

**G. H. Raisoni Educational and Medical Foundations
G. H. Raisoni College of Engineering and Management,
Wagholi, Pune – 412207**



**Rules and Regulations
(Version: 03)
2018-19**

For Under Graduate and Post Graduate Program

G. H. Raisoni College of Engineering and Management, Wagholi, Pune

Academic Rules and Regulation

B.Tech/M.Tech Program

Preamble

G. H. Raisoni College of Engineering & Management, Pune was established in **2006**. The institute has lush green campus and its ergonomic design of building helps to generate a feeling of spaciousness and tranquility, with ample scope for future development and expansion. The Mission of institute is **“To impart quality and value based education to raise satisfaction level of all stake - holders**. Our strength is directed to create competent professionals. Our endeavor is to provide all possible support to promote research & development activities”. The institute is **Hindi linguistic minority** institution and **self-financed**. It is affiliated to **Savitribai Phule Pune University** and approved by **AICTE**. The institute has accredited by **NAAC**.

The salient features of the Institute

- A reputed teaching and research institute with excellent teaching – learning activities.
 - About 5 Acres pollution free lush green campus having excellent modern infrastructure having 17506.30 sq.m. built up area.
 - The institute offers **Five** under graduate (UG), **Five** post graduate (PG) courses in engineering.
 - The institute is recognized as a Ph.D. Research Centre in Electronics and Telecommunication Engineering & Mechanical Engineering by Savitribai Phule Pune University.
 - Total intake at Undergraduate courses is 480 students and at Post graduate courses is 114 students.
 - The institute is recognized under section 2 (f) and 12 (b) of the UGC act 1956.
 - The institute has Permanent Affiliation by Savitribai Phule Pune University.
 - The students and faculty members have gained recognition at National & International level activities.
 - Many faculty members have worked as Reviewer, Session chair, Technical Committee member at worldwide conferences and journals.
 - The institute has been recognized as Research center by the Department of Science and Technology, Govt. of India and Scientific & Industrial research organization (SIRO).
 - The institute is associated with different industries / academic institutes through MOU for the betterment of staff and students. More than 31 MOU’s have been signed with renowned industries and institutes.
 - Student’s chapters of professional bodies like ISTE, CSI, IEEE have been established in the institute to keep the students updated with the upcoming technology trends.
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- State of the art laboratories and spacious classrooms equipped with audio-visuals facilities, LCDs etc. are present.
- Fully equipped laboratories with all the advanced tools software's and machinery
- Indoor and outdoor sports facilities.
- A modern gymnasium, swimming pool also exists on the campus.
- Separate boys and girls hotels with all the necessary amenities.
- Separate Girls and boy's common room, canteen, transport facilities for students and staff is made available.
- Medical facility and counselor service are also available on the campus.
- The institute routinely organizes expert's lectures by eminent and experienced personalities from technical education and industries.
- The institute has been organizing international conferences, training programs, career enhancement programs, seminars, workshops which resulted in strong networking of institutions with industry and academics.
- Teaching Scheme (Syllabi) of various programme are designed as per the guideline of AICTE.

Rationale for Introduction of CBCS

- The University Grants Commission, New Delhi in its 12th plan guidelines directed the Universities in the country to implement the Choice Based Credit System (CBCS Scheme) in both the undergraduate and post-graduate programs.
- As per decision in the meeting of Government of Maharashtra, it was decided to start the scheme in the state from next session.
- To set Benchmark in the university and fulfill expectations of stakeholders

Advantages of the CBCS

1. Shift in focus from teacher-centric to learner-centric education
 2. Respects 'Learner Autonomy'. Allows learners to choose according to their own learning needs, interests and aptitudes.
 3. Affords more flexibility to the learners allowing them to choose inter-disciplinary courses, change majors, programs, etc.
 4. Makes education more broad-based. One can take credits by combining unique combinations.
 5. Facilitates Learner Mobility. Offers the opportunity to study at different times and in different places. Credits earned at one institution can be transferred to another.
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6. Helps self-paced learning with more flexibility. Learners may undertake as many as max 30 credits per term including backlog if any which must be considered in top priority while counting credits
7. Moving from a fixed time table to a slot based timetable. Under this, a student will be able to choose the time he/she wants to attend a theory class/ lab.
8. A student can exercise the option to decide his/her own pace of learning- slow, normal or accelerated plan and sequence his/her choice of paper, learn to face challenges through term work/project work/ and may venture out to acquire extra knowledge/proficiency through add- on facilities.

Vision and Mission of College

Vision

“To achieve excellent standards of quality education by keeping pace with rapidly changing technologies and to create technical manpower of global standards with capabilities of accepting new challenges”.

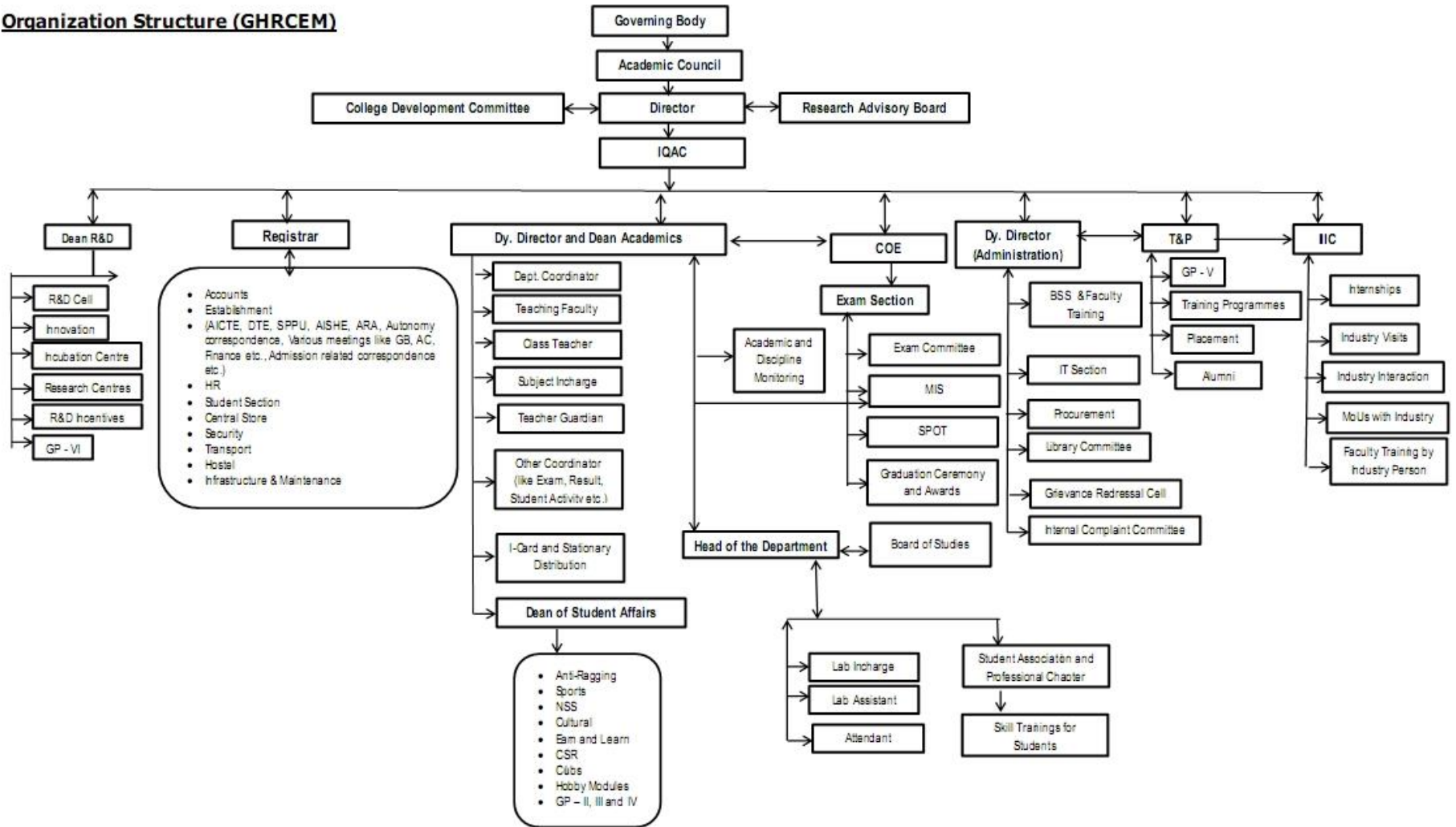
Mission

“Our efforts are dedicated to impart quality and value based education to raise satisfaction level of all stakeholders. Our strength is directed to create competent professionals. Our endeavor is to provide all support to promote research & development activities”.

Structure of Governance

The administrative set up and organization of the institute is formed to focus at establishment of innovative practices in order to achieve academic excellence. There is active participation of all the faculties in administrative and academic activities of the college. Thus, institute is practically run and maintained by the faculties. As a result there is a transparency in functioning of the activities. Presently following Organizational Structure is followed.

Organization Structure (GHRCEM)



INDEX

SN	Content	Pg No.
1.0	Abbreviations And Definitions	10
2.0	Programs Offered	12
	2.1 Undergraduate Programs in Engineering/Technology	
	2.2 Postgraduate Programs	
	2.3 Doctoral Programs	
3.0	Rules of Admission	13
	3.1 Rules of Admission To B.Tech. First Year/ B.Tech. Direct Second Year of UG Degree Programs in Engineering	
	3.2 Rules of Admissions To PG Degree Programs(M.Tech)	
4.0	Enrolment	14
5.0	Registration	14
	5.1 Registration For The UG Programs	
	5.2 Registration of Postgraduate Engineering (M.Tech) Students	
	5.3 Choice Based Credit System	
	5.3.1 Course Registration	
	5.3.2 Min & Max Credit Limit	
	5.3.3 Adding/ Dropping of Courses	
	5.3.4 Additional Learning (Certification) >6.75	
	5.3.5 Major & Minor Specialization	
	5.3.6 Opting PG Course	
6.0	Fees To Be Charged For The Under Graduate, Post Graduate And Research Degree Programs	16
7.0	Fees Concession / Scholarship	17
	7.1 The various schemes of fee concessions / Scholarship/ freeship are as given below	
	7.2 Annual Income Criteria for Scholarship / Freeship	
8.0	Change of Branch	18
9.0	Duration Of Degree Program	18
	9.1 Minimum Duration Of The Programs	
	9.2 Maximum Duration Of The Programs	
10.0	Starting A New Programs	19
11.0	Term/Semester System	19
	11.1 Academic Calendar	

12.0		Course Code	20
13.0		Teaching Scheme	20
	13.1	Course Credit System/Structure	
	13.2	Minimum Requirement for award of Degree	
	13.2.1	Credits	
	13.2.2	Audit Courses	
	13.2.3	Value Added Certification Courses	
	13.2.4	Industrial Training / Internship	
	13.2.4.1	B.Tech. Programs	
	13.2.4.2	Social Internship	
14.0		Co-Curricular & Extra-Curricular Activities (For UG Students)	23
15.0		Academically Weaker Student	24
	15.1	Criteria for Identifying Weak Student	
	15.2	Remedial Teaching	
16.0		Detention	25
17.0		Absorption	25
18.0		Semester Drop	25
19.0		Summer Term	25
20.0		Examination Scheme (ES)	26
	20.1	Examination Scheme For Undergraduate Programs In Engineering	
	20.2	Examination Scheme For Postgraduate (M.Tech) Program	
	20.3	Question Paper Pattern	
	20.4	Question Paper Audit	
21.0		Evaluation	27
	21.1	Class Assessment Examination (CAE)	
	21.2	Teacher Assessment Examination (TAE)	
	21.3	End Semester Examination (ESE)	
	21.4	Laboratory Practical Work (LPW)	
	21.4.1	PG Project Evaluation Procedure	
22.0		Paper Showing And Grievance Handling	30
23.0		Declaration of Result	30
24.0		Vacation Semester Examinations	30
25.0		Acts Of Malpractices / Unfair Means	30
	25.1	Procedure For Reporting Malpractices / Use Of Unfair Means	
	25.1.1	End Semester Examinations (ESE)	

