

Walchand College of Engineering, Sangli
(An Autonomous Institute)



Academic Rules and Regulations (V1.6)

**(After 5th Academic Council Meeting 11th July, 2016
and Implemented from July 2016)**

for

Undergraduate (B.Tech.)

Programmes



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Preface

Walchand College of Engineering, (WCE), Sangli is one of the oldest and renowned Engineering colleges in India. The college was established with an objective to provide quality technical education, research and training. WCE is recognized by its contribution to technical education, and involvement of its alumni in designing, planning and execution of engineering projects of national importance. It has established a firm foundation for technical education and research with a high-quality faculty and ethically sound disciplined alumni. The teaching-learning process is student centric and governed by the concept of outcome based education.

This booklet gives comprehensive information on the existing rules and regulations for B. Tech. programmes of all branches. All undergraduate programmes will be governed by these rules and regulations. The various departments are given a direction to excel in academics through these rules and regulations approved by the academic council from time to time, keeping in view the ever growing challenges and new developments. The stakeholders particularly the students, and parents/guardians, are advised to be fully familiar with the academic system of the college. Students should know the rules and regulations governing academic requirements, evaluation system, and grading system. These rules and regulations related to academics evolved over the period of time, after the college was awarded autonomy in 2007 by UGC. These rules are also changed from time to time as per the directives of UGC, AICTE and also by studying the rules of other reputed autonomous institutes. It is expected that this booklet will bring the transparency in the functioning of the college related with academics amongst students, faculty members, administrator, parents and other stakeholders. WCE, Sangli has student oriented academic system, every possible opportunity is provided to progress academically, and overall development of the students is ensured.

Date: 11th July 2016

Dean Academics

Director

Release of V 1.6



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1. DEFINITIONS

1. "College" means Walchand College of Engg., Sangli (WCE).
2. "BoG" means Board of Governors (Administrative Council).
3. "University" means Shivaji University, Kolhapur.
4. "Academic Council (AC)" means apex academic body governing the academic programmes and policies in WCE.
5. "Grievance Redressal and Discipline Committee (GRDC)" means committee appointed by Director to deal with cases of indiscipline.
6. "Complaint Redressal Committee (CRC)" means committee appointed by Director to deal with cases of unfair means/malpractice/s in examination.
7. "Board of Studies (BoS)" means departmental academic body common for UG and PG programmes.
8. "Semester" means period in which academic activities are carried out.
9. "Summer Term" means a period during summer vacation for approximately 3-4 weeks duration, during which remedial classes, industrial training, and soft skill training are conducted.
10. "Course" means theory/laboratory/seminar/project/mini project.
11. "Course credit" means weightage assigned to a course.
12. "Grade" means double letter assigned to indicate the performance of student in a course.
13. "Course teacher" means faculty member assigned to teach a course.
14. "Semester Performance Index (SPI)" means the weighted average of grade point of a student in a semester.
15. "Cumulative Performance Index (CPI)" means the weighted average of grade points for all the semesters completed by a student.
16. "Allowed to Keep Term (ATKT)" means allowed for admission after satisfying minimum credits criterion.
17. "Board of Examination (BoE)" means apex examination body implementing rules and regulations framed by AC.
18. "Grade Moderation Committee (GMC)" means committee appointed by Controller of Examinations to moderate and finalize the grades assigned by course teachers.
19. "Academic Standing Committee (ASC)" means apex body next to AC to take decisions under emergent situations subjected to ratification by AC.
20. "Academic RRs" means rules and regulations governing academic system of the college.
21. "Departmental Advisory Board" (DAB) means departmental advisory body common for UG and PG programmes.
22. "Departmental Academic and Programme Evaluation Committee (DAPEC)" means departmental academic and advisory body next to BoS and DAB.



2. INTRODUCTION

- 2.1** All six undergraduate Engineering programmes (Civil, Mechanical, Electrical, Electronics, Computer science and Engg., and Information Technology) shall be governed by the rules and regulations provided in this version of academic RRs. The curriculum of each programme provides i) broad based knowledge; ii) quality content of courses; iii) academic flexibility; iv) scope for multi-disciplinary learning activities; v) opportunity for industry oriented projects. The curriculum designed shall be in line with the out-come based education. Apart from programme requirements, students shall compulsorily undergo foundation courses on sciences, humanities, and engineering; courses on management and economics. The stringent evaluation norms shall be followed to maintain quality of engineering education. The examination system shall be transparent and governed by rules, regulations and time-bound activities.
- 2.2** The medium of instruction throughout the programme shall be in English.
- 2.3** The semester system shall be adopted for academic activities in the college. Normally, all odd semesters shall start in third week of July except for first semester of B.Tech. and shall end in first week of November. All even semesters shall start in January and shall end in last week of April. The start of first semester for B. Tech. and M. Tech. shall be governed by admission schedule declared by Government of Maharashtra. Academic calendar shall be prepared and displayed before the start of every academic year.
- 2.4** The rules and regulations mentioned in this document shall be common to all undergraduate programmes (B.Tech.) offered by the college.
- 2.5** The provisions made in this document shall govern the policies and procedures, curriculum, course delivery, evaluation system and conduct of the examinations.
- 2.6** The rules and regulations here under shall be subjected to amendment made by the Academic Council (AC) from time to time, based on the recommendations of the BoS. All such amendments shall be applicable to all further batches including those already undergoing the programme.
- 2.7** The rules and regulations formulated in this document shall be subjected to revisions/refinement/updates/modifications through approval by the AC, from time to time, and shall be binding on all concerned stake holders, including the students, faculty, staff, departments, and institute authorities.



3. ORGANIZATION STRUCTURE AND ACADEMIC DEPARTMENTS

3.1 The academic administration of the college consists of committees and functionaries. The committees shall be AC, ASC, BoE, BoS, DAB and DAPEC, and functionaries shall be Director, Deputy Director, Dean Academics, Controller of examinations, Heads of Department, Programme academic coordinator, Programme evaluation coordinator, and First year programme coordinator.

3.2 The academic programmes of the college shall be governed by Rules and Regulations approved by the AC from time to time. The AC is a statutory and supreme body that governs all academic matters of the college, and the decisions of Chairman (AC) (Director of the college) shall be final in regard to all academic issues. All academic activities shall be scheduled through an approved academic calendar notified in the beginning of each academic year. ASC shall continuously assess the academic activities and makes appropriate revisions/modifications/improvements as and when required under emergent situations.

3.3 Academic departments and programmes offered

The college offers undergraduate programmes in engineering. The academic departments and the respective programme offered are given in Table 3.1.

Table 3.1: Academic Departments and Offered Programmes

Sr. No.	Academic Department	Programme Offered	Programme Code	Department/Branch Code
1	Civil Engineering	Bachelor of Technology in Civil Engineering [B.Tech. (Civil)]	BTE	CV
2	Mechanical Engineering	Bachelor of Technology in Mechanical Engineering [B.Tech. (Mechanical)]	BTE	ME
3	Electrical Engineering	Bachelor of Technology in Electrical Engineering [B.Tech. (Electrical)]	BTE	EL
4	Electronics Engineering	Bachelor of Technology in Electronics Engineering [B.Tech. (Electronics)]	BTE	EN
5	Computer Science and Engineering	Bachelor of Technology in Computer Science and Engineering (B.Tech. (Computer Science and Engineering))	BTE	CS



Sr. No.	Academic Department	Programme Offered	Programme Code	Department/Branch Code
6	Information Technology	Bachelor of Technology in Information Technology [B.Tech. (Information Technology)]	BTE	IT
7	Humanities	-	-	HS
8	Mathematics	-	-	MA
9	Chemistry	-	-	CH
10	Physics	-	-	PH
11	Applied Mechanics	-	-	AM

The normal duration of these academic programmes is eight semesters. An extension to this period may be given subjected to approval by AC.

