minimum 30 marks from the CIE and ESE scores taken together. For relative grading, the minimum total final passing score of marks may vary from course to course, but in extreme cases, the minimum may be limited to 30 marks.
- (o) The concerned course Instructor shall also be responsible to award letter grades and to submit the final results of the course to the Controller of Examinations through the Head of the Department before the last date as notified in the Academic Calendar.
- (p) In the case of other requirements, such as seminar, comprehensive viva-voce, MLC, the assessment shall be made as determined by the Grade Awarding Authority of the Institute.
- (q) A student who is detained in a course shall be receiving FF grade with an asterisk (\*) mark indicating that he/she was detained in the specific course.
- (r) The Transitional Grade 'I' shall be awarded by the course Instructor for a course(s), if a student has satisfactory attendance at the classes and performance in other CIE components of assessment (sum of marks obtained for Test1 and Test2 is greater than or equal to 30%, put together), but, absence in ESE in a semester for valid and convincing reasons acceptable to the



Department.

- (s) Exemptions in the case of a student being absent in CIE tests or End Semester Examinations shall be permitted by ensuring the gravity and genuineness of each case.
- I. The genuine reasons to be absent in CIE tests or ESE shall include:
    - i. A student having ill health or other emergency medical reasons which disables him/her from appearing at the examination;
    - ii. A calamity in the family (Death of a parent or sibling, a serious illness involving a serious heart, brain or kidney disease, any kind of cancer, or a major operation of a parent) at the time of the examination, which required the student to be away from the Institute;
    - iii. Representing Institute in University/ State/ National/ International competitions of repute;
  - II. The following are not adequate reasons to be absent in CIE and ESE:
    - i. Family functions (social or religious), illness of family members, participation in student activities such as organizing functions or raising money, preparing for other examinations or searching for jobs, etc.
  - III. The student shall be required to intimate the reasons for absence to the Faculty Advisor on or before the day of CIE Test/ESE through a proper channel. Later, a hard copy application has to be submitted to the Faculty Advisor within 7 days of the scheduled CIE test/ESE. Applications received after this period shall not be entertained. In the case of a student representing the institute at the national level competition, prior permission has also to be taken from Dean Student Affairs. In the case of medical reasons, a student shall be required to submit the relevant proofs (Prescription and medical certificate from the Registered Medical Practitioner, Medicine purchase bill etc.). In the case of Family calamity, the application must be duly signed by the parent. A committee comprising of Faculty Advisor, HoD and Dean Academics shall decide whether to permit for re-test/re-examination based on the gravity and genuineness of each case.
  - IV. A student shall be permitted for Re-test for either Test 1 or for Test 2,





not for both. The Course instructor shall decide to give a Re-test or an assignment for the missed CIE within 10 days of the scheduled CIE tests.

- V. A student who was absent in ESE and awarded 'I' Grade for such course(s) after receiving permission to attend Re-examination, the student shall be awarded the grade as gained in the Re-examination and the new SGPA is re-calculated based on the gained grade in the Re-examination.
- (t) In order to express course-wise learning experience of a student, the Institute announces the participation of each student in academic feedback twice during every semester. The two feedbacks are known by the "Mid-Semester Student's Feedback" and the "End Semester Student's Feedback" and their schedule shall be announced in the Academic Calendar. It is mandatory for every student to give both feedbacks each semester.
- (u) The hall tickets for examinations practised at the institute assure the students for which examinations of which courses they shall be eligible to appear for. It is mandatory for a student to present the Hall ticket for Test 1 and Test 2 of CIE tests and the End Semester Examinations.
- (v) The students shall be allotted the hall tickets only if they have given the Mid-Semester Student's Feedback before the Test 2 and End Semester Student's Feedback before the ESE.
- (w) Evaluation of Project work:
- I. Scheme A:
    - i. The project work shall be conducted in one/two stages, spread over one/two consecutive semesters respectively.
    - ii. The project work shall be carried out under the supervision of a Project Supervisor assigned by the department.
  - II. Scheme B
    - i. The project work shall be conducted in a single stage, during the even semester and additionally during the Inter-Semester Break period in an Industry/Research Organization or with an institute of higher academic eminence.
    - ii. The project work shall be carried out under the supervision of Project Supervisors assigned by the department as well as





external Industry/Research Organization /Higher Academia.

- iii. If the Industry/ Research Organization /Higher Academia has any Intellectual Property Rights concern, a Memorandum of Understanding (MoU) shall be signed between the Institute and Industry/ Research Organization /Higher Academia stating various norms.
- III. The evaluation of the project work shall be based on the work assigned by the Project Supervisor(s), Project Presentation Examination, project report and assessment by the Project Evaluation Committee. Project Presentation Evaluations shall comprise of a Mid Semester evaluation and End Semester Evaluation and both the evaluations shall be carried out at the department itself.
  - IV. In the case of Scheme A, at the end of the first stage, the student shall be required to submit a preliminary report of the work done as part of evaluation before a prescribed date to the Project Supervisor and present the same before an Internal Project Evaluation Committee. This shall be followed by taking up the second stage of work in the following semester.
  - V. In the case of Scheme A, the attendance is mandatory at the Institute, wherein, for Scheme B at the Industry/ Research Organization/Higher Academia.
  - VI. Before submission of the report at each stage, the plagiarism check of the report must have been carried out and should fall below 20% to become eligible to be considered for evaluation. While submitting for evaluation, the reports of each stage shall be accompanied with original report of the antiplagiarism software approved by the Dean Academics or authorities, an undertaking from the student and a certificate from the Guide/Supervisor attesting to the originality of the work, vouching that there is no plagiarism and any other academic dishonesty and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other institution.
  - VII. The Controller of Examinations shall receive a panel of names as identified as the External Project Evaluation Committee for a student



from the DUPC Chairman of the concerned department at least two weeks before the submission of the second stage of project work. In the case of Scheme B, one of the members of the External Project Evaluation Committee shall be from the Industry/ Research Organization/Higher Academia, if an MoU exists.

