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 ANDEVALUATION

Governing

Postgraduate (MCA) Programme

With effect from Academic Year 2020-21

(www.pccoepune.com)

PREFACE

Pimpri Chinchwad College of Engineering (PCCOE) established in 1999 & is run by the Pimpri Chinchwad Education Trust (PCET), one of the promising Institutes in the quality & professional education. 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. 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 MCA programme. MCA programme is 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 will bring transparency in the functioning of the Institute related to Academics, Examinations &Assessments amongst students, faculty members, administrator, parents and other stakeholders. PCCOE has student centric academic system, every possible opportunity is provided to the student to progress academically and to ensure all round development.

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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. "Master of Computer Applications" MCA means, Post 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/project/mini project.

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.

13. "Board of Examination" (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.

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 & Evaluation R&R" means academic, Examination & Evaluation Rules and Regulations governing system of the Institute.

23. "COE" means Controller of Examination.

24. "CIE" means Continuous Internal Evaluation

25. "IE" means Internal Evaluation

26. "ETE" means End Term Assessment

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 & Accreditation Council, Bangalore

31. "UGC" means University Grant Commission
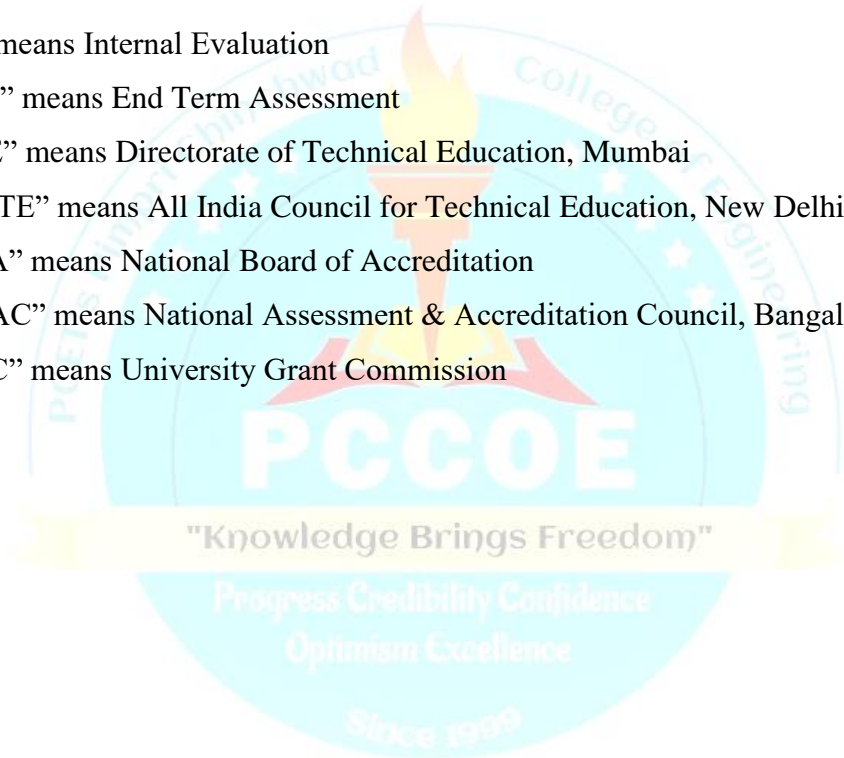
2. INTRODUCTION

The provisions made in this document shall govern the academic policies and procedures, curriculum, course delivery, evaluation system, continuous assessment, conduct of the examinations & 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 MCA shall be governed by admission schedule declared by DTE, Government of Maharashtra.

iv. There are four semesters having total 93 credits.

v. Academic Calendar shall be prepared and displayed before the start of every academic year.

vi. The evaluation norms shall be strictly followed to maintain quality of computer Management and Information Technology education. The examination system shall be transparent and governed by rules and regulations and time-bound activity.

vii. The rules and regulations here after shall be subjected to amendment made by the Academic Council from time to time, based on the recommendations of the BOS and BOE. All such amendments shall be applicable from date of amendment.

viii. The rules and regulations formulated in this document shall be subjected to revisions/refinement/updates/modifications through the approval by the Academic Council from time to time, and shall be binding on all concerned stake holders, including the students, faculty, staff, departments, and institute authorities.

3. ORGANIZATION STRUCTURE & ACADEMIC DEPARTMENTS

The organization structure of department is well-established to ensure the proper execution of MCA programme in qualitative way. Following are details about the various committees:

i. The academic administration of the Institute consists of committees and functionaries.

    a. 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.

    b. 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.

    c. Board of Examination (BOE), constituted as per statues of Savitribai Phule Pune University, to ensure the proper organization and conduction of examinations and related processes including moderation, tabulation and declaration of the results.

    d. 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.

    e. Department Advisory Board (DAB) and Programme Assessment Committee (PAC) 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 Head of Department.

