

Pimpri Chinchwad Education Trust's

## **Pimpri Chinchwad College of Engineering, Pune**

(An Autonomous Institute affiliated with Savitribai Phule Pune University)



### **RULES AND REGULATIONS FOR ACADEMICS, EXAMINATIONS, AND EVALUATION**

**Governing**

**Undergraduate (B. Voc.) Program**

**With effect from Academic Year 2024-25**

**(Applicable to Regulations 2021)**

([www.pccoepune.com](http://www.pccoepune.com))

## PREFACE

Pimpri Chinchwad Education Trust's **Pimpri Chinchwad College of Engineering (PCCoE)** is one of the promising institutes in Quality & Professional Education. Since 1999, PCCoE has been imparting value added quality education to satisfy the needs and expectations of the Stakeholders like Students, Parents, Industry, etc. Focused efforts are made to achieve this by providing students with state-of-the-art Engineering and Management education. PCCoE has a student-centric academic system to ensure holistic development. Every possible opportunity is provided to the student to progress academically and excel.

The entire work is based on an indigenously designed Institute development philosophy profoundly known as the four pillars of PCCoE: Academic Excellence, Research and Innovation, Professional Competence, and Social Commitment. To provide a global platform to Students and Faculty members, one more vertical is added to our working model in the form of International Relations for Academic and Research exchange with foreign universities. The Quality Assurance cell is well established to look after quality aspects in the day-to-day functioning of the Institute. Stringent Academic Monitoring and Control has led towards Qualitative Results and Placements, thereby becoming the most opted Institute for admissions by engineering aspirants in and around Pune and all over the state of Maharashtra.

This booklet gives comprehensive information on the existing Rules and Regulations for B. Voc. Programs of all branches. The various verticals are given a direction to excel academically through these Rules and Regulations approved by the Academic Council from time to time, keeping in view the ever-growing challenges and new developments. The stakeholders, particularly the students, and parents/guardians, are advised to be thoroughly familiar with the Academic System of the Institute. Students should be aware of the Rules and Regulations governing Academic requirements, Evaluation and Assessment policy, and Grading System. These rules may be revised to ensure students' optimized learning experience to meet the industry's global needs. These revisions are recommended as per the directives of UGC, AICTE, and SPPU.

It is expected that this booklet would bring transparency to the Institute's functioning related to Academics, Examinations, and Evaluation amongst Students, Faculty members, Administrators, Parents, and other Stakeholders.

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## 1. DEFINITIONS

1. “Institute” means Pimpri Chinchwad College of Engineering (PCCoE)
2. “University” represents Savitribai Phule Pune University (SPPU), Pune
3. “Bachelor of Vocation” B. Voc. means, Under Graduate Degree awarded by SPPU
4. “Semester” means the period in which Academic activities are carried out.
5. “Course” means theory/laboratory/seminar/project/mini project/ tutorial etc.
6. “Course Credit” means weightage assigned to a Course.
7. “Course Teacher” means Faculty member assigned to teach a Course.
8. “Grade” means a Double Letter assigned to indicate a Student's Performance in a Course.
9. “GB” means Governing Body
10. “Academic Council” means apex Academic Body governing the academic programs & policies in PCCoE.
11. “Board of Studies” (BOS) means departmental Academic Body common for UG and PG Programs.
12. “Board of Examinations” (BOE) means apex Examination Body responsible for Examination conduction, framing, and implementation of Rules and Regulations approved by the Academic Council.
13. “Grievance Redressal and Discipline Committee” (GRDC) means the committee appointed by the Director to deal with cases of Grievance and Indiscipline.
14. “Complaint Redressal Committee” (CRC) means a Committee appointed by the Director to deal with cases of Unfair means/Malpractice/s in Examination.
15. “Academic Standing Committee (ASC)” means apex body next to Academic Council to take decisions under emergent situations subjected to ratification by Academic Council.
16. “Semester Grade Performance Average (SGPA)” means the weighted average of a Student's Grade Point in a Semester.
17. “Cumulative Grade Performance Average (CGPA)” means the weighted

average of Grade Points for all the Semesters completed by a Student.

18. “Allowed to Keep Term (ATKT)” means allowed admission to higher class after satisfying the minimum credits criterion.
19. “Academic Examination and Assessment R&R” means Academics, Examination & Evaluation Rules and Regulations governing system of the Institute.
20. “COE” means Controller of Examinations.
21. “FA” means Formative assessment
22. “SA” means End Term Examinations
23. “DTE” means Directorate of Technical Education, Mumbai
24. “AICTE” means All India Council for Technical Education, New Delhi
25. “UGC” means University Grant Commission
26. “IE” means Internal Evaluation
27. “OJT” means On Job Training
28. “NCrF” National Credit Framework
29. “NSQF” National Skill Qualification Framework



## 2. INTRODUCTION

The provisions made in this document shall govern the Academic Policies and Procedures, Curriculum, Course Delivery, Evaluation System, Continuous Assessment, the conduct of the Examinations, and declaration of Results.

- i. There is no language barrier in the medium of instructions.
- ii. A semester system shall be adopted for Academic activities in the Institute. Usually, all Odd Semesters shall commence from the first week of August, and Even Semesters shall begin from the first week of January.
- iii. The commencement of the first semester for B. Voc. shall be governed by the admission schedule and SPPU regulations. Six semesters have 180 Credits for every Undergraduate B. Voc. Program.
- iv. All four Undergraduate Vocational Programs (Industrial Refrigeration & Air Conditioning, Solar Systems, and Mechatronics Engineering & Internet of Things) shall be governed by Rules and Regulations provided in this version of 'Rules and Regulations for Academic, Examinations, and Evaluation 2021-22 V 1.1.'
- v. Academic Calendar shall be prepared and published before the commencement of every Academic year.
- vi. Evaluation norms shall be strictly followed to maintain the quality of engineering education. The examination system shall be transparent and governed by Rules and Regulations.
- vii. Rules and Regulations hereafter shall be subjected to amendments made by the Academic Council from time to time, based on recommendations of the BOS and BOE. All such modifications shall be applicable from the date of the amendment.
- viii. The Rules and Regulations formulated in this document shall be subjected to revisions/refinement/updates/modifications through the approval by the Academic Council from time to time. They shall be binding on all concerned stakeholders, including the Students, Faculty, Staff, Departments, and Administrators.



