

# Academic Rules and Regulations

(After 1<sup>st</sup> Academic Council Meeting held on 21<sup>st</sup> July 2017)

Implemented from August 2017

for

## Post Graduate Programmes (M.Tech.)



KOLHAPUR INSTITUTE OF TECHNOLOGY'S

# COLLEGE OF ENGINEERING (AUTONOMOUS), KOLHAPUR

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## **PREFACE**

Kolhapur Institute of Technology's College of Engineering (KITCoE) was established in the year 1983 to overcome the paucity of engineers in western Maharashtra and it is one of the first engineering institutes in the region started on the self financed basis affiliated to Shivaji University, Kolhapur and is approved by AICTE, New Delhi, along with its continuous milestone achievements till date, in March 2015 it has got added another golden feather into its cap in the form NAAC 'A' Grade with CGPA 3.12 for next five years. The KITCoE got permanent affiliation by Shivaji University, Kolhapur during August 2016 and recognition under Section 2 (f) and 12 (B) by UGC, New Delhi during March 2017. The institute has qualified pre-qualification process for FOUR programs of UG for OBE based accreditation by NBA, New Delhi in March 2017.

Spread over a sprawling 27.292 acres, the natural form of the landscape has been preserved. The spacious campus houses the main building, hostels for boys & girls, workshops with a built-up area of around 30,1495 sq.ft. and an innovative waste recycling system, windmills, gardens dotted with solar powered lamps.

The structure embraces within its fold classrooms, drawing halls, laboratories, computing facilities, seminar halls, library, canteen, open-air auditorium, and a gymnasium. The interiors have been crafted keeping in mind the fact that 'ambiance does inspire and stimulate intellectual endeavors'. There is playground behind the main building, where all the outdoor activities are held. The teaching-learning process is student centric and governed by the concept of outcome based education.

This booklet gives comprehensive information on the rules and regulations for M. Tech. programmes of all branches. All Postgraduate programmes will be governed by these rules and regulations. All departments will adhere to 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 know the rules and regulations governing academic requirements, evaluation system and grading system. These rules and regulations are developed through discussion with senior faculties and as per the directives of UGC, AICTE and by studying the rules and regulations of other reputed autonomous institutes. It is expected that this booklet will bring transparency in the functioning of the institute related with academics amongst students, faculty members, administrators, parents and other stakeholders. Kolhapur Institute of Technology's College of Engineering, Kolhapur gives every possible opportunity to the students to progress academically.

Date: 1<sup>st</sup> August, 2017

  
Dean Academic

**Dean Academic**  
Kolhapur Institute of Technology's  
College of Engineering (Autonomous)  
Kolhapur



  
Director

## Post Graduate Academic Rules and Regulations

### CONTENTS

Sr. No.	Title	Page No.
1	Definitions	3
2	Introduction	4
3	Organization Structure and Academic Departments	5
4	Admission	6
5	Academic Calendar	8
6	Attendance	8
7	Curriculum	10
8	Registration	15
9	Course Evaluation	17
10	The Grading System	21
11	Calculation Of Performance Indices	28
12	Semester Grade Report	29
13	Award Of Degree	30
14	Award Of Medals	30
15	Committees And Functionaries	31
16	Discipline And Conduct	38
17	Academic Progress Rules	40
18	Conclusions	41



**1. DEFINITIONS**

1.	College	Kolhapur Institute of Technology's College of Engineering (Autonomous), Kolhapur.
2.	BoG	Board of Governors (Governing Council)
3	University	Shivaji University, Kolhapur
4.	Academic Council (AC)	Apex academic body governing the academic programmes and policies in Kolhapur Institute of Technology's College of Engineering, Kolhapur
5.	Grievance Redressal Committee (GRC)	Committee appointed by Director to deal with cases of grievances and indiscipline
6.	Examination Lapsus Committee (E.L.C)	Committee appointed by Director to deal with cases of unfair means/malpractice/s in examination
7.	Board of Studies (BoS)	Departmental academic body for PG programmes
8.	Semester	Means period in which academic activities are carried out
9.	Summer Term	A period during summer vacation for approximately 3-4 weeks duration, during which remedial classes, industrial training, and soft skill training are conducted.
10.	Course	Theory/laboratory/seminar/project/mini project/industrial training
11.	Course credit	Weightage assigned to a course
12.	Grade	The performance of the student in a course indicated by a character code
13.	Course teacher	Faculty member assigned to teach a course
14.	Semester Grade Performance Average (SGPA)	The weighted average of grade point of a student in a semester
15.	Cumulative Grade Performance Average (CGPA)	The weighted average of grade points for all semesters completed by a student.
16.	Allowed to Keep Term (ATKT)	Allowed for admission after satisfying minimum credits criterion.
17.	Board of Examination (BoE)	Apex examination body implementing rules and regulations framed by AC
18.	Grade Moderation Committee (GMC)	Committee appointed by Controller of Examinations to moderate and finalize the grades assigned by course examiner
19.	Academic Standing Committee (ASC)	Apex body next to AC to take decisions under emergent situations subjected to ratification by AC
20.	Academic RRs	Rules and regulations governing academic system of the college.
21.	Departmental Advisory Board (DAB)	Departmental advisory body.



22.	Departmental Academic and Evaluation committee(DPAC)	Departmental Academic and Evaluation committee next to BoS and DAB for PG Programme.
23.	AICTE	All India Council for Technical Education- Apex body for regulating technical education in India.

## 2. INTRODUCTION

All seven Postgraduate Engineering programmes shown in table 3.1 (Biochemical Engineering and Biotechnology ,Environmental Engg., Computer Science and Engg., Electronics and Telecommunication Engg., Industrial Engg, Mechanical-Production Engg & CAD/CAM/CAE.) shall be governed by the rules and regulations provided in this version of academic Rules and Regulations. The curriculum of each programme provides i) broad based knowledge, ii) quality content of courses, iii) academic flexibility, iv) scope for multi-disciplinary learning activities, v) opportunity for industry oriented projects. The curriculum designed shall be in line with the out-come based education. Apart from programme requirements, students shall compulsorily undergo courses on Project Management and Research Methodology. The stringent evaluation norms shall be followed to maintain quality of engineering education. The examination system shall be transparent and governed by rules, regulations and time-bound activities.

- 2.1** The medium of instruction throughout the programme shall be in English.
- 2.2** The semester system shall be adopted for academics in the college. Normally, all odd semesters shall start in Third week of July. (Excluding first semester of first year which will start from Third week of August as per admission schedule given by DTE). All even semesters shall start in first week of January. The duration of each semester shall be of about 20 weeks including teaching, examination, evaluation and grade declaration. The start of first semester for M. Tech. shall be governed by admission schedule declared by Government of Maharashtra. Academic calendar shall be prepared and displayed before the commencement of every academic year.
- 2.3** The rules and regulations mentioned in this document shall be common to all postgraduate programmes (M.Tech.) offered by the college.
- 2.4** The provisions made in this document shall govern the policies and procedures, curriculum, course delivery, evaluation system and conduct of the examinations.
- 2.5** The rules and regulations here under shall be subjected to amendment made by the Academic Council (AC) from time to time, based on the recommendations of the



Board of Studies (BoS). All such amendments shall be applicable to all further batches including those already undergoing the programme.

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

### **3. ORGANIZATION STRUCTURE AND ACADEMIC DEPARTMENTS**

**3.1** The academic administration of the college consists of committees and functionaries.

The committees shall be AC, ASC, BoE, BoS, DAB and DPGC, and functionaries shall be Director, Dean Academics, Controller of Examinations, Heads of Departments, Programme Academic Coordinator (PAC), Programme Evaluation Coordinator (PEC).

**3.2** The academic programmes of the college shall be governed by Rules and Regulations approved by the AC from time to time. The AC is a statutory and supreme body that governs all academic matters of the college and the decisions of Chairman (AC) (Director of the college) shall be final in regard to all academic issues. All academic activities shall be scheduled through an approved academic calendar notified in the beginning of each academic year. Academic Standing Committee (ASC) shall continuously assess the academic activities and make appropriate revisions / modifications / improvements as and when required under emergent situations.