4. ADMISSIONS

MCA has admissions in regular mode.

  i. The admission process and eligibility to MCA programme for first year is 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.

 ii. 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 should use this PRN for any communication.

5. ACADEMIC CALENDER

The Institute academic activities are regulated by Academic Calendar approved by the AC / ASC, and 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 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.

 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 session in each 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 make up by having the class/lab/teaching sessions conducted on a suitable

day by following the particular class time table of that teaching day which was so lost.

6. SEMESTER REGISTRATION, ATTENDANCE & TERMINATION

6.1 Semester Registration:

i. Every 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. On joining the Institute, each student is assigned to a Parents Teachers Guardian (PTG). The 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.

iii. 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.

iv. 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.

v. 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.

vi. Students are not permitted to re-register for course/(s), which they have already passed.

6.2 Attendance Requirement:

The Institute expects all PG 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, no lectures can be missed without valid reasons, and the number of lectures 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. 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 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.

v. The students will be informed about the attendance status periodically by the Institute notifying the course wise percentage attendance on the notice board before each CIE and during the multiple counseling sessions.

vi. Attendance at all examinations, both IE-1 and IE-2 and ETE of each course registered shall be mandatory for the students.

6.3 Termination from the Programme:

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

i. Involved in ragging and not obeying discipline stipulated by Institute.

ii. Not completing programme in prescribed period: Students shall have to complete MCA programme in maximum period of 4 years (8 semesters). 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).

iii. 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. Could not complete the program in maximum stipulated time period.

iv. In case of termination student has to pay any dues applicable for availing leaving certificate.

7. CURRICULUM

There shall be a prescribed course structure for MCA programme and in general terms it shall be known as the curriculum of courses of study. 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:

The primary purpose of the credit system is continuous evaluation of students performance which is measured by the number of credits the students has earned. Typically, credit measures the quantum of work involved in a course. 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:

The curriculum offerings include various course types as mentioned in Table 7.1. The Proficiency Courses are aimed to make students employable, future workforce leaders and successful entrepreneurs. The curriculum design shall be in line with the out-come based education and model post graduate curriculum proposed by AICTE, New Delhi. The components of curriculum are given in Table 7.1.

Table 7.1: Curriculum Components.

Sr. No.	Course Code	Component of Curriculum
1	PCC	Professional Core Course
2	BSC	Basic Science Course
3	MGT	Management Course
4	PEC	Professional Elective Course
5	OEC	Open Elective Course
6	PROJ	Project & Mini
7	MOOC	MOOC's Course
8	PDT	Professional Development Training
9	LS	Life Skill
10	AUDIT	Audit Course

i. The curriculum shall have credit and audit courses. 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 four semesters and has thoughtfully designed contents and evaluation methods. Total credits are 93. The total number of credits in a semester in which a student shall register is generally 20 - 25.

iii. Normally number of courses in a semester shall not be more than six for theory and four for laboratory courses.

iv. Audit courses in the curriculum shall offer students to understand the way their expertise/ domain knowledge can be utilized for developing computer application knowledge.

7.3 A Typical credit structures for various courses with various combinations of Theory/ Tutorial and Laboratory/Project/Mini Project hours are given in table 7.2.

Table 7.2: Assigned credits for various types of courses

Hours per week per student for engagement for			Credits Assigned
Theory	Tutorial/Seminar	Laboratory/Project	
0	0	2	1
3	0	0	3
3	1	0	4
1	0	0	1
0	0	32	16
Credit = Theory hours + Tutorial hours + 0.5 (Laboratory hours)			

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.

7.4 Mini Project / Project:
A student can have Mini Project in semester 2 and 3, however one major project in semester-4. The Mini Project is of one credit and major project is for 16 credits. The department will allocate project guide for Mini Project and Major Project. The reviews and the evaluation of Mini Project and Major Project will be done as per guideline given in Table 8.1 and clause 8.2.3.

7.5 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, objectives & outcomes with relevant Blooms taxonomy levels, programme outcomes, mapping of the Course Outcomes (COs) with Program Outcomes (PO's) & assessment scheme etc.

7.6 Professional Elective Course Guidelines:
A Professional Elective Course will be offered as per following guidelines.

 i. Professional Elective Courses will be offered by department in 2nd, 3rd and 4th semester.

 ii. Instructions for Program Elective Course selection process will be specified by department at the beginning of the semester.