	25.1.2	Continuous Internal Evaluation Exam	
25.2		Procedure For Imposing Penalties & Punishments	33
	25.2.1	End Semester Examinations (ESE)	
	25.2.2	Continuous Internal Evaluation Exam	
26.0		Other Examination Matters	35
	26.1	Questions Out Of Syllabus / Wrong Question/ Question With Incomplete Data	
	26.2	Leakage of a Question Paper	
	26.3	Special Provision of Amanuensis/Writer	
27.0		Grading System	36
	27.1	Guidelines for the Award of Grades	
	27.1.1	Explanation	
	27.2	Performance Indices	
	27.2.1	Grade Point Calculation	
	27.2.2	Calculation Of Semester Grade Point Average (SGPA)	
	27.2.3	Calculation Of Cumulative Grade Point Average (CGPA)	
28.0		Grade Improvement Scheme	39
29.0		Awards	40
	29.1	Gold Medal	
	29.2	Silver Medal	
	29.3	Achiever's Award	
	29.4	Toppers Award	
	29.5	Sponsored Scholarship / Medals / Prizes	
	29.6	Honor of Flag Hosting	
30.0		Placement Rules	42
31.0		Issue of College Certificate	42
	31.1	Issue of College Leaving Certificate	
	31.2	Issue of College Bonafide Certificate	
	31.3	Issue of Document Verification Certificate	
	31.4	Issue of Duplicate Mark Sheet Aand TC	
	31.5	Issue of Transcript	
	31.6	Passing Certificate / Provisional Degree	
	31.7	Award of Degree and Degree Certificate	
32.0		Transitory Regulations	44
33.0		Termination from the Program	45
34.0		Code of Conduct for Students	45

35.0		Grievance Appeal Committee for the Students	46
36.0		Psychological Counselor	49
37.0		Career Guidance Cell	49
38.0		Research and Development	49
	38.1	Objectives	
	38.2	Norms	
	38.3	R&D Initiatives	
	38.3.1	Initiatives for Under Graduate Students	
	38.3.2	Initiatives for Postgraduate Students	
	38.3.3	Initiatives for Ph. D Scholars	
	38.4	Rules for Students	
39.0		Interpretation of Regulations	53
40.0		Emergent Case	53

1.0 Abbreviations, Definitions and Key Terms

- 1.1 “AICTE” means All India Council for Technical Education.
- 1.2 “An Autonomous Institution/College” means an institution/college designated as autonomous by UGC affiliated to Savitribai Phule Pune University, Pune.
- 1.3 “Academic Autonomy” means freedom in all aspects of conducting academic programs, granted by University for academic excellence
- 1.4 “AC” means Academic Council
- 1.5 B. Tech” means Bachelor of Technology.
- 1.6 “BoG” means Board of Governance of the Institute.
- 1.7 “BoS” means Board of Studies
- 1.8 “Branch” means specialization in a program like B.Tech. in Civil Engineering or M.Tech. in CAD/CAM
- 1.9 “CGPA” means Cumulative Grade Point Average
- 1.10 “COE” means Controller of Examinations
- 1.11 “Course” or “Subject” means a theory/ practical/ other item mentioned in the Scheme of Examination, identified by the number and title
- 1.12 “CAE” means class assessment examination
- 1.13 “CBCS” Choice Based Credit System
- 1.14 “Dean AC” means Dean (Academic)
- 1.15 “DOSA ” means Dean OF Student Affairs)
- 1.16 “Dean R&D” means Dean (Research & Development)
- 1.17 “DSY” Direct Second Year
- 1.18 “DTE” means Directorate of Technical Education, Government of Maharashtra
- 1.19 “ESE” means End Semester Examination
- 1.20 “ES” means Examination Scheme
- 1.21 “GATE” means Graduate Aptitude Test in Engineering
- 1.22 “GHRCEM” means G H Rasoni College of Engineering and Management
- 1.23 “HOD” Head Of Department
- 1.24 “Institution” or “College” or “GHRCEM” means G.H. Rasoni College of Engineering and Management, Pune.
- 1.25 “JEE ” Joint Entrance Examination
- 1.26 “M.Tech.” means Master of Technology Program
- 1.27“PG” Program means Post Graduate Program
- 1.28 “RPC” Research Progress Committee
- 1.29 “RRC” Research Review Committee
- 1.30 “SPPU” Savitribai Phule Pune University
- 1.31“SGPA” Semester Grade Point Average
- 1.32 “TAE” means Teachers Assessment Examination
- 1.33 “TS” means Teaching Scheme.
- 1.34“TG” means Teacher Guardian.
- 1.35 “UGC” means University Grants Commission

1.36 Key Terms for Choice Based Credit System (CBCS)

- 1.36.1 Term
- 1.36.2 Program
- 1.36.3 Parent Department
- 1.36.4 Teaching Scheme
- 1.36.5 Program Scheme
- 1.36.6 Course
- 1.36.7 Credit
- 1.36.8 Credit Transfer
- 1.36.9 Course Exemption
- 1.36.10 Institute Core
- 1.36.11 Institute Elective
- 1.36.12 Program Core
- 1.36.13 Program Elective
- 1.36.14 Course Registration
- 1.36.15 Pre – Requisite for a Course
- 1.36.16 Anti-Requisite Course
- 1.36.17 Co-Requisite Course
- 1.36.18 Pending Course
- 1.36.19 Dropped Course
- 1.36.20 Dropping Term
- 1.36.21 Detained Course
- 1.36.22 Sample Path
- 1.36.23 Offered Courses
- 1.36.24 Arrear Course
- 1.36.25 Exam Registration
- 1.36.26 Withdrawal Course
- 1.36.27 Backlog Course
- 1.36.28 Fast Learner/Achiever
- 1.36.29 Faculty Advisor

2.0 Programmes Offered

G. H. Raisoni College of Engineering and Management, Pune offers following programs.

2.1 Under Graduate Programmes B. Tech (Bachelor of Technology)

Name of Branch	Code
Computer Engineering	COE
Electronics & Telecommunication Engineering	ETN
Mechanical Engineering	MEC
Information Technology	IFT
Civil Engineering	CIV

2.2 Post Graduate Programmes M. Tech (Master of Technology)

Name of Branch	Code
Computer Engineering	CRE
E & TC (VLSI & Embedded System)	VLS
Mechanical Engg. (Heat Power Engg.)	HPE
Mechanical Engg. (CADME)	CAD
Civil Engg. (Structural Engg.)	STR

2.3 Doctoral Programme (Doctor of Philosophy)

The institute offers two Ph. D programmes under Savitribai Phule Pune University as per the guidelines formed by Savitribai Phule Pune University.

- Electronics and Telecommunication Engineering.
- Mechanical Engineering

3.0 Rules of Admission

- a. The Institute shall offer such UG Programs and such minimum duration as the GB may approve on the recommendation of the council either on its own or on the initiative of Department and/or on the direction of the DTE/ UGC/ affiliated university.
- b. The Institute shall adopt procedures to admit the students to the different Undergraduate/Postgraduate Programs as prescribed by BOG and DTE.
- c. The Institute shall follow norms for eligibility of the students for admission to various Programs as per AC / BOG of the institute.
- d. The Institute may follow admission procedure strictly in order of merit as per Government of Maharashtra CAP round, Minority rounds and Institute level admissions.
- e. The Institute shall fix the dates for complete schedule of Programs till the students are admitted as approved by BOG and as per instructions from DTE / state government time to time.
- f. The Institute shall follow the Reservation Policy as per Minority institute rules laid down by state government for admission of students to various Programs.
- g. The intake of students for the various Programs shall as per AICTE time to time.
- h. The Academic Programs of Institute shall be based on term/semester systems as prescribed by academic council. Each academic year shall consist of two term/semester; one Odd term (June to November) and other Even term (December to May) and as per guided by academic council time to time
- i. Education at the Institute shall be organized around Choice based credit system of a study.
- j. The Institute shall have Relative Grading System (on a 10 point scale) for evaluation of student's performance in various Examinations as per relative grading system.
- k. The period of Academic session shall be such, as may be notified by the Institute from time to time.
- l. The medium of instructions and examinations shall be English.
- m. Such other provisions and such other amendments prescribed by the council / GB/BOM from time to time shall be also applicable.

3.1 Rules of Admission to B.Tech. First Year / Direct Second Year of UG Degree Programs in Engineering

- a. The admissions are done strictly on Merit basis in transparent manner in accordance with the rules and regulations of DTE Maharashtra State.
- b. The detailed notification for the admission is published in all leading newspapers and on college website after the declaration of XII standard examination.
- c. Candidates have to fulfill the medical standards required for admission as set out in the information brochure of Director of Technical Education, Maharashtra state.
- d. If at any time after admission, it is found that a candidate has not fulfilled all the requirements laid down by DTE / University time to time, the institute may cancel the

admission of the candidate and report the matter to the BoM and concerned government authorities as necessary.

3.2 Rules of Admissions to PG Degree programs (M.Tech):

- i. The admissions to **PG Degree programs (M.Tech)** are done strictly on Merit basis in transparent manner in accordance with the rules and regulations of DTE Maharashtra State for minority institute.
- ii. Candidates have to fulfill the medical standards required for admission as set out in the information brochure of Director of Technical Education, Maharashtra state as published time to time.
- iii. If at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer letter of admission, the Director of the Institution may cancel the admission of the candidate and report the matter to the BoM and concerned government authorities as necessary.

4.0 Enrolment:

The students admitted to the programmes offered by the institution will be enrolled with Savitribai Phule Pune University, soon after the admission, if he/she was not enrolled earlier. The candidature of the student will be provisional till his enrolment is accepted and a Permanent Registration Number is assigned by the Savitribai Phule Pune University.

5.0 Registration

5.1 Registration for the UG Programs:

a. The students admitted to the First year (First/second terms) of UG course will have to register for the courses as per the admission rules of CBCS scheme implemented from 2016-17 onwards. The minimum CGPA for award of degree shall be 5.25 and credits earned should be 180 for UG.

5.2 Registration of Postgraduate Engineering (M.Tech) students

The PG students shall be promoted to higher semester as per the conditions laid down below:-

Admission to Semester	Candidates should have earned PASS grade in all the heads of the following examination	Candidates should have earned at least 50% credits of the following examination taken together
I Sem.	B.E/ B.Tech/ Equivalent Courses	---
II Sem.	--	---
III Sem.	--	I & II Sem.
IV Sem.	----	----

The minimum CGPA for award of degree shall be 5.5

5.3 Choice Based Credit System (CBCS)

5.3.1 : Course Registration

1. It is mandatory for all students to register every term till the end of his/her study, for courses that he/she is going to study in the term through a Course Registration process
2. The list of courses offered by each program will be announced immediately after exams are over. Within 8 days of result declaration. Students will have to register for courses from the list.
3. Choice for dropping a Registered Course (max 2) once in a term within ten instructional days/two weeks.
4. Registering another course (ADD course) after dropping a Registered Course within two instructional days from the offered list and as per the availability of course .
5. Choice for dropping complete term for training/project work within norms .