#### **3.3 Academic Departments and Programmes offered**

The college offers Postgraduate Programmes in Engineering. The normal duration of these academic programmes is four semesters. An extension to this period may be given subjected to approval by AC. The academic departments and the respective programmes offered are given in Table 3.1.



**TABLE 3.1: ACADEMIC DEPARTMENTS AND PROGRAMMES OFFERED**

Sr. No.	Academic Department	Programmes Offered	Programmes Code	Department / Branch Code
1.	Biotechnology	Masters of Technology in Biochemical Engineering & Biotechnology M. Tech. (Biochemical Engineering & Biotechnology)	MT	BEB
2.	Mechanical Engineering	Masters of Technology in CAD/CAM/CAE M. Tech. (CAD/CAM/CAE)	MT	CCC
3.	Computer Science and Engineering	Master of Technology in Computer Science and Engineering. M.Tech (Computer Science and Engineering)	MT	CSE
4.	Environmental Engineering	Master of Technology in Environmental Engineering M.Tech (Environmental Engineering)	MT	ENV
5.	Electronics Engineering	Master of Technology in Electronics and Telecommunication Engineering M.Tech (Electronics and Telecommunication Engineering)	MT	ETC
6.	Mechanical Engineering	Master of Technology in Mechanical/ Production Engineering M.Tech (Mechanical- Production Engineering)	MT	MPD
7.	Production Engineering	Master of Technology in Industrial Engineering M.Tech (Industrial Engineering)	MT	IDE

**4. ADMISSION**

- 4.1. Each student shall be allotted Programme Registration Number (PRN) during first admission/registration and that will be a permanent identification number. The number shall be



YYYY (Year of Enrollment)	D Degree	L Level of Entry	NNNN (Enrolment Number)
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D : 0-Addmission to UG, 1-Admission to PG, L:0-Regular Entry

This number shall never change and the allotted number shall not be offered to any other student even after cancellation of admission. The number shall be valid till the student completes the programme or cancels the admission or is removed from the roll.

**4.2** The admission process and eligibility to various PG programmes are governed by the norms and procedures of Government of Maharashtra. Candidate shall be provisionally admitted subject to fulfillment of eligibility criteria prescribed by government /University from time to time.

#### **4.3 Entry from University Pattern to Autonomous Pattern**

Students admitted to Kolhapur institute of technology's College of Engineering in pre-autonomous status and whose course/dissertation work is incomplete shall complete their programme from University itself.

**4.4 Temporary Withdrawal** of a student shall be permitted to withdraw temporarily from the college for the reasons beyond the control of student.

The applicable rules are:

- i. The withdrawal shall be considered for a complete semester or in multiples of semester.
- ii. The student shall apply to Dean Academics for such a withdrawal stating the reasons for such a withdrawal, along with supporting documents, consent of his/her parent/guardian and clearance/no due certificate from all the concerned departments.
- iii. Dean Academics shall peruse the case and recommend for the approval from AC/ASC.
- iv. A student availing of temporary withdrawal from the college under the above provision shall be required to pay such fees and/or charges as may be fixed by the college until such time as his/her name appears on the student's roll list. However, it may be noted that the fees/charges once paid shall not be refunded.
- v. Normally, a student will be entitled to avail the temporary withdrawal facility only once during the programme. However, request for any further withdrawal for the concerned student shall have to be approved by the AC of the College.



#### **4.5 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 college.
- ii. Not completing programme in prescribed period: Students shall have to complete M. Tech. programme in maximum period of 4 years (8 semesters) from the date of first admission. However, genuine cases with proper justification may be referred to AC for extending programme completion period.

### **5. ACADEMIC CALENDAR**

**5.1** The academic activities of the college are governed by academic calendar prepared by Dean Academics and approved by the AC/ASC. It shall be notified at the beginning of each academic year. Academic calendar shall incorporate schedule of admission, course registration, course delivery, examination/evaluation, course feedback, course/graduate exit survey, co-curricular activities, extra-curricular activities, holidays, compensation for academic loss, meetings (AC, ASC, IQAC, BoE, Alumni), academic audit and vacation.

**5.2** The curriculum shall be typically delivered in two semesters in an academic year. Each semester shall be of 20 weeks (100 days) duration, including evaluation, grade moderation and result declaration. Generally, 13-14 weeks (72-77 days) for course content delivery and 4-6 weeks (20-30 days) for examination/evaluation shall be assigned in each semester. The academic session in each semester shall provide at least 75 teaching days with 40 hours of teaching per week. The first and second semesters of an academic year normally shall begin from mid-July and first week of January respectively (excluding first semester of first year of Master of Technology)

**5.3** The academic calendar should be strictly adhered to, and all other activities including co-curricular and extra-curricular activities should be scheduled so as not to interfere with the curricular activities as stipulated in the academic calendar.

**5.4** The non-conduct of academics on any particular teaching day for what so ever reason shall be made up by having the class/lab/teaching sessions conducted on a suitable non-working day by following the particular class time table of that teaching day which was so lost.



## 6. ATTENDANCE

- 6.1** All students should attend the classes and expected to be regular (100% attendance) for all the courses. The attendance records of students should be maintained in Kolhapur Institute of Technology's College of Engineering, Kolhapur MOODLE by the course teacher. The students should check their attendance on MOODLE regularly and should contact respective course teacher for any discrepancy/grievance.
- 6.2** A maximum of 25% exemption in the attendance may be permitted for the approved leave of absence from PG coordinator/HoD for participating in co-curricular/extracurricular activities/medical emergencies/reasons beyond the control of student. Students with more than 75% attendance shall not be imposed with any grade penalty.
- 6.3** Students reported having “non-satisfactory performance” in a laboratory/seminar/mini project/project by the course teacher shall obtain F1 grade. Non-satisfactory performance shall be reported in case of not satisfying/fulfilling the requirements for the respective courses.
- 6.4** The students with less than 75% attendance in theory course/s shall be liable for grade penalty as below:
- 6.5** Students having attendance greater than or equal to 65% but less than 75% shall be allowed to appear for ESE in that course with maximum grade of B.
- 6.6** Students having attendance greater than or equal to 50% but less than 65% shall be allowed to appear for ESE in that course with maximum grade of C.
- 6.7** Students having attendance less than 50% shall be awarded with F2 grade in that course.
- 6.8** Students obtaining F2 grade in a course/s shall not be eligible to appear for ESE in that semester and also makeup examination in that semester for these course/s. The performance of such students in ISE and MSE for this course/s shall be cancelled.
- 6.9** Students obtaining F2 grade shall re-register for the course/s in subsequent year.
- 6.10** Students obtaining “F2” grade in more than three courses in a regular semester shall be detained for that semester and shall not be allowed to appear for ESE in that semester and also make up examination in that semester for any of the courses. The performance of the student in ISE and MSE for all courses shall be cancelled. Such



students shall have to re-register for all courses of that semester in next academic year and undergo all evaluations along with regular students.

**6.11 Leave rules:** A full-time M. Tech. student will be entitled for 30 days leave (including leave on medical grounds) per academic year. Full time M. Tech. students do not have vacation. Students have to explicitly apply for leave even during summer and winter vacations. Students may be permitted to avail leave only up to 15 days during winter vacation at the end of the first semester. The leave will be subjected to approval of the concerned guide and Head of Department. The concerned department shall be responsible for maintaining proper leave account of each student.

## 7. CURRICULUM

- 7.1 There shall be a prescribed course structure for each of the academic 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 guidelines.
- 7.2 The components of curriculum include Audit courses (research methodology), institute electives, programme core courses, programme electives, laboratory courses, seminar and dissertation work.
- 7.3 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.
- 7.4 The number of courses in a semester shall not be more than six for theory and four for laboratory courses.
- 7.5 Institute electives offered by any parent department shall be the courses listed in the course structure under the open elective category. These shall be offered to students of any other department (including the parent department) in 1st and 2nd semesters. Normally, professional and institute electives shall be conducted if minimum of nine students opt for that elective course.
- 7.6 Dissertation work shall be in 3rd and 4th semesters. Dissertation work facilitates students in exhibiting their technical knowledge, research, analytical, and professional skills to address a solution to societal/industrial problems. The preparatory work for



the dissertation shall be carried out in 2nd semester under pre-dissertation seminar. The students shall have an option to carry out the dissertation work either within campus or in industry/autonomous institutes/reputed organizations as sponsored dissertation. The allotment of guide for students shall be based on policy of respective departments. However, students shall have an option to identify guide depending on the area of interest. The sponsored dissertations require approval from concerned department.

