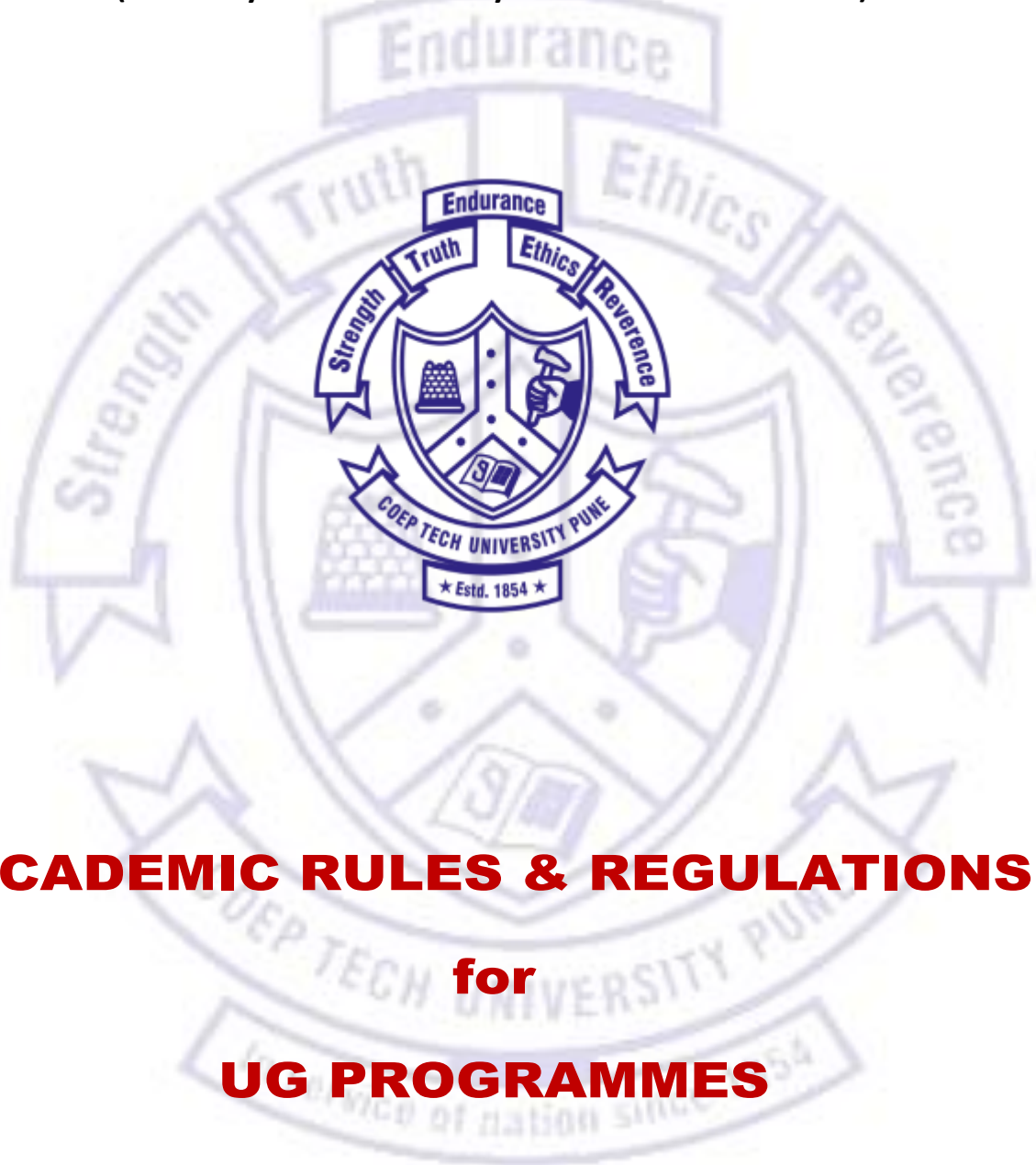


# COEP Technological University, Pune

(A Unitary Public University of Govt. of Maharashtra)



## **ACADEMIC RULES & REGULATIONS** **for** **UG PROGRAMMES**

**(FOR the AWARD of B. TECH and B. PLANNING DEGREES)**

**[Applicable with effect from Academic Year 2025-26]**

**[Ref: MoM of 7<sup>th</sup> AC meeting held on 11th December 2025, Resolution 7.2.2]**



## Table of Contents

1. Short Title and Commencement.....	4
2. Definitions.....	4
3. Preamble .....	6
4. Admissions .....	6
5. Academic Calendar .....	7
6. In-campus Residence.....	8
7. Code of Conduct and Discipline .....	9
8. Programme Duration .....	10
9. Course Structure .....	11
10. Course Registration for the Semester.....	15
11. Multiple Entry & Multiple Exit.....	19
11.1 Re-entry or Lateral Entry .....	19
11.2 Multiple Exit.....	19
12. Attendance & Detention .....	21
13. Grading System .....	21
14. Performance Evaluation .....	24
15. Guidelines for Imposing Punishment against Unfair Means/Malpractices during Examinations.....	34
16. Standard Operating Procedure (SOP) – Appellate Committee – University Level .....	38
17. Method of Awarding Letter Grades.....	40
18. Re-Examination.....	41
19. Summer Term (Supplementary Semester)* (Amended).....	43
20. Temporary In-programme Break.....	45
21. Termination from the Programme .....	45
22. Eligibility for the Award of Certification, Diploma, B.Voc., and Degree .....	46
23. Performance (CGPA) Improvement Scheme .....	46
24. Conversion Formula for Grades to Percentage of Marks .....	48
25. Honors and Additional Minors Certification Schemes.....	48
26. Credit Transfer Scheme (CTS)/Students Exchange Program for Semester-long Academic Engagement at/from RHTeIs / HLIs/Universities of Repute: .....	50
27. Role of Faculty Advisor .....	51
Appendix–I .....	53
Exit Option Application from Graduate Programme .....	53



# COEP Technological University Pune

(A Unitary Public University of Govt. of Maharashtra)

Application for Grade Improvement .....	54
Appendix III .....	56
PROJECT .....	56
PROJECT-I (Semester-V) .....	56
PROJECT-II (Semester-VI) .....	57
PROJECT-III (Semester-VII) .....	58





## 1. Short Title and Commencement

- (a) These Regulations shall be called the “COEP Technological University, Pune” Regulations for the Award of B.Tech. / B. Planning Degree”;
- (b) They have been evolved, drafted and implemented after deliberations in and approvals from the Academic Council and the Board of Governors of the University and are subject to change/modifications from time to time; (major modifications at a frequency of FOUR years in synchronization with the Curriculum Structure revision and minor changes as and when applicable)
- (c) The latest revised version shall be applicable for students enrolling for all the B.Tech. / B. Planning Degree Programmes at the University from the Academic Year 2025-26.

## 2. Definitions

- (a) “ABC” means “Academic Bank of Credits”;
- (b) “Academic Council” means Academic Council of the University;
- (c) “Academic Year” means year beginning from as specified in academic calendar;
- (d) “AICTE” means All India Council for Technical Education;
- (e) “Authority” means competent authority of COEP Technological University;
- (f) “BoG” means Board of Governance;
- (g) “BoS” means Board of Studies;
- (h) “B.Tech. in Engineering” means Bachelor of Technology in Engineering with Multidisciplinary minor courses, an Under Graduate Degree awarded;
- (i) “B.Tech. in Engineering with honour means Bachelor of Technology in Engineering with honour in specialization, an Under Graduate Degree awarded;
- (j) B.Tech. in Engineering with minor means Bachelor of Technology in Engineering with minor in specialization, an Under Graduate Degree awarded;
- (k) “B. Planning” means Bachelor of Planning with Multidisciplinary minor courses, an Under Graduate Degree awarded by the University;
- (l) “CIE” means Continuous In-semester Evaluation;
- (m) “Course” means teaching subject in a semester;



- (n) "CTS" means Credit Transfer Scheme for student exchange from and to COEP Technological University;
- (o) "Dean" means Dean of the School;
- (p) "DAC" means Departmental Academic Committee;
- (q) "Disciplinary Committee" is defined for on & off campus behaviour of student;
- (r) "MSE" means Mid Semester Examination;
- (s) "ESE" means End Semester Examination;
- (t) "Government" means Government of Maharashtra;
- (u) "HoD" means Head of the Department;
- (v) "Honors" means a set of courses, with higher difficulty level (above undergraduate level 6 ) taken from the verticals of the same programme of B.Tech. / B. Planning study by a student, over and above the prescribed credits for B.Tech. / B. Planning and receiving an additional certificate at the end of graduation period;
- (w) "MDM" means a set of courses may be taken from the different disciplines of the Engineering or they can be from different faculty altogether.
  - i) The Minor courses are of two types : compulsory multidisciplinary Minor [14 credits]
  - ii) Double minor: a set of courses may be taken from the different disciplines of the Engineering by a student, over and above the prescribed credits for B.Tech. / B. Planning
- (x) "Prescribed" means prescribed by these or any other Regulations of the University from time to time;
- (y) "Programme" means a combination of courses and/or requirements to be completed that lead to a degree or certificate;
- (z) "Regulations" means COEP Technological University Regulations for the Award of certification, Diploma, B.VOC and Degree;
- (aa) "SLE" means Slot Examination;
- (bb) "UG", means Under Graduate Degree programme;
- (cc) "UGC" means University Grants Commission;
- (dd) "University" means COEP Technological University, Pune;



### 3. Preamble

The Regulations prescribed herein have been made by COEP Technological University, A Unitary Public University of Govt. of Maharashtra, to facilitate the smooth and orderly conduct of its academic programmes and activities at the B.Tech./ B. Planning level. These regulations are framed in alignment with the *National Education Policy 2020 and National Credit Framework (NCrF) guidelines* ensuring multidisciplinary, flexible, and holistic undergraduate education. It is expected that the Regulations will enable the students to take advantage of the various academic opportunities at the University and prepare themselves to face the challenges in their professional careers ahead. It may be noted that:

- (a) The provisions made herein shall be applicable to all the B.Tech. / B. Planning Programmes offered at the University, at present;
- (b) They shall also be applicable to all the new UG Programmes which may be started at the University in the future;
- (c) Academic and non-academic requirements prescribed by the Academic Council must be fulfilled by the students for eligibility towards the Award of B.Tech. / B. Planning degree.

### 4. Admissions

- (a) The intake capacity of each programme, including the number of seats to be reserved for the students of different categories shall be decided and resolved by the Academic Council, approved by the Board, by following the Government directives and AICTE approvals. The same channel shall be followed for the inception of new UG Programmes in the University.
- (b) Admissions to the first year of all the UG programmes shall be made before the start of each Academic Year, through the Maharashtra Common Entrance Test (MHT-CET) conducted by the Government. At COEP Technological University, Pune, 80% of Sanctioned Intake (SI) seats are admitted through MHT-CET conducted by CET cell of Government of Maharashtra, and 20% of Sanctioned Intake (SI) seats are admitted through JEE Mains (All India (AI) Quota). The eligibility criteria are decided and published by the Government for



that year.

