

DKTE

Promoting Excellence in
Teaching, Learning & Research

DKTE SOCIETY'S

TEXTILE AND ENGINEERING INSTITUTE

(An Autonomous Institute under Shivaji University, Kolhapur)

ICHALKARANJI – 416 115

ACADEMIC RULES AND REGULATIONS
FOR AUTONOMOUS INSTITUTE
(COMMON FOR ALL BRANCHES UNDER SEMESTER PATTERN)
UG PROGRAMS



Academic Year 2016 – 17

'Rajwada', P. Box. 130, Ichalkaranji, Dist. Kolhapur (MS) India – 416 115

Phone: +91 230 2421300

Fax: +91 230 2432329

Website: www.dktes.com

Document Revision History

Ver. Revision	Date	Author(s)	Reviewers	Description
1.0	25 May 2016	1. Dr. S. B. Vhanbatte 2. Prof. U. A. Nuli 3. Prof. Dr. V.D. Shinde	1. Prof. Dr. P. V. Kadole 2. Prof. Dr. L. S. Admuthe 3. Prof. Dr. S. A. Patil 4. Prof. R. A. Patil 5. Prof. S. B. Mhetre	Baseline Version
2.0	16 June 2016	1. Dr. S. B. Vhanbatte 2. Prof. U. A. Nuli 3. Prof. Dr. V.D. Shinde	1. Prof. Dr. P. V. Kadole 2. Prof. Dr. L. S. Admuthe 3. Prof. Dr. S. A. Patil 4. Prof. R. A. Patil 5. Prof. S. B. Mhetre	Modified as per UGC Guidelines

INDEX

Sr. No.	Description	Page
	Short Title and Commencement	
	Preliminary Definitions and Nomenclatures	
1.	Preamble	6
2.	Introduction	7
3.	Admission	11
4.	Academic Programs	12
5.	UG Program Structure and Curriculum Framework	15
6.	Important Academic Bodies	21
7.	Starting a New Program	25
8.	Registration	26
9.	Equivalence and Absorption of Students	28
10.	Branch Change	29
11.	Attendance, Absence, Leave Rules and Dismissals	30
12.	Summer Term	32
13.	Withdrawals	33
14.	Examination System and Weightage of Marks	34
15.	Grading System	38
16.	Transitory Regulation	48
17.	Award of medal / Scholarship	49
18.	Academic Calendar	49
19.	Interpretation of Regulation	49
20.	Emergent Cases	49
21.	Conduct and Discipline	50
22.	Malpractices	53

Short Title and Commencement

1. The regulations listed under this head are common for all degree level undergraduate programs (B. Tech.) offered by the college.
2. The regulations hereunder are subjected to amendments as may be made by the Academic Council of the institute time to time. Any or all such amendments will be effective from such date and to such batches of the candidates, including those already undergoing the program, as may be decided by the Academic Council.

Preliminary Definitions and Nomenclatures

1. “Autonomous Institute / college” mean an institute / college designated as autonomous institute by the Shivaji University, Kolhapur, as per University College Status and Regulations.
2. “Academic Autonomy” means freedom to the college in all aspects of conducting its academic programs, granted by the University for promoting excellence.
3. “UGC” means University Grant Commission.
4. “AICTE” means All India Council for Technical Education.
5. “DTE” means Directorate of Technical Education.
6. “SUK” means Shivaji University, Kolhapur.
7. “Programme” shall mean a structured package of the courses offered by the college leading to B. Tech/ M. Tech/M.B.A degree.
8. “B.Tech” means Bachelor of Technology.
9. “M.Tech” means Master of Technology.
10. “M.B.A.” means Master of Business Administration.
11. “Branch” means specialization in a program like B. Tech. Degree program in Textile Technology OR Electronic Engineering; M.Tech. Degree program in Technical Textile OR Mechanical engineering etc.

12. “Course / Subject” mean a theory, practical, project subject, identified by its course number and course title, which is studied in a semester. For example: TT L 101 Textile Mathematics I and approved by concerned authorities.
13. “Course Coordinator” means a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and award of grades.
14. “CIE” means Continuous Internal Evaluation.
15. “SEE” means Semester End Examination.
16. “SGPA” means Semester Grade Point Average.
17. “CGPA” means Cumulative Grade Point average.
18. “AC” means Academic Council.
19. “BOS” means Board of Studies.
20. “HOD” means Head of the department.
21. “GMC” means Grade Monitoring Committee.
22. “DPC” means Departmental Program Committee.
23. “DEC” means Departmental evaluation Committee.
24. “BOG” means Board of Governance of the college.
25. “APEC” means Academic Program Evaluation Committee.
26. “UG” means Undergraduate.
27. “PG” means Post Graduate.
28. “EC” means Examination Committee.
29. “COE” means Controller of Examination.

1. PREAMBLE

The regulations prescribed herein have been made by the college, to facilitate the smooth and orderly conduct of its academic programs and other activities at the B. Tech. level, as an Autonomous college under the University. It is expected that the Regulation will enable the students to take advantage of the various academic opportunities at the College and prepare themselves to face the challenges in their professional career ahead. It may be noted that:

- The provisions made herein shall be applicable to all existing B. Tech. Programs offered at the College, as an Autonomous college.
- They shall also be applicable to all new B. Tech. Programs which may be started at the College in future.
- Academic and non-academic requirements prescribed by the Academic Council have to be fulfilled by a student for eligibility toward B. Tech. degree.

2. INTRODUCTION

2.1. Genesis

The Decentralized Power-loom Industry Ichalkaranji started growing at a very rapid rate around 1980. The industries like spinning mills, chemical processing units, warping and sizing units, which support the power-loom industry also started growing in numbers. The developing industry requires technical qualified manpower. In spite of the process of phenomenal growth of the textile industry that was, taking place at Ichalkaranji there was no educational institute up to 1980 which could cater an industry's need of technically trained man power. At that time there was only one Institute in the entire Maharashtra at Mumbai which catered to the education programs in Textiles. The students passing out from this institute were not willing to come to a rural and mofusil area like Ichalkaranji.

The local industry was facing handicapped due to the dearth of technically qualified personnel. Nine co-operative organizations from Ichalkaranji therefore, came together under the leadership of Mr. K. B. Awade (Ex. M.P) in 1981 to form an Education Society; this Society was named after Shri. Dattajirao Kadam, a veteran leader and an ardent co-operator, and who was mainly instrumental in the development of Textile Industry at Ichalkaranji. Thus, the Dattajirao Kadam Technical Education Society, popularly known as DKTE, came in to existence with a view to start institutes and colleges to cater to education in the field of textiles, engineering, management and others. The objective was to provide education facilities in various fields to students of this rural area of western region of the Maharashtra state and to support the growth of industry by providing technically qualified professionals. In this endeavor, Ichalkaranji municipality and a number of generous and philanthropic citizens extended their wholehearted support.

The DKTE society appealed to the State Govt. to permit them start the Diploma course in Textiles and the State Govt. accorded their approval in August-1982 on the condition that the Institute will not receive any grant in aid from the Govt. and will have to work on self-supporting basis. The D.K.T.E. Society accepted this challenge and started the Textile and Engineering Institute with a Diploma course in Textiles on 26th

September, 1982. This institute is one of the first Institutes to be started on no grant basis in the State of Maharashtra. Observing the performance of this Institute and encouraged by the successful establishment of this, Govt. of Maharashtra resolved the policy to permit various social and industrial organizations of the state to start Professional educational institutes on no grant basis in the State of Maharashtra. This decision brought a revolution in the thinking and pattern of the education in the state.