4. ADMISSION

4.1 Regular and Lateral Entry

Regular entry refers to admission of students for first, second (excluding lateral entry), third, and final year of the programme in odd semesters.

Lateral entry refers to admission of students for second year directly through Diploma qualification.

4.2 The admission process and eligibility to various undergraduate programmes for regular entry (first year) and lateral entry (second year) are governed by the norms and procedures of Government of Maharashtra.

The candidate shall be provisionally admitted subject to fulfilment of eligibility criteria prescribed by government/University from time to time.

4.3 Each student shall be allotted Programme Registration Number (PRN) at the time of first admission/registration and that will be a permanent identification number. The number shall be

YYYY	PPP	BB	SS	NNN
Year	Programme	Department/ Branch	Specialization/ Streams	Roll Number

SS is applicable to M. Tech. programme only, for B. Tech. programmes SS shall be 00. This number shall never change and the allotted number shall not be offered to any other student even after cancellation of admission. The number shall be valid till the student completes the programme or cancels the admission or is removed from the roll.



4.4 The students seeking admission (regular entry) to second, third and final year should have earned all the credits of the pre-previous year and at least 75% credits of the previous year. For example, for admission to 5th semester (i.e. 3rd year of programme), a student should have earned all credits of the first year and 75% credits of the second year. Similarly for admission to the 7th semester (i.e. 4th year of programme), a student should have earned all the credits of the second year and 75% credits of the third year. However, if calculation of 75% credits results in to a mixed number (integer + proper fraction) then the integer part of that number shall be considered for taking decision related with this clause.

4.5 Entry from University Pattern to Autonomous Pattern

Students admitted to WCE in pre-autonomous status and desirous of seeking re-admission shall be eligible for admission in autonomous status only in odd (3rd, 5th, and 7th) semesters. Such students should have passed all the courses of previous semesters or fulfil the prevailing ATKT norms of Shivaji University, Kolhapur. The students admitted through ATKT norms shall clear backlog courses by appearing for the respective examinations of Shivaji University, Kolhapur. Further they shall undergo additional academic requirements (bridge courses) if any as specified by the BoS of the respective department to be at par with WCE autonomous curriculum. Students who have obtained condone in any of the subjects/courses of university curriculum by Shivaji University, Kolhapur shall be considered to have cleared that subject/course.

4.6 Change of programme/branch

Students shall be eligible to apply for change of branch after completing the first two semesters. The following rules/guidelines shall be used for considering their application for change:

- I. The process of change of branch shall be carried out purely on merit basis subject to the rules of admissions prevailing at the time of such change.
- II. Students with fail grade (FF) in any course and/or having backlogs shall not be eligible to apply.
- III. The request for change of branch by a student from branch A to branch B shall be considered if number of students of branch B does not exceed the sanctioned capacity of branch B.
- IV. All such transfers shall be effected only once at the beginning of third semester. No application for change of branch during subsequent semesters shall be entertained.
- V. Students allotted with a branch of their choice should accept it and no further request for change shall be entertained.
- VI. There shall be no change in PRN number for students availing facility of branch change.



4.7 Temporary Withdrawal

A student shall be permitted to withdraw temporarily from the college for the reasons beyond his/her control. The applicable rules are:

- I. The withdrawal shall be considered for a complete semester or in multiples of semester.
- II. The student shall apply to Dean Academics for such a withdrawal stating the reasons for such a withdrawal, along with supporting documents, consent of his/her parent/guardian and clearance/no due certificate from all the concerned departments.
- III. Dean Academics shall peruse the case and recommend for the approval from AC/ASC.
- IV. A student availing of temporary withdrawal from the College under the above provision shall be required to pay such fees and/or charges as may be fixed by the college until such time as his/her name appears on the student's roll list. However, it may be noted that the fees/charges once paid shall not be refunded.
- V. Normally, a student will be entitled to avail the temporary withdrawal facility only once during the programme. However, request for any further withdrawal for the concerned student shall have to be approved by the AC of the college.

4.8 Termination from the Programme

A student shall be terminated from the programme in the following cases:

- I. Involved in ragging and not obeying discipline stipulated by college.
- II. Successive failures in first Year: Normally a student who fails to obtain eligibility for admission to third semester within three successive academic years shall be declared as Not Fit for Technical Education [NFTE]. Such students shall be permitted for only one year to continue the education in the college provided the permission is accorded by AC. Director shall be authorized to terminate such student.
- III. Not completing programme in prescribed period: Students shall have to complete B. Tech. programme in maximum period of 6 years (12 semesters) for regular entry and 5 years (10 semesters) for lateral entry from the date of first admission. However, genuine cases with proper justification may be referred to AC for extending programme completion period. Such student will be declared as Failed to Complete Technical Education [FCTE].



5. ACADEMIC CALENDER

- 5.1 The academic activities of the college shall be governed by academic calendar prepared by Dean Academics and approved by the AC/ASC. It shall be notified at the beginning of each academic year. Academic calendar shall incorporate schedule of admission, course registration, course delivery, examination/evaluation, course feedback, course/graduate exit survey, co-curricular activities, extra-curricular activities, holidays, compensation for academic loss, meetings (AC, ASC, IQAC, BoE, Alumni), academic audit, and vacation.
- 5.2 The curriculum shall be typically delivered in two semesters in an academic year. Each semester shall be of 20 weeks (100 days) duration, including evaluation, grade moderation and result declaration. Generally, 13-14 weeks (72-77 days) for course content delivery and 4-6 weeks (20-30 days) for examination/evaluation shall be assigned in each semester. The academic session in each semester shall provide at least 75 teaching days, with 40 hours of teaching per week. The first and second semesters of an academic year normally shall begin from mid-July and first week of January respectively.
- 5.3 The academic calendar should be strictly adhered to, and all other activities including co-curricular and extra-curricular activities should be scheduled so as not to interfere with the curricular activities as stipulated in the academic calendar.
- 5.4 The non-conduct of academics on any particular teaching day for what so ever reason shall be made up by having the class/lab/teaching sessions conducted on a suitable Saturday by following the particular class time table of that teaching day which was so lost.

6. ATTENDANCE

- 6.1 All students should attend the classes and expected to be regular (100% attendance) for all the courses. The attendance records of students should be maintained in WCE moodle by the course teacher. The students should check their attendance in WCE moodle regularly and should contact respective course teacher for any discrepancy/grievance.
- 6.2 A maximum of 25% exemption in the attendance may be permitted for the approved leave of absence from class teacher/HoD for participating in co-curricular/extra-curricular activities/medical emergencies/reasons beyond the control of student. Students with more than 75% attendance shall not be imposed with any grade penalty.
- 6.3 The students with less than 75% attendance in theory course/s shall be liable for grade penalty as below:
- I. Students having attendance greater than or equal to 65% but less than 75% shall be allowed to appear for ESE in that course with maximum grade of BC.



ii. Students having attendance greater than or equal to 50% but less than 65% shall be allowed to appear for ESE in that course with maximum grade of CC.

iii. Students having attendance less than 50% shall be awarded with XX1 grade in that course.