- (c) The University shall also admit a limited number of students of Children of Indian Workers in Gulf Countries (CIWGC), Non-Resident Indian (NRI), Persons of Indian Origin (PIO), Foreign National (FN) categories, J&K Prime Minister's Special Scholarship Scheme and State and Central schemes on children from North East states/NT, as per Government and AICTE approvals in the first year of the respective UG programmes.
- (d) There shall also be a merit-based, lateral admission of students having Diploma or equivalent qualification to the second year of all the UG programmes (except B. Planning) at the University in accordance with the Government rules from time to time as applicable for such admissions.
- (e) Candidates seeking Lateral Entry to the Courses for Working Professionals in the second year of undergraduate courses must first fulfil the standard eligibility requirements at the University in accordance with the Government of Maharashtra rules. The candidate should be employed in a registered industry, organization, private or public limited company, or MSME located within a 50 km radius of the University, with a minimum of one year of full-time or regular work experience in the same.
- (f) The University reserves the right to revoke the admission made to a student if it is found at any time after admission that he/she does not fulfil all the requirements stipulated in the offer of admission to a UG programme as laid down by the Authority.

## 5. Academic Calendar

- a) Each Academic Year shall be divided into two semesters, each of 14 weeks, viz., odd semester (July – December) and even semester (January – June). UG students are advised to see academic calendar of COEP Tech University from time to time.
- b) The University shall arrange regular academic activities for the students during the two semesters and students can undergo Internship Programme (SIP) in summer for 4 to 8 weeks.
- c) The academic activities in a semester shall normally include course registration,



teaching-learning process comprising of course work, Continuous In-semester Evaluation (CIE), dropping / withdrawal from courses, End Semester Examination (ESE) and declaration of results.

- d) The University shall announce the schedule for all the academic activities well before the commencement of the Academic Year and take all the necessary steps to follow them scrupulously.
- e) The University shall also announce adequate intra-semester, and inter-semester breaks for the students and ensure that a minimum of 180 academic working days are available during the Academic Year.
- f) A typical breakdown of the Academic Year for the B.Tech. / B. Planning programme at the University shall be as suggested in the following Table:

**Table: Suggested Breakdown of Academic Year into Semesters**

Sr. No.	Item	Duration
[1]	No. of Semesters/ Year	Two Semesters (Odd and Even)
[2]	Semester Durations	Odd and Even Semesters: 19 weeks each including examination Slot (Odd or Even) duration: 7 weeks each
[3]	Examinations and internship duration	Examinations: 5 weeks Re-Examination: 8 days Summer Internship: 6-8 Weeks
[4]	Extra-Curricular Activities	University Level Flagship Events and other events are spread over weekend and holidays.

## 6. In-campus Residence

- (a) Interested UG students may apply for the hostel accommodation at the time of admissions, as the University is partially residential, and it can admit a limited number of boys' and girls' students in the hostels as per availability.
- (b) The method of admission for UG students' hostels, rent payable per each seat allotted and the discipline to be followed by the residents shall be governed by "Rules and Regulations" framed by the University in this regard from time to time.



- (c) Each UG student selected for hostel admission shall be provided with a seat in one of the hostel rooms identified for this purpose on sharing basis and there shall be no family accommodation available in the hostel for married students.
- (d) Students residing in the hostels shall adhere to the prescribed hostel discipline and pay the hostel/mess charges regularly, as any failure to do so, may lead to a withdrawal of hostel facilities of such students.
- (e) Hostel residents shall apply for a leave of absence and get the same approved before leaving the hostel even for a few days, as any failure to do so may lead to cancellation of hostel admission of such students.
- (f) Students residing in the hostels shall be required to clear all the dues of the hostel and vacate their rooms at the end of each Academic Year, as they shall be considered for afresh hostel admission of the new Academic Year.

## **7. Code of Conduct and Discipline**

- (a) All students shall be required to conduct themselves in a manner befitting the students of a national institution of high reputation, within and outside the precincts of the University.
- (b) Unsocial activities like ragging in any form shall not be tolerated within or outside the University and the students found indulging in them shall be dealt with severely and dismissed from the University as per the rules set in the Anti-Ragging ACT and other applicable rules.
- (c) The following additional acts of omission and/or commission by the students within or outside the precincts of the University shall constitute a gross violation of code of conduct punishable as indiscipline:
  - I. Lack of courtesy and decorum, as well as indecent behaviour with the University stakeholders;
  - II. Wilful damage of the property of the University/ Hostel or of fellow students;
  - III. Possession/consumption/distribution of alcoholic drinks and banned drugs; including chewing of tobacco, smoking etc.;
  - IV. Mutilation or unauthorized possession of library material, like books;
  - V. Noisy and unseemly behaviour, disturbing the peace in the University



/Hostel;

- VI. Hacking in computer systems, either hardware or software or both;
  - VII. False propaganda/Tarnishing the University and stakeholder's credibility on social media or other such print and digital platforms;
  - VIII. Any other acts that may be considered by the University as gross indiscipline.
- (d) In each case above, the punishment shall be based on the gravity of the offence, covering from reprimand, levy of fine, expulsion from Hostel, debar from the examination, rustication for a period, to outright expulsion.
- (e) The authority competent to reprimand students for offences committed in the Hostels shall be the Chief Rector of the Hostels, and for offences committed within the Department or classroom, the Head of the concerned Department.
- (f) In all the cases of offences committed by students in jurisdictions outside the purview of Clause (e), the Director, Board of Students' Development shall be the Authority to reprimand them.
- (g) All major acts of indiscipline involving punishment other than mere reprimand shall be considered and decided by the Vice Chancellor as per the recommendations of the Dean of the respective school and Disciplinary Committee appointed by the competent Authority from time to time.
- (h) All other cases of indiscipline of students, like the adoption of unfair means in the examinations shall be reported to the Director, Board of Examination and Evaluation, for taking appropriate action and deciding on the punishment to be levied. Guidelines for unfair means/malpractices during examinations are described in detail in Section 15.
- (i) In all the cases of punishment levied on the students for any offence committed, the aggrieved party shall have the right to appeal to the Ombudsperson of the University through the Registrar.

## **8. Programme Duration**

- (a) The minimum duration of the UG Programme for a student to complete the academic and other requirements at the University and qualify for the award of Degree by the University shall be normally of 8 semesters, i.e. 4 Academic



Years.

- (b) The maximum duration for the program completion shall be of 16 semesters, i.e. 8 Academic Years from the first date of registration in the University. This clause is consistent with GoM GR NEP-2022/(67/23), Clause 4.5, which permits completion of UG programs within 8 years from initial enrolment, including periods of exit and entry. This provision ensures learner flexibility, mobility, and lifelong learning opportunities, as envisaged in NEP 2020 and GoM implementation framework.
- (c) In all the cases above (c), a student shall have to complete the UG Degree Programme requirements of the prescribed credits within 16 semesters, i.e. 8 Academic Years. Failure to complete the UG Degree Programme requirements by any student in this period shall lead to the cancellation of his/her admission to the University forthwith.
- (d) Students, who wish to improve their performance, the CGPA Improvement Scheme is recommended wherein the student is eligible to take any FIVE courses (maximum) for improvement. The details about the CGPA Improvement Scheme are given in Section 23.

## 9. Course Structure

The course structure has been designed following the guidelines of NEP 2020 policy. The credit framework is aligned with the National Credit Framework guidelines (NCrF) guidelines. (160 credits for a 4-year programme). The course structure follows the 4-year multidisciplinary UG framework including foundational, core, elective, and skill-based components.

- (a) Each course offered in the B.Tech. / B. Planning curriculum at the University shall be listed by using a certain alphanumeric course code in which the first set being letters and the remaining being numerals, as follows:
- The first set of letters to represent the Programme of a specific Department offering the course in abbreviated form, e.g., CE for Civil Engineering;
  - The next set of numerals follow to represent the year of the programme;
  - The next set of numerals represent the Course Number allotted for the course by the Department, i.e., 01, 02, 03, up to 99;



- iv. Thus, as an example, courses offered at the Department of Civil Engineering in the year 2025 shall be listed from CE-1901 up to CE-1999;
- (b) All the theory as well as laboratory courses in the B.Tech. / B. Planning Curriculum will have 0.5-5 credits and a student shall acquire these credits after he/she completes its teaching-learning-evaluation process successfully.
- (c) The assignment of credits to course work shall follow the well-accepted practice at leading institutions, with one credit being defined to mean:
- Theory / Lecture course conducted for one hour per week in a semester.
  - Theory / Lecture course conducted for two hour per week for 7 weeks in a semester.
  - Tutorial conducted for one hour per week in a semester.
  - Laboratory / Practical/Studio conducted for two hours per week in a semester.
  - Project work conducted for two hours per week in a semester.
  - Seminar work conducted for one hour per week in a semester.
- (d) For fractional credits as per CBCS System,
- The assignment of credits to course work for one credit being defined to mean Theory / Lecture course conducted for two hour per week for 7 weeks in first slot or second slot in a semester.
  - The assignment of credits to course work for 0.5 credit being defined to mean Laboratory / Practical/Studio conducted for two hours per week for 7 weeks in first slot or second slot in a semester.
- (e) Each student of the B.Tech. / B. Planning Degree shall be required to earn a total of prescribed credits [not less than 160 credits as per the NcrF and Maharashtra Government Resolution GoM GR NEP-2022/(67/23) dated 4 July 2023] as applicable during his/her studentship at the University in order to qualify for the award of UG Degree. While a student can register for more than prescribed credits at the University, only prescribed credits shall be reckoned for the UG Degree award.
- (f) In addition, each student shall have to complete the requirements of Mandatory Learning Course (MLC) such as Professional Laws, Ethics, Values and Harmony, Constitution of India, Environmental Studies and Intellectual Property Rights etc. In the Semester Grade Report, all the students shall receive the grade



as PP (for Passed) and NP (for Not Passed) in MLC course. While obtaining grade as PP is a mandatory requirement for the UG Degree award of a student, this shall not be taken into account for computing the final Semester Grade Point Average (SGPA) and thereby CGPA.

- (g) Each student shall register for specifically prescribed credits per semester as per the respective UG Programme during his/her studentship at the University.
- (h) The medium of instruction for course work and examinations at the University shall be English.
- (i) The course work for the Programme shall be broadly divided into seven verticals consisting of courses described which are, as follows:
- Basic Sciences and Engineering Sciences Courses
    - Basic Science Courses (BSC)
    - Engineering Science Courses (ESC);
  - Program Courses –
    - Programme Core Course (PCC)
    - Programme Elective Course (PEC)
  - Multi-Disciplinary Courses
    - Open/School Elective (OE/SE) Other than particular program
    - Multidisciplinary Minor (MDM)
  - Skill Courses
    - Vocational and Skill Enhancement Course (VSEC)
  - Humanities, Social Sciences and Management Courses (HSMC);
    - Ability Enhancement Course (AEC-01)
    - Indian Language (AEC-02)
    - Entrepreneurship /Economics /Management Courses (EEMC)
    - Indian Knowledge System (IKS)
    - Value Education Course (VEC)
  - Research Methodology (RM)
  - Liberal Learning Courses (LLC);
  - Experiential Learning Courses
    - Internship
    - Project



- Community Engagement Activity (CEA) /Field Project
- Liberal Learning Course
  - Co-curricular & Extracurricular Activities (CCA)

For further understanding of NEP Structure do refer to Table 1.

