

ST. VINCENT PALLOTTI COLLEGE OF ENGINEERING & TECHNOLOGY

ORDINANCES / REGULATIONS 2021-22

Department of Vocation



**ST. VINCENT PALLOTTI COLLEGE OF ENGINEERING &
TECHNOLOGY, NAGPUR**

NAAC Accredited with 'A' Grade

**ORDINANCES / REGULATIONS
FOR
UG: Bachelor of Vocation Courses
(B.VOC)
2021-22**

ST. VINCENT PALLOTTI COLLEGE OF ENGINEERING & TECHNOLOGY
ORDINANCES / REGULATIONS 2021-22
Department of Vocation

Published by

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Principal

St. Vincent Pallotti College of Engineering & Technology, Nagpur

Gavsi Manapur, Nagpur

An Autonomous Institute

Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

NAAC Accredited with 'A' Grade.

ST. VINCENT PALLOTTI COLLEGE OF ENGINEERING & TECHNOLOGY

ORDINANCES / REGULATIONS 2021-22

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1. Introduction

1.1. Preamble

St. Vincent Pallotti College of Engineering & Technology, established in 2004 on a sprawling sixteen acre campus in Gavsi Manapur on the Nagpur-Wardha Road, is owned and managed by the Nagpur Province of the Pallottine Fathers, an international religious order. The College is approved by All India Council for Technical Education, New Delhi and Directorate of Technical Education, Government of Maharashtra. It is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU).

Government of India, taking note of the requirement for skill development among students launched National Vocational Education Qualification Framework (NVEQF) which was later on assimilated into National Skills Qualifications Framework (NSQF). Various Sector Skill Councils (SSCs) are developing Qualification Packs (QPs), National Occupational Standards (NOSs) and assessment mechanisms in their respective domains, in alignment with the needs of the industry.

AICTE and The University Grants Commission (UGC) has launched a scheme on skills development based higher education as a part of college/university education, leading to Bachelor of Vocation (B.Voc.) Degree with multiple exits such as Certificate/Diploma/Advanced Diploma under the NSQF (National skill Qualifications framework). The B.Voc. programme is focused on universities and colleges providing undergraduate studies which would also incorporate specific job roles along with broad based general education. This would enable the graduates completing B.Voc. to make a meaningful participation in accelerating India's economy by gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge.

The multiple entry and exit enables the learner to seek employment after any level of Award and join back as and when feasible to upgrade qualifications / skill competencies either to move higher in the job profile or in the higher educational system. This will also provide the learner an opportunity for vertical mobility to second year of B.Voc degree programme after one year diploma and to third year of B.Voc degree programme after a two year advanced diploma. The students may further move to Masters and Research degree programmes mapped at NSQF Level 8 – 10.

St.Vincent Pallotti College of Engineering & Technology offers two Undergraduate B.VOC Programs: Software Development & Cyber Security introducing for the first time, starting from the academic Year 2021-22 strictly under the guidelines of AICTE and NSQF. The vocational programme will be a judicious mix of skills, professional education and also appropriate content of general education. It is designed with the objective of equipping the students to cope with the emerging trends and challenges in the Industry.

Objectives

- To provide judicious mix of skills relating to a profession and appropriate content of General Education.
- To ensure that the students have adequate knowledge and skills, so that they are ready to work at each exit point of the programme.
- To provide flexibility to the students by means of pre-defined entry and multiple exit points.
- To integrate NSQF within the undergraduate level of higher education in order to enhance employability of the graduates and meet industry requirements. Such graduates apart from

meeting the needs of local and national industry are also expected to be equipped to become part of the global workforce.

- To provide vertical mobility to students.

1.2 Department

Sr. No.	Department	Code
1	Department of Vocation	BV

1.3 Programme offered for the year 2021-22

SVP CET offers academic programmes at Under-Graduate levels.

Table 1 : Bachelor of Vocation (B.VOC.)

Sr. No	Department	Program Title	Intake Capacity	Eligibility for Admission
1	Bachelor of Vocation	B.Voc (Software Development)	60	Eligibility Criteria as prescribed by the competent authority
2	Bachelor of Vocation	B.Voc (Cyber Security)	30	

Eligibility for admission

(Competent authority-AICTE, UGC)

- **Eligibility for admission to First Year (1st Sem)**
 - a. The eligibility condition for admission to B.Voc. programme shall be 10+2 or equivalent in any stream.
 - b. There shall be no age bar for admission in such programmers.
- **Eligibility for admission to 2nd year (3rd Sem)**
 - a. A student will be eligible to be admitted 2nd year on successful completion of the 1st year of course specific.
 - b. A student with three years diploma of MSBTE/equivalent diploma by other states will be allowed to undertake admission in direct second year of B.VOC degree.(Lateral Admission)
 - c. Numberof seats for lateral admission for 2nd year(3rd sem.) - All vacant seats of 1st sem.(as per intake) & Number of exit students after 1st year.

Fee structure:

- The fee structure shall be as decided by the College Finance Committee.

2. Ordinances For The U. G. Programmes 2021

The Governing Body of the Institute prescribes the following ordinances in respect of the different academic undergraduate programmes at St. Vincent Pallotti College of Engineering & Technology, Gavsi Manapur, Wardha Road Nagpur – 441108 on the recommendation of the Academic Council. The details in respect of the ordinances issued are as follows.

Short Title and Commencement	1	These ordinances shall be hereafter called as the Ordinances for the Undergraduate (UG) Programmes of SVP CET
	2	These ordinances shall come into force with effect from the date of its approval by the Governing Body.
Definitions	3	Unless the context requires otherwise;
	4	" Government " shall mean the Government of Maharashtra/ Government of India as may be applicable.
	5	" DTE " shall mean Directorate of Technical Education, Government of Maharashtra, Mumbai.
	6	" University " shall mean Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
	7	" Regulating Authority " shall mean any regulatory or controlling body for the Technical Education in India.
	8	" UGC " shall mean University Grants Commission, Government of India, New Delhi.
	9	" AICTE " shall mean the All India Council for Technical Education, New Delhi.
	10	" Institute " shall mean St. Vincent Pallotti College of Engineering & Technology, Gavasi Manapur, Wardha Road Nagpur – 441108
	11	" Governing Body (GB) " shall mean the Board of Management of the Institute constituted as per the XI plan guidelines of UGC for autonomous colleges read with Direction no. 4/1999 of the University.
	12	" Principal " shall mean the Principal of the Institute.
	13	" Vice-Chancellor " shall mean the Vice-Chancellor of the University.
	14	" CDC " shall mean the College Development Committee.
	15	" Finance Committee " shall mean the Finance committee of the Institute constituted as per the guidelines of UGC for autonomous colleges
	16	" BoS " shall mean the Board of Studies of the Department, constituted as per the Guidelines of UGC for autonomous colleges.
	17	" Applicant " shall mean an individual who applies for