6.4 Students reported having “non-satisfactory performance” in a laboratory/seminar/mini project/project by the course teacher shall obtain XX1 grade. Non-satisfactory performance shall be reported in case of poor attendance or not satisfying/fulfilling the requirements for these courses.

6.5 Students obtaining XX1 grade in a course/s shall not be eligible to appear for ESE in that semester and also makeup examination in that academic year for these course/s. The performance of such students in ISE and MSE for this course/s shall be cancelled.

6.6 Students obtaining XX1 grade shall re-register for the course/s in subsequent year.

6.7 Students obtaining “XX1” grade in more than three courses in a regular semester shall be detained for that semester and shall not be allowed to appear for ESE in that semester and also make up examination in that academic year for any of the courses. The performance of the student in ISE and MSE for all courses shall be cancelled. Such students shall have to re-register for all courses of that semester in next academic year and undergo all evaluations along with regular students.

7. CURRICULUM

7.1 There shall be a prescribed course structure for each of the academic programmes and in general terms it shall be known as the curriculum of courses of study. The curriculum prescribes all the courses of study semester-wise with credits, assigned teaching/contact hours, evaluation scheme and minimum requirements for the award of degree. The curriculum revisions/reforms/revamping shall be a continuous process governed by outcome based education, choice based credit system and AICTE guidelines.

7.2 The components of curriculum with the weightages assigned are given in Table 7.1. The weightage given for these components are in line with those suggested by AICTE.

Table 7.1: Components of Curriculum

S. No.	Component of curriculum	Weightage assigned
1	Humanities, Social science and Management	6
2	Basic sciences including mathematics	15
3	Engineering science	15
4	Professional core	34
5	Professional elective	15
6	Open elective	5
7	Project work, Seminar, Internship in industry etc.	10



- 7.3 The curriculum shall have credit and audit courses. The structure of curriculum for a programme and course syllabi shall be approved by AC on recommendation of respective BoS.
- 7.4 Normally number of courses in a semester shall not be more than six for theory and four for laboratory courses.
- 7.5 Open electives offered by any parent department shall be the courses listed in the curriculum structure under the open elective category. These shall be offered to students of any other department (excluding parent department) in 5th and 6th semester and any other department (including the parent department) in 7th semester. Normally, professional and open electives shall be conducted if minimum of fifteen students opt for that elective course.
- 7.6 Major project work shall be in 8th semester. Project work in the final year facilitates students in exhibiting their technical knowledge and professional skills to address a solution to societal/industrial problems. It also encourages students to work in teams and adopt project management skills. The preparatory work for the project shall be carried out in 7th semester under pre-project work. The students shall have an option to carry out the project either within campus or in industry/autonomous institutes/reputed organizations. Normally, major project work shall be carried out by not more than five students in a group. The formation of project groups shall be based on policy of respective departments. The students shall be encouraged to opt for Sponsored Project At Industry/Institute (SPAI). The projects under SPAI/any project outside the campus require approval from concerned department.
- 7.7 Process and guidelines for SPAI shall be:
- I. Students may opt for SPAI to be carried out in 8th semester.
 - II. Students opting for SPAI should decide, identify and interact with relevant industry/institute in 7th semester itself. However, as per the specific needs of a particular department, the departmental academic and programme evaluation committee shall decide appropriately. Students shall take necessary help from their parent department/ Training and placement officer (TPO) to establish contact with industries/institutes.
 - III. Students shall submit the application attached with relevant details viz. correspondence with industry, area and nature of project to the department before the end of 7th semester.
 - IV. Director/Dean Academics shall issue permission letter to the students on the recommendation of HoD. Students shall be allowed to work in the industry/institute for maximum of 13 weeks during the project work in 8th semester.
 - V. An internal guide from the parent department and mentor from industry/organization/institute where project is to be undertaken shall be allocated to student. Both guides should discuss and finalize the scope of project work and monitor the progress together.



- VI. Internal guide should visit the industry at least twice in a semester to see the progress of his/her student. Faculty will be supported with travelling and dearness allowance to visit industry/institute.
- VII. Students should maintain a diary, regularly write progress and get the approval from both internal and external guides at least twice in a month either by physically reporting or through email communication.
- VIII. Progress report and certification of the project work undertaken shall be submitted by the student to the respective guide. The mode of evaluation shall be same as adopted for students carrying out projects in-house.

7.8 A course code shall be NBBLMJ [e.g. 3CV313; 2OE301; 3IC401]

where, N: revision number, BB: Code of branch for core courses and departmental professional electives/ Code OE for open elective/Code IC for institute mandatory course, L: Year/Level of course, and MJ: Course number [01 to 10 (semester I) and 21 to 30 (semester II) for theory core courses; 11 to 20 (semester I) and 31 to 40 (semester II) for theory professional electives; 41 to 50 (semester I and II) for seminar and mini-projects; 51 to 70 (semester I) and 71 to 90 (semester II) for laboratory courses; 91 to 99 (semester I and II) for project; 01-07 (semester I), 08-14 (semester II) for open electives offered by AM; 15-21 (semester I), 22-28 (semester II) for open electives offered by CV; 29-35 (semester I), 36-42 (semester II) for open electives offered by ME; 43-49 (semester I), 50-56 (semester II) for open electives offered by EL; 57-63 (semester I), 64-70 (semester II) for open electives offered by EN; 71-77 (semester I), 78-84 (semester II) for open electives offered by CS; 85-91 (semester I), 92-98 (semester II) for open electives offered by IT]

7.9 A typical description of course syllabus shall consist of course title, course code, teaching hours per week for lecture/tutorial/practical, credit, pre-requisites, text books, reference books, objectives, outcomes with relevant Bloom's taxonomy levels, mapping of course outcome with programme outcome, assessment scheme, content, and module-wise outcomes (for theory course).

7.10 The details of curriculum structure and course details shall be published in college intranet (ftp://10.10.16.50) and website (www.walchandsangli.ac.in).

7.11 Summer term shall also be conducted for academically weak students during the academic year for theory courses. Remedial classes and student-teacher interactive sessions shall be conducted during summer term. The duration of summer term shall be typically 3-4 weeks. The registration for the courses in summer term shall be mainly to students who have obtained FF grade in a course in the current academic year. Students with XX1 grade shall also be allowed for registration to summer term. However, students with XX1 grade shall not be allowed to appear for makeup examination in that semester as mentioned in section 6.5. Attendance penalty given in section 6.3 shall be applicable for makeup examination also.

Students with FF/XX1 grade may register for course/s in a summer term by paying prescribed fee for each course. A particular course/s shall be conducted if the number of registered students for a course/s is more than 10. The registered students should attend the classes regularly. Attendance rules shall be applicable to summer term also.



7.12 Credit System

The primary purpose of the credit system is continuous evaluation of a student's performance which is measured by the number of credits the student has earned. Typically, credit measures the quantum of work involved in a course. The cumulative performance index (CPI) is calculated based on the course credits and grades obtained by the student. A minimum number of earned credits and a minimum CPI should be acquired in order to qualify for the degree.

7.13 A typical credit structure for various courses with various combinations of theory/ tutorial and laboratory/ project/ seminar/ mini-project hours is given in Table 7.2.