5.3.2 : Min & Max Credit Limit

1. It is compulsory to Re-register the Pending / Dropped/ Detained/ Withdrawn courses first, before registering for new courses, during subsequent course registration(s). Hence, the total credits available for registering the courses will be 30.
2. Maximum 30 and minimum 15 will be Credits Limit for New Course Registration in each term.
3. Minimum credit limit for the course registration will not be applicable, who wish to drop a complete term OR last term course registration/Industry Internship.
4. Minimum credit limit for the course registration will also not be applicable for the fast achievers (Only for balance credits)

5.3.3 : Adding/ Dropping of Courses

Students having CGPA

1. ≥ 9.25 can register up to 30 credits and also can register for additional courses of Under Graduate & Post Graduate.
2. ≥ 8.25 and < 9.25 can register upto 29 credits and also can register for additional courses of Under Graduate & Post Graduate.
3. ≥ 6.75 and < 8.25 can register upto 29 credits and also can register for additional courses of Under Graduate.
4. ≥ 6.25 and < 6.75 can register upto full scheme and also can register for additional courses =of Under Graduate.
5. < 6.25 and clear pass can register up to full scheme.
6. < 6.25 and =with backlogs can register upto 15credits.
7. The student also will have option to drop a course within 10 instructional days /2 week of start of the term, if he feels that the course is difficult.
8. A student has to re-register for the DROPPED course when the course is offered again by the program if it is a core course. If it is an elective the candidate may choose the same or an alternate course as per program scheme.
9. Choice for dropping complete term within norms (maximum duration of degree will not change)

5.3.4 Additional Learning (Certification) >6.75:

1. Additional courses may be in the form of audit or credit.
2. Additional courses will not be considered for calculation of SGPA or CGPA/degree completion.
3. Students will get certification and credits for additional courses.

5.3.5 Major & Minor Specialization

If a Mechanical Engineering student completes all requirements for award of degree of Mechanical Engineering branch and in addition to this he/she completes all elective courses as an additional learning from Electronics Engineering branch, he/she will get Major degree in Mechanical Engineering and Minor degree in Electronics Engineering

Credits Requirement:

Student will be eligible to get Under Graduate Degree with Honors or Additional Minor Engineering, if he/she completes an additional 12 credits with AA/AB grade.

5.3.6 Opting PG Course

1. Undergraduate students having a CGPA of 8.25 or more are permitted to credit a Post Graduate level course (from the courses offered list decided by the program), in his/her major area of specialization (or related discipline) based on term credits.
2. Additional Post Graduate level courses will not be considered for calculation of SGPA or CGPA.

6.0 Fees to be charged for the Under Graduate, Post Graduate and Doctoral Degree Programme

- For the UG and PG programmes, the tuition and other fees charged to students over the duration of programmes shall be as per the approval of the Shikshan Shulka Samiti and BOG. The dates for payment of fees will be declared well in advance and intimated to the students through the website and other notices. There shall be separate examination fees.
- For the Doctoral degree programme, the tuition and / or other fees charged to students over the duration of the programme shall be as decided by BOG

7.0 : Fees Concession / Scholarship

7.1: The various schemes of fee concessions / Scholarship/ freeship are as given below

Sr. No.	Type of Fee Concession	Eligibility Criteria
01	EBC (Economical Backward Class)	CAP admitted OPEN Category students of Economical Backward class & family annual income should not be more than 1.0 lacs [www.dte.org.in]
02	Scholarship/ Freeship	Only for CAP admitted Category students (OBC/SC/ST/VJNT/SBC) & family annual income should not be more than 1.0 lacs Scholarship 4.50 Freeship lacs (SC & ST No Limit Income) [www.maharashtra.gov.in]
03	State Minority Scholarship	Students (Muslim, Christian, Sikh, Buddhist, Parsi & Jain minority community) should be domicile of Maharashtra state & passed SSC from Maharashtra state only & family annual Income should not be more than 6.0 lacswww.dte.org.in [www.maharashtra.gov.in]
04	Central Minority Scholarship	Students (Muslim, Christian, Sikh, Buddhist, Parsi & Jain minority community) family annual Income should not be more than 2.5 lacs.

7.2 : Annual Income Criteria for Scholarship / Freeship

Type of Fee Concession	Scholarship	Freeship
OBC	Income < 1.0 Lacs 50% concession in tuition fee, exam, fee & maintenance allowance	Income above 1.0 Lacs upto 8 Lacs 50% concession in tuition fee & exam Fee
SC	Income limit <2.50 Lacs Concession in Tuition fee, exam, fee & maintenance allowance	Income no limit Concession in tuition & exam. Fee
VJNT	Income < 1.0 Lacs Concession in tuition fee, exam, fee & maintenance allowance	Income above 1.0 Lacs upto 8 Lacs. concession in tuition fee & exam Fee
SBC	Income < 1.0 Lacs Concession in tuition fee, exam, fee & maintenance allowance	Income above 1.0 Lacs upto 8 Lacs. concession in tuition fee & exam Fee

Type of Fee Concession	Scholarship	Freeship
ST	Income limit <2.50 Lacs Concession in Tuition fee, & maintenance allowance	Income no limit Concession in tuition.

There is special scheme of 50% fee concession in admission fee for the ward of the RGI employees.

8.0 Change of Branch

Students are eligible to apply for a change of branch only after successfully completing the first two terms of UG in one attempt & have minimum 8.00 CGPA. The rules/ guidelines shall be as per the following directives in place; issued by the Government.

8.1 Change of branch shall be offered to the candidates, if clear vacancies exist.

8.2 Students must apply for change of branch within 15 days after the declaration of the second term result and can give his choices in order of preference in the prescribed format.

8.3 All such transfers shall be permitted only at the beginning of the third semester.

9.0 Duration of Degree Program

9.1 Minimum Duration of the programs:

- a) The full time UG Program shall be of four years / eight term duration. For those students who are admitted directly to Second Year of regular B.Tech program, the minimum duration shall be of three years/ six terms. **A student can acquire or earn 180 credits in minimum 3.5 years, however degree shall be awarded in 4 years.**
- b) The full time PG Programs M.Tech. shall be of two years /four semester duration.
- e) The Doctoral Programs shall be as per the directives of SPPU.

9.2 Maximum Duration of the programs:

- a) The full time U.G. Programs shall be completed in 6 years.
- b) The full time M.Tech Programs shall be completed in 4 years.
- c) The Doctoral Programs shall be as per the directives of SPPU.

The above time limits can be extended in special circumstances at the discretion of the authorities of Institution, subject to approval from Academic Council.

10.0 Starting a New Programs

- a) The concerned department of the college should conceive the idea of introducing new course and it should be well discussed in the Board of Studies/Subject Board of that subject. The Board of Studies/Subject Board shall formulate the idea into a proposal with all necessary details such as objectives, eligibility, course content and fees structure. Such proposal shall be forwarded to the Academic Council/Board. The proposal shall be in the form of an ordinance.
 - b) The Academic Council/Board shall discuss such proposal in its meeting and shall approve the proposal, in case the Council/Board finds the proposal to be appropriate. The Academic Council/Board shall have the right to send back the proposal to the Board of Studies/Subject Board for revision/ modification or may reject the proposal giving suitable reasons. The proposal can be resubmitted to the Academic Council/Board for reconsideration after the necessary modifications are made.
 - c) The proposal approved by the Academic Council/Board shall ultimately be submitted to the Governing Body/BOM of the college for final approval and for permission to execute the proposal.
 - d) The college shall send all proposals approved by the Governing Body/BOM of the college to the University for information in accordance to the guidelines of UGC under XIIth Plan.
 - e) The college is free to start diploma (UG/PG) or certificate courses without the prior approval of the University. Diplomas and certificates shall be issued under the seal of the college.
- All above shall be strictly as per UGC guidelines from time to time.

11.0 Term/Semester System

There shall be two terms/Semesters, namely Odd term/Semester and Even term/Semester in each academic year. Duration of semesters for different programs shall be as follows.

Duration:

I	B.Tech. Programme	8 Terms
II	M.Tech Programme	4 Semesters

For the sections starting late, especially for First Year, provision of makeup classes shall be made to compensate for the loss of teaching. For Direct Second Year admissions, the provision of makeup classes shall be made

11.1 Academic Calendar:

Total Number of Days	15 weeks / 90 Days
Odd Term	June to November
Even Term	December-May
Winter Exam	November-December
Summer Exam	April-May
Summer vacation	June
Winter Vacation	December

12.0 Course Code:

The Programs offered by the College shall have an alphanumeric Programs code consisting of a string of seven characters followed by the title of the Programs.

- The first character shall represent the degree (like B for UG, M for PG).
- The next two characters in a Programs code shall be capital letters identifying the responsible department offering the Programs (like AM for Applied Maths, EE for Electrical Engg etc).
- The fourth character indicates the type of subject (like L for Theory and P for Practical) where as last three numbers indicate Programs number.
- Example:-Programs Code DDDTNMM (BMEL201)
 - D : Degree code (B for Bachelor)
 - DD: Department Code (ME for Mechanical Engg)
 - T: Type of Subject (L for Theory)
 - N: Level of the Course (2 for second level)
 - MM: Indicate Course No. (01 indicate first course in the second level)

13.0 Teaching Scheme

The Institution shall follow a term/semester system and course contents (Syllabi) for the courses recommended by the BoS and approved by the AC. Each term/semester shall be of 15 weeks duration inclusive of registration, course work etc. Total teaching days in a term/semester shall not be less than 90. The details composition of the Teaching Schemes is as follows.

13.1 Course Credit System/Structure

The total credits required for completing a program shall be as per program wise teaching scheme recommended by the BoS and approved by the AC. The total number of credits in a term/Semester which a student shall register will be as prescribed in the teaching scheme of respective Program.

Number of credits for a course in any semester is generally calculated as follows.

Sr. No	Course	Hour	Credits for UG	Credits for PG
1	Lecture	1	1	1
2	Tutorial hour / week	1	1	1
3	Workshop / Laboratory/ Drawing	2	1	-
4	Dissertation Phase- I		*(As given below)	8
5	Dissertation Phase- II		*(As given below)	16

(i) For Mechanical Engg. :-Compulsory Industry Internship (total credit =12) for full term during VII term in the industries. Also for Major Project Phase-I total credit = 8 and Project Phase-II total credit = 8 during VII term & VIII term respectively.

(ii) For Civil Engg. :- Compulsory Field Project (total credit =16) for full term during VIII term in the industries/sites.

(iv) For ENTC:- Compulsory Project-Phase -I (total credit =2) during VII term and Industry Project Phase-II total credit = 20 during VIII term in the industries.

(v) For Computer Engineering:- Compulsory Project-Phase -I (total credit =4) during VII term and Industry Project Phase-II total credit = 16 during VIII term in the industries.

(vi) For IT:- Compulsory Project-Phase -I (total credit =2) during VII term and Industry Project Phase-II total credit = 16 during VIII term in the industries.

13.2 Minimum requirement for award of Degree

13.2.1 Credits

a) B.Tech. Programs

- The minimum number of credits to be earned for B.Tech. Programs in a discipline shall not be less than 180 credit points.
- Completion of all audit courses
- Completion of 6 weeks (4+2) internship
- The minimum CGPA for award of degree shall be 5.25.

b) M. Tech. Programs

- The minimum number of credits to be earned for M.Tech. Programs is 75 credit points.
- Completion of all audit courses.
- The minimum CGPA for award of degree shall be 5.5

13.2.2 Audit Courses

A student will be allowed to register for audit courses during the entire UG Program. Audit Course shall not carry any credit but will be reflected in Grade Card as “Audit” and will be awarded grade if student passes the course with minimum attendance and evaluation requirements. However, these will not be considered in the CGPA calculation. Students who are failed in audit course/s will have to repeat the course and will have to appear for the examination by filling the examination form and paying examination fees.