7.7 MOOC Guideline

Massive Open Online Course (MOOC) is the part of semester-IV. It is for 1 credit and 50 marks. Student can select any MOOC course depending on his/her interest with prior permission of the department. The course can be of minimum 4 week duration.

7.8 Seminar Guideline

Seminar is part of semester-III for 3 credits with 100 marks. Seminar provides an opportunity for a student to discuss and analyze a range of new technology and management, ideas and concepts together. Seminar refers to a course of intense study relating to the improvement of technical and management knowledge of student.

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

8. EXAMINATION AND EVALUATION:

i. There shall be continuous evaluation of students. This system will have following objectives:
   a) To get insights regarding student performance/abilities which helps to identify learning needs and take necessary actions for possible improvement.
   b) To give feedback to the student about his level of understanding and abilities as per required Graduate Attributes (GAs).
   c) To allow student to demonstrate their competence which they will practice in their professional career.
   d) To award students grades based on their performance and abilities.

ii. Evaluation processes shall ensure outcome-based education adopted by the institute. All assessment methods will ensure constructive alignment of curriculum with intended outcomes.

iii. There shall be Internal and External Evaluation of students as a part of evaluation to award grades. All assessment of Theory, Practical and Project shall be conducted to evaluate GAs essential to meet need of MCA postgraduates at National as well as International level. Appropriate weightages given to these evaluation methods will ensure quality of Assessment and Evaluation.

iv. 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 (Theory)	**IE1:** Unit Test based on 30% - 40%, syllabus shall be conducted.	20	End Term Examination (ETE) of 50 marks for 2.5 hours based on 100% syllabus.	50	100
		IE2: Comprising of CIE activities such as Assignment / case study / Quiz / Poster Presentation / Seminar Presentation / Open Book Test etc.	30			
2	Laboratory Termwork	Hands on Practical / Assignment / Case Study / Submissions	100	NA		100
3	Mini Project	Project Reviews (Minimum 3) Rubric based Evaluation	100	NA		100
4	Major Project	Project Reviews (Minimum 3) Rubric based Evaluation	50	Report evaluation by external	30	100
				Viva voce	20	
5	MOOC courses	2 Reviews based on submission of assignment and performance	100	NA	NA	100
6	Life Skill/ Audit Course	Rubric based Evaluations/ Live task/ assignment/ Practice/ case study /Quiz/ Poster presentation for PP or NP grade	100	NA	_	100
7	Seminar*	Two rubric based reviews along with report	100	NA	NA	100

8.1 Internal Evaluation:

Internal Evaluation shall be done continuously by faculty over a span of semester. Structured Evaluation is proposed with appropriate schedule in academic calendar as follows:

8.1.1 Continuous Internal Evaluation (CIE) Theory courses:

    i. The CIE for programme core/elective, open elective courses shall be conducted at department level. CIE shall consist of two evaluation instances as follows:

        a. Internal Evaluation-1 (IE-1): Unit Test based on 2 units of syllabus. [Compulsory]

        b. Internal Evaluation-2 (IE-2): Curriculum Activity [Assignment/case study/Quiz/Poster presentation/Seminar presentation/Open book test/Class test etc.] The CIE for other type of courses shall be based on feasibility & need of Evaluation.

    ii. IE1 is compulsory and sum of the scores obtained in IE1 and IE2 shall be considered for computing the final CIE of a student in each course.

    iii. IE1 will be conducted as per the schedule given in the academic calendar within a week allocated for the same.

    iv. Internal Evaluation-2 (IE2) methodology shall be proposed by course faculty and approved by the HOD and Dean Academics

8.1.2   Internal Evaluation of Practical Termwork:

Continuous Evaluation of each Practical Assignment shall be done throughout the semester which will be collated as the termwork at the end of each semester. The Evaluation in a laboratory course will be based on number of practical / assignment/activities, wherein equal weightage shall be given to

    i.   Attendance and participation in laboratory work

    ii.   Performance in Evaluation of understanding through viva voce, group discussions, quiz etc.

    iii. The quality of work as prescribed by course instructor.

    iv. Report through laboratory submissions. It is obligatory to maintain and submit laboratory submissions as prescribed by the course instructor before term end.

Term work Evaluation: Term work marks shall carry weightage as follows:

    i.   Continuous Evaluation: (based on above points (i) to (iv) (60%)

    ii.   Practical Exam (Course Specific Assignment / Activity / & Viva voce) (40%)

It is mandatory for the student to complete all the practical/assignments as specified in course curriculum for the grant of termwork. Student shall be detained for incomplete termwork and non-submission of laboratory submissions and must register the course again.