- (j) The **DAC** of the concerned department shall be responsible for designing and planning the curriculum and syllabi for all the courses included in the Programme for the approval by the Academic Council. However, the Dean School along with the respective Heads of the Departments shall be in charge of the University - wide implementation of course work, timetables and related requirements of the Programme.
- (k) The choice of MDM will be done by the students during the registration of fourth semester. The students will continue the courses offered in the MDM thereafter. A student can be permitted for preliminary courses from multiple MDMs from the fourth semester. In this case, the certificate of MDM completion will not be provided.
- (l) The students have been assigned project work for three consecutive semesters. The project is divided into three stages starting from semester V till VII semester & Guidelines regarding the same are presented in Appendix III.
- (m) Each Department shall mandatorily include social training and/or fieldwork (Internship) of 4-8 weeks for all the students of the department at the end of first Academic Year. These shall be arranged during the Summer Term period following the even semester of studies at the University.
- (n) Each Department shall mandatorily include industrial training and/or fieldwork (Internship) of 4-8 weeks for all the students of the department at the end of each Academic Year. However, these shall be arranged during the Summer Term period following the even semester of studies at the University.
- (o) The internship has been made mandatory in VIII semester for each student as per NEP Guidelines.

**Table 1. NEP Compliant Model Structure**

Course Type	Semester	I	II	Exit	III	IV	Exit	V	VI	Exit	VII	VIII	Total Credits
<b>BSC/ESC</b>	Basic Science Course	06	08			--		--	--		--	--	<b>14</b>



# COEP Technological University Pune

(A Unitary Public University of Govt. of Maharashtra)

	Engineering Science Course	09	07			--	--	--		--	--	<b>16</b>	
<b>Programme Courses</b>	Programme Core Course (PCC)	--	02		10	12		10	12		08	--	<b>54</b>
	Programme Elective Course (PEC)	--	--		--	--		04	04		06	06	<b>20</b>
<b>Multi-Disciplinary</b>	Open/School Elective (OE/SE) Other than particular program	--	--		02	02		02	--		--	--	<b>06</b>
	Multidisciplinary Minor (MDM)	--	--		02	03		03	03		03	--	<b>14</b>
<b>Skill Courses</b>	Vocational and Skill Enhancement Course (VSEC)	--	02		--	02		--	02		--	--	<b>06</b>
<b>Humanities Social Science &amp; Management</b>	Ability Enhancement Course (AEC-01)	02	--		--	--		--	--		--	--	<b>02</b>
	Language (AEC-02)	--	--		02	--		--	--		--	--	<b>02</b>
	Entrepreneurship /Economics / Management Courses (EEMC)	--	--		02	02		--	--		--	--	<b>04</b>
	Indian Knowledge System (IKS)		02			--		--	--		--	--	<b>02</b>
	Value Education Course (VEC)	--	--		01	01		--	--		--	--	<b>02</b>
	Research Methodology (RM)	--	--		--	--		--	--		02	--	<b>02</b>
<b>Experiential Learning Courses</b>	Internship / OJT /Exit	--	--	<b>06</b>	--	--	<b>06</b>	03	--	<b>06</b>	03	06	<b>12</b>
	Project	--	--		--	--		--	--		--	--	
	Community Engagement Activity (CEA) /Field Project	--	--		02	--		--	--		--	--	<b>02</b>
<b>Liberal Learning Course</b>	Co-curricular & Extracurricular Activities (CCA)	01	01		--	--		--	--		--	--	<b>02</b>
<b>Total Credits (One Major, One Minor Degree)</b>		<b>20</b>	<b>20</b>		<b>21</b>	<b>22</b>		<b>22</b>	<b>21</b>		<b>22</b>	<b>12</b>	<b>160</b>

Note: The Credit Distribution Table given above is illustrative only with minimum required credits for a particular vertical. Each department may have variations within the broader framework of credit distribution across seven verticals and as per the regulations.

## 10. Course Registration for the Semester



- (a) At the beginning of the first semester of the UG Programme, every student shall be required to register his/her profile on the University MIS portal and every student shall be allocated with a unique Permanent Registration Number (PRN), which shall be used to identify a student at any time. A unique Permanent Registration Number (PRN) is MIS number.
- (b) Each Department shall assign Faculty advisors, one for each academic division/class for all of its students, taken together and a set of faculty mentors (one mentor for a group of 20 students, in a class), and provide update to the Hods, Dean School(s), Director, Examinations and Evaluation and Administrative office with the lists of faculty advisors and mentors.
- (c) The responsibilities of the Faculty Advisors/mentors shall include helping the students in planning their course work and other academic activities at the Department and to regularly monitor and advise them on their academic and other performance at the University. For the students of the First Year during the first two semesters, the Faculty Advisors may be assigned from among the teachers of Basic Sciences including Mathematics, Applied Science and Physics Departments. From 2<sup>nd</sup> year onwards, Department Faculty will guide and facilitate students, in the roles of faculty advisors and mentors, till they successfully roll out of the University.
- (d) Each student shall be required to register for course works at the commencement of each semester on the day fixed for semester credits registration as notified in the Academic Calendar.
- (e) Students who fail to register for course work on the notified date may be permitted by the Department for late registration till 8 working days after the last date of registration announced in the Academic Calendar after payment of additional late registration fees fixed by the University.
- (f) Only those students shall be permitted to register for the semester course work who have:
  - I. Paid applicable fees of the concerned Academic Year in full,
  - II. Cleared all dues of the University, Hostel and Library including fines (if any),
  - III. Made all the required advance payments towards the University and



Hostel dues for the current semester before the closing registration date, and

IV. Not been debarred from registration of courses on any other specific ground.

(g) Promotion Eligibility Conditions for the students:

- I. Interdisciplinary Minor and honours courses being offered from Third/Fourth semester as per the NEP Compliant Curriculum Revision 2025-26.
- II. The conditions at the time of registration of courses while being promoted to next year:
  - a. Each UG student of the first year shall register for all the courses in the first two semesters. Similarly, directly admitted Diploma/equivalent students with the lateral entry in the third semester shall also register for all courses in the third and fourth semesters.
  - b. Students, who have acquired less than 60% credits out of the total credits in  $N^{\text{th}}$  year where  $N \in \{1, 2, 3\}$ , shall not be allowed to promote to next  $(N + 1)^{\text{th}}$  year and need to register again and continue attending the sessions of the pending courses of  $N^{\text{th}}$  Year by paying appropriate fees (per credit fees as applicable). In case a student wants to repeat entire  $N^{\text{th}}$  year due to non-complying above mentioned condition resulting in a poor SGPA and thereby CGPA, he/ she is allowed to do so with prior approval of Head of Department and Dean of the respective school along with payment of fees of respective year.
  - c. Students, who acquired a minimum of 60% credits out of the total credits in  $N^{\text{th}}$  year where  $N \in \{1, 2, 3\}$ , shall be promoted to  $(N + 1)^{\text{th}}$  year conditionally and shall register for remaining courses of  $N^{\text{th}}$  year and all courses of  $(N+1)^{\text{th}}$  year. The condition for promotion to  $(N + 1)^{\text{th}}$  year is subject to acquiring all the credits of  $(N - 1)^{\text{th}}$  year.
    - i) Promotion to the Third Year is conditioned to passing (all clear) the First Year and acquiring a minimum of 60% credits of Second Year.



- ii) Similarly, promotion to the Final Year is conditioned to passing (all clear) the Second Year and acquiring a minimum of 60% credits of Third Year.
  - iii) In case the student is promoted to (N + 1)<sup>th</sup> year, attending sessions of backlog theory courses, if any, is left to the choice of students as he/she had undergone such exercise before. However, attending and thereby performing experiments/ assignments of backlog laboratory courses, if any, is mandatory facilitating Continuous-Internal-Evaluation (CIE), Slot Examination (SLE) and End-Semester-Evaluation (ESE).
  - d. Each student shall register for the mandatory multidisciplinary minor course sequel offered by other departments or by other associated institute / University and continue to acquire credits as specified in the curriculum along with other courses. The credits of these courses are considered in the total credits of the year and to be used while applying rules in (b) and (c) mentioned above.
- III. Please note that students should comply all the terms and conditions mentioned in “Eligibility for Award of UG degree” section for the successful completion of the undergoing UG program.
- As per the University norms, the UG Degree shall not be awarded to those students who do not fulfil the Degree requirements of Programme completion within 8 academic years from the date of admission/ registration to the first year in the University for a UG Programme.
- (h) ESE shall be conducted once for a course in the regular semester, however, to give an opportunity to the failed students, the Re-examination shall be conducted after every main semester on the dates announced in the Academic Calendar.
  - (i) A summer term for theory /practical courses for students having shall be offered to all the students as mentioned in section 19 of this document.



## **11. Multiple Entry & Multiple Exit**

### **11.1 Re-entry or Lateral Entry**

- (a) Students, opting for exits at any level, will have the option to re-enter the programme in ODD semesters from where they had left off, within four years of exit and complete the degree programme within the stipulated maximum period of eight years from the date of admission to first year UG (As per the guidelines issued by Government of Maharashtra from time to time).
- (b) Re-entry at various levels for lateral entrants in academic programmes shall be based on the earned and valid credits as deposited and accumulated in the Academic Bank of Credits (ABC) through Registered Higher & Technical Education Institutions (RHTEI) and proficiency test records.
- (c) Lateral entry into the programme of study leading to the UG Diploma/ B. Vocational/ UG Bachelor's Degree with single minor/ UG Bachelor's Degree with Double Minor/ Honor /Research will be based on the validation of prior learning outcomes achieved and subject to availability based on intake capacity will be decided by University based on guidelines provided by AICTE / UGC / DTE time to time.

### **11.2 Multiple Exit**

- (a) The multiple exit options with the award of UG certificate/ UG diploma/or three-year degree depending upon the number of credits secured. Students will have the flexibility to enter a programme in odd semesters (as per the guidelines issued by Government of Maharashtra from time to time) and exit a programme after the successful completion of even semesters.
- (b) Students exiting the programme after completion of First-Year will be awarded Certificate after securing minimum credit prescribed as per the structure ( not less than 40 ) of the respective program (pass all the FY courses as per programme structure) in the relevant Discipline/Subject provided they secure additional 6-8 credits in work-based vocational courses or internship / Apprenticeship offered during summer vacation in addition to 4 credits from skill-based courses earned during the first and second semester as prescribed in the concerned programme structure



- (c) Students exiting the programme after completion of the Second Year will be awarded Diploma in the relevant Discipline/Subject, provided they earn the prescribed credits as per the concerned programme structure (not less than 80) AND secure additional 6-8 credits in skill-based vocational courses (skill-based courses, internship, mini projects etc) offered during summer vacation after the second year as prescribed in the concerned programme structure
- (d) Students exiting the programme after completion of the Third year UG will be awarded B. Voc. in the relevant Discipline /Subject, provided they earn the prescribed credits as per the concerned programme structure (not less than 120) AND secure additional 6-8 credits in skill-based vocational courses (skill-based courses, internship, mini projects etc.) offered during summer vacation after the sixth semester as prescribed in the concerned programme structure
- (e) Exit options shall be provided with Certification, Diploma and B. Vocational degrees to the students at the end of the second, fourth and sixth semester, respectively, in the four-year degree programme. Students will receive a Bachelor's degree with a single minor on successfully completing all eight semesters of the UG Programmes either at a stretch or with opted exits and re-entries.