Audit course registration is online with number of student registration is 100 on First Come First Serve basis.

Foreign language

- French
- German
- Spanish
- Japanese

Hobby Courses

- Pranayam and meditation
- Nature club and Trekking
- Guitar
- Sketching
- Volleyball
- Dancing
- Spirit of Entrepreneurship
- Electronics Circuit Design
- Photography
- Expressing Yourself
- Synthesizer
- Kathak
- Horse Riding
- Puzzle solving
- Canvas and Knife painting
- Any other course recommended/approved by BoS of dept.

13.2.3 Value Added Certification Courses

Institute will run skill enhancement programs in different batches throughout the year. Students successfully completing two such courses as per groups approved by different BOS from time to time shall be entitled to award certificates. The list of courses will be provided by respective BOS.

13.2.4 Industrial Training / Internship

It is mandatory for each student whether UG to undergo industrial internship as per following

13.2.4.1 All B.Tech. Program

Six Weeks Industrial Internship to be completed before entering 7th term. This may include 2 weeks Social Internship*

Six Months Project Internship during final year as per respective program scheme.

The Objectives of the Industrial Training/Internship

- To provide an opportunity for students to familiarize with the industry of their discipline, experience work culture and discover the organizations within the industry. Students will acquire interpersonal skills through meeting with professionals in their field of study.
- To provide an opportunity for students to correlate theoretical lessons and principles with practical applications. Students will acquire practical skills and experience working on projects alongside industry experts.
- To provide an opportunity for students to discover grass root problems and fundamental issues in industry with a view to take up major project and development of innovative solutions.

- To provide the opportunity for the industry to identify potential employees and actively contribute to the teaching-learning process by ensuring that program curriculum satisfies the expectations of the industry and continual improvement.

13.2.4.2 Social Internship:

- Students are encouraged to work under NGO/ Rural organization/ Govt. Organization working for welfare of society.
- Prime objective is to expose students to grass root problems of society which will help them identify project topics.

Expected Learning Outcomes after the Training/Internship

- Exposure to Organizational skills and professional practices.
- An Ability to work under supervision and directions.
- An ability to Efficiently complete tasks, foster good relationship with seniors and subordinates
- Improved Communication & interpersonal skills.
- Knowledge of Work Ethics of the company/industry.
- Knowledge of The industry, its markets and its governing operation standards.
- Knowledge of Expectations of the company /industry in general on employees.
- Exposure to latest technology applications to the specific discipline.
- Opportunity of Identification of relevant problems in the industry and innovative solutions.

14. Co-curricular & Extra-curricular activities (For UG students)

Co-curricular & Extra-curricular activities play an important role in all round development of the personality of the students. While taking part in Extra-curricular and Co-curricular activities the student has to put in lot of efforts and time; sometime at the cost of their academics. Therefore, they need to be awarded in some manner. In view of the above it is proposed to give the incentives as a part of internal marks for every theory subject to the students who take part in Co-curricular and Extra-curricular activities for UG students as follows:-

MARKS	ACTIVITIES
4 marks	Any individual who represents the country in any game / sports / cultural / co-curricular. Any individual forming a part of Indian delegation to represent the country in any international event / friendship mission abroad. Paper presentation OR participating in technical exhibition outside the Country.
	Student playing for the State or combined University in any game / Sports OR participating in cultural activities OR participating in BLC & RD camps of NCC & NSS. Participation at National level held in IIT's / IISC / BITS, Pilani/ other Central Universities only and participation in International Conference as committee member. Members of SPC committee (Placement cell to provide), Members of steering committee of Annual social Gathering and Technorion. Attended one full year of NCC and attended NCC camp. Attended NSS camp.

MARKS	ACTIVITIES
3 marks	University colour holder (playing for University), OR part of Inter Collegiate winning team, OR representing University in cultural activities. Participation in Conferences / Seminars at Regional Colleges.
2 marks	Representing College team in any tournament, outside, done some service through NSS or else such as Blood Donation, Literacy Mission etc. Paper presentation at various institutes.
1 marks	Winner of interdepartmental competition in Sports / Games / Cultural activities. Winners / runners up in the events held by outside organization in various cultural events at institutions level. Holding various appointments at department level and institute level like G.S. President of Forum / Professional bodies etc. Scores in any competitive exam like GRE/GATE. Member of NCC or NSS unit.
1 mark	Participating in the intra-departmental competition of sports / games / cultural Activities. Appeared for any competitive exams.

On successful completion, any student submitting 5 or more certificates in any of the above category 4 marks shall be given in each subject.

15.0 Academically Weaker Student:

The performance of First year student in CAE-I of all subjects is regarded as the most appropriate way to ascertain the ability of students to cope up with different engineering subjects and thus to identify academically weak students. The diagnostic test is conducted on all the students admitted to first year B.Tech in each academic session. An academically weak student is defined as per the following criterion and assessment is regarded as the diagnostic test.

15.1 Criteria for identifying weak students

- Failure in online diagnostic test (CAE-I) in more than three subjects (less than 8 marks out of 20), and
- Failure in more than three subjects in any CAE, and
- Failure in end semester examination

15.2 Remedial Teaching

Remedial Teaching is provided throughout an academic session to identified weak students of first year B.Tech. for improving transition rate of first year students to second year. Remedial teaching is done by providing one additional hour of coaching for all subjects in the regular time table to all those students who are diagnosed weak and also for those failing in any of the subsequent CAEs. This is phase-I of remedial teaching. In phase II, a crash course of about 10 days duration is provided for each subject before the ESE. In phase III, intensive coaching of about 10 days is provided to failure students of ESE before the vacation examination.

Although remedial teaching is also available to students of senior semesters, the focus is on academic performance improvement of first year B E students.

For higher semesters of UG program remedial classes shall be conducted for failure students in end semester examination only. These classes shall be conducted immediately after declaration of result and before vacation examination.

16.0 Detention

- a. The student must be absolutely regular in his/her attendance for theory and practical classes. In case the student's attendance is less than 75% in the theory lectures and practicals separately, his/her terms will not be granted. In case of any genuine reason, the student or his/her guardian must inform in writing to the authorities of the institute about the reason of absence, in advance.
- b. The student must be present for all the Class Assessment Examinations (CAE), Tutorial Sheets, home assignments, quiz, & seminars (TAE) etc.
- c. The student should complete all the term work such as journals, drawing sheets, workshops or any other home assignments as per schedule.
- d. The student and parent should specially note that if the student having attendance less than 75% in any course including audit course & not completed 100% term work to the entire satisfaction of the Head of the Institution, he/she shall be detained and will not be allowed to appear for the End Semester Examination (ESE). In such cases he/she have to take re-admission in the next session.
- e. If student could not perform only in 1 or 2 subjects then he shall be detained in that subject from second term.

17.0 Absorption

The students from SPPU Pattern are absorbed into autonomous pattern as per SPPU,DTE, UGC guidelines.

18.0 Semester Drop

The student can seek drop of semester from the program on account of ill health or other valid reasons. The student shall have settled all dues at the Institution including those of Hostel, Library and Department etc. and fine of Rs. 7000/- on the day of his /her application for semester drop.

19.0 Summer Term

The academic year is divided into two main semesters and one summer term. Main semesters are for regular class work. Summer term is primarily for those who have FF Grade in the courses.

1. The College may offer an additional Term for first year, third sem. & seventh sem. students and as and when required. May-June term is termed as **Summer Term**. Courses offered in the Summer

Term will be treated as equivalent to a regular semester (odd / even) for all assessment purposes.

2. Summer Term is to provide opportunity to students to clear their backlogs or detained students or the courses which he / she could not register for some reason. The Institution may use this semester to arrange add-on courses for regular students and/or for deputing them for practical training.
3. Those students who have secured the “FF” grade in End Sem. Examination / Vacation Examination but will like to learn the subject once again and/or wish to revise their marks of CAE/TAE will be permitted to register for the Summer Term.
4. The students who have earlier taken an End Sem. Examination and register afresh for the Summer Term will sign an undertaking to revoke the CAE / TAE marks secured by them in their regular/ earlier attempt in the same subject. Once revoked, the students shall not seek restoration of the CAE/TAE marks.
5. Those students who are willing to join the Summer Term will submit the “Willingness to join” in the prescribed format 15 days before the commencement of the Summer Term.
6. Students will not be permitted to register for more than twenty four credits in the Summer Term.
7. Summer Term will be at an accelerated pace and will be at double the rate of normal semester e.g. one credit of course shall require two hours/week so that the total contact hours are maintained same as in normal semester.
8. Student shall register for the Summer Term as per the schedule given in academic calendar.
9. A student will have to pay an additional fee, if any, prescribed by the Institution within the stipulated time.
10. Once registered, students will not be allowed to withdraw from a summer term.
11. Summer Term is a special semester and students cannot demand it as a matter of right. Minimum batch size to be required.
12. It is optional for a student to make use of summer semester.

20.0 Examination Scheme (ES)

The College shall have Examination Scheme (ES) based on Term/Semester pattern for every Programs and course contents (Syllabi) for the courses recommended by the BoS and approved by the AC. The details of the ES are as follows:

20.1 Examination Scheme for Undergraduate Programs in Engineering:

Component of a course	Examinations	Weightage
Lectures/Tutorials	Class Assessment Examination (CAE)	20%
	Teachers Assessment Examination (TAE)	20%
	End Semester Examination (ESE)	60%
Laboratory Practical Work	Laboratory Practical Work (LPW)	100%

20.2 Examination Scheme for Postgraduate Programs (M Tech.) Program :

These Programs shall consist of four semesters. The course work and subjects of specialization shall be normally completed in the first- three semesters. The College shall have following examination system as laid down below:

Component of a course	Examinations	Weightage
Lectures/Tutorials	Class Assessment Examination (CAE)	20%
	Teachers Assessment Examination (TAE)	20%
	End Semester Examination (ESE)	60%
Laboratory Practical Work	Laboratory Practical Work (LPW)	100%

20.3 Question Paper Pattern

Question paper should be based on PO for engineering program. In general, question paper may have 5/6 questions. The questions should be properly distributed on entire syllabus and inter choice of maximum 20% may be given.

20.4 Question Paper Audit

There will be question paper audit with a committee, one subject chairman suggested by BOS and other teachers work as a member along with external paper setter. Controller of Exams calls meeting for question paper audit.

21.0 Evaluation

The current practice of evaluation is as follows:

21.1 Class Assessment Examination (CAE):

This examination shall be conducted at the department in the scheduled week and the evaluated papers shall be shown to the students within three working days. There shall be three such examinations equi-spaced in the term/semester out of which one shall be online examination for UG. There shall be two such examinations equi-spaced in the term/semester for PG. However for the performance improvement of the student one additional examination shall be conducted at the end of the term (in case PG it should be online examination).

Criteria for Improvement Test:

- Student is absent any one OR both the CAE
- Student is having less than 8 marks in any one of CAE

21.2 Teacher Assessment Examination (TAE):

It shall be evaluated by the teacher/forum in-charge based on the options like surprise test, quiz, seminar, paper reading, group discussion and the performance of the student in the co-curricular and extracurricular activities and his / her attentiveness in the class. There shall be total seven parameters, out of which best five will be consider.