### 3. ORGANIZATION STRUCTURE & ACADEMIC DEPARTMENTS

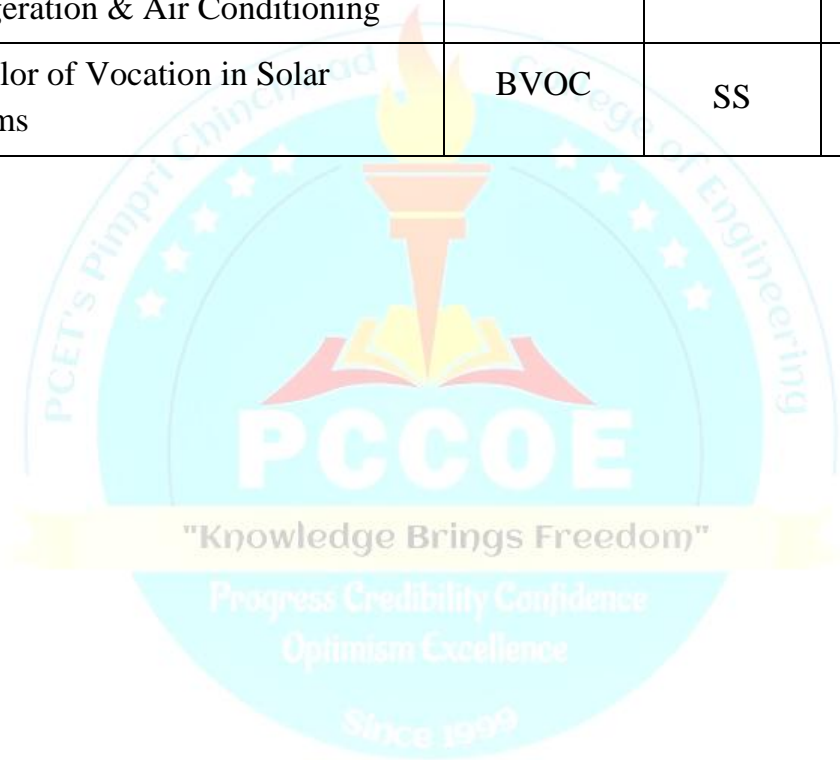
The organization structure and academic departments are well-established to ensure the proper quantitative execution of B. Voc. programs. Following are details about the various committees and undergraduate programs:

- i. The academic administration of the Institute consists of committees and functionaries as below:
  - The Academic Council (AC) is a statutory and supreme body that governs all academic matters of the Institute. The AC is chaired by the AC Chairman (Director of the Institute), and the decisions made by the Chairman of AC regarding all academic issues shall be final and binding to all the stakeholders. The AC may also form various sub-committees from time to time for specific purposes.
  - Academic Standing Committee (ASC) shall continuously assess the academic activities and makes appropriate revisions/modifications/improvements as and when required. All educational activities shall be scheduled through an approved 'Academic Calendar' notified at the beginning of each Academic Year.
  - The Board of Examination (BOE) is constituted as per the statutes of Savitribai Phule Pune University to ensure proper organization and conduction of examinations and related processes, including moderation, tabulation, and declaration of the results.
  - At the department level, the Board of Studies (BOS) is responsible for framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new methods of study, determining details of continuous assessment, and recommending panels of examiners, etc.
- ii. The functionaries of the Institutes related to Academics and Examination shall be the Director, Deputy Director, Dean Academics, Controller of Examinations, and Heads of the Departments.
- iii. Academic Programs offered:

The Institute offers undergraduate programs in Vocation, as mentioned in Table 3.1.

**Table 3.1: Academic Programs Offered**

| Sr. No | Program Offered   | Program Code | Branch Code | Sanctioned Intake |
|--------|---|--------------|-------------|-------------------|
| 1      | Bachelor of Vocation in the Internet of Things                      | BVOC         | IOT         | 30                |
| 2      | Bachelor of Vocation in Mechatronics Engineering                    | BVOC         | MTR         | 30                |
| 3      | Bachelor of Vocation in Industrial Refrigeration & Air Conditioning | BVOC         | IRAC        | 30                |
| 4      | Bachelor of Vocation in Solar Systems                               | BVOC         | SS          | 30                |

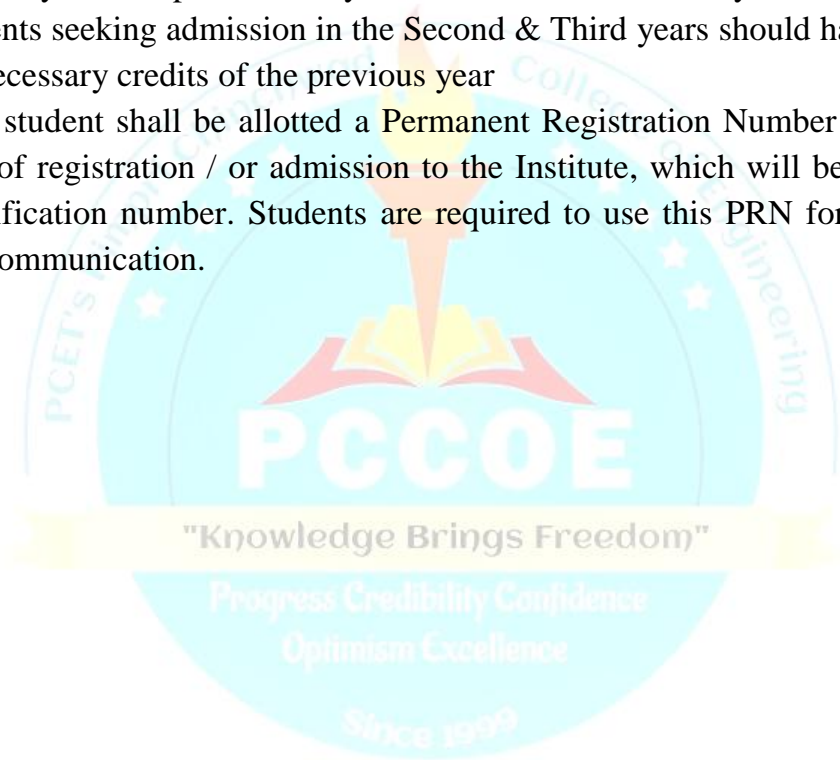




## 4. ADMISSIONS

The admission to B. Voc. The program at PCCoE will take place in regular entry mode.