- VIII. A student shall submit three unbound, typed copies of the project report (one for each examiner), prepared according to the prescribed format required by the Department at least one week before the date of Project Presentation Examination.
- IX. The Department shall record the date of submission of the project report and arrange to send copies of the same to the External Project Evaluation Committee within a few days before the date fixed for the Project Presentation Examination. The department project coordinator shall notify the date of the Project Presentation Examination to the External Project Evaluation Committee and also to the student, with a copy marked to the Controller of Examinations. Then the project report shall be evaluated by the Project Evaluation Committee and the result shall be submitted to the Project Coordinator, who in turn shall forward it to the Controller of Examinations.
- X. On successful completion of the Project Presentation Examination, the student shall be required to submit two bound copies of the final, corrected project report, one being for the Department and the other for the Project Supervisor. In the case of Scheme B, the project report shall be endorsed by both the supervisors from the department as well as Industry/ Research Organization/Higher Academia. Also, the project report shall include a certificate endorsed by the Industry/ Research Organization/Higher Academia.
- XI. A student desirous of extension of time, up to a maximum of 3 months (i.e. upto 31<sup>st</sup> August) from the prescribed date for submission of the project report, shall seek permission for the same from the Project Supervisor and Head of the Department. The DUPC shall consider such requests, case by case, before giving permission.
- XII. If the DUPC is convinced that the progress of a student in project work is insufficient, the concerned students shall be temporarily



awarded the transitional grade 'I'. Further, if the project report of the student is not submitted within the extended time period, the grade 'I' shall be automatically converted to the grade FF. Such students who fail in the assessment of project work shall be required to re-register in the following semester.

#### **14. Guidelines Against Unfair Means/Malpractices During Examinations**

- (a) No student shall use unfair means or indulge in disorderly conduct at CIE or ESE examinations. In the case of unfair means/malpractices observed by Invigilator/Squad/Course Instructor, the respective Answer Script shall be sealed along with the concerned material belongings in a green envelope with the undertaking signed by the student and overleaf signed by Invigilator/Squad/Course Instructor. Such sealed envelope labelled in specific format shall be submitted to Exam Cell. All submitted envelopes shall be filed and stored in lock and key for presenting it to the Disciplinary Committee for Examination.
- (b) Disciplinary Committee of Examination shall conduct a meeting and call every accused student to listen. After listening to all the arguments and deliberations, decisions of the committee shall be noted and communicated to all concerned officials who may be involved in the implementation of such decisions to act upon.
- (c) The unfair means/malpractices shall include the following:
- I. During examination time having in possession or access to
    - i. Any paper, book, note or any other unauthorized material relevant to the syllabus of the examination paper concerned, unless it is allowed for Open Book Examination.
    - ii. Mobile Phones or any electronic gadget other than a calculator, even in switch off mode, which shall potentially be used for communication or copying.
    - iii. Anything was written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.



- iv. Anything was written or signs made on the body of the student or his/her clothes/garments, handkerchief, etc. which may have relevance to the syllabus of the concerned course.
  - v. Anything was written on the question paper which may have relevance to the syllabus of the examination the concerned course.
- II. Giving or receiving assistance in answering the question papers to or from any other student /person in the examination hall or outside during the examination hours.
  - III. Talking to another student or any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator.
  - IV. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
  - V. Impersonating any student or getting impersonated by any person for taking the examination.
- (d) A student found using unfair means/malpractices or involved in disorderly conduct or disturbing other students, at or in connection with an examination shall be referred to the Disciplinary Committee of Examination. The committee after consideration of the case shall decide punishment as one or more of the following:
- I. Cancellation of the examination of the course in respect of which he is found to have been guilty; and/or
  - II. Cancellation of the examination of the semester examination for which the student was participated and/or debarring from the examination for the future semester(s).
  - III. Any other punishment deemed suitable by the Disciplinary Committee of Examination.
- (e) The following norms for punishment shall be followed:
- I. If a student is found having in his possession of any material relevant to the syllabus of the concerned course of examination but was not copied from or used it, the punishment shall be the cancellation of the examination of that particular course and the student shall be awarded grade FF in that course. However, if the material found in possession of the student is insignificant, nature the punishment may be relaxed to the



extent that the student shall be given a chance to appear in the Re-examination. In such a case, the student will be awarded one grade less than he/she actually obtained limited to DD grade.

- II. If a student is found during examination/evaluation to have copied from or used the material caught, the punishment shall be the cancellation of the examination of that particular course and grade FF shall be awarded.
- III. If the behaviour of a student on being caught is unsatisfactory/non-cooperative or the student uses resistance/violence against the Invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offence as deemed fit by the Disciplinary Committee for Examination.
- IV. If a student is found talking to another student or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator, the punishment shall be the discontinuation from the examination of that particular course and the grade shall be awarded in that course based on the attempted contents.
- V. If a student is found reading or possessing some incriminating material relevant to the syllabus of the course in the corridor, urinal etc., the punishment shall be the cancellation of the examination of that particular course and grade FF shall be awarded in that course.
- VI. If a student is found giving or receiving assistance in answering the question paper to or from any other student/person in the examination hall or outside during the examination hours, the punishment shall be the cancellation of the examination of that particular course and grade FF shall be awarded in that course.
- VII. If a student is found in damaging/tampering/scratching the answer script or any part of it during examination or while showing answer script to the student after evaluation, the punishment shall be the cancellation of the examination of that particular course and he/she shall be awarded Grade FF in that course with all the consequences to follow.
- VIII. If a student impersonates any other student in connection with the examination or during the examination, the punishment shall be the



cancellation of the examination of both the students of the present semester and both shall be awarded grade FF in all the courses of that semester and a year down of both the students.

