Pimpri Chinchwad Education Trust's

Pimpri Chinchwad College of Engineering, Pune

(An Autonomous Institute affiliated to Savitribai Phule Pune University, Pune)

RULES AND REGULATIONS FOR
ACADEMICS, EXAMINATIONS AND
EVALUATION

Governing

Undergraduate (B. Tech.) Programmes

With effect from Academic Year 2024-25

(Applicable to Regulations 2023, 2021 and 2020)

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

PCCoE indigenously adheres the philosophy of National Education Policy (NEP)-2020, in curriculum design, as to create an academic system that is flexible, inclusive, and focused on the holistic development of students. NEP-2020 fosters a mindset of continuous growth and lifelong learning. The continuous assessment, which involves regular evaluations throughout the academic year is promoted. This method provides ongoing feedback to students, allowing them to understand their progress and improve over time.

The weightage of 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 may be 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, DTE and BoS. The Academic Council is the final authority to approve the Rules and Regulations, and these are binding on all the interested parties.

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, Undergraduate 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 *Single* Letter assigned to indicate the Performance of Student in a Course.

9. "GB" means Governing Body.

10. "Academic Council" means apex Academic Body governing the academic programmes & policies in PCCoE.

11. "Board of Studies" (BOS) means departmental Academic Body common for UG and PG Programmes.

12. "Board of Examinations" (BOE) means apex Examination Body responsible for Examination conduction, framing and implementing Rules and Regulations approved by Academic Council.

13. "Grievance Redressal and Discipline Committee" (GRDC) means committee appointed by the Director to deal with cases of Grievances and Indiscipline.

14. "Complaint Redressal Committee" (CRC) means Committee appointed by the Director to deal with cases of Unfair means/Malpractice/s in Examination.

15. "Department Advisory Board" (DAB) means Departmental Advisory Body common for UG and PG Programmes.

16. "Programme Assessment Committee" (PAC) means departmental committee for Assessment of Program.

17. "Academic Standing Committee (ASC)" means apex body next to Academic Council to take decisions under emergent situations subjected to ratification by Academic Council.

18. "Semester Grade Performance Average (SGPA)" means the weighted average of Grade Point of a Student in a Semester.

19. "Cumulative Grade Performance Average (CGPA)" means the weighted average of Grade Points for all the Semesters completed by a student.

20. "Allowed to Keep Term (ATKT)" means allowed for admission to higher class after satisfying minimum credits criterion.

21. "Academic Examination and Assessment R&R" means Academics, Examination & Evaluation Rules and Regulations governing system of the Institute.

22. "COE" means Controller of Examinations.

23. "FA" means Formative Assessment

24. "SA" means Summative Assessment

25. "DTE" means Directorate of Technical Education, Mumbai

26. "AICTE" means All India Council for Technical Education, New Delhi

27. "UGC" means University Grant Commission

28. "NEP" means National Education Policy

29. "NBA" means National Board of Accreditation

30. "NAAC" means National Assessment and Accreditation Council, Bangalore

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 except where it is explicitly mentioned as Regional.

ii. Semester system shall be adopted for Academic activities in the Institute. Normally, all Odd Semesters shall commence from the first week of July and Even Semesters shall commence from the first week of January.

iii. The commencement of first semester for B. Tech shall be governed by the admission schedule declared by DTE, Government of Maharashtra.

iv. There are eight semesters having total *160* Credits for every Undergraduate Programme. 14 credits out of 160 credits would be for Multi-Disciplinary Minor (MDM).

v. All seven Undergraduate Engineering Programmes (Civil Engineering, Computer Engineering, Computer Engineering (Regional Language), Computer Science Engineering (Artificial Intelligence & Machine Learning), Electronics and Telecommunication Engineering, Information Technology and Mechanical Engineering), 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. 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 amendments shall be applicable from the date of amendment.

ix. 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 a 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 stakeholders. The AC may also form various sub-committees from time to time for specific purposes.
    ● The Academic Standing Committee (ASC) shall continuously assess the academic activities and make 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 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 courses of study, determining details of continuous assessment, recommending panels of examiners etc.
    ● The 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	Sanctioned Intake
1	Civil Engineering	Bachelor of Technology in Civil Engineering	60
2	Computer Engineering	Bachelor of Technology in Computer Engineering	240
3	Computer Engineering (Regional Language)	Bachelor of Technology in Computer Engineering (Regional Language)	60
4	Computer Science Engineering AI&ML	Bachelor of Technology in Computer Science Engineering AI&ML	120
5	Electronics & Telecommunication Engineering	Bachelor of Technology in Electronics & Telecommunication Engineering	180
6	Information Technology	Bachelor of Technology in Information Technology	120
7	Mechanical Engineering	Bachelor of Technology in Mechanical Engineering	180

4. ADMISSIONS AND CHANGE OF BRANCH

The admission to B. Tech. programme 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.