TAE Parameters:

TAE Parameter	I/II Term B.Tech	III-VIII Term B.Tech	I/II Sem PG	III Sem PG
TAE – I	Quiz	Activity based learning	Delivery of technical topic without audio visual aid and backboard	Delivery of Seminar on latest Topic
TAE – II	Surprise Test	Technical Presentations	Chapter review from test book / reference book	Demonstration of Equipment / Lab
TAE – III	Home Assignment	Mini models/ Minor project	Mini Project	Review paper submitted in the Journal
TAE – IV	Attendance in Class	Attendance in Class	Attendance in Class	Attendance in Class
TAE – V	Seminar	Poster Presentation Seminar	Review of Journal Paper	Chapter review from test book / reference book
TAE – VI	Co-curricular & extra Curricular activates	Co-curricular & extra Curricular activates/CSIR	Poster presentation / Paper presentation / Seminar	Paper presentation
TAE – VII	Any Other	Attendance in two industrial visits and two guest lecturers / latest exposure advance facility in the lab	Attendance in two industrial visits and two guest lecturers	Attendance in two industrial visits and two guest lecturers Experiment Design / Kit Fabrication for UG

21.3 End Semester Examination (ESE) :

The Controller of Examinations shall conduct this examination after completion of the semester for which the date is given in the Academic Calendar. The time-table of the End Semester examination is prepared in the meeting of class representatives for each semester before one month of the start of examination. Each question paper shall have questions with internal choice up-to 20 % and the student shall attempt all the questions. The questions should be uniformly distributed from the entire syllabus of

the subject. The duration of examination is 2 hours /3 hours/ 4 hours as per teaching scheme. All the question papers shall be audited by audit committee (comprising of senior most paper setter of respective subject as chairman and two teachers who have been appointed as paper setters as members) appointed by examination committee. The audit shall be done and completed in one sitting. The opinion of the subject teacher teaching the respective subject shall be sought before finalizing the question paper without disclosing the paper to the subject teacher. If there is shortage of paper sets, the audit committee shall prepare the required number of paper sets on spot. The audit shall be limited to maximum 20% for a particular set.

Exam From submission:

Every student has to fill online examination form along with prerequisite fees.

21.4 Laboratory Practical Work (LPW):

- a) The syllabus of a practical shall specify the list of practical / experiments to be done in a semester which should include some open ended experiments.
- b) Each experiment shall have equal weightage.
- c) Performance of students shall be based on continuous assessment.

21.4.1 PG Project Evaluation Procedure:

1. Topic selection of PG projects is done under the guidance of Industry expert/Experts from reputed institute like COEP,IIT. Due weight-age is given for project progress seminars and rubrics for the same are prepared by each department.
 - a) Three seminar for Literature Review, project identification, topic finalization is conducted by Departmental Project Recognition Committee.
 - b) Synopsis of topic to be submitted in standard format.
 - c) RRC Committee is constituted by Dean(R and D).
 - d) Changes, if any, suggested by RRC, to be incorporated in the synopsis.
 - e) Title and scope of topic is finalized.
2. Three progress seminars based on Project work in M.Tech./M.E. III Semester.
3. Four progress seminars based on Project work in M.Tech./M.E. IV Semester.
4. Rigorous experimentation and analysis to be done in M.Tech./M.E. IV Semester.
5. Research paper based on Experimental work to be published by students in M.Tech./M.E. IV Semester.
6. Pre- Submission Seminar in front of Panel of eminent experts from NIT.
7. Suggestions, if any, suggested by Panel, to be incorporated in the work.
8. Write up of project report has to be in standard format prescribed by GHRCEM.
9. Submission of project report in standard format prescribed by GHRCEM.
10. Panel of Examiners from NIT, IIT constituted by Dean(R and D).
11. Final defense and viva conducted.

22.0 Paper Showing and Grievance Handling:

- After the evaluation of answer sheets, marks of concerned subjects will be displayed on the notice board of the department.
- Schedule for paper showing will be displayed by HOD on notice board and the copy of it will be forwarded to Controller of Examinations.
- The schedule contains the details of paper, dates and venue etc. According to the schedule the students have to report to the respective venue.
- If the student remains absent for the said date he/she is not entitled to file grievance after the date of paper showing.
- Students, who have any grievance regarding his /her assessment, they can apply to the HOD in grievance format.
- The HOD appoints the grievance handling committee with the senior faculty as expert.
- **The change in grievance shall be implemented only if the change is 5% of maximum marks then changed marks should be forwarded to Controller of Examinations for necessary changes.**
- Open house for unresolved grievances level are also arranged wherein the students who have grievances even after the grievance mechanism report to Dean Academics for solving their grievances. These changed marks are then entered into the MIS software.

23.0 Declaration of Result:

Results shall be declared within 15 working days after the last theory/practical examination.

Grade card is available online at Institute website after declaration of result. The student needs to login with his/her credentials and he/she cannot use this grade card for official purpose. This facility is used only for getting the information about grades obtained in the examination.

24.0 Vacation Semester Examinations:

Failure students shall get the benefit of vacation semester examinations. It shall be compulsory for all the students to appear for the end semester examination. An examinee who does not pass after appearing in the end semester examination shall be eligible to reappear at the Vacation Semester examination. First vacation examination will be extension of end semester examination and latter on examination will be considered as an attempt. The cutoff for these examination remains same as that of end semester examination.

25.0 Acts of Malpractices / Unfair Means :

Every student appearing for the CAE/TAE & End Semester Examination is liable to be charged with committing malpractice(s) / use of unfair means, if he / she is observed as committing any of the following acts:

- i. Misbehavior with officials / using unfair means / creating nuisance / using obscene language / violence / threat at the centre to the person involved in conduct of examination etc or any other kind of rude behavior in or near the Examination Hall.
- ii. Writing on the Question Paper/ Admission Card & or passing on any type of written paper to the other student(s) in the examination Hall.
- iii. Disclosing his/her identity by writing any words or by making any peculiar marks on the pages other than the facing sheet in the answer scripts.
- iv. Possession of electronic gadgets like mobile phones, Programmable calculator, pen-drive or such other storage devices in the Examination Hall.
- v. Communicating with any other student(s) any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- vi. Copying form the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- vii. Making any request of representation or offer of any threat for inducement or bribery to Jr. Supervisor and / or any other official for favours in the Examination Hall or in the answer script.
- viii. Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence or influence upon them for favour in the examination.
- ix. Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and / or inserting pates written outside the examination hall in to the answer scripts.
- x. Receiving material from outside or inside the Examination Hall for the purpose of copying.
- xi. Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript or such other material or matter in the Examination Hall.
- xii. Copying or taking aid from any material or matter referred to in sub- clauses (x & xi) above to answer in the examination.
- xiii. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- xiv. Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.
- xv. Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg, any part of body, clothing, socks, instrument box, identity Card, Hall Ticket, Scales etc.
- xvi. Destroying any evidence of malpractice, like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the examination Hall.

Notwithstanding anything contained above, any other activity in which the student has indulged and which in the opinion of the authorities of GHRCEM constitutes malpractice/ use of Unfair means will be construed as malpractice/ use of Unfair means.

25.1 Procedure for reporting malpractices / Use of unfair means

25.1.1 End Semester Exam (ESE)

- i. The Director shall constitute a vigilance cell (Flying Squad) to ensure proper conduct of examination and for prevention of unfair means (VCPUM) for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the college. This cell shall submit its report and recommendations to the Director / Examination Committee for appropriate actions.

- ii. If the malpractice case is detected, the Jr. Supervisor / Flying Squad member will seize the incriminating materials and the answer script(s), and report the same to Sr.Supervisor immediately in the prescribed form.
- iii. When malpractice / use of unfair means is brought to the notice of the Sr.Supervisor either by Squad members or by the Jr.Supervisor , he/she shall hold a preliminary inquiry and take on record the report of the Jr.Supervisor , the statement of the student concerned. Only then he/she will forward unfair means report along with answer script(s) and other incriminating material and other enclosures in a sealed cover to the controller of Examinations. However, answer scripts of subsequent papers of such student noted under unfair means shall be sent directly to the valuation centre along with other answer script and shall not be marked as unfair means case anywhere.
- iv. The student, the Jr.Supervisor , the concerned Squad Member (if the case was detected by the squad member) shall be required to give their statement in the prescribed form supplied by the controller of examinations. These statements shall always be concise, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.
- v. The statement of all concerned shall be in their own handwriting.
- vi. If the student refuses to handover the incriminating materials or the student refuses to give the statement, the student shall be asked to record in writing his/ her refusal to give a statement. If he/she refuses to do even that the facts will be recorded by the Sr.Supervisor and / or the squad member.
- vii. The student(s) noted under unfair means shall be allowed to write the subsequent papers. Having allowed to appear for the papers after noted the case under unfair means, the student/s shall have no claim over the performance of the subsequent papers. The answer scripts of those students noted under unfair means shall be evaluated and the results shall be kept in abeyance, until such time the Examination committee approves the recommendations of the Examination Sub-committee appointed for the same.
- viii. When, a student noted under unfair means the following steps shall be strictly adhered to:
 - Debar the student from writing that particular paper, in which he/she has been caught under alleged unfair means.
 - Issue a memo instructing the student to attend the meeting of the unfair means committee if required.
 - Send the answer script of that particular paper directly to the controller of examinations, along with relevant documents. It shall be super scribed on the left hand corner of the facing sheet as U/F Case. There shall not be an indication of U/F Case on the pages other than the facing sheet of the answer script.
 - Permit the student to write the subsequent papers of the examination, if any, and such answer scripts shall be sent to valuation centre along with other answer scripts, without being marked as U/F Case anywhere.

25.1.2 Continuous Internal Evaluation Examinations (i.e. for CAE/TAE):

- i. The Director shall appoint a team of Squad Members to ensure proper conduct of Examinations and prevent unfair means.
- ii. If the unfair means case is detected by the Jr.Supervisor / Squad Member or any other official he/she shall seize the incriminating materials and the answer script(s) and report the same to the Controller of Examinations immediately. The Jr.Supervisor / squad member or any other official shall record their statement along with the statement by the student in the prescribed form.

- iii. If the student refuses to handover the incriminating materials or the student refuses to give the statement, the student shall be asked to record in writing his/ her refusal to give a statement. If he/she refuses to do even that the facts will be recorded by the Jr.Supervisor and / or the squad member.
- iv. Do not confiscate the identity card (ID).
- v. Permit the student to write the subsequent papers of the examinations, if any.

25.2 Procedure For Imposing Penalties & Punishments

25.2.1 End Semester Examinations (ESE)

- i. Examination Sub-committee (Unfair means committee) appointed by the Examination committee, consisting of the Controller of Examinations (COE) as the Chairman, and other members shall be constituted to inquire into the Unfair means cases during the Examinations and to recommend the action to be taken on the cases to the Examination committee.
- ii. The above committee shall meet after the conclusion of each End Semester examination on the dates fixed by the COE and inquire on all matters connected with the students Caught using unfair means. After detailed inquired, the committee shall prepare a report giving its recommendation on the penalties and punishments to be imposed for the consideration of the Examination committee.
- iii. In the case of failure by the student to attend the inquiry on the specified date, the committee shall inquire into the charges alleged against the student and impose the necessary penalties and punishments.
- iv. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
- v. The student is awarded punishment only once though he may have indulged in Unfair means in several papers. This punishment will be decided taking into consideration all Unfair means during the End Semester examination.
- vi. The Unfair means committee shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged Unfair means. After ascertaining the severity of the case, the Unfair means committee shall recommend suitable penalties or punishments on the student. The severity of the case shall be categorized as follows.
 - Possession of electronic gadgets without any material(s) or matter, materials(s) or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, Which is/are not relevant to the paper the student is writing.
 - Possession of electronic gadgets with the materials related to the subject / materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are relevant to the paper the student is writing.
 - Possession of electronic gadgets with the materials related to the subject / materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are relevant to the paper the student, is writing and are particularly for the purpose of copying.
 - Possession of electronic gadgets with the materials related to the subject / materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are relevant to the paper the student, is writing and are particularly for the purpose of copying and carried the material to the answer book.