Termwork marks assigned for special courses such as mini project shall be evaluated based on parameters proposed by MCA programme and duly approved by Dean Academics.

8.1.3 Internal Evaluation of Project:

Minimum three internal reviews for Mini Project and Major Project 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 100% weightage for Mini Project and 50% weightage for Major Project in total Evaluation respectively.

8.1.4 Life Skill courses:

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 re-registration. Maximum two attempts shall be given for passing.

8.1.5 MOOC Course:

Two internal reviews for MOOC Course shall be conducted. Student shall be evaluated as per the rubric defined for these two reviews. The marks of these reviews will be collated as a term work with 100% weightage.

8.1.6 Seminar:

Minimum Two rubrics based internal reviews for Seminar shall be conducted. Student shall be evaluated as per the rubric defined for these two reviews. The marks of these reviews will be collated as a term work with 100% weightage.

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 ETE of 50 Marks for 3 credit courses shall be conducted at Institute level.

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

A Re-ETE examination shall be provided for those students who are having satisfactory attendance (Minimum 75%), course-wise, but remained absent for the ETE 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. 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 allow to complete his/her **Re-ETE.**

b. Students seeking prior leave on account of:

i. Accident or severe illness leading to hospitalization, which disables the student from writing the examination.

ii. A calamity in the family (first relation Only-Parents, Grandparents and Siblings) barring the student from writing the examination.

In the event of (i) and (ii) 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 CIE 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-ETE 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 requests will be entertained in this regard.

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

8.2.2 Practical Evaluation

Practical examinations by the Internal Examiner will be conducted for laboratory courses during each semester as per the schedule in academic calendar.

i. Practical examination for laboratory courses will normally be held after conclusion of teaching as per academic calendar respectively.

ii. Reexamination for practical examinations shall be conducted before Re-ETE

8.2.3 Major Project Evaluation

Total 50% weightage is given to External Evaluation of Project 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 Passing, A.T.K.T.
9.3.1 Rules of Passing

i.   Practical subject head

   To pass the Practical Subject head 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.

   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 subject to offering of such course by the department.

iii. To earn credits of a course (Theory/term work/practical/presentation) student must pass the course with minimum passing marks/grade.

iv. A student will be awarded the Masters's Degree (MCA) if he/she earns 93 credits as per the structure defined by the programme and clears all the audit and noncredit courses specified in the curriculum.

9.3.2 Rules of A.T.K.T.:

A student can register for the third semester if he/she earns minimum 60% credits of the total of first and second semesters.

10. PERFORMANCE INDICES SGPA & CGPA

10.1 Grading and Evaluation:

Based on the Examination 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 10 point 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 grade points and equivalent letter grades

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

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).

Grades in special circumstances: In addition to above letter grades students will beawarded dual letter grades in specific circumstances as mentioned in below table.

Table 10.2 Grades in special circumstances

Reason	Letter Grade
Satisfactory performance in CIE (Pass) but absent in ETE due to valid reason (Incomplete due to Illness)	II
Very good performance in CIE (more than and equal to 80%) but poor performance in ETE leading to fail (FF) overall grade	XX

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. Student can avail benefit of these grades only once during the whole span of programme.

10.2 Calculation of SGPA and CGPA:

Based on the grade points earned by the students, performance of student in theeach 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 students

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

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) of first semester to forth semester for the students admitted in the First year and 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 below:

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:

A grade report in the form of grade card shall be issued to students at the end of each semester after declaration of reexamination results.

The grade card shall include the following;

    i.   The list of courses registered for an academic year along with credits.
    ii.   The letter grade obtained in each course.
    iii.   The total number of credits earned by a student.
    iv.   SGPA, CGPA Details
    v.   Examination details
        a.   Grading System, calculation of performance indices and conversion of CGPA to equivalent percentage shall be provided on the back page of grade card.
        b.   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 MCA Degree from the institute & Savitribai Phule University (SPPU) if the student has:

    i.   Obtained eligibility certificate from University.
    ii.   Registered & passed all the prescribed courses & earned minimum credit requirement for the said degree.
    iii.   Obtained CGPA ≥ 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 MCA Degree.

13. DISCIPLINE & CONDUCT:

13.1   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.