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 5th semester (i.e. 3rd 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 7th semester (i.e. 4th 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 a mixed number (integer + proper fraction) then the integer part of that number shall be considered for taking decisions 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 the 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 complete the bridging courses offered by the branch allotted. No further request for change shall be entertained.

5. ACADEMIC CALENDAR

The academic activities of the Institute are regulated by Academic Calendar approved by the AC / ASC, and are 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, meeting schedules, student internship, summer examinations.

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 instructional 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 whatever reason shall be made up on a suitable day.

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

6.1 Semester Registration:

i.   Students have 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 Proctor. Students are advised to discuss with the proctor 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 the 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. Earned all the credits prior to previous academic year and minimum 60% credits during the previous 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 canceled in the respective semester. Parents are advised to take a note.

vii. Students need to re-register for courses in which they failed in earlier year/s by paying applicable fees, if they wish to go for betterment of Formative Assessment. Students are not permitted to re-register for course/(s), which they have already passed.

6.2 MDM Registration:

In accordance with the National Education Policy (NEP) of 2020, it is mandatory for every student (from Regulations 2023) to fulfill MDM requirements as part of their B.Tech. degree program. The MDM requirements as part of their B.Tech. degree program. The MDM curriculum consists of 14 credits distributed across six semesters (Semester III to Semester VIII) and is integrated within the 160-credit course structure. Students are required to select and register for a single MDM from the available options provided to them. MDM registration will commence prior to the beginning of the Second Year of the B.Tech. program. Completion of all courses within the chosen MDM is mandatory for students across the six semesters (Semester III to Semester VIII) in order to fulfill the 14-credit requirement. Due to inter-dependencies among courses, students are not permitted to change their selected MDM in subsequent semesters. The students will be awarded B. Tech. in relevant discipline with respective MDM

6.3 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. 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 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 SA.

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.

6.4 Dropping of Courses:

A student can drop an Elective Course (Maximum 2) within 3 weeks of the commencement of the semester, under the guidance of the proctor 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 for a new elective course (other than dropped courses) 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.

6.5 Withdrawal from Courses:

A student can withdraw from the Elective Courses (maximum 2) before MidTerm submission under the guidance of the proctor 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 the program. This facility is not applicable for first year students.

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

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

6.6 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.

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.

a. If any candidate is detained for any reason, the period of detention shall not be considered as a "break of study".

b. It may be noted that the fees/charges once paid shall not be refunded.

c. 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.

6.7 Detention:

i. A student shall be declared as Detained and shall not be permitted to attend the SA and Practical/Oral Exams if;

a. The student who has not attended minimum 75% of all conducted classes like Lectures, Tutorials, Laboratories, Workshops etc.

b. Incomplete term work and non-submission of laboratory journal.

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 the next Academic Year by paying applicable fees as below: 100% fees if detained in odd semester and 50% fees if detained in even semester.

6.8 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. Genuine cases with valid justification may be referred to the

Director. On behalf of the Academic Council, the Director is authorized to make decisions regarding such applications for extending the programme completion period for degree award, in accordance with the prevailing rules and guidelines set by professional statutory bodies. Students who are not able to complete the programme in the 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. Students misbehave with faculty or staff.

    b. Remain absent without any information for a period of one year.

In case of termination, the student has to pay all applicable dues.

6.9 Advanced Learners:

Advanced Learner Identification and Opportunities:

In each semester, the top 5% of students from all programs shall be identified as Advanced Learners based on the following criteria:

- III Semester: CGPA after the first year
- IV to VIII Semesters: SGPA of the preceding term

These identified students will be provided with the following opportunities, prioritized as per their academic standing and interests.