The minimum credit thresholds for each exit level as per NCeR and GoM GR dated 4 July 2023

- i. Certificate (after 1 year) level 4.5:  $\geq 40$  credits
  - ii. Diploma (after 2 years) level 5:  $\geq 80$  credits
  - iii. B. Voc level 5.5  $\geq 120$  credits
  - iv. B. Tech level 6 :  $\geq 160$  credits
- (f) In addition to this, student will receive a Bachelor's degree with Double Minor/Honors/ Honors with Research subject to earning additional credits (not less than 18 credits) as specified in programme structure.
- (g) Eligibility for admission to the UG Bachelor's Degree with Double Minor/ Honors /Honors with Research as per UGC guidelines: Minimum CGPA of 6.5 after second semester for UG Bachelor's Degree with Double Minor/ Honors and Minimum CGPA 6.5 after sixth semester for UG Bachelor's Degree with Honors with Research by paying the applicable fees.



## 12. Attendance & Detention

- (a) Each student shall be required to attend at least 75% of all the conducted classes like lectures, tutorials, laboratories, studios and workshops for being permitted to attend the Mid Semester Examination (MSE), Slot Examination (SLE) & End Semester Examination (ESE). A student who has not attended minimum 75% of all the conducted classes shall be declared as detained for the course(s) and shall not be permitted to attend the Mid Semester Examination (MSE), Slot Examination (SLE) and End Semester Examination (ESE). In case of candidate having Backlog Laboratory / Theory Courses: A student has to regularly attended the laboratory / theory course during the regular semester but has failed in the course, then attendance in the backlog laboratory / theory course shall not be mandatory. However, if the backlog arises due to detention caused by non-attendance of the laboratory / theory course in the regular semester, then attendance in the backlog laboratory/ theory course shall be mandatory for all sessions.
- (b) Students shall also be required to take part in any other academic and co-extra-curricular activities and attend the camps, with written permission by HoDs and Dean of concerned schools, as and when arranged by the University during the Academic Year.
- (c) The Dean School shall be the Authority for sanctioning the leave of students, after receiving their applications along with recommendations of the Heads of Departments.
- (d) It shall be the responsibility of a student residing in the hostel to intimate the Warden of his/her hostel and the concerned course instructors regarding his/her absence before proceeding on leave.

## 13. Grading System

- (a) The University shall follow the award of letter grades and the corresponding grade points to the students based on their performance at the end of every semester, as given in Table 2.

**Table 2: Letter Grades and Grade Points**



Grade	Grade Points
AA	10
AB	9
BB	8
BC	7
CC	6
CD	5
DD	4
FF	0
IC (Incomplete Course)	0
PP (Only for MLC Courses)	0
AU (Audit Course)	0
NP (Only for MLC Courses)	0

- (b) As per the policy, the grading shall be relative and designed to approximate a normal distribution for a particular course. The award of letter grades shall be based on the statistical distribution of the grand totals obtained by students in each course.
- (c) In addition to the grades given in Table 3, the instructors shall use a transitional grade 'IC' as described in Clause (j) here.
- (d) A student is considered to have completed a course successfully and earned the credits if the student secures a letter grade other than Grade 'IC' or Grade 'FF' in that course. Letter grade 'FF' in any course implies failure in that course.
- (e) *The lower bound (LB) for awarding the grade 'DD' shall be determined based on the median of grand totals in the course, as follows:*

$$\text{If } \frac{\text{Median}}{2} \leq 30, \text{ then LB is } 30$$

$$\text{If } 30 < \frac{\text{Median}}{2} \leq 40, \text{ then LB is } \frac{\text{Median}}{2}, \text{ rounded to one decimal on lower side}$$

$$\text{If } \frac{\text{Median}}{2} > 40, \text{ then LB is } 40$$

These thresholds ensure fairness and consistency in relative grading.

- (f) A Semester Grade Point Average (SGPA) shall be computed for all the



students in a Department for each semester, as follows:

$$SGPA = \frac{(C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_n * G_n)}{(C_1 + C_2 + C_3 + \dots + C_n)}$$

where,  $n$  is the number of courses registered during the semester,  $C_j$  is the number of credits allotted to a particular course and  $G_j$  is the grade points corresponding to the grade awarded to the student for the course.

- (g) A *Cumulative Grade Point Average* (CGPA) shall be computed for all the students in a Department at the end of each semester by taking into consideration their performance in the present and the past semesters as follows:

$$CGPA = \frac{(C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_m * G_m)}{(C_1 + C_2 + C_3 + \dots + C_m)}$$

Where,  $m$  is the number of courses registered up to that semester,  $C_j$  is the number of credits allotted to a particular course and  $G_j$  is the grade points corresponding to the grade awarded to the student for the course.

- (h) Whenever, a student repeats or substitutes a course in any semester, the lower of the two grades obtained by him / her in the course shall be ignored in the computation of CGPA from that semester onwards and the students shall be given the benefit of a higher grade.
- (i) Both the SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such for ease of presentation. Whenever the CGPAs are to be used for the purpose of determining the merit ranking in a group of students, only the rounded off values shall be considered.
- (j) The transitional grade 'IC' shall be awarded in two cases:
- I. If a student has satisfactory attendance in the classes, have satisfactory performance in all components of the Continuous In-semester Evaluations (CIE), but absent in End Semester Examinations due to convincing genuine reasons (as explained in clause (w) in Section 13).
  - II. Not having sufficient progress to submit the project work (as explained in clause (z) in Section 13).
- (k) When a student gains the grade 'IC' for any course during a semester, the SGPA for that semester and the CGPA at the end of that semester shall be



tentatively calculated excluding the 'IC' graded course(s). The SGPA and CGPA for that semester shall be finally recalculated after conversion of grade 'IC' to the appropriate grade as obtained after passing the respective course(s).

- (l) Other academic requirements for the Programme include the following two grades as viz., PP (Passed) and NP (Not Passed) for Courses corresponding to any Audit Course in NEP Structure. However, there shall be no grade points associated with these grades, and they shall not figure in the calculation of SGPA or CGPA. But obtaining a PP shall be a mandatory requirement to qualify for the UG Degree award.
- (m) It shall be open to each student to take additional courses for audit from the fifth semester onwards, with the concurrence of the Faculty Advisor. Students having CGPA  $\geq 7.5$  and acquiring all the stipulated previous credits shall be normally encouraged to take such courses. While the performance of the student in audited courses shall be included in the Semester Grade Report, they do not contribute to SGPA or CGPA of the concerned student.
- (n) The total marks earned by a student in each course shall be recorded as a whole number.

#### **14. Performance Evaluation**

(Performance assessment includes only formative assessments or CIE, whereas evaluation includes both formative and summative assessments)

- (a) There shall be an assessment evaluation of all the students attending a course, like a lecture course, Laboratory / Tutorial / Design / Drawing / Studio course or a combination of the above (known as Integrated course). This evaluation shall be done in two parts, as follows, both of them being important in assessing the students' performance and achievement in the particular course:
  - I. Continuous In-Semester Evaluation (CIE):  
Normally conducted by the course instructor throughout the semester, CIE shall include Teacher's Assessment (TA), Mid-Semester Examination (MSE), weekly/fortnightly class tests including surprise tests, homework assignments, flipped-class discussions, problem solving, group



discussions, quiz, seminar, mini-project, open internet assessment, simulation and other approved means. The course instructor shall declare at the beginning of the semester the detailed examination/ evaluation scheme and weightages of CIE components.

II. Attendance for Flipped Classroom and Project-Based Courses  
For courses adopting flipped classroom or project-based formats, attendance may also include participation in asynchronous or experiential learning activities, subject to the guidelines prescribed by the respective department.

III. In case of backlog courses, the CIE component shall remain same as mentioned in subitem-I above. The TA component of backlog courses shall not include marks towards attendance.

IV. End Semester Examination (ESE):

Conducted by the course instructor, preferably jointly with an external examiner, the evaluation for theory courses shall include TA (20%), MSE (30%), and ESE (50%), while for laboratory/design/drawing courses, evaluation shall comprise both CIE and ESE, with CIE covering components such as experiments, viva, mini-projects, or continuous laboratory performance, and ESE including a practical/design/drawing examination with a built-in oral component.

(b) Evaluation Methodology for 1-Credit Theory Courses:

The evaluation for all 1-credit courses shall be based entirely on in-semester continuous assessment in the form of MCQs, presentations (PPTs), and assignments, with no End-Semester Examination (ESE) component. This shall be applicable from the Academic Year 2025–26 onwards to all departments and programs offering 1-credit courses.

(c) The University shall maintain a high standard in both CIE and ESE and ensure the declaration of final results of the courses attended by a student in a semester before the end of the semester as per the Academic Calendar.

(d) For theory and laboratory courses, CIE & ESE shall have 50:50 weightage, for project work, CIE & ESE shall have 60:40 weightage. Performance of a student in a course shall be judged by taking into account the results of CIE & ESE



together.

- (e) While the conduction of CIE for a course shall be the responsibility of the Course Instructor and the Department concerned, ESE shall be organized centrally by the Examination Cell of the University. The records of both CIE and ESE shall be maintained by the Examination Cell.
- (f) Mark Entry Format: All evaluations must be recorded strictly in the prescribed format, which shall include TA (Teacher’s Assessment), MSE (Mid-Semester Examination), SLE (Slot Examination), CIE (Continuous Internal Evaluation), ESE (End-Semester Examination), and Grand Total.
- (g) Grade Moderation: All marks and grades awarded to students shall be subject to moderation and approval by the appropriate authority before their finalization.
- (h) Evaluation of Combined Head Courses:

For courses with a combined head (theory + practical / lab), the following rules apply:

- i) For courses that have combined heads, i.e., Theory and Laboratory, are to be evaluated as a whole with weightage proportional to credits to the heads specified in the curriculum structure.
- ii) For combined head courses, total theory marks (out of 100/50) and laboratory marks (out of 100/50) shall be combined to generate a grand total (out of 100) by weighted addition with weights  $W_T$  (theory) and  $W_P$  (practical/lab/tutorial).
- iii) The weights  $W_T$  and  $W_P$  are proportional to credits assigned to theory and laboratory heads respectively in the Curriculum Structure.
- iv) Refer the table below, for generating grand total out of 100 marks.

MIS Number	Theory				Laboratory			GRAND TOTAL 100 marks	Grade
	TA 20 marks	MSE 30 marks	ESE 50 marks	SUB-TOTAL 100 marks	CIE 50 marks	ESE 50 marks	SUB-TOTAL 100 marks		
	A	B	C	D= A+B+C	E	F	G= E+F	H= $W_T * D + W_P * G$	

Columns A, B, C shall be used for “Theory marks” entry of TA, MSE and ESE respectively. The column E and F shall be used for either “Lab marks” or “Tutorial marks” or both if “Tutorial and Lab” heads are present. The course instructor will combine the marks of Tutorial and Lab assessments to enter in



Lab CIE (column E) and ESE (column F). The column D shall be used to generate the total theory marks out of 100. The column G shall be used to generate the total laboratory marks out of 100. The column H shall be used to generate the grand total out of 100 marks using the formula:

$$H = W_T * D + W_P * G$$

The grade shall be given based on grand total H.