- IX. If a student takes allotted or additional answer script outside the examination hall or replace the allotted answer script with another answer script during examination or replace the evaluated answer script with another answer script while showing answer script to the student after the answer script evaluation, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade FF in all the courses of that semester.
- X. If a student changes contents of the evaluated answer scripts or adds contents in the evaluated answer script or changes marks assessment inside and or outside of answer script or forges signature of the Course Instructor/Invigilator while showing answer script to the student after evaluation, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade FF in all the courses of that semester.
- XI. For combination(s) of unfair means/malpractices from serial No. I to VII or repetition of any unfair means/malpractices from serial No. I to VII by a student more than once, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade FF in all the courses of that semester and a year down of the student.
- XII. For combination(s) of unfair means/malpractices from serial No. VIII to X or repetition of any unfair means/malpractices from serial No. VIII to X by a student more than once, the punishment shall be the cancellation of the admission of the student from the said programme.
- XIII. If a student is found active/inactive part of any social media means used for unfair means/malpractices in the examination, the punishment shall be fine of Rs. 5,000/- for inactive students and for an active student, one step shall be downgraded in terms of the grade earned to a minimum of DD grade for maximum three high scoring courses.
- XIV. If mobile phone or programmable calculator or any other electronic gadgets of a student is confiscated during the examination, the



punishment shall be fine of Rs. 2,000/- and the confiscated item shall be returned only after the last day of scheduled semester examination.

### **15.Method of Awarding Letter Grades**

- (a) The course Instructor shall award the letter grades to the registered courses for all students based on the marks secured by them in both CIE and ESE together. This shall be done by following a relative grading system based on the use of statistics. The Head of the Department convene a DUPC meeting for preliminary scrutiny and moderation (if necessary) at the Department level and approve the grading.
- (b) The course Instructor shall submit two copies of the result sheets for each course, giving both the marks and the grades awarded to the Head of the Department, before the due date specified in the Academic Calendar. This shall be forwarded to the Controller of Examinations soon thereafter by the Head of the Department.
- (c) All the evaluated answer scripts of CIE in a course shall be returned to the students from time to time during the semester. However, the answer scripts of ESE shall only be shown to the students during the specified period after the evaluation. The Course Instructor shall submit the detailed results sheets together with ESE answer scripts and any other relevant courses connected with ESE to the Controller of Examinations who shall hold it for a period of at least one semester. Steps shall be taken to destroy the same only after obtaining permission from the Dean Academics at the end of the prescribed period.
- (d) A student shall be given an opportunity to appeal to the Director about a course Instructor for awarding lower grade in a course than the expected grade. The appeal shall be made with an application before the commencement of the next semester upon payment of prescribed fees. In such a case, the concerned DUPC Chairman shall form a committee comprising of the course Instructor, another course expert of the same course from the Institute and the Head of the Department and arrange a meeting of the aggrieved student with the committee. The committee shall review the previous evaluation, show the answer script and the performance to the student. If the student is satisfied, the matter shall be closed at this stage. On the other hand,





if a revision of marks allotted is called for, the same shall be carried out and all the records, including the Semester Grade Report, shall be corrected soon thereafter. In the latter case, the prescribed fee paid by the student shall be returned.

- (e) **Withholding of Grades:** The grades of a student in a semester shall be withheld and not declared if the student fails to pay the dues to the Institute or has disciplinary action pending against him/her.

## **16. Re-Examination**

- (a) ESE of the main semester shall be conducted for a course once in a semester. But to give an opportunity for students who appeared for ESE, but failed, the re-examination (ONLY for 60 marks equivalent to ESE) shall be conducted after every semester, for the theory courses only offered in that semester.
- (b) The Re-examination shall be held as per dates notified in the Academic Calendar.
- (c) Re-Examination facility shall also be extended to students who may have missed the ESE of one or more courses in a semester for valid reasons and was already awarded the grade 'I'.
- (d) Students intending to avail this facility shall have to register for the courses by paying the prescribed fees within the stipulated time as notified in the Academic Calendar. A student can appear for the re-examination of all the failed theory courses of that semester.
- (e) The students, who have dropped the course(s) or have been detained for any reason in the course(s), shall NOT be allowed to take the Re-examination of the respective course(s). For any even semester of the first year B. Tech/B. Planning courses, the re-examination of such courses may be synchronized with the ESE of the Summer Term.
- (f) For taking Re-examinations of a regular course, the students need not have to attend the lectures in that course once again. For final grading, Test 1, Test 2 scores and grading scheme of the respective semester shall be used.
- (g) For any Integrated Course (where theory and laboratory are combined into a single course), Re-Examination shall be conducted only for the ESE component of the theory in the respective semester. Existing CIE components of the Examination scheme of theory and all the components of Laboratory