		admission to any UG programme of the Institute.
18		" Student " shall mean a student registered for UG programme in SVP CET for studies leading to any degree course offered by the Institute and sought final admission to the degree programme
19		" Direct Second Year Student (DSY) " shall mean a student who is admitted directly to second year of the B.Voc. degree program after completion of the appropriate Diploma programmes and registered for undergraduate programmes for full time study leading to the respective B.Voc. degree
20		" Course " shall mean a curricular component identified by a designated number and title.
21		" Programme " shall mean the stream in which the degree is awarded.
22		" Scheme of Teaching and Examination " shall mean the scheme of teaching and examination for a programme of study as approved by the Academic Council.
23		" Course Coordinator " shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades.
24		" Departmental Course Group (DCG) " shall mean the committee of the faculty members involved in teaching a course or a group of courses of technically relevant subjects.
25		" Grade Moderation Committee " shall mean the committee appointed by the Academic Council to moderate grades awarded by the examiner, if required.
26		" SGPA " shall mean the Semester Grade Point Average.
27		" CGPA " shall mean the Cumulative Grade Point Average.
28		" Academic Council " shall mean the Academic Council constituted as per the XI plan guidelines of UGC for autonomous colleges read with Direction no. 4/1999 of the University.
29		" EXC " shall mean Examination committee constituted as per the Direction No. 4/1999 of the University for autonomous colleges.
30		" CoE " shall mean the Controller of Examinations appointed as per the Guidelines of UGC for autonomous colleges.
31		" ISV " shall mean In-charge person of Spot Valuation, appointed by the Principal.

	32	" OIC " shall mean Officer In-charge of the End Semester Examination.
	33	" DEC " shall mean the Departmental Examination Committee.
	34	" Guide " shall mean a person who is qualified to supervise a project work of students and is approved by the Academic Council.
	35	" PRC " shall mean Departmental Project Review Committee.
	36	" GRC " shall mean Grievance Redressal Committee formed by the Academic Council.
	37	" Competent Authority " shall mean the Governing Body /Academic Council of the Institute/ University/ Government/UGC/Regulating Authority as the case may be.
	38	" Equivalence Committee " shall mean the Equivalence Committee appointed by the Academic Council.
	39	" IQAC " shall mean Institute level Internal Quality Assurance Cell.
	40	" DQAC " shall mean Department level Quality Assurance Cell
	41	" Certificate Course " shall mean course of minimum thirty hours leading to award of certificate.
	42	" Standing Committee " shall mean the standing Committee appointed by the Academic Council.
	43	" SSC " shall mean Sector Skill Council
	44	" NSQF " shall mean National Skills Qualifications Framework
	45	" NSDC " shall mean National Skills Development Corporation
	46	NOS shall mean National Occupational Standards
	47	" QP " shall mean Qualification Packs
	48	" GEC " shall mean General Education Component
	49	" SEC " shall mean Skill Education Component
	50	" SKP " shall mean Skill Knowledge Provider
	51	" IP " shall mean Industry Partner
	52	" MOU " shall mean Memorandum of Understanding
ORDINANCES	1	The Institute shall offer UG programmes as the Governing Body/ University/ Government may approve on the recommendation of the Academic Council either on its own or on the initiative of a Department and / or on the direction of the Governing Body / Government.

		Interdisciplinary programmes may be proposed by a Department or by a committee appointed by the Principal for the consideration of the Academic Council and the Governing Body /Government.
	2	The procedure for starting a new programme/temporarily suspending a programme/phasing out a programme shall be as per the guidelines laid down by the competent authority.
	3	The minimum qualifications and procedure for admission to the first year UG programmes as well as direct second year admission to UG programme shall be as per the norms prescribed by competent authority.
	4	A student shall be required to earn minimum credits through various academic courses of a curriculum as provided in the regulations and scheme given in Annexure-I
	5	The award of the UG degree to an eligible candidate shall be made in accordance with the procedure laid down in the regulations. A student shall have to complete all the requirements for the award of the certificate/diploma /advanced diploma/degree within such period as may be specified in the regulations, including those credits earned at such other institutions as have been recognized by the Institute for this purpose.
	6	The date of initial registration for the programme shall normally be the date, on which the student formally registers i.e., takes admission for the first time. This date shall be considered as the date of joining the programme for all intents and purposes.
	7	A student shall be required to attend all lecture, practical, skill classes. However, for late registration, sickness or other such exigencies, absence may be allowed as provided in the regulations.
	8	A student may be granted such scholarship / assistantship / stipend, etc. and awarded medals for excellent performance in Academics, Co-curricular and Extra-Curricular Activities as specified in the regulations or in accordance with the directions of the Government and / or the decision of the Governing Body from time to time.
	9	The procedure for the withdrawal from an UG programme, rejoining the programme, award of grades and SGPA / CGPA, the examination and all such matters as may be connected with the running of UG programmes shall be as specified in

		the regulations.
	10	A student admitted to the UG programme shall abide by the code of conduct for students issued by the Institute from time to time. This code of conduct shall deal with the discipline of the students in the hostels, departments, the Institute premises and outside. It may also deal with such other matters as are considered necessary for the general conduct of the students, co-curricular and extra-curricular activities. It shall be approved by the Academic Council on the recommendations of the respective coordinators.
	11	The minimum duration of UG programmes shall be of three years for award of B.VOC degree, one year for award of Diploma and two year for award of Advance Diploma. (Three year degree is organized in 6 semesters of six months each including vacation period)
	12	The tuition fees structure will be governed by the rules and regulations as prescribed by the competent authority.
	13	The fees other than the tuition fees will be governed by the rules and regulations framed and recommended by the Finance Committee and duly approved by the Governing Body.
	14	Notwithstanding anything contained in the above Ordinances, no regulations shall be made in contradiction of the decision of the Governing Body and /or the direction of the Government, in regard to the duration of the UG programme, the amount and number of scholarship/ assistantships and the number of free ships and the procedure thereof.