- i. Regular entry refers to the admission of students for the first, second, & third year of the program in odd semesters.
- ii. The admission process and eligibility to various undergraduate programs for regular entry are governed by the norms and procedures of UGC, AICTE, and SPPU. The candidate shall be provisionally admitted subject to fulfillment of eligibility criteria prescribed by the Government/University from time to time.
- iii. Students seeking admission in the Second & Third years should have earned all the necessary credits of the previous year
- iv. Each student shall be allotted a Permanent Registration Number (PRN) at the time of registration / or admission to the Institute, which will be a permanent identification number. Students are required to use this PRN for all purposes and communication.



## 5. ACADEMIC CALENDAR:

Academic Calendar regulates the academic activities of the Institute approved by the AC / ASC and is released at the beginning of each Academic Year. It is mandatory for Students and Faculty to strictly adhere to the academic calendar for the completion of educational and related activities.

- i. The Academic Calendar shall be prepared by the Dean of Academics and approved by the AC / ASC.
- ii. The AC sets a definite schedule for various academic activities through an Academic Calendar issued and notified to all stakeholders at the beginning of each Academic Year.
- iii. The Academic Calendar shall be disseminated on the notice boards and website of the Institute.
- iv. The academic activities of the institute shall be monitored as per the Academic Calendar
- v. Academic Calendar shall incorporate a schedule of admissions, course registration, course delivery, examination/evaluation, course feedback, course/graduate exit survey, co-curricular activities, extra-curricular activities, holidays, meeting schedules, student internship, summer term, makeup classes, makeup examinations, remedial classes, etc.
- vi. The curriculum shall be typically delivered in two semesters in an Academic Year. Each semester shall be 15 weeks, including evaluation, grade moderation, and result declaration. The Academic semester shall provide at least 90 teaching days.
- vii. All co-curricular and extra-curricular activities shall be scheduled to not interfere with the academic activities as stipulated in the academic calendar.
- viii. The non-conduct of academics on any particular teaching day for whatsoever reason shall be made up on a suitable day.

## 6. SEMESTER REGISTRATION AND ATTENDANCE

### 6.1 Semester Registration:

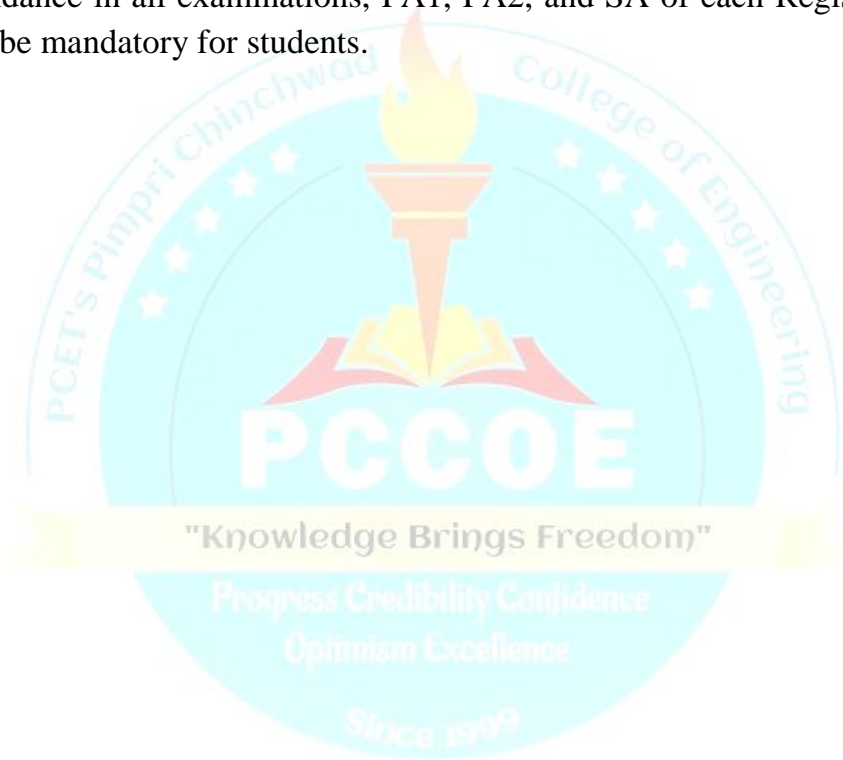
- i. The student must register for courses at the beginning of every semester as per the notification issued by the institute and prescribed dates in the Academic Calendar. The Institute shall notify the stakeholders of the registration process well in advance.
- ii. In case of any delay in registration of courses due to unforeseen reasons, the student and parent shall take prior approval from Director well in advance, indicating the reason for the registration. However, for such students, attendance shall be calculated from the date of commencement of the semester and not from the date of joining.
- iii. Only those students shall be permitted to register for a course who have:
  - a. Cleared all dues of the Institute, Hostel, and Library, including fine if any of the previous semester.
  - b. Sufficient credits earned during the last Academic Year.
  - c. They have not been debarred from the registration of courses on any other specific ground.
- iv. If a student does not register in a prescribed schedule, notified by the Institute, their admission shall stand canceled in the respective semester. Parents are advised to take a note.
- v. Students are not permitted to re-register for courses/(s) that they have already passed.

### 6.2 Attendance Requirement:

The Institute expects all B. Voc. students to attend 100% lectures, practicals, and On Job Training. However, a shortfall of not more than 25% of lectures & Practical may be condoned if the shortfall is caused by valid reasons and supported by appropriate evidence, such as personal illness or death in the family. Students shall note that academics should not be missed without valid reasons, and the number of sessions missed due to valid reasons cannot exceed 25%.

- i. Each semester is considered as a unit, and the candidate has to put in a minimum attendance of 75% in each course with a provision for consideration of 15% of the attendance by the Director for reasons such as severe medical conditions or representing the Institute /University / State / Nation in sports, cultural, technical or academic activity with the permission of the Institute authorities.
- ii. For the students representing the institution at University, National, and

- International levels, the attendance will be marked as 'Present' for such cases. However, prior permission must be obtained from the HOD, and relevant documents must be submitted upon completion of the activity.
- iii. The basis for the attendance calculation shall be the period prescribed by the Institution through its Academic Calendar. For late admission/transfer of students from other institutes /universities, the date of admission would be considered for the attendance calculation (this rule does not apply to higher semesters).
  - iv. The Institute will inform the students about the attendance status periodically by notifying the percentage of attendance on the notice board before each Continuous internal assessment and during the multiple counseling sessions.
  - v. Attendance in all examinations, FA1, FA2, and SA of each Registered Course shall be mandatory for students.



