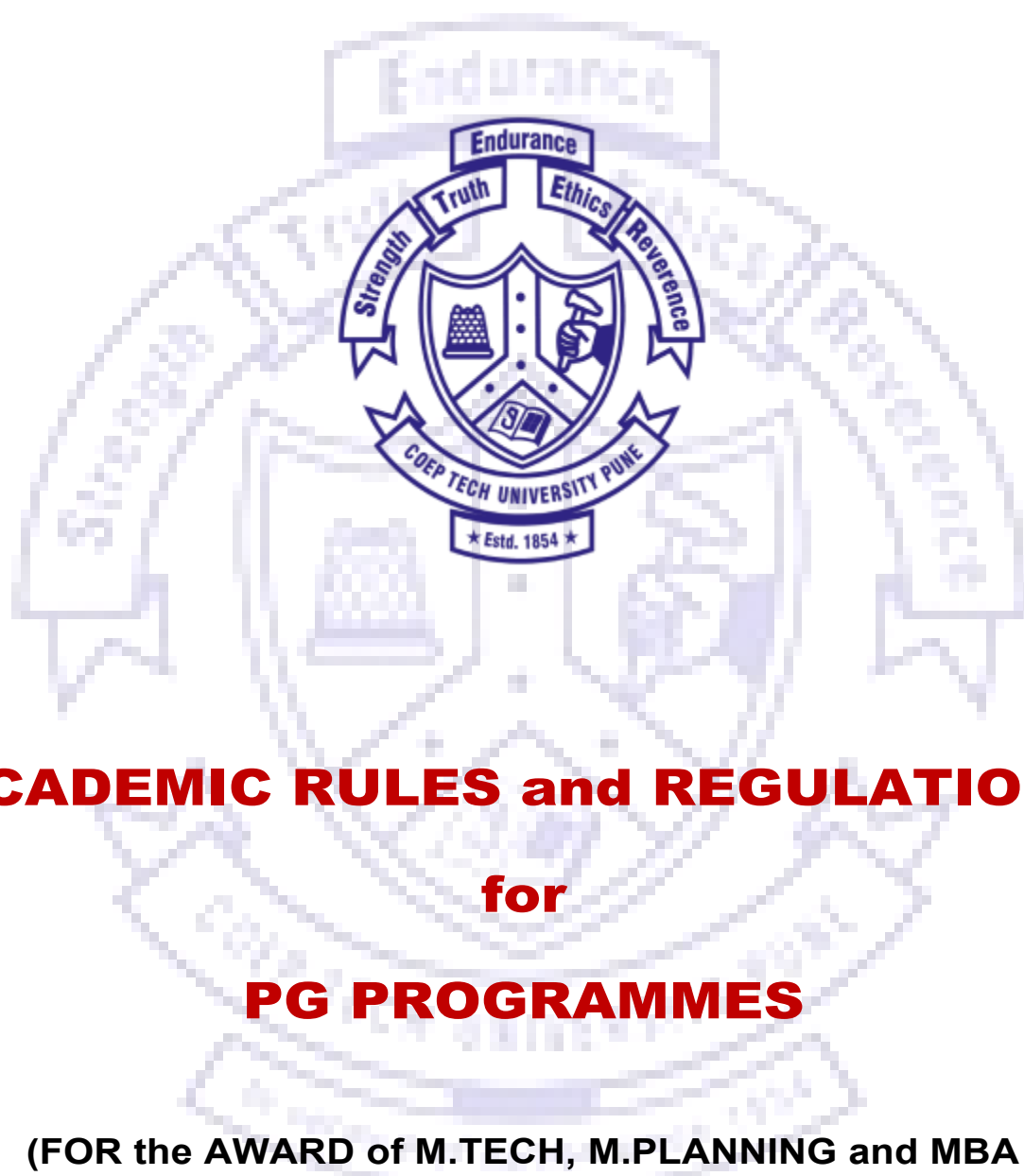


COEP Technological University, Pune

(A Unitary Public University of Govt. of Maharashtra)



ACADEMIC RULES and REGULATIONS **for** **PG PROGRAMMES**

(FOR the AWARD of M.TECH, M.PLANNING and MBA
DEGREES)

(Applicable with effect from Academic Year 2025-26)



COEP Technological University Pune

(A Unitary Public University of Govt. of Maharashtra)

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1. Short Title and Commencement

- (a) These Regulations shall be called the “**COEP Technological University rules and regulations**” for the Award of M.Tech/M.Planning/MBA 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 COEP Tech 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 M.Tech/M.Planning/MBA Degree Programmes at the University from the Academic Year 2025-26.

2. Definitions

- (a) “ABC” means “Academic Bank of Credits”;
- (b) “AICTE” means All India Council for Technical Education;
- (c) “Authority” means competent authority of COEP Technological University;
- (d) “Academic Year” means year beginning from as specified in academic calendar;
- (e) “BoG” means Board of Governance;
- (f) “BoS” means Board of Studies;
- (g) “CIE” means Continuous In-semester Evaluation;
- (h) “Course” means teaching subject in a semester;
- (i) “Dean” means Dean of the School;
- (j) “DAC” means Departmental Academic Committee;
- (k) “MSE” means Mid Semester Examination;
- (l) “ESE” means End Semester Examination;
- (m) “Government” means Government of Maharashtra;
- (n) “HoD” means Head of the Department;
- (o) “University” means COEP Technological University;
- (p) “M.Tech” means Master of Technology, a Post Graduate Degree awarded by the University;



- (q) “M.Planning” means Master of Planning, a Post Graduate Degree awarded by the University;
- (r) MBA means Master of Business Administration, a Post Graduate Degree awarded by the University;
- (s) “PG”, means Post Graduate Degree programme;
- (t) “Programme” means a combination of courses and/or requirements to be completed that lead to a degree or certificate. Example, M.Tech in Information Security, M.Tech in Construction Management etc.;
- (u) “Regulations” means COEP Technological University Regulations for the Award of M.Tech/M.Planning/MBA Degree;
- (v) “SLE” means Slot Examination;
- (w) “UGC” means University Grants Commission;

3. Preamble

The Regulations prescribed herein have been made by COEP, a Unitary Public University of Government of Maharashtra, to facilitate the smooth and orderly conduct of its academic programmes and activities at the M.Tech/M.Planning/MBA level. 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: The apex body of the university monitors these programmes and makes appropriate modifications/improvements from time to time. This booklet gives comprehensive information on the existing Rules & Regulations about the M.Tech./M.Planning/MBA Programmes.

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 academic and non-academic requirements prescribed by the Academic Council have to be fulfilled by the students for eligibility towards the Award of M.Tech/M.Planning/MBA degree.



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

4. Admissions

- a) Admissions to the first year of all the PG programmes shall be made before the start of each Academic Year, following the norms prescribed by the Government of Maharashtra from time to time based on any other relevant Entrance Examination or eligibility criteria as decided and published by the Government from time to time for that year.
- b) 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 PG Programmes in the university.
- c) The University shall admit M.Tech and M.Planning students under the following categories:
 - I. Regular Students
 - These students shall spend full time at the University and may receive financial assistantship from the University or any other recognized funding agency as applicable subject to fulfilment of prescribed criteria from time to time.
 - II. Sponsored Students
 - A student in this category is sponsored by a recognized R&D organization, national University, Government/semi-Government organization, educational University approved by the competent authority or industry for



doing any of the official PG programme in the University on a full-time basis.