**7.7 Process and guidelines for sponsored dissertation shall be:**

- i. The departments should give highest priority to dissertations sponsored by industry and that are carried out in the institute.
- ii. A maximum of 40% students shall be permitted to work on sponsored dissertation outside the institute.
- iii. A student will be allowed to carry out sponsored dissertation outside the institute, only if guide of the student and institute permit.
- iv. A student will be permitted to apply for sponsored dissertation outside the institute if student scores 6.50 CPI at first year M.Tech. and attendance of the student throughout the year is satisfactory. Any case not satisfying the above norms may be recommended by the department with proper justification.
- v. If student is doing his/her sponsored dissertation outside the institute, there shall be contribution from the sponsoring industry/organization directly or indirectly (funding/technical expertise/utilization of equipment/training to staff etc.) to strengthen the department.
- vi. A student shall choose the dissertation topic from his/her core branch.
- vii. A student shall have co-guide/mentor from sponsoring industry/organization. The co-guide/mentor shall be responsible for monitoring progress of the work in sponsoring industry/organization carried out by the student.
- viii. Application of students willing to carry out sponsored dissertation at sponsoring industry/organization should be submitted to Dean R and D through Head of Dept. on or before 30th June of every academic year. The student can request to Dean R & D for special leave for a period not exceeding one month, in order to visit sponsoring institute/organization/industry to discuss and finalize the topic/research area/problem statement. Such a request should be duly recommended by the internal guide and HoD of the department. Dean R and D



may provisionally allow such students to visit the industry and interact for identification of possible topic for dissertation work. The topic/research area/problem statement for the sponsored dissertation should be finalized, in consultation with sponsoring institute/organization/industry during the interaction period. If students are allotted a potential topic of dissertation work by the industry/organization, then such students shall submit a proposal along with authentic sponsorship document from sponsoring industry/organization for DPGC recommendation within one month from joining the industry for interaction. DPGC may recommend the proposal depending on the feasibility and merit. On DPGC recommendation, an approval letter will be issued to the students by Dean R and D/Director to enable the students to join sponsoring industry/organization. If students are not allotted any potential topic for dissertation by the industry, then such students shall work in college for their dissertation work. Such students will be given one month grace period for their dissertation work.

- ix. An effort may be made by all concerned to sign MoU with the sponsoring industry/organization for enhancing industry-institute interaction.
- x. A consolidated list of students with sponsored dissertations will be submitted to Dean Academics for information from time to time.
- xi. Student shall be relieved from the institute for a normal period of 8 months for carrying out sponsored dissertation work. The period may be extended by two months depending on recommendation of mentor and DPGC. For the remaining period the student should be available in the institute for contributing for departmental activities/ teaching assistantship/ or any other work assigned by the Head of Department/guide. The relieving period should be utilized for carrying out experimentation work/studies on a specific problem at sponsoring industry/organization and rest of the work (literature survey/simulation/report writing) related to dissertation should be done in institute. Student should submit an undertaking in this regard.
- xii. For each student, Dissertation Evaluation Committee (DEC) shall approve the synopsis, review and monitor the progress from time to time. Co-guide/mentor from the sponsoring company may be additional member/ evaluator for all phases of dissertation.



- xiii. The demonstration of the work done during the different phases of the dissertation can be carried out at the sponsors' site. However ISE and ESE evaluations of all phases are to be conducted in KITCoE as per the schedule given in academic calendar. If these evaluations are necessary to be done at sponsors' site, sponsors have to bear expenses for conducting these evaluations.
- xiv. The ISE and ESE of students for all phases shall be along with the other regular students. A student should report to the concerned guide prior to various phases of evaluation. The concerned guide is responsible for the conduct of all phases of evaluation.
- xv. If progress of dissertation work and performance of the student at any stage of evaluation is found to be not satisfactory then DEC may recommend the termination of sponsored dissertation to Dean R and D, taking sponsoring industry/organization in to confidence. In that case the student has to work in the institute and the period of study may be extended.
- xvi. During the period of dissertation at sponsor's site, student has to obtain attendance certificate and progress report from the sponsoring industry/organization for each month and submit it to the department.
- xvii. The guidelines for sponsored dissertations about MoU with sponsoring company, duration of dissertation at sponsor's site and evaluation through co-guide/mentor framed by the institute should be followed by the student and guide.
- xviii. All the correspondence regarding sponsored dissertation should be addressed to Dean R and D and a copy to the HoD of the respective department.



**7.8 A course code shall be:**

Level	Program Code			Revision	Semester	Course Number	
L	B	B	B	R	S	C	N

Where,

L	Level – U for UG, P for PG																																						
BB B	<ul style="list-style-type: none"> <li><b>BBB</b> – Program code for Core Courses, Laboratory Courses, Seminar, Project, Professional Electives, Audit Course</li> </ul> <table border="1"> <thead> <tr> <th>Code</th> <th>Program (UG) / Dept</th> </tr> </thead> <tbody> <tr> <td>BIO</td> <td>Biotechnology</td> </tr> <tr> <td>CVL</td> <td>Civil</td> </tr> <tr> <td>CSE</td> <td>Computer Sci.</td> </tr> <tr> <td>ENV</td> <td>Environmental</td> </tr> <tr> <td>ELN</td> <td>Electronics</td> </tr> <tr> <td>ETC</td> <td>Electronics &amp; Tele Comm.</td> </tr> <tr> <td>ITE</td> <td>Information Technology</td> </tr> <tr> <td>MCH</td> <td>Mechanical</td> </tr> <tr> <td>PRD</td> <td>Production</td> </tr> <tr> <td>BSH</td> <td>Basic Sciences &amp; Humanities</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Code</th> <th>Program (PG)</th> </tr> </thead> <tbody> <tr> <td>ETC</td> <td>Electronics &amp; Tele Comm.</td> </tr> <tr> <td>MPD</td> <td>Mechanical – Production</td> </tr> <tr> <td>CCC</td> <td>CAD/CAM/CAE</td> </tr> <tr> <td>IDE</td> <td>Industrial Engineering</td> </tr> <tr> <td>CSE</td> <td>Computer Sci. &amp; Engineering</td> </tr> <tr> <td>ENV</td> <td>Environmental</td> </tr> <tr> <td>BEB</td> <td>Biochemical Engineering &amp; Biotechnology</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li><b>OEL</b> – Open Electives</li> <li><b>IMC</b> – Institute Mandatory Courses</li> </ul>	Code	Program (UG) / Dept	BIO	Biotechnology	CVL	Civil	CSE	Computer Sci.	ENV	Environmental	ELN	Electronics	ETC	Electronics & Tele Comm.	ITE	Information Technology	MCH	Mechanical	PRD	Production	BSH	Basic Sciences & Humanities	Code	Program (PG)	ETC	Electronics & Tele Comm.	MPD	Mechanical – Production	CCC	CAD/CAM/CAE	IDE	Industrial Engineering	CSE	Computer Sci. & Engineering	ENV	Environmental	BEB	Biochemical Engineering & Biotechnology
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R	Course Revision Number																																						
S	Semester 1 to 8 for UG, 1 to 4 for PG																																						
CN	<p>Course Number for Core Courses, Laboratory Courses, Seminar, Project, Professional Electives, Audit Courses are –</p> <ul style="list-style-type: none"> <li>01 – 20: Core Courses</li> <li>21 – 30: Professional Electives</li> <li>31 – 40: Laboratory Courses</li> <li>41 – 50: Seminars and Mini Projects, Industrial Training</li> <li>51 – 60: Project, Dissertation</li> <li>61 – 70: Audit Courses</li> </ul> <p>Course Number for Open Electives are –</p> <ul style="list-style-type: none"> <li>01 – 10: Offered by Department of Biotechnology</li> <li>11 – 20: Offered by Department of Civil</li> <li>21 – 30: Offered by Department of Computer</li> <li>31 – 40: Offered by Department of Environmental</li> <li>41 – 50: Offered by Department of Electronics</li> <li>51 – 60: Offered by Department of Electronics &amp; Tele Comm.</li> <li>61 – 70: Offered by Department of Information Technology</li> <li>71 – 80: Offered by Department of Mechanical</li> <li>81 – 90: Offered by Department of Production</li> </ul>																																						

Example:

Course Code	Description
PBEB0101	Represents Core Course of First Semester of First Year M. Tech in Biochemical engineering and Biotechnology i.e. Core Course of F.Y. M. Tech (in Biochemical engineering and Biotechnology) Semester – 1
PBEB0131	Represents Laboratory Course of First Semester of First Year M. Tech in Biochemical engineering and Biotechnology



**7.9** The details of programme structure and course details shall be published on college website ([kitcoek.in](http://kitcoek.in)) and on MOODLE (<https://210.212.172.190>).