Table 7.2: Assigned credits for various types of courses

Hours per week per student for			Credits assigned
Theory	Tutorial/ Seminar	Laboratory/ Project	
0	0	2	1
0	1	0	1
1	0	0	1
0	0	4	2
1	1	0	2
1	0	2	2
3	0	0	3
2	0	2	3
2	1	0	3
3	1	0	4
3	0	2	4
4	0	0	4
2	0	4	4
Credit = Theory hours + Tutorial hours + 0.5 (Laboratory hours)			

A student can earn credits for a particular course by fulfilling the minimum academic requirements of attendance and evaluation. No credits shall be awarded if a student satisfies the minimum attendance requirements but fails to meet minimum evaluation requirements.

7.14 The total number of credits required for completing a programme typically is in the range of 175-180 for regular entry and 148-155 for lateral entry. The exact number of credits required is mentioned in the curriculum structure for the respective programme. The total number of credits in a semester in which a student shall register is generally 23-25. Normally, the maximum number of credits per semester shall not exceed 30.



8. REGISTRATION

- 8.1 The students admitted through regular and lateral entry shall be automatically registered for the courses of that year. Such students shall not have to register separately for the courses.
- 8.2 A regular admitted student and willing to apply for CPI improvement/having FF/XX1/XX2 grade in a course/s shall re-register for the courses in which the student is seeking grade improvement/passing grade. Such students have to complete the course re-registration procedure alongwith regular students.
- 8.3 A student, not admitted as regular student, shall have to re-register for the courses in which he/she has obtained FF/XX1/XX2 grade. Such students have to complete the course re-registration procedure as per the schedule in academic calendar. A student obtaining "XX1" grade in less than four courses in a regular semester shall be allowed to re-register for such course/s in next academic year.
- 8.4 Course re-registration procedure shall include filling up course registration form prescribed by Dean Academics office, verification by examination cell, recommendation by programme academic coordinator and HoD of respective department, payment of prescribed fee and final approval by Dean academics. Student/s re-registered for course/s shall interact with concerned course teacher for any academic help. Student/s shall complete all the academic and evaluation requirements in consultation with course teacher.
- 8.5 Re-registration, according to rules, shall be carried out as per the schedule given in academic calendar. Late registration may be permitted only for valid reasons and on payment of late registration fees. In any case, registration should be completed before the prescribed last date for registration.
- 8.6 In-absentia registration may be allowed only in rare cases at the discretion of the Dean Academics and with prior permission.
- 8.7 Course re-registration shall be done for the course/s of both semesters at the start of academic year as per the schedule in academic calendar.

9. COURSE EVALUATION

- 9.1 The evaluation of theory courses shall be on the basis of two In-Semester Evaluations (ISE-1 and ISE-2), one Mid-Semester Exam (MSE), and one End Semester Examination (ESE). The weightage for each of these evaluations is given in Table 9.1.

Table 9.1: Weightage of Evaluation

Evaluation	Weightage	
	Credit course	Audit course
ISE-1	10%	35%
ISE-2	10%	35%
MSE	30%	30%
ESE	50%	Nil



- 9.2 In-Semester Evaluation (ISE) for a theory course shall be carried out using assessment tools such as assignment, oral, seminar, test (surprise/declared/quiz), and group discussion. The course teacher shall use at least one assessment tool per ISE. The assessment tool used for ISE 1 shall not be used for ISE 2. The assessment tool/s for ISE shall be decided and announced by the course teacher at the beginning of the course. The record of evaluation shall be maintained by course teacher and shall submit it during academic audit.
- 9.3 The ISE 2 component for theory course shall not be shown to students and all other components shall be shown to students.
- 9.4 MSE for every theory course (credit and audit) shall be conducted centrally as per the schedule indicated in the academic calendar. MSE shall be of 30 marks and 1.5 hour duration. MSE shall usually be based on modules 1, 2 and 3. There shall be no re-examination for MSE.
- 9.5 ESE (written/online) for every theory credit course shall be conducted centrally. It shall be of 50 marks and of duration 2 hours, or as mentioned in the examination scheme approved by BoS of the respective programme. The examination shall be based on entire syllabus of the respective course. The weightage shall be 20-30% for the syllabus covered for MSE and 70-80% for the remaining syllabus after MSE. The question paper of ESE may have options up to 20% for all theory credit courses. A student absent for ESE of a course shall obtain “FF” grade. Such a student shall be allowed to appear for make-up examination. There shall be no re-examination for ESE.
- 9.6 Evaluated answer books of MSE and ESE theory courses shall be shown to students. It shall not be mandatory to show evaluated answer books to the students not present at the given time slot by the course teacher.
- 9.7 If any examinee is not in a position to write on account of temporary physical disability or injury due to accident and applies for a request for a writer with medical certificate from the Civil Surgeon to that effect, then a writer shall be allowed/ assigned by CoE to such examinee. Normally, such a writer shall neither be a student or a degree holder of any technical programme having similar competency. The examinee shall, however, apply in a prescribed proforma to CoE asking for permission to allow for such a writer. CoE shall then verify the medical certificate and give a permission letter to the examinee for using the writer. CoE shall then take the undertaking from the writer in a prescribed proforma. Such examinee shall produce the permission letter from CoE for using writer to the invigilator. Writer shall be allowed extra time as per section 9.8.
- 9.8 In case of student admitted with differently abled category/similar case/writer, who can write but at much slower speed as compared to a normal student, he/she may be allowed an extra time of 15 minutes for 30/50 marks paper and 30 minutes for 100 marks paper to write the examination for all the courses, provided he/she seeks permission from CoE for extra writing time on account of his/her disability by producing medical certificate from Civil Surgeon to this effect.
- 9.9 The paper setting, assessment, and conduct of ISE-1, ISE-2, and MSE for audit course shall be as per rules of credit course. Answers books of MSE for audit course shall be shown to students.



- 9.10 The evaluation for laboratory courses shall be on the basis of either ISE or ISE and ESE each having 50% weightage. ISE shall be continuous evaluation carried out throughout the semester and based on performance of student in laboratory, experimental write-up, presentation, oral, and test (surprise/declared/quiz). The course teacher shall use at least two assessment tools as mentioned above for ISE. ESE shall be based on either oral or performance and oral as per the examination scheme. ISE marks for laboratory course shall be shown to students and ESE marks shall not be shown to students. External and internal examiners shall conduct ESE.
- 9.11 The evaluation of courses, such as seminar, mini-projects where ISE is the only component, shall be continuous in the form of presentation, test (surprise/declared/quiz), assignment, oral and quality of report write-up. ISE marks shall be displayed.
- 9.12 The evaluation for project shall be on the basis of ISE and ESE each having 50% weightage. ISE shall be continuous evaluation carried out throughout the semester. A project evaluation committee composed of two faculty members related to subject area of project work and guide shall be constituted. The distribution of weightage for ISE shall be 25% each by two faculty members and 50% by guide. Each student shall give at least two progress seminars before the committee as per the schedule in academic calendar. A report on project work shall be submitted by students at the time of second progress seminar. ESE in the form of presentation followed by oral shall be conducted by an external examiner and internal examiner/guide. The above mode of evaluations and attendance for ISE and ESE as and when declared shall be mandatory for all students inclusive of students carrying out their project work in industry (outside the campus)/SPAI.
- 9.13 A common rubric shall be developed to assess seminar, mini-project and major project courses for each programme by departmental academic and programme evaluation committee. The rubric for the laboratory course shall be developed by the concerned course coordinator. A course coordinator is the teacher who conducts the relevant theory course or as decided by the departmental academic and programme evaluation committee.