III. International Students

The students in this category are admitted at the university level as per the sanction intake approved by the AICTE and UGC from time to time.

(d) MTech for working professional

A student in this category is sponsored by a recognized R&D organization, national University, Government/semi-Government organization, educational University approved by the competent authority or industry for doing any of the official PG programme in the University.

(e) PG diploma

For PG diploma courses applications are invited and based on written test and/or interview, students will be admitted.

(f) The University shall admit MBA students under the following categories

Admission to this category are through centralized admission process conducted by the government of Maharashtra.

(g) Regular Students - These students shall spend full time at the University and may receive financial assistantship from the University or any other recognized funding agency as applicable subject to fulfilment of prescribed criteria from time to time.

(h) The University reserves the right to revoke the admission mentioned above, 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 PG programme as laid down by the Authority.

(i) The University also reserves the right to cancel the admission of any student and discontinue his/her studies at any stage of studentship for unsatisfactory academic performance and/or undisciplined conduct. Also, in the case the student wants to cancel his/her admission due to any personal reasons, at any juncture, he/she shall need to apply through a proper channel (Faculty Advisor/Department Level Respective Programme Coordinator → Respective



HoD → Dean of school → Students' Section → Registrar → VC), with the application endorsed by his/her parents. The Faculty Advisor may take help from a trained University Counsellor if needed. The admission shall be cancelled after obtaining 'NO-DUES' from ALL relevant sections of the university, as per the norms.

5. Academic Calendar

- (a) Each Academic Year shall be divided into two semesters, each of 14 weeks, viz., odd semester (July – November) and even semester (January – May).
- (b) PG students are advised to see academic calendar from COEP Tech University from time to time.
- (c) The University shall arrange regular academic activities for the students during the two semesters and students can undergo Summer Internship Programme (SIP) for 6 to 8 weeks. For MBA programme minimum period of summer internship is 12 to 14 weeks.
- (d) 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.
- (e) 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.
- (f) A typical breakdown of the Academic Year for the M.Tech/M.Planning/MBA programme at the University shall be as suggested in the following Table:



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Table: Suggested Breakdown of Academic Year into Semesters

Topic	Description
1. No. of Semesters per academic Year	Two Semesters (Odd and Even)
2. Semester Durations:	Odd and Even Semesters: Approx. 14 Weeks each; For MBA 12 to 14 Weeks
3. Academic Activities and Examinations (Weeks):	Odd and Even Semester Registration of Courses- 3 days; Course work- 13 - 15 Weeks; Examinations- 20 days; Declaration of Results- within 2 weeks; 14 Weeks each For MBA 12 to 14 Weeks Re-Examination for students failed in courses: Registration of Courses- 2 day; Re-Examination Preparation-6 days; Re-Examinations- 8 days; Declaration of Results- 2 days. Inter-Semester Break: After odd Semester- 2 weeks; After even Semester – 8 weeks; Total: 10 weeks
4. Extra-Curricular Activities (Days)	University Level Flagship Events and other events; each one spread over weekend and holidays.

6. 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 premises of the university.



- (b) Unsocial activities like ragging in any form shall not be tolerated within or outside the premises of the University and the students found indulging in them shall be dealt with severely and dismissed from the University as per the rules set within the Anti-Ragging ACT.
- (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;
 - II. Wilful damage of the property of the University and/or Hostel and/or of fellow students;
 - III. Possession/consumption/distribution of alcoholic drinks and banned drugs;
 - IV. Mutilation or unauthorized possession of library material, like. books;
 - V. Noisy and unseemly behaviour, disturbing the peace in the University and/or Hostel;
 - VI. Hacking in computer systems, either hardware or software or both;
 - VII. Any other act considered by the University as of 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 reprimanding authority for violation of the code of conduct by students in the Hostels and in the Department or the classroom shall be respectively, the Rector of the Hostels and the Head of the concerned Department.
- (f) In all the cases of violation of the code of conduct by students in jurisdictions outside the purview of Clause (e), the disciplinary committee 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 Students Disciplinary Committee appointed by the Academic Council.
- (h) All other cases of indiscipline of students, like the adoption of unfair means in the



examinations shall be reported to the Students Disciplinary Committee, for taking appropriate action and deciding on the punishment to be levied. Guidelines for unfair means/malpractices during examinations are described in details in Section 13.

- (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 VC, who shall constitute appropriate Committees to review the case.

7. Programme Duration

- (a) The duration of PG 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 4 semesters, i.e. 2 Academic Years.
- (b) The maximum duration for the course completion shall be of 10 semesters, i.e. 5 Academic Years from the first date of registration in the university.

Clause (b) above shall apply to three types of students in a university:

- I. Those who wish to complete the PG Degree requirements comfortably without encountering failure in any course;
- II. Those who failed to complete the due credits of a particular semester and went on to accumulate the backlogs.
- III. Those who wish to avail a temporary in-program break from the Programme after receiving approval from the Authorities. The details about this clause are given in Section 18.

Clause (b) is not applicable to MBA programme. All the credits are compulsory for MBA programme.

- (c) In all the cases above (b), a student shall have to complete the PG Degree Programme requirements of the prescribed credits within 10 semesters, ie. 5 Academic Years. Failure to complete the PG Degree Programme requirements by any student in this period shall lead to the cancellation of his/her admission to the University forthwith.

- (d) The details about the Performance (CGPA) Improvement Scheme are given in



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Section 21 for students who wish performance improvement .

8. Course Structure

Course Structure for M.Tech/M.Planning

The course work for M.Tech / M.Planning shall be broadly divided as shown in table.

Abbreviation	Title
PSMC	Program Specific Mathematics Course
PSBC	Program Specific Bridge Course
PCC	Program Core Course
PEC	Program Specific Elective Course
LC	Laboratory Course
ELC	Experiential Learning Course (Dissertation Phase I & II, Summer Internships)
OE	Open Elective
SLC	Self-Learning Course
AEC	Ability Enhancement Course
MLC	Mandatory Learning Course
CCA	Co-curricular & Extracurricular Activities

Abbreviation	Title	No of courses	Credits	% of Credits
PSMC	Program Specific Mathematics Course	1	4	5.00 %
PSBC	Program Specific Bridge Course	1	3	3.75 %
PCC	Program Core Course	5	17	21.25 %
PEC	Program Specific Elective Course	3	9	11.25 %
LC	Laboratory Course	2	4	5.00 %
ELC	Experiential Learning Course (Dissertation Phase I & II, Summer Internships)	2+1	22+3	31.25 %



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OE	Open Elective	1	3	3.75 %
SLC	Self-Learning Course	2	6	7.5 %
AEC	Ability Enhancement Course	1	3	3.75 %
MLC	Mandatory Learning Course (Research Methodology & Intellectual Property Rights)	2	3+2	6.25 %
CCA	Co-curricular & Extracurricular Activities	1	1	1.25 %
Total		21	80	100.0%

Course Structure for MBA

The course work for MBA shall be broadly divided as shown below.

- Program Core Courses(PCC)
- Program Generic Course(PGC)
- Program Specialisation Course(PSC)
- Massive Open Online Courses(MOOC)

The MBA program curriculum is thoughtfully structured to align with the NEP 2020 guidelines, ensuring a balanced distribution of credits across core academic domain in Management.