- v) The Grand Total will be computed only if:
1. Obtained ESE Theory & Laboratory marks > 0  
AND
  2. Obtained Theory marks  $\geq$  LB as per the total theory marks of the student in the course  
AND
  3. Obtained Lab. marks  $\geq$  LB as per the total lab. marks of the student in the course
- vi) Students failing to satisfy any of the above conditions shall be considered failed in that component.
- vii) Re-examination shall be allowed only for the failed part (theory or lab, as applicable).
- viii) For Computing Lower-Bound (LB), refer section 12 (e).
- (i) Question Papers: For being able to conduct achievement testing of the students in an effective manner, good question paper shall be used as the principal tool, making it necessary for the question papers at CIE & ESE to:
- i. Cover the sections of the course syllabus uniformly;
  - ii. Be unambiguous and free from any defects / errors;
  - iii. Emphasize knowledge testing, problem solving and quantitative methods;
  - iv. Contain adequate data / other information on the problems assigned;
  - v. Have clear and complete instructions to the students.
  - vi. Be set taking into consideration Bloom's Taxonomy and align the questions to one or more Course outcomes (COs) as per the philosophy of Outcome Based Education (OBE).
- (j) There shall be two types of questions to be set by the course Instructor for the



question paper at both CIE & ESE, viz.,

- i. Multiple Choice Questions:having each question to be answered by tick marking the correct answer from the choices (commonly four) given against it. Such a question paper shall be useful in the testing of knowledge, skills, comprehension, application, analysis, synthesis, evaluation and understanding of the students. Usually, no more than 15 -20% of the questions in a paper for CIE or ESE shall be of this type.
  - ii. Comprehension Questions:having all questions of the regular type to be answered in detail. Such a question paper shall be useful in the testing of overall achievement and maturity of the students in a course, through long answer questions relating to theoretical/ practical knowledge, derivations, problem solving and quantitative evaluation.
  - iii. The guidelines mentioned in above 'i' and 'ii' are indicative of minimum standards of evaluation. However, the Instructors are encouraged to follow innovative schemes of evaluating the students for CIE, after its intimation to the students well in advance.
- (k) CIE shall be conducted exclusively by the Course Instructor, who shall spell out the components of CIE in advance, maintain transparency in its operation and declare the evaluation results in time as notified in the Academic Calendar. The Course Instructor shall also show the assessed answer scripts to the students before submission of the final marks to the Director, Board of Examinations & Evaluations. The course Instructor shall also solve the questions asked in the tests at the tutorial sessions for the benefit of weak students.
- (l) For a MOOC courses, the performance assessment shall be conducted by either the Course Instructor or by the MOOC platform and an equivalent grading pattern shall be followed in-line with the University norms.
- (m) Attendance for all examinations, both CIE and ESE of each course shall be compulsory for the students. Absence in any CIE tests shall automatically lead to awarding zero marks for the respective test. Absence in ESE [except in case of 14(w) (I)] shall automatically lead to the award of grade FF in that course. Such students shall not be eligible for Re-examination of failed courses and need to re-register for the same in subsequent semesters.



- (n) Students having the following disqualifications shall not be permitted to attend the ESE / Re-Examination /Summer Term:
- i. Disciplinary action by the University pending against him/her;
  - ii. Failure to meet the standards of attendance prescribed.
- (o) The question papers, particularly at ESE, shall be set covering the entire syllabus and the students shall be given an opportunity to answer questions from the full syllabus of the course by restricting their choice out of each unit in the syllabus. For this to be realized, the course syllabi shall be well drafted, be defect-free and properly unitized (or modularized) to enable the distribution of questions in the question papers to cover the whole syllabus. These aspects shall have to be taken into account, in particular, by the **DAC** of the concerned department. The End Semester Examination (ESE) paper may include optional questions up to a maximum of 20% of the total marks.
- (p) ESE shall be preferably conducted jointly by the course Instructor and an external examiner appointed for this purpose by the University. In this case, considering the tight time schedule for the various tasks connected with ESE, the external examiner shall be associated with the course Instructor only in the setting of the question paper or conducting the oral examinations.
- (q) The answer scripts of ESE shall be evaluated by the Course Instructor/ External Examiner as may be the case. The Course Instructor shall also show the assessed answer scripts to the students before submission of the final marks to the Director - Board of Examination & Evaluation.
- (r) A student must score a minimum of 30% in CIE (both TA and MSE put together) and 30% in ESE to be eligible to get a letter grade other than FF. However, the passing standard / threshold for each of the courses shall be minimum 30 marks from the CIE and ESE scores taken together. For relative grading, the minimum marks for passing the course may vary from course to course, but in extreme cases, the minimum marks may be limited to 30 marks.
- (s) The concerned Course Instructor shall also be responsible to award letter grades and to submit the final results of the course to the Director Board of Examinations & Evaluation through the Head of the Department before the last date as notified in the Academic Calendar.



- (t) In the case of other requirements, such as seminar, comprehensive viva-voce, MLC, the assessment shall be made as determined by the Grade Awarding Authority of the University.
- (u) A student who is detained in a course shall be receiving FF grade with an asterisk (\*) mark indicating that he/she was detained in the specific course.
- (v) The Transitional Grade 'IC' shall be awarded by the Course Instructor for a course(s), if a student has satisfactory attendance at the classes and performance in other CIE components of assessment but, absence in ESE in a semester for genuine reasons acceptable to the Department.
- (w) Exemptions in the case of a student being absent in CIE tests or Mid Semester Examination (MSE) or End Semester Examination (ESE), shall be permitted by ensuring the gravity and genuineness of each case.
- I. The genuine reasons to be absent in CIE tests or MSE or ESE shall include:
    - i. A student having ill health or other emergency medical reasons which disables him/her from appearing at the examination;
    - ii. A calamity in the family (Death of a parent or sibling, Emergency Hospitalization of a parent) during the time of the examination, which required the student to be away from the University;
    - iii. Representation of University at State/ National/ International competitions/ by organization of repute
  - II. The following are not adequate reasons to be absent in CIE and MSE/ESE:
    - i. Family functions (social or religious), illness of family members, participation in student activities such as organizing functions or raising money, preparing for other examinations or searching for jobs, etc.
  - III. The student shall be required to intimate the reasons for absence to the Faculty Advisor on or before the day of CIE Test / MSE/ SLE/ ESE through a proper channel. Later, a hard copy application has to be submitted to the Faculty Advisor within 7 days of the scheduled CIE Test / MSE / SLE/ ESE. Applications received after this period shall not be entertained. In



the case of a student representing the University at the National level competition, prior permission has also to be taken from Director, Board of Student Development. In the case of medical reasons, a student shall be required to submit the relevant proofs (Prescription and medical certificate from the Registered Medical Practitioner, Hospitalization Discharge Certificate, Diagnosis Report – endorsed by University Campus Doctor / Medical Board.). In the case of Family calamity, the application must be duly signed by the parent/guardian. A committee comprising of Faculty Advisor, HoD and Dean School shall decide whether to permit for re-test /re-examination based on the gravity and genuineness of each case.

- IV. A student shall be permitted for Re-test, either in CIE Test in Teacher's Assessment (TA) or MSE/ SLE, not for both. The Course instructor shall decide to give a Re-test or an assignment for the missed CIE within 10 days of the scheduled CIE tests.
  - V. A student who was absent in ESE and awarded 'IC' Grade for such course(s) after receiving permission to attend Re-examination, the student shall be awarded the grade as gained in the Re-examination and the new SGPA is re-calculated based on the gained grade in the Re-examination.
- (x) In order to express course-wise learning experience of a student, the University announces the participation of each student in academic feedback twice during every semester. The two feedback are known by the "Mid-Semester Student's Feedback" and the "End Semester Student's Feedback" and their schedule shall be announced in the Academic Calendar. It is mandatory for every student to give feedback each semester.
- (y) Feedback Requirement Linked to Examination: The student feedback process for courses shall be opened prior to the Mid-Semester Examination (MSE) for Mid-Sem feedback and for End-Sem Feedback prior to the End-Semester Examination (ESE). The ESE Hall ticket will be issued only upon submission of the feedback by the student.
- (z) Evaluation of Project work:  
The project is to be evaluated in three semesters (V, VI & VII).



The students during the semester V should have scope of Project-I be mapped on par with TRL 2. By the end of semester V evaluation to be performed by the evaluation panel.

The students during semester VI should continue the Project-I and reach planning fabrication & development of the software/hardware to relevant standards, so as to have the scope of Project-II be mapped to TRL 3 by end of the semester.

The students during the semester VII should continue the Project-II and do the experimentation, find results and analyse them. The ESE for the project work presentation should be department level project exhibition and should have a consolidated project report based on the three stages of project (I, II & III).

For more description on each stage of project & evaluation do refer Appendix III.

Evaluation Scheme for Project-

- I. The project work shall be conducted in three stages, during each semester.
- II. The project work shall be carried out under the supervision of Project Supervisors assigned by the department.
- III. The evaluation of the project work at each stage shall be based on the work assigned by the Project Supervisor(s), Project Presentation Examination, project report and assessment by the Project Evaluation Committee.
- IV. Project Presentation Evaluations shall comprise of a Mid Semester evaluation and End Semester Evaluation and both the evaluations shall be carried out at the department itself.
- V. At the end of each stage, the student shall be required to submit a preliminary report of the work done as part of evaluation before a prescribed date to the Project Supervisor and present the same before an Internal Project Evaluation Committee. This shall be followed by taking up the second stage of work in the following semester.
- VI. The attendance is mandatory at the University, while working on each stage of the project.
- VII. Before submission of the report at each stage, the plagiarism check of the report must have been carried out and should fall below 20% to become eligible to be considered for evaluation. While submitting for evaluation, the



reports of each stage shall be accompanied with original report of the anti-plagiarism software approved by the Guide, or authorities, an undertaking from the student and a certificate from the Guide / Supervisor attesting to the originality of the work, vouching that there is no plagiarism and any other academic dishonesty and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other institution.

- VIII. The Director, Board of Examinations & Evaluations shall receive a panel of names as identified as the External Project Evaluation Committee for a student from the DAC Chairman of the concerned department at least two weeks before the submission of the second stage of project work. The members of the Internal Project Evaluation Committee shall be from the members as prescribed in Appendix III. The members of the External Project Evaluation Committee for Project (stage)- III shall be from the Industry / Research Organization / Higher Academia.
- IX. A student shall submit three unbound, typed copies of the project report (one for each examiner) at last stage, prepared according to the prescribed format required by the Department at least one week before the date of Project Presentation Examination.
- X. The Department shall record the date of submission of the project report after all three stages have been completed and then arrange to send copies of the same to the External Project Evaluation Committee within a few days before the date fixed for the Project Presentation Examination. The department project coordinator shall notify the date of the Project Presentation Examination to the External Project Evaluation Committee and also to the student, with a copy marked to the Director -Board of Examinations & Evaluations. Then the project report shall be evaluated by the Project Evaluation Committee and the result shall be submitted to the Project Coordinator, who in turn shall forward it to the Director of Examinations & Evaluations.
- XI. On successful completion of the Project-III Presentation Examination, the student shall be required to submit two bound copies of the final, corrected



project report, one being for the Department and the other for the Project Supervisor.

- XII. A student desirous of extension for Project-III, up to a maximum of 2 months from the prescribed date for submission of the project report, shall seek permission for the same from the Project Supervisor and Head of the Department. The DAC shall consider such requests, case by case, before giving permission.
- XIII. If the DAC is convinced that the progress of a student in project work is insufficient, the concerned students shall be temporarily awarded the transitional grade 'IC'. Further, if the project report of the student is not submitted within the extended time period, the grade 'IC' shall be automatically converted to the grade FF. Such students who fail in the assessment of project work shall be required to re-register in the following semester.