- shall be used for final grading.
- (h) In the case of a failed MOOC course, where the examination is taken by the MOOC platform, the Re-examination shall be conducted at the Institute. However, the similar grading yardstick of course originally conducted in MOOC platform shall be considered for the grade award.
  - (i) The standard of conducting the Re-examination shall be the same as the normal ESE of the main semester.
  - (j) The grade range used for the course shall be the same as that of ESE of the main semester. After conduction and evaluation of Re-Examination, the course Instructor shall award the appropriate grade to the student for the concerned course.
  - (k) Re-Examination facility ensures that the students have one more opportunity to clear a course in the same semester. But, the grading in Re-examination shall be one grade less compared to what the student would have obtained based on main ESE relative/absolute grading pattern, subject to a minimum grade of DD. For example, if a student secures AB grade in Re-examination of a particular course, the students' final result after Re-examination will be declared in BB grade in that course. However, if a student secures DD grade in Re-examination of a particular course, the students' final result after Re-examination will be declared and retained in DD grade in that course and not downgraded to FF. For those students with an "I" grade and who take re-examination, "One Grade Less" policy will not be applicable.
  - (l) After Re-examination, the course Instructor shall communicate the marks obtained in ESE, actual grades secured and grades (one grade less) to be declared as a final result after Re-examination, of each student to the Controller of Examinations (through Head of the Department) within the notified date in the Academic Calendar.
  - (m) Any outstanding Grade 'I' after the declaration of results of the Re-Examination shall be automatically converted into grade FF.
  - (n) Thereafter, a student shall have to re-register for all the failed courses at any further semester when they are offered again. Whenever the structure of the curriculum changes and in case of non-availability of the failed subject(s) for re-registration, the equivalent course(s) in the new structure shall be decided by the respective BoS (DUPC).

### **17. Summer Term (Supplementary Semester)**

- (a) Departments shall have the flexibility to conduct Summer Term during the summer for the backlog courses of the First Year B. Tech/B. Planning as per the Academic Calendar.
- (b) The Summer Term shall be utilized primarily to facilitate the failed students to attend the First Year courses in which they have failed and not for launching any new courses for gaining credit.
- (c) A Special Summer Term shall be offered to the Final Year students, those who are remaining with only less than or equal to 12 credits to complete the prescribed UG Degree requirements in the current Academic Year. The offering of a summer term for the Courses of Second Year or Third Year is optional.
- (d) The academic activity in the Summer Term shall be at double the rate as compared to the main semester; e.g., 1 credit of course work shall require two hours/week in the classroom, so that the contact hours are maintained the same as in the main semester. It shall also be necessary to fulfil the requirements of CIE and ESE for all the courses like in the main semester.
- (e) Courses planned for the Summer Term shall be announced by the Dean Academics in each year, well before the conclusion of the even semester. Students intending to avail of this facility shall have to register for the courses offered by paying the prescribed fees within the stipulated time. A student shall be allowed to register for a maximum of three courses in a Summer Term.
- (f) It shall be the responsibility of the Department to plan in advance the faculty and non-teaching staff requirements to conduct the Summer Term and take necessary steps including the institutional approvals for organizing the same.
- (g) A student who is either dropped or detained in a course during the main semester is not allowed to register for that course in summer.
- (h) A separate Semester Grade Report shall be issued reflecting the gained grades for the courses appeared for the Summer Term.

### **18. Change of Programme**

- (a) Change of Programme shall be permissible for a limited number of special cases in the third semester.
- (b) Only those students who have completed all the courses in the first two



- semesters in their first attempt with a minimum CGPA of 8.5 shall be eligible for making an application for a change of Programme.
- (c) The students who have sought admission under PIO/Tuition Fee Waiver Scheme are not eligible for the Programme change.
  - (d) Irrespective of Programme intake, there shall be a maximum number of only two students admitted in any discipline in the third semester through the Programme change rule.
  - (e) Intending students eligible for a change of Programme shall apply for the same to the Office of Dean Academics of the Institute before the closing date notified at the beginning of the odd semester of each Academic Year.
  - (f) Such students shall be required to indicate up to three Programmes, in order of preference to which they wish to change over, as the change shall be strictly based on their merit.
  - (g) The change of Programme shall be permitted purely based on the merit of all the eligible applicants. The CGPA of students at the end of the second semester shall be considered for the ordering of the rank of applicants seeking a change of Programme and in the case of a tie, the MHCET ranks shall also be considered.
  - (h) A "Provisional Merit List" will be displayed initially, inviting students grievances or withdrawal from the "Change of Programme" process.
  - (i) After addressing student grievances and considering students who have withdrawn from this process, the "Final Merit List" will be displayed as per the notified schedule.
  - (j) All the changes of Programme permitted for intending students as per the above clauses shall be effective from their third semester only and no further change of Programme shall be permitted after this.
  - (k) All the "Changes of Programme" permitted at the time of display of "Final Merit List" shall be final and binding on the applicants and no student shall be permitted, under any circumstances, to refuse the change of Programme offered.
  - (l) In UG Curriculum, the structure for E-Group and M-Group of First Year may be different. Hence, the Programme change facility after First Year shall ensure that if there are compromises on courses between E-Group and M-Group, then such courses, if any, shall be completed as audit courses in the 2<sup>nd</sup> year by the



respective students. For Example, in the case of 2019-22 curriculum for semester 1 and Semester 2 for E-Group and M-group, E-Group learns two additional courses on “Foundations of Mechanical Engineering” in Semester 1 and “Introduction to Scientific Computational Tools” in Semester 2 comparing with E-Group. M-Group learns an additional course on “Basic Electronics Engineering” in Semester 2. Hence, when a student receives a Programme change from M-Group to E-Group, the student shall be required to complete the two courses on “Foundations of Mechanical Engineering” and “Introduction to Scientific Computational Tools” in Semester 3 as Audit courses. Similarly, when a student receives a Programme change from E-Group to M-Group, the student shall be required to complete an additional course on “Basic Electronics Engineering” in Semester 3 as an Audit course.