Textile and Engineering Institute began its activities by introducing a Diploma Course in Textile Manufactures (DTM) in the academic year 1982-83. In the year, 1983-84 two-degree courses in Textiles were introduced. In the due course of time several diploma, degree, post-graduate and Ph.D. level programs were added in different branches of Engineering.

The Govt. of Maharashtra has classed the Institute as 'A' Grade. The Institute is holding a prestigious ISO 9001-2008 Certification. Presently the institute conducts Ten Degree Courses (Five in Textiles & Five in different Engineering disciplines), Six PG Courses (Three in Textiles and Three in Engineering and two PG courses in Management. Institute is approved Centre for Ph.D. programs in Textiles, Electronics and Mechanical Engineering. The total student strength of UG and PG of the institute is close to around 3000 and has 190 teaching faculty members and 187 non-teaching staff. Owing to excellent infrastructural facilities and a highly qualified staff, very high standard of education has been maintained. Apart from regular teaching, the institute is very well known for its intensive interaction with industry. In this field, it is not only known in India but also has achieved recognition at international level. The Institute has vigorously strived since all these years to create an academic environment wherein outstanding students and scholars from across the country are provided with a holistic learning experience for life.

2.2. Vision

To be one of the leading institute in technical education and research through academic excellence and innovation; to serve the needs of industry and society through continuing education programs, industry interaction, entrepreneurship development and incubation.

2.3. Mission

- To nurture our students with relevant and contemporary technical education by providing conducive learning environment
- To imbibe attitudes, skills and values that will enable them to strive for excellence and perfection in the tasks undertaken to serve the needs of the industry & society.
- To develop researchers, technocrats, entrepreneurs and business leaders for an exciting and rewarding career

2.4. Quality Policy

We, at DKTE are committed to achieve academic excellence, impart high quality technical education, training, expertise in various industries and engineering programs; thereby enhancing the intrinsic abilities, capabilities, thinking process of students besides promoting their engineering and technological skills. We are committed to comply with the requirements and continually improve the effectiveness of quality management system.

2.5. Academic Outline

DKTE Society's Textile and Engineering Institute, Ichalkaranji provides science-based engineering education with a view to produce quality engineers. The curriculum provides broad based knowledge and molds the student in life long process of learning. The syllabus structure includes foundation courses in the areas of mathematics, basic sciences, humanities and management along with departmental requirements. Departmental courses offer core and electives choices and in total constitute more than 50% of the total curriculum.

Academic programs of the institute are governed by the rules and regulations approved by the academic council, which as the highest academic body of the institute. These academic rules and regulations are applicable to the students admitted during academic year 2016-17 in to first year of four year undergraduate program offered by the college, leading to B. Tech. degrees in the Textile and Engineering disciplines.

This autonomous institute follows semester pattern for all four years of its undergraduate B. Tech. programs with internal and external evaluation.

Semester Pattern: Each academic year shall be divided into two semesters, each of 90 days duration, including instructions, in semester evaluation, etc. Each semester consists of 28 to 32 contact periods per week.

3. ADMISSION

Normal guidelines set as the candidate should have passed H.S.C. (12th Std) of the Maharashtra State Board or its equivalent examination with subjects English, Physics and Chemistry and Mathematics and secured 50% marks (45% marks for BC candidate of Maharashtra State only) in the subject of Physics, Chemistry and Mathematics added together.

However, general rules and regulation followed shall be the terms for admission to any program offered by the institute, required to satisfy the conditions of admission thereto prescribed by the Shivaji University, Kolhapur and appropriate statutory bodies like DTE, AICTE etc. The admission process will be according to the directions and guidelines issued by the appropriate authorities from time to time.

Lateral admission directly to second year of B. Tech. program for candidates with three year full time diploma / B.Sc. is possible. The admission process will be according to the directions and guidelines issued by the appropriate authorities from time to time.

Reservation of seats for admission to UG programs shall be as per norms and procedures of Government.

4. ACADEMIC PROGRAMS

4.1. General Terms and Conditions

- 4.1.1. The College shall offer UG programs as the BOG /Government /University may approve on the recommendation of the Academic Council either on its own or on the initiative of the Director and / or on the direction of the BOG/ Government provided that an interdisciplinary programme/ collaborative programme may be proposed by a Director for the consideration of the Academic Council and the BOM / Government/ University.
- 4.1.2. The procedure for starting a new programme, temporarily suspending a programme or phasing out a programme shall be such as may be laid down in the regulation.
- 4.1.3. The minimum qualifications and procedure for admission to first year UG programs as well as direct second year admission to UG programme shall be such as laid down in the regulation and as per Government circulars from time to time.
- 4.1.4. A student shall be required to earn a minimum number of credits through various academic courses of a curriculum as provided for in the regulation.
- 4.1.5. The award of the UG degree to an eligible candidate shall be made in accordance with the procedure laid down in the regulation. A student shall have to complete all the requirements for the award of the degree within such period as may be specified in the regulation, including those credits earned at such other institutions as have been recognized by the college for this purpose.
- 4.1.6. The date of initial registration for the programme at the college shall normally be the date on which the student formally registers for the first time. This date shall be considered as the date of joining the college for all intents and purposes.

- 4.1.7. A student shall be required to attend every lecture, tutorial and practical class. However, for late registration, sickness or other such exigencies, absence may be allowed as provided for in the regulation.
- 4.1.8. A student may be granted such scholarship / assistantship / stipend, etc. and awarded medals as may be specified in the regulation in accordance with the directions of the Government and / or the decision of the BOG from time to time.
- 4.1.9. The procedure for the withdrawal from an UG programme, rejoining the programme, award of grades and SGPA / CGPA, the examination and all such matters as may be connected with the running of UG programme shall be as specified in the regulation.
- 4.1.10. A student admitted to the UG programme of the college shall abide by the code of conduct for students issued by the college from time to time. This code of conduct shall deal with the discipline of the students in the hostels, departments, the college premises and outside. It may also deal with such other matters as are considered necessary for the general conduct of the students, co-curricular and extra- curricular activities. It shall be approved by the Director on the recommendation of the Dean, Student Affairs.

4.2. Programs Offered

UG Programs (B. Tech.) offered by the institute		
Branch	Degree	Program Code
Textile Technology	B.Tech. (Textile Technology)	TT
Man Made Textile Technology	B.Tech. (Man Made Textile Technology)	MT
Textile Plant Engineering	B.Tech. (Textile Plant Engineering)	TP
Textile Chemistry	B.Tech. (Textile Chemistry)	TC
Fashion Technology	B.Tech. (Fashion Technology)	FT
Electronics Engineering	B.Tech. (Electronics Engineering)	EL
Mechanical Engineering	B.Tech. (Mechanical Engineering)	ME
Computer Science and Engineering	B.Tech. (Computer Science and Engineering)	CS
Electronics and Telecommunication Engineering	B.Tech. (Electronics and Telecommunication Engineering)	ET
Information Technology	B.Tech. (Information Technology)	IT

4.3. Duration of the Programs

- 4.3.1. B. Tech. Program extends over a period of four academic years or eight semesters leading to the Degree of Bachelor of Technology of Shivaji University, Kolhapur. The maximum period within which a student must complete a full-time academic program is 8 (eight) years for B. Tech. program. If student fails to complete the academic program within the maximum duration as specified above, he/she has to withdraw from the program. However, student can seek re-admission to the first year of the program as a fresh candidate.
- 4.3.2. The students admitted under lateral entry scheme (Direct Second Year), B.Tech. degree program extends over a period of three academic years leading to the Degree of Bachelor in Technology of Shivaji University, Kolhapur. For the student admitted under lateral entry scheme in B. Tech. program, the maximum period within which a student must complete a full time academic program is 6 (six) years. If student fails to complete the academic program within the maximum duration as specified above, he/she has to withdraw from the program.