## 7. CURRICULUM

There shall be a prescribed course structure for each of the academic programs; in general terms, it shall be known as the Curriculum. The Curriculum defines all the Courses of study semester-wise with credits assigned, teaching/contact hours, evaluation scheme, and minimum requirements for the award of degree. The curriculum revisions/reforms/revamping shall be a continuous process governed by outcome-based education, a choice-based credit system, and the AICTE model curriculum.

### 7.1 Credit System:

- i. The primary purpose of the credit system is continuous evaluation of students' performance which is measured by the number of credits the students have earned. Typically, credit measures the quantum of work involved in a course.
- ii. A student can earn credits for a particular course by fulfilling the minimum academic requirements of attendance, assessment, and evaluation. No credits shall be awarded if a student satisfies the minimum attendance requirements but fails to meet minimum assessment & evaluation requirements.
- iii. The CGPA & SGPA is calculated based on the course credits and grades obtained by students. A minimum number of earned credits and minimum CGPA should be acquired to qualify for the degree.

### 7.2 Components of Curriculum:

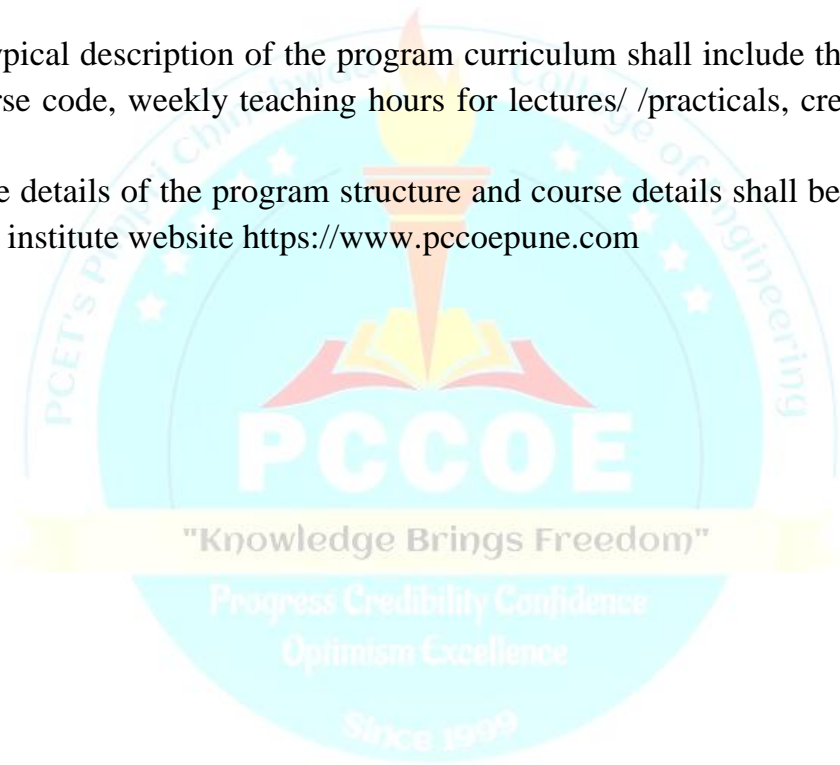
- i. The curriculum structure for a program and course syllabi shall be approved by AC on the recommendation of the respective BOS.
- ii. The entire curriculum is spanned over six semesters and has thoughtfully designed content and evaluation methods. Total credits are 180. The exact number of credits required is mentioned in the curriculum structure for the respective program. The total number of credits in a semester a student shall register is generally 30.
- iii. The curriculum shall have credit courses.
- iv. The curriculum will have balanced offerings of courses such as Basic Science, Engineering core, Professional Core, Humanities & social science, On Job Training, mini-project, and Project. The curriculum offerings include various course types, as mentioned in Table 7.1.

Table 7.1: Curriculum Components.

| Sr. No | Course Code | Component of Curriculum                  |
|--------|-------------|--|
| 1      | HSMC        | Humanities and Management Science course |
| 2      | BSC         | Basic Science Course                     |
| 3      | ECC         | Engineering Core Course                  |
| 4      | PCC         | Professional Core Course                 |
| 5      | PROJ        | Project, Mini Projects                   |
| 6      | OJT         | On Job Training                          |
| 7      | MC          | Mandatory Course                         |

- v. A typical description of the program curriculum shall include the course title, course code, weekly teaching hours for lectures/ /practicals, credit allotment, etc.

The details of the program structure and course details shall be published on the institute website <https://www.pccoepune.com>





## 8. EXAMINATION AND EVALUATION

There shall be continuous evaluation of students. This system will have the following objectives:

- i. To get insights regarding student performance/abilities, which helps to identify learning needs and take necessary actions for possible improvement.
- ii. To give feedback to the student about his level of understanding and abilities.
- iii. To allow the student to demonstrate their competence which they will practice in their professional career.
- iv. To award students grades based on their performance and abilities.
  - a. Evaluation processes shall ensure outcome-based education adopted by the institute. All assessment methods will ensure constructive alignment of curriculum with intended outcomes.
  - b. There shall be an evaluation of students to award grades. All assessments of Theory, Practical, Project, mini-project, and On Job Training shall be conducted to meet the need of students at the national as well as international levels. Appropriate weightage given to these evaluation methods will ensure the quality of assessment and evaluation.
  - c. An evaluation scheme based on the type of course with weightage is mentioned in table 8.1.