- Academic flexibility (Accelerated program and credit transfer flexibility)
- Mentorship and guidance
- Research and innovation support
- Skill enhancement and extracurricular activities
- Exposure to global practices
- Recognising achievement.

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 a student's performance which is measured by the number of credits the student 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

Contact Hours per week per student for engagement of			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
Credit = Theory hours + Tutorial hours + 0.5 (Laboratory hours)			

In addition to above contact hours self study/self learning/other activity hour shall be considered for theory Program Core/ Program Elective courses subject to maximum 5 hours per week.

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 160 (For Regulations 2023)/ 161(Previous Regulations). 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.

iii. Curriculum shall have credit and audit (Non-Credit) courses.

iv. Curriculum will have balanced offerings of various courses such as Basic Science, Engineering Science, Professional Core, Professional Electives, Multidisciplinary courses, Skill courses, Humanities Social Science and Management courses, Experiential courses, and Liberal Learning 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	BSC	Basic Science Course
2	ESC	Engineering Science Course
3	PCC	Program Core Course
4	PEC	Program Elective Course
5	MDM	Multidisciplinary Minor
6	OEC	Open Elective Course

7	VSEC	Vocational and Skill Enhancement Course
8	AEC	Ability Enhancement Course
9	EEM	Engineering/Economics/Management Course
10	IKS	Indian Knowledge System Course
11	VEC	Value Education Course
12	ELC	Experiential Learning Course
13	LLC	Liberal Learning Course

* As per Regulations.

v. Normally the 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. The MDM curriculum consists of 14 credits distributed across six semesters (Semester III to Semester VIII) and is integrated within the 160-credit course structure.

viii. A typical description of the programme curriculum shall consist 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 (COs) with relevant Bloom's taxonomy levels, Programme Outcomes (POs), Programme Specific Outcomes (PSOs), mapping of the COs with POs and PSOs and assessment scheme etc.

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

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 students 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 the needs 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 Formative/ Internal Assessment	Formative / Internal Assessment Weightage (%)	Method of Summative / External Assessment	Summative / External Assessment Weightage (%)	Total
1	BSC/ESC/PCC/PEC/OEC/MDM (Theory)	Assignment/ case study/ Quiz/Poster presentation/ Seminar presentation/ Open book test etc.	40 (20 + 20)	For 3 and 4 credit courses SA of 60 Marks for 2 hours and for 1 and 2 credit courses SA of 30 Marks for 1 hour based on 100% syllabus shall be conducted.*	60	100
2	HSMC (Theory)	Assignment/case study/Quiz/Poster presentation/Seminar presentation/Open book test etc. (FA as per requirement of the course)	60 (20+40)	SA as per the requirement of the course.	40	100
3	Laboratory/ Tutorial Term work	Experiment/Assignment/ case study report for each Experiment/Assignment	100	NA		100
4	Laboratory	Oral/practical examination	50	Oral/ practical examination	50	100
5	Theory cum laboratory/ Laboratory cum theory	Assignment/ case study/ Quiz/Poster presentation/ Seminar presentation/ Open book test etc. and Experiment/Assignment/ case study report for each Experiment/Assignment	Proportionate to theory/ Laboratory credit	Applicable as per S.No. 1 and 4 based on proportionate credits	Proportionate to theory/ Laboratory credit	100
6	Major Project* TW	Project Reviews (Minimum 2) Rubric based Evaluation	50	-	-	100
	OR	-	-	Viva voce	50	
7	Internship*	Rubrics based evaluations along with report.	100	-	-	100

Sr. No.	Type of course	Method of Formative/ Internal Assessment	Formative / Internal Assessment Weightage (%)	Method of Summative / External Assessment	Summative / External Assessment Weightage (%)	Total
8	Seminar*	Two rubric based reviews along with report	50	Report evaluation by external	30	100
				Viva	20	
9	MOOCs courses*	Based on submission of assignment and performance	50	MOOCs report (Notes) and overall performance	20	100
				Certification	30	
10	Skill courses	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
11	Experiential Learning/ Liberal Learning courses	Rubric based Evaluations/ Live task / assignment / Practice/ case study / Quiz / Poster presentation for PP or NP grade	100	-	-	100

* As specified in the 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 Formative Assessment (FA) Theory Courses:

i. The FA for Professional Core, Professional Elective, Open Elective, Basic Science Course, Engineering Science Course, HSMC courses and MDM courses shall be conducted at department level. FA shall consist of two evaluation instances as follows:

   a. Formative Assessment 1 (FA 1) [Assignment/case study/Quiz/Poster presentation/Seminar presentation/Open book test etc.]

   b. Formative Assessment 2 (FA 2) [Assignment/ case study/ Quiz/Poster/ Presentation / Seminar presentation/ Open book test etc.] The FA for other type of courses shall be based on feasibility & need of Evaluation.

ii. Sum of the scores obtained in FA 1 and FA 2 shall be considered for computing the final FA of a student in each course.

