

Pimpri Chinchwad Education Trust's

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

(An Autonomous Institute affiliated to Savitribai Phule Pune University)



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

"Knowledge Brings Freedom"

Governing

**Undergraduate (B. Tech.) Programmes**

**With effect from Academic Year 2020-21**

([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 the 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 state-of-the-art Engineering and Management education to Students. PCCoE has student centric academic system to ensure holistic development. Every possible opportunity is provided to the student to progress academically and excel.

The entire working is based on an indigenously designed Institute development philosophy profoundly known as four pillars of PCCoE namely, Academic Excellence, Research and Innovation, Professional Competence and Social Commitment. In order to provide global platform to Students and Faculty members, one more vertical is added in our working model in the form of International Relations for Academic and Research exchange with Foreign universities. Quality Assurance cell is well established to look after quality aspect in 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. Tech. Programmes of all branches. All Undergraduate Programmes will be governed by these Rules and Regulations. The various departments are given a direction to excel in academics 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 fully 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 maybe revised to ensure the optimized learning experience of students to meet the global needs of the Industry. These revisions are recommended as per the directives of UGC, AICTE.

It is expected that this booklet would bring transparency in the functioning of the Institute 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" means Savitribai Phule Pune University (SPPU), Pune
3. "Bachelor of Technology" B. Tech means, Under Graduate Degree awarded by SPPU
4. "Semester" means period in which Academic activities are carried out.
5. "Summer Term" means a period during Summer Vacation for approximately 8 weeks duration.
6. "Course" means theory/laboratory/seminar/project/mini project/ tutorial etc.
7. "Course Credit" means weightage assigned to a Course.
8. "Course Teacher" means Faculty member assigned to teach a Course.
9. "Grade" means **Single** Letter assigned to indicate the Performance of Student in a Course.
10. "BOG" means Board of Governors
11. "Academic Council" means apex Academic Body governing the academic programmes & policies in PCCoE.
12. "Board of Studies" (BOS) means departmental Academic Body common for UG and PG Programmes.
13. "Board of Examinations" (BOE) means apex Examination Body responsible for Examination conduction, framing and implementing Rules and Regulations approved by Academic Council.
14. "Grievance Redressal and Discipline Committee" (GRDC) means committee appointed by Director to deal with cases of Grievances and Indiscipline.
15. "Complaint Redressal Committee" (CRC) means Committee appointed by Director to deal with cases of Unfair means/Malpractice/s in Examination.
16. "Department Advisory Board" (DAB) means departmental Advisory Body common for UG and PG Programmes.
17. "Programme Assessment Committee" (PAC) means departmental committee for Assessment of Program.
18. "Academic Standing Committee (ASC)" means apex body next to Academic

Council to take decisions under emergent situations subjected to ratification by Academic Council.

19. "Semester Grade Performance Average (SGPA)" means the weighted average of Grade Point of a Student in a Semester.
20. "Cumulative Grade Performance Average (CGPA)" means the weighted average of Grade Points for all the Semesters completed by a Student.
21. "Allowed to Keep Term (ATKT)" means allowed for admission to higher class after satisfying minimum credits criterion.
22. "Academic Examination and Assessment R&R" means Academics, Examination & Evaluation Rules and Regulations governing system of the Institute.
23. "COE" means Controller of Examinations.
24. "CIE" means Continuous Internal Evaluation
25. "MTE" means Mid Term Examinations
26. "ETE" means End Term Examinations
27. "DTE" means Directorate of Technical Education, Mumbai
28. "AICTE" means All India Council for Technical Education, New Delhi
29. "NBA" means National Board of Accreditation
30. "NAAC" means National Assessment and Accreditation Council, Bangalore
31. "UGC" means University Grant Commission
32. "IE" means Internal Evaluation

## 2. INTRODUCTION

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

- i. The Medium of instruction throughout the programme shall be English.
- ii. Semester system shall be adopted for Academic activities in the Institute. Normally, all Odd Semesters shall commence from first week of August and Even Semesters shall commence from first week of January.
- iii. The commencement of first semester for B. Tech shall be governed by admission schedule declared by DTE, Government of Maharashtra.
- iv. There are eight semesters having total **161** Credits for every Undergraduate Programme.
- v. All five Undergraduate Engineering Programmes (Civil, Mechanical, Electronics and Telecommunication, Computer and Information Technology) shall be governed by Rules and Regulations provided in this version of 'Rules and Regulations for Academic, Examinations and Evaluation'.
- vi. Academic Calendar shall be prepared and published before the commencement of every Academic year.
- vii. Evaluation norms shall be strictly followed to maintain quality of engineering education. Examination system shall be transparent and governed by Rules and Regulations.
- viii. ***Opportunity to earn honors and minors certification along with graduation degree.***
- ix. Rules and Regulations here after shall be subjected to amendments made by the Academic Council from time to time, based on recommendations of the BOS and BOE. All such amendments shall be applicable from date of amendment.
- x. 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, and 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 execution of B. Tech Engineering programmes in qualitative way. Following are details about the various committees and undergraduate programmes:

- 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 in regard to all academic issues shall be final and binding to all the stake holders. 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 academic activities shall be scheduled through an approved 'Academic Calendar' notified in the beginning of each Academic Year.
  - Board of Examination (BOE) is constituted as per statues 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, Board of Studies (BOS), is responsible for framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners etc.
  - Department Advisory Board (DAB) and Programme Assessment Committee (PAC) are responsible to evaluate, assess and monitor the academic practices of the Department.
- ii. The functionaries of the Institutes related to Academics and Examination shall be Director, Deputy Director, Dean Academics, Controller of Examinations and Heads of the Departments.
- iii. Academic Departments and Programmes offered:

The Institute offers undergraduate programmes in Engineering as mentioned in Table 3.1.

**Table 3.1: Academic Departments and Programmes Offered**

Sr. No	Academic Department	Programme Offered	Programme Code	Branch Code	Sanctioned Intake
1	Civil Engineering	Bachelor of Technology in Civil Engineering	BTE	CI	60
2	Mechanical Engineering	Bachelor of Technology in Mechanical Engineering	BTE	ME	180
3	Electronics & Telecommunication Engineering	Bachelor of Technology in Electronics & Telecommunication Engineering	BTE	ET	180
4	Computer Engineering	Bachelor of Technology in Computer Engineering	BTE	CE	240
5	Information Technology	Bachelor of Technology in Information Technology Engineering	BTE	IT	120

#### 4. ADMISSIONS AND CHANGE OF BRANCH

The admission to B.Tech. program at PCCoE will take place in regular and lateral entry mode.

- i. Regular entry refers to admission of students for first, second (excluding lateral entry), third, and final year of the programme in odd semesters. Lateral entry refers to admission of students for second year B. Tech. Programme directly through Diploma qualification.
- ii. The admission process and eligibility to various undergraduate programmes for regular entry (First Year) and lateral entry (Second Year) are governed by the norms and procedures of DTE. The candidate shall be provisionally admitted subject to fulfillment of eligibility criteria prescribed by government/University from time to time. Details of admissions are available on weblink, [www.dtemaharashtra.gov.in](http://www.dtemaharashtra.gov.in).

- iii. Students seeking admission (regular entry) to Second, Third and Final Year should have earned all the necessary credits of the pre-previous year and at least 60% credits of the previous year. For example, for admission to 5<sup>th</sup> semester (i.e. 3<sup>rd</sup> year of programme), a student should have earned all credits of the First Year and 60% credits of the Second Year. Similarly, for admission to the 7<sup>th</sup> semester (i.e. 4<sup>th</sup> year of programme), a student should have earned all the credits of the second year and 60% credits of the third year. However, if calculation of 60% credits results in to a mixed number (integer + proper fraction) then the integer part of that number shall be considered for taking decision related with this clause.
- iv. Each student shall be allotted Permanent Registration Number (PRN) at the time of registration / or admission to the Institute and that will be a permanent identification number. Students are required to use this PRN for all purposes and communication.
- v. Change of Programme / Branch:

Students shall be eligible to apply for change of branch after completing the first two semesters. The following rules/guidelines shall be used for considering their application for change:

- a) The process of change of branch shall be carried out purely on merit basis subject to the rules of admissions prevailing at the time of such change.
- b) ***The candidate seeking for a change in course or shift after completing the first year of studies or both first and second semester examinations in full or failed in one of the heads of passing will be allowed to do so in the same institute subject to the availability of seats and changes will be carried out based on the marks of First year or First and Second semester together.***
- c) The request for change of branch by a student from branch A to branch B shall be considered if number of students of branch B does not exceed the sanctioned capacity of branch B.
- d) All such transfers shall be granted only once at the beginning of third semester. No application for change of branch during subsequent semesters shall be entertained.
- e) Students allotted with a branch of their choice should accept it and no further request for change shall be entertained.
- f) Such students after branch change shall undergo Bridge Course specified by the respective Department to make up with the Branch Specific Course missed in the First Year.

## 5. ACADEMIC CALENDER

The academic activities of the Institute are regulated by Academic Calendar 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 completion of academic and related activities.

- i. The Academic Calendar shall be prepared by Dean Academics and approved by the AC / ASC.
- ii. The AC sets a definite time 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 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, make up examinations, remedial classes etc.
- vi. The curriculum shall be typically delivered in two semesters in an Academic Year. Each semester shall be of 20 weeks duration, 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 so as not to interfere with the academic activities as stipulated in the academic calendar.
- viii. The non-conduct of academics on any particular teaching day for what so ever reason shall be made up on a suitable day.

## 6. SEMESTER REGISTRATION, ATTENDANCE, COURSE DROPPING, COURSE WITHDRAWAL, TEMPORARY BREAK, DETENTION AND TERMINATION

### 6.1 Semester Registration:

- i. Student has to 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 process of registration well in advance to the stakeholders.