### **15. Guidelines for Imposing Punishment against Unfair Means/Malpractices during Examinations**

- (a) No student shall use unfair means or indulge in disorderly conduct at CIE or ESE examinations. In case of unfair means / malpractices observed by Invigilator / Squad / Course Instructor, the respective Answer Book shall be sealed along with the concerned material belongings in a green envelop with the undertaking signed by the student and overleaf signed by Invigilator / Squad / Course instructor. Such sealed envelope labelled in specific format shall be submitted to Exam Cell. All submitted envelopes shall be filed and stored in lock and key for presenting it to the Disciplinary Committee for Examination.
- (b) Disciplinary Committee for Examination shall conduct meeting and call every accused student to listen. After listening to all arguments and deliberations, committee decisions shall be noted and communicated to all concerned officials who may be involved in the implementation of such decisions to act upon.
- (c) The unfair means / malpractices shall include the following:
- I. During examination time having in possession or access to



- i. Any paper, book, note or any other unauthorized material relevant to the syllabus of the examination paper concerned, unless it is allowed for Open Book Examination.
  - ii. Mobile Phones or any electronic gadget other than calculator, even in switch off mode, which shall potentially be used for communication or copying.
  - iii. Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.
  - iv. Anything written or signs made on the body of the student or his / her clothes / garments, handkerchief, etc. which may have relevance to the syllabus of the concerned course.
  - v. Anything written on the question paper which may have relevance to the syllabus of the examination the concerned course.
- II. Giving or receiving assistance in answering the question papers to or from any other student / person in the examination hall or outside during the examination hours.
  - III. Interacting or talking to another student or any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator.
  - IV. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
  - V. Impersonating any student or getting impersonated by any person for taking the examination.
- (d) A student found using unfair means / malpractices or involved in disorderly conduct or disturbing other students, at or in connection with an examination shall be referred to Disciplinary Committee for Examination. The committee after consideration of the case shall decide punishment as one or more of the following:
- I. Cancellation of the examination of the course in respect of which he is found to have been guilty; and/or
  - II. Cancellation of the examination of the semester examination for which the



student was participated and/or debarring from examination for future semester(s).

III. Any other punishment deemed suitable by the Disciplinary Committee for Examination.

(e) The following norms for punishment shall be followed:

- I. If a student is found having in his/her possession of any material relevant to the syllabus of the concerned course of examination, but has not copied from or used it, the punishment shall be the cancellation of the examination of that particular course and the student shall be awarded grade FF in that course. However, if the material found in possession of the student is insignificant, the nature the punishment may be relaxed to the extent that the student shall be given a chance to appear in the Re-examination.
- II. If a student is found during examination / evaluation to have copied from or used the material caught, the punishment shall be the cancellation of the examination of that particular course and grade FF shall be awarded.
- III. If the behaviour of a student on being caught is unsatisfactory / non-cooperative or the student uses resistance/violence against the Invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offence as deemed fit by the Disciplinary Committee for Examination.
- IV. If a student is found talking to another student or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator, the punishment shall be the discontinuation from the examination of that particular course and the grade shall be awarded in that course based on the attempted contents.
- V. If a student is found reading or possessing some incriminating material relevant to the syllabus of the course in veranda, urinal etc., the punishment shall be the cancellation of the examination of that particular course and grade FF shall be awarded in that course.
- VI. If a student is found giving or receiving assistance in answering the



question paper to or from any other student/person in the examination hall or outside during the examination hours, the punishment shall be the cancellation of the examination of that particular course and grade FF shall be awarded in that course.

- VII. If a student is found in damaging / tampering / scratching the answer script or any part of it during examination or while showing answer script to the student after evaluation, the punishment shall be the cancellation of the examination of that particular course and he / she shall be awarded Grade FF in that course with all the consequences to follow.
- VIII. If a student impersonates any other student in connection with the examination or during examination, the punishment shall be the cancellation of the examination of both the students of the present semester, and both shall be awarded grade FF in all the courses of that semester and a year down of both the students.
- IX. If a student takes allotted or additional answer script outside the examination hall / replace the allotted answer script with another answer script during examination / replace the evaluated answer script with another answer script while showing answer script to the student after evaluation, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade FF in all the courses of that semester.
- X. If a student changes contents of the evaluated answer scripts / adds contents in evaluated answer script / changes marks assessment inside and or outside of answer script / forges signature of Course Instructor / Invigilator, while showing answer script to the student after evaluation, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade FF in all the courses of that semester.
- XI. For combination/s of unfair means / malpractices from serial No. I to VII or repetition of any unfair means / malpractices from serial No. I to VII by a student more than once, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade



- FF in all the courses of that semester and a year down of the student.
- XII. For combination/s of unfair means / malpractices from serial No. VIII to X or repetition of any unfair means / malpractices from serial No. VIII to X by a student more than once, the punishment shall be the cancellation of the admission of the student from the said programme.
- XIII. If a student is found to be actively involved in any social media platform used for unfair means or malpractices during examination, the punishment shall be fine of Rs. 5,000/- for active student, one step shall be downgraded in terms of grade earned to a minimum of DD grade for maximum three high scoring courses.
- XIV. If mobile phone / programmable calculator / any other electronic gadgets of a student is confiscated during examination, the confiscated item shall be returned only after the last day of scheduled semester examination, by paying fine of Rs. 3,000/-.

## **16. Standard Operating Procedure (SOP) - Appellate Committee - University Level**

### **Purpose**

- To provide a transparent, fair, and time-bound mechanism for hearing and resolving appeals submitted by students, faculty, or staff against decisions of disciplinary/grievance authorities or committees within the University.

### **Scope**

- This SOP applies to all appeals related to:
- Academic and examination matters (e.g., grading disputes, malpractice penalties Disciplinary actions)
- Service-related grievances of employees.
- Any other matter where the University's Statutes/ Ordinances permit an appeal.

### **Composition of the Appellate Committee**

- Chairperson – Nominee by the Vice-Chancellor (not below Dean level).
- Two Senior Faculty Members – From different faculties/ departments.
- Legal Expert – Preferably an advocate familiar with university regulations.
- Member Secretary – Associate Dean.



- Co-opted Member(s) – Subject expert(s) as required, without voting rights.

### **Roles and Responsibilities**

- Chairperson: Oversees proceedings, ensures adherence to natural justice.
- Members: Examine records, deliberate, and vote on recommendations.
- Member Secretary: Receives appeals, circulates notices, maintains records, and issues final orders after approval.

### **Procedure for Filing an Appeal**

- Submission:
  - Appeal must be filed within 15 days from the date of the impugned decision.
  - Must be addressed to Member Secretary, Appellate Committee.
  - Include: appellant's details, grounds of appeal, supporting documents, and relief sought.
- Acknowledgment:
  - Written/ email acknowledgment issued within 05 working days.

### **Preliminary Scrutiny**

- Member Secretary verifies completeness, jurisdiction, and limitation period.
- Incomplete/ late appeals are returned with reasons within 7 working days.
- Valid appeals are registered and given a case number.

### **Hearing Process**

- Notice of Hearing:
  - Sent to appellant and respondent authority at least 10 working days before the hearing.
  - Includes date, time, venue/online link.

### **Proceedings:**

- Quorum: Chairperson + minimum two members.
- Parties may present evidence, bring a representative, or request confidentiality.
- Cross-examination or witness examination, if deemed necessary.

### **Recording:**

- Detailed minutes maintained.
- All submissions and evidence annexed to the case file.

### **Decision & Communication**

- Committee deliberates (in camera with permission) and arrives at a decision by



majority vote.

- Speaking order with reasons is drafted within 15 working days of hearing.
- Order signed by Chairperson and communicated to all concerned via official notice/email.

#### **Implementation**

- Member Secretary ensures implementation of the decision within 10 working days unless stayed by a higher authority/court.

#### **Confidentiality & Record-Keeping**

- All proceedings and documents remain confidential.
- Records retained for 5 years (or as per the University's policy).

#### **Review & Amendments**

- SOP reviewed every three years or earlier if statutes change.

## **17. Method of Awarding Letter Grades**

- (a) The Course Instructor shall award the letter grades to the registered courses for all students based on the marks secured by them in CIE, SLE, MSE and ESE. This shall be done by following a relative grading system based on the use of statistics. The Head of the Department convenes a DAC meeting for preliminary scrutiny and moderation at the Department level and approve the grading. The consolidated DAC report for each year shall be forwarded to the Director - Board of Examinations and Evaluations endorsed by the Head of the Department.
- (b) The course Instructor shall submit two copies of the result sheets to the Head of the Department, for each course, giving both the marks and the grades awarded, before the due date specified in the Academic Calendar. This shall be forwarded to the Director - Board of Examinations & Evaluations soon thereafter by the Head of the Department.
- (c) All the evaluated answer scripts of SLE/ MSE / ESE shall be shown to the students during the specified period after the evaluation. The Course Instructor shall submit the detailed results sheets together with SLE/ MSE / ESE answer scripts and any other relevant courses connected with SLE/ MSE / ESE to the Director - Board of Examinations & Evaluations who shall hold it for a period of at least one semester. Steps shall be taken to destroy the same only after



- obtaining permission from the Dean School at the end of the prescribed period.
- (d) As per clause 'c', the student who has seen the answer sheet during the prescribed time-period, shall be given an opportunity to appeal to the Director - Board of Examinations and Evaluations, about a Course Instructor for unsatisfactory evaluation in the course before declaration of result. An appeal shall be made with an application as per the format prescribed in ANNEXURE-III, before the commencement of the next semester upon payment of prescribed fees. In such a case, the concerned **DAC** Chairman shall form a committee comprising of the Course Instructor, another course expert of the same course from the University and the Head of the Department and arrange a meeting of the aggrieved student with the committee. The committee shall review the previous evaluation and show the answer script with the performance to the student. If the student is satisfied, the matter shall be closed at this stage. On the other hand, if a revision of marks allotted is called for, the same shall be carried out and all the records, including the Semester Grade Report, shall be corrected soon thereafter.
- (e) With holding of Grades: The grades of a student in a semester shall be withheld and not declared if the student fails to pay the dues to the University or has disciplinary action pending against him/her.

## **18. Re-Examination**

- (a) ESE of each semester shall be conducted for a course once in a semester. But to give an opportunity for students who appeared for ESE, but failed, the re-examination shall be conducted after every semester, for the theory & laboratory courses offered in that semester.
- (b) The Re-examination shall be held as per dates notified in the Academic Calendar.
- (c) Re-Examination facility shall also be extended to students who may have missed the ESE of one or more courses in a semester for genuine reasons and were already awarded the grade 'IC'.
- (d) Students intending to avail this facility shall have to register for the courses by paying the prescribed fees within the stipulated time as notified in the Academic



Calendar. A student can appear for the re-examination of all the failed theory & laboratory courses of that semester.