**7.10 Credit System:**

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. The cumulative performance grade average (CGPA) is calculated based on the course credits and grades obtained by the student. A minimum number of earned credits and a minimum CGPA should be acquired in order to qualify for the degree.

A typical credit structure for various courses with various combinations of theory/tutorial and laboratory/project/seminar/ mini-project hours is given in Table 7.1.

**Table 7.1: Assigned Credits for Various types of Courses**

Hours per week per student			Credits assigned
Theory	Tutorial/ Seminar	Laboratory	
0	0	2	1
0	1	0	1
1	0	0	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)**

Dissertation shall have 5 contact hours per student per week for semesters 3 and 4. The credits shall be 2, 4, 4 and 8 for phases I, II, III and IV respectively. A student can earn credits for a particular course by fulfilling the minimum academic requirements of attendance and evaluation. No credits shall be awarded if a student satisfies the minimum attendance requirements but fails to meet minimum evaluation requirements.

**7.11** The minimum number of credits required for completing a programme shall be typically

76. 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 23-25.

## **8. REGISTRATION**

- 8.1** The students admitted through regular entry shall be automatically registered for the courses of that year. Such students shall not have to register separately for the courses.
- 8.2** A regular admitted student and willing to apply for CGPA improvement/having F1/F2/F3 grade in a course/s shall re-register for the courses in which the student is seeking grade improvement/passing grade. Such students have to complete the course re-registration procedure along with regular students.
- 8.3** A student not admitted as regular student shall have to re-register for the courses in which the student has obtained F1/F2/F3 grade. Such students have to complete the course registration procedure along with the admission of regular students. A student obtaining "F2" grade in less than four courses in a regular semester shall be allowed to re-register for such course/s in next academic year.
- 8.4** Course re-registration procedure shall include filling up course registration form prescribed by Dean Academics office, verification by examination cell, recommendation by departmental academic coordinator and Head of respective department, payment of prescribed fee and final approval by Dean Academics. Student/s re-registered for course/s shall interact with concerned course teacher for any academic help. Student/s shall complete all the academic and evaluation requirements in consultation with course teacher.
- 8.5** Re-registration, according to rules, shall be carried out as per the schedule given in academic calendar. Late registration may be permitted only for valid reasons and on payment of late registration fees. In any case, registration should be completed before the prescribed last date for registration.
- 8.6** In-absentia registration may be allowed only in rare cases at the discretion of the Dean Academics and with prior permission.
- 8.7** Course re-registration shall be done for the course/s of both semesters at the start of academic year as per the schedule in academic calendar.
- 8.8** Provision for completion of dissertation work on part-time/off campus basis for the student who has discontinued his PG programme and joined a Job:
  - 8.8.1** A student may be allowed to complete the dissertation work as part time/off campus if other academic requirements in M. Tech. 1st and 2nd semester have



been completed by the concerned student. The student has to pay the regular fee for the second year.

**8.8.2** The dissertation work can be done during a later period either in the organization where they work if it has R and D facility, or in the Institute. Students desirous of completing the dissertation work at a later date should submit application with following details:

- i Job/employment offer letter
- ii Permission letter with details of facilities available from employer to carry out dissertation work at the organization where the candidate has joined/will join.
- iii Schedule/plan of activities for completion of the dissertation.

**8.8.3** The application with above details should be submitted to DPAC through guide. DPAC may recommend it to Dean Academics/Director for final approval.

**8.8.4** Guidelines to be followed by DPAC for recommendation are as below:

DPAC is to assess the adequacy and appropriate facilities available in the organization (as informed by the employer in permission letter) to carry out dissertation work to be undertaken by the candidate. If DPAC is satisfied with the facilities available for that work then it may recommend. DPAC is to assess the schedule/plan of activities submitted by the student. If it is realistic and feasible, then DPAC may recommend it.

**8.8.5** The application of student duly recommended by DPAC should be submitted to Dean (Academic) for further processing. Dean (Academics) shall forward the application to Director for the approval. If approved for extension, he/she should register for the remaining part of the M. Tech programme within five years from the date of admission. The minimum period for submission of dissertation work shall be double the amount of the balance period. “**Balance period**” refers to the period remaining for the completion of two years M. Tech. programme after the student has discontinued the programme to join job in the organization. e.g.

- a. Student leaving the programme after one year/without completing dissertation phase I the balance period shall be one year;
- b. Student leaving the programme after one and half year/without completing dissertation phase III the balance period shall be six months;



- c. Student leaving the programme after completing dissertation phase I, dissertation phase II and dissertation phase III the balance period shall be nine, six and three months respectively;

**8.8.6** Method of evaluation and grading of the project will be the same as per the other regular students. Further, he will have to pay tuition fee per year for the period of years of discontinuation.

## 9. COURSE EVALUATION

**9.1** The evaluation of theory courses shall be on the basis of two In Semester Evaluations (ISE I and ISE-II), one Mid-Semester Exam (MSE), and one End Semester Examination (ESE). The weightage for each of these evaluations is given in Table 9.1.

**Table 9.1: Weightage of Evaluation**

<b>Evaluation</b>	<b>Weightage</b>	
	<b>Credit course</b>	<b>Audit course</b>
ISE-I	10%	--
ISE-II	10%	--
MSE	30%	--
ESE	50%	100%

**9.2** In-Semester Evaluation (ISE) for a theory course shall be carried out using assessment tools such as assignment, oral, seminar, test (surprise/declared/quiz), and group discussion. The course teacher shall use at least two assessment tools per ISE. The assessment tool used for ISE I shall not be used for ISE II. The assessment tool/s for ISE shall be decided and announced by the course teacher at the beginning of the course. The record of evaluation shall be maintained by course teacher and shall submit it during academic audit.

**9.3** The ISE components for theory course shall be shown to students.

**9.4** MSE for every theory course (credit) shall be conducted centrally as per the schedule indicated in the academic calendar. MSE shall be of 50 marks and 2 hour duration. MSE shall usually be based on Units 1, 2 and 3. There shall be no re-examination for MSE.

**9.5** ESE (written/online) for every theory credit course shall be conducted centrally. It shall be of 100 marks and of duration 3 hours, or as mentioned in the examination scheme approved by BoS of the respective programme. The



examination shall be based on entire syllabus of the respective course. The weightage shall be 20-30% for the syllabus covered for MSE and 70-80% for the remaining syllabus after MSE. The question paper of ESE may have options up to 20% for all theory credit courses. A student absent for ESE of a course shall obtain "F1" grade. Such a student shall be allowed to appear for make-up examination.

**9.6** Evaluated answer books of MSE and ESE theory courses shall be shown to students. It shall not be mandatory to show evaluated answer books to the students not present at the given time slot by the course teacher.

**9.7** If any examinee is not in a position to write on account of temporary physical disability or injury due to accident and applies for a request for a writer with medical certificate from the Civil Surgeon to that effect, then a writer shall be allowed/ assigned by CoE to such examinee. Normally, such a writer shall neither be a student or a degree holder of any technical programme having similar competency. The examinee shall, however, apply in a prescribed proforma to CoE asking for permission to allow for such a writer. CoE shall then verify the medical certificate and give a permission letter to the examinee for using the writer. COE shall then take the undertaking from the writer in a prescribed proforma. Such examinee shall produce the permission letter from COE for using writer to the invigilator. Writer shall be allowed extra time as per section 9.8.

**9.8** In case of student admitted with differently disabled category/similar case/writer, who can write but at much slower speed as compared to a normal student, he/she may be allowed an extra time of 15 minutes for 30/50 marks paper and 30 minutes for 100 marks paper to write the examination for all the courses, provided he/she seeks permission from CoE for extra writing time on account of his/her disability by producing medical certificate from Civil Surgeon to this effect.