4.4. Medium of Instruction

The medium of instruction in the institute is English

4.5. Minimum Instruction Days and Contact Hours

The minimum instruction for each semester shall be 90 instruction days excluding end sem. examination days. Expected contact hours per week should be in the range of 28 – 32.

5. UG PROGRAM STRUCTURE AND CURRICULUM FRAMEWORK

5.1. General Out Line

DKTES TEI follows the curriculum consisting of credit courses in its academic programs. Each course is associated with a fixed credit. All programs are defined by its total credit requirement and a pattern of credit distribution over courses of different categories. Total credit requirement for UG programs are 220 credits of study courses.

Each credit course shall have a certain number of credits assigned to it depending upon the academic load of the course, which would be assessed on the basis of weekly contact hours of theory lectures and laboratory sessions/field study. The credits for the Project shall be assigned depending upon the quantum of work expected.

The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student. Evaluation will also be based on assessing core skills, professional skills and communication skills gained by the student.

5.2. Contact Hours

Maximum number of contact hours for students is to be set at 35 Hours in weekly time table. This will help student in getting enough time and opportunity to develop creative talent and abilities.

5.3. Curriculum Framework

Curriculum Framework is important in setting the right direction for a degree program, as its takes into account the type and quantum of knowledge necessary to be acquired by a student to qualify for a particular award in his/her chosen program. Besides this it also helps in assigning the credits to each course, sequencing the courses semester-wise and finally arriving at the total number of courses to be studied and total number of credits to be earned by a student to fulfill the requirement for a particular conferment.

A typical Framework for B. Tech Program in following table:

Subject Area		% of Total Credits
Basic Science	BS	10 – 15
Engineering Science	ES	10 – 15
Humanities, Social Science and Management	HS	5 – 10
Professional Core (Theory and Practicals)	PC	50 – 60
Professional Elective	PE	5 – 10
Open Elective	OE	2.5
Final Year Project, Seminar, Training	PR	10 – 20

5.4. Course Pattern

The entire course of study is of four academic years. The academic programs in the college shall be based on semester system; each academic year shall have two semesters, Odd and Even, in a year with winter and summer vacations.

- 5.4.1. Each semester is following either five courses and three laboratories or six courses and two Laboratories kind of pattern.
- 5.4.2. All admitted students are to study five electives during their course of four year study at the institute. The following shall be the program of study of electives:

Year	Semester	No. of Electives
3	2	1 (open)
4	1	2 (core)
4	2	2 (core)

- 5.4.3. An **elective course** in a department shall run only if minimum of fifteen students register for it in a regular semester. However, under special circumstances, a course may run with fewer students with prior permission of the Director. In addition to this, the programme offer **open electives** which are interdisciplinary in nature. These courses will be decided by BOS of respective programs and implemented with sanction from Academic Council. Moreover some industry driven electives will also be offered depending on need of Industries.

5.5. Course Numbering Scheme

Course numbers are denoted by six alpha-numerals:

Example:

TT L 2 01 : Textile Fibre

TT	–	Program code
L	–	Nature of course
2	–	Level of course – second year
01	–	Unique course code
Textile Fibres	–	Course title

5.6. Department/section Codes

The code of the Department offering the courses are as under:

Code	Name Of Department/Section
HU	Humanities, Social Sciences, management and Economics
GE	General Engineering
TT	Textile Technology
MT	Man-Made Textile Technology
TP	Textile Plant Engineering
TC	Textile Chemistry
FT	Fashion Technology
EL	Department of Electronics
ME	Department of Mechanical Engineering
CS	Department of Computer Science and Engineering
IT	Department of Information Technology
ET	Department of electronics and Telecommunication

5.7. Codes for the Nature of the Course

The nature of the course corresponding to the third alphabet in the course code is as:

L	Lecture Courses
P	Laboratory based Courses
D	Project based courses /dissertation (e.g. Major, Mini Projects)
T	Training
S	Seminar
R	Professional Practice
I	Independent Study

5.8. Level of the Course

The first digit of the numeric part of the course code indicates level of the course as based on academic year of study.

Year	Level
1 st	100
2 nd	200
3 rd	300
4 th	400

5.9. Course Content Description

Course content description consists of following components:

- i) Course Number
- ii) Title of the Course
- iii) Credit and L-T-P distribution
- iv) Description of the Content.

Content descriptions for all courses are given in last Section. An example is as:

TT L 2 01 Textile Fibres

3 credits (3-0-0)

Description should provide syllabus content in prescribed format.

5.10. Credit System

5.10.1. All the academic programs under autonomy are based on credit system.

5.10.2. Definition of one credit for any course is as follows

Lecture (L): 1 hour / week / semester

Tutorial (T): 1 hour / week / semester

Practical (P): 2 hour / week / semester

(The above figures would be multiplied by 2 in the case of supplementary semester)

5.10.3. The credits for other academic activities like project work, seminars etc. may be intimated from time to time by the institute.

5.10.4. A specific course would be assigned credits, as Lecture credits, Tutorial credits and Practical credits based on the academic load in accordance with the definition given above. A typical credit structure is as shown below:

L	T	P	Credits L : T : P	Total Credits	Total Contact Hours
3	0	0	3 : 0 : 0	3	3
3	1	0	3 : 1 : 0	4	4
3	0	4	3 : 0 : 2	5	7
3	1	2	3 : 1 : 1	5	6
0	0	4	0 : 0 : 2	2	4

Note: L – lectures: hrs/week; T – Tutorials: Hrs/week; P – Practical: Hrs/Week.

5.10.5. A student can register for a course for earning credits in order to meet the academic requirement of the program. Such courses together with the grades obtained and the credits earned will be included in the grade card issued by the institute at the end of each semester and they form the basis for determining the academic performance of the student of that semester.

5.10.6. The total Number of credits need to be earned by a student to qualify for the award of Degree are as show in table below:

Programme	Normal Duration		Total Credits to be Earned
	Years	Semesters	
B. Tech.	4	8	220
B. Tech. (Lateral Entry)	3	6	170

5.10.7. A student must secure a minimum CGPA of 5 (five) and earn total number of credits should be as specified in section 5.10.6 in order to qualify for the award of a degree.

5.11. Courses of Special Nature

5.11.1. Mini-Project

A curriculum contain a credit course on mini project, which may be offered in either fifth semester or sixth semester to carry out a design, fabrication, site visits, market survey, etc. Not more than five students may carry out the mini project together. The student shall register for this course only once during the programme, with the prior approval of the Head of the Department/ Programme coordinator.

5.11.2. Major Project

A curriculum shall contain a 12-credit component of major project, offered in the seventh and eighth semester of the UG programme. Not more than five students may carry out the major project together. The batch formation and allotment of guide shall be carried out by concerned departmental coordinator.

5.11.3. General Proficiency

A curriculum shall contain General Proficiency I, General Proficiency II and Business Communication and Professional ethics/skills courses of 2 credits each in first, second and third semester. The evaluation of these courses will be carried out by the departmental committee. These courses will consist of the components like communication skills, report and resume writing, group discussion, preparation and presentation of project report etc.

6. IMPORTANT ACADEMIC BODIES

6.1. Academic Council

6.1.1. The academic Council shall be constituted as follows:

- 6.1.1.1. Chairman-The Principal/Director of the college
- 6.1.1.2. Members - All Heads of Department in the college
- 6.1.1.3. Members- Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college
- 6.1.1.4. Members- Not less than four experts from outside the college representation Industry, Education etc. to be nominated by BOG
- 6.1.1.5. BOG Member-Three nominees of University
- 6.1.1.6. Member secretary- Faculty member nominated by Principal/ Director
- 6.1.1.7. The composition of Academic Council shall change as per directives of UGC from time to time.
- 6.1.1.8. The tenure of the members shall be for two years.
- 6.1.1.9. There shall be at least two meetings of Academic Council in the Academic year.
- 6.1.1.10. One third members of the Academic Council shall constitute the Quorum.