- ii. The students admitted through regular Entry shall be automatically registered for the Core Courses of the First Semester. Such students have to register separately for Elective/Choice based Courses only.
- iii. On joining the Institute, each student is assigned to a Parent Teachers Guardian (PTG). Students are advised to discuss with the PTG about the nature of courses for which he / she can register during the semester, as given in the curriculum, within the framework of guidelines approved by the AC.
- iv. 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 delay in registration. However, for such students the attendance shall be calculated from the date of commencement of the semester and not from the date of joining.
- v. 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. Not been debarred from registration of courses on any other specific ground.
- vi. If a student does not register in a prescribed schedule, notified by the Institute, his / her admission shall stand cancelled in the respective semester. Parents are advised to take a note.
- vii. Students are not permitted to re-register for course/(s), which they have already passed.

## 6.2 Attendance Requirement:

The Institute expects all B. Tech. students to attend 100% lectures. However, a shortfall of not more than 25% lectures 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. Student 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 serious medical condition 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 level, 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 student who has not attended minimum 75% of all conducted classes like Lectures, Tutorials, Laboratories, Workshops etc. shall be declared as Detained and shall not be permitted to attend the ETE.
  - iv. The basis for the calculation of the attendance 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 calculation of attendance (this rule does not apply to higher semesters).
  - v. The students will be informed about the attendance status periodically by the Institute notifying the percentage attendance on the notice board before each CIE and during the multiple counseling sessions.
  - vi. Attendance in all examinations, IE 1, IE 2, MTE and ETE of each Registered Course shall be mandatory for students.

### 6.3 Dropping of Courses:

A student can drop an Elective Course (Maximum 2) before Internal Evaluation 1 under the guidance of the PTG and recommendation of Course Teacher if the Student and Parent feel that the student cannot cope up with all the courses registered at a time during that semester.

However, the total credits should not fall short of 16 credits which are the minimum number of credits to be registered per semester. The students can register to new elective course (other than dropped courses) in the next year.

This dropping of course shall be intimated to the Dean Academics, through the HOD of the department before the dropping date as announced. The dropped courses are not recorded in the grade card. This facility is not applicable for First Year students.

### 6.4 Withdrawal from Courses:

A student can withdraw from the Elective Courses (maximum 2) after Internal Evaluation 1 and before Mid Term Examination under the guidance of the PTG and recommendation of Course Teacher if the Student and Parent feel that the student cannot cope up with the courses.

However, the total credits should not fall short of 16 credits which are the minimum number of credits to be registered per semester. The student has to re-register for the same course withdrawn in the next year by paying applicable fees. The withdrawn course(s) are recorded in the Grade Cards as “WW” grade.

However, such withdrawals will be permitted only twice during the span of program. This facility is not applicable for first year students.

Student who wants to utilize this facility must apply with recommendation of course teacher through the HOD of the department to Dean Academics, in consultation with PTG and parent.

**The Dropping and withdrawal facilities are available only for REGULAR Semester(s)**

### **6.5 Temporary Semester Break of Study from the Programme:**

A candidate is normally not permitted to break the study. However, if a candidate intends to temporarily discontinue the program in the middle for valid reasons such as entrepreneurship, incubation, start-ups, internships leading to placement, foreign university opportunities, research opportunities etc. and wants to rejoin the programme later in respective semester, he / she shall apply to the Director, well in advance.

- i.** Such application shall be submitted within at least 6 weeks of the commencement of the semester or from the date he/she has attended the classes, whichever is later, stating fully the reason for such a withdrawal, together with supporting documents and endorsement of his/her parents/guardians through the Head of the Department.
- ii.** The institute shall examine such an application and if it finds the case to be genuine, it may permit the student to temporarily withdraw from the program. Such permission is accorded only to those
  - a) who have the possibility to complete the prescribed program requirements within the time limits specified by the programme.
  - b) who do not have any outstanding dues /demand at the Institute / University level including tuition fees, any other fees library materials etc.
- iii.** Such students are expected to pay 100 % fees of the year in which they are taking semester break. The candidate has to rejoin the semester after the break from the commencement of the respective semester as and when it is offered by paying applicable course reregistration and examination fees. If break is in odd semester fees is applicable for both semesters and if break in even semester fees is applicable for one semester.
- iv.** The total period for completion of the programme is considered from the commencement of the semester to which the candidate was first admitted and shall not exceed the maximum period prescribed for the respective programme. The maximum period includes the break period.
  - i.** If any candidate is detained for any reason, the period of detention shall not be considered as “break of study”.

- ii. It may be noted that the fees/charges once paid shall not be refunded.
- iii. Normally, a student will be entitled to avail of the temporary break facility only once for maximum period of two years during his/her studentship of the programme. Hence, the student shall take the advice of the Director to use the above provision only in exceptional cases.