**9.9** The paper setting, assessment and conduct of ISE-1, ISE-2, and MSE for audit course shall be as per rules of credit course. Answers books of MSE for audit course shall be shown to students.

**9.10** The evaluation for laboratory courses shall be on the basis of either ISE or ISE and ESE each having 50% weightage. ISE shall be continuous evaluation carried



out throughout the semester and based on performance of student in laboratory, experimental write-up, presentation, oral, and test (surprise/declared/quiz). The course teacher shall use at least two assessment tools as mentioned above for ISE. ESE shall be based on either oral or performance and oral as per the examination scheme. ISE marks for laboratory course shall be shown to students and ESE marks shall not be shown to students. External and internal examiners shall conduct ESE.

**9.11** The evaluation of courses, such as seminar, mini-projects where ISE is the only component, shall be continuous in the form of presentation, test (surprise/declared/quiz), assignment, oral and quality of report write-up. ISE marks shall be displayed.

9.11.1 The evaluation of implant training during summer vacation shall be based on presentation and submission of training report.

**9.12** There shall be four phases for dissertation work by a student. These shall be referred as dissertation phase I, II, III and IV. Dissertation Evaluation Committee (DEC) shall be constituted by HoD to evaluate batch (normally students working under a guide) of students. DEC shall be composed of guide/s, and two subject experts (nominated by HoD) related to area of dissertation work. ISE phase I and II shall be in third semester while ISE phase III and IV shall be in fourth semester. ISE phase I shall involve assessing student work for topic selection, relevant literature survey, scope of work, defined objectives and thereby synopsis approval. ISE phase II shall be conducted to assess the progress of the dissertation work for problem formulation, methodology, experimental work, and results (if any). In ISE phase III further progress of experimental/ modeling / simulation study shall be assessed with more emphasis on results and discussions. ISE phase IV shall be used to assess completion of work with reference to defined objectives, presentation of results and relevant discussions and conclusions for the study. The distribution of weightage for ISE shall be 25% each by two subject experts and 50% by guide.

**9.13** There shall be two phases of ESE for dissertation work by a student. These shall be referred as ESE dissertation phase II and IV. ESE shall be normally conducted in December/January and June/July respectively. Evaluation committee for ESE shall comprise of Chairman (who shall be one of the DEC members for ISE other



than guide and nominated by HoD), internal examiner (guide) and external examiner (who shall be a subject expert from other college/institute and to be selected by CoE from the panel of examiners submitted by the respective department). The internal and external examiners shall be same for both phases of ESE. In case, the same internal and external examiners are not available, prior approval for substitute examiners should be taken from CoE.

**9.14** All the phases of ISE and ESE for dissertation work shall be conducted as per the schedule given in academic calendar.

**9.15** If the student performance is found to be not satisfactory at any phase of ISE for dissertation work, then he/she shall be given four weeks for improvement. The student with satisfactory performance in ISE phase I and II shall be recommended for ESE of semester III. The student with satisfactory performance in ISE phase III and IV shall be recommended for ESE of semester IV. Such students shall submit a soft copy and the draft spiral bound copy of dissertation to examination cell after ISE phase IV.

**9.16** The soft copy of dissertation report shall be sent to external examiner at least eight days prior to date of ESE along with evaluation sheet. The responsibility of sending the soft copy to external examiner shall lie with Chairman.

**9.17** M. Tech. dissertation evaluation shall be carried out by both guide and external examiner by referring to the rubric developed by Dean QA. Evaluation report of the guide should be submitted along with the submission of draft copy of report to examination cell. External examiner shall submit the evaluation report after ESE of semester IV.

**9.18** Final hard bound copy of dissertation report in prescribed format incorporated with all necessary corrections suggested during ESE of semester IV shall be submitted to department and examination cell.

**9.19** Maximum one month extension after completion of two years from the date of admission may be allowed for submission of draft spiral bound copy of dissertation for medical/other genuine reasons. However, the student shall pay prescribed late submission fee in addition to the fee paid towards examination. If it is not possible to complete the dissertation work within the allowed extension of one month, the student shall register by paying the prescribed fee for the next semester to complete the work.



**9.20** A common rubric shall be developed to assess seminar and dissertation for each programme. The rubric for the laboratory course shall be developed by the concerned course coordinator. A course coordinator is the teacher who conducts the relevant theory course or as decided by the DPAC.

## 10. THE GRADING SYSTEM

**10.1** For every credit course taken by a student, he/she is assigned a grade point based on his/her combined performance in all the evaluation schemes as per table 10.10.1 The grade indicates the quality of a student's performance and is associated with equivalent number called a grade point.

**10.2** The academic performance shall be graded on a ten point scale as shown in Table 10.10.1 below. The letter grades and their equivalent grade points are listed as below.

**Table 10.10.1: Grading System**

Grade point	Grade	Academic Performance
10	A+	Outstanding
9	A	Excellent
8	B+	Very Good
7	B	Good
6	C+	Average
5	C	Below Average
4	D	Marginal
0	F1	Fail due to poor performance
0	F2	Fail due to poor attendance
0	F3	Fail due to disciplinary action
-	I	Incomplete
-	W	Withdrawal
-	AB	Absent
-	EX	Exempted
-	NP	Not Passed
-	PP	Passed



- 10.3** The letter Grades (up to D only) awarded to a student in all the courses shall be converted into performance indices called as Semester Grade Performance Average (SGPA) and Cumulative Grade Performance Average (CGPA). Procedure for calculating the grade points is given below. An 'A+' grade stands for outstanding achievement relative to the class. The 'C+' grade stands for average performance and it refers to 'average' as per course teacher's expectations in a holistic sense and is not based on the class average. The 'D' grade stands for marginal performance and is the minimum passing grade. The 'F1' grade denotes poor performance. A student who obtains F1 grade in any course shall either appear for make-up examination or re-register for the course/s, till a passing grade is obtained. The 'F2' grade denotes failure of student due to shortage of minimum attendance (less than 50% of the total hours engaged for that course) and not satisfactory performance in laboratory course. The 'F3' grade denotes failure of student due to disciplinary action. A student who obtains 'F2/F3' grade in any course has to necessarily re-register for the course in the subsequent semesters until a passing grade is obtained. Such students shall not be allowed to appear for makeup examination.
- 10.4** The concerned faculty shall use ISE-I, ISE-II, MSE and ESE marks to decide the total marks. The marks of mode of evaluation shall be up-to two decimal places and shall not be rounded. The total of ISE I, ISE II, MSE and ESE will be computed and rounded to the nearest higher integer.
- 10.5** A student will be given maximum of two grace marks per course to obtain passing grade in maximum of three courses provided, he/she has passed in all other courses for that semester. If a student has failed in more than three courses, no grace marks will be applicable in any course.
- 10.6** The grace marks shall be applicable only to regular students and shall not be applicable to any re- registered student in a course.
- 10.7** F1 grade shall be assigned to a student in a theory course in the following cases;
- I. Sum of marks obtained by the student in ISE-I, ISE-II, MSE, ESE and grace (if any) is less than 40.
  - II. Marks obtained by the student in ESE are less than 40.
- 10.8** F1 grade shall be assigned in a laboratory course to a student who shall get less than 40% marks in ESE. F1 grade shall be assigned in a laboratory course to a student obtaining less than 40% marks in ISE.



- 10.9** Absolute grading shall be applicable to all courses.
- 10.10** Faculty shall get the approval of the grades from GMC.
- 10.11** The grades shall be calculated as per the Tables 10.10.2 and 10.10.3.
- 10.12** The faculty shall prepare the grade sheet, verify it, sign it, get the signature of the GMC and handover the grade sheet to the HoD.
- 10.13** HoD shall receive grade sheets of all courses of the department from respective faculty, verify, and approve it and display the class wise provisional result on the departmental notice board.