Table 8.1: Scheme of evaluation for courses prescribed in curriculum with weightage in percentage

| Sr. No. | Type of course   | Method of Continuous Internal Evaluation               | Continuous Internal Evaluation Weightage (%) | Method of summative assessment  | Summative assessment Weightage (%) | Total |
|---------|------------------|--|--|---|------------------------------------|-------|
| 1       | Basic Science    | Assignment/ case study/ Quiz/field visit/mind map etc. | 50   | Summative assessment (SA) of 50 marks for 2 hours based on 100% syllabus. | 50                                 | 100   |
| 2       | Engineering Core | Assignment/ case study/ Quiz/field visit/mind map etc. | 50   | Summative assessment (SA) of 50 marks for 2 hours based on 100% syllabus. | 50                                 | 100   |

|   |                    |  |    |   |     |     |
|---|--------------------|--|----|---|-----|-----|
| 3 | Professional core* | Assignment/ case study/ Quiz/field visit/mind map etc. | 50 | Summative assessment (SA) of 50 marks for 2 hours based on 100% syllabus. | 50  | 100 |
| 4 | HSMC               | Assignment/ case study/ Quiz/field visit/mind map etc. | 50 | Summative assessment (SA) of 50 marks for 2 hours based on 100% syllabus. | 50  | 100 |
| 4 | Laboratory         | Oral/practical examination                             | -  | Oral/ practical examination   | 100 | 100 |
| 5 | Major Project      | One Project Review Evaluation                          | 25 | Report evaluation by external & viva voce                                 | 75  | 100 |
| 5 | Mini Project       | One Project Review Evaluation                          | -  | Mini Project Reviews and Oral examination                                 | 100 | 100 |
| 6 | On Job Training    | -  | -  | Examination by ESSCI & Industry   | 100 | 100 |

\* As specified in the program curriculum.

### 8.1 Internal Evaluation:

Internal Evaluation shall be done continuously by the subject faculty over the semester. Structured Evaluation will be done for all programs with the appropriate schedule in Academic Calendar as follows:

#### 8.1.1 Continuous Internal Evaluation (CIE) Theory Courses:

The CIE for Professional Core, Basic Science, and Engineering core courses shall consist of three evaluation instances as follows:

- Formative assessment (FA1) [Assignment/ case study/ Quiz/Poster presentation/Seminar presentation/open book test/Field visit/Mind Map etc.]
- Formative assessment 2 (IE2) [Assignment/ case study/ Quiz/Poster presentation/Seminar presentation/open book test/Field visit/Mind Map etc.]

| Sr. No. | Exam | Units | Mode | Marks | Weightage | Timing |
|---------|------|-------|------|-------|-----------|--------|
|---------|------|-------|------|-------|-----------|--------|

|   |     |      |  |    |    |       |
|---|-----|------|--|----|----|-------|
| 1 | FA1 | 1, 2 | Assignment/ case study/ Quiz/Poster presentation/Seminar presentation/open book test/Mind Map/Field visit etc. | 20 | 20 |       |
| 2 | FA2 | 3, 4 | Assignment/ case study/ Quiz/Poster presentation/Seminar presentation/open book test/Mind Map/Field visit etc. | 30 | 30 |       |
| 3 | SA  | 1-6  | Subjective   |    |    |       |
|   |     |      | Q1 (Unit 1) or Q2 (Unit 2) = 13/12 M   | 50 | 50 | 2 hrs |
|   |     |      | Q3 (Unit 3) or Q4 (Unit 4) = 13/12 M   |    |    |       |
|   |     |      | Q5 (Unit 5) or Q6 (Unit 5) = 13/12 M   |    |    |       |
|   |     |      | Q7 (Unit 6) or Q8 (Unit 6) = 13/12 M   |    |    |       |

### 8.1.2 Internal Evaluation of Practical

- Continuous evaluation of each experiment/assignment shall be done throughout the semester. The Evaluation in a laboratory course will be based on several practicals/assignments; wherein equal weightage shall be given to
  - Attendance and participation in laboratory work
  - Performance in Evaluation of understanding through viva voce, group discussions, quizzes, etc.
  - The quality of work as prescribed by the course instructor.
  - Report through laboratory journals.
- The student must complete all the experiments/assignments as specified in the course curriculum for the grant of Laboratory. It is obligatory to maintain and submit a laboratory journal as the course instructor prescribes before the Term End.
- Students shall be detained for incomplete term work and non-submission of laboratory journals and must register for the Course again.

## 8.2 Summative assessment:

### 8.2.1 Theory Evaluation:

**Summative assessment (SA):** Summative examination at the end of the semester shall be conducted. This summative assessment (SA) of 50 Marks shall be conducted at the Institute level.

**Re-examination:** Re-examination shall be conducted after the declaration of

the result of the main SA examination for students with failed/acquired transitional grades as per rules and regulations. Student needs to pay additional examination fees for such reexamination.

**Summer examination:** The Summer examination shall be conducted at the end of even semester. The summer exam includes courses offered in both the semesters. Summative examination, oral and practical examination shall be conducted. Students need to register for such makeup classes and examinations by paying specified fees.

### 8.2.2 Practical Evaluation

Practical/Oral examinations will be conducted for Practicals at the end of each semester as per the schedule in Academic Calendar.

- The final examination for laboratory courses will usually be held in last week of the conclusion of teaching as per the Academic Calendar.
- These oral/practical examinations will be conducted in the presence of an Examiner appointed by the competent authority.
- In case of absence from oral/practical examination, the same rules as those for theory courses are applicable.
- Reexamination for practical/oral examinations shall be conducted before re-examining theory courses.

### 8.2.3 Major Project/On-Job Training Evaluation

- A total of 75% weightage is given to external Evaluation of the Project regarding the evaluation of reports and viva voce.
- The 100% weightage evaluation of On Job Training is evaluated by an external agency named Electronic Sector Skill Council of India. The evaluation is as per the following:

| Odd Semester   | Even Semester  |
|--|--|
| Assessment by Industry mentors & Industry connect Coordinators jointly based on NOS of QPs (100 %) | Assessment by Industry mentors & Industry connect Coordinators jointly based on NOS of QPs (75 %) + Theory examination by respective sector Skill council (25 %) |

## 9. EXAMINATION RULES AND REGULATIONS

### 9.1 Credit Courses:

Based on the Evaluation, the student will be awarded letter grades after combining the performance of all (FA+SA) evaluations for the respective course. These letter grades will be derived from quantitative and qualitative assessments converted into a 10-point scale called grade point for-credit courses.

### 9.2 Passing, A.T.K.T. and award of class

#### 9.2.1 Rules of Passing

- i. Term work/Practical/Oral  
To pass the term work/ Practical/ Oral, the student must earn a minimum of 40% marks in each head.
- ii. Theory subject head
  - a. To pass the Theory Subject head, the student must earn a minimum of 40% marks in ETE and 40% in (FA+SA).
  - b. The failing student can repeat the summative assessment to pass the head in the same semester and the FA marks will be retained. However, grades earned in re-examination shall be marked with \*(asterisk) except for transitional grades II and XX.