13.2 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:

    i.   Disruption of teaching, examination, administrative work, curricular or extra-curricular activity, and any act likely to cause such disruption.
    ii.   Refusing to provide an identity card when demanded by any institute authority.

iii. Damaging or defacing the property inside or outside the institute campus.

iv. Engaging in any attempt at wrongful confinement of teachers, offices, employees and students of the institute.

v. Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence.

vi. 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 per- son 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 offence. Supreme Court of India has defined ragging as a criminal offence.)

vii. Eve teasing or disrespectful behavior to women or girls students.

viii. An assault upon, or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.

ix. Getting enrolled in more than one programme course of study simultaneously.

x. Committing forgery, tampering with documents or records, identity cards, furnishing false certificate or false information.

xi. Organizing instant agitation/meetings without prior permission in the campus.

xii. Viewing/downloading obscene information/data, images and executable files, sending obscene mails/ messages via facebook / tweeter/other social sites using institute servers.

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

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

xv. Possessing or using any weapons and fire arms in the institute campus.

xvi. Unauthorized occupation of hostel, Accommodating guests or other persons in hostels without permission.

xvii. Malpractice in examination.

xviii. Indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government.

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

13.3 Any act of indiscipline of a student reported to Director/Concerned authority shall be referred to Grievance Redressal and Disciplinary Committee 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:

i. Written warning and information to the parents/guardian.

ii. Imposition of fine ranging from Rs. 500/- up to Rs. 5000/-

iii. Suspension from the institute /Hostel/Mess/Library/or availing of any other facility.

iv. Suspension or cancellation of scholarships/fellowship or any financial assistance from any source.

v. Recover of loss caused to institute property.

vi. Debarring from participation in sports/NSS/student club.

vii. Disqualifying from holding any representative position in the Class/ Institute / Hostel / Mess/Sports/ Clubs and in similar other bodies.

viii. Disqualifying from appearing in placement and receiving any awards.

ix. Expulsion from the Hostel/Mess/Library/Club/institute for a specified period by forfeiting fees.

x. Debarring from an examination.

xi. Action as per Maharashtra anti-ragging act 1999.

13.4 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) and malpractice handling 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:

i. Cancellation of the performance of the student in the course/s in which he/she was involved in malpractice.

ii. Cancellation of the performance in that examination for all the courses.

iii. Expulsion/termination from the institute if repeatedly involved.

iv. Stoppage of scholarships/stipend.

v. Issuing warning.

vi. 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 student/s fails 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 & evaluation policies/regulations regarding conduct of undergraduate programme in PCCoE are published in this document. The academic council reserves the right to modify these policies/ regulations as & when required from the point of achieving academic excellence.

ii. The rules for extracurricular, grace marks, 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. Provided further that this is 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. Govind 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 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 Improve Academic Performance Index.
- To Improve Research and Innovation Index.
- To Improve Professional Competency of the Students and ensure social contribution.
- To enhance student's placements, training.

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

- deanacademics@pccoepune.org
- director@pccoepune.org
- pccoeadmin@gmail.com

Revision Sheet

Revision No.	Revision Date	Nature of Change	Approved By
1.1	**17/11/2021**	Rules and Regulations is revised and reissued as Revision No. 1.1 dated 17/11/2021 Following are the revisions made : • In Sr. No. 1 Definitions – Point No. 8, Grade redefined. • In Sr.No.10 PERFORMANCE INDICES SGPA & CGPA, Sub point 10.1 Grading and Evaluation- Table 10.1 Performance with relative grade points and equivalent letter grades redefined.	**Director**
1.2	**14/07/2022**	Rules and Regulations is revised and reissued as Revision No. 1.2 dated 14/07/2022 **Following are the revisions made :** • PEC guidelines are redefined (7.6). • Evaluation scheme of MOOC course is redefined (Table 8.1) • Internal Evaluation of Practical Termwork is changed(8.1.2) • MOOC and Seminar guidelines are added (8.1.4, 8.1.5) • Theory evaluation and Re-ETE clauses are redefined (8.2.1) • 9.3 removed from proposed MCA R&R • 9.4.2 (ii) is shifted in 9.3.1 (iv) Rules of Passing	**Director**

1.3	11/02/2023	Rules and Regulations is revised and reissued as Revision No. 1.3 dated 11/02/2023 • Table 10.1 'relative' word removed from the table header • Table 8.1 Sr. No. 1 The statement of Method of External Evaluation is modified as: End Term Examination (ETE) of 50 Marks for 2.5 hours based on 100% syllabus. • 8.1.1/i The statement modified as: The CIE for programme core/elective, open elective courses shall be conducted at department level. CIE shall consist of two evaluation instances as follows: • 8.1.1/iv Re-IE1 Examination Removed from R&R • 8.2.1 Re-ETE modified as per 8.1.1/iv (Version 1.2) • Almost all Typographic errors are removed. • Vision, Mission, Quality Policy and Quality Objectives are updated.	**Academic Council**