**Table 10.10.2: Absolute grading thresholds for credit course**

Grade	Minimum Threshold	Max. Threshold
F1	$\geq 0$	<40
D	$\geq 40$	<45
C	$\geq 45$	<50
C+	$\geq 50$	<60
B	$\geq 60$	<70
B+	$\geq 70$	<80
A	$\geq 80$	<90
A+	$\geq 90$	$\leq 100$

**Table 10.10.3: Absolute grading for Audit Course/s**

Grade	Minimum Threshold	Max. Threshold
NP	$\geq 0$	<40
PP	$\geq 40$	$\leq 100$

**10.14 Make up Examination for theory, practical exam, oral exam, and Dissertation:**

- I. There shall be (only) one makeup examination cum improvement examination for all courses (theory and laboratory) immediately after result declaration of the regular, end semester examination before the commencement of next semester.



- II. The students with F1 grade in an odd semester and/or even semester in theory/laboratory credit course in semester shall be allowed to appear for a makeup examination for the same semester. A student failed in an Audit course shall have to re-register for the course/equivalent course, whenever it is offered in subsequent semester/s.
  - a. The student with F1 grade in an odd semester and/or even semester in Dissertation Phase (II/IV), he/she should appear for the make-up examination as per schedule.
- III. Also the students, who have secured D or C grade in a course in an odd semester or even semester in an academic year and applied for CGPA improvement, can appear for such makeup examination for the same academic year. Students with F2/F3 grade in a course shall not be allowed to appear for makeup examination of that course in that Semester/year.
- IV. If a student applies for appearing such makeup examination/improvement examination for a theory or PoE, ISE I/II and MSE marks of the course and grade obtained in the course during regular semester examination shall be null and void.
  - a. If performance of student is poor in Dissertation Phase I and III, he/she will get one month time period for improvement. Even if he/she doesn't improve the performance, then he/she will have to re-register for Dissertation Phase (I/III, whichever is applicable) in the next semester. He/she will not be allowed to register for subsequent Dissertation Phases until he/she clears Dissertation Phase (I/III, whichever is applicable).
- V. The makeup examination for a theory course shall be of 100 marks and shall be based on all modules/units in the syllabus with appropriate weightage to each module.
- VI. For makeup examination absolute grading shall be used as before for assigning the grades.
- VII. The evaluated answer books of makeup examination shall be shown to students.
- VIII. Grace marks shall not be awarded in makeup examination.
- IX. Student appearing for make-up examination has to suffer one grade penalty by accepting one grade lower as compared with regular grades. The details of grades for makeup examination are mentioned below in Table 10.14.1



**Table 10.14.1 Grade Table for Make-up Examination**

<b>Letter Grade</b>	<b>Marks obtained</b>	<b>Grade Point</b>
F1	<40	0
D	40-49	4
C	50-59	5
C+	60-69	6
B	70-79	7
B+	80-89	8
A	>=90	9

**X. The details of summer term and 100% examination are as follows:**

Student who has obtained F1, I grade in regular semester and has not availed makeup examination option or a student who has obtained F1 grade in a regular semester and make up examination shall be eligible to choose one of the two options mentioned below to clear his/her backlog.

- a. Registration for summer term course and application for 100% examination.
- b. Registration for next regular semester course whenever that course is offered.

A student detained in regular semester due to either by obtaining F2 Grade or by involvement in academic malpractice or by not following the rules and code of conduct of the institute obtained F3 grade can apply for the summer term to clear the backlog. In such case the earlier performance of the student in all the evaluations of that course shall be treated as null and void. 100% examination will be conducted only once in a year followed by summer Term. Summer term will of 3 to 4 weeks probably in the month of June. Student shall register and give 100% attendance for the courses registered under summer term.

Table 10.14.2 shows the Grading for the 100% Examination.



**Table 10.14.2 Grade Table for 100% Examination**

Letter Grade	Marks obtained
F1	0
D	4
C	5
C+	6
B	7

- XI. There shall not be any other re-examination for makeup examination for what so ever reason.
- XII. A student shall be permitted to apply for CGPA improvement provided his/her CGPA is less than 6.50 after the declaration of result of that semester.
- XIII. Application should be made within 5 days of result declaration. Applications received after the given period may be entertained only in rare cases at the discretion of the Dean Academics.
- XIV. Applicant should return his/her original result document/s at the time of applying.
- XV. CGPA improvement procedure shall include result verification by examination cell, recommendation by programme academic coordinator and HoD of respective department, payment of prescribed fee and final approval by Dean Academics.
- XVI. A student can apply for CGPA Improvement in maximum number of two courses per semester.
- XVII. Make up examination is compulsory in all failure subjects.
- XVIII. If the grade obtained by the student at the improvement examination is improved, it shall be considered as the final grade. For such students new grade card shall be issued with a remark “grade after improvement” for that course/s in which grade is improved.

#### **10.15 Revaluation**

A provision of addressing grievance by a student in evaluation of his/her answer book for a course/s in ESE and makeup examination is made in terms of revaluation. If student is not satisfied with the evaluation of his/her answer books in ESE and makeup examination; he/she may apply for revaluation by paying prescribed fees within one week of the declaration of result. If the marks awarded in the paper before and after



revaluation vary by 10% or more of the maximum marks assigned to that paper, then marks after revaluation shall be accepted for the revision of result. However, irrespective of what is stated above, the marks obtained after revaluation shall be accepted if the candidate gets the benefit of passing the examination. In any case, revaluation fee shall not be refunded.

#### **10.16 Transfer of credits**

In order to provide opportunity to students for studying in different learning environment, normally first year students in second semester can be sent to other reputed autonomous institutes for one semester under credit transfer. Students can avail credit transfer from other autonomous colleges for one semester provided the curriculum of both the colleges have same minimum three core courses in that semester. The remaining courses in that semester of that institute can be taken as professional electives. Grades obtained by such credit students from that institute will be suitably transferred to the grade card of KITCoE after approval from CoE, Dean Academics and Director. Such credit transfer is mutually possible from both institutes.

#### **10.17 CGPA improvement**

- i. A student in first and second year M. Tech. shall be permitted to apply for CGPA improvement provided his/her CGPA is less than 6.50 by the end of First/Second year. Such students may apply for CGPA improvement by re-registering for the course/s, of current academic year or immediately preceding academic year, in which the student has obtained D or C grade.
- ii. Re-registration should be done as per schedule in Academic Calendar.
- iii. A student who has passed M. Tech. shall apply for CGPA improvement within 15 days after declaration of makeup examination result. He/she shall re-register for the course/s of first year in which the student wants to apply for grade improvement. Such students shall return all the concerned original grade cards to CoE.
- iv. If the grade obtained by the student at the improvement examination is improved, it shall be considered as the final grade. For such students new grade card shall be issued with a remark "grade after improvement" for that course/s in which grade is improved.
- v. No student shall be permitted to improve grades in courses like laboratory/ seminar /dissertation.



## 11. Calculation of Performance Indices

### i) Calculation of SGPA

The performance of a student in a semester is indicated by a number called SGPA. The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester.

**SGPA** shall be the weighted average of the grade points obtained in all the courses registered by the student during a semester.

$$SGPA = \frac{\sum_i^n C_i G_i}{\sum_i^n C_i}$$

where,  $C_i$  = number of credits assigned for  $i^{\text{th}}$  course of semester,

$i = 1 \dots n$  represents course number in which the student has registered in that semester,

$G_i$  = grade point earned in  $i^{\text{th}}$  course.

### ii) Calculation of CGPA

**CGPA** is the weighted average of the grade points obtained in all the courses registered by a student from the beginning of the fifth semester

$$CGPA = \frac{\sum_i^n C_i G_i}{\sum_i^n C_i}$$

$i = 1 \dots m$  represents course number in which the student has registered up to a semester up to which CGPA is to be calculated.

$G_i$  = grade point earned in  $i^{\text{th}}$  course.

SGPA and CGPA are calculated only after make-up examination.

SGPA and CGPA will be rounded up to second decimal place.