Students failed in re-examination can:

- i) continue their FA just by appearing for ETE (Reappear)
- ii) apply for FA betterment (Re-Registration).

This is irrevocable once opted.

If students have applied for FA betterment (Re-Registration), they need to attend classes and perform their FA by appear for the SA.

#### **Summary:**

Students must earn a minimum of 40 percent marks in SA and 40 percent average marks (FA+SA) for passing.

Students failed in Re-examination need to reappear for the course/s by paying applicable fees in the summer examination, if offered by the Department or reappear/re-register by paying applicable fees in respective semester (odd and even) of next academic year.

- c. To earn credits for a course (Theory/term work/practical/oral/presentation) student must pass the course with minimum passing marks/grades.

### 9.2.2 Rules of A.T.K.T.:

- i. A student can register for the fifth semester if they earn all the credits of first and second semester in regular entry mode
- ii. A student shall be awarded the bachelor's degree if they earn 180 credits as per the structure defined by the program





## 10. PERFORMANCE INDICES SGPA & CGPA

### 10.1 Grading and Evaluation:

- i. Based on the Examinations and Evaluation, the student will be awarded letter grades after combining the performance of all Evaluations for the respective course. These letter grades will be derived from quantitative and qualitative Evaluation converted into a 10 point scale called grade point for-credit courses. The performance with grade points and equivalent letter grades will be mentioned below.

Table 10.1 Performance with grade points and equivalent letter grades

| Performance (%)                         | Grade Point | Letter Grade      |
|---|-------------|-------------------|
| $90 \leq (\text{Performance}) \leq 100$ | 10          | O (Outstanding)   |
| $80 \leq (\text{Performance}) \leq 89$  | 9           | A+ (Excellent)    |
| $70 \leq (\text{Performance}) \leq 79$  | 8           | A (Very Good)     |
| $60 \leq (\text{Performance}) \leq 69$  | 7           | B+ (Good)         |
| $50 \leq (\text{Performance}) \leq 59$  | 6           | B (Above Average) |
| $45 \leq (\text{Performance}) \leq 49$  | 5           | C (Average)       |
| $40 \leq (\text{Performance}) \leq 44$  | 4           | P (Pass)          |
| $0 \leq (\text{Performance}) \leq 39$   | 0           | F (Fail)          |
| Nil                                     | 0           | Ab (Absent)       |

- ii. **Grades in special circumstances:** In addition to above letter grades students will be awarded dual letter grades in specific circumstances as mentioned in table 10.2.

Table 10.2 Grades in special circumstances

| Reason   | Letter Grade |
|--|--------------|
| Satisfactory performance in CIE (Pass) but absent in ETE due to valid reason (Incomplete due to Illness)                 | II           |
| Excellent performance in CIE (more than or equal to 80%) but poor performance in ETE leading to a fail (F) overall grade | XX           |

- i. Note: 'II' and 'XX' are transitional grades awarded, which will be converted to actual grades earned in re-examination. Else will automatically get converted into an 'F' grade. Candidates can avail the facility of XX grade only once over the span of program for theory courses.

## 10.2 Calculation of SGPA and CGPA:

Based on the grade points earned by the students, the performance of the student in each semester will be calculated as semester grade point average (SGPA) as follows

$$SGPA = \frac{\sum_{i=1}^n \text{Grade points earned} \times \text{Credits of each course}}{\text{Total credits in a semester}}$$

For Example: suppose in a given semester, a student has registered for five courses having credits C1, C2, C3, C4, C5, and their grade points in those courses are G1, G2, G3, G4, and G5, respectively. Then student's SGPA will be

$$SGPA = \frac{\sum_{i=1}^5 C1G1 + C2G2 + C3G3 + C4G4 + C5G5}{C1 + C2 + C3 + C4 + C5}$$

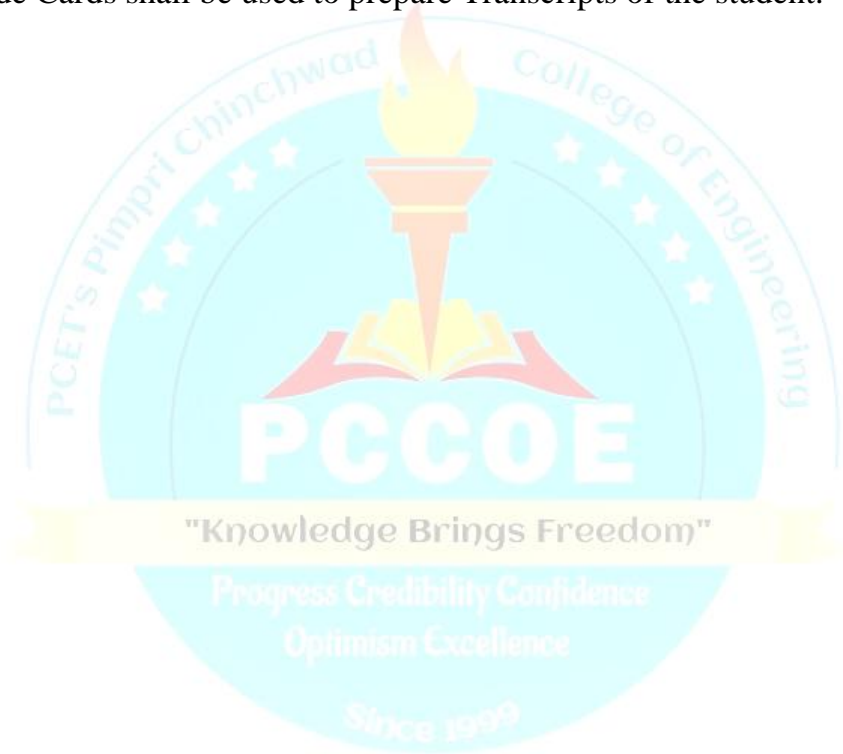
At the end of each academic year, the cumulative grade point average will be calculated based on the grade points obtained in all the courses (Theory/term work/practical/oral) from the first semester to the sixth semester for the students admitted in the first year. It is calculated in the same manner as the SGPA. The class shall be awarded to a student on the CGPA calculated as mentioned in Table 10.3:

Table 10.3 Class of Degree

| Sr. No. | CGPA                            | Class of the degree awarded  |
|---------|---------------------------------|------------------------------|
| 1       | 7.75 or More than 7.75          | First-class with distinction |
| 2       | 6.75 or more but less than 7.75 | First-class                  |
| 3       | 6.25 or more but less than 6.75 | Higher second class          |
| 4       | 5.50 or more but less than 6.25 | Second class                 |
| 5       | 4.00 or more but less than 5.50 | Pass Class                   |

## 11. SEMESTER GRADE REPORT

- i. A Grade Report in the form of a Grade Card shall be issued to students at the end of each Semester.
- ii. The Grade Card shall include the following;
  - a. The list of courses registered for an academic year along with credits.
  - b. The letter grade is obtained in each course.
  - c. The total number of credits earned by a student.
  - d. SGPA, CGPA Details
  - e. Examination details
  - f. The Grading System, calculation of performance indices, and conversion of CGPA to equivalent percentage shall be provided on the back page of the grade card.
- iii. Grade Cards shall be used to prepare Transcripts of the student.