### **19. Temporary Withdrawal**

- (a) A student shall be permitted to withdraw temporarily from the Institute on the grounds like prolonged illness, grave calamity in the family or any other serious happening. The withdrawal shall be permitted for periods which are integral multiples of a semester, provided that:
- I. A student applies to the Institute within at least 6 weeks of the commencement of the semester or from the date the student last attended the classes, whichever is later, stating fully the reasons for such a withdrawal together with the supporting documents and signature of the guardian.
  - II. The Institute is satisfied that even by taking into account the expected period of withdrawal, the student can complete the Programme requirements of prescribed credits within the time limits specified. i.e. within 6 years from the first date of registration in the Institute.
  - III. The student shall have settled all the dues or demands at the Institute including those of Hostel, Department, Library and other units.
- (b) A student availing of the temporary withdrawal from the Institute shall be required to pay such fees and/or charges as may be fixed by the Institute until the student's name appears on the Roll List. However, it shall be noted that



the fees/charges once paid shall not be refunded.

- (c) Normally, a student shall be entitled to avail the temporary withdrawal facility only once during the studentship of the Programme at the Institute, not exceeding 2 semesters.

## **20. Termination from the Programme**

- (a) A student shall be required to leave the Institute on the following grounds:
- I. Absence from classes for more than six weeks at a time in a semester without leave of absence being approved by the competent authorities shall result in the student's name being struck off the Institute rolls.
  - II. Failure to meet the standards of discipline as prescribed by the Institute from time to time shall also result in the student being recommended by the Students Disciplinary Committee to leave the Institute.
  - III. Temporary withdrawal from the programme beyond 2 semesters.
- (b) The admission shall be cancelled after obtaining 'NO-DUES' from ALL the relevant sections of the Institute, as per norms.

## **21. Eligibility for the Award of Degree**

- (a) The Academic Council shall be the Recommending Authority for the award of all B. Tech/B. Planning Degree to the students fulfilling the requirements specified under Clause (c) and the Board shall be the Approving Authority.
- (b) The Degree award shall then be granted by the University.
- (c) A student shall be eligible for the award of B. Tech/B. Planning Degree from the Institute and the University provided, the student has:
- I. Completed all the prescribed credit requirements for the award of Degree with grade DD or higher, in each of the courses, like Theory, Laboratory, Studio, Workshop, Seminar, Project Work, and acquired the prescribed credits within the prescribed number of Academic Years;
  - II. Satisfactorily completed all the non-credit requirements with PP grade, covering MLC and Industrial Training, Fieldwork, (if any);
  - III. Obtained a CGPA of  $\geq 5.00$  at the end of the semester in which he/she completes all the requirements for the award of UG Degree;
  - IV. Paid all the dues to the Institute including the Department, Hostels, Library



- and other units; and,
- V. No case or disciplinary action pending against the student.
  - VI. Earned his/her Activity Grade Sheet.

## **22. Performance (CGPA) Improvement Scheme**

- (a) Students who secure CGPA less than 6.75 after completing the pre-requisite credits for the award of the degree and wish to improve their CGPA shall be permitted for CGPA improvement. Such students shall be permitted to withdraw their grade in a given course with poor grade and permitted to reappear for the examinations for improving the grade and in turn CGPA.
- (b) A student shall appear for grade improvement examination within one year from the date of passing the UG Programme with the conditions that the student has not taken (i) Leaving Certificate from the Institute and ii) Degree from the University through convocation.
- (c) A student seeking permission to register for CGPA improvement shall submit a written application within the stipulated time to the Dean Academics through the Head of the Department from where the student has graduated. No student shall be admitted once the semester credit registration process of that semester ends.
- (d) A student shall choose a maximum three theory courses from a particular semester (either odd or even) offered for the third year or the final year for which the student has secured DD or CD grade. The student shall be required to register for these courses in a particular semester in which those courses are offered by paying the appropriate fees as laid down by the institute from time to time.
- (e) At the time of registration, the student shall be required to surrender all the original Semester Grade Reports given to him/her by the institute He/she shall give an affidavit on 100 Rs. judicial stamp course that he/she shall not do any use of surrendered Semester Grade Reports till he/she gets official results of the courses for which he/she wishes to appear for grade improvement. No change of courses or drop of courses shall be permitted after the course registration.
- (f) A student who wishes to appear for grade improvement shall be exempted from attending the regular classes since the student has already undergone the



course instructions. But he/she shall have to appear for all the evaluation tests/ESE conducted for the registered courses. In the case the student misses any of the tests or examinations, no Re-examination or Summer Term shall be permitted. Absentee for End-semester examination shall automatically lead to the award of grade FF in that course.

- (g) The grading process as used for the regular students appearing for that course shall be applicable and no concession of any sort shall be granted on account of absentee for any of the examinations.
- (h) A student wishing to use the facility of grade improvement shall be required to pass in all the three courses in a single attempt. He/she shall not be entitled to the Re-examination or Summer Term in such cases.
- (i) If the student fails to secure higher grades resulting in a reduction in overall CGPA then the original result of the student before registering for grade improvement shall be retained.
- (j) A student who succeeds in improving CGPA shall be issued a fresh Semester Grade Report by the institute. These Semester Grade Reports shall have star against the courses for which the student has appeared for grade improvement and will state "*Grade Improvement*". The date on the new Semester Grade Reports shall be that as issued for other students appearing in those courses. Name of the student shall be communicated to University and the student shall be required to apply for a degree certificate from the University thereafter.