#### 6.6 Detention:

- i. A student shall be declared as Detained and shall not be permitted to attend the ETE if;
  - a. The student who has not attended minimum 75% of all conducted classes like Lectures, Tutorials, Laboratories, Workshops etc.
  - b. Incomplete termwork and non-submission of laboratory journal.
  - c. Incomplete Continuous Internal Evaluation (CIE)
- ii. Such students are expected to pay 100 % fees of the year in which they are detained.
- iii. Such students are expected to take admission in next Academic Year by paying applicable fees as below: 100% fees if detained in odd semester and 50% fees if detained in even semester.

#### 6.7 Termination from the Programme:

A student shall be terminated from the programme in the following cases:

- i. Involved in ragging and in any illegal activity as per law defined by the governing authorities.
- ii. Successive failures in first Year: On failure to get admitted in third semester after three successive academic years from the date of admission, he / she shall be declared as Not Fit for Technical Education (NFTE). Such students shall be permitted for only one year to continue the education in the institute provided the permission is accorded by AC. Director shall be authorized to terminate the student from the program.
- iii. Not completing programme in prescribed period: Students will have to complete B. Tech. programme in maximum period of 6 years (12 semesters) for regular entry and 5 years (10 semesters) for lateral entry from the date of first admission. However, genuine cases with proper justification may be referred to AC for extending programme completion period and decision will be taken based on rules and guidelines of professional statutory bodies. Students who are not able to complete the programme in stipulated period will be declared as Failed to Complete Technical Education (FCTE).
- iv. Under following circumstances student admission may be terminated from the programme if;

- a. Student misbehaves with faculty or staff.
- b. Remain absent without any information for a period of one year.
- c. In case of termination student has to pay all applicable dues.

## 7. CURRICULUM

There shall be a prescribed course structure for each of the academic programmes and in general terms it shall be known as the Curriculum. The Curriculum prescribes 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, choice-based credit system and AICTE model curriculum.

### 7.1 Credit System:

- i. The primary purpose of the credit system is continuous evaluation of student's performance which is measured by the number of credits the students has earned. Typically, credit measures the quantum of work involved in a course.
- ii. Credit structures for various courses with various combinations of theory/tutorial and Laboratory/Project/Seminar/Mini Project hours are given in Table 7.1.
- iii. 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.

Table 7.1: Assigned credits for various types of courses

Hours per week per student for engagement for			Credits Assigned
Theory	Tutorial/Seminar	Laboratory/Project	
1	0	0	1
0	1	0	1
0	0	2	1
0	0	4	2
1	1	0	2
1	0	2	2
3	0	0	3
2	0	2	3
2	1	0	3
3	1	0	4

3	0	2	4
4	0	0	4
2	0	4	4
<b>Credit = Theory hours + Tutorial hours + 0.5 (Laboratory hours)</b>			

- iv. 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 in order to qualify for the degree.

## 7.2 Components of Curriculum:

- i. The structure of curriculum for a programme and course syllabi shall be approved by AC on recommendation of respective BOS.
- ii. The entire curriculum is spanned over eight semesters and has thoughtfully designed contents and evaluation methods. Total credits are **161**. The exact number of credits required is mentioned in the curriculum structure for the respective programme. The total number of credits in a semester in which a student shall register is generally 20 - 24. Normally, the maximum number of credits per semester shall not exceed 25.
- iii. Curriculum shall have credit and audit (Non-Credit) courses
- iv. Curriculum will have balanced offerings of various courses such as Basic Science, Engineering core, Professional Core, Professional Electives, Open electives, Mandatory courses, Life skill courses, Proficiency courses, Humanities & social science courses, Internship, Project and institute level courses. The curriculum offerings include various course types as mentioned in Table 7.2.

Table 7.2: Curriculum Components.

Sr. No	Course Code	Component of Curriculum
1	HSMC	Humanities and Management Science
2	BSC	Basic Science Course
3	ECC	Engineering Core Course
4	PCC	Professional Core Course
5	PEC	Professional Elective Course
6	OEC	Open Elective Course
7	PROJ	Project, Mini / Minor Projects, Integrated Projects
8	INTR	Internship
9	MC	Mandatory Course
10	PFC	Proficiency Course
11	LS	Life Skill

12	AUDIT	Audit Course
13	MOOC	Massive Open Online Course

- v. Normally number of courses in a semester shall not be more than six for theory and four for laboratory courses.
- vi. Audit courses in the curriculum shall offer students to understand the way their expertise/ domain knowledge can be utilized for developing core engineering knowledge.
- vii. A typical description of the programme curriculum shall consists of course title, course code, teaching hours per week for lecture/ tutorial/practical's, credit allotment, pre-requisites, text books, reference books, Course Objectives and Course Outcomes (CO's) with relevant Blooms taxonomy levels, Programme Outcomes(PO's), Programme Specific Outcomes(PSO's), mapping of the COs with PO sand PSO's and assessment scheme etc.
- viii. The details of the programme structure and course details shall be published on institute website <https://www.pccoepune.com>

### 7.3 Honors / Minor Certification:

*The guidelines related to the Honors/Minor Certification is provided as separate a separate document : Rules and Regulations of Honors and Minors .*

## 8. EXAMINATION AND EVALUATION

There shall be continuous evaluation of students. This system will have 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 as per required Graduate Attributes (GAs).
- iii. To allow 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 internal and external evaluation of students as a part of evaluation to award grades. All assessment of Theory, Practical, Project, Seminar and internship shall be conducted to evaluate GAs essential to meet need of engineering graduates at national as well as international level. Appropriate weightages given to these evaluation methods will

ensure quality of assessment and evaluation.