The final CGPA is converted into equivalent percentage for students as per following table

CGPA of student	Equivalent Percentage
Upto 4.50	40
From 4.51 Upto 5.00	45
From 5.01 Upto 5.50	50
From 5.51 Upto 6.00	55
From 6.01Upto 6.50	60
From 6.51 Upto 7.00	65
From 7.01 Upto 7.50	70
From 7.51 Upto 8.00	75
From 8.01 Upto 8.50	80
From 8.51 Upto 9.00	85
From 9.01 Upto 9.50	90
From 9.51 to 10.00	95



**Conversion of CGPA to Equivalent %**

Equivalent % = (CGPA-0.5)\*10

**CGPA Vs Class for PG Programme**

Corresponding Class	Pass Class	Second Class	First Class	First Class With Distinction
CGPA	CGPA $\geq$ 4.5 & $<$ 5.5	CGPA $\geq$ 5.5 and $<$ 6.5	CGPA $\geq$ 6.5 & $<$ 7.5	CGPA $\geq$ 7.5

**12 GRADE REPORT**

- 12.1 A grade report shall be issued to students at the end of semester after the declaration of makeup/improvement examination results.
- 12.2 The grade report 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, and CGPA.
  - v. Examination details (Name of student/PRN No/Branch)
- 12.3 Grading System, calculation of performance indices and conversion of CGPA to equivalent percentage shall be provided on the back page of grade card.
- 12.4 Result and class obtained shall be indicated only in the grade report of Final Year.  
Result of Audit course shall be provided on the back page of grade card.

**13 AWARD OF DEGREE**

- 13.1 A student shall be eligible for the award of M.Tech Degree from the College and the University provided the student has:
  - i. Registered and passed all the prescribed courses and earned minimum credit requirement for the degree.
  - ii. Obtained CGPA  $\geq$  5.0.
  - iii. Paid all the institute dues and satisfied all the requirements prescribed.
  - iv. No case of indiscipline pending against him/her.
  - v. Obtained eligibility certificate from University.
  - vi. Produces institute level No Dues Certificate at the time of collecting final grade report.



**13.2** AC shall recommend the list of students to Shivaji University for award of M. Tech. Degree.

#### **14 AWARD OF MEDALS**

- 14.1** Awards shall be given to the students for excellent performance in academics, sports/extra-curricular/co-curricular activities, and overall performance.
- 14.2** Gold, Silver and Bronze medals shall be awarded to students with excellent Academic performance based on CGPA in each programme.
- 14.3** Student shall be awarded with academically best performing student amongst all The programmes based on CGPA.
- 14.4** An overall best student award shall be given for a student considering all-round performance in academics, extra-curricular and co-curricular activities.
- 14.5** The award of scholarships/free-ships and other benefits shall be in accordance with rules of Government of Maharashtra and Government of India.

#### **15 . COMMITTEES AND FUNCTIONARIES**

**15.1** The tenure of all committees shall be two years. The frequency of meeting shall depends on nature of the committee. One-third members of the committee shall constitute the quorum. The tenure of functionaries (coordinators) mentioned in this document shall be three years.

**15.2** Academic council:

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university. The composition and functions of the academic council are given below:

Composition:

- i. Director of the college (Chairman).
- ii. All Heads of department in the college.
- iii. Four teachers of the college representing different categories of teaching staff by rotation on  
the basis of seniority of service in the college.



- iv. Not less than four experts from outside the college representing such areas as industry, education, engineering etc., to be nominated by the Board of Governors (BoG).
- v. Three nominees of the university.
- vi. Dean academics (member secretary).

**Functions and Powers:**

- a. Scrutinise and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- b. Make regulations regarding the admission of students to different programmes of study in the college subjected to Government rules and regulations.
- c. Advice measures for improving the quality of teaching, study and research, innovative evaluation and teaching-learning methods.
- d. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- e. Recommend to BoG proposals for institution of new programmes of study.
- f. Recommend to BoG for institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- g. Advice the BoG on suggestions(s) pertaining to academic affairs made by it.
- h. Perform such other functions and such other duties as may be necessary and as may be assigned by BoG pertaining to academics.

**15.3 Academic Standing Committee (ASC)**

**Composition:**

The composition is same as that of AC except external members. ASC shall perform the functions under emergent situations subjected to ratification by the AC.

**15.4 Board of Studies**

The Board of Studies (BoS) is the basic constituent of the academic system of an autonomous college. Its functions will include 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 under the semester system, etc.

The composition and functions of the Board of Studies are given below:

- i. Chairman: Head of the concerned department
- ii. Internal members: The entire faculty of each specialization.
- iii. Academic council nominee: Two experts in the subject from outside the college nominated by the Academic Council.
- iv. University nominee: One expert nominated by the vice-chancellor from a panel of six recommended by Director.
- v. Industry representative: One representative from industry/corporate sector/allied area relating to placement.
- vi. One postgraduate meritorious alumnus to be nominated by Director.
- vii. Co-opt members: Chairman, Board of Studies, may with the approval of the Director shall co-opt: Experts from outside the college whenever special courses of studies are to be formulated
- viii. Member secretary: Programme Academic Coordinator

In addition to BoS for departments of various disciplines, there shall be a BoS for Basic sciences, Mathematics and humanities.

The term of the nominated members shall be two years.

Director shall draw the schedule for meeting of the Board of Studies for different departments. The meeting may be scheduled as and when necessary, but at least once a year.

*The Board of Studies of a department in the college shall:*

- a. Review and revision of curriculum keeping in view the VMOs of the college and department, interest of the stakeholders, and national requirement for consideration.
- b. Ensure academic standard and excellence of the courses offered by the department.
- c. Recommend the curriculum for approval of the Academic Council.
- d. Coordinate research, teaching, extension and other academic activities in the department/college.

#### **15.5 Departmental Advisory Board (DAB)**

DAB is another basic constituent of the academic system of an autonomous college. The composition and functions of the DAB are given below:

- i. Chairman: Head of the concerned department



- ii. Internal members: Two senior faculty members of department.
- iii. Industry representative: One representative from industry/corporate sector/allied area relating to placement.
- iv. One academician outside college.
- v. One meritorious alumnus.
- vi. One parent.
- vii. One student.
- viii. Member secretary: Programme Academic Coordinator

The term of the nominated members shall be two years. Director shall draw the schedule for meeting of the DAB for different departments. The meeting may be scheduled as and when necessary, but at least once a year.

***The DAB of a department in the college shall:***

- a. Formulate a process to review post-implementation effects of curriculum.
- b. Suggest measures to ensure academic standard and excellence of the courses offered by the department.
- c. Suggest methodologies for innovative teaching and evaluation techniques; enhancement of industry- institute interaction.
- d. Identify and recommend the need of new programme.
- e. Review target set for attainment of course outcomes and programme outcomes.
- f. Guide and provide support to department for enhancing interaction with outside world.
- g. Plan strategically to enhance the academic quality of department.
- h. Address concerns of stakeholders expressed through feedback.
- i. Defining and redefining the Programme Educational Objectives (PEOs) and Programme Outcomes (POs) based on the recommendations by departmental academic committee.
- j. Study the achievement of PEOs and POs reported by department academic committee and suggest measures for improvement.

**15.6 Board of Examinations (BoE)**

Composition:

- i. Director (Chairman)
- ii. Dean Academics
- iii. Controller of Examination (COE): Member Secretary



- iv. University Nominee (COE of Shivaji University (SU) or his nominee not below the rank of Deputy Registrar)
- v. One expert possessing ten years of industrial/field experience nominated by the Chairman.
- vi. DPAC Chairpersons (Representing DPAC)
- vii. Coordinators (Examination, Assessment, Results and Tabulation)

**Functions and Powers:**

- a. The BoE shall
  - i Ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
  - ii Recommend examination reforms and shall implement them after approval of academic council.
  - iii Prepare the detailed time table of examinations as per the schedule approved by academic council.
  - iv Arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, and invigilators.
- b. Chairman, BoE shall constitute Complaint Redressal Committee (CRC) consisting of three members as and when required to deal with the complaints related to the conduct of examinations.
- c. The recommendations of the CRC shall be approved by Chairman, BOE to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the BOE.
- d. The BOE shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.

**15.7 Departmental Academic and Programme Evaluation Committee**

Composition:

- i. Head of Dept. (Chairman)
- ii. Five faculty members (at least one from each specialisation) nominated by HoD.
- iii. Member Secretary: Programme Academic Coordinator (UG)/Programme Evaluation Coordinator (UG).