This balanced course structure not only aligns with NEP 2020 guidelines but also equips MBA students with the versatility, strategic thinking, and domain-specific expertise needed to succeed in a competitive global business landscape. The semester-wise and subject wise distribution of these credits is detailed in the table

Abbreviation	Title	Sem I	Sem II	Sem III	Sem IV	Total
PCC	Program Core Courses	21	18	18	12	69
PGC	Program Generic Courses	4	3	--	--	7
PSC	Program Specific Courses	--	12	12	6	30
MOOCs	Massive Open Online Courses	--	--	--	--	--
		25	33	30	18	106



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- (a) Each course offered in the M.Tech/M.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., CM for Construction Management;
 - 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;
 - Thus, as an example, courses offered at the Department of Civil Engineering in the year 2019 shall be listed from CE-1901 up to CE-1999;
- (b) All the theory as well as laboratory courses in the M.Tech/M.Planning Curriculum will have 1-5 credits and a student shall acquire these credits after he/she completes its teaching-learning-evaluation process successfully.
- For MBA students all the theory lectures, Tutorials and practicals will have 1 – 3 credits and a student shall acquire these credits after he/she completes the 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;
 - Tutorial conducted for one hour per week in a semester;
 - Laboratory/Practical/Studio conducted for two/three hours per week in a semester; For MBA laboratory/practical conducted for one hours per week in a semester.
 - Dissertation work conducted for two hours per week in a semester; For MBA dissertation work in case of Sem IV will conducted for two hours per week.
- (d) Each student of the M.Tech/M.Planning/MBA Degree shall be required to earn a total of prescribed credits respectively during his/her studentship at the University to qualify for the PG Degree award.



- (e) In addition, each student shall have to complete the requirements of Mandatory Learning Course (MLC) such as Research Methodology and Intellectual Property Rights and Effective Technical Communication. 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 PG Degree award of a student, this shall not be taken into account for computing the final Semester Grade Point Average (SGPA) and thereby CGPA.
- Point (e) not applicable for MBA course.
- (f) Each student shall register for specifically prescribed credits per semester as per the respective PG Programme during his/her studentship at the university. The exact number of credits to be registered by a student in a semester in a particular Department shall be decided by his/her Faculty Advisor based on the student's academic performance in the preceding semesters.
- (g) The medium of instruction for course work and examinations at the University shall be English.
- (h) The course work for the Programme shall be broadly divided into ELEVEN main course groups, as follows:
- (i) For M.Tech / M.Planning 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, time tables and related requirements of the Programme.
- For MBA there is Board of Studies(BOS).The DAC (Not Applicable) 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 shall be incharge of the MBA Programme for course work, timetables and related requirement of the programme.
- (j) The Dissertation work shall be spanning for one/two semesters based on the PG programme. A student shall opt for carrying out the Dissertation work at the University



or at an Industry/Research Organization or at another university of higher learning and repute (Academia).

For MBA Dissertation work shall be in for IV semester(15 weeks).A student shall opt for carrying out the Dissertation work at the University or at an Industry/Research Organization or at another university of higher learning and repute (Academia).

- (k) Every student shall be assigned a Dissertation Supervisor at the beginning of the Dissertation Stage-I. No change in the Dissertation supervisor shall be allowed without the consent of the Chairman, DAC of the concerned department.

For MBA, Every student shall be assigned a Faculty at the beginning of the dissertation, At the end of semester an external examiner is appointed to the assesement of dissertation through a vivavoce.

- (l) The Dissertation Supervisor shall submit a request for change of Supervisor to the DAC Chairman of the concerned department stating the reasons for the change request. DAC Chairman shall forward the application with his/her recommendations and name of the new proposed supervisor to the Dean, school for the permission. Dean, school in consultation with the VC, COEP Technological university shall approve such applications.

Point (m) is not applicable for MBA students.

- (m)Each Department shall mandatorily include industrial training and/or fieldwork (Internship) and/or Summer Internship Programme (SIP) of 4-8 weeks for all the students of the department at the end of First Academic Year. However, these shall be arranged during the Summer Term period following the even semester of studies at the University.

Point (n) is not applicable for MBA students.

- (n) The Summer Internship Programme (SIP) if applicable to a PG Programme, shall be spanning 4-8 weeks during Summer Term. A student shall opt for carrying out the SIP at an Industry/Research Organization or at another University of higher learning and repute (Academia). The organization for SIP shall be selected/decided by the students on their own with prior approval from the faculty advisor/respective PG Programme Coordinator/Guide/Supervisor.



- (o) Every student shall be assigned a SIP Supervisor/Guide at the beginning of the SIP. No change in the SIP Guide/Supervisor shall be allowed without the consent of the Chairman, DAC of the concerned department.

For MBA, every student shall be assigned a SIP Supervisor/Guide/Faculty mentor all the beginning of the SIP. No change in the SIP Guide/Supervisor shall be allowed without the consent of the HOD of the concerned department.

9. Course Registration for the Semester

- (a) At the beginning of the first semester of the PG 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.
- (b) Each Department shall assign Faculty advisors, one for each academic programme 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 update the Dean, school Examination Cell and Students section with the lists of faculty advisers and mentors. 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 till they successfully roll out of the university.
- (c) Each student shall be required to register for course works by following the advice of the Faculty Adviser at the commencement of each semester on the day fixed for semester credits registration as notified in the Academic Calendar.
- (d) Students who fail to register for course work on the notified date may be permitted by the Department for late registration till the last date of registration announced in the Academic Calendar after payment of an additional late registration fee fixed by the university.
- (e) Only those students shall be permitted to register for course work who have:
- I. Cleared all dues of the University, Hostel and Library including fines (if any) of the previous semester,



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- II. Made all the required advance payments towards the University and Hostel dues for the current semester before the closing registration date and
- III. Not been debarred from registration of courses on any other specific ground.

(f) Guidelines for Equivalence of Courses in view of NEP Compliant Curriculum Revision:

Students are required to refer to the following guidelines given in St. nos. (i) to (vi) whichever is applicable for the course equivalence. It shall be used while registering backlog courses from previous Curriculum Revision (Revision 2019-20) which are not offered in NEP Compliant Curriculum Revision (Revision 2023-24).

- i) If backlog course is present in the NEP Compliant Curriculum Revision with same title, contents and credits then students shall register for that course.
- ii) If backlog course is present in the NEP Compliant Curriculum Revision with same title but reduced contents and credits then,

- Students can register for such course condition to at least two third contents similarity between the backlog and revised course.
- Students shall study the remaining missing contents on their own.
- For theory courses, the course instructors shall conduct In-Semester-Evaluation (ISE) of such students along with regular students, however they shall draw a separate ESE question paper with the backlog course title which includes questions from the entire contents as per the backlog course
- For laboratory courses, the course instructors shall carry out and evaluate the remaining experiments/assignments of students regularly.

- iii) If backlog course is not present in the NEP Compliant Curriculum Revision but appeared with modified title, same contents and credits then,

- Students shall register for such course
- For theory courses, the course instructors shall conduct ISE of such



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students along with regular students, however they shall draw additionally ESE question paper with inclusion of the backlog course title.