3. Regulations For The Undergraduate Programmes

Regulation No	Description																								
R 1. General																									
R 1.1	These regulations shall be called as the Regulations for the UG programmes of the Institute.																								
R 1.2	These regulations shall come into force with effect from the date of its approval by the Academic Council.																								
R 2. Undergraduate Programmes																									
R 2.1	The Institute shall offer Undergraduate programmes as shown in Table 1																								
R 2.2	The minimum duration of UG programmes leading to B.VOC degree is six semesters (spread over three years).																								
R 2.3	Reservation of seats for admission to UG programmes shall be as per the norms of the Government for Minority Institutions.																								
R 2.4	Direct second year UG admission (lateral entry) shall be made as per norms and procedures of Government for Minority Institutions.																								
R 2.5	The candidate shall be provisionally admitted to UG programme subject to fulfillment of eligibility criteria as prescribed by the Competent Authority.																								
R 2.6	In the matter of admissions to the UG programmes, the decision of the competent authority shall be final.																								
R 2.7	A Candidate seeking admission should obtain the eligibility certificate/enrollment from the University in the first semester / at the time of admission.																								
R 3. Semester System																									
R 3.1	The academic programmes in the Institute is based on semester system; two semesters (Odd and Even) in a year with winter and summer vacations.																								
R 3.2	The curriculum shall consist of credit courses.																								
R 3.3	Each credit course shall have a certain number of credits assigned to it as per the teaching scheme provided in Annexure I, depending upon the academic load of the course, which would be assessed on the basis of weekly contact hours of theory lecture, practical, Internship, Mini Project, Industry visits, e –courses, field study if required.																								
R 3.4	The theory, practical, Internship, Mini Project, Industry visits, e –courses, field study offered in a semester shall be continuously assessed and evaluated to judge the performance of a student.																								
R 4. Curriculum Structure																									
R 4.1	The programmes will consist of : 40% General Education Components(GEC) & 60% Skill Education Component (SKC). The B.Voc. Programme shall comprise credits for Skill-based Courses and General Education courses as per the following table: Total credit for B.VOC shall be 180.																								
	<table border="1"> <thead> <tr> <th>Nomenclature/Exit Point Award</th> <th>Duration</th> <th>Skill Education Components Credits</th> <th>General Education Components Credits</th> <th>Total Credits</th> <th>NSQF Level</th> </tr> </thead> <tbody> <tr> <td>Certificate</td> <td>One semester</td> <td>18</td> <td>12</td> <td>30</td> <td>4</td> </tr> <tr> <td>Diploma</td> <td>Two Semesters</td> <td>36</td> <td>24</td> <td>60</td> <td>5</td> </tr> <tr> <td>Advanced Diploma</td> <td>Four Semesters</td> <td>72</td> <td>48</td> <td>120</td> <td>6</td> </tr> </tbody> </table>	Nomenclature/Exit Point Award	Duration	Skill Education Components Credits	General Education Components Credits	Total Credits	NSQF Level	Certificate	One semester	18	12	30	4	Diploma	Two Semesters	36	24	60	5	Advanced Diploma	Four Semesters	72	48	120	6
	Nomenclature/Exit Point Award	Duration	Skill Education Components Credits	General Education Components Credits	Total Credits	NSQF Level																			
	Certificate	One semester	18	12	30	4																			
Diploma	Two Semesters	36	24	60	5																				
Advanced Diploma	Four Semesters	72	48	120	6																				

B.Voc Degree	Six Semester	108	72	180	7
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The NSQF Levels in above illustrations indicate that there is at least one job role at the concerned NSQF Level and the skill component of the curriculum will be assessed and certified for level by respective **Sector Skill Council(SSC)**.The normal training hours for skilling should be proportionate to the weightage for skill credits and an appropriate component of skill training may be imparted as on-site training at actual work place.

The curriculum in each of the years of the programme is a suitable mix of general education and skill development components. The General Education has 40 % of the total credits and balance 60% credits are of Skill Component. The skill component will conform to the Qualification Packs/National Occupational Standards and the general education component will provide holistic development.

Skill Education Components

1 Skill component of the programmes/courses is employment oriented.

2 The curriculum has been aligned to **Qualification Packs (QPs) / National Occupational Standards (NOSs)** of selected job role(s) within the industry sector(s). This will enable the students to meet the learning outcomes specified in the NOSs.

3 The curricula and system of certification for the skill component are as per the National Occupational Standards defined by respective Sector Skills Council(s).

4 For skills, the model curriculum is developed by the concerned Sector Skill Council. This will promote national and global mobility of the learners, as well as higher acceptability by the industry for employment purposes.

5 The overall design of the skill development component along with the job roles selected is such that it leads to a comprehensive specialization in one or more than one domains.

6 The curriculum is focused on work-readiness in terms of skills in each of the three years.

7 There has been at **least one job role which is related to qualification pack** at the concerned **NSQF Level** in the curriculum to be assessed for level by respective SSC. The normal training hours for skilling will be proportionate to the weightage for skill credits and an appropriate component of skill training may be imparted as on-site training at actual work place.

8 The institute provides Recognition of Prior Learning (RPL) framework for job roles at NSQF Level 4 onwards by conducting assessment and certification through respective SSC(s) / Directorate General of Employment and Training (DGET).

9 The Skill component of the course will be assessed and certified for NSQF level by the respective Sector Skill Councils. In case, there is no Sector Skill Council for a specific trade, the delivery of course contents & assessment may be done by an allied Industry partners approved by AICTE (as per MOU).

10 Industrial Visits, Industrial Trainings and Project work regarding Skill Education Component will be mandatory part of the curriculum.

11 The credits regarding skill component will be awarded in terms of NSQF level certification

General Education Components:

The general education component adheres to the normal university standards. The general education component of the curriculum will be decided by the Board of Studies of the College. This may also include the course(s) which are supportive to core trade in addition to soft skills, IT skills, language proficiency and literature. B.Voc Courses will be run on Credit Based Semester System as described in the Introduction.