6.1.2. Academic Council shall have following powers and duties:

- 6.1.2.1. Scrutinize and approve the proposal, submitted and recommended by APEC, with or without modifications, made by the Programme BOS(s) with regard to courses of studies, academic regulation, curricula, syllabi, and modification thereof, any instructional and evaluation methods, procedures relevant thereto etc.

- 6.1.2.2. Refer the matter for reconsideration to the concerned Programme BOS(s) or to reject the same after giving reason therefore. After the matter is resubmitted by the Programme BOS, may decide the matter on merit and the decision of the Academic Council shall be final.
- 6.1.2.3. Make regulation regarding admission of students, subject to Government rules and regulation on admission.
- 6.1.2.4. Initiate measures for improving the quality of teaching, study and research. Frame rules for conduct of examinations, rules for students' evaluation and develop student advisory programs.
- 6.1.2.5. Make regulation for sports, extra-curricular activities, for proper maintenance and functioning of building, libraries, laboratories, playgrounds and hostels.
- 6.1.2.6. Recommend proposal to the BOG to institute new programs of studies.
- 6.1.2.7. Recommend to the Board of Governance for institution of scholarships, studentships, fellowship, prizes and medals and frame rules for the award the same.
- 6.1.2.8. Advise the Board of Governance on matters pertaining to the academic affairs.
- 6.1.2.9. Perform such other functions and such other duties as may be necessary and as may be assigned by the Board of Governance, pertaining to the academic programs and development.

6.2. Academic Programme Evaluation Committee

The college will have Academic Programme Evaluation Committee (APEC) consisting of Chairman and member secretaries of all programme BOS. The Dean Academics shall work as a Chairman of APEC and shall be supported by member secretary. The member secretary of APEC shall be appointed by the Director/Principal. APEC will be responsible to maintain uniformity in various programs as regards to the structure, implementation, assessment, etc. It will formulate draft policies for these

academic matters and will submit its recommendations to Academic Council for its consideration.

6.3. Board of Studies

6.3.1. Every program shall have its own BOS to look after all matters pertaining to that particular programme and the interdisciplinary courses offered to other programs. The constitution of BOS is as under:

6.3.1.1. Chairman- HoD / Programme coordinator of the program.

6.3.1.2. Members- Entire Faculties from each specialization of the programme.

6.3.1.3. Two experts in the subject from outside the college to be nominated by Academic council

6.3.1.4. One expert to be nominated by vice-chancellor from a panel of six recommended by the college principal

6.3.1.5. One representative from industry / corporate sector / allied area relating to placement

6.3.1.6. One postgraduate meritorious alumnus to be nominated by the Principal

6.3.1.7. The chairman, Board of Studies, may with the approval of the Principal of the college, co-opt:

- Expert from outside of the college where special courses of studies are to be formulated
- Other members of staff of the same faculty
- Meritorious student from senior class of the faculty

6.3.2. The Director of the college shall appoint the BOS. The term of BOS shall be for two years. In case of vacancies in BOS replacement shall be done by Chairman BOS with the approval of the Director. For an interdisciplinary programme, an ad-hoc board shall be constituted by Dean, academics. A Programme Coordinator shall be appointed by the Director in consultation

with the Dean, Academics and the Heads of the concerned Departments have to look after all the administrative and academic matters related to the interdisciplinary programme. The Programme Coordinator shall exercise the functions of the Chairman, of such ad-hoc Board.

- 6.3.3. BOS shall be responsible for deciding or modifying curriculum structure, approving detailed syllabi, implementation and monitoring of all academic activities, suggesting panel of examiners, submitting recommendations on academic matters to the Dean, academic office of the college.
- 6.3.4. BOS shall suggest methodologies for innovative teaching and evaluation techniques. It will also coordinate research, teaching, extension and other academic activities in the department /college

7. STARTING A NEW PROGRAM

- 7.1.** The BOG/University/DTE/AICTE may approve starting of a new programme or a modified programme in lieu of the old phased-out programme on the recommendation of the Academic Board.
- 7.2.** A new programme may be considered and recommended by the Academic Council to the Board for its consideration and approval. Such a proposal will be initiated by a Department through its BOS and considered and recommended by the APEC.
- 7.3.** An interdisciplinary programme may be considered in collaboration with other premier research organizations by the Academic Council for recommendation to the BOG/University/DTE/AICTE for obtaining its approval.

8. REGISTRATION

8.1. Every student admitted shall have his/her unique registration number. The registration number shall have nine digits. Registration Number of a Student: For a admitted student a permanent registration number will be assigned at the time of admission with following coding.

1	2	3	4	5	6	7	8	9
Year of Admission		Programme code				Candidate Code		
Last Two Digits of the year of admission		3rd digit 1 for UG, 2 for PG in Engg. 3 for MBA 4 th and 5 th Digit for UG Program 01 Textile Technology, 02 Man Made Textile Technology, 03 Textile Plant Engineering 04 Textile Chemistry 05 Fashion Technology 06 Electronics Engineering 07 Mechanical Engineering 08 Computer Science and Engineering 09 Electronics and Telecommunication Engineering 10 Information Technology 4 th and 5 th Digit for PG Program 01 Textile Technology, 02 Technical Textiles, 03 Textile Chemistry 04 Electronics Engineering 05 Mechanical Engineering 06 Computer Science and Engineering 4 th and 5 th Digit for MBA Program 01 General 02 Textile 6th Digit (for UG) 1- admission through CET 2- Other state, over and above 3-Lateral entry (DA) 4- Branch Transferred for mother branch 5- Transferred from other institute 6th Digit (For M. Tech.) 1-GATE admitted 2-Non GATE non sponsored 3- GATE sponsored 4-Sponsored				7th Digit indicate Gender 1- Female 2- Male 3- Other 8th&9th digit is roll no of student		

- 8.2.** Registration, at the beginning of each semester on the prescribed dates, announced from time to time, by payment of the stipulated fees is compulsory for every student till he/she completes the Programme.
- 8.3.** Registration, according to rules, should be carried out on the first four days of each semester. Late registration may be permitted only for valid reasons and on payment of a late registration fee. In any case, registration must be completed before the prescribed last date for registration, failing which his/her studentship is liable to be cancelled. Students having outstanding dues to the Institute or hostel shall be permitted to register only after clearing the dues.
- 8.4.** In-absentia registration may be allowed only in rare cases at the discretion of the Dean (Academics) in case of hospitalization of the student.
- 8.5.** Every student shall register for the courses that he/she wants to study for earning credits and his/her name will appear in the roll list of each such course. No credit shall be given if a student attends a course for which he or she is not registered.
- 8.6.** For the registration of the third semester the student should have earned credits of all the courses of the first and second semesters. Every student should have earned at least 75% of the total credits (rounded off to next higher integer) of first year.
- 8.7.** For the registration of the fifth semester the student should have earned credits of all the courses of the first and second semesters. Every student should have earned at least 75% of the total credits (rounded off to next higher integer) of second year.
- 8.8.** For the registration of the seventh semester the student should have earned credits of all the courses of the third and fourth semesters. Every student should have earned at least 75% of the total credits (rounded off to next higher integer) of third year.
- 8.9.** The student registering in semester II, IV, VII, VIII should have completed previous semester with minimum 75% attendance.
- 8.10.** In case the number of repeaters / back loggers in a course is 10% or more of sanctioned intake the HOD/Programme coordinator of concern programme may consider offering such course although it may not be stated to run during that semester, subject to time table constraint and availability of faculty. Maximum grade to be awarded shall be A+.