- For laboratory courses, the course instructors shall carry out and evaluate experiments/assignments of such students regularly.

iv) If backlog course is not present in the NEP Compliant Curriculum Revision but appeared with modified title with reduced contents and credits then,

- Students shall register for the course condition to at least two third contents similarity between the backlog and revised course.
- Students need to study the remaining missing contents on their own.
- For theory courses, the course instructors shall conduct ISE of such students along with regular students; however they shall draw a separate ESE question paper with the backlog course title which includes questions from the entire contents as per the backlog course.
- For laboratory courses, the course instructors shall carry out and evaluate the remaining experiments/assignments of students regularly.

v) If backlog course is neither present with same name nor with modified name and same/reduced contents in the NEP Compliant Curriculum Revision then,

- Students shall select the backlog course from the previous Curriculum Revision (Revision 2019-20).
- For theory courses, course instructors handling such backlog courses shall mentor these students and conduct ISE and ESE separately.
- For laboratory courses, the course instructors handling such backlog courses shall carry out and evaluate the experiments/assignments of students regularly.

vi) If backlog courses do not fall in any of the above mentioned five categories then,

- Students shall seek guidance of Head of the Department regarding course registration and get it approved by the respective Dean of the School.
- Please note that students should comply all the terms and conditions mentioned in "Eligibility for Award of PG degree" section for the successful



completion of the undergoing PG program.

- (g) ESE shall be conducted once for a course in the main semester, but to give an opportunity to failed students, the Re-examination shall be conducted after every main semester on the dates announced in the Academic Calendar.
- (h) A student shall have the possibility to drop a course in the middle of a semester as per the Academic Calendar, without mention in the Semester Grade Report, with the concurrence of the Faculty Advisor and after intimating the concerned course instructor(s) and the Examination Cell. However, it shall not be possible for a student to register for an alternative course in place of the dropped course in that semester.

Point (h) is not applicable for MBA programme.

10. Attendance and Detention

- (a) Each student shall be required to attend at least 75 percent of all the conducted classes like lectures, tutorials, laboratories, studios and workshops for being permitted to attend the end semester examination. 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 End Semester Examination.

Attendance Requirement for Backlog Laboratory Courses: If a student has regularly attended the laboratory course during the regular semester but has failed in the course, then attendance in the backlog laboratory course shall not be mandatory.

However, if the backlog arises due to detention caused by non-attendance of the laboratory course in the regular semester, then attendance in the backlog laboratory 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, as and when arranged by University during the Academic Year.
- (c) Students desirous of continuous leave of absence for less than two weeks during



a semester shall apply for it in advance to the Head of the Department providing reasons and supporting documents, if any and get it approved.

- (d) Continuous absence due to illness or any other reason for a period less than two weeks in a semester, for which a student could not make a prior application, may be condoned by the Head of the Department after proper verification.
- (e) The Dean, school shall be the Authority for sanctioning the leave of students outside clauses (b) and (c) above, after receiving their applications along with recommendations of the Heads of Departments.
- (f) In the case of the long absence of a student in a semester with prior approval or otherwise, the Dean, school shall decide whether the student be asked to withdraw from the Programme for that particular semester.
- (g) In all the cases of leave of absence as per Clauses (b)-(d) above, the period of leave taken shall not be condoned for the purposes of fulfilling the attendance requirements stipulated in the Clause (a).
- (h) It shall be the responsibility of a student residing in the hostel to intimate the Warden of his/her hostel and also the concerned course instructors regarding his/her absence before proceeding on leave.
- (i) Not more than 15 days of leave shall be permitted to a PG student in a Academic Year.

11. Grading System

1. The grading shall be based on the grand total (out of 100 marks).
2. The grading shall be carried out by the course instructors or the coordinator of the course and shall approximate the normal Distribution to the best possible extent.
3. The highest grade shall be 'AA', while the lowest passing grade shall be 'DD'. The 'FF' grade indicates failure in the course. The grade 'IC' means that the course is incomplete.
4. The Lower Bound (LB) of 'DD' grade shall be based on the Median calculation of the grand totals of the students in the course and set as per



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the following guidelines:

- i. For $\frac{\text{Median}}{2} \leq 30$, LB is 30.
 - ii. For $30 < \frac{\text{Median}}{2} \leq 40$, LB is $\frac{\text{Median}}{2}$ rounded to one decimal on lower side
 - iii. For $\frac{\text{Median}}{2} > 40$, LB is 40
5. The grades proposed by the course instructors shall be scrutinized and approved in the Department PG Program Committee (DAC) meeting prior to submission to the examination cell.

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 the following Table.

Table: Letter Grades and Grade Points for M.Tech/M.Planning.

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



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Table: Letter Grades and Grade Points for MBA Programme.

Grade	Grade Points
AA	10
AB	9
BB	8
BC	7
CC	6
CD	5
DD	4
FF	0

- (a) 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.
- (b) In addition to the grades given in Table, the instructors shall use a transitional grade 'IC'
- (c) 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.

Not applicable for MBA course

- (d) 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_i is the number of credits allotted to a particular course and G_i is the grade points corresponding to the grade awarded to the student for the course.

- (e) 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_i is the number of credits allotted to a particular course and G_i is the grade points corresponding to the grade awarded to the student for the course.

- (f) 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.
 - (g) 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 made use of.
 - (h) The incomplete ('IC') grade shall be awarded if the student is not having sufficient progress to submit the Dissertation work/internship-
 - (i) When a student gains the grade 'IC' for Dissertation work / Internship during a semester, the SGPA for that semester and the CGPA at the end of that semester shall be tentatively calculated ignoring the 'IC' graded course(s). The SGPA and CGPA for that semester shall be finally recalculated after conversion of grade 'IC' to appropriate grade as obtained after passing the respective Dissertation work / Internship.
6. Other academic requirements for the Programme include the following two grades as viz., PP (Passed) and NP (Not Passed) for MLC courses. 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 P G Degree award.



12. 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). (Studio course not applicable for MBA). 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 all through the semester. This shall include TA, mid-term tests: weekly/fortnightly class tests including surprise tests, homework assignments, flip class discussions, problem solving, group discussions, quiz, seminar, Simulation, mini-project 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



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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 dissertation 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 Board of examination 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), 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.

- 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.



Multiple choice questions are not applicable for MBA course.

- 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 '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.
- (h) 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 Examination cell. The course Instructor shall also solve the questions asked in the tests at the tutorial sessions for the benefit of weak students.
- (i) For a MOOC course, the performance assessment shall be conducted by either the Course Instructor or by the MOOC platform and an equivalent grading pattern shall be followed inline with the University norms.
- For MBA programme For a MOOC course, the performance assessment shall be conducted by the Course Instructor.
- (j) Attendance for all examinations, both CIE and ESE of each course shall be compulsory for the students. Absence in any CIE tests shall be automatically led to awarding zero marks for the respective test. Absence in ESE [except in case of 12(t) (I)] shall be automatically led to the award of grade FF in that course. Such students shall not be eligible for Re-examination of failed courses.
- (k) Students having the failure to meet the standards of attendance prescribed shall not be permitted to attend the ESE/Re-Examination/Summer Term.
- (l) 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 ESE question paper should not have more than 20% choice.

- (m) 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.
- (n) 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 Examination section.
- (o) 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 total final passing score of marks may vary from course to course, but in extreme cases, the minimum may be limited to 30 marks. For MBA programme, the conditions mentioned in this point are not applicable. Rather, for MBA programme students must have a combined passing score.
- (p) For the concerned course Instructor shall also be responsible to award letter grades and to submit the final results of the course to the Examinations cell through the Head of the Department before the last date as notified in the Academic Calendar.
- (q) In the case of other requirements, such as seminar, comprehensive viva-voce and MLC, the assessment shall be made as determined by the Grade Awarding



Authority of the University.