- c. Evaluation scheme based on type of course with weightage is mentioned in table 8.1.

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

Sr. No.	Type of course	Method of Internal Evaluation	Internal Evaluation Weightage (%)	Method of external Evaluation	External Evaluation Weightage (%)	Total
1	Professional core/Professional Elective and Open Elective (Theory)	Assignment/ case study/ Quiz/Poster presentation/ Seminar presentation/ Open book test etc.	20 (10 + 10)	For 3 and 4 credit courses End Term Examination (ETE) of 80 marks for 2.5 hours based on 100% syllabus. For 1 and 2 credit courses ETE of 50 marks shall be conducted.	50	100
		Mid Term Examination (MTE) of 50 marks for 2 hours based on 50% syllabus. For 1 and 2 credit courses MTE of 30 marks shall be conducted.	30			
2	HSMC (Theory)	Assignment/case study/Quiz/Poster presentation/Seminar presentation/Open book test etc.	60	End Term Examination as per the requirement of the course.	40	100
3	Laboratory/ Tutorial Termwork	Experiment/Assignment/ case study report for each Experiment/Assignment	100	NA		100
4	Laboratory	Oral/practical examination	50	Oral/ practical examination	50	100
5	Major Project*	Project Reviews (Minimum 3) Rubric based Evaluation	50	Report evaluation by external	30	100
				Viva voce	20	
6	Internship*	Two rubric based reviews along with report	50	Report evaluation by external	30	100
				Viva -voce	20	
7	Seminar*	Two rubric based reviews along with report	50	Report evaluation by external	30	100
				Viva	20	
8	Moocs courses*	2 Reviews based on submission of assignment and performance	50	Moocs report (Notes) and overall performance	20	100

Sr. No.	Type of course	Method of Internal Evaluation	Internal Evaluation Weightage (%)	Method of external Evaluation	External Evaluation Weightage (%)	Total
				Certification or examination by institute	30	
9	Proficiency Course	Hands on/Practical test, Live projects, Assignment/case study/Quiz/Poster presentation/Seminar presentation/Open book test/ Class test etc.	100	If needed as per the demand of course		100
10	Life Skill/ Mandatory course/Audit Course	Rubric based Evaluations/ Live task/assignment/Practice/ case study /Quiz/ Poster presentation for PP or NP grade	100	NA		100

\* As specified in programme curriculum.

### 8.1 Internal Evaluation:

Internal Evaluation shall be done continuously by faculty over a span of semester. Structured Evaluation will be done for all programmes with appropriate schedule in Academic Calendar as follows:

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

- i. The CIE for Professional Core, Professional Elective, Open Elective courses shall consist of three evaluation instances as follows:
  - a. Internal Evaluation1 (IE1) [Assignment/case study/Quiz/Poster presentation/Seminar presentation/Open book test etc.]
  - b. Mid Term Examination (MTE) It is Summative Examination compulsory for all Students.
  - c. Internal Evaluation 2(IE2) [Assignment/ case study/ Quiz/Poster/ Presentation / Seminar presentation/ Open book test etc.] The CIE for other type of courses shall be based on feasibility & need of Evaluation.
- ii. Midterm examination is compulsory and sum of the scores obtained in IE1, MTE and IE2 shall be considered for computing the final CIE of a student in each course.
- iii. Midterm examination will be conducted within a week allocated for midterm

examination. No Institutional/Departmental level activities shall be scheduled during the examination week.

- iv. Re-MTE Examination:** A Re-MTE examination shall be provided for those students who are having satisfactory attendance (Minimum 75%), course-wise, but remained absent for the Mid Term Examination due to a valid/unavoidable circumstance, like:
- a. Students, who have sought due prior permission from concerned HOD and Director through proper channel, and there after permitted by the institute for taking part in important curricular/ co-curricular/ extra-curricular activities like NSS/Sports/Cultural/Project Competitions/Paper presentation etc. at University/ State/ National/ International levels (the students/ authorities should exercise enough care that a student shall not remain absent for the makeup examination) After such an event, at the time of reporting to the Institute, the student must submit the proof of participation/ certificate from the competent authority for approval of the prior leave request. The prior leave request shall be converted to official leave and an endorsement will be issued by the Institute, based on which the student shall be eligible for the makeup examination.
  - b. Students seeking prior leave on account of
    1. Accident or severe illness leading to hospitalization, which disables the student from writing the examination.
    2. A calamity in the family (first relation Only-Parents, Grandparents and Siblings) barring the student from writing the examination.