9. EQUIVALENCE AND ABSORPTION OF STUDENTS FROM UNIVERSITY PATTERN

- 9.1. The students, from University pattern, desirous of seeking admission to III, V and VII semester in autonomous pattern, has to fulfill the prevailing ATKT norms of Shivaji University, Kolhapur to become eligible for admission.
- 9.2. However, such students have to clear backlog subjects (courses) if any, by appearing for the respective examinations of Shivaji University, Kolhapur. In addition the student also has to register and pass new courses, if any, introduced in earlier semesters of the autonomous pattern.
- 9.3. The student, desirous of seeking re-admission to II, IV, VI and VIII semester in particular academic year (because of detention in university pattern) will have to register and pass in I, III, V and VII semester of the same academic year for all such courses which have not been covered (fully or partially) in previous semester in university pattern.
- 9.4. While switching from University pattern to autonomous pattern the CGPA of such student shall be calculated as per absolute grading system.

$$\text{CGPA} = (\% \text{ of marks} \times 0.1) + 0.75$$

However in no case the CGPA should exceed 10.

- 9.5. When student switches over from university pattern to autonomous pattern, student shall be presumed to have earned credits of all courses offered in previous semesters of that programme in autonomous pattern, provided he/ she clears all the backlog subjects in university pattern and earns credits for the additional courses in autonomous pattern, which are not covered in University pattern, prior to switch over.
- 9.6. For direct admission to second year / transfer (lateral entry) the calculation of CGPA and award of credits shall be governed by R 15.3 and R 15.4. In that case percentage of the diploma certificate shall be considered for the absolute grading system.

10. BRANCH CHANGE

The change of branch shall be effected as per the rules and norms approved by the Academic Council. The guidelines provided by Shivaji University / DTE shall be referred for formulating Rules and Regulations.

11. ATTENDANCE, ABSENCE, LEAVE RULES AND DISMISSALS

- 11.1.** All the students are expected to be present in every lecture, tutorial, practical, NSS scheduled for them. Attendance will be closely monitored during a semester as per the guidelines.
- 11.2.** A student must have a minimum attendance of 75% of the total number of classes including lectures, tutorials and practical held in a course before the corresponding examination i.e. Class Test I, Class Test II and End Semester Examination, in order to be eligible to appear for the respective examination in the course.
- 11.3.** The names of the students who have remained absent, for more than 25% of the actual classes held in a course will be intimated by the Course Coordinator himself on the last teaching day of respective examination, to the students in the class with intimation to the HOD/Programme Coordinator / First Year Coordinator, who will consolidate the list for all such students for all the courses and display it on the notice boards of the departments with an intimation to Dean Academics, declaring them not eligible to appear for the respective examination.
- 11.4.** For want of attendance if a student is not permitted to appear for the end semester examination in the course in which the shortfall exists, his registration for that course will be treated as cancelled, and he / she shall be awarded 'Z' grade (Z stands for registration cancelled for non completion of course requirement) in that course. This grade shall appear in the grade card till the course is successfully completed.
- 11.5.** If a student is absent during End Semester Examination of a course due to medical reasons (Accident and / or hospitalization of a student) or other emergency circumstances (death of immediate close relative i.e. father, mother, brother and sister), he / she may be awarded 'I' grade in the course. A single make up examination shall be held normally within one month of the last day of End Semester Examination to convert 'I' grade to proper letter grade. His / her application must be supported by proper medical certificate with registration number of hospitalization and discharge certificate. In the event of death of parent or guardian, the application should be supported by adequate evidence for the

same. Any such student who fails to apply for makeup examination in prescribed manner in due date will be awarded F grade.

- 11.6.** If a student is absent during Class Test (CT) of a course due to medical reason (Accidents / hospitalization of a students, etc.) or other emergency circumstances (death of immediate close relative i.e. father, mother brother and sister), a single additional Class Test shall be conducted latest by one week before immediate next examination (CT or ESE which ever applicable). However the student / Parent must submit an application supported by proper certificate of hospitalization and in case of death, adequate evidence latest by last day of the concerned test examination. Such cases shall be scrutinized by concerned programme coordinator/Head for verifying genuineness. Final approval shall be accorded by the principal. Schedule for such additional CT shall be displayed by concerned program coordinator/Head.
- 11.7.** The student absent for End Semester Examination should submit an application to the programme coordinator/ Head within ten days from the date of the examination missed, explaining the reasons for their absence along with documentary evidence. Applications received after this period will not be entertained.
- 11.8.** If a student is continuously absent from the classes for more than four weeks without informing the Course Coordinator, the Coordinator shall immediately bring it to the notice of First Year Coordinator / the Head of the concerned department as the case may be and the Academic Section.
- 11.9. Condonation of Attendance:** Those students who have more than 75% attendance for the period other than their medical leave be considered for condonation of attendance provided their overall attendance in a course including the period of illness does not fall below 60%. A student has to apply for leave on medical grounds to concern programme coordinator/ Head and such application shall be accompanied with a medical certificate from a registered medical practitioner and endorsed by parents or guardian.

12. SUMMER TERM

The college considers it important that focused efforts be made to improve the performance of academically weak students through innovative the methods such as remedial teaching in professional subjects for increasing transition rate, pass rate and employability. For increasing institutional focus on providing academic support and guidance to the academically weak students, the college has constituted 'Finishing School' for core professional subjects to plan and execute bridge courses. A summer term facility shall be provided by the college as a part of remedial learning.

- 12.1** A student who has registered for the course but failed (identified as weak student for the course) may be allowed to register for a summer term in the summer vacation, on payment of necessary fees on a specified date. The summer term is a compressed semester of one month duration, where all the regulation for the normal semester shall apply.
- 12.2** The concern department shall offer the required summer term courses, as intimated by academic section. A course will be offered in a summer term provided there are minimum of 10% of intake capacity or more students registering for it. The concern course coordinator/HOD is authorized to prepare the time table and lecture schedule for the summer term of the respective courses. The teaching Assistants (PG Research Scholars) may be assigned a task of assisting the course coordinator in conducting such courses.
- 12.3** Students registering for summer term are not eligible for any scholarships / free ship. They have to pay the tuition and other fees, as per prevailing norms. The regular attendance of the students for the summer term is compulsory.
- 12.4** Maximum grade awarded for summer term shall be B+
- 12.5** The college shall have a finishing school for core proficiency during summer vacation. Such courses shall be declared by concern program head before conclusion of every semester. In addition to the department expert, external professionals may also be invited for conducting such courses. The student should register for such courses by paying prescribed fees.

13. WITHDRAWALS

- 13.1** Withdrawal on medical grounds/other very exceptional reasons may be permitted by APEC, subject to a maximum of two semesters during the students entire stay.
- 13.2** A student who wants to withdraw for a course shall apply through the program coordinator / Head to the Dean – Academics, on a prescribed form within a week from the end of the CT – I examination and it will be recorded in the registration record of the student and the concern course coordinator will be informed about it. The student will be awarded a withdrawal grade ‘W’ at the end of the semester.
- 13.3** In case a student is unable to attend classes for more than four weeks in a semester, he/she may apply to the Dean – Academics through HOD for withdrawal from semester, which shall mean withdrawal from all the registered courses in the semester. However, such application shall be made as early as possible and latest before the start of the End Semester Examination.
- 13.4** In case the period of absence on medical grounds is more than fourteen working days during the semester. A student may apply for withdrawal from the semester, if he/she desires. But, as per provision, such application must be made to the Dean – Academics through HOD, as early as possible and least before the beginning of End Semester examination.