(r) A student who is detained in a course shall be receiving FF grade with a * mark indicating that he/she was detained in the specific course.

(s) 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 marks obtained in MSE is greater than or equal to 30%), but absence in ESE in a semester for valid and convincing reasons acceptable to the Department.

Point(r) is not applicable for MBA programme.

(t) Exemptions in case of a student being absent in CIE tests or end semester examinations 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, 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/ 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 / ESE. Applications received after this period shall not be entertained. In the case



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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.

A student shall be permitted for Re-test, either in CIE Test in Teacher's Assessment (TA) or MSE, 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. For MBA programme ESE test is scheduled as per academic calendar.

- IV. 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.
 - V. 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 feedbacks 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 both feedbacks in each semester. This is not applicable for MBA student.
- (u) 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 will remain active until the commencement of the End-Semester Examination (ESE). The ESE Hall ticket will



be issued only upon submission of the required feedback by the student.

Point is not applicable for MBA student.

(v) Evaluation of Dissertation work:

- I. The Dissertation work shall be conducted in one/two stages, spread over one/two consecutive semesters respectively; as the case be, based on the curriculum prescribed for the PG Programme.
- II. The Dissertation work shall be carried out under the supervision of a Dissertation Supervisor assigned by the department.
- III. In case if the Dissertation work shall be carried out at an external Industry/ Research Organization/Research Organization/Academia, there shall be an additional supervisor assigned by the external Industry/ Research Organization/Higher Academia.
 - If the Industry/ Research Organization/Higher Academia has any Intellectual Property Rights concern, a Memorandum of Understanding (MoU) shall be signed between the university and Industry/Research Organization/Academia stating various norms.
- IV. The evaluation of the Dissertation work shall be based on the work assigned by the Dissertation Supervisor(s), Dissertation Presentation Examination, Dissertation report and assessment by Dissertation Evaluation Committee. Dissertation 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 the first 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 Dissertation Supervisor(s) and present the same before an Internal Dissertation Evaluation Committee. This shall be followed by taking up the second stage of work in the following semester.
- VI. 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 antiplagiarism software approved by the Dean, school 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.

- VII. Before the submission of the final dissertation/thesis for adjudication, the student shall present at least one research paper in a national/international conference/seminar organized by a Research Organization/another University of higher eminence (Academia)/COEP itself or shall submit at least one research paper in refereed journal and must receive communication from the publisher/editor. The student shall produce evidence for the same in the form of presentation certificates and/or /communications/reprints/ acceptance letter from the publisher/editor. Guidelines for research publications issued by the University, from time to time will be followed. This is applicable only for the dissertation works of at least one Academic Year long duration.
- VIII. The attendance is mandatory at the respective premises at University/Industry/ Research Organization/Higher Academia.
- IX. The Examination cell shall receive a panel of names as identified as the External Dissertation Evaluation Committee for a student from the DAC Chairman of the concerned department at least four weeks before the submission of the second stage of Dissertation work. In case if the Dissertation work is carried out at an Industry/ Research Organization/Higher Academia, one of the members of the External Dissertation Evaluation Committee shall be from the Industry/ Research Organization/Higher Academia, if an MoU exists.
- X. A student shall submit three unbound, typed copies of the Dissertation report (one for each examiner), prepared according to the prescribed format



required by the Department at least two weeks before the date of Dissertation Presentation Examination. The last date of submission of the dissertation report in each academic year is 15th June unless otherwise specified.

- XI. The Department shall record the date of submission of the Dissertation report and arrange to send copies of the same to the External Dissertation Evaluation Committee within a few days before the date fixed for the Dissertation Presentation Examination. The department Dissertation coordinator shall notify the date of the Dissertation Presentation Examination to the External Dissertation Evaluation Committee and also to the student, with a copy marked to the Examination cell. Then the Dissertation report shall be evaluated by the Dissertation Evaluation Committee and the result shall be submitted to the Dissertation Coordinator, who in turn shall forward it to the Examination cell.
- XII. On successful completion of the Dissertation Presentation Examination, the student shall be required to submit two bound copies of the final, corrected Dissertation report along with a soft copy (CD) attached to each report, one
- XIII. being for the Department and the other for the Dissertation Supervisor. In the case of Industry/ Research Organization/Higher Academia Scheme, the Dissertation report shall be endorsed by both the supervisors from the department as well as Industry/ Research Organization/Higher Academia. Also, the Dissertation report shall include a certificate endorsed by the Industry/Academia.
- XIV. The Dissertation Presentation Committee shall reject a Dissertation work if found unsatisfactory along with a recommendation by the Committee for resubmission after incorporating and modification/correction suggested by the Committee. The Re-examination for the re-submitted Dissertation shall be conducted by the same Committee unless otherwise approved by the Dean, school. In case of rejection of the resubmitted Dissertation, the matter shall be reported to the Academic Council for appropriate action.



For MBA programme there is no extension time given to students, hence dates needs to be followed as per academic calender.

- XV. A student desirous of extension of time, up to a maximum of 2 months from the prescribed date for submission of the Dissertation report, shall seek permission for the same from the Dissertation supervisor and Head of the Department. The DAC shall consider such requests, case by case, before giving permission.
- XVI. If the DAC is convinced that the progress of a student in Dissertation work is insufficient, the concerned students shall be temporarily awarded the transitional grade 'IC'. Further, if the Dissertation 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 Dissertation work shall be required to re-register in the following semester

Evaluation methodologies other than conventional pen-paper written examinations like open-book examinations, competency-based assessment, simulations, project-based assessment, open internet assessments, flipped classrooms, etc., can be adopted for course evaluation (both theory and laboratory), subject to following guidelines and effective from Academic Year 2025-26.

- 1) Evaluation methodology should not be open-ended and must ensure academic rigor and fairness.
- 2) Prior recommendation/ approval should be taken from Head of department (HOD), Dean (Engineering)/ Dean(Multidisciplinary Science, Humanities and Management Studies) and the Chairman-Academic Council before the start of the semester in which the methodology is to be implemented.
- 3) All departments are requested to ensure compliance and maintain proper records of approvals.
- 4) The approved evaluation methodology shall be communicated to students at the beginning of semester.



- 5) Submit the final approved evaluation methodology document to the Examination Cell within 15 days from the commencement of the semester.
- 6) The Evaluation for all 1-Credit Theory Courses shall be in-semester continuous evaluation in form of MCQ, PPT, Assignments with no End Semester Examination (ESE) component.
- 7) This policy is effective from the Academic Year 2025-26 and shall apply to all departments and programs offering 1-credit courses
- 8) The Evaluation Scheme for courses, theory and lab both, offered at PG levels is given below. This scheme is applicable from the Academic Year 2024-25 and onwards.

Evaluation Scheme:

- 1) The courses in the NEP compliant Curriculum Revision (Revision 2023-24) that have combined heads. i.e. Theory. Lab and Tutorial. are to be evaluated as a whole with weightage proportional to credits to the heads specified in the structure.
- 2) The courses either in the NEP compliant Curriculum Revision (Revision 2023-24) or the prior Curriculum Revision (Revision 2019-20) with only one head do not warrant any weighted combination.
- 3) The theory head shall be assessed as given below:
 - i) In-Semester-Evaluation (ISE)
 - a. Teacher's Assessment (TA)
 - b. Mid-Semester-Examination (MSE)
 - ii) End-Semester-Examination (ESE)

Marks of TA, MSE and ESE components are specified in the Curriculum structure.
- 4) The laboratory head shall be assessed as given below:
 - i) Continuous-Internal-Evaluation (CIE)
 - ii) End-Semester-Examination (ESE)

Marks of CIE and ESE components are specified in the Curriculum structure.
- 5) For courses with combined heads. the total theory marks (out of 100) and laboratory marks (out of 100) shall be combined to generate a grand total (out of 100) by weighted addition with weights W_T and W_p .