While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is caught using Unfair means shall be taken in to consideration to decide the severity of the case.

- Repeatedly use of Unfair means during the Examinations.
- Threatening with weapons and impersonation.

25.2.2 Continuous Internal Evaluation Examinations (i.e. for CAE/TAE):

- i. The committee will consist of the controller of Examinations (COE), the squad members and or the room invigilator concerned. The committee will meet on the same day on which the use of Unfair means is reported, with intimation to the student and decide the penalty and punishment.
- ii. The severity of the cases will be the same as mentioned for ESE

Guidelines for recommending penalties & punishments:

Sr. No.	Nature of Unfair means	Penalty / Punishment to be imposed
		End Semester Examination
1	Misbehavior with official or any kind of rude behavior in near the Examination Hall using obscene or abusing.	a. Value the answer script of the particular paper in which the student caught using unfair means and announce the result the normal way
2	Writing the Question paper/ Admission card & or passing to the other student in the Examination Hall.	b. Denial of benefit of performance of that particular paper in which the student is using unfair means.
3	Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while answering.	c. Denial of benefit of performance of that particular examination (all the subjects for which the student had registered for the examinations).
4	Possession of Electronics devises like mobile, Programmable Calculator, Pen-drive, and any other electronics devises / storage devises in the Examination Hall	d. Debarring the student from appearing for one more subsequent Examination.
5	Communicating with any student or the any other person inside or outside the examination hall with a view to take assistance or aid write answers in the examination. Having any written matter on scribbling pad, calculator, palm, hand, leg, clothes, socks, instrument box. Identity card, hall ticket scales etc.,	e. Debarring the Student from appearing for two more subsequent examination f. Debarring the student from appearing for three more subsequent examination
6	Copying form the material or matter or answer(s) of another student or from similar aid or assistance rendered by another within the examination hall.	g. Denial of review in any subject of that examination h. Denial of make Up examination benefit for any subject of that examination
7	Making any request of representation or offer of any threat for inducement or bribery to Jr.supervisor and /or any other official for favours in the Examination hall or in the answer script.	i. Rusticate the student form college. j. College authorities are not responsible of the mobiles confiscated during examination and they will not be returned to student.
8	Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence or influence upon them for favour in the examination.	The Examination Sub-committee shall recommend the punishments based on the

Sr. No.	Nature of Unfair means	Penalty / Punishment to be imposed
		End Semester Examination
9	Smuggling out smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall in to the answer scripts.	severity of the case and the severity of the case shall be recorded.
10	Receiving material from outside or inside the examination hall, for the purpose of copying.	
11	Bringing into the Examination Hall or found in possession of portions of a book, manuscript, or such other material or matter to be brought in to the examination Hall.	<u>Continuous Internal Evaluation Examinations(i.e. for CAE/TAE)</u>
12	Copying or taking aid from any material or matter to answer in the examination.	a. Awarding zero marks for that component of CAE/TAE in which Unfair means was detected.
13	Having any written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, clothing, socks, instrument box, identity card, hall ticket, scales etc.	b. Awarding zero marks for that component of CAE/TAE in which Unfair means was detected.
14	Destroying any evidence use of Unfair means, like tearing or mutilating the answer script(s) or running away along with the answer script(s) from the examination hall or premises.	c. Awarding FF grade in the subject in which Unfair means was detected. However the candidate has the benefit of withdrawing that subject.
15	Committeing other act or omission intending to gain an advantage or favour in the examination by misleading or inducing the examiner or officers or authorities oef the college.	d. Awarding FF grade in the subject in which Unfair means was detected, but the candidate is not allowed to withdraw that subject.
16	Repeated Indulging in Malpractice/ using Unfair means.	e. Same as <u>a, b, c & d</u> , but the punishment extended to one or more subjects the candidate has registered in that semester.
17	Impersonation or allowing any other person to impersonate to answer in his/her place in the Examination Hall.	f. College authorities are not responsible of the mobiles confiscated during examinations and they will not be returned to students.
18	Threatening with weapons of any other means to the Jr.supervisor, Members of the Flying squad, officers, officials of the Examination Centers/College	

Authority for imposing penalties & punishments

The Examination Committee will be the authority for approving or modifying the recommendations of the Examination Sub-committee (Unfair mans committee).

26.0 Other Examination Matters

Also the examiners shall, if he/ she suspects use of unfair mans while valuing the answer scripts or other material such as insertion of answer sheet, revealing of identity or enclosure, such as currency, shall return the answer script with reasons in writing to the controller of examination and by name detest from further valuation. If already valued, marks shall not be entered in the regular marks lists in which the marks

awarded to other students are furnished but enter them in a separate list which shall be enclosed in a sealed cover and forwarded to the controller of Examinations.

26.1 Questions Out of Syllabus / Wrong question/ Question with Incomplete data

This matter shall be placed before the Examination Committee. The Examination Committee shall get the question paper examined by the Chairman, BOS concerned. On the report of the Chairman, BOS, Examination Committee shall either reject the representation or direct the examiner to allot full marks to those students who have attempted such question. The Chairman, BOS may take opinion of the subject expert.

26.2 Leakage of a Question Paper

The College shall cancel the examination of a course on the leakage of a question paper. The College shall take the examination of this course after the last paper of schedule of the examination. A high level Enquiry committee constituted by the Director shall examine the causes, the reasons and the person(s) responsible for leakage of the question paper. There after the Enquiry Committee shall submit the report to the Director for necessary action.

26.3 Special Provision of Amanuensis/Writer

- i) The Sr. supervisor shall provide at his level the facility of amanuensis/writer to the blind examinee with extra time of one hour and to the physically handicapped examinee with extra time of half an hour over and above the stipulated time of the examination of the paper. The writer should be less qualified than the blind/physically handicapped student. Before providing any such facility the centre superintendent shall verify the medical certificate issued by a civil surgeon/orthopedic surgeon.
- ii) The Sr. supervisor shall provide at his level the facility of giving extra half an hour, over and above the stipulated time of the paper, to write answers during the examination to the paraplegias, orthopedically handicapped students who have hand co-ordination problem and to the visually handicapped students after verification of Medical Certificate issued by the Civil Surgeon/Orthopedic Surgeon.
- iii) The Sr. supervisor shall send to the controller of examination a list of concerned writers and examinees to whom the above facilities have been provided at the centre.

27.0 The Grading System

Students' performance/ progress shall be assessed by number of credits he/she has earned successfully. Based on course credits and grade points obtained by the student, semester grade point average and cumulative grade point average shall be calculated. The academic performance of a student shall be graded on a 10- Point Scale. This college shall adopt the relative grading system in the larger academic interest.

The grading system is produced below:

Grades	Grade points	Description
AA	10	Outstanding
AB	9	Excellent
BB	8	Very good
BC	7	Good
CC	6	Average
CD	5	Below Average
DD	4	Marginal
FF	0	Fail

As per AICTE CGPA may be converted into equivalent marks as

below: $(CGPA - 0.75) \times 10 = \text{Equivalent Percentage}$

27.1 Guidelines for the Award of Grades:

The following are the general guidelines for the award of grades:

- i. For each student, all evaluations in different components of a course shall be done in absolute marks considering the weightage in teaching scheme.
- ii. The marks of various components shall be added to get total marks secured on a 10-points scale. The rounding off shall be done on the higher side.
- iii. The relative grading system shall be used for award of grades.
- iv. Examination committee shall appoint a sub-committee which shall be called as Grade
- v. Moderation committee. (GMC) This committee shall be responsible for grade moderation. Dean academics shall be the convener of Under Graduate programs and PG Head for Post Graduate Programs. Grade shall be awarded by subject teachers and forward it to grade moderation committee through Head of concerned department. Grades shall be modified by the GMC based on the normal distribution.

27.1.1 Explanation:

'FF' Grades

A student who was awarded “FF” grade in a core course has to repeat it compulsorily for getting passing grade is obtained.

For the elective courses in which 'FF' grade has been obtained, the student may take the same course or any other course from the same category.

Further, 'FF' grades secured in any course stay permanently on the grade card. The weightage of these grades is not counted in the calculation of the CGPA, however these are counted in the calculation of the SGPA.

27.2 Performance Indices

27.2.1 Grade Point Calculation

1. SGPA will be calculated as per courses registered for the exam in that term and credits earned in the term.
2. SGPA will be Term basis (*Excluding Additional learning courses*)
3. CGPA will be cumulative grade points (\sum SGPA (*Excluding Additional learning courses*)) earned till that term.
4. Term Grade points can be calculated for the term (*Excluding Additional learning courses*)

27.2.2 Calculation of Semester Grade Point Average (SGPA)

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

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

Where,

C_i =The number of credits earned in the i th subject of a term/semester for which TGPA/SGPA is to be calculated. P_i =Grade point earned in the i th subject $i=1, 2, \dots, n$ represent the number of subjects in which a student is registered for exams in the concerned semester

The TGPA/SGPA is calculated to two decimal places.

27.2.3 Calculation of Cumulative Grade point Average (CGPA)

An up-to-date assessment of the overall performance of a student from the time of his first registration is obtained by calculating a number called CGPA, which is the weighted average of the grade points obtained in all the courses in prescribed semesters for the UG/PG Programs. CGPA for a student of undergraduate/postgraduate Programs shall be calculated only when the grade point (minimum up to pass marks) of all the semester examinations are available.

$$\text{CGPA} = \frac{\sum_{j=1}^m C_j P_j}{\sum_{j=1}^m C_j}$$

Where, C_j =The number of credits earned in the j th subject up to the semester for which CGPA is to be calculated.

P_j =Grade point earned in the j th subject. A grade point less than 4 in a undergraduate subject shall not be taken into consideration for calculation of CGPA. Further a grade point less than 6 in a postgraduate subject shall not be taken into consideration for calculation of CGPA

$j = 1, 2, \dots, m$ represent the number of subjects in which a student is registered up to the semester for which the CGPA is to be calculated.

The CGPA is calculated to three decimal places.

28.0 Grade Improvement Scheme

➤ For UG Program:

The students admitted in III term, having their CGPA less than 6.75 (required CGPA for first class as per AICTE norms) will be given chance to improve their CGPA above 6.75 by appearing in maximum two theory subject in which they got pass grade.

➤ For PG Program:

The students who could not get CGPA 6.75 will be allowed to improve the grade from III sem by appearing in maximum two theory subjects in which they got pass grade.

29.0 Awards

The Council/Board shall recommend to the Governing Body for Institution of scholarships, studentship, fellowship, prizes, medals etc. to the students for their excellent performance in various fields. Awards shall be available for excellent performance in Academics, sports, cultural & extra-curricular activities, debates, etc and are to be given to the students as prescribed in the Bye-laws. The details of different award of medals are as follows:

29.1 Gold Medals:

The College shall award a Gold Medal to the outstanding student (topper amongst all branches).

The College shall award Gold Medal to the best postgraduate student (topper amongst all Engineering branches).