In the event of (1) and (2) above, it is mandatory on the part of student/parent to inform the respective departmental authorities (Class Teacher/HOD) immediately through email or mobile message and submit a prior leave request. If the information reaches the Class Teacher first, it is the responsibility of the Class Teacher to immediately intimate the HOD and record the same in the examination report without fail. After such an event at the time of reporting to the Institute, the student must submit all the relevant reports/certificates from the competent authority for approval of the prior leave request. The prior leave request will then be converted to official leave and an endorsement will be issued by the Institute, based on which the student becomes eligible for the Re-MTE examination. Any intimation after the completion of regular examination and/or Non-submission of report/certificate will be construed as absent for the examination and the student will be awarded ZERO marks in the respective examination. No further request will be

entertained in this regard.

The Re-MTE examination shall not to be treated as an improvement examination.

### **8.1.2 Internal Evaluation of Practical Term work**

- i. Term work marks shall carry weightage as follows:
  - Continuous Evaluation: 80%
  - Semester end mock oral/practical. (20%)
- ii. Continuous evaluation of each experiment/assignment shall be done throughout the semester which will be collated as the 80% of Termwork at the end of each semester. The Evaluation in a laboratory course will be based on number of practical's /assignment, wherein equal weightage shall be given to
  - Attendance and participation in laboratory work
  - Performance in Evaluation of understanding through viva voce, group discussions, quiz etc.
  - The quality of work as prescribed by course instructor.
  - Report through laboratory journals.
- iii. It is mandatory for the student to complete all the experiments/assignments as specified in course curriculum for the grant of termwork. It is obligatory to maintain and submit laboratory journal as prescribed by the course instructor before the Term End.
- iv. Student shall be detained for incomplete termwork and non-submission of laboratory journal and will require registering the Course again.
- v. Teamwork marks assigned for special courses such as Mini Project etc. shall be evaluated based on parameters proposed by respective Department and duly approved by Dean Academics.

### **8.1.3 Internal Evaluation of Project/Seminar/Internship:**

Minimum three internal reviews for Project and two internal reviews for Seminar and Internship shall be conducted. Student shall be evaluated as per the rubric defined for these reviews. The marks of these reviews will be collated as a termwork with 50% weightage in total Evaluation.

### **8.1.4 HSMC Course(theory):**

HSMC courses have 60% weightage to internal Evaluation. The evaluation methods defined by respective course coordinators and approved by HOD shall be binding on student. If student fails in HSMC course, he/she needs to reregister for the course by paying specified fees. Student can change HSMC course during reregistration.

### **8.1.5 Proficiency/Life Skill courses:**

Proficiency/Life Skill courses will have 100% weightage in internal Evaluation. Various methods as proposed in table 8.1 shall be used for

continuous Evaluation of these courses. It is mandatory for student to get PP (pass) grade in these courses. In the event of failure to pass student needs to reregister for the course by paying specified fees. Student can change course during reregistration. Maximum two attempts shall be given for passing.

## 8.2 External Evaluation:

### 8.2.1 Theory Evaluation:

**End term examination (ETE):** Summative examination at the end of semester shall be conducted for external evaluation. This End Term Examination (ETE) of 80 Marks for 3 and 4 credit courses and of 50 marks for 1 and 2 credit courses shall be conducted at Institute level.

**Re-examination:** Re-examination shall be conducted after declaration of result of main ETE examination for students with failed/acquired transitional grade as per rules and regulations. Student needs to pay additional examination fees for such reexamination.

**Make-up examination:** Make-up examination with make-up classes as offered by programme at the end of even semester shall be conducted. Students needs to register for such makeup classes and examination if offered by paying specified fees.

### 8.2.2 Practical Evaluation

Practical/Oral examinations by the internal and external examiners will be conducted for Practical's at the end of each semester as per the schedule in Academic Calendar. "Knowledge Brings Freedom"

- i. Final examination for laboratory courses will normally be held in last week of conclusion of teaching as per Academic Calendar.
- ii. These oral/practical examinations will be conducted in the presence of External Examiner appointed by competent authority.
- iii. Weightage of 50% each for evaluation by internal and external examiner shall be considered. In case of absence from oral/practical examination, the same rules as those for theory courses are applicable.
- iv. Reexamination for practical/oral examinations shall be conducted before re-examination of theory courses.

### 8.2.3 Major Project/Seminar/Internship Evaluation

Total 50% weightage is given to external Evaluation of Project, Seminar and Internship wherein 30% is for evaluation of reports and 20% for viva voce.

## 9. EXAMINATION RULES AND REGULATION

### 9.1 Credit Courses:

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

### 9.2 Noncredit Courses:

Apart from credit courses, Noncredit courses will be awarded letter grades as PP (Pass) and NP (Not Pass) based on quantitative and qualitative Evaluation. In addition to above letter grades students will be awarded dual letter grades in specific circumstances mentioned in rules and regulations for passing, A.T.K.T, award of class.