R 4.2	Each UG programme will have a curriculum and course contents (syllabi) for the courses designed by the BOS and approved by Academic Council. Skill components are based on QPs of respective sector council.
R 4.3	The curriculum of any UG programme is designed to have credits as per the teaching scheme provided in Annexure I for award of the certificate/diploma/advanced diploma/degree.
R 4.4	The total contact hours for UG programmes shall be as per norms prescribed by the Competent Authority.
R. 4.5	The medium of instruction, examination and project reports will be English.
R 4.6	Every UG student will have to earn the credits by passing all the credit courses as specified in R 6
R 4.7	BoS can modify teaching scheme and course contents together up to 50% every year.
R 4.8	The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any course in which the Institute conducts examination shall be determined from time to time by the Academic Council after considering the recommendations of the Board of Studies. All changes in the Syllabi or in the scheme of examinations shall be notified for general information before the commencement of the programmes leading to the examination.
R 5. Course and Department Code	
R 5.1	Each course offered shall have an alphanumeric course code consisting of a string of six characters. The first two characters in a course code shall be capital letters identifying department offering the course, third letter indicates semester 1-6 for UG programme. Fourth and Fifth letters indicate course number. Sixth letter indicates nature of the course i.e. Theory (T) or Practical (P) or Skill Component (S) viz. : UG-SD1XXT SD- Software Development, 1-First Sem, XX-Course Number and T-Theory
R 6. Course Credits	
R 6.1	Each credit course shall have an integer number of credits, which reflects its weight. The student earns credits by passing corresponding courses in minimum 'E' grade in theory course & skill component course examination and in minimum 'E' grade in practical course examination. The number of credits of a course in a semester shall normally be calculated as under (however there may be some exceptions):- a. Lectures: One lecture hour per week shall be assigned one credit. b. Practical: two laboratory hours per week shall also be assigned one credit. Not more than four credits may be assigned to a practical course having only laboratory component. c. Major Project: two project hours will be assigned one credit.
R 7. Incentive credits to the students participating in Research/Training /NCC /NSS /Games & Sports/Cultural Activities.	
R 7.1	The students admitted to the UG programme, participating in Research/Training /NCC/NSS/ Games & Sports/Cultural Activities shall be awarded incentives. However these will not be compulsory. Guidelines for calculation of Grade point for participating in activities Research/Training/NCC/NSS/Games & Sports/Cultural Activities in the semester <ul style="list-style-type: none"> The Semester Incentive Grade points (SIGP) will be granted on the basis of marks scored in the SGPA of the respective semester as below.

SIGP	10	9	8	7	6	5	4	3	0
Range of Marks	90 -99	80-89	70-79	60-69	50-59	40-49	25-39	10-24	Below 10
SIGP	19	18	17	16	15	14	13	12	11
Range of Marks	180-189	170-179	160-169	150-159	140-149	130-139	120-129	110-119	100-109

SN	Category	Particulars	Incentive Marks
1	Conference(5)	All national/international Conferences	5 Marks
2	Competition(5)	Technical Competition/Training/e-courses	5 Marks
3	NSS/NCC Activity(25)	Registration, Blood Donation	5 Marks
		Participation in National level camps for NSS/NCC	5 Marks (Max 2 Participation)
		Participation in State level camps for NSS/NCC	5 Marks (Max 2 Participation)
4	Sports Activity/ Cultural Activity(65)	Participation in Inter-National Competition organized by the Sports Association/ Organization/World University Body.	5 Marks
		Participation in Inter-University competition/ State Or National level organized by the Sports Association/ Organization/A.I.U.	5 Marks (Max 2 Participation)
		First, Second, & Third position obtained in Inter-Collegiate competitions organized by Rashtrasant Tukadoji Maharaj Nagpur University.	10 Marks
		Participation of Students in Inter-Collegiate competition organized by Rashtrasant Tukadoji Maharaj Nagpur University.	5 Marks (Max 2 Participation)
		First, Second, & Third position obtained in Inter-Collegiate competitions organized by St. Vincent Pallotti College of Engineering & Technology	5 Marks (Max 2 Participation)
		First, Second, & Third position obtained in Intra-Collegiate competitions organized by St. Vincent Pallotti College of Engineering & Technology	5 Marks (Max 2 Participation)

		Participation of Students in Intra-Collegiate competitions organized by St. Vincent Pallotti College of Engineering & Technology	5 Marks (Max 2 Participation)																								
		<ul style="list-style-type: none"> • Evaluation of students for NCC/NSS/GAMES & SPORTS activities shall be done by Physical Education Cell. • Evaluation of students for CULTURAL/LITERARY activities shall be done by Holistic Development Cell. • Evaluation of co-curricular activities likes Publications / Training / Paper Presentation / Model Project Exhibition, etc. shall be done by H.O.D. of department. • However compilation of student data for all the activities shall be the responsibility of Student Affair & Development Cell. 																									
R 7.2	The student should register and participate in the Community Service Programme (CSP)/Other programmes which announced by the Sports/Humanities/ NSS/UGC/AICTE/Ministry of education/HRD ministry time to time at the start of academic year. Incentives for the same will be decided by Academic Council as per the nature of activity/guidelines from the competent authority.																										
R 8.	Governing Body, Academic Council, and Finance Committee.																										
R 8.1	<table border="1"> <thead> <tr> <th>Number</th> <th>Category</th> <th>Nature</th> </tr> </thead> <tbody> <tr> <td>5 Members</td> <td>Management</td> <td>Trust or management as per the constitution or byelaws, with the Chairman or President/Director as the chairperson</td> </tr> <tr> <td>2 members</td> <td>Teachers of the College</td> <td>Nominated by the Principal based on seniority by rotation</td> </tr> <tr> <td>1 member</td> <td>Educationist or industrialist</td> <td>Nominated by the management</td> </tr> <tr> <td>1 member</td> <td>UGC Nominee</td> <td>Nominated by the UGC</td> </tr> <tr> <td>1 member</td> <td>State Government nominee</td> <td>Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education</td> </tr> <tr> <td>1 member</td> <td>University Nominee</td> <td>Nominated by the University</td> </tr> <tr> <td>1 member</td> <td>Principal of College</td> <td>Ex-Officio</td> </tr> </tbody> </table> <p>Governing Body shall consist of</p> <p>Term: The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.</p> <p>Meetings : Meetings of the Governing Body shall be held at least twice a year.</p> <p>Functions of the Governing Body:</p> <p>Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:</p> <ul style="list-style-type: none"> • Guide the college while fulfilling the objectives for which the college has been granted autonomous status. • Institute scholarships, fellowships, studentships, medals, prizes and certificates on the 			Number	Category	Nature	5 Members	Management	Trust or management as per the constitution or byelaws, with the Chairman or President/Director as the chairperson	2 members	Teachers of the College	Nominated by the Principal based on seniority by rotation	1 member	Educationist or industrialist	Nominated by the management	1 member	UGC Nominee	Nominated by the UGC	1 member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education	1 member	University Nominee	Nominated by the University	1 member	Principal of College	Ex-Officio
Number	Category	Nature																									
5 Members	Management	Trust or management as per the constitution or byelaws, with the Chairman or President/Director as the chairperson																									
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1 member	Educationist or industrialist	Nominated by the management																									
1 member	UGC Nominee	Nominated by the UGC																									
1 member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education																									
1 member	University Nominee	Nominated by the University																									
1 member	Principal of College	Ex-Officio																									