10. THE GRADING SYSTEM

- 10.1 Students shall be assigned a grade based on performance in all components of evaluation/examination scheme of a course as per the structure. The grade indicates an assessment of the student's performance and shall be associated with equivalent number called a '*grade point*'. The performance of the student as per the grade point on a 0-10 scale shall further fall into a letter grading system as shown in Table 10.1.

**Table 10.1: Grade points**

Letter Grade	Grade point	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	Failed due to poor performance
XX1	0	Fail due to attendance shortage
XX2	0	Fail due to disciplinary action
PP (only for non-credit audit courses)	0	Passed
NP (only for non-credit courses)	0	Not passed

An 'AA' grade stands for outstanding achievement relative to the class. The 'CC' grade stands for average performance and it refers to 'average' as per course teacher's expectations in a holistic sense and is not based on the class average. The 'DD' grade stands for marginal performance and is the minimum passing grade. The 'FF' grade denotes poor performance. A student who obtains FF grade in any course shall either appear for make-up examination or re-register for the course/s, till a passing grade is obtained.

The 'XX1' grade denotes failure of student due to shortage of minimum attendance (less than 50% of the total hours engaged for that course) and not satisfactory performance in laboratory course.

The 'XX2' grade denotes failure of student due to disciplinary action.

A student who obtains 'XX1/XX2' grade in any course has to necessarily re-register for the course in the subsequent semesters until a passing grade is obtained. Such students shall not be allowed to appear for makeup examination.

10.2 Relative grading shall be applicable to courses where the number of students registered is greater than or equal to 15.

10.3 The concerned faculty shall use ISE 1, ISE 2, MSE and ESE marks to decide the total marks. The marks of each mode of evaluation shall be up-to one decimal place and shall not be rounded. The total of ISE 1, ISE 2, MSE and ESE will be computed and rounded to the nearest higher integer.

10.4 A student will be given maximum of two grace marks per course to obtain passing grade in maximum of two courses provided he/she has passed in all other courses for that semester. If a student has failed in more than two courses, no grace marks will be applicable in any course.

10.5 The grace marks shall be applicable only to regular students and shall not be applicable to any re-registered student in a course.



10.6 FF grade shall be assigned to a student in a theory course in the following cases;

- I. Sum of marks obtained by the student in ISE 1, ISE 2, MSE, ESE, and grace (if any) is less than 40.
- II. Marks obtained in ESE are less than 20.

10.7 FF grade shall be assigned in a laboratory course to a student who shall get less than 40% marks in ESE. XX1 grade shall be assigned in a laboratory course to a student obtaining less than 40% marks in ISE.

10.8 In the further grading process, the failed students shall be excluded.

10.9 Then, the mean (μ) and standard deviation (σ) of total marks of passed students shall be computed. From these, the relative grading thresholds shall be decided with the use of Tables 10.2 and 10.3 for theory, and lab./ proj./ mini-proj /seminar respectively.

Table 10.2: Relative grading thresholds for theory credit courses

Theory Credit Course		
Grade	\geq Min Threshold	< Max Threshold
FF	0	40
DD	40	Max (43, Min [$L(\mu - 1.745 * \sigma)$, 46])
CD	Max (43, Min [$L(\mu - 1.745 * \sigma)$, 46])	Max (47, Min [$L(\mu - 1.175 * \sigma)$, 52])
CC	Max (47, Min [$L(\mu - 1.175 * \sigma)$, 52])	Max (56, Min [$L(\mu - 0.613 * \sigma)$, 63])
BC	Max (56, Min [$L(\mu - 0.613 * \sigma)$, 63])	Max (64, Min [$L(\mu - 0.05 * \sigma)$, 73])
BB	Max (64, Min [$L(\mu - 0.05 * \sigma)$, 73])	Max (70, Min [$L(\mu + 0.5836 * \sigma)$, 82])
AB	Max (70, Min [$L(\mu + 0.5836 * \sigma)$, 82])	Max (75, Min [$L(\mu + 1.225 * \sigma)$, 90])
AA	Max (75, Min [$L(\mu + 1.225 * \sigma)$, 90])	100

Table 10.3: Thresholds for Lab./ Proj./ Mini-Proj /Seminar

Lab Course		
Grade	\geq Min Threshold	< Max Threshold
FF	0	40
DD	40	Max (43, Min [$L(\mu - 2.336 * \sigma)$, 46])
CD	Max (43, Min [$L(\mu - 2.336 * \sigma)$, 46])	Max (47, Min [$L(\mu - 1.88 * \sigma)$, 52])
CC	Max (47, Min [$L(\mu - 1.88 * \sigma)$, 52])	Max (56, Min [$L(\mu - 1.475 * \sigma)$, 63])
BC	Max (56, Min [$L(\mu - 1.475 * \sigma)$, 63])	Max (64, Min [$L(\mu - 0.84 * \sigma)$, 73])
BB	Max (64, Min [$L(\mu - 0.84 * \sigma)$, 73])	Max (70, Min [$L(\mu - 0.1 * \sigma)$, 82])
AB	Max (70, Min [$L(\mu - 0.1 * \sigma)$, 82])	Max (75, Min [$L(\mu + 0.807 * \sigma)$, 90])
AA	Max (75, Min [$L(\mu + 0.807 * \sigma)$, 90])	100

10.10 After the relative grade thresholds are calculated, the faculty shall check the histogram of the grades and adjust the thresholds to get nearly bell shaped histogram.

10.11 After this the faculty shall get the grade thresholds, approved from GMC. After approval, the faculty shall lock the grade thresholds.

10.12 The faculty then shall review the boundary cases for each grade and may assign max +1 grace (ISE) mark to those boundary cases. This shall not change the grade boundaries.

10.13 The grades shall be calculated as per the Tables 10.2 and 10.3 and assigned to each student.

10.14 The faculty shall prepare the grade sheet, verify it, sign on it, get the signature of the GMC and handover the grade sheet to the HoD.



10.15 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.

10.16 Absolute grading is applicable to courses where the number of students registered for a course is less than 15. Allocation of grace marks shall be same as mentioned in 10.4.

The thresholds for absolute grading are given in Tables 10.4 and 10.5.

Table 10.4: Absolute grading thresholds for credit course

Grade	Min Threshold	Max Threshold
FF	≥ 0	< 40
DD	≥ 40	< 45
CD	≥ 45	< 50
CC	≥ 50	< 60
BC	≥ 60	< 70
BB	≥ 70	< 80
AB	≥ 80	< 90
AA	≥ 90	≤ 100

Table 10.5: Absolute grading Thresholds for audit courses

Grade	Min Threshold	Max Threshold
NP	≥ 0	< 40
PP	≥ 40	≤ 100

CPI shall be calculated as per absolute grading system for the students switched over from university pattern to autonomous pattern.