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6) The weights W_T and W_p are proportional to credits assigned to theory and laboratory heads respectively in the Curriculum Structure.

7) The grand total shall be calculated only if

i) Obtained ESE theory and laboratory marks > 0

AND

(ii) Obtained total theory mark $\geq$ Lower Bound as per total theory marks of the students in the class.

AND

(iii) Obtained total laboratory mark $\geq$ Lower Bound as per total laboratory marks of the students in the class.

The computation of lower bound(LB) is given in the grading system.

8) Students failing to satisfy either of the conditions mentioned in the above point (7) shall be treated as failure in theory or laboratory or both.

9) Students shall appear for reexamination of the failure part only. Students unable to pass in the reexamination of the failure part shall result in the backlog course (either theory or laboratory or both).

10) Students will have to register and repeat the backlog courses (either theory or laboratory or both parts, as the case may be) in the subsequent Academic Years.

11) The course instructors need to enter marks of components of theory and laboratory assessments only i.e. TA, MSE, ESE and CIE, ESE respectively. The theory, laboratory and grand totals will be computed automatically and are available to the instructors for relative grading.

12) Sample example for marks entry of these components is given below.

MIS NUMBER	Theory				Laboratory			GRAND TOTAL 100 Marks	Grade
	TA 10 Marks	MSE 30 Marks	ESE 60 Marks	SUB TOTAL 100 marks	CIE 50 marks	ESE 50 marks	SUB Total 100 marks		



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	A	B	C	$D = A + B + C$	F	F	$G = E + F$	$H = W_T * D + W_P * G$	Based on H
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Columns A, B, C shall be exclusively utilized for 'Theory marks' entry. The columns 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).

Examination and evaluation scheme

As per the resolution AC-4.6 of the 4th meeting of Academic Council held on 4th May 2024, the percentage weightages of Teachers' Assessment (TA), Mid-Semester-Examination (MSE) and End-Semester-Examination (ESE) components of theory courses were variable based on credits allotted to it. The percentage weightages for In-Semester-Evaluation (ISE) and End-Semester-Examination (ESE) components of laboratory courses and project work at UG and PG levels were also approved and given below.

Sr.No	Course type	% Weightage		
		TA	MSE	ESE
1	Theory	20	30	50
2	Theory with one credit	50	50	--
Sr No	Course Type	ISE		ESE
1	F.Y PG	50		50
2	PG Dissertation at S.Y.	70		30

As per the ratified resolution AC-5.7 of the 5th Academic Council Meeting of COEP Technological University held on 30th November 2024, the following revised percentage weightages of Teachers' Assessment (TA), Mid-Semester-Examination



(MSE) and End-Semester-Examination (ESE) components of theory courses shall be followed here onward:

- The percentage weightage for End Semester Examination (ESE) shall be 50%
- The remaining 50% weightage distribution among Teachers' Assessment (TA) and Mid-Semester-Examination (MSE) shall be decided by the respective Department's Board of Studics (BoS) irrespective of number of credits of the theory course.

13. 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 MID term or ESE examinations. In case of unfair means/malpractices observed by Invigilator / Squad / Course Instructor, the respective Answer Script shall be sealed along with the concerned material belongings in a green envelope 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 of Examination shall conduct a meeting and call every accused student to listen. After listening to all the arguments and deliberations, decisions of the committee 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. In course using open book or open internet assessments, students must adhere to ethical guidelines. Any misuse of



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resources or breach of approved methodology will be considered malpractice.

- ii. Mobile Phones or any electronic gadget other than a 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 and 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 the Disciplinary Committee of 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 the examination for the future semester(s).

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

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

- I. If a student is found having in his possession of any material relevant to the syllabus of the concerned course of the 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, 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 verandah, urinal etc., the punishment shall be the cancellation of the examination of that particular course and grade FF shall be awarded in that course.



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- 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 the 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 or adds contents in the evaluated answer script/changes marks assessment inside and or outside of answer script / forges signature of the 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 active/inactive part of any social media means used for unfair means/malpractices in the examination, the punishment shall be fine of Rs. 5,000/- for inactive students and for the active student, one step shall be downgraded in terms of the 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 the examination, the punishment shall be fine of Rs. 3,000/- and the confiscated item shall be returned only after the last day of scheduled semester examination.

14. 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 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

1. Chairperson – Nominee of the Vice-Chancellor (not below Dean level).
2. Two Senior Faculty Members – From different faculties/departments.
3. Legal Expert – Preferably an advocate familiar with university regulations.
4. Member Secretary – Associate Dean.
5. 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

1. Submission:
 - Appeal must be filed within 15 days from the date of the impugned decision.
 - Must be addressed to The Registrar (Member Secretary, Appellate Committee).
 - Include: appellant's details, grounds of appeal, supporting documents, and relief sought.
2. 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

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



2. Proceedings:

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

3. 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

- Registrar 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.

15. 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 both TA, MSE, ESE together for theory and ISE, ESE for labs. This shall be done by following a relative grading system based on the use of statistics. The Head of the Department convene a



DAC committee meeting for preliminary scrutiny and moderation (if necessary) at the Department level and approve the grading.

- (b) The course Instructor shall submit two copies of the result sheets for each course, giving both the marks and the grades awarded to the Head of the Department, before the due date specified in the Academic Calendar. This shall be forwarded to the Controller of Examinations soon thereafter by the Head of the Department.
- (c) All the evaluated answer scripts of ISE in a course shall be returned to the students from time to time during the semester. However, the answer scripts of ESE shall only be shown to the students during the specified period after the evaluation. The Course Instructor shall submit the detailed results sheets together with ESE answer scripts and any other relevant courses connected with ESE to the Controller of Examinations 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) A student shall be given an opportunity to appeal to the Director, Board of examinations about a course Instructor for awarding lower grade in a course than the expected grade. The appeal shall be made with an application 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, show the answer script and 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. In the latter case, the prescribed fee paid by the student shall be returned.
- (e) Withholding 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.



16. 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 valid 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), 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 taking Re-examinations of a regular course, the students need not have to attend the lectures in that course once again. For final grading, TA and MSE scores of the respective semester shall be used.
Point (f) is not applicable for MBA.
- (i) For any Integrated Course (where theory and laboratory are combined into a single course), Re-Examination shall be conducted only for the ESE component of the theory in the respective semester. Existing CIE/ISE components of the Examination scheme of theory and all the components of Laboratory shall be used for final grading.



Point (g) is not applicable for MBA.

- (j) 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 of only theory in the respective semester.
- (k) Re-examination will not be carried out for the CIE component of Theory and Laboratory Courses after ESE.
- (l) 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 (o) given below. This point is not applicable for MBA.
- (m) The standard of conducting the Re-examination shall be the same as the normal ESE of the main semester.
- (n) 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.
- (o) 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 "IC" grade and who take re-examination, "One Grade Less" policy will not be applicable.