The college shall award separate Gold Medal to the best post graduate student from Non-Engineering courses.

29.2 Silver Medals:

The College shall award a silver medal to the most outstanding graduate (topper) in each branch of Engineering.

The College shall award a silver medal to the most outstanding postgraduate student in each branch of Engineering.

Eligibility for Medals:

a) The students completing each course of the undergraduate / postgraduate Programs in one attempt and having at least 75% attendance shall be considered to be eligible for the above medals.

If the topper student does not fulfill the above requirements, the medal shall be awarded to the next student in merit.

b) In case the students having tie it shall be broken by considering the CGPA of the students. In case of a tie in CGPA, it shall be broken by considering the candidate's performance on the basis of SGPA of previous two semesters. If, however, the tie still exists, then considering the SGPA of previous four semesters and so on.

c) Medals shall be awarded only if the number of students registered in a discipline is minimum ten.

d) If a student declines the Medal, the same shall be awarded to the next student in Merit.

- The College shall announce the Awards of Medal at least 20 days before the date of convocation.
- The above Medals shall be awarded to the notified candidates in the convocation.

29.3 Achiever's Award : The student whose performance is best in the academic as well as extra-curricular, co-curricular and other activities taken together shall be treated as the Achiever of the year. He / she shall be awarded a Gold Medal.

Criteria for selection of Achiever's Award:

- CGPA Marks (40)
- Attendance marks(10)
- Co-Curricular (20)
- Extra-Curricular (20)
- Placement (10)
- Total (100)

29.4 Toppers Award

Two Merit Scholarships, one each of value of Rs. 5000/- and Rs. 2500/- along with Letter of Appreciation shall be awarded to only the first –two topper students of each section of various batches of the Undergraduate Engineering Programs as per detail given below:-

- i. First and second rank holders, in each section of class, based on the combined merit list of Term I & Term II examinations.
- ii. First and second rank holders, in each section of the branch, based on the combined merit list of Term III & Term IV examinations.
- iii. First and second rank holders, in each section of the branch, based on the combined merit list of Term V & Term VI examinations.
- iv. First and second rank holders, in each section of the branch, based on the combined merit list of Term VII & Term VIII examinations.

The eligibility conditions for Award of Medal shall be also applicable for the toppers awards.

The toppers awards shall be distributed in each year by the competent authority in a well-organized function in which the recipients of awards as well as their parents shall participate.

29.5 Sponsored Scholarship / Medals / Prizes

The College may accept donations for instituting a scholarship / medals / prizes for meritorious/deserving and needy students. The donation received on this account shall be put in a separate fund and the amount of scholarship/medals/prizes shall be paid out of this fund.

- i) The offer for instituting the scholarship/medals/prizes should be addressed to the Director of the College.
- ii) The institution of scholarship/medals/prizes shall be done through an agreement between the College and the donor.
- iii) The acceptance of offer in each case would be decided by Board of Management.
- iv) The amount to be donated by scholarship shall be minimum Rs. 2 Lacs (Rs. Two Lacs only). Donation of scholarship shall be for ten months. Minimum amount of scholarship shall be Rs. 1500.
- v) The minimum amount for acceptance of donation by College for instituting a medal or prize in the name of one person shall not be less than Rs. 25,000.
- vi) The payment shall be made through bank draft in favor of “Director, G. H. Raisoni College of Engineering, and Management, Pune”, payable at Pune.

Eligibility conditions for Award of Medal shall be also applicable for the sponsored scholarship / prizes / medals.

These prizes shall be also awarded during convocation specially arranged for the College.

29.6 Honor of Flag Hoisting: Every year Topper of 3rd year (Avg SGPA of Vth & VIth sem of previous year) shall get the honor of Flag hoisting on the occasion of 15th August. Topper of VIIth sem shall get the honor of Flag hoisting on the occasion of Republic day 26th January.

30.0 Placement Rules

- All the students have to fill up data in prescribed format issued by placement cell within given time frame without fail. Failure to do so, student will not be considered for the process of placement till further notice. Incomplete filled data will be rejected and considered as non submission of data.
- It is expected that students must be in full college uniforms at the time of placement drive.
- Student has to bring all his/her testimonials and necessary documents (e.g. College ID card, Resume (3 copies), Original Documents, mark sheets of X, XII and all terms/semester mark sheets, Leaving certificates, recent passport size photos in college uniform, curriculum vitae, etc.) at the time of placement drive without fail.
- It is advised to be well prepared in advance for the selection process (e.g. technical test, aptitude test, MCQ, subjective test, GD & PI etc.)
- It is student's responsibility to go through the company norms (job profile, salary, bond, increment, probation period etc.) for the purpose of placement.
- After getting selected in one company, student will not be allowed to appear for other company's selection process, whether he/she is willing to join the company in which he/she has already been selected.
- If any student will be found with any kind of misbehavior or violating the process of placement, his/her registration will be cancelled with immediate effect and he/she will not be considered for upcoming campus interviews.

Use of mobile phone is strictly prohibited during entire selection process.

31.0 Issue of College Certificate:

Student has to apply in prescribed application form available in institute office for issuing college certificate.

31.1 Issue of College Leaving Certificate:

If during the course of studies, candidate desires to discontinue studies for any reason whatsoever, he or she shall be allowed to do so and it shall be presumed that he or she has cancelled admission at that stage. The Director shall issue college Leaving Certificate and fees shall be refunded as per the rules and regulation.

31.2 Issue of College Bonafide Certificate:

The student shall apply for bonafide certificate in a given format along with current term/semester College ID.

31.3 Issue of Document Verification Certificate :

The students are required to come in person to the institute office(student section) to request verification of document (mark sheets, degree, passing certificate etc.).The candidate shall apply for document verification certificate in a given format(available on institute website <http://ghrcem.raisoni.net>) along with attested Xerox copies of mark sheet and prescribed fees as below.

Type of certificate	Fees*	Processing time
Document verification	Rs 500/- per document (Rs 100/- postal charges extra)	One day

*Fees prescribed by finance committee in time to time shall be applicable.

31.4 Issue of Duplicate Mark Sheet and TC

The students are required to come in person to the institute office (student section) to issue duplicate mark sheets and TC . The candidate should submit application along with copy of FIR and Affidavit along with attested Xerox copies of documents and prescribed fees as below.

Type of certificate	Fees*	Processing time
Duplicate mark sheet/ TC	Rs 500/- per mark sheet Rs 1000/- for TC	4-5 days

*Fees prescribed by finance committee in time to time shall be applicable .

31.5 Issue of Transcript

Candidates can apply for transcripts by submitting application(available on institute website <http://ghrcem.raisoni.net>) & photocopies of the grade sheets, name of the University where he/she wish to apply and prescribed fees.

Type of certificate	Fees*	Processing time
Transcript	Rs 1000/- for first set of copy and Rs 300/- extra per set	4-5 days

*Fees prescribed by finance committee in time to time shall be applicable.

31.6 Passing Certificate / Provisional Degree

The students, who have completed all requirements as set out in these rules and regulations, will be eligible for issue of Passing Certificate/ provisional certificate during graduation day ceremony of the institution, duly signed by the COE and Director.

31.7 Award of Degree and Degree Certificate

After successful completion of the program at the Institution, the student will be eligible for award of degree in subsequent convocation of the SPPU University, Pune. A student shall be eligible for the award of the degree only if the student has

- Passed all prescribed courses.
- Attained the minimum required CGPA.
- Satisfied minimum academic requirements.
- Satisfied all requirement specified by the concerned department; if any.
- Satisfied all requirements specified by the Academic Council and/or ordinances.
- Paid all the dues to the institute.
- No pending case of indiscipline.

The degree certificate in person will be distributed from the Institution office after submitting the copies of grade sheets(original) of all semesters and proving his / her identity.

32.0 Transitory Regulations

These regulations are applicable to students who were discontinued for some reasons and rejoin the program, then he shall be governed by the scheme of examination, syllabi contents and the rules and regulations in force at the time of rejoining of student.

A candidate, who is detained or discontinued in the year/semester, will be admitted to the same semester on paying the prescribed fees as decided by BOG time to time. On readmission, he shall be required to pass in all the courses in the curriculum prescribed for such batch of students in which the student joins subsequently. However, exemption will be given to those candidates who have already passed in such courses in the earlier semester(s) he was originally admitted into

33.0 Termination from the Program

The admission of a student to the UG program may be terminated and the student may be asked to leave the institution in the following circumstances:

- The student fails to satisfy the requirements of the program within the maximum period stipulated for that program.
- The student fails to satisfy the norms of discipline specified by the Institution from time to time.

34.0 Code of Conduct for Students

Code of Conduct for Students

It is imperative that the students strictly adhere to the day of opening and closing of each term during the academic year.

- a. The student should note that he / she is responsible to the authorities of the Institute not only for his / her conduct in the premises of the Institute but also for his / her conduct in general, outside the premises as well.
- b. If reported, observed objectionable conduct within or outside the premises of the Institute and hostel, will make him / her liable for strict disciplinary action.
- c. If students found guilty of Ragging, he / she will liable for punishment according to clause 9.1 of the regulations, as per the High Court decision for University Act 1956-Regulation 26(1) G-2009.
- d. The student should not participate in any political or antisocial activities.
- e. Student should help in maintaining the buildings and the campus of the Institute clean and tidy.
- f. If a student remains absent from the Institute for continuous period of ten days without prior permission of the HOD/Director, the Management reserves the right to cancel his admission from the Institute and to strike out his / her name from the roll. Such a student will not be entitled for any refund.

The following acts or omissions will constitute misconduct.

- i. Physical assault or threat to use physical force, against any member of the teaching and non-teaching staff of institute/department and against any student within the institute.
- ii. Carrying of, use of or threat to use any weapons.
- iii. Violation of the status, dignity and honor of a student belonging to the scheduled castes and scheduled tribe.
- iv. Any practice, whether verbal or otherwise, derogatory to women.
- v. Creating ill-will or intolerance on religious or communal ground.
- vi. Willfully disrupting any teaching, study, assessment or research activities or the administration of the institute.
- vii. Willfully obstructing officer or employee of the institute in the performance of his or her duties.
- viii. Willfully damaging or wrongfully dealing with any property under the control of the institute, any property on institute premises, or property on allocation where a student is present under the auspices of the institute.
- ix. Disobeying or failing, without reasonable cause, to observe any provision of the bye-laws, or any rule made by the Council / Board or of any resolution of the council / board of which students have been duly notified.

- x. Disobeying, without reasonable cause, any instruction of an officer or employee of the institute, including failing to leave any building or part of a building when directed to do so.
- xi. With holding relevant information or furnishing false or misleading information for purposes connected with academic progression or enrolment or proposed enrolment as a student, whether such withholding or furnishing of information takes place before or after the person becomes a student of the institute.
- xii. Contravening any rule made by the council/board in relation to the conduct of written assessment;
- xiii. Acting dishonestly or unfairly with respect to: The preparation or presentation of any essay, project, thesis or other work to be assessed or any examination conducted by the institute.
- xiv. Indulging in Cyber Crime.

35.0 Grievance Appeal Committee for the Students

- A College Student who is not satisfied with the College's final decision on a grievance involving any issue set forth may appeal against the decision to the Chairman, Governing Body (GB). In order to appeal to the Chairman the Student must file a petition for a contested case hearing with the Office of Chairman of Governing Body (GB) within 14 calendar days after receipt of the institute's final agency decision.
- A Student alleging unlawful discrimination has the right to bypass the institute's grievance procedure in order to appeal directly to the Chairman, GB. In order to appeal to the Chairman, the Students must file a petition for a contested case hearing with the office of Chairman within 15 calendar days after receipt of notice of the alleged discriminatory action. Any Student who files a grievance through the College's grievance procedure must comply with the College's timeline to file a grievance.