10.17 Makeup Examination

- There shall be a makeup examination for all courses (theory and laboratory) once in a year. The makeup examination for an academic year shall be conducted before the commencement of an odd semester of the next academic year.
- The students failed in an odd semester and/or even semester in theory/laboratory credit course in an academic year shall be allowed to appear for a makeup examination for the same academic year. A student failed in an audit course shall have to re-register for the course/equivalent course, whenever it is offered in subsequent semester/s.
- Also the students, who have secured DD or CD grade in a course in an odd semester or even semester in an academic year and applied for CPI improvement, can appear for such makeup examination for the same academic year. Students with XX1/XX2 grade in a course shall not be allowed to appear for makeup examination of that course in that year.
- If a student applies for appearing for such makeup examination for a theory course, the MSE, ISE 1 and ISE 2 marks of the course shall be null and void. Also grade obtained in the course during regular odd or even semester examination shall be null and void.



- v. The makeup examination for a theory course shall be of 100 marks and shall be based on all modules in the syllabus with equal weightage to each module. The question paper shall not have any options (no internal options also).
- vi. ISE component of student performance in regular semester for a laboratory course shall be retained and makeup examination shall be conducted for ESE component either with oral/performance and oral as per examination scheme of that course.
- vii. For makeup examination absolute grading shall be used and Table 10.4 shall be applied for assigning the grades.
- viii. The evaluated answer books of makeup examination shall be shown to students.
- ix. Grace marks shall not be awarded in makeup examination.
- x. If the student fails to clear the course, even in make-up examination, he/she shall have to re-register for the course whenever it is offered and undergo all the modes of evaluations afresh.
- xi. There shall not be any other re-examination for makeup examination for what so ever reason.

10.18 Revaluation

A provision of addressing grievance by a student in evaluation of his/her answer book for a course/s in ESE and makeup examination is made in terms of revaluation. If student is not satisfied with the evaluation of his/her answer books in ESE and makeup examination, he/she may apply for revaluation by paying prescribed fee after the declaration of result. If the marks awarded in the paper before and after revaluation vary by 10% or more of the maximum marks assigned to that paper, then marks after revaluation shall be accepted for the revision of result. However, irrespective of what is stated above, the marks obtained after revaluation shall be accepted if the candidate gets the benefit of passing the examination. In any case revaluation fee shall not be refunded.

10.19 The grade “PP” (Passed)/ “NP” (Not Passed) shall be awarded for audit courses depending upon the performance of a student evaluated by the faculty in-charge. No grade points shall be associated with these grades and performance in these courses shall be not taken into account in the calculation of the performance indices (SPI, CPI). However, the award of the degree shall be subject to obtaining a “PP” grade in all such courses.

10.20 Transfer of credits

In order to provide opportunity to students for studying in different learning environment, normally third year students can be sent to other reputed autonomous institutes for one semester under credit transfer. Students can avail credit transfer from other autonomous colleges for one semester provided the curriculum of both the colleges have same minimum three core courses in that semester. The remaining courses in that semester of that institute can be taken as professional electives. Grades obtained by such credit students from that institute will be suitably transferred to the grade card of WCE after approval from CoE, Dean Academics and Director. Such credit transfer is mutually possible from both institutes.



10.21 CPI improvement

- i. A student in third and final year, and student who has passed final year B. Tech. shall be permitted to apply for CPI improvement provided his/her CPI is less than 6.50 (for students admitted before 2014-15)/6.75 (for students admitted after 2014-15) by the end of second/third/final year. Such students may apply for CPI improvement by re-registering for the course/s, of current academic year or immediately preceding academic year, in which the student has obtained DD/CD grade.
[e.g. 1. A student in final year may apply for the course/s of final and third year. The student shall be permitted to appear for makeup examination in final year /re-register for the course/s of third year for CPI improvement.
2. A student in third year may apply for the course/s of third and second year. The student shall be permitted to appear for makeup examination in third year /re-register for the course/s of second year for CPI improvement.]
- ii. Re-registration should be done as per schedule in academic calendar.
- iii. A student who has passed final B. Tech. shall apply for CPI improvement within 15 days after declaration of makeup examination result. He/she shall re-register for the course/s of final and third year in which the student wants to apply for grade improvement. Such students shall return all the concerned original grade cards to CoE.
- iv. If the grade obtained by the student at the improvement examination is improved, it shall be considered as the final grade. For such students new grade card shall be issued with a remark “grade after improvement” for that course/s in which grade is improved.
- v. No student shall be permitted to improve grades in courses like laboratory/seminar/mini-project/project.
- vi. A student shall be permitted to apply for CPI improvement by re-registering for maximum of five courses in an academic year.

11. CALCULATION OF PERFORMANCE INDICES

- 11.1 The overall performance of a student shall be indicated by indices: FYPI First Year Performance Index (FYPI), Semester Performance Index (SPI) and Cumulative Performance Index (CPI).
- 11.2 The performance of a student in a semester shall be indicated by a number called SPI.
- 11.3 SPI shall be the weighted average of the grade points obtained in all the courses registered by the student during a semester.
- 11.4 Calculation of SPI.

$$SPI = \frac{\sum_i^n C_i G_i}{\sum_i^n C_i}$$



where, C_i = number of credits earned in i^{th} course of semester,

$i = 1 \dots n$ represent number of courses in which the student has registered in that semester,

G_i = grade point earned in i^{th} course.

11.5 SPI and CPI are calculated only after make-up examination.

11.6 First Year Performance Index (FYPI):

$$FYPI = \frac{\sum_{i=1}^{n_f} C_i G_i}{\sum_{i=1}^{n_f} C_i}$$

where, C_i = number of credits earned in i^{th} course of first year,

$i = 1 \dots n_f$ represent number of courses in which the student has registered in first year,

G_i = grade point earned in i^{th} course.

11.7 FYPI shall reflect all the courses undergone by a student in the first year including the courses in which he/she has failed. FYPI may get modified in the subsequent semesters whenever a student clears his/her first year backlog courses.

11.8 FYPI shall be calculated after the make-up examination on the basis of the grade obtained by that student in a make-up examination. FYPI shall be calculated for the students admitted prior to 2014-15. FYPI shall not be calculated for the students admitted for academic year 2014-15 and onwards.

11.9 Cumulative Performance Index (CPI):

CPI is the weighted average of the grade points obtained in all the courses registered by a student from the beginning of the third semester (for the students admitted prior to 2014-15) and first semester (for the students admitted for academic year 2014-15 and onwards) of the programme.

$$CPI = \frac{\sum_{j=1}^m C_j G_j}{\sum_{j=1}^m C_j}$$

where, $j = 1, \dots, m$ represent the number of courses registered by the student upto the semester upto which CPI is to be calculated.

11.10 FYPI, SPI and CPI will be rounded up to second decimal.

11.11 Conversion of CPI into equivalent percentage

The final CPI is converted into equivalent percentage for students admitted prior to 2014-15 and from 2014-15 is given in Table 11.1.



Table 11.1: CPI conversion to Percentage

CPI of students admitted		Equivalent Percentage
Prior to 2014-15	2014-15 onwards	
6.00	6.25	55
6.50	6.75	60
7.00	7.25	65
7.50	7.75	70
8.00	8.25	75
8.50	8.75	80
9.00	9.25	85
9.50	9.75	90

11.12 Students admitted prior to 2014-15 and passed with CPI above 6.50 will be awarded first class else pass class. Student admitted after 2014-15 and passed with CPI above 6.75 will be awarded first class else pass class.

12. GRADE REPORT

12.1 A grade report in the form of grade card shall be issued to students at the end of academic year after the declaration of makeup examination results.