- (p) 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 Controller of Examinations (through Head of the Department) within the notified date in the Academic Calendar.
- (q) Any outstanding Grade 'IC' after the declaration of results of the Re-Examination shall be automatically converted into grade FF.
- (r) Thereafter, a student shall have to re-register in all the failed courses at any further semester when they are offered again. Whenever the structure of the curriculum change and in case of non-availability of the failed subject(s) for re-registration, the equivalent course(s) in the new structure will be decided by the respective BoS (DAC).

17. 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 16th June 2026)

- (a) A Special Summer Term shall be offered to the all the students, who have completed academics either at First Year of PG Program but failed in a few courses. This provision will facilitate students to complete the prescribed PG 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 Year PG program 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 Second 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 summer internship at First Year PG Program 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.

18. Multiple Entry & Multiple Exit

- (a) Multiple Exits: Students who have joined a two-year Master's degree program may opt for exit at the end of the first year and earn a PG Diploma
- (b) The PG Diploma may be awarded to a student provided they have earned the requisite credits in one year including on-the-job training of 4 credits during summer break, after completion of the second semester of the first year in the



respective major subject.

- (c) Re-entry or Lateral Entry: Re-entry to complete the PG degree, after taking the exit option, will be permissible upto 5 years from the date of admission to the PG program
- (d) Operational Guidelines are mandatory for all departments for effective implementation of the MEME framework, which are as follows:
- A student's application for either entry or exit from a program must be submitted only after the official declaration of even semester results.
 - To facilitate structured exit, each department must identify and offer a minimum of two courses for students completing their exit requirements. These courses can include in-house options, online courses, or internships.
 - As per UGC guidelines and GoM GR NEP-2022/(67/23) The UGC Regulations, 2021 permit up to 40% of the total courses being offered in a particular programme in a semester through the Online Learning Courses This provision encourages a blended learning model and the acquisition of practical skills. This provision encourages a blended learning model and the acquisition of practical skills.
 - A dedicated faculty member must be assigned to monitor students enrolled in online courses for exit credits. This measure ensures student engagement and academic integrity throughout the course.
 - Students opting to exit at an intermediate stage must register for the designated exit courses and pay the required fees. Faculty members supervising these courses should be compensated according to University norms.

19. Temporary In-program Break

- (a) Students who have joined a two year Master's degree program may opt for exit at the end of the first year and earn a PG Diploma, provided they have earned the requisite credits in one year including on the job training of four credits during summer break, after completion of the second semester of the first year in the



respective major subject. Re entry to complete the PG degree after taking the break will be permissible upto 5 years from the date of admission to the P.G. program.

- (b) 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).
- (c) 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.
- (d) Competent Authority of the University should review and if found satisfactory, sanction the genuine cases for the expected period of withdrawal.
- (e) The student can complete the Programme requirements of prescribed credits within the time limits specified, from the first date of registration in the University.
- (f) 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.

20. 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.

21. Eligibility for the Award of Degree

- (a) The Academic Council shall be the Recommending Authority for the award of PG Diploma, M.Tech./M.Planning/MBA Degree to the students fulfilling the requirements specified under Clause (c) and the Board shall be the Approving Authority.
- (b) The award of certification shall then be granted by the University.
- (c) A student shall be eligible for the award of PG Diploma, InM.Tech./M.Planning/MBA Degree from the University provided, the student has:
 - I. Completed all the prescribed credit requirements for the award of PG diploma, certification with grade DD or higher, in each of the courses, like Theory, Laboratory, Studio, Workshop, Seminar and Dissertation Work acquired the prescribed credits within the prescribed number of Academic Years.
 - II. Satisfactorily completed all the non-credit requirements with PP grade for MLC courses and Industrial Training, Fieldwork, (if any).
 - 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.

22. Grade (CGPA) Improvement Scheme

As per the resolution AC-5.5 of the 5th Academic Council Meeting of COEP Technological University held on 30th November 2024, the amendments in rules and regulations for the CPGA improvement of PG students are as follows:

- (a) 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. Students who wish to improve CGPA, shall be allowed for CGPA improvement from

- (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) No change of courses or drop of courses shall be permitted after the course registration.
- (f) A student who wish 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 all the evaluation tests/ESE conducted for the registered courses. Absentee for End-semester examination shall automatically lead to the award of grade FF in that course.
- (g) 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.
- (h) A student wishing to use the facility of grade improvement shall be required to pass in all the three courses in a single attempt. He/she shall not be entitled to the Re-



examination or Summer Term in such cases.

- (i) 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.
- (j) A student who succeeds in improving CGPA shall be issued a fresh Semester Grade Report by the University. These Semester Grade Reports shall have star against the courses for which the student has appeared for grade improvement and will state “Grade Improvement”. The date on the new Semester Grade Reports shall be that as issued for other students appearing in those courses. Name of the student shall be communicated to University and the student shall be required to apply for a degree certificate from the University thereafter.

23. Conversion Table for Grades to Percentage of Marks

- (a) For converting Cumulative Grade Point Average (CGPA) to percentage, multiplying factor will be 9.5 i.e. to convert the CGPA into percentage; $CGPA \times 9.5$ will give the percentage.

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

- (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.

24. Financial Support

- (a) GATE/CAT/GMAT/ATMA qualified students admitted in non-sponsored quota to an M.Tech./M.Planning/MBA Programme shall be eligible to receive a scholarship from AICTE, if applicable as per the rules from time to time.
- (b) Students admitted in sponsored quota to an M.Tech./M.Planning Programme shall not be eligible to receive a scholarship from AICTE.
- (c) A student who is receiving his/her stipend/scholarship from AICTE, MHRD, any



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granted Government Project or any other in-house resources, opts to pursue his/her dissertation work outside the campus, in Industry/R&D Organization of University of Higher learning and receives a stipend/scholarship from that establishment, he/she has to surrender/stop claiming his/her stipend/scholarship being received from the above-mentioned Government agencies/in-house resources. Any such student cannot continue to draw stipend/scholarship from more than one sources. Found to be indulging in malpractice, in this regard, a strict disciplinary action shall be initiated against such student.

- (d) A student whose CGPA is less than 4.5 shall not be paid AICTE scholarship until the CGPA improves.
- (e) In no case, the AICTE scholarship shall be allowed for more than 24 months.
- (f) Students receiving Scholarship from the AICTE or from any other funding agencies shall be required to perform academic duties (8 to 10 hours per week) assigned to them by the departments as per rules in force from time to time.
- (g) The AICTE scholarship shall be discontinued at any time for any kind of misconduct by the student as judged by the Disciplinary Committee of the University.
- (h) A student receiving AICTE scholarship or otherwise shall be eligible for grant of maximum 15 days Casual leave annually during the period of course in addition to general holidays and not entitled for vacations (summer/winter). However, a student must ensure 75% course wise attendance in each semester to be eligible for appearing for examinations and/or receiving stipend/scholarships.



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Appendix-I

Exit Option Application from Graduate Programme

To

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

Sub: Exit from Post Graduate Programme – First Year

Dear Sir/Madam,

I am Mr./Mrs./Ms. who was pursuing Engineering Post Graduate 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 year	☐	Internship / Exit Option after First year	☐
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I have attached the copy of the semester grade-sheets and completion of internship/exit option.