	<p>recommendations of the Academic Council</p> <ul style="list-style-type: none"> • Approve new programmes of study leading to degrees and/or diplomas. • All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time. • To approve annual budget of the college before submitting the same at the UGC. • Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.
R 8.2	<p>Academic Council shall consist of</p> <ol style="list-style-type: none"> 1. Principal (Chairman) 2. All Heads of the Departments in the Institute. 3. Four teachers of the Institute representing different categories of teaching staff by rotation on the basis of seniority of service in the Institute. 4. Not less than four experts or academicians from outside the Institute representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc. to be nominated by the Governing Body. 5. Three nominees of the University not less than professor. 6. A teacher member nominated by the Principal (member secretary). <p>Without prejudice to the generality of functions mentioned the Academic Council will have powers to:</p> <ol style="list-style-type: none"> a. Scrutinize and approve the proposals with or without modifications of the Governing Body of Studies with regard to course of study, academic regulations, curricula, syllabi and modifications. Thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc. <i>provided</i> that where the Academic Council differs on any proposal, it will have to return the right to any 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. c. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels. d. Recommend to the Governing Body proposals for institution of new programmes of study. e. Recommend to the Governing Body of scholarships, studentship, fellowships, prizes and medals, and to frame regulations for the award of the same. f. Advise to the Governing Body on suggestion(s) pertaining to academic affairs made by it. g. Perform such other functions as may be assigned by the Governing Body. <p>Any other matters time to time thought necessary by the Principal and the Governing Body.</p>
R 8.3	<p>Finance Committee</p> <p>Composition of Finance Committee:</p> <ol style="list-style-type: none"> (a) The Principal (Chairman). (b) One person to be nominated by the Governing Body of the college for a period of two years. (c) Finance Officer of the affiliating University (d) One senior-most teacher of the college to be nominated in rotation by the principal for two years. <p>Term : Term of the Finance Committee shall be three years.</p> <p>Meetings : The Finance Committee shall meet at least twice a year</p>

	<p>Functions of the Finance Committee:</p> <p>The Finance Committee shall act as an advisory body to the Governing Body, to consider:</p> <p>(a) Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and</p> <p>(b) Audited accounts for the above.</p>
R 9. Department Course Group	
R 9.1	HOD will form Department Course Groups for each subject area which shall contain the senior departmental faculty/course coordinator related to the GEC/SEC Education components and invited members industry if required.
R 10. Board of Studies (BoS)	
R 10.1	<p>Every Department shall have its own Board of Studies (BoS) to look after all matters pertaining to the programme managed by the concerned Department.</p> <p>Composition :</p> <p>a. Head of the department concerned (Chairman)</p> <p>b. The entire faculty of each specialization</p> <p>c. Two experts in the subject from outside the parent university to be nominated by the Academic Council.</p> <p>d. One expert to be nominated by the Vice Chancellor from a panel of six recommended by the Principal.</p> <p>e. One representative from the industry/ corporate sector/allied area relating to placement.</p> <p>f. One post graduate meritorious alumnus to be nominated by the Principal.</p> <p>The Chairman BoS, may with the approval of the Principal, co-opt</p> <p>i Expert from outside the college whenever special courses of studies are to be formulated.</p> <p>ii Other members of staff of the same faculty.</p>
R 10.2	<p>Functions :</p> <p>BoS of a department in the Institute shall :</p> <p>a. Prepare scheme & syllabi for various courses keeping in view the objectives of the Institute, interest of the stakeholders and national requirement for consideration and approval of the Academic Council.</p> <p>b. Prepare absorption scheme.</p> <p>c. Suggest methodologies for innovative teaching and evaluation techniques.</p> <p>d. Suggest panel of names to the Academic Council for appointment of examiners and</p> <p>e. Coordinate research, teaching, extension and other academic activities in the Department/Institute.</p>
R 10.3	<p>The Principal of the Institute shall appoint the BoS in consultation with the respective Head of the Department. In case of vacancies in BoS replacement shall be done by Chairman BoS with the approval of the Principal.</p> <p>For an interdisciplinary programme/ new programme, an ad-hoc board shall be constituted by Dean Academics. A Programme Coordinator shall be appointed by the Principal in consultation with the Dean Academics and the Heads of the concerned Departments to look after all the administrative and academic matters related to the interdisciplinary programme. The Programme/Course Coordinator shall exercise the functions of the Chairman, of such ad-hoc Boards.</p> <p>A Separate Department should be formed before the first batch of new program graduates.</p>
R 11. Delivery of Courses contents	

R 11.1	<p>a. Support staff: College shall appoint Course Coordinator support & staff for proper execution of programme.</p> <p>b. General education components: Shall be taught by college staff or other competent trainers on hourly basis, remuneration as approved by Finance Committee.</p> <p>c. Skill Education Component (SEC) shall be taught by AICTE Approved Industry partners as per MOU, Sector Skill Council, Seminar/Talk/Skill Training Program by Industry Experts/Trainers. Also SEC can be taught through skilling workshops/programs, e-courses/resources, Industrial visits etc. Remuneration as approved by Finance Committee</p>
R 12. Starting a New Programme/Course	
R 12.1	<p>a. An Institute is free to start certificate/diploma courses in collaboration with Industry, reputed Institutes, Universities.</p> <p>b. An Institute is free to start a new Certificate/Diploma/ Advanced Diploma/Degree in B.VOC degree Programme with the recommendation of Academic Council and Governing body. Such programmes shall have due approval from Competent Authority.</p>
R 13. Registration	
R 13.1	<p>Every student admitted shall have his/her unique Student ID. It consists of eight alpha-numerals XXnnYmmm</p> <p>Where XX: Indicates Programme code nn :Indicates Year of Admission. Y: Indicates Admitted to first year as F or direct second year as D. mmm: Indicates Serial Number in a programme. viz: SD21F001 indicates Serial No. 001 of B.VOC Software Development student admitted in 2021. viz: CS21F001 indicates Serial No. 001 of B.VOC Cyber Security student admitted in 2021. In case of change of branch the Student ID of the students earlier allotted will be frozen and a new number will be allotted as per norms</p>
R 13.2	<p>Registration at the beginning of each academic year, on the prescribed dates announced from time to time, by payment of the stipulated fees along with duly filled Registration form is compulsory for every student till he/she completes the Programme.</p>
R 13.3	<p>In any case, registration must be before the prescribed last date for registration, failing which his/her studentship is liable to be cancelled.</p> <p>Students having outstanding dues to the institute shall be permitted to register only after clearing the dues. Late registration may be permitted only for valid reasons and on payment of a late registration fee.</p>
R 13.4	<p>In-absentia registration may be allowed only in rare cases at the discretion of the Dean Academic in case of circumstances beyond the control of students.</p>
R 13.5	<p>a. For admission to III Semester the student must have earned at least 60% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. I & II Semester put together) failing which he/she shall not be eligible for admission to III semester.</p> <p>b. For admission to V Semester the student must have earned at least 60% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. III & IV Semester put together) failing which he/she shall not be eligible for admission to V semester</p>