## 12. AWARD OF THE DEGREE

A student shall be eligible for the award of a B. Voc. Degree from the institute and Savitribai Phule Pune University if the student has:

- i. Obtained eligibility certificate from the University.
- ii. Registered & passed all the prescribed courses & earned the minimum credit requirement for the said degree.
- iii. Obtained CGPA  $\geq 4.00$
- iv. Paid all the Institute dues and satisfied all the requirements prescribed
- v. No case of indiscipline is pending against them.

However, if the student has opted to leave the course after six months, they will be eligible for a Certificate. If the student has decided to leave the course after one year, they will be eligible for Diploma. If the student has opted to leave the system after two years, they will be eligible for Advanced Diploma. The student must fulfill the above-said conditions in any of the said situations.

The Academic Council (AC) shall recommend the list of all eligible students to SPPU for the award of Certificate/Diploma Certificate/Advanced Diploma Certificate /B.Voc. Degree.

## 13. DISCIPLINE & CONDUCT

- i. Every admitted student shall be issued a photo identification (ID) card, which the student must retain while they are registered at PCCoE. The student must have a valid ID card with them while in the Institute.
- ii. Discipline & Conduct: Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the institute. Violations of the discipline shall include:
  - a. Disruption of teaching, examination, administrative work, curricular or extra-curricular activity, and any act likely to cause such disruption.
  - b. Refusing to provide an identity card when demanded by any institute authority.
  - c. Damaging or defacing the property inside or outside the institute campus.
  - d. Engaging in any attempt at wrongful confinement of teachers, offices, employees, and students of the institute.
  - e. Use of abusive and derogatory slogans, intimidatory language, or incitement of hatred and violence.
  - f. Ragging in any form ("Ragging" means causing, inducing, compelling, or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates or exposes him to ridicule or to forbear from doing any lawful action, by intimidating, wrongfully re- straining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal offence. Supreme Court of India has defined ragging as a criminal offence.)
  - g. Eve-teasing or disrespectful behavior to women or girls students.
  - h. An assault upon, intimidation, or insulting behavior towards a teacher, officer, employee, student, or any other person.
  - i. Getting enrolled in more than one program course of study simultaneously.
  - j. Committing forgery, tampering with documents or records, identity cards, furnishing false certificates, or incorrect information.
  - k. Organizing instant agitation/meetings without prior permission on the campus.
  - l. Viewing/downloading obscene information/data, images and executable files, sending obscene mails/ messages via facebook / tweeter/other social sites using institute servers.
  - m. Sharing the login, passwords, & other details of IT facilities provided to

- other students/outsideers.
- n. Consuming or possessing alcoholic drinks, dangerous drugs, or other intoxicants on the institute campus.
  - o. Possessing or using any weapons and firearms on the institute campus.
  - p. Unauthorized occupation of the hostel, Accommodating guests or other persons in hostels without permission.
  - q. Malpractice in the examination.
  - r. Indulging in anti-national activities contrary to the provisions of acts and laws enforced by the Government.
  - s. Any other act which the Director or the Discipline Committee may consider an act of violation of discipline.
- iii.** Any act of indiscipline of a student reported to Director / concerned authority shall be referred to the institute's Grievance Redressal and Disciplinary Committee (GRDC). The Committee shall investigate the charges and recommend suitable punishment if the charges are substantiated. The penalties / punishment / actions may include:
- a. Written warning and information to the parents/guardian.
  - b. Imposition of a fine ranging from Rs.500/- up to Rs.5000/-
  - c. Suspension from the Institute / Hostel / Mess / Library / or availing of any other facility.
  - d. Suspension or cancellation of scholarships/fellowship or any financial assistance from any source.
  - e. Recover of loss caused to Institute property.
  - f. Debarring from participation in sports/NSS/student club.
  - g. Disqualifying from holding any representative position in the Class / institute / Hostel / Mess / Sports/ Clubs and in similar other bodies.
  - h. Disqualifying from appearing in placement and receiving any awards.
  - i. Expulsion from the Hostel / Mess / Library / Club/institute for a specified period by forfeiting fees.
  - j. Debarring from an examination.
  - k. Action as per Maharashtra anti-ragging act 1999.
- iv.** If a student is found guilty of malpractice in examinations, they shall be punished per the recommendations of the Complaint Redressal Committee (CRC) constituted by BOE. The CRC committee shall inquire and decide the punishment by following the Guidelines for punishing examinee / s / others involved in unfair means. However, depending on the situation, the committee may quantify the verity of the punishment, which may include:



- a) Cancellation of the student's performance in the course/s in which they were involved in malpractice.
- b) Cancellation of the performance in that examination for all the courses.
- c) Expulsion/termination from the institute if repeatedly involved.
- d) Stoppage of scholarships /stipend.
- e) Issuing warning.
- f) Debarring from the examinations for a specified period.

Student/s involved in acts of indiscipline/malpractice in the examination shall be issued a notice asking them to be present before the respective committee (CRC) on the day at a specified time and venue with their parents/guardian. They shall give a written reply/oral explanation to the charges against them for consideration. Suppose the implicated students fail to appear before the committee. In that case, a decision shall be taken in absentia, based on available evidence/documents, which shall be binding on the concerned student.

#### **Conduct during Examination:**

##### **i. Timing:**

- a. The students are required to be present outside the examination hall precisely 20 minutes before the start of the examination.
- b. Students will only be allowed to enter the examination hall 15 minutes before commencing the examination.
- c. The students will not be allowed to appear in the examination if they reach the examination Centre 30 minutes after the commencement of the examination.
- d. No student can leave for 30 minutes after the commencement of the examination.
- e. Students cannot leave the examination hall during the last 10 minutes.
- f. Students are responsible for keeping themselves informed about exam dates and the time and place of the examination.
- g. Differently-abled students will be given additional 20 minutes/ hour of examination.