8.1.2 Internal Evaluation of Practical Term work

i. Continuous evaluation of each experiment/assignment shall be done throughout the semester, collating as Termwork at the end of each semester. The Evaluation in a laboratory course will be based on the following criteria
  ● 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

ii. 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 journals as prescribed by the course instructor before the Term End.

iii. Students shall be detained for incomplete termwork and non-submission of laboratory journals and will require registering the course again.

iv. Termwork 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:

i. Project/Seminar Term work will be evaluated based on Reviews scheduled in the semester/s as mentioned in the Guidelines.

ii. For Internship rubrics-based evaluations along with a report shall be conducted. The marks of this evaluation will be collated as term work with 100% weightage in total Evaluation.

8.2 External Evaluation:

8.2.1 Theory Evaluation:

Summative Assessment (SA): Summative assessment at the end of semester shall be conducted for external evaluation. This SA of 60 Marks for 3 and 4 credit courses and of 30 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 SA examination for students with failed/acquired transitional grade as per rules and regulations. Students need to pay additional examination fees for such Re-SA examinations.

Re-SA examination shall be provided for those students who are having satisfactory attendance (Minimum 75%), course-wise, but remained absent for the regular SA 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 Technical events/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.

c. Students seeking prior leave for attending any competitive examinations (NDA/SSB/UPSC/MPSC etc.) /Placement drives.

In the event of b and c, it is mandatory on the part of the 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-SA 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-SA examination shall not to be treated as an improvement examination.

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 examinations by paying specified fees.

If a student fails in the Summer Examination, then he/she may Reregister with FA again or he/she may Reappear with his/her existing FA performance (Latest FA will be considered).

Special examination modes:

Special examination mode is exercised to support slow learners through a flexible approach that gives them a fair chance to clear critical courses and advanced learners by incentivizing deep conceptual understanding.

It is inspired by the Red and Green Channel model used at international airports for differentiated processing.

Modes of Examination:

Channel	Target Group	Mode	Evaluation
Green Channel	All students	Standard,No books examination	Standard Evaluation Process
Red Channel (Scheme A)	Critical slow learner cases on the verge of year down due to single course once in 4 years.	Open book with regular question paper.	Only Pass or Fail Grade based on evaluation. Minimum passing criteria as per standard evaluation.
Red Channel (Scheme B)	Specific approved cases	Open book- open ended questions	Standard Evaluation Process

Following guideline shall be followed for above modes of examination

Green Channel

● Regular closed-book examination.
● No scaling; full marks awarded.
● Incentivizes conceptual understanding and analytical skills.

Red Channel

Scheme A: Open Book Exam

● Same question paper as Green Channel.
● Hard copy reference material allowed.
● Students will be graded as Pass/Fail.
● Recommended only for critical slow learner cases on the verge of year down due to single course.in AY 25-26.
● Students can use this option only once in 4 years.

Scheme B: Open Book + Open Ended Questions
● Separate question paper with higher-order open-ended questions.
● No scaling; marks awarded as obtained.

Approval of specific cases required by BOS Chairman in both schemes A and B. Both schemes shall follow strict invigilation and prohibit electronic gadgets.

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.

 i. Final examination for laboratory courses will normally be held in the last week of conclusion of teaching as per Academic Calendar.
 ii. These oral/practical examinations will be conducted in the presence of an 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. Re-examination for practical/oral examinations shall be conducted before re-examination of theory courses.

8.2.3 Major Project/Seminar Evaluation

The Project is a group activity. Minimum two Internal Reviews per semester shall be conducted. Students shall be evaluated as per the rubric designed by the relevant Programmes. A Viva voce will be conducted at the end of the semester in the presence of an External Examiner. The student team has to submit a hard bound copy of the report summarizing the Problem, Relevant Literature, Design, Analysis, Experimentation, Results, Outcomes and Conclusions as per the guidelines provided by the relevant Programmes.