R 14. Equivalence and Absorption of students	
R 14.1	The students from University pattern / any other Institute, desirous of seeking admission to autonomous pattern, have to fulfill the norms of absorption/equivalence decided by the Academic Council on the recommendations of the Equivalence Committee from time to time. The additional time and number of attempts needed to secure earlier semester credits will be specified by the equivalence committee.
R 14.2	Conversion of absolute percentage to Grade Point Average $\text{Grade Point Average} = (x\%/10) + 0.75$ Conversion of Grade Point Average to absolute percentage $x = [(CGPA - 0.75) * 10]$ $x = \text{Percentage scored in University Pattern.}$
R 14.3	For direct admission to second year (lateral entry)/transfer the calculation of CGPA and award of credits shall be governed by R 14.1 and R 14.2. In that case percentage of the diploma certificate shall be considered for the absolute grading system instead of the first year.
R 14.4	The students from any University/ Autonomous college desirous of seeking admission to III & V semester is eligible to take admission as per norms laid down by the Equivalence Committee of the college after obtaining the permission from the competent authority.
R 15. Change of Programme	
R 15.1	No change of programme is permitted as QPs of SSC are course specific.
R 16. Discipline and Conduct	
R 16.1	Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which will tend to bring down the prestige of the Institute.
R 16.2	The following acts by the students within or outside the college campus shall constitute gross violation of 'Code of Conduct' as published by Dean student Affairs time to time, punishable as indiscipline. <ol style="list-style-type: none"> Lack of courtesy and decorum, as well as indecent behavior; Willful damage of property of Institute/ Hostel or of fellow students; Possession/ Consumption/ Distribution of alcoholic drink and banned drugs; Unauthorized possession of library materials like books, journals etc. Noisy and Unseemly behavior disturbing peace in Institute and Hostel; Hacking in Computer system, either hardware or software or both; Any other act considered by the Institute as a gross indiscipline.
R 16.3	Any act of indiscipline of a student reported to the Dean, Student Affairs, will be discussed in a Grievance Redressal Committee constituted by the Academic Council. The Committee will enquire into the charges and recommend suitable punishment if the charges are substantiated. The concerned Heads of the Departments/ First Year Coordinator will consider the recommendations of the Grievance Redressal Committee and authorize the Dean, Student Affairs to take appropriate action. The student may appeal to the Chairman, Academic Council whose decision will be final; and will be conveyed to the Dean, Student Affairs. The Dean, Student Affairs will report the action taken at the next meeting of the Academic Council.
R 16.4	If the student while studying in the Institute is found indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government he / she will be liable to be expelled from the Institute

	without any notice.
R 16.5	If a student is involved in any kind of ragging, the student shall be liable for strict action as per UGC Regulation No. F. 1-16/2009 (CPP-II) dated 21.10.2009 and Hon'ble Supreme court judgement delivered on 8th May 2009
R 16.6	Student once admitted in the Institute has to follow dress code, if any, as well as other instructions issued by the administration from time to time, failing which disciplinary action shall be initiated against such student.
R 16.7	If a student is found guilty of overall misconduct during his/her stay in the Institute, he/she will be punished as per the recommendations of the Dean, Student Affairs. The maximum punishment may be expulsion from the Institute.
R 16.8	If a student is found guilty of malpractice in examination he/she will be punished as per the recommendations of the CoE in consultation with EXC.
R 17. Attendance, Absence, Leave Rules and Dismissals	
R 17.1	All the students are expected to be present in all Lectures, Practicals, SEC courses, NCC /NSS / CSP /Games & Sports / Yoga scheduled for them. Attendance will be closely monitored during a semester as per the guidelines.
R 17.2	If a student is continuously absent from the classes for more than 10 working days without informing the Course Coordinator, the Coordinator shall immediately bring it to the notice of Head of Department, he/she in turn will inform the same to the Office of Dean Academics.
R 17.3	The names of the students who have remained absent, for more than 25% of the actual classes held in a course will be intimated by the Course Coordinator himself/herself on the last teaching day of each month of the respective semester, to the students in the class with written intimation to the HoD , who will arrange to consolidate the list for all such students for all the courses and display it on the notice board of the department with an intimation to Dean Academics.
R 17.4	A student must have an overall maintain 75 % attendance of the total number of classes including Lectures, Practicals, SEC courses. Student is not permitted to appear for the end semester examination if the shortfall of attendance exists. He/ She shall be awarded 'Z' grade in that semester. This grade shall appear in the grade card till the successful completion of course requirements in that semester as defined by course coordinator with approval of BoS Chairman. The decision in this regard taken by the Academic Council will be final.
R 17.5	Condonation of Attendance: A deficiency of overall attendance to the extent of 15% (with respect to minimum required 75% attendance) may be condoned by the Principal on the recommendation of Head of the Department on being satisfied that the same deficiency in attendance was due to circumstances beyond the control of the student. For availing such condonation, a student will have to apply to the Principal along with term completion certificate. Term completion certificate shall be issued by HoD, after submission of requisite documents regarding absenteeism based on the criteria prescribed by the concerned BoS for that academic session.
R 17.6	In case if even after considering condonation of attendance, the overall attendance of a student falls below 60%, his/her attendance in individual courses shall be considered. If in any course his/her attendance is above 60%, he/she shall be eligible to appear in end semester examination of that course. However the decision in this matter will be finally taken by the Principal.