### 9.3 Honors Certification in Core Engineering Programme:

*The guidelines related to the Honors/Minor Certification are provided as separate document in the Rules and Regulations for Honors and Minors.*

### 9.4 Minor Certification in other Engineering Programme:

*The guidelines related to the Honors/Minor Certification will be provided as separate document in the Rules and Regulations for Honors and Minors.*

### 9.5 Makeup classes and examination (Summer term) (Theory and Practical)

- i. In addition to end term examination, make-up classes with make-up examination as offered by department at the end of even semester shall be conducted.
- ii. This summer term is not a regular semester; however, department may offer a makeup classes for few courses to enable the students to clear their backlog courses. Following may be considered as valid reasons for registering make-up classes and makeup examination:
  - a. Failure in the re-examination.
  - b. Absence in the re-examination due to
    1. Serious Illness / personal accident in the case of the student herself/himself.
    2. Serious illness / Accident / Death of parent /guardian.(First relation Only-Parents, Grandparents and Siblings)

- iii. Students claiming semester end make-up examination and evaluation on the above valid reasons are required to
  - a. Have taken prior leave and granted official leave after submission of due certificates.
  - b. Marked accordingly in respective examination attendance reports.
  - c. Sought due prior permission from concerned HOD and Director through proper channel and register for the courses.
  
- iv. Students seeking to avail benefit of make-up classes and examination shall note following conditions
  - a. Courses which will be offered for make-up classes and examination will be at sole discretion of the department (On the basis of results, logistic problems such as availability of resources / lab. Facilities / availability of examiner/(s) for oral/practical/ project / seminars etc.)
  - b. Department shall announce list of such courses after declaration of results for even end semester re-examination. Contact hours to earn required credits will be same as regular semester squeezed into six weeks.
  - c. Student can register at the most 4 courses not exceeding the total 16 credits at a time.
  - d. Attendance requirements and Evaluations done will be as regular semester.
  - e. Courses offered in a makeup term will be treated as equivalent to a regular semester courses for all grading purposes.

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

### 9.6.1 Rules of Passing

- i. Term work/Practical/Oral  
To pass the term work / Practical / Oral the student has to earn minimum of 40% marks in each head.
- ii. Theory subject head
  - a. To pass the Theory Subject head the student must earn minimum of 40 percent marks in End- term examination and 40 percent average marks (CIE + ETE).
  - b. The failing student can repeat the End-Term examination to pass the head in same semester and the CIE marks will be retained as it is. However, grades earned in re-examination shall be marked with \*(asterisk) except for transitional grades II and XX.
  - c. Student who failed in reexamination can repeat the CIE+ ETE at the end

- of even semester only after make-up classes and to pass the Theory Subject head the student must earn minimum of 40 percent marks in End-term examination and 40 percent average marks (CIE + ETE) subject to offering of such course by the department.
- d. To earn credits of a course (Theory/term work/practical/oral/presentation) student must pass the course with minimum passing marks/grade.
- iii. A student shall be awarded the bachelor's degree if he/she earns 161 credits as per the structure defined by the programme and clears all the audit and noncredit courses specified in the curriculum. In case of lateral entry, students shall be awarded the bachelor's degree if he/she earns 121 credits as per the structure defined by the programme.

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

- i. A student can register for the third semester if he/she earns minimum 60% credits of the total of first and second semesters.
- ii. A student can register for the fifth semester if he/she earns minimum 60% credits of the total of third and fourth semesters and all the credits of first and second semester.
- iii. A student can register for the seventh semester if he/she earns minimum 60% credits of the total of fifth and sixth semesters and all the credits of third and fourth semester.

## 10. PERFORMANCE INDICES SGPA & CGPA

### 10.1 Grading and Evaluation:

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

**Table 10.1 Performance with relative 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)
$(\text{Performance}) < 40$	0	F (Fail)
Nil	0	Ab (Absent)

- ii. Apart from credit courses, Noncredit courses will be awarded with letter grades based on quantitative and qualitative Evaluations as PP (Pass) and NP (Not Passed).
- iii. **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
Detained due to insufficient attendance or incomplete termwork (Detained and Repeat)	DR
Withdrawal of course with satisfactory attendance (Willful Withdrawal)	WW
Satisfactory performance in CIE (Pass) but absent in ETE due to valid reason (Incomplete due to Illness)	II
Very good performance in CIE (more than or equal to 80%) but poor performance in ETE leading to fail (F) overall grade	XX

- iv. Note: 'II' and 'XX' are transitional grades awarded which will be converted to actual grades earned in re-examination else will automatically get converted in to 'F' grade. Candidate can avail 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, performance of 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 his / her grade points in those courses are G1, G2, G3, G4, 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 cumulative grade point average will be calculated based on the grade points obtained in all the courses (Theory/term work/practical/oral) of first semester to eighth semester for the students admitted in the First year and third to eighth semesters for the students directly admitted at Second 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 Table10.3:

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 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 obtained in each course.
  - c. The total number of credits earned by a student.
  - d. SGPA, CGPA Details
  - e. Examination details
  - f. Grading System, calculation of performance indices and conversion of CGPA to equivalent percentage shall be provided on the back page of 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 B.Tech 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 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 pending against him / her.