9. EXAMINATION RULES AND REGULATION

9.1 Credit Courses:

Based on the Evaluation student will be awarded letter grades after combining performance of all (FA+SA) evaluations for the respective course. These letter grades will be derived from quantitative and qualitative evaluation converted into a 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 Passing, A.T.K.T. and award of class

9.3.1 Rules of Passing
  i.   Term work/Practical/Oral
       To pass the Termwork/Practical/Oral the student has to earn a minimum of 40% marks in each head.
  ii. Theory Course head
    a. To pass the Theory Subject head the student must earn a minimum of 40 percent marks in SA and 40 percent average marks (FA+ SA).
    b. The failing student can repeat the SA to pass the head in the same semester and the FA marks will be retained as it is. However, grades earned in re-examination (Re-SA) shall be marked with *(asterisk) except for transitional grades II and XX.
       Students failed in re-examination (Re-SA) can:
          i) continue their FA just by appearing for SA (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 and appear for the SA.
    c. To earn credits of a course (Theory/term work/practical/oral/presentation) students must pass the course with minimum passing marks/grade.

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.

  iii. A student shall be awarded the bachelor's degree if he/she earns 160 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 120 credits as per the structure defined by the programme.

9.3.2 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 a 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 a 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:

Relative grading is implemented from A. Y. 2022-23. The performance with Relative grade points and equivalent letter grades for relative grading will be as mentioned in Table 10.1.

Table 10.1. Performance with relative grade points and equivalent letter grades

Grade Point	Letter Grade
10	O (Outstanding)
9	A+ (Excellent)
8	A (Very Good)
7	B+ (Good)
6	B (Above Average)
5	C (Average)
4	P (Pass)
0	F (Fail)
0	Ab (Absent)

i.   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).

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.

iii. 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 FA but absent in SA due to valid reason (Incomplete due to Illness)	II
Very good performance in FA (more than or equal to 80%) but poor performance in SA leading to fail (F) overall grade	XX
Transitional Grade for students who are permitted under semester exchange/Credit Transfer scheme	CT

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 into 'F' grade. Candidates 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

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

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 in 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 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 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 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 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. EXIT OPTION

PCCoE recommends a 4 years multidisciplinary Bachelor's programme as the preferred option since it allows the opportunity to experience the full range of holistic and multidisciplinary education in addition to a focus on major and minor subjects as per the student's preference. However, in case of unavoidable circumstances if students need to give up their education they can opt to exit at the end of 2nd or 4th or 6th semester after completing additional 8 credits as prescribed in this document.

The student has to submit a request for exiting the programme to the Director through the Head of the Department within 2 weeks of declaration of results.

Students will be allowed to take the exit option after counseling by class teacher, proctor, academic coordinator and Head of the Department.

Multiple Exits: Students will have the flexibility to enter a programme in odd semesters and exit a programme after the successful completion of even semesters as per their future career needs. The student has to earn the minimum credits as mentioned in the below table and should not have any backlogs. The additional 8 credits need to be earned during the Summer Vacation (within 2 months of approval of Exit Request). The table 13.1 gives the summary of the Exit option after even semesters.

Table 13.1 Exit option after 2nd or 4th or 6th Semester

Sr. No.	After Semester	Qualification Title	Regular Credit Requirement	Additional Credits to be Earned
1	Second	One Year UG Certificate in the relevant discipline	Minimum 40 credits	8 Credits of VSEC/Internship/Apprentice as per the relevant programme
2	Fourth	Two Years UG Diploma in the relevant discipline	Minimum 80 credits	8 Credits of VSEC/Internship/Mini Project as per the relevant programme
3	Sixth	Three Years B. Sc. / B. Voc. in the relevant Discipline	Minimum 120	8 Credits of VSEC/Internship/Mini Project as per the relevant programme

However, the B. Tech. degree can be obtained only within 8 years from the date of registration.