### **23. Conversion Formula for Grades to Percentage of Marks**

- (a) The Institute shall permit to use a formula for the conversion of CGPA to the percentage of marks as

$$\text{Percentage of Marks} = ((\text{CGPA} - 0.5) \times 10)$$

- (b) However, the conversion formula shall be printed on the backside of the Semester Grade Report.
- (c) The Institute shall not declare the CLASS based on acquired CGPA. The recruiter or the agencies requesting declaration on such conversion may refer to the AICTE or appropriate guidelines in this regard.

### **24. Honors and Minors Certification Schemes**

- (a) Brighter students transiting to the third year shall be permitted for Honors and





Minors certification scheme as an additional avenue for passionate learners. Students are entitled to enrol either for Honors or Minors and not for both simultaneously

- (b) A student shall opt for a certificate in Honors for Vertical/Specialization in his/her OWN Programme for Research orientation. He/she shall opt for Minors certificate in any OTHER Programme for Improving Employability.
- (c) The Scheme shall start from 5th Semester of the UG Programme and the student shall have a minimum CGPA of 6.5 up to 4th Semester without having any failed courses.
- (d) The schemes shall also be open for Second Year Direct Admitted Diploma Students, with CGPA of Second Year at COEP exceeding 6.5.
- (e) Every department shall offer 4 additional courses of minimum 3 credits each for the respective Honors and Minors scheme.
- (f) The Dean Academics shall invite preferences for Honors/Minors scheme from the third year eligible students on the day of Semester Credit Registration of the 5th semester. Students shall give one option for Honors scheme or maximum of two options for the Minors schemes.
- (g) The Minor scheme shall be offered by a particular Department if there are minimum 20 enrolments in the 5th semester. If the number of enrolments falls below 20, the Head of the Department offering the Minor scheme shall decide whether to offer the Minor scheme in MOOCs mode or not. Maximum enrolment for a particular scheme shall not exceed 60. Courses taken in MOOCs mode will be an exception to the upper limit of 60 students.
- (h) The Honors scheme shall be offered by a particular Department if there are minimum 20 enrolments in the 5th semester. If the number of enrolments falls below 20, the Head of the Department offering the Honors scheme shall decide whether to offer the Honors scheme in MOOCs mode or not. The maximum enrolment for a particular Honors scheme shall be decided by the respective department from time to time.
- (i) In case if the number of enrolments to Honors / Minors scheme is less than ten, students shall be permitted to register for the equivalent MOOC course as approved by the concerned Head of the department and Dean Academics.
- (j) The Dean Academics shall notify a provisional allotment, followed by a final allotment list. Later, a student who received allotment shall register for a course





- belonging to the respective Honors/Minors scheme, one course per semester and shall acquire minimum additional 12 credits, if successfully completed.
- (k) A student may voluntarily drop the scheme at any time. However, no certificate/Semester Grade Report shall be awarded for such a partial completion.
- (l) Students shall have to earn a minimum “CC” grade for each course in the scheme. The remedial assessment schemes such as Re-examination or Summer Term shall NOT be applicable for Minors or Honors schemes. A student failing in any of the Minors or Honors courses, at any stage shall be discontinued from the Scheme. However, in such a case, the student shall get an AUDIT certification for the completed courses.
- (m) The scores of these additional courses shall not be accounted towards CGPA calculations at the end of each semester. An additional Semester Grade Report shall indicate the additional courses learnt along with the grades.

**25. Credit Transfer Scheme (CTS)/Students Exchange Program for Semester-long Academic Engagement at/from HLIs/Universities of Repute:**

- (a) In a total span of EIGHT semesters of UG Program, an aspiring and eligible student from COEP, may be facilitated for undertaking his/her studies at any Higher Learning Educational Institute(HLI)/University of repute, within country or abroad, for a maximum of TWO semesters, preferably 5<sup>th</sup> semester onwards.
- (b) The credits earned for the semester, by such students, shall be appropriately accommodated in the grade sheet of the respective semester/s, with the grades considered for SGPA and CGPA calculations.
- (c) The choice of institute, to which the Student wishes to spend his/her academic semester, shall be guided by the Institute (COEP), from among the list of Institutes/Universities with which it has MoUs for such associations. The choice may also be suggested/requested by the Student and in that case the “Semester Transfer proposal” for an aspiring student, shall be forwarded by the respective faculty mentor and Head of the Department for the final approval by the authorities.
- (d) It is expected, in general, that in the transferred semester at the destined HLI/University, the number of credits, course titles/contents and syllabi, more or less, match with the respective elements in the COEP curriculum. In case of



meager mismatch, the balance credits, in terms of appropriate courses, shall be acquired by the concerned student, once he/she resumes campus. The faculty mentor, Head of the Department and Dean Academics, in coordination with Examination cell, shall facilitate the student for the needful.