##### **ii. Identity check-up:**

- a. Students will not be allowed into the examination hall without presenting an appropriate photo identity card or Hall ticket issued by the Institute.
- b. Invigilators are responsible for ensuring full compliance with such requirements.
- c. Suppose a student forgets their Institute Identity Card. In that case, the

driving license/ other photo identity card will be accepted in a place subject to verification by the concerned teacher/ examination coordinator/ head of the department concerned.

**iii. Breaks:**

- a. Breaks for visits to the bathroom may be taken only after permission from the invigilator and under the condition that the invigilator's instructions given on occasion are followed.
- b. Suppose a student falls ill during the examination and is unable to complete the examination. In that case, the concerned student should alert the invigilator, and the senior supervisor, in consultation with the concerned department head, may make suitable arrangements for proper medical attention.
- c. No student should re-enter the examination hall after leaving it unless they were under approved supervision during the entire period of absence.

**iv. Question papers and answer sheets:**

- a. During an ongoing examination, students are not allowed to take the examination question paper outside the examination hall. After the examination, the student should personally submit their examination answer sheet to the invigilator.
- b. Even a blank answer sheet shall be handover to the invigilator.
- c. Each answer sheet should contain details as mentioned on the front page.
- d. If there are any questions regarding the exam, the students must ask the invigilators, who will contact the course taught through the proper channel.

**v. Other materials:**

- a. Students should bring their pencils, pens, erasers, rulers, non-programmable calculators, and other tools required for the examination.
- b. Students are advised not to bring valuables for examination. The student shall keep their handbags, cases, outdoor clothes, etc., at the identified location. Students are responsible for safely keeping all personal belongings they bring to the examination hall. The Institute takes no responsibility for the loss or damage of such belongings.
- c. Pencil cases, mobile phones, dictionaries, written or electronic media, digital media, or any other materials are not permitted/ allowed into the examination hall, except for devices used for assisting students with hearing visual or other physical difficulties.
- d. Exchange of pens, pencils, calculators, study material, etc., is not

permitted.

- e. Calculators with more than one-line or alphanumeric display (programmable calculators) are not permitted into the examination hall unless specified in advance by the examiner. Suppose the invigilator reasonably believes that a student is using a calculator that does not conform to the rules. In that case, they have the discretion to replace the calculator, and a report on the matter will be made on the invigilator's declaration form.

**vi. Disturbance:**

- a. During the examination period, there must be no communication among students or between a student and an outsider via any means, such as phones. This rule applies to students in the examination hall and those on supervised breaks for visits to the bathroom/s.
- b. No student shall leave their assigned seat without the permission of the invigilator. It is the invigilator's discretion to decide whether there is enough reason to remove a student from the examination hall owing to disorderly conduct.

**vii. Miscellaneous:**

- a. The students must ensure they have signed the attendance sheet before they leave the examination hall.
- b. The Students with medical problems will be provided Writer in the Examinations only, subject to prior permission from the Dean (Academics). The documentary proof and recommendations of the concerned HOD will be required. All such cases will be dealt with as per academic rules.
- c. If you suffer from language difficulties or disabilities, you can apply for an extension of the test time.
- d. Students are not allowed to wear a watch during the examination. All rooms will be fitted with clearly visible clocks on the wall.
- e. Cheating, and attempts at cheating, will immediately be reported to the Examination Office. Consequences of proven cheating or attempts at cheating will be dealt with separately by the malpractice and grievance handling committee.

## 14. CONCLUSIONS

- i. The Academic, Examination, and Evaluation Policies/Rules and Regulations regarding the conduct of the undergraduate program at PCCoE are published in this document. The Academic Council reserves the right to modify these policies/ regulations as and when required from the point of achieving academic excellence.
- ii. The rules for grace marks, consideration of extracurricular activities, condonation, amendment of results, unfair means resorted to by the students and punishments, and physically challenging the ordinance approved by Academic Council will govern students. These policies will be concurrent with the rules and guidelines of professional statutory bodies such as AICTE, UGC, affiliating university SPPU, etc.
- iii. Interpretation: Any question about the performance of these Guidelines shall be decided by the institute head, whose decision shall be final and binding. The institute head shall also have the power to issue clarifications with removing any doubt, difficulty, or anomaly that may arise regarding implementing these Guidelines.
- iv. The decision of the Director (Chairman, Academic council) shall be final and binding on all concerned i) for the cases not covered through this document; ii) in case of dispute, a difference of opinion in the interpretation of this regulation; and iii) emergent cases.

**These Academics, Examinations and Evaluation Guidelines are applicable for all years and all batches under autonomy, Regulations 2021 (aligned with NEP 2020) commencing from the Academic Year 2024-25.**



**Dr. Govind N. Kulkarni**  
Director

**Vision:**

To Serve the Society, Industry and all the Stakeholders through the **Value-Added Quality Education.**

**Mission:**

To serve the needs of society at large by establishing State-of-the-Art Engineering, Management and Research Institute and impart attitude, knowledge and skills with quality education to develop individuals and teams with ability to think and analyze right values and self-reliance.

**Quality Policy:**

We at PCCoE are committed to impart Value Added Quality Education to satisfy the needs and expectations of the Students and Stakeholders.

We shall strive for academic excellence, professional competence and social commitment in fine blend with innovation and research.

We shall achieve this by establishing and strengthening state-of-the-art Engineering and Management Institute through continual improvement in effective implementation of Quality Management System.

**Quality Objectives:**

- To create **"state-of-the-art infrastructure"** for imparting Quality Engineering and Management Education.
- To provide a healthy **environment** for Physical, Intellectual, Emotional and Spiritual growth of Students and Staff.
- To groom aesthetically sensitive, socially committed and **technologically competent Engineers and Management Professionals.**
- To inculcate the **problem-solving research attitude** among Students.

For any difficulty in understanding rules and regulations, please write to:

- [deanacademics@pccoepune.org](mailto:deanacademics@pccoepune.org)
- [director@pccoepune.org](mailto:director@pccoepune.org)
- [pccoadmin@gmail.com](mailto:pccoadmin@gmail.com)