- (e) The students, who have been detained for any reason in the course(s), shall NOT be allowed to take the Re-examination of the respective course(s).
- (f) For final grading, Continuous internal Evaluation (CIE) and/or MSE scores and grading scheme of the respective semester shall be applicable.
- (g) Students registering in regular semester for backlog courses shall appear for SLE, MSE and ESE exams. The grading scheme of the respective semester shall be applicable.
- (h) For any Integrated Course having a combined head passing, having Theory component CIE, MSE, & ESE and Laboratory component CIE & ESE, Re-Examination shall be conducted for either the ESE component of theory or ESE component of Laboratory or ESE component of both in the respective semester.
- (i) For any Integrated Course having a combined head passing, having Theory component CIE, SLE, MSE, & ESE and Laboratory component only CIE, Re-Examination shall be conducted for the ESE component for both theory and laboratory in the respective semester.
- (j) Re-examination will not be carried out for the CIE component of Theory and Laboratory Courses after ESE.
- (k) In the case of a failed MOOC course, where the examination is taken by the MOOC platform, the Re-examination shall be conducted at the University. The MOOC platform assignment score shall be considered for 20% weightage and Proctored examination score shall be considered for 80% weightage. If the combined score (assignment score + proctored Examination Score) is less than 40%, then re-examination equivalent to proctored examination of 80% weightage (80 marks) shall be conducted by the course coordinator nominated by Head of the respective department. However, the grading scheme will be the same as approved by DAC for the course during the regular result submission and as per subclause (n) given below.
- (l) The standard of conducting the Re-examination shall be the same as the normal ESE of the main semester.
- (m) The grade range used for the course shall be the same as that of ESE of the



main semester. After conduction and evaluation of Re-Examination, the course Instructor shall award the appropriate grade to the student for the concerned course.

- (n) Re-Examination facility ensures that the students have one more opportunity to clear a course in the same semester. But, the grading in Re-examination shall be one grade less compared to what the student would have obtained based on main ESE relative / absolute grading pattern, subject to a minimum grade of DD. For example, if a student secures AB grade in Re-examination of a particular course, the students' final result after Re-examination will be declared in BB grade in that course. However, if a student secures DD grade in Re-examination of a particular course, the students' final result after Re-examination will be declared and retained in DD grade in that course and not downgraded to FF. For those students with an "Incomplete (IC)" grade and who take re-examination, "One Grade Less" policy will not be applicable.
- (o) After Re-examination, the course Instructor shall communicate the marks obtained in ESE, actual grades secured and grades (one grade less) to be declared as a final result after Re-examination, of each student to the Director Examination and Evaluation (through Head of the Department) within the notified date in the Academic Calendar.
- (p) Any outstanding Grade 'IC' after the declaration of results of the Re-Examination shall be automatically converted into grade FF.
- (q) Thereafter, a student shall have to re-register for all the failed courses at any further semester when they are offered again. Whenever the structure of the curriculum changes and in case of non-availability of the failed subject(s) for re-registration, the equivalent course(s) in the new structure shall be decided by the respective **DAC**.

### **19. Summer Term (Supplementary Semester)\* (Amended)**

*(Amendments to the following clauses are made in accordance with Resolution No. 8.4.2 of the Academic Council Meeting held on 16<sup>th</sup> June 2026)*

- (a) A Special Summer Term shall be offered to the all the students, who have completed academics either at First, Second, Third or Final Year of Engineering



- but failed in a few courses. This provision will facilitate students to complete the prescribed UG Degree requirements in the stipulated period.
- (b) The academic activity in the Special Summer Term shall be at accelerated rate as compared to the regular semester. It shall be necessary to fulfil academic requirements as per 14 hours per credit and the requirements of CIE and ESE for all the courses like in the regular semester.
  - (c) Courses planned for the Summer Term shall be announced by the Dean School in each year, well before the conclusion of the even semester. Students intending to avail of this facility shall have to register for the courses offered by paying the prescribed fees within the stipulated time.
  - (d) A student after First, Second and Third Year of Engineering shall be allowed to register for a maximum of THREE courses or 12 Credits whichever is higher and summer term duration is 30 days.
  - (e) The Final Year students shall be allowed to register for a maximum of SIX courses or 24 Credits whichever is higher in a Summer Term and Summer term duration is 60 days.
  - (f) It shall be the responsibility of the concerned Departments to plan the faculty and non-teaching staff requirements to conduct the Summer Term and take necessary steps including the University approvals for organizing the same.
  - (g) A student who has either dropped the courses or detained in courses or not allowed for any other reason in courses during the regular semester, is allowed to register for that course in the summer term with approval of Dean.
  - (h) A separate Semester Grade Report shall be issued reflecting the gained grades for the courses appeared for the Summer Term.
  - (i) The students registering for summer term shall mandatorily remain present in institute during the Summer Term Period. The Heads of departments will guide students for social internship at F.Y. Engg./ Industrial Internship at for S.Y. Engg./T.Y. Engg. and will assign the work within the departments to comply and complete internship within institute.
  - (j) All the students who are appearing for summer term shall complete upcoming semester credit registration as per schedule on provisional basis, condition to satisfy the required criteria as per the University norms.



## **20. Temporary In-programme Break**

- i. A student shall be permitted to withdraw temporarily from the University on the grounds like prolonged illness, grave calamity in the family (immediate family members).
- ii. The withdrawal could be for a period of a complete semester, if he / she applies to the University within at least 3 academics weeks of the commencement of the semester or from the date he/she last attended the classes, whichever is later, stating fully the reasons for such withdrawal along with supporting documents and endorsement of his / her parent / guardian, following the Annexure -X.
- iii. Competent Authority of the University should review and if found satisfactory, sanction the genuine cases for the expected period of withdrawal.
- iv. The student can complete the Programme requirements of prescribed credits within the time limits specified, i.e., Within 8 academic years from the first date of registration in the University.
- v. The student should settle all the dues at the University including all pending fees, those of semester/s, Hostel, Department, Library, Accounts and other unit as may be fixed by the University (as per Annexure XI) until the student's name appears on the Roll List. However, it shall be noted that the fees / charges once paid shall not be refunded.

## **21. Termination from the Programme**

1. Absence from all classes for more than continuous Fourteen Academic Weeks at a time in a semester without leave of absence or intimation, being approved by the competent authorities shall result in the Termination of admission from the University rolls as per the standard due process.
2. On the recommendation of the Disciplinary Committee, the student will be terminated if he / she fails to meet the standards of discipline as prescribed by the University from time to time on campus or off campus- on assigned work from COEP Tech.



3. Communication to students by the Competent Authority, If student remains absent for all courses without prior intimation. If no response from student, competent authority will proceed for further action *ex parte*.
4. All the pending dues should be cleared as per the norms of the University.

## 22. Eligibility for the Award of Certification, Diploma, B.Voc., and Degree

- (a) The Academic Council shall be the Recommending Authority for the award of Certification, Diploma, B. Voc., and Degree to the students fulfilling the requirements specified under Clause (c) and the Board of Governance shall be the Approving Authority.
- (b) The award of Certification, Diploma, B. Voc., and Degree shall be granted by the University.
- (c) A student shall be eligible for the award of Certification, Diploma, B. Voc., and Degree from the University provided the student has:
  - I. Completed all the prescribed credit requirements for the award of Certification, Diploma, B. Voc., and Degree with grade DD or higher, in each of the courses, like Theory, Laboratory, Studio, Workshop, Seminar, Project Work, etc., and acquired the prescribed credits within the prescribed number of Academic Years;
  - II. Satisfactorily completed all the non-credit requirements with PP grade, covering Audit Courses (if applicable), as in NEP structure and Industrial Training, Fieldwork (if any), for award of respective certification;
  - III. Has paid all the dues to the University including the Department, Hostels, Library and other units; and,
  - IV. No pending documents with the students or any pending court case with respect to eligibility & admission.

## 23. Performance (CGPA) Improvement Scheme

- (a) The students who are currently pursuing degree and want to improvise CGPA can register from fourth semester onwards. Such students shall be permitted to



improve their grade in a given course and permitted to reappear for the SLE, MSE & ESE for one attempt. The TA component will be carried forward. For all such aspiring students the prevailing examination scheme will be applicable. A student shall choose a maximum FIVE theory courses in programme duration for grade improvement. The student shall be required to register for these courses in a particular semester in which those courses are offered by paying the appropriate fees as laid down by the University from time to time.

- (b) A passed-out student shall appear for grade improvement examination within one year from the date of passing the UG Programme with the conditions that the student has not taken (i) Leaving Certificate from the University and ii) Degree from the University through convocation.
- (c) A student seeking permission to register for CGPA improvement shall submit a written application within the stipulated time to the Dean School through the Head of the Department from where the student has graduated. No student shall be admitted once the semester credit registration process of that semester ends.
- (d) At the time of registration, the student shall be required to surrender all the original Semester Grade Reports given to him/her by the University. He/she shall give an affidavit that he/she shall not do any use of surrendered Semester Grade Reports till he/she gets official results of the courses for which he/she wishes to appear for grade improvement. No change of courses or drop of courses shall be permitted after the course registration.
- (e) A student who wishes to appear for grade improvement shall be exempted from attending the regular classes since the student has already undergone the course instructions. But he/she shall have to appear for SLE/ MSE/ ESE conducted for the registered courses. In case the student misses any of the examinations, no Re-examination or Summer Term shall be permitted. Absentee for End-semester examination shall automatically lead to the award of grade FF in that course.
- (f) The grading process as used for the regular students appearing for that course shall be applicable and no concession of any sort shall be granted on account of absentee for any of the examinations.
- (g) A student wishing to use the facility of grade improvement shall be required to



pass in all the registered courses in a single attempt. He/she shall not be entitled to the Re-examination or Summer Term in such cases.

- (h) If the student fails to secure higher grades resulting in a reduction in overall CGPA then the original result of the student before registering for grade improvement shall be retained.
- (i) A student who succeeds in improving CGPA shall be issued a Grade Improvement report by the University. The date on the Grade Improvement report shall be that as issued for other students appearing in those courses. If Grade Improvement is there, then the student shall be required to apply for a degree certificate from the University thereafter.

#### **24. Conversion Formula for Grades to Percentage of Marks**

- (a) The University shall permit to use a formula for the conversion of CGPA to the percentage of marks as

$$\text{Percentage of Marks} = (\text{CGPA} \times 9.5)$$

- (b) However, the conversion formula shall be printed on the backside of the Semester Grade Report.
- (c) The University shall not declare the CLASS based on acquired CGPA. The recruiter or the agencies requesting declaration on such conversion may refer to the AICTE or appropriate guidelines in this regard.

#### **25. Honors and Additional Minors Certification Schemes**

- (a) Brighter students transiting to the third year shall be permitted for Honors and Minors certification scheme as an additional avenue for passionate learners. Students are entitled to enrol either for Honors or Minors and not for both simultaneously
- (b) A student shall opt for a certificate in Honors for Vertical/ Specialization in his/her OWN Programme for Research orientation.
- (c) The Scheme shall start from designated semester of the UG Programme, and the student shall have a minimum CGPA of 6.5 up to the designated semester without having any failed courses.



- (d) The schemes shall also be open for Second Year Direct Admitted Diploma Students, with CGPA of Second Year at COEP Technological University exceeding 6.5.
- (e) Every department shall offer 5 additional courses of minimum 3 credits each for the respective Honors.
- (f) The Dean School shall invite preferences for Honors-scheme from the second-year eligible students on the day of Semester Credit Registration of the 3<sup>rd</sup> semester. Students shall give one option for Honors
- (g) The Interdisciplinary Minor scheme shall be offered by a particular Department if there are minimum 20 enrolments in the 3<sup>rd</sup> semester. If the number of enrolments falls below 20, the Head of the Department offering the Minor scheme shall decide whether to offer the Minor scheme in MOOCs mode or not. Maximum enrolment for a particular scheme shall not exceed 100. Courses taken in MOOCs mode will be an exception to the upper limit of 100 students.
- (h) The Honors scheme shall be offered by a particular Department if there are minimum 20 enrolments in the 3<sup>rd</sup> semester. If the number of enrolments falls below 20, the Head of the Department offering the Honors scheme shall decide whether to offer the Honors scheme in MOOCs mode or not. The maximum enrolment for a particular Honors scheme shall be decided by the respective department from time to time.
- (i) In case if the number of enrolments to Honors / Minors scheme is less than ten, students shall be permitted to register for the equivalent MOOC course as approved by the concerned Head of the department and Dean School.
- (j) The Dean School shall notify a provisional allotment, followed by a final allotment list. Later, a student who received allotment shall register for a course belonging to the respective Honors/Minors scheme, one course per semester and shall acquire minimum additional 18 credits, if successfully completed.
- (k) A student may voluntarily drop the scheme at any time. However, no certificate/Semester Grade Report shall be awarded for such a partial completion.
- (l) Students shall have to earn a minimum "CC" grade for each course in the scheme. The remedial assessment schemes such as Re-examination or



Summer Term shall NOT be applicable for additional Minors or Honors schemes. A student failing in any of the Minors or Honors courses, at any stage shall be discontinued from the Scheme. However, in such a case, the student shall get an AUDIT certification for the completed courses.