14. EXAMINATION SYSTEM AND WEIGHTAGE OF MARKS

14.1. Course Distribution

In each semester course of study consists of:

6 Theory + 2 laboratory

5 Theory + 3 Laboratory (seminar will be in addition)

In every semester, department should conduct 2 practical external examinations

However, in the final year second semester there shall be

4 theory subjects + laboratory (with practical examination) and dissertation

14.2. Performance of Students

Performance of students in each semester shall be evaluated subject wise as follows:

Subject nature	Maximum Marks
Theory:	100
Practical	50
Seminar	50
Mini-Project	50
Tutorial	50
Industrial Training	100
Dissertation	300

14.3. Theory Marks Distribution

For each **theory** subject, the distribution shall be:

20 Marks for Mid Semester Evaluation (CTE-I and CTE-II);

10 Marks for performance (ISE)

70 Marks for Semester End Examination

For each theory subject, during each semester there shall be 'two' tests for the duration of 1:00 hr. One will be held in the end of second month of semester and other will be in the fourth month of semester.

Consideration for awarding test marks in the semester marks, the average of both the test will be considered and converted to 20% weightage.

To design question paper for internal tests, teachers have flexibility to adopt pattern like objective, descriptive, numerical, short answers etc; however it should cover fundamentals and wide range of syllabus taught. Also, the guidelines provided time to time, by the board of examination should be followed.

Tutorial / Assignment shall be the component of theory subject and can be evaluated as CIE.

The subjects like design / drawing (such as engineering graphics / machine drawing) should be treated like theory subject for marking scheme.

A student shall be evaluated for his / her academic performance in a theory course through Teacher's Assessment (ISE) (tutorials, home assignments, term papers, field work, seminars, etc. as declared by the course coordinator as given in Examination rules). The weightage assigned for ISE is 10%.

14.4. Practical Examination

For **practical** examination, the distribution shall be

25 marks for continuous internal evaluation (CIE)

25 marks for semester end examination (SEE)

CIE should be based on

15 marks for semester performance

5 marks for attendance

5 marks for internal tests may include oral test, objective type written test

SEE shall be conducted by teacher concerned and another external member

14.5. Dissertation / Training or Mini-project

Dissertation / training or mini-project shall be evaluated by the committee consisting Head of the Department or nominee appointed by head, the supervisor

of the project and a senior faculty of the department along with duly appointed external examiner from industry or academia.

Out of allotted weightage, 50% marks for internal evaluation including 10% of total marks as ISE; and 50% marks for the semester end evaluation. Internal evaluation shall be on the basis of two internal evaluations (seminar / oral) The end of semester examination (viva-voce) shall be conducted by the department committee consisting of Head of the Department or nominee appointed by head, project supervisor and a senior faculty member along with duly appointed external examiner either from industry or academia. This will be on the basis of understanding over the topic, quality of work performed, thesis and presentation. The evaluation shall be carried out at the end of each semester of final year.

14.6. Seminar

There shall be **seminar** either in

1. Second semesters of third and final year OR
2. Sem – I and Sem - II of final year of the degree program

For the seminar, the individual student shall collect the information on a specialized / specified topic and prepare a technical report, showing his understanding over the topic, and submit to the department, which shall be evaluated by department committee consisting of Head of the Department or nominee appointed by head, seminar supervisor and a senior faculty member. The report shall be evaluated for 50 marks.

14.7. The project / dissertation work shall be evaluated for total 300 marks including 100 marks evaluation in Sem. VII and 200 marks evaluation in Sem. VIII.

Out of allotted weightage, 50% marks for internal evaluation and 50% marks for the semester end evaluation. Internal evaluation shall be on the basis of two internal evaluations (seminar / oral) 1. Plan of action and 2. Progress. The end of semester examination (viva-voce) shall be conducted by the department committee consisting of Head of the Department or nominee appointed by head, project

supervisor and a senior faculty member along with duly appointed external examiner either from industry or academia. This will be on the basis of understanding over the topic, quality of work performed, thesis and presentation. The evaluation shall be carried out at the end of each sem. of final year.

The topics for seminar and project work shall be different from each other.

15. GRADING SYSTEM

15.1 Introduction

15.1.1 Semester end examination (SEE)

Concern course faculty / coordinator shall prepare and display the marks of respective course, as per academic calendar. Faculty should allow the students to see the evaluated answer books after assessment. He/she shall send the final copy of mark list to Controller of Examination within ten days after the last date of completion of semester examination.

15.1.2 Marks of continuous internal evaluation (CIE)

The concern course coordinator / faculty shall decide marks of CIE based on record of student's performance in various modes of assessment conducted by course faculty during semester. The course faculty shall submit the marks list of CIE before SEE and display the same student's information. Faculty shall use this marks in grading process. The final SEE mark list shall be submitted to exam cell only after grade moderation process and declaration of provisional results of the course. The same process is applicable for laboratory courses also. If the total marks are in fraction, faculty shall round the marks to the immediate next integer if the fraction is ≥ 0.5 , otherwise immediate lower integer shall be recorded.

15.2 The Process for Relative Grading

- The Chairman of Board of Examination shall formulate **Grade Moderation Committee (GMC)** for the department in consultation with respective Head. The committee formulated shall include all the course coordinators of courses floated to students in the semester and HoD being Chairman.
- This committee shall be responsible for adherence to the guidelines for the award of grades and shall include all the concern course coordinators. The committee shall have a sample check of the answer books to confirm uniformity of assessment and lack of sincerity on the part of assessor and report to CoE for necessary action.

- By reviewing the total marks, the faculty shall assign F Grade to the students who have got total marks < 40.
- Max. ± 2 grace marks per course in maximum two theory courses in a semester shall be awarded, irrespective of number of courses registered for, provided he/she has failed in not more than two theory courses. If a student has failed in more than two theory courses no grace marks will be applicable in any course.
- The grace marks shall be applicable only to regular students and shall not be applicable to any re-registered / YD students in a course.
- The grace marks shall be added only in continuous internal evaluation (CIE) marks where (CIE + Grace) total should not cross maximum marks of CIE.
- For the laboratory courses where the evaluation is based on 100% CIE (term work), grace marks shall not be applicable.
- In the further grading process the failed students shall be excluded. Then, the mean (μ) and standard deviation (σ) of total marks of passed students shall be computed. From this the relative grading thresholds shall be decided with use of following table:

GRADE	Description	\geq MIN Threshold	<MAX Threshold
O	Outstanding	$\mu + 2 \sigma$	100
A+	Excellent	$\mu + 1.5 \sigma$	$\mu + 2 \sigma$
A	very Good	$\mu + 1 \sigma$	$\mu + 1.5 \sigma$
B+	Good	$\mu + 0.5 \sigma$	$\mu + 1 \sigma$
B	Above Average	μ	$\mu + 0.5 \sigma$
C	Average	$\mu - 0.5 \sigma$	μ
P	Pass	40	$\mu - 0.5 \sigma$
F	Fail	0	<40
Ab	absent	--	--

- After the relative grade thresholds are calculated, the faculty shall check the histogram of the grade and adjust the threshold to achieve nearly bell shaped histogram.
- After this the faculty shall get the grade thresholds, approved from GMC. After approval, the faculty shall lock the grade thresholds.

- The faculty then shall review the boundary cases for each grade and may assign max +1 grace CIE mark to those boundary cases.
- After this, the grades shall be calculated as per the table and assigned to each student.
- The faculty shall prepare the grade sheet, verify it, sign on it, get the signature of the GMC and hand over the grade sheet to the HOD.
- HOD shall receive grade sheets of all courses of the department from respective faculty, verify them, and approve it and display the class wise provisional result on the departmental notice board.
- The HOD shall also submit all original documents (including soft copy of marks and grading information) in this grade moderation process to examination cell for final result processing and declaration. The department and faculty shall maintain the record of this grade moderation process.