APPROVAL SECTION	
CLASS COORDINATOR / FACULTY ADVISOR	HEAD OF DEPARTMENT
DEAN SCHOOL OF ENGINEERING & TECHNOLOGY	



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Appendix-II

Application for Grade Improvement

To
Director Examination & Evaluations,
COEP Technological University,
Pune – 411 005.

Sub: Regarding Grade Improvement for Semester

Dear Sir/Madam,

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

I have applying for grade improvisation. Applicant details regarding the same are herein -

I	II	III	IV
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Sr. No.	Subject Code	Subject Name	Corresponding Semester
1.			
2.			
3.			

I hereby attest that I am applying for grade improvisation for the above mentioned semester and related subject.

Dated sign of student : - _____

I have attached the copy of the subject which I am applying to improvise in.

APPROVAL SECTION	
CLASS COORDINATOR / FACULTY ADVISOR	HEAD OF DEPARTMENT
Dean of School	Director-Board of Examination & Evaluation

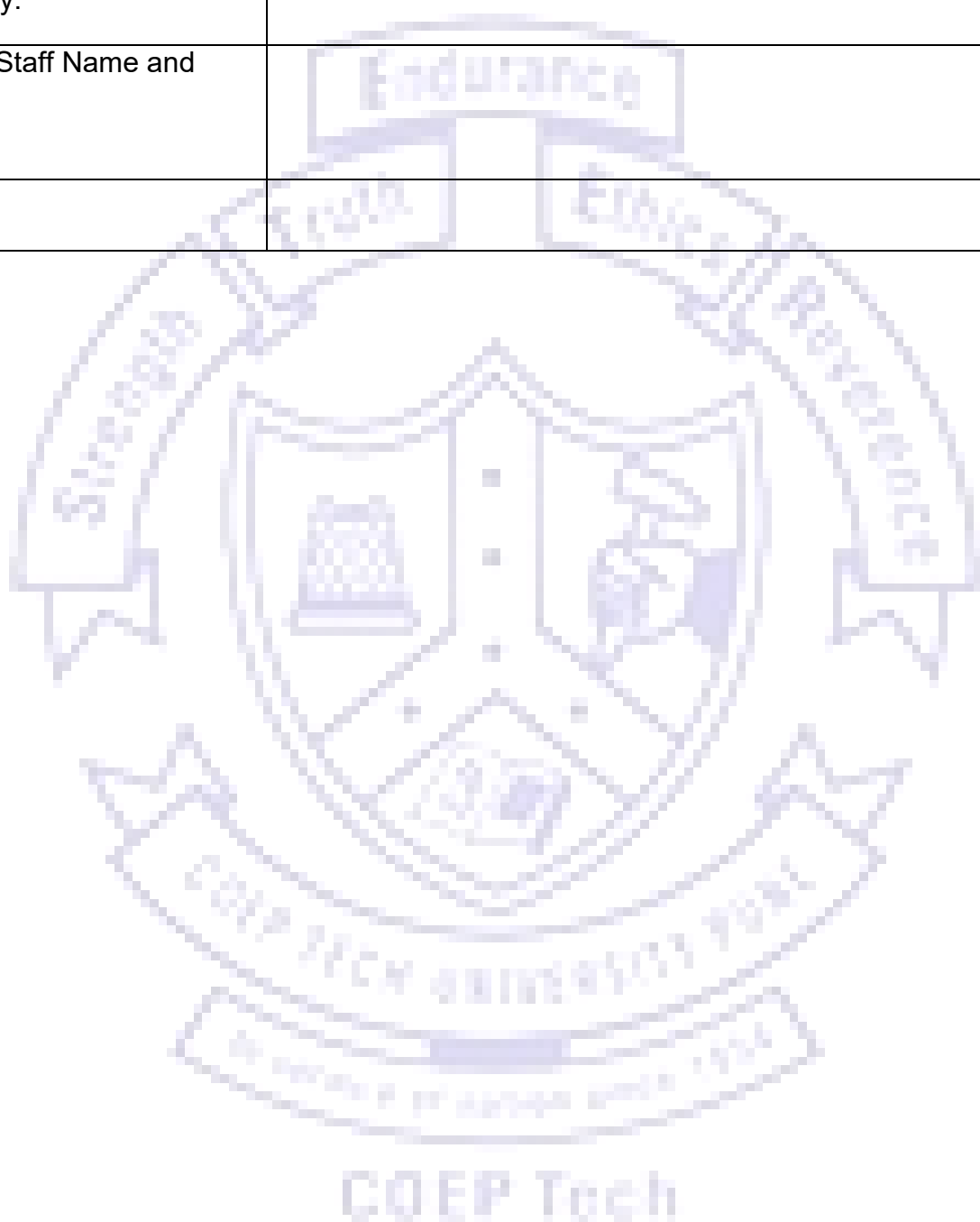


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After approval, application to be submitted to Exam Cell.

EXAMINATION SECTION	
Received by:	
Exam Cell Staff Name and Sign	
Date:	





Appendix III

Project

Dissertation (Phase-I) (Semester-III)

Sr No	Items	Description of activity
1	Scope (TRL-2)	Research Problem Identification, Literature, objective, methodology and Architecture / Plan of work
2	Student project	No change in topic / group / guide is allowed in subsequent stages of projects. In case of eventuality, alternate guide may be allotted.
3	Problem statement identification	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 2nd semester registration process is over. Since the project will run for one year, it is required by the department to float topics for the choice of students. The project topic should be in line with National Mission / Atmanirbharbharat / Industry requirements/ Funding body requirements / socially relevant project / Sustainable Development Goals (SDGs)
4	Project topic selection	The student shall choose a project topic amongst the available topics given by the department.
5	Self-Study material for the student	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	End Semester Evaluation process	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.



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Evaluation sheet for Dissertation Phase 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	20M	20M	

Dissertation Phase II (Semester-IV)

Sr No	Items	Description of activity
1	Scope (TRL-3)	Research Problem Continuation of Project-I, relevant standards.
2	Self-Study material for the student	The department shall recommend relevant online / offline self-study materials on Incubation, Innovation (online / offline)
3	End Semester Evaluation process	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 Dissertation Phase 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	20M	20M	



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Amendments to the following clauses are made in accordance with Resolution Nos. 8.3.2.11 and 8.3.2.12 of the Academic Council Meeting held on 16th June 2026. The only respective section is reproduced below for the required amendments. The provisions stated herein shall supersede the corresponding sections of the main document.

12(v)(VII) Before the submission of the final dissertation/thesis for adjudication, Student shall submit and must receive acceptance of at least one research paper in a national/international conference/seminar organized by a Research Organization/another University of higher eminence (Academia)/COEP itself OR shall submit at least one research paper in refereed journal and must receive communication from the publisher/editor OR shall file a patent on the dissertation work. The filed patent shall be evaluated and recommended by the department patent evaluation committee for submission of the issertation report. The student shall produce evidence for the same in the form of presentation certificates and/or /communications/reprints/ acceptance letter from the Publisher/ Editor/ Patent Authority. Addiitonally, guidelines for research publications issued by the University, from time to time will be followed. This is applicable only for the dissertation works of at least one Academic Year long duration.

Appendix III

Additonal Clauses

- The absolute grading scheme be adopted for the evaluation of the students enrolled in Dissertation Phase I and II courses at all S. Y. M. Tech. specializations.
- The abosolute grading slabs are as follows:

Grade	AA	AB	BB	BC	CC	CD	DD	FF
Marks range	91-100	81-90	71-80	61-70	51-60	46-50	40-45	0-39