12.2 The grade card shall include the following;

- The list of courses registered for an academic year along with credits.
- The letter grade obtained in each course.
- The total number of credits earned by a student.
- SPI, FYPI (if applicable) and CPI.
- Examination details

12.3 Grading System, calculation of performance indices and conversion of CPI to equivalent percentage shall be provided on the back page of grade card.

12.4 Result and class obtained shall be indicated only in the grade card of final year.

13. AWARD OF DEGREE

13.1 A student shall be eligible for the award of B. Tech. Degree from the College and the University provided the student has:

- Registered and passed all the prescribed courses and earned minimum credit requirement for the degree.
- Obtained $CPI \geq 5.0$.
- Paid all the institute dues and satisfied all the requirements prescribed.
- No case of indiscipline pending against him/her.
- Obtained eligibility certificate from University.

13.2 AC shall recommend the list of students to Shivaji University for award of B. Tech. degree.



14 . AWARD OF MEDALS

- 14.1 Awards shall be given to the students for excellent performance in academics, sports/extra-curricular/co-curricular activities, and overall performance.
- 14.2 Gold, silver and bronze medals shall be awarded to students with excellent academic performance based on CPI in each programme.
- 14.3 Student shall be awarded with academically best performing student amongst all the programmes based on CPI.
- 14.4 An overall best student award shall be given for a student considering all-round performance in academics, extra- and co-curricular activities.
- 14.5 The award of scholarships/free-ships and other benefits shall be in accordance with rules of Government of Maharashtra and Government of India.

15 . COMMITTEES AND FUNCTIONARIES

- 15.1 The tenure of all committees shall be two years. The frequency of meeting shall depend on nature of the committee. One-third members of the committee shall constitute the quorum. The tenure of functionaries (coordinators) mentioned in this document shall be three years.

15.2 Academic council:

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university. The composition and functions of the academic council are given below:

Composition:

- i. Director of the college (Chairman).
- ii. All Heads of department in the college.
- iii. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
- iv. Not less than four experts from outside the college representing such areas as industry, education, engineering etc., to be nominated by the Board of Governors (BoG)/Administrative council.
- v. Three nominees of the university.
- vi. Dean academics (member secretary).



Functions and Powers:

- a. Scrutinise and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- b. Make regulations regarding the admission of students to different programmes of study in the college subjected to Government rules and regulations.
- c. Advise measures for improving the quality of teaching, study and research, innovative evaluation and teaching-learning methods.
- d. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- e. Recommend to BoG proposals for institution of new programmes of study.
- f. Recommend to BoG for institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- g. Advise the BoG on suggestions(s) pertaining to academic affairs made by it.
- h. Perform such other functions and such other duties as may be necessary and as may be assigned by BoG pertaining to academics.

15.3 Academic Standing Committee (ASC)

Composition:

The composition is same as that of AC except external members.

ASC shall perform the functions under emergent situations subjected to ratification by the AC.

15.4 Board of Studies

The Board of Studies (BoS) is the basic constituent of the academic system of an autonomous college. Its functions will include framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system, etc. The composition and functions of the Board of Studies are given below:

Composition:

- i. Chairman: Head of the concerned department
- ii. Internal members: The entire faculty of each specialisation.
- iii. Academic council nominee: Two experts in the subject from outside the college nominated by the Academic Council.
- iv. University nominee: One expert nominated by the vice-chancellor from a panel of six recommended by Director.



- v. Industry representative: One representative from industry/corporate sector/allied area relating to placement.
- vi. One postgraduate meritorious alumnus to be nominated by Director.
- vii. Co-opt members: Chairman, Board of Studies, may with the approval of the Director shall co-opt: Experts from outside the college whenever special courses of studies are to be formulated
- viii. Member secretary: Programme Academic Coordinator

In addition to BoS for departments of various disciplines, there shall be a BoS for Basic sciences, Mathematics and humanities.

- i. Composition of general BoS:
- ii. Chairman: First year programme coordinator
- iii. Internal members: The entire faculty of each specialisation.
- iv. Academic council nominee: Two experts in the subject from outside the college nominated by the Academic Council.
- v. University nominee: One expert nominated by the vice-chancellor from a panel of six recommended by Director.
- vi. Industry representative: One representative from industry/corporate sector/allied area relating to placement.
- vii. Co-opt members: Chairman, BoS, may with the approval of the Director shall co-opt: Experts from outside the college whenever special courses of studies are to be formulated.
- viii. Member secretary: Nominated by first year Programme coordinator.

The term of the nominated members shall be two years. Director shall draw the schedule for meeting of the Board of Studies for different departments. The meeting may be scheduled as and when necessary, but at least once a year.

The Board of Studies of a department in the college shall:

- a. Review and revision of curriculum keeping in view the VMOs of the college and department, interest of the stakeholders, and national requirement for consideration.
- b. Ensure academic standard and excellence of the courses offered by the department.
- c. Recommend the curriculum for approval of the Academic Council.
- d. Coordinate research, teaching, extension and other academic activities in the department/college.

15.5 Departmental Advisory Board (DAB)

DAB is another basic constituent of the academic system of an autonomous college. The composition and functions of the DAB are given below:



- i. Chairman: Head of the concerned department
- ii. Internal members: Two senior faculty members of department.
- iii. Industry representative: One representative from industry/corporate sector/allied area relating to placement.
- iv. One academician outside college.
- v. One meritorious alumnus.
- vi. One parent.
- vii. One student.
- viii. Member secretary: Programme Evaluation Coordinator

The term of the nominated members shall be two years. Director shall draw the schedule for meeting of the DAB for different departments. The meeting may be scheduled as and when necessary, but at least once a year.

The DAB of a department in the college shall:

- a. Formulate a process to review post-implementation effects of curriculum.
- b. Suggest measures to ensure academic standard and excellence of the courses offered by the department.
- c. Suggest methodologies for innovative teaching and evaluation techniques; enhancement of industry-institute interaction.
- d. Identify and recommend the need of new programme.
- e. Review target set for attainment of course outcomes and programme outcomes.
- f. Guide and provide support to department for enhancing interaction with outside world.
- g. Plan strategically to enhance the academic quality of department.
- h. Address concerns of stakeholders expressed through feedback.
- i. Defining and redefining the Programme Educational Objectives (PEOs) and Programme Outcomes (POs) based on the recommendations by departmental academic committee.
- j. Study the achievement of PEOs and POs reported by department academic committee and suggest measures for improvement.

15.6 Board of Examinations (BoE)

Composition:

- i. Director (Chairman)
- ii. Dean Academics
- iii. Controller of Examination (COE): Member Secretary
- iv. University Nominee (COE of Shivaji University (SU) or his nominee not below the rank of Deputy Registrar)



- v. One expert possessing ten years of industrial/field experience nominated by the Chairman.
- vi. DPC Chairpersons (Representing DPC)
- vii. Coordinators (Examination, Assessment, Results and Tabulation)

Functions and Powers:

- a. The BoE shall
 - i. Ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
 - ii. Recommend examination reforms and shall implement them after approval of academic council.
 - iii. Prepare the detailed time table of examinations as per the schedule approved by academic council.
 - iv. Arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, and invigilators.
- b. Chairman, BoE shall constitute Complaint Redressal Committee (CRC) consisting of three members as and when required to deal with the complaints related to the conduct of examinations.
- c. The recommendations of the CRC shall be approved by Chairman, BOE to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the BOE.
- a. The BOE shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.