R 17.7	Decision regarding cases not covered above will be taken by the Principal on the basis of recommendation of HoD.
R 18. Withdrawals	
R 18.1	A student who wants to withdraw from a semester shall apply through the HOD to the Principal, on a prescribed form within one week from the end of the CAT I Examination and it will be recorded in the registration record of the student. The student will be awarded a withdrawal grade 'W' at the end of the semester.
R 18.2	In case a student is unable to attend classes for more than continuous 20 (Twenty) working days in a semester, he/she may apply to the Principal through HOD for withdrawal from the semester. However, such application shall be made as early as possible and latest before the start of the End Semester Examination.
R 18.3	In case the period of absence on medical grounds is more than continuous 15 (fifteen) working days during the semester, a student may apply for withdrawal from the semester, if he/she so desires. But such an application must be made to the Principal through HoD, as early as possible and latest before the start of End Semester Examination.
R 19. Examination Scheme :	
In a semester a student shall be evaluated for his/her academic performance in Lecture / Practical / Skill component course through two Continuous Assessment Tests (CAT-I and CAT-II), Teachers' Assessment and one End Semester Examination. All the examinations shall be conducted as per the syllabi prescribed by the respective BoS and approved by the Academic Council.	
R 19.1	<p>General & Skill Education Component:</p> <ol style="list-style-type: none"> The two Continuous Assessment Tests covering 10% evaluation each will be conducted as per schedule in an Academic Calendar. CAT will be normally of one-hour duration. The duration of examination may vary as per the need of the theory/practical/skill component course. The CAT shall be conducted by Department of Examination Committee (DEC) Valued answer books shall be shown to the students within six working days after the last day of the theory examination. Grievances, if any, shall be addressed by the HoD on application of the students within next two days. Evaluation based on various assessment tools of students' performance covering 10% evaluation shall be done on the basis of assessments tools such as assignments, daily evaluation tests, tests on sessions/seminars/expert talks, group discussions, projects, quizzes etc. The course coordinator shall declare the assessment tools, with approval of HoD of department, for each course, within a week of course commencement / the date prescribed by the Dean Academics. End Semester Examination covering 70% evaluation shall be conducted as per schedule in the academic calendar. End Semester Examination shall be three-hour duration. The duration of examination shall be as per the scheme of examination (Annexure I). For GEC & SEC , CAT-I & CAT-II, End semester examination will be conducted by DEC. Final Assessment Certification of SEC shall be conducted by SSC-NASSCOM. Examination fees will be paid by the student for appearing for the examination. The fees payable shall be prescribed by the Finance Committee. Examination/Evaluation fee for Final Assessment Certification of SSC- NASSCOM shall be paid by students to NASSCOM as prescribed them.

R 19.2	The students who remain absent for CAT –I and/or CAT - II may appear for absentee examinations which shall be conducted by the course coordinator before the end semester examination. This provision is made only for situations in which the absence is due to reason of illness and circumstances beyond control of the student. To avail of this provision, the student is required to apply to the HOD with recommendation from Course Coordinator with relevant documents. It is the discretion of the HOD and Course Coordinator to consider such applications.
R 19.3	A student who skips teachers' assessment or a part thereof shall be awarded zero marks under the respective head.
R 19.4	<ol style="list-style-type: none"> a. A student who remains absent for End Semester examination, shall be awarded letter grade 'I' (zero grade point) in end semester examination for respective course. A student having letter grade 'F' shall be allowed to appear for the make-up examination. A student having letter grade 'I' shall be allowed to appear for the make-up examination with due permission of HoD/Principal. b. The make-up examination shall be conducted within one month from the declaration of results of the end semester examination. Make up examination shall be for end semester examination (Theory & Practical) of that semester only. c. Examination fees will be paid by the student for appearing the Makeup examination. The fees payable shall be prescribed by the Finance Committee.
R 19.5	<p>A student shall be evaluated for his/her academic performance in a practical/skill course on the basis of continuous evaluation and one end semester practical/skill examination.</p> <ol style="list-style-type: none"> a. Continuous assessment comprising of 50% evaluation on the basis of his/her performance in each practical/skill and viva-voce/objective examination. b. There shall be one end semester practical/skill examination comprising of 50% evaluation conducted by external examiner.
R 19.6	Major Project /Minor Project/ Seminar/Case Studies/Industrial Visits/ any other such courses shall be evaluated through the quality of work carried out, the report submission and presentation/s as per the guidelines prescribed by the respective BoS from time to time.
R 19.7	Notwithstanding contained in above, any specific norms in respect of examination, criterion of passing, results, valuation, grading, discipline, award of degree, attendance will be prepared by the respective departmental faculty board, approved by BOS and Academic Council, if required.
R 19.8	<p>An examinee securing 'F' or 'I' grade in any course of an examination of an Under Graduate programme shall have an option to forego his/her continuous assessment marks in a course or courses. In such cases he/she shall be examined for a total marks comprising theory/practical end semester examination and continuous assessment together, at his/her successive attempt at the examination such an option can be availed by an examinee in case he/she is appearing for the successive attempts at the examination as ex-student for that particular course. The option of “forego” cannot be availed by examinee in an examination in case he/she is appearing for the examination as regular student for that particular course.</p> <p>To avail this, the examinee would indicate the same in his or her 'Application for the examination' and the option once exercised, shall be 'Final and Binding' on the examinee concerned for all the subsequent examinations in that course.</p> <p>For the examinee opting for “forego”, his/her marks in continuous assessment shall be ascertained proportionately on the basis of his/her marks in the end semester examination of that course.</p>

R 20. The Grading System

For every course (subject) taken by a student he/she shall be assigned a grade based on his/her combined performance in all components of evaluation scheme of that particular course/practical. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a **grade point**.

Standard absolute grading system shall be adopted and letter grades shall be assigned along with grade points on ten point scale proportionate to the marks obtained by students in every course as per below mentioned table

- **UG:-**

Letter Grade	Grade Point	Percentage of marks secured in the course
A+	10	≥ 90%
A	9	≥ 80% and < 90%
B	8	≥ 70% and < 80%
C	7	≥ 60% and < 70%
D	6	≥ 50% and < 60%
E	5	≥ 45% and < 50%
F	0	< 45%
I	0	Absent

R 20.1

A Student obtaining "F" Grade in any course shall be deemed to have "Failed" and is required to appear for Makeup Exam/End semester examination of respective courses as per schedule of examination. In such cases continuous assessment marks in those courses shall remain same as obtained earlier.

The Student passes the course only when grade point is ≥ 5.00 for UG

- **Calculation of SGPA and CGPA:**

- i **The semester grade point average (SGPA):-**

The semester grade point average (SGPA) is calculated as mentioned below:-

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where,

C_i = The number of credits offered in the i^{th} course of a semester for which SGPA is to be calculated

P_i = Grade Point earned in the i^{th} course

SIGP = Semester Incentive Grade Point

$i = 1, 2, \dots, n$ represent the number of courses in which a student is registered in the concerned semester

- ii **The Cumulative grade point average (CGPA):-**

The Cumulative grade point average (CGPA) is calculated as mentioned below:-

$$CGPA = \frac{\sum_{j=1}^m C_j P_j}{\sum_{j=1}^m C_j} + \sum SIGP$$

Where,

C_j = The number of credits offered in the j^{th} course up to the semester for which CGPA is to be calculated

P_j = Grade point earned in the j^{th} course.