- (m) The scores of these additional courses shall not be accounted towards CGPA calculations at the end of each semester. An additional Semester Grade Report shall indicate the additional courses learnt along with the grades.

## **26. Credit Transfer Scheme (CTS)/Students Exchange Program for Semester-long Academic Engagement at/from RHTEIs / HLIs/Universities of Repute:**

- (a) In a total span of EIGHT semesters of UG Program, an aspiring and eligible student from COEP Technological University, may be facilitated for undertaking his/her studies at any Registered Higher & Technical Education Institution (RHTEI) / Higher Learning Educational University (HLI) / University of repute, within country or abroad, for a maximum of TWO semesters preferably 5<sup>th</sup> semester onwards.
- (b) The credits earned for the semester, by such students, shall be appropriately accommodated in the grade sheet of the respective semester/s, with the grades considered for SGPA and CGPA calculations.
- (c) The choice of institute, to which the Student wishes to spend his/her academic semester, shall be guided by the University (COEP Technological University), from among the list of Universities with which it has MoUs for such associations. The choice may also be suggested/requested by the Student and in that case the "Semester Transfer proposal" for an aspiring student, shall be forwarded by the respective faculty mentor and Head of the Department for the final approval by the authorities.
- (d) It is expected, in general, that in the transferred semester at the destined HLI/University, the number of credits, course titles/contents and syllabi, more or less, match with the respective elements in the COEP Technological University curriculum. In case of meagre mismatch, the balance credits, in terms of appropriate courses, shall be acquired by the concerned student, once he/she



resumes campus. Concerned faculty advisor, Head of the Department and Dean, in coordination with Director Examinations and Evaluations, shall facilitate the student for the needful.

- (e) The financial liability in terms of tuition fees for the transferred semester, travel, stay and food arrangements, other miscellaneous expenses etc. shall, in general, be accepted by the beneficiary student and undertaking to this effect shall be submitted by the Student to COEP Technological University, along with his / her proposal in this regard. In case the student wishes to spend the semester at peer institutes with whom COEP Technological University has an MoU for Credit-Transfer-Scheme (CTS)/Students Exchange, the semester tuition fee component (from total fees paid by the Student to COEP Technological University), shall be shared with that University by COEP Technological University, case-on-case basis.
- (f) Though the CTS/Students Exchange Program is expected to be executed in physical mode (the student physically spending the semester in the target HLI/University), the Virtual (Online) mode may be permitted in exceptional cases by Dean.
- (g) The CTS/Students Exchange Program shall also be open for the aspiring and eligible students, from reputed peer University s/Universities, from within the state or country, or overseas, towards an academic engagement for a maximum of TWO semesters at COEP Technological University departments. Dean School, upon receiving such request applications, duly recommended by the authorities of nominating University /University, shall facilitate such incoming students in terms of allotment of credits/coursework in a particular department, continuous/end-semester assessment and issuing the grade sheet. Dean-Students Affairs shall ensure the submission of semester tuition fees from such students to COEP Technological University, as the case may be, and may facilitate the incoming students, for hostel accommodation (if available), acquaintance with campus activities, cultural and life skills training etc.

## 27. Role of Faculty Advisor

On joining the University, a student or a group of students is/are assigned to a



Faculty Advisor.

The students are expected to consult the Faculty Advisor on any matter relating to their academic performance and the courses they may take in various semesters.

The Faculty Advisor guides the students to complete their courses of study for the required degree.

For effective utilization of the opportunities for additional academic accomplishments, the planning of an individual's academic journey needs careful consideration, and hence constant consultation with the Faculty Advisors are imperative.

The Faculty Advisor is the person whom the parents/ guardians should contact for performance related issues of their wards.

The role of the Faculty Advisor is outlined below:

- (a) Guide the students about the rules and regulations governing the courses of study.
- (b) Advise the students to register for courses as per the curriculum and their academic standing.
- (c) Approve the registration of the student's time frame given in the Academic calendar.
- (d) Advise students seeking a semester drop about rules and regulations laid down for this
- (e) Pay special attention to weak students and carefully monitor the performance of students.
- (f) Advise students on Course Drop during the Semester within the stipulated purpose and recommend these cases to the DAC, for consideration.



**Appendix-I**

**Exit Option Application from Graduate Programme**

To  
Dean School of Engineering & Technology,  
COEP Technological University,  
Pune – 411 005.

Sub: Exit from Undergraduate Programme – First / Second / Third Year

Dear Sir/Madam,

I am Mr./Mrs./Ms. .... who was pursuing Engineering Undergraduate Program at the ..... Engineering Department., School of Engineering & Technology, COEP Technological University, Pune – 411005.

I have completed the below ticked corresponding semesters and necessary exit option.

First & Second Semester	<input type="checkbox"/>	Internship / Exit Option corresponding to First & Second Semester	<input type="checkbox"/>
Third & Fourth Semester	<input type="checkbox"/>	Internship / Exit Option corresponding to Third & Fourth Semester	<input type="checkbox"/>
Fifth & Sixth Semester	<input type="checkbox"/>	Internship / Exit Option corresponding to Fifth & Sixth Semester	<input type="checkbox"/>

I have attached the copy of the semester grade-sheets and completion of internship/exit option.

<b>APPROVAL SECTION</b>	
<b>CLASS COORDINATOR / FACULTY ADVISOR</b>	<b>HEAD OF DEPARTMENT</b>
<b>DEAN SCHOOL OF ENGINEERING &amp; TECHNOLOGY</b>	



Appendix-II

**Application for Grade Improvement**

To  
Director - Board of Examinations & Evaluations,  
COEP Technological University,  
Pune – 411 005.

Sub: Grade Improvement Registration

Dear Sir/Madam,

I am Mr./Mrs./Ms. ....

pursuing Engineering/ Other Program at COEP Technological University, Pune – 411005.

Applying for Grade Improvement. My details regarding the same are herein -

Current Semester of the Applicant: (I/II/III/IV/V/VI/VII/VIII )

PRN NO::

Program Admission Year::

Department Name::

Branch Name::

**Which semester course(s) student want to improvise grade for?**

I		II		III		IV		V		VI		VII		VIII	
---	--	----	--	-----	--	----	--	---	--	----	--	-----	--	------	--

Sr. No.	Course Code	Course Name	Corresponding Semester (I/II/III/IV/V/VI/VII/VIII)	Course Credits	Old Grade	Whether course offered as regular course (R) / Equivalent course(E) (R / E)
1.						
2.						
3.						

I hereby attest that I am applying for grade improvement for the above-mentioned semester(s) and related subject(s).

Dated Sign of Student : - \_\_\_\_\_

I have attached the photocopies copies of the course grade-sheets which I am applying to improvise in.



# COEP Technological University Pune

(A Unitary Public University of Govt. of Maharashtra)

## APPROVAL SECTION

<b>CLASS COORDINATOR / FACULTY ADVISOR</b>	<b>HEAD OF DEPARTMENT</b>
<b>Dean of School</b>	<b>Director-Board of Examination &amp; Evaluation</b>

After approval, application to be submitted to Exam Cell.

## EXAMINATION SECTION

Received by:	
Exam Cell Staff Name and Sign	
Date:	



## Appendix III

### PROJECT

#### PROJECT-I (Semester-V)

Sr No	Items	Description of activity
1	<b>Scope (TRL-2)</b>	Research Problem Identification, Literature, objective, methodology and Architecture / Plan of work
2	<b>Student project group</b>	Four students maximum per project. The student group remained the same till the completion of the three stages of the project. No change in topic / group / guide is allowed in subsequent stages of projects. In case of eventuality, alternate guide may be allotted.
3	<b>Problem statement identification</b>	It is mandatory for faculty members to float projects with carefully selected problem statements well in advance. The project should be floated and allotted within a week after the 5 <sup>th</sup> semester registration process is over. Since the project will run for one and half years, it is required by the department to float topics for the choice of students. The project topic should be in line with National Mission / Atmanirbhar Bharat / Industry requirements/ Funding body requirements / socially relevant project / Sustainable Development Goals (SDGs)
4	<b>Project topic selection</b>	The student group shall choose a project topic amongst the available topics given by the department based on the previous semester CGPA.
5	<b>Self-Study material for the student</b>	The department should recommend relevant online / offline self-study materials on IPR, technical paper writing, plagiarism, safety, NDA, Regulatory standards, for example-BIS, etc.
6	<b>End Semester Evaluation process</b>	The end semester evaluation shall be based on project power point presentation and well-structured project report. The evaluation shall be done by the panel of at least three members including one of them is project guide.



**Evaluation sheet for Project-I**

MIS No	Name of student	Research problem identification	Literature	Objective	Project Report	Viva Voce and presentation skill	Out of 100 marks
		CIE			ESE		
		20 M	20 M	20 M	20 M	20 M	

**PROJECT-II (Semester-VI)**

Sr No	Items	Description of activity
1	<b>Scope (TRL-3)</b>	Continuation of Project-I, Planning, fabrication and development of hardware / software and execution; relevant standards.
2	<b>Self-Study material for the student</b>	The department shall recommend relevant online / offline self-study materials on Incubation, Innovation (online / offline)
3	<b>End Semester Evaluation process</b>	The end semester evaluation shall be based on project work in power point presentation and a project report. The evaluation shall be done by the panel of faculty members, at least three members including one of them is project guide.

**Evaluation sheet for Project -II**

MIS No	Name of student	Planning	Development of hardware / software	Experimentation	Project Report	Viva Voce and presentation skill	Out of 100 marks
		CIE			ESE		
		20 M	20 M	20 M	20 M	20 M	



**PROJECT-III (Semester-VII)**

Sr No	Items	Description of activity
1	<b>Scope (TRL-4)</b>	Continuation of Project-II, Experimentation, Results analysis, Proof of concept, Project report writing, Publications in Journal, IPR
2	<b>End Semester Evaluation process</b>	The end semester evaluation shall be based on project work presentation, department level project exhibition and a consolidated (stage-I, II and III) project report. Weightage of 20% maximum marks should be assigned if journal paper (Scopus / SCI / WoS) published or accepted or filed IPR. The evaluation shall be done by the panel, at least three members (project guide, external examiner and same dept or other faculty members from COEP Tech.

**Evaluation sheet for Project -III**

MIS No	Name of student	Result analysis and interpretation	Project Prototype	Publications in Journal/ IPR	Project Report	Viva Voce and presentation skill	Out of 100 marks
		CIE			ESE		
		20 M	20 M	20 M	20 M	20 M	