15.7 Departmental Academic and Programme Evaluation Committee

Composition:

- i. Head of Dept. (Chairman)
- ii. Five faculty members (at least one from each specialisation) nominated by HoD.
- iii. Member Secretary: Programme Academic Coordinator (UG)/Programme Evaluation Coordinator (UG).

Functions and Powers:

- a. Review, revise and prepare curriculum structure following institutional policy, suggest improvements in syllabus of a course/s prepared by course teacher/s, and forward the curriculum to BoS for further recommendation.
- b. Check appropriateness of course objectives, course outcomes, and mapping of COs with POs and suggest necessary improvements/modifications.
- c. Monitor the academic progress throughout the semester, conduct of classes, and take appropriate corrective measures to improve quality of curriculum delivery.
- d. Review academic performance of students.
- e. Counsel the concerned course teachers for improvement based on student feedback, academic and question paper audit reports.
- f. Set target/s for attainment of course outcomes and programme outcomes.



- a. Formulate strategy to collect feedback from stake holders, analyze the collected feedback and forward the analysis to DAB.
- b. Contribute to maintain academic standard, improve quality of the courses offered by the department and enhancement of industry-institute interaction.
- c. Suggest open and professional electives considering societal needs.
- d. Recommend methodologies for innovative teaching and evaluation techniques to BoS.
- e. Coordinate research, teaching, extension and other academic activities in the department/college.
- f. Carry out preparatory work for defining/redefining the Programme Educational Objectives (PEOs) and Programme Outcomes (POs) periodically.
- g. Monitor evaluation of course attainments leading to achievement of programme outcomes and report the results of assessment to BoS.

15.8 Programme Academic Coordinator

There shall be Programme Academic Coordinator for UG programme. The functions and duties are:

- a. Coordination of all academic activities of the programme viz. curriculum revision, framing of syllabus, time table, BoS meeting as member secretary, re-registration of course/s, display and submission of attendance status.
- b. Coordination for programme related examination activities (submission of ISE marks and question papers), Preparation of schedule of ESE for laboratory in coordination with examination cell.
- c. Monitoring academic activities and conduct of classes.
- d. Extend necessary help to departmental academic and programme evaluation committee.
- e. Recording and forwarding all academic and examination related documents to Dean academics/CoE.
- f. Work in association with Dean Academics and Controller of Examinations.

15.9 Programme Evaluation Coordinator

There shall be Programme Evaluation Coordinator for UG programme. The functions and duties PEC are:

- a. Coordination to conduct internal academic audit, question paper audit, and departmental advisory board meetings as a member secretary.
- b. Conduct course and graduate exit survey, make arrangements for feedback from stakeholders (industry/employer/alumni) and feedback analysis.
- c. Monitoring assessment of course outcomes.
- d. Computation/assessment/evaluation/achievement of PEOs and POs as per NBA requirements.
- e. Compilation of information required for Annual Quality Assurance Report (AQAR) of the Internal Quality Assurance Cell (IQAC) and forwarding it to Dean QA.
- f. Extend necessary help to departmental academic and programme evaluation committee.
- g. Work in association with Dean QA.

PACUG and PECUG will coordinate NBA documentation activity.



15.10 First Year Programme Coordinator (FYPC)

There shall be FYPC and functions and duties are:

- Coordination of all academic and examination (submission of ISE marks and question papers) activities of first year programme (excluding basic engineering courses) viz. curriculum revision, framing of syllabus, time table, BoS meeting as Chairman, re-registration of course/s, display and submission of attendance status.
- Coordination to conduct internal academic and question paper audit.
- Provide assessment of course outcomes to concerned departments and relevant information required for NBA documentation.
- Monitoring academic activities and conduct of first year classes.
- Work in association with Dean Academics.

15.11 Faculty advisor /Mentor

The faculty Advisor/Mentor will be appointed by the HoD of the parent department, who will be assigned a group (20 -25) of students of the concerned parent department, and will be valid throughout their duration of study. A group shall consist of 5-7 students from each class.

The functions and duties of FA are:

- Help the students in planning their courses and related activities during their study period.
- Monitor, guide, advice and counsel the students on *all* academic matters.
- Interact with the students at least twice in a semester and maintain the records/minutes of meeting.

15.12 Course teacher

The functions and duties of course teacher are:

- Conduct classes as per the time table issued by the HoD and maintain all academic records (Attendance on moodle, Evaluation, Attainment) for that course.
- Prepare course delivery and evaluation plan for student performance and distribute to all the students within the first week of each semester.
- Display students' performance in attendance and evaluation as stipulated in the academic RRs.
- Report to the HOD on a periodic (*monthly*) basis, the potential cases of very poor academic performance as well as those of low attendance.
- Submit ISE marks to PACUG as per the schedule in academic calendar.
- Document all academic records in the course book in a format specified by Dean QA and submit it for academic audit.



16. DISCIPLINE AND CONDUCT

16.1 Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the college. Violations of the discipline shall include:

- a. Disruption of teaching, examination, administrative work, curricular or extra-curricular activity, and any act likely to cause such disruption.
- b. Damaging or defacing the property inside or outside the college campus.
- c. Engaging in any attempt at wrongful confinement of teachers, offices, employees and students of the college.
- d. Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence.
- e. Ragging in any form ("Ragging" means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or to forbear from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal offence. Supreme Court of India has defined ragging as a criminal offence.)
- f. Eve teasing or disrespectful behaviour to women or girls students.
- g. An assault upon, or intimidation of, or insulting behaviour towards a teacher, officer, employee or student or any other person.
- h. Getting enrolled in more than one programme course of study simultaneously.
- i. Committing forgery, tampering with documents or records, identity cards, furnishing false certificate or false information.
- j. Organising instant agitation/meetings without prior permission in the campus.
- k. Viewing/downloading obscene information/data, images and executable files, sending obscene mails/messages via facebook / tweeter/other social sites using college servers.
- l. Sharing the login and passwords & other details of IT facilities provided to other students/outsideers.
- m. Refusing to provide an identity card when demanded by any college authority.
- n. Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the college campus.
- o. Possessing or using any weapons and fire arms in the college campus.
- p. Unauthorized occupation of hostel, Accommodating guests or other persons in hostels without permission.
- q. Malpractice in examination.
- r. indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government.
- s. Any other act which may be considered by the Director or the Discipline Committee to be an act of violation of discipline.



16.2 Any act of indiscipline of a student reported to Director/Concerned authority shall be referred to Grievance Redressal and Disciplinary Committee of the college. The Committee shall enquire into the charges and recommend suitable punishment if the charges are substantiated. The penalties/punishment/actions may include:

- a. Written warning and information to the parents/guardian.
- b. Imposition of fine ranging from Rs. 500/- upto Rs. 5000/-.
- c. Suspension from the College/Hostel/Mess/Library/ or availing of any other facility.
- d. Suspension or cancellation of scholarships/fellowship or any financial assistance from any source.
- e. Recover of loss caused to college property.
- f. Debarring from participation in sports/NSS/student club.
- g. Disqualifying from holding any representative position in the Class/College/Hostel/Mess/Sports/Clubs and in similar other bodies.
- h. Disqualifying from appearing in placement and receiving any awards.
- i. Expulsion from the Hostel/Mess/Library/Club/College for a specified period by forfeiting fees.
- j. Debarring from an examination.
- k. Action as per Maharashtra anti-ragging act