15.3 The Process of Absolute Grading

- The courses where the number of students registered for a course are ≤ 30 absolute grading shall be used.
- The process of absolute grading shall be carried out by GMC
- Max. ± 2 grace marks per course in maximum two theory courses in a semester shall be awarded, irrespective of number of courses registered for, provided he/she has failed in not more than two theory courses. If a student has failed in more than two theory courses no grace marks will be applicable in any course.
- The grace marks shall be applicable only to regular students and shall not be applicable to any re-registered / YD students in a course.
- The grace marks shall be added only in continuous internal evaluation (CIE) marks where (CIE + Grace) total should not cross maximum marks of CIE.

- For the laboratory courses where the evaluation is based on 100% CIE (term work), grace marks shall not be applicable.
- The grade boundaries for absolute grading are shown in table below. The grade shall be calculated as per the table.

Absolute Grading Threshold

GRADE	Description	Min Threshold	Max Threshold
O	Outstanding	≥ 95	< 100
A+	Excellent	≥ 85	< 95
A	very Good	≥ 75	< 85
B+	Good	≥ 65	< 75
B	Above Average	≥ 55	< 65
C	Average	≥ 45	< 55
P	Pass	≥ 40	< 45
F	Fail	≥ 00	< 40
Ab	absent	--	--

Further grading process shall be the same as given in the relative grading system.

The award of grades and computation of semester grade point average (SGPA) and cumulative grade point average (CGPA), as applicable, shall be done in accordance with the Academic Rules and Regulation guidelines for UG or PG.

15.4 Other Grades

Sr. No.	Grade	Description
1	I	Incomplete
2	W	Withdraw
3	X	Continued
4	S	Satisfactory Completion
5	Z	Course continuation

15.4.1. I Grade

An 'I' grade denotes incomplete performance in any L (lecture), P (practical), V (Special Module) category courses. It may be awarded to a student if he/she has not fulfilled all the requirements of the course due to extra-ordinary circumstances. 'I' grade does not appear permanently in the grade card. Upon

completion of all course requirements, the 'I' grade is converted to a regular grade (A to F, NP or NF).

15.4.2 **W** Grade

A 'W' grade is awarded in a course where the student has opted to withdraw from the course. Withdrawal from a course is permitted until one week after the first Minor Tests.

15.4.3 **X** Grade

The 'X' grade is awarded for incomplete work in Independent Study, Mini Project, Minor Project, Major Project based on the application of the student. On complete one of the work, X grade can be converted to a regular grade within the first week of the next semester. Otherwise, the student will be awarded 'X' grade on a permanent basis and it will appear in his/her grade card. Further, the student will be required to register for the course in the next semester. The credits of the course will be counted towards his total load for the semester.

15.5 Results

- 15.5.1 The provisional results approved by the GMC shall be received by the examination cell and considering the results of backlog students, re-registered students, result of make-up examination; the overall results, calculation of SGPA, CGPA, pass/fail status etc. shall be decided by result coordinator.
- 15.5.2 The examination cell shall then prepare the grade cards, tabulation register and statistic of the results.
- 15.5.3 The final result shall be declared after obtaining endorsement from BOE and copies of the same shall be send to the department.
- 15.5.4 In case of any discrepancies observed or reported in assessment and in grade moderation process, Controller of Examination (CoE) is authorized to get the answer books evaluated from any other competent internal or external examiner and update the results accordingly. The CoE shall report the same to BoE for necessary action if any.

15.6 Calculation of Semester Grade Point Average (SGPA)

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

Grade points			
Sr. No.	GRADE	Grade Point	Description
1	O	10	Outstanding
2	A+	9	Excellent
3	A	8	very Good
4	B+	7	Good
5	B	6	Above Average
6	C	5	Average
7	P	4	Pass
8	F	0	Fail
9	Ab	0	absent

Semester Grade Point Average:

$$SGPA (S_i) = \frac{\sum C_i \times G_i}{\sum C_i}$$

Where,

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

G_i = Grade point earned in the i^{th} course

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

The SGPA is calculated to two decimal places.

15.7 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 weighted average of the grade points obtained in all the courses registered by the students since he / she entered in the institute.

$$CGPA = \frac{\sum C_i \times S_i}{\sum C_i}$$

Where,

S_j is the CGPA of the i^{th} semester and C_i is the total number of credits in that semester

The CGPA is calculated to two decimal places.

The latter Grade F shall not be used for calculation of SGPA and CGPA.

15.8 Amendment of Results Due to Errors

In case it is found that the result of an examination has been affected by errors, the CoE shall amend such result in such a manner as shall be in accordance with true position and make such declaration as is necessary. A report listing such amendments shall be submitted by the CoE to BoE. The amended results shall be

endorsed by BoE before its declaration. The error means i) error in computer / data entry, printing or programming ii) clerical error, manual / machine error, in totaling or entering marks on ledger register iii) error due to negligence or over sight of examiner or any other person connected with evaluation, moderation and result tabulation.

15.9 Award of Degree

The degree shall be awarded by shivaji University, Kolhapur on the recommendation of academic council / BoG

15.10 Eligibility for Award of Degree

A student shall be eligible for award of the degree if he / she fulfils all the following conditions

- 15.10.1 Registered and successfully completed all the components prescribed in the program of study to which he / she is admitted.
- 15.10.2 The student should have satisfactorily fulfilled other requirements like NSS etc.
- 15.10.3 Obtained CGPA ≥ 5 (minimum requirement for pass) and earn a minimum number of credits as specified in the curriculum.
- 15.10.4 Have no dues to the institute, hostels, libraries, NSS etc.
- 15.10.5 A students who have earned minimum requirement of credits but fails to obtained minimum requirement of specified CGPA, he/she shall take additional courses or repeat the courses mentioned in the program till the minimum CGPA is attained subject to maximum duration of program as specified in this rules and regulations.
- 15.10.6 No disciplinary action is pending against him / her
- 15.10.7 A student should have obtained the eligibility certificate in the first year from the Shivaji university, kolhapur

15.11 Award of Class

A candidate who becomes eligible for the award of the degree shall place in one of the following classes based on CGPA:

CGPA required for award of class:

Class	CGPA
Distinction*	≥ 8.0
First Class	≥ 7.0
Second Class	≥ 6.0
Pass	≥ 5.0

* For the Distinction, in addition to the required CGPA of 8, the student must have necessarily passed all the courses of every semester in the minimum stipulated period of the program.

15.12 Conversion of CGPA to Percentage Marks and Vice-versa

$$\text{CGPA} = (\% \text{ Marks} + 7.5) / 10$$

$$\text{Percentage Marks} = [(\text{CGPA} - 0.75) \times 10] \%$$

15.13 Grade Card

1. A grade sheet (Memorandum) will be issued to each student indicating:
 - a) Credits for each course registered for that semester
 - b) Latter grade obtained in each of the courses
 - c) Total number of credits earned by the student till the end of that semester in each of the course
 - d) SGPA and CGPA
 - e) Latter grade of student's core employability skills, professional skills and communication skills
2. Grade card will never indicate class or division or rank.

15.14 Transcripts

After successful completion of the total programme of study, a Transcript containing performance of all academic years will be issued as a final record. Duplicate transcripts will also be issued if required after the payment of requisite fee. Partial transcript will also be issued up to any point of study to any student on request and by paying the stipulated fee in force.

Candidates shall be permitted to apply for recounting/revaluation of FE scripts within the stipulated period with payment of prescribed fee.

The Governing body of DKTE Textile And Engineering Institute (Autonomous) has to approve and recommend to the Shivaji University, Kolhapur for the award of a degree to any student.