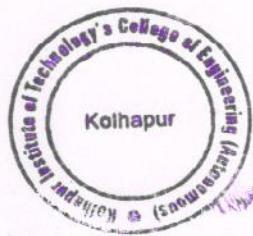
**Functions and Powers:**

- a. Review, revise and prepare curriculum structure following institutional policy, suggest improvements in syllabus of a course/s prepared by course teacher/s, and forward the curriculum to BoS for further recommendation.
- b. Check appropriateness of course objectives, course outcomes, and mapping of COs with POs and suggest necessary improvements/modifications.
- c. Monitor the academic progress throughout the semester, conduct of classes, and take appropriate corrective measures to improve quality of curriculum delivery.
- d. Review academic performance of students.
- e. Counsel the concerned course teachers for improvement based on student feedback, academic and question paper audit reports.
- f. Set target/s for attainment of course outcomes and programme outcomes.
- g. Formulate strategy to collect feedback from stake holders, analyze the collected feedback and forward the analysis to DAB
- h. Contribute to maintain academic standard, improve quality of the courses offered by the department and enhancement of industry-institute interaction.
- i. Suggest open and professional electives considering societal needs.
- j. Recommend methodologies for innovative teaching and evaluation techniques to BoS.
- k. Coordinate research, teaching, extension and other academic activities in the department/college.
- l. Carry out preparatory work for defining/redefining the Programme Educational Objectives (PEOs) and Programme Outcomes (POs) periodically
- m. Monitor evaluation of course attainments leading to achievement of programme outcomes and re-port the results of assessment to BoS.

**15.8 Departmental Academic Coordinator**

There shall be a Departmental Academic Coordinator. The functions and duties are:

- a. Coordination of all academic activities of the department viz. curriculum revision, framing of syllabus, time table, BoS meeting as member secretary, re-registration of course/s, display and submission of attendance status.
- b. Coordination to conduct internal academic audit and departmental advisory board meetings as a member secretary.



- c. Monitoring academic activities and conduct of classes.
- d. Extend necessary help to departmental academic and evaluation committee.
- e. Recording and forwarding all academic related documents to Dean Academics.
- f. Work in association with Dean Academics.

#### **15.9 Departmental Evaluation Coordinator**

There shall be Departmental Evaluation Coordinator. The functions and duties of DEC are:

- a. Conduct course and graduate exit survey, make arrangements for feedback from stakeholders (industry/employer/alumni/student) and feedback analysis.
- b. Monitoring assessment of course outcomes.
- c. Computation/assessment/evaluation/achievement of PEOs and POs as per NBA/ NAAC requirements.
- d. Compilation of information required for Annual Quality Assurance Report (AQAR) of the Internal Quality Assurance Cell (IQAC) and forwarding it to Dean QA.
- e. Extend necessary help to departmental academic and evaluation committee.
- f. Work in association with Dean QA.

#### **15.10 Course teacher**

*The functions and duties of course teacher are:*

- a. Conduct classes as per the time table issued by the HoD and maintain all academic records (Attendance on Moodle, Evaluation, Attainment) for that course.
- b. Prepare course delivery and evaluation plan for student performance and distribute to all the stu-dents within the first week of each semester.
- c. Display students' performance in attendance and evaluation as stipulated in the academic RRs.
- d. Report to the HOD on a periodic (*monthly*) basis, the potential cases of very poor academic performance as well as those of low attendance.
- e. Submit ISE marks to Departmental Exam coordinator as per the schedule in academic calendar.
- f. Document all academic records in the course book in a format specified by Dean QA and submit it for academic audit.



**15.11 Departmental Examination Coordinator:**

- a. Coordination of departmental examination activities (submission of ISE marks and question papers), Preparation of schedule of ESE for laboratory in coordination with examination cell.
- b. Preparation of MSE and ESE schedule in coordination with examination cell.
- c. Recording and forwarding all examination related documents to CoE.
- d. Conduct question paper audit.
- e. Work in association with examination cell.

**16. DISCIPLINE AND CONDUCT**

16.1 Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the college. Violations of the discipline shall include:

- a. Disruption of teaching, examination, administrative work, curricular or extra-curricular activity, and any act likely to cause such disruption.
- b. Damaging or defacing the property inside or outside the college campus.
- c. Engaging in any attempt at wrongful confinement of teachers, offices, employees and students of the college.
- d. Use of abusive and derogatory slogans or intimidator's language or incitement of hatred and violence.
- e. Ragging in any form ("Ragging" means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or to forbear from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal offence. Supreme Court of India has defined ragging as a criminal offence.)
- f. Eve teasing or disrespectful behaviour to women or girls students.
- g. An assault upon, or intimidation of, or insulting behaviour towards a teacher, officer, employee or student or any other person.
- h. Getting enrolled in more than one programme course of study simultaneously.



- i. Committing forgery, tampering with documents or records, identity cards, furnishing false certificate or false information.
- j. Organising instant agitation/meetings without prior permission in the campus.
- k. Viewing/downloading obscene information/data, images and executable files, sending obscene mails/messages via facebook/tweeter/other social sites using college servers.
- l. Sharing the login and passwords & other details of IT facilities provided to other students/outsiders.
- m. Refusing to provide an identity card when demanded by any college authority.
- n. Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the college campus.
- o. Possessing or using any weapons and fire arms in the college campus.
- p. Unauthorized occupation of hostel, Accommodating guests or other persons in hostels without permission.
- q. Malpractice in examination.
- r. Indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government.
- s. Any other act which may be considered by the Director or the Discipline Committee to be an act of violation of discipline.

16.2 Any act of indiscipline of a student reported to Director/Concerned authority shall be referred to Redressal and Disciplinary Committee of the college. 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/- upto Rs. 5000/-.
- c. Suspension from the College/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 college property.
- f. Debarring from participation in sports/NSS/student club.
- g. Disqualifying from holding any representative position in the Class/College/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/College for a specified period by forfeiting fees.
- j. Debarring from an examination.
- k. Action as per Maharashtra anti-ragging act 1999.

16.3 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 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 college if repeatedly involved.
- d. Stoppage of scholarships/stipend.
- e. Issuing warning.
- f. Debarring from the examinations for a specified period.

16.4 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 (GRC/ELC) the day at specified time and venue with his/her parents/guardian. He/she shall give written reply/oral explanation to the charges levelled against him/her for consideration. If the implicated student/s fails to appear before the committee, then decision shall be taken in absentia, on the basis of available evidence/documents, which shall be binding on the concerned student.

16.5 Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at WCE. The student must have valid ID card with him/her while in the institute.

## 17. ACADEMIC PROGRESS RULES

17.1 A student shall register for the third semester of a program irrespective of the number of credits earned by him/her in the first semester and second semester respectively.

17.2 A student can register for the fourth semester of a program and undergo dissertation phase III evaluation only if he/she has earned 75% of the credits of the first year and has undergone dissertation phase I and Phase II evaluations. However, if 75% calculation



turns out to be a mixed number (integer + fraction) then only the integer part of that number shall be considered for taking decision related with this clause. Registration for the fourth semester of a program shall get delayed by minimum one semester if a student fails to meet these criteria.

- 17.3. A student shall undergo Dissertation Phase IV evaluations (ISE and ESE) only after he/she earns all credits of the first, second and third semester of the program.

## **18. CONCLUSIONS**

In this Document contents related to academic policies/regulations regarding conduct of undergraduate programme at Kolhapur Institute of Technology's College of Engineering, Kolhapur are published. The academic council has right to modify these policies/regulations as and when required for achieving academic excellence.

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 any dispute, difference of opinion in interpretation of this regulation;
- iii. Emergent cases.



**DIRECTOR**





KOLHAPUR INSTITUTE  
OF TECHNOLOGY'S  
**COLLEGE OF  
ENGINEERING**  
KOLHAPUR

An Autonomous Institute  
"A" Grade by NAAC with CGPA 3.12

35 years in the field of Technical Education,  
Thousands of Skilled Professionals all over  
the word, Numerable Satisfied Parents make

**KIT Symbol of Trust & Excellence**

## VISION

**To be the Centre of Excellence in Technical  
Education and preferred choice of Students,  
Faculty, Industry and Society**

## MISIONS

- To empower the Faculty, Staff and aspiring Engineers with essential technical knowledge and skills.
- To develop competence towards serving the ever changing needs of Industry and Society.
- To Inculcate Social and Ethical values amongst the Students and Employees.
- To strengthen collaborative research and consulting environment with industry and other institutions.