- (e) The financial liability in terms of tuition fees for the transferred semester, travel, stay and food arrangements, other miscellaneous expenses etc. shall, in general, be accepted by the beneficiary student and undertaking to this effect shall be submitted by the Student to COEP, alongwith his/her proposal in this regard. In case the student wishes to spend the semester at peer institutes with whom COEP has an MoU for CTS/Students Exchange, the semester tuition fee component (from total fees paid by the Student to COEP), shall be shared with that Institute by COEP, case-on-case basis.
- (f) Though the CTS/Students Exchange Program is expected to be executed in physical mode (the student physically spending the semester in the target HLI/University), the Virtual (Online) mode may be permitted in exceptional cases.
- (g) The CTS/Students Exchange Program shall also be open for the aspiring and eligible students, from reputed peer Institutes/Universities, from within the state or country, or overseas, towards an academic engagement for a maximum of TWO semesters at COEP departments. Dean Academics, upon receiving such request applications, duly recommended by the authorities of nominating Institute/University, shall facilitate such incoming students in terms of allotment of credits/coursework in a particular department, continuous/end-sem assessment and issuing the grade sheet. Dean-Students Affairs shall ensure the submission of semester tuition fees from such students to COEP, as the case may be, and may facilitate the incoming students, for hostel accommodation (if available), acquaintance with campus activities, cultural and life skills training etc.

## **26. Activity Event Grade Points Scheme**

- (a) Life Skills allow a person to be ready for life as an adult – specifically for students transitioning from campus to corporate life and independent living.
- (b) In order to nurture the life skill qualities (Employability, Easy transition from



student to corporate/work life, Professional Growth and Personal well-being) and make student multidimensional successful engineer, the Institute encourages students to take active part in Gymkhana activities/ Boat Club activities and various cultural, sports and technical activities held on/off campus.

- (c) In order to make most of the students to take part in the Co-Curricular (Group A) and Extracurricular (Group B) activities of interest, the participation of the students shall get evaluated and get its reflection in final Activity Grade Report.
- (d) All UG students shall choose at least ONE activity/event from the group of Co-curricular and Extra-curricular activities happening on campus or off campus. The student shall take active part in the activity, take part in competitions and earn grade points.
- (e) First year UG students shall choose one event/activity from Group A and one of the courses from the list of GY 101 which is under Group B. (First year PG students would choose one event/activity from Group A and One from the Group B.) Freedom shall be given to the students to take part in more than one activity under the group.
- (f) Group A: Co-Curricular activities include activities by chapters of professional societies like SAE, ASRAE, ISHRAE, CSI, RSI, IEEE, ISTE, IET, Department Associations, Lab Development, Paper Presentation in National/International Conferences, Paper Publication in National/ International Journal, Model Building, Project competition, Entrepreneurship, Patenting, Participation in Technical clubs such as RSC, Satellite Club, Astronomy, MindSpark etc.
- (g) Group B: Extra-Curricular Activities include activities such as NSS, Unnat Bharat, Gymkhana Clubs, Impressions(Cultural Fest), Zest(Sports Event) , Community Services, Social work, Activities in Alumni Association, Participation in Sports, Boat Club Activities and Regatta, Various Clubs of Institute, Intra and Inter Collegiate competitions such as Social gathering, Mood\_I etc.
- (h) On registering for a particular activity, the performance of a student shall be continuously monitored by the Faculty-in-charge. Participation in competitions, winning prizes, representing institute on state, national and international level etc shall get weightage as mentioned in the Table 4.



**Table 4: Activity/Event participation; Grade points allotment**

| Activity Head   | Sl. No                                    | Activity  | Achievement in Levels (*) and Assigned Activity Points |    |     |    |    | Max. Points   | Min. Duration of activity |        |
|---|---|---|--|----|-----|----|----|---|---------------------------|--------|
|   |   |   | I  | II | III | IV | V  |   |                           |        |
|   | 1   | NSS/NCC   |  |    |     |    |    | 50  | 1 Year                    |        |
|   | 2   | Unnat Bharat/EBSB   |  |    |     |    |    | 50  | 1 Year                    |        |
| National Initiatives and Sports and Games Participation |   | Best NSS/NCC Volunteer Awardee (State / National level) / Participation in Republic Day Parade Camp / International Youth Exchange Programme, supported by certification, additional marks upto 20 can be awarded subjected to maximum limit of 70 points |  |    |     |    |    |   |                           |        |
|   | 2   | Sports  | 5  | 10 | 15  | 20 | 25 | 50  | 1 Year                    |        |
|   | 3   | Games   | 5  | 10 | 15  | 20 | 25 | 50  | 1 Year                    |        |
|   |   | First Prize   | 3  | 5  | 7   | 10 | 15 | The maximum limit for activity points is 60. But for winning Level IV and V additional marks upto 20 can be awarded subjected to maximum limit of 70 points |                           |        |
|   |   | Second Prize  | 2  | 3  | 5   | 7  | 10 |   |                           |        |
|   |   | Third Prize   | 1  | 2  | 3   | 5  | 5  |   |                           |        |
|   | Extra Curricular Activities Participation | 4   | Music  | 5  | 10  | 15 | 20 | 25  | 50                        | 1 Year |
| 5   |   | Performing arts   | 5  | 10 | 15  | 20 | 25 | 50  | 1 Year                    |        |
| 6   |   | Literary arts   | 5  | 10 | 15  | 20 | 25 | 50  | 1 Year                    |        |
| 7   |   | Gymkhana Club Events/Competitions,  | 5  | 10 | 15  | 20 | 25 | 50  | 2 Years                   |        |
| 8   |   | Flagship Events, MindSpark/ Impressions/ Zest/ BoatClub/ Regatta Events and activities  | 5  | 10 | 15  | 20 | 25 | 50  | 3 Years                   |        |
|   |   | First Prize   | 3  |    |     |    |    | The maximum limit for activity points is 60. But for winning Level IV and V, additional marks upto 20 can be awarded subjected to                           |                           |        |
|   |   | Second Prize  | 2  |    |     |    |    |   |                           |        |
|   |   | Third Prize   | 1  |    |     |    |    |   |                           |        |