14. DISCIPLINE & CONDUCT

i. Every admitted student shall be issued a photo identification (ID) card which must be retained by the student while he/she is registered at PCCoE. The student must have a 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 extracurricular 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 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 offense. Supreme Court of India has defined ragging as a criminal offense.)

g. Eve teasing or disrespectful behavior to women or girl's 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 / twitter/other social sites using institute servers.

m. Sharing the login and passwords & other details of IT facilities provided to other students/outsiders.

n. Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the institute campus.

o. Possessing or using any weapons and firearms in the institute campus.

p. Unauthorized occupation of a 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 the Government.

s. 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/- 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 act1999.

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 the severity of the punishment which may include:

a) Cancellation of the performance of the student in the course/s in 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 acts of indiscipline/malpractice in examination shall be issued notice asking him/her 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 a decision shall be taken in absentia, based on available evidence/documents, which shall be binding on the concerned student.

14.1 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 center 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 requirements.

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 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 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 the concerned Head of the Department may make suitable arrangements 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 students 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 handed over to the invigilator.

c. Each answer sheet should contain details as mentioned on the 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 the 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. Students shall keep their handbags, cases, outdoor clothes, etc. at identified locations for the same. Students are responsible for the safekeeping 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, smart watches, ear buds /neck bands/headphones, 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 by 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 with 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.

15. CONCLUSIONS

i. The Academic, Examination and Evaluation Policies/Rules and Regulations regarding conduct of undergraduate programmes 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 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, 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, Regulations 2023 (aligned with NEP 2020), Regulations 2021 and Regulations 2020 commencing from the Academic Year 2024-25.

Dr. G. N. Kulkarni
Director

Vision:

To be one of the top 100 Engineering Institutes of India in coming five years by offering exemplarily Ethical, Sustainable and Value Added Quality Education through a matching ecosystem for building successful careers.

Mission:

1. Serving the needs of the society at large through establishment of a state-of-art Engineering Institute

2. Imparting right Attitude, Skills, Knowledge for self-sustenance through Quality Education

3. Creating globally competent and Sensible engineers, researchers and entrepreneurs with an ability to think and act independently in demanding situations

Quality Policy:

"We at PCCOE are committed to offer exemplarily Ethical, Sustainable and Value Added Quality Education to satisfy the applicable requirements, needs and expectations of the students and stakeholders.

We shall strive for technical development of students by creating globally competent and sensible engineers, researchers and entrepreneurs through Quality Education.

We are committed for Institutes' social responsibilities and managing Intellectual property.

We shall achieve this by establishing and strengthening state-of-the-art Engineering Institute through continual improvement in effective implementation of Educational Organizations Management Systems (EOMS)."

For any difficulty in understanding rules and regulations, please write to:
- deanacademics@pccoepune.org
- director@pccoepune.org
- pccoeadmin@gmail.com

Pimpri Chinchwad College of Engineering, Pune

Revision Sheet

Revision No.	Revision Date	Nature of Change	Approved by
1.	1.01.2025	Rules and Regulations revised and reissued as Revision 2.1 Following are the revisions made Point No.2 (ii) August replaced with July Point No.5 (v) Summer term examination replaced with summer examination Point No. 6 (v. b) Condition of earning all credits of prior to previous year is updated Point no. 6.8 (iii) Redrafted with a provision of authority to the director on behalf of academic council to consider request of extension of program completion period in accordance with prevailing rules and guidelines set by professional statutory bodies. Point No. 8.2.1(c) Redrafted for summer examination Point No. 9.3.1 Summary Reregistration and summer term words removed.	11th Academic Council dated 13th Dec.2024 As per resolution R: 03A for revision in academic calendar and removal of summer term.

Pimpri Chinchwad College of Engineering, Pune

Revision Sheet

Revision No.	Revision Date	Nature of Change	Approved by
2.	01.07.2025	Rules and Regulations revised and reissued as Revision 2.2 Following are the revisions made Point No. 6 (6.9): Advanced learner scheme is added. Point No. 7.1 (iii): A note for self-study/self-learning/other activity hour is added Point No. 8 Table 8.1: Evaluation scheme for Theory cum practical / Practical cum theory type course is added at S. No. 5 Point No. 8.2.1: In Theory evaluation Special Examination modes with Green Channel and Red Channel is added.	12th Academic Council dated 13th Dec.2024 As per resolution 12:03 for Curriculum and 12:07 for New proposals

Chairman
Academic Council
PCET's, Pimpri Chinchwad College of Engineering
Sector No. 26, Pradhikaran, Nigdi, Pune-44