Open House: If student grievances are not solved he/she may appear in open house

Composition of Grievance Appeal Committee

- a) The Chairman of Academic Council/Board of the College shall constitute a Grievance Appeal Committee consisting of the following persons:
 - i) A Senior Professor/Senior Dean - Chairman
 - ii) A Senior Lady Faculty member of the College
 - iii) One teacher representative who is fully conversant with Rules & Regulations of College.
 - iv) One representative of a student who is fully conversant with Rules & Regulations of College.
- b) The hearing should be completed within 1 month & normally 5 hearings should be arranged during this period. Thereafter the Committee shall submit a report within a week to the Director. The Director shall take decision on it within 7 days and his / her decision shall be communicated to the applicant as well as to the Academic Council/Board.

College Students or former College Students may file a grievance based on

- i) Victimization by a Teacher while allotting marks in answer sheet;
- ii) Physical assault by a staff of the college;
- iii) Favour and partiality committed by the teacher / staff;
- iv) Sexual Harassment;
- v) Denial of sports facility;
- vi) Any other academic & non-academic matter.

Any College Students or Ex College Students may file a grievance based on

- i) Failure to follow systematic procedures in (where discrimination is not alleged)
- ii) Denial of a request to remove inaccurate or misleading information from the Student's personnel file;
- iii) Individuals with a sexual harassment Enquiry or complaint may be more comfortable speaking with someone of their gender. They have the option of meeting with a staff member / student of a preferred gender before the Grievances Appeal Committee.

Once an individual discloses identifying information to the official contact of the College, he/she will be considered to have filed a complaint with the College.

Grievance Procedure

a) Filing Requirements

- i. Time Limits: A party having a grievable issue (other than unlawful discrimination) under this policy must file a grievance within 7 calendar days from the date the party receives notification of the action or occurrence forming the basis of the grievance. Failure of a party to file a grievance within the specified time limit relieves the College of any and all responsibilities under this procedure and constitutes a waiver by the party of any right under this procedure.
- ii. Completion of Grievance Form : A Student filing a grievance must submit in a prescribed form available.

b) Referral of Discrimination/Harassment Allegations to Office for Equal Opportunity

Any discrimination or harassment or retaliation relating thereto, the allegation must be heard on priority basis normally within 14 days.

c) Representation

Neither party to a grievance may be represented by an attorney or other person during the internal agency grievance procedure.

d) Abandonment

The grievant will be notified that the College has deemed the grievance to be abandoned and that the matter has been administratively closed.

e) Time for Issuance of Final Decision

- i) The College's final decision shall be issued within the time limits specified below unless both parties mutually agree to additional time. If the College's final decision is not issued within the timeframe specified below, the grievant may appeal to the Director within 7 calendar days of the applicable deadline.
- ii) Final decisions on grievances involving suspension or dismissal shall be issued no later than 30 calendar days from the date the grievance was accepted.
- iii) Final decisions on grievances involving unlawful discrimination or harassment shall be issued no later than 15 calendar days from the date the grievance was accepted. In case the College issues a final decision prior to the expiry of the 15-day investigation period, the College shall waive in writing its right to consider the grievance for the remainder of the 15-day period; if the grievant wishes to appeal against the final decision, he or she acknowledges the College's waiver in writing.
- iv) Final decisions on grievances involving any other grievable issue shall be issued not later than 30 calendar days from the date the grievance was accepted.

f) Grievance Assistants

- i) Each party to a grievance may ask a fellow College Students to assist, but not represent the party during the grievance process. The grievance assistant must be a College Student who has no active disciplinary action on file. The grievance assistant may serve only in an advisory capacity, not as an advocate or spokesperson for the grievant or for management. The grievance assistant may not serve as a witness in any grievance hearing.
- ii) A grievance assistant must have prior supervisory approval to serve as a grievance assistant. A Student may serve as a grievance assistant not more than twice in any calendar year.
- iii) Management should make every effort to approve a Student's request to serve as a grievance assistant. However, management, in its discretion, may deny the request if approving the Student to serve as a grievance assistant would interfere with the execution of the Student's classes.
- iv) Information shared during the grievance process between grievance assistants and the parties shall remain confidential and shall not be divulged except as may be required by law.

36.0 Psychological Counselor

Psychological counselor for students is available in campus for helping students.

37.0 Career Guidance Cell

Today's graduating engineers have a wide range of opportunities and options to pursue their carrier. In order to guide the students to make a selection based on their interests and skills, GHRCEM conducts carrier counseling seminars on campus in various areas.

38.0 Research and Development

For monitoring the research and development activities taking place in the college, the Director shall constitute a R&D Cell.

The following shall constitute the R&D Cell

- i. Dean R&D
- ii. Associate Dean R&D
- iii. One R&D coordinator from each department.

38.1 Objectives:

The Research Promotion Cell of G.H. Raison College of Engineering and Management, Pune aims to nurture research culture in the institute by promoting research in newly emerging and challenging areas of science and engineering. It encourages the Undergraduate, Post graduate and Doctoral degree candidates to undertake the research in newly emerging frontier areas of science and engineering including multidisciplinary fields. This enhances the general research capability of budding technocrats by way of participating in conferences, seminars, workshops, project competition, etc.

Activities:

- R&D fund allocation & creation of R&D facilities.
- R & D promotion activities of Staff and Students such participating in conferences, seminars, workshops, etc.
- To promote & keeping track of research publications in conferences and journals.
- Registration of candidates for Ph.D.
- Encouraging research proposals for external funding agencies and filing of patents.
- Designing norms for promoting research & incentives to motivate students for R&D

38.2 Norms (For any R&D activity related to participation in conference, workshop etc.):

- i. Courier Charges / Postage / Ticket cancellation charges for conferences in India shall not be admissible. For conferences to be held abroad, these charges shall be admissible maximum up to Rs.1000/-.
- ii. Conference proceeding shall be submitted to library and submission slip is to be attached with bills while-setting an account.
- iii. The conference should be at reputed places like, IIT, NIT etc and should be at All India level where renowned experts from India and foreign countries participate. These cases shall have to be duly justified by the Departments. Name of College should appear as affiliation in the research papers should be indexed.
- iv. Faculty/ Student shall also apply to organizers for subsidy under different clauses.
- v. After the event, the faculty must give presentation in the department and submit a summary of participation to R&D coordinator of their department through HOD.
- vi. For the settlement of accounts with account section, after the participation in International or National conference; the claimant shall route the format (Attached here with) through respective HOD, R&D cell In charge. For International conference held abroad, if the expended amount is over and above the sanctioned one; then the matter shall be referred to Hon'ble Chairman Sir. Accounts should be settled in 3 days.
- vii. The certificate of participation shall be submitted to departmental R&D Coordinator & Accounts officer/ HR.
- viii. Ph.D. supervisor/students shall be eligible to avail R&D promotion facilities only when they mention name of college along with their names as first author of the paper. R&D promotion facilities shall not be applicable if the supervisor/students is from other institutions and not the employee of college.

38.3 R&D Initiatives:

38.3.1 Initiatives for Under Graduate Students

1. Registration fees and one way fare for National conference/workshop/seminar is provided to students
 - i. In and Around Pune 100km TA is Rs. 200/-
 - ii. Only for First author
 - iii. Paper must have experimental work
 - iv. Review paper will not be considered
 - v. Plagiarism should not be more than 25%
 - vi. Plagiarism check to be done using authenticate/ software recommended by SP Pune University
 - vii. Outside Pune only one side sleeper fare for only one author by shortest route

2. For SC/ST/OBC/NT students, registration fees and two ways fare is provided.
3. winner Students are provided with 100% financial assistance as regards registration fees and traveling expenses.(For First Author)
4. Project hardware cost 80% reimbursed after submission of original bills.

38.3.2 Initiatives for Postgraduate Students

1. 100% Financial assistance is provided for publishing the paper in conferences in IITs/ NITs /COEP/ IISc Bangalore
2. 90% financial assistance for developing the experimental setups for the dissertation work (pre-approved)

38.3.3 Initiatives for Ph. D Scholars

1. Rs. 5000/- once in a year as a publication fees/ any other expenses

38.4 Rules for Students:

- i. For Local Conference/Seminars/Workshop only Registration fee shall be granted for one event per year on producing the desired documents of the event.
- ii. For in house events no funding shall be provided.
- iii. For out station participation i.e. for attending Conference/Workshop etc. Students should avail Railway concession facility.(no funding shall be provided for bus travels/Tatkal reservations.)
- iv. For SC/ST & OBC/NT candidates' two way fare through Railway concession facility and remaining shall be reimbursed on producing ticket by R&D cell.
- v. For winner 100% of actual project cost shall be reimbursed provided the intent is submitted at least one month prior to the event. The matter shall be placed for scanning by the scrutiny committee.(no boarding and lodging charges shall be reimbursed)
- vi. In case of Indexed International Conference held abroad 90% of TA is to be given in case of SC/ST & OBC students where as 50% for open students subjected to approval by Chairman. This facility can be availed by UG & PG students once in a year with the recommendation of the department. Indexed International conference proposal to be submitted to UGC, DST, AICTE and then to management
- vii. CD copy, Xerox, Speed post/Courier charges, DD commissions, and visa charges shall not be considered for reimbursement.
- viii. Participating students shall submit Application complete in all respect forwarded by departmental R&D coordinators & HOD to R&D cell In charge with following enclosures.
 - Leaflet of conference/seminars showing Venue, date & Registration fee.
 - Full paper of project report.
 - Original Tickets
 - For “On spot competitions” participation report to be submitted.
 - Certificate of Participation.

- Caste Certificate.
- Plagiarism report

ix. For paper presentation reimbursement, claim of only one student shall be entertained for Registration fee if event is local else for out station events participation one way fare with Railway concession shall be recommended along with Registration fee.

- for project competition, claim for maximum one participants shall be entertained for registration fee.
- In case of participation of students in national paper presentation/poster competition/project competitions exhibitions, at the most only one student can be promoted at a time for an event and activity.
- In case of participation of students in international paper presentation/poster competition/project exhibitions, only one student can be promoted at a time for an event provided they fulfill the norms stated above and with the approval from Hon'ble Chairman.

The first winner of an event shall be granted all admissible expenses of the event subject to approval from Hon Chairman.

Proposals for participation are to be submitted at least two months prior for International event and one month for National event to R&D cell for processing.

For National Conferences/Seminars the Check list for enclosure is as below:

- Proposal forwarded with adequate Justifications, merit, by HOD.
- Leaflet of conferences showing Venue, date & Registration fee, accommodation facility etc.
- Conference Acceptance letter.
- Full paper
- Reviewer's comments, if any
- NOC from co-authors.

All above documents to be attached with Desired format of the proposal.

x. Proposal should be submitted to Associate Dean R&D through R&D coordinator after approval of HoD

xi. Proposal received till 2nd Wednesday of every month will be considered for approval

xii. All above incentive proposals are to be approved by committee of three people formed by R & D cell

39.0 Interpretation of Regulation

In case of any dispute, difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Chairman, Academic Council shall be final and binding.

40.0 Emergent Case

Notwithstanding anything contained in the above regulations, the Chairman of the BoM / Academic Council may, in emergent situations take action on behalf of the BoM / Academic Council as he deems appropriate and report it to the next meeting of the BoM / Academic Council for its approval.