The Academic Council (AC) shall recommend the list of all eligible students to SPPU for award of B.Tech Degree with additional Honors/Minor certification wherever applicable.

### 13. DISCIPLINE & CONDUCT

- i. Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he / she is registered at PCCoE. The student must have valid ID card with him / her 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 or 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 his person or exposes him to ridicule or to forbear from doing any lawful act, by intimidating, wrongfully restraining, 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, or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.
- i. Getting enrolled in more than one programme course of study simultaneously.
- j. Committing forgery, tampering with documents or records, identity cards, furnishing false certificate or false information.
- k. Organizing instant agitation/meetings without prior permission in 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 and passwords & other details of IT facilities provided to other students/outsideers.
- n. Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the institute campus.
- o. Possessing or using any weapons and fire arms in the institute campus.
- p. Unauthorized occupation of hostel, Accommodating guests or other persons in hostels without permission.
- q. Malpractice in examination.
- r. Indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government.

2. Any other act which may be considered by the Director or the Discipline Committee to be an act of violation of discipline.

- iii. Any act of indiscipline of a student reported to Director / concerned authority shall be referred to Grievance Redressal and Disciplinary Committee (GRDC) of the institute. The Committee shall enquire into 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 fine ranging from Rs.500/-uptoRs.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 then he/she shall be punished as 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 imposing punishment on examinee / s / others involved in unfair means. However, depending on the situation, committee may quantify these verity of the punishment which may include:
- a) Cancellation of the performance of the student in the course / sin which he / she was 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 act of indiscipline/malpractice in examination shall be issued notice asking him/her asked to be present before the respective committee (CRC) on the day at specified time and venue with his/her parents/guardian. He/she shall give written reply/oral explanation to the charges leveled against him/her for consideration. If the implicated students fail to appear before the committee, then decision shall be taken in absentia, based on available evidence/documents, which shall be binding on the concerned student.

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

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

- a. The students are required to be present outside the examination hall exactly 20 minutes before the start of the examination.
- b. Students will only be allowed to enter the examination hall 15 minutes prior to commencing the examination.
- c. The students will not be allowed to appear in the examination if they

reach the examination Centre 30 minutes after commencement of examination.

- d. No student can leave for 30 minutes after the commencement of the examination.
- e. Students are not permitted to leave the examination hall during the last 10 minutes.
- f. Students are responsible for keeping themselves informed about exam dates, as well as the time and place of the examination.
- g. Differently abled students will be given additional time of 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, Hall ticket issued by the Institute.
- b. Invigilators are responsible to ensure full compliance with such requirement.
- c. If, a student forgets his/her Institute Identity Card, the driving license/ other photo identity card will be accepted in place subject to verification by the concerned teacher/ examination coordinator/ head of department concerned.

**iii. Breaks:**

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

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

- a. During an ongoing examination student are not allowed to take the examination question paper outside the examination hall. After the examination, the student should personally submit his/her 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 front page.
- d. If there are any queries regarding the exam questions the students must

ask the invigilators who will contact the course teacher through proper channel.

**v. Other materials:**

- a. Students should bring their own pencils, pens, erasers, rulers, non-programmable calculators, and any other tools required for the examination.
- b. Students are advised not to bring valuables for examination. Student shall keep their handbags, cases, outdoor clothes, etc. at identified location for the same. Students are responsible for the safe keeping of 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, electronic dictionaries, written or electronic media, digital media, or any other materials are not permitted/ allowed into the examination hall, with the exception of 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 display or with alphanumeric display (programmable calculators) are not permitted into the examination hall unless specified in advance by the examiner. If the invigilator reasonably believes that a student is using a calculator that does not conform to the rules, he/she has 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 communications 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 bathroom/s.
- b. No student shall leave his / her 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 before they leave the examination hall that they have signed the attendance sheet.
- 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 along with recommendations of concerned HOD will be required. All such cases will be dealt as per academic rules.

- c. If you suffer from language difficulties or any 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 conduct of undergraduate programme 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, physically challenged students will be governed by the ordinance approved in Academic Council. These policies will be in concurrent with the rules and guidelines of professional statutory bodies such as AICTE, UGC and affiliating university SPPU etc.
- iii. Interpretation: Any question as to the interpretation of these Guidelines shall be decided by the institute head, whose decision shall be final and binding in the matter. The institute head shall also have the power to issue clarifications to remove any doubt, difficulty or anomaly, which may arise regarding the implementation of these Guidelines.
- iv. The decision of 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, difference of opinion in interpretation of this regulation; and iii) emergent cases.

**These Academics, Examinations and Evaluation Guidelines are applicable for all years and all batches under autonomy commencing from the Academic Year 2020-21.**



**Dr. G. 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)
- [pccoeadmin@gmail.com](mailto:pccoeadmin@gmail.com)