15.15 Improvement of Class

A candidate after becoming eligible for the award of the degree may reappear for the final examination in any of the theory courses as and when conducted, for the purpose of improving the aggregate and the class. But this reappearance shall be within a period of two academic years after becoming eligible for the award of the degree.

However, this facility shall not be availed of by a candidate who has taken the original degree certificate. Candidates shall not be permitted to reappear either for CA in any course or for the Final Examinations in laboratory courses (including Project Viva-voce) for the purpose of improvement.

16. TRANSITORY REGULATIONS

A candidate, who is detained or discontinued in the semester, on re-admission shall be required to do all the courses in the curriculum prescribed for such batch of student in which the student joins subsequently. However, exemption will be given to those candidates who have already passed in such course, which he/she had passed in the earlier semester(s) he/she was originally admitted into.

- 16.1.** A student following DKTE TEI curriculum, detained due to lack of academic requirements / attendance at the end of first semester of second year, shall join the autonomous batch of Second Year first semester. Such students will study all the courses prescribed for that batch, in which the student joins. The first year marks shall not be converted in to course credits. However, the student has to clear all his first year backlog subjects by appearing the supplementary examinations, conducted by institute and courses prescribed in Autonomous stream for the award of Degree. The class will be awarded based on the academic performance of a student. Such candidates will be considered on par with lateral entry candidates of autonomous stream and will be governed by the regulations applicable to lateral entry candidate category.
- 16.2.** A student who is following the DKTES TEI curriculum, detained due to lack of academics/attendance at the end of the second semester of second year and also at the subsequent semesters, shall join with the autonomous batch at the appropriate semester. Such candidate shall be required to pass in all the courses in the program prescribed by concerned BOS for such batch of students, to be eligible for the award of degree. However, exemption will be given in all those courses of the semester(s) of the batch, which the candidate joins now, which he/she had passed earlier. The student has to clear all his backlog subjects by appearing the supplementary examinations, conducted by the institute for the award of Degree. The class will be awarded based on the academic performance of a student in the autonomous Pattern.

17. AWARD OF MEDALS / SCHOLARSHIPS ETC.

- 17.1** The awards available under excellent performance in sports, cultural, extra-curricular, debit etc shall be given to the students as per the norms and procedure declared by the Director / Principal.
- 17.2** The award of scholarships/ free-ships and other benefits will be in accordance with rules framed by BoG/University/State and Central Government.
- 17.3** in case of awards/scholarships sponsored by industry/alumnus, organizations/individual; the proposal shall be put before academic council along with terms and condition if any proposed by sponsorer. A separate regulation if required may be formulated and be approved by Academic Council.

18. ACADEMIC CALENDAR

- 18.1** Academic activities of the institute are regulated by academic calendar approved by the BoG on the recommendation of Academic Council from time to time and made available to the students/faculty and all other concerned in printed and /or electronic form. It is mandatory for students/faculty to strictly adhere to the academic calendar for completion of academic activities.

19. INTERPRETATION OF REGULATION

- 19.1** in case of any dispute, difference of opinion in interpretation of this regulation or any other matter not covered in this regulation, the decision of chairman, academic council shall be final and binding.

20. EMERGENT CASES

- 20.1** Notwithstanding anything contained in the above regulation, the chairman of academic council may, in emergent situations, take action on behalf of academic council / BoG as he deems appropriate and report it the nest meeting of academic council / BoG for its approval.

21. CONDUCT AND DISCIPLINE

- 21.1** Students shall conduct themselves within and outside the premises of the Institute in a manner befitting the students of our Institution.
- 21.2** As per the order of Honorable Supreme Court of India, ragging in any form is considered as a criminal offence and is banned. Any form of ragging will be severely dealt with.
- 21.3** The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures with regard to ragging.
- 21.3.1 Lack of courtesy and decorum; indecent behavior anywhere, within or outside the campus.
- 21.3.2 Willful damage or distribution of alcoholic drinks or any kind of narcotics or of fellow students/citizens.
- 21.4** Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.
- 21.5** Mutilation or unauthorized possession of library books.
- 21.6** Noisy and unseemly behavior, disturbing studies of fellow students.
- 21.7** Hacking in computer systems (such as entering into other person's are as without prior permission, manipulation and/or damage of computer hardware and software or any other cyber crime etc.
- 21.8** Usage of camera cell phones in the campus.
- 21.9** Plagiarism of any nature.
- 21.10** Any other act of gross indiscipline as decided by the academic council from time to time.
- 21.11** Commensurate with the gravity of offense, the punishment may be reprimand, fine, expulsion from the institute / hostel, debarment from a examination, disallowing the use of certain facilities of the Institute, rustication for a specified period or even outright expulsion from the Institute, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.

-
- 21.12** For an offence committed in (i) a hostel (ii) a department or in a class room and (iii) elsewhere, the chief Warden, the Head of the Department and the principal respectively, shall have the authority to reprimand or impose fine.
- 21.13** Cases of adoption of unfair means and/or any malpractice in an examination shall be reported to the principal for taking appropriate action.
- 21.14** All cases of serious offence, possibly requiring punishment other than reprimand, shall be reported to the Academic council.
- 21.15** The Institute Level Standing Disciplinary Action Committee constituted by the academic council shall be the authority to investigate the details of the offence, and recommend disciplinary action based on the nature and extent of the offence committed.
- 21.16** The Principal shall deal with any academic problem, which is not covered under these rules and regulations, in consultation with the Program Committee in an appropriate manner, and subsequently such actions shall be placed before the academic council for ratification. Any emergency modification of regulation, approved by the academic council earlier, shall be reported to the academic council for ratification.
- 21.17** **“Grievance and Redressal Committee” (General)** constituted by the Principal shall deal with all grievances pertaining to the academic /administrative /disciplinary matters.
- 21.18** All the students must abide by the code and conduct rules of the college.
- 21.19** Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which will tend to bring down the prestige of the College.
- 21.20** Any act of indiscipline of a student reported to the Dean, Student Affairs, will be discussed in a Complaint Redressal Committee (CRC) constituted by the Academic Council. The Committee will enquire into the charges and recommend suitable punishment if the charges are substantiated and authorize the Dean, Student Affairs to take appropriate action.

- 21.21 Appeal:** The student may appeal to the Chairman, Academic Council whose decision will be final. The Dean, Student Affairs will report the action taken at the next meeting of the Academic Council.
- 21.22** If the student while studying in the college is found indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government he / she will be liable to be expelled from the college without any notice.
- 21.23** If a student is involved in any kind of ragging, the student shall be liable for strict action as per prevailing Maharashtra State and Central Government Act.
- 21.24** If any statement/information supplied by the student in connection with his/her admission is found to be false/ incorrect at any time, his/ her admission shall be cancelled and he/she shall be expelled from the college and fees paid shall be forfeited.
- 21.25** Student once admitted in the college has to follow dress code as well as other instructions issued from time to time, failing which disciplinary action, as recommended by CRC, shall be initiated against such student.
- 21.26** If a student is found guilty of malpractice in examinations and overall misconduct during his/her stays in the college, he/she will be punished as per the recommendations of the Discipline and Welfare Committee. The maximum punishment may be expulsion from the college.

22 MALPRACTICES

- 22.1** The Principal shall refer the cases of malpractices in internal assessment tests and Semester-End Examinations, to a Malpractice Enquiry Committee, constituted by him/her for the purpose. Such committee shall follow the approved scales of punishment. The Principal shall take necessary action, against the erring students basing on the recommendations of the committee.
- 22.2** Any action on the part of candidate at an examination trying to get undue advantage in the performance at examinations or trying to help another, or derive the same through unfair means is punishable according to the provisions contained hereunder. The involvement of the Staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records of documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.