R 20.2

	<p>$j = 1, 2, \dots, m$ represent the number of courses in which a student is registered up to the semester for which the CGPA is to be calculated.</p> <p>SIGP = Semester Incentive Grade Point</p>
R 20.3	<p>Declaration of Results:-</p> <p>Computation of SGPA and CGPA for every student shall be done using formulae listed above and grade card shall be issued to all registered students indicating letter grades, credits earned and “passed”/ “Failed” status</p>
R 20.4	<p>Recommendation for Award of Degree:-</p> <p>A student who registers for specified courses as prescribed in curriculum and secures minimum stipulated credits with CGPA ≥ 5.00 shall be declared to have qualified for the award of B.VOC. degree in chosen branch of vocation.</p> <p>A student who qualifies for the award of degree shall be placed in following classes</p> <ol style="list-style-type: none"> 1. Pass with Distinction:- Student with final CGPA (at the end of UG) ≥ 8.00 with below mentioned conditions: <ul style="list-style-type: none"> • Should have passed all courses in first appearance with completion of entire curriculum within minimum stipulated time period. • Should not have been detained or prevented from writing end semester examination in any semester due to shortage of attendance or any other reason, 2. Pass with First Class:- Student with final CGPA (at the end of UG program) ≥ 6.50 but < 8.00. 3. Pass:- <ul style="list-style-type: none"> • Student with final CGPA (at the end of UG program) ≥ 5.00 but < 6.50.
R 20.5	A student passing a course in Makeup examination shall be treated as having cleared the course in First Attempt.
R 21. Grade Moderation Committee	
R 21.1	The Grade Moderation Committee for the programmes shall be appointed semester wise by the Chairman, BoS. This committee shall be responsible for adherence to the guidelines for the award of grades and shall include all the concerned Course Coordinators.
R 21.2	The Grade Moderation Committee for the first and second semester (first year) shall consist of all the Course Coordinators of the courses offered to the first and second semester students in a semester, with the Coordinator as the Chairman.
R 22. Award of Degree	
R 22.1	The Degrees shall be awarded by the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur along with the name of College, on recommendation of the Academic Council.
R 23. Grade Card	
R 23.1	<p>The grade card shall be issued at the end of the semester to each student and will contain the following :</p> <ol style="list-style-type: none"> a. The credits for each course registered for that semester. b. The grade points and letter grades obtained in each course. c. The total number of credits earned by the student inclusive of that semester each of the course. d. The SGPA and the CGPA. <p>Refer R. 20.1, R 20.2, R 20.3 and R. 20.4 for computation of grades from the marks and conversion to the SGPA & CGPA.</p> <ol style="list-style-type: none"> e. Grade card will not indicate class or division or rank.

R 23.2	Wherever required the conversion of CGPA to percentage of marks and percentage of marks to CGPA will be done using following formula. Percentage (%) = (CGPA-0.75)*10
R 24. Minimum Requirements for the Award of the Degree/Diploma/advanced Diploma/Certificate	
R 24.1	The student should have taken and passed all the prescribed courses including seminar and projects under the general institutional and departmental requirements and the his/her name will be forwarded for award of degree as mentioned in R 20.5
R 25. Award of Medals / Scholarships	
R 25.1	Awards available under excellent performances in academic, co-curricular and extra-curricular shall be given to the students as per prevailing norms framed by the Governing Body / Academic Council from time to time.
R 25.2	The award of scholarships / free ships and other benefits will be in accordance with rules framed by the Government of Maharashtra and Govt. of India.
R 25.3	The award of merit scholarships / medals, if any, to the students will be governed by the norms framed by the Governing Body / Academic Council from time to time.
R 25.4	Students clearing all courses offered in a programme in regular examination in first attempt shall be considered for the award of merit / medal. In case, a student has cleared any course offered in a programme in Makeup examination he / she shall not be considered for the award of merit / medal.
R 26. Academic Calendar	
R 26.1	The Academic Calendar will be designed and followed up by Dean Academics at the start of academic session. The academic activities of the Institute are regulated by Academic Calendar approved by the Principal on the recommendation of Dean Academics from time to time and made available to the students/ Faculty members and all other concerned in printed and electronic form in advance. It is mandatory for students /Faculty to strictly adhere to the Academic Calendar for completion of academic activities. Permission should be sought from competent authority for any exception. The academic calendar may be revised and approved by the Principal on the recommendation of Dean Academics.
R 27. Guidelines for Award of Grades	
R 27.1	<ol style="list-style-type: none"> The marks of various components shall be added to get total marks secured on a 100-points scale. The rounding off shall be done on the higher side. The provisional grades shall be awarded by the Examination Committee. The grades shall be finalized after the End Semester Examination. The procedures for evaluation of project, training, seminar and group discussion etc. shall be decided by BoS in consultation with Dean Academics and CoE.
R 28	Improvement of Grade while undertaking a Programme
	<p>Student shall be permitted to improve their grade under the following conditions.</p> <ol style="list-style-type: none"> The facility for improvement of grades will be available to all the students. The improvement is possible only in theory examination. No improvement is permissible in practical/lab courses, projects, workshops, and assignments. The Makeup examination shall be treated as grade improvement examination. The Improvement Examination can be undertaken only for the courses in which a candidate had

	<p>appeared as a regular student in the end term examination.</p> <p>5. Additional examination fees will be paid by the student for appearing in the examination for improvement in the grade. The fee payable shall be as prescribed by the Finance Committee.</p> <p>6. After the improvement examination result of the course taken for improvement of grade, better of the two grades, that is grade already awarded and the grade secured in the improvement examination will be considered.</p> <p>7. Student having undertaken Improvement Examination will not be eligible for the award of any medal/merit position.</p> <p>The student shall be issued a fresh replacement grade card indicating the new grade.</p>
R 29. Emergent Cases	
R. 28.1	Notwithstanding anything contained in the above regulations, Principal, in emergent situations, take decisions on behalf of the Academic Council/ Standing Committee/ Finance Committee / Examination Committee / BoS as he thinks necessary and shall report it in the next meeting of the respective committee.
R 30. Interpretation of Regulations	
R 29.1	In case of any dispute, difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Chairman, Academic Council shall be final and binding.
R 31. Power to Modify	
R 30.1	Notwithstanding all that has been stated above, the Governing Body has the right to modify any of the above regulations from time to time.