|  |    |  |   |    |    |    | maximum limit of 70 points |     |        |  |
|--|----|--|---|----|----|----|----------------------------|-----|--------|--|
| Co-Curricular Activities Participation | 9  | Tech Fest, Tech Quiz   | 10  | 20 | 30 | 40 | 50                         | 100 |        |  |
|  | 10 | Project competitions   | 10  | 20 | 30 | 40 | 50                         | 100 |        |  |
|  | 11 | Competitions conducted by Professional Societies - (IEEE,SAE, ASHRAE, FPS, ICS etc)        | 10  | 20 | 30 | 40 | 50                         | 100 |        |  |
|  |    | First Prize  | 20  | 20 | 30 | 40 | 50                         |     |        |  |
|  |    | Second Prize   | 10  | 10 | 15 | 20 | 30                         |     |        |  |
|  |    | Third Prize  | 5   | 5  | 8  | 10 | 15                         |     |        |  |
| Professional Self Initiatives          | 11 | Attending Full time Conference/Seminars /Exhibitions/Workshop/ STTP conducted by COEP      | 10  |    | 30 |    |                            | 30  |        |  |
|  | 12 | Attending Full time Conference/Seminars /Exhibitions/Workshop/ STTP conducted by IITs/NITS | 20  |    | 40 |    |                            | 40  |        |  |
|  | 13 | Paper Presentation in National Conference of High Repute                                   | 30  |    |    |    |                            | 30  |        |  |
|  | 14 | Paper Presentation in International Conference of High Repute                              | 50  |    |    |    |                            | 50  |        |  |
|  | 15 | Poster Presentation in National Conference of High Repute                                  | 20  |    |    |    |                            | 20  |        |  |
|  | 16 | Poster Presentation in International Conference of High Repute                             | 30  |    |    |    |                            | 30  |        |  |
|  | 17 | Paper Publication in National Journal of High Repute                                       | 30  |    |    |    |                            | 30  |        |  |
|  | 18 | Paper Publication in International Journal of High Repute                                  | 50  |    |    |    |                            | 50  |        |  |
| Entrepreneurship and Innovation        | 17 | Industrial Training/Internship (at least for one month)                                    | 1 month : 20 marks<br>2 months 30 marks<br>3 months: 50 marks |    |    |    |                            | 50  | 1 Year |  |
|  | 18 | Prototype developed and tested   | 30  |    |    |    |                            | 100 | 1 Year |  |
|  | 19 | Awards for Products developed  | 50  |    |    |    |                            |     |        |  |
|  | 20 | Innovative technologies developed and used by  | 70  |    |    |    |                            |     |        |  |



|   |   |   |  |     |         |
|---|---|---|--|-----|---------|
|   |   | industries/users  |  |     |         |
|   | 21  | Got funding from Government/Industry for innovative ideas/products.                   | 100  |     |         |
|   | 22  | Patent-Filed  | 20   | 100 |         |
|   | 23  | Patent – Published  | 30   |     |         |
|   | 24  | Patent- Approved  | 50   |     |         |
|   | 25  | Patent- Licensed  | 100  |     |         |
|   | 26  | Social innovations  | 50   | 50  |         |
| Leadership & Management of clubs/activities | 27  | Elected student representatives   | Gymkhana and other Club Secretary: 20<br>Gathering Secretary: 50<br>General Secretary: 100 | 100 | 1 Year  |
|   | 28  | Festival & Technical Events (College Flagship Events viz. MindSpark, Regatta)         | Technical secretary/Secretary/<br>Marks 50   | 50  | 2 Years |
|   | 29  | Office Bearer of Student Professional Societies Such as ASHRAE, ISHRAE, CSI, FPSI etc | Lower level management: 10<br>Middle Level Management: 20<br>Top Level Management: 30      | 30  | 3 Years |
|   | 30  | Office Bearer of Gymkhana Clubs   | Volunteer: 3<br>Coordinator: 5<br>Head: 10   | 20  | 4 Years |
|   | <b>Level</b><br><b>I : (College Events)</b><br><b>II : ( Zonal Events)</b><br><b>III : (State/ University Events)</b><br><b>IV : (National Events)</b><br><b>V : (International Events)</b> |   |  |     |         |

- (i) Each semester, a student shall acquire a maximum 50 grade points from each group making it to a maximum of 100 grade points in a semester. Each semester, a grade will be awarded on relative grading basis as shown in Table 5 based on the points earned by a student.



Table 5: Grading Scheme

| <b>Grade Range</b> | <b>Grade</b> |
|--------------------|--------------|
| 91-100             | Exceptional  |
| 81-90              | Outstanding  |
| 72-80              | Excellent    |
| 64-71              | Very Good    |
| 56-63              | Good         |
| 48-55              | Fair         |
| 40-47              | Satisfactory |
| 0-39               | Marginal     |

**Note:**

- (i) At the end of the program the Activity Grade sheet, showing all events participated and grades acquired would be issued to the students. This grade sheet will also show the final qualitative grade as mentioned in the Table 5.
- (j) An Activity Grade Certificate, showing the final qualitative grades endorsing qualitative participation would be awarded to every graduating student in addition to the Activity Grade Sheet.

\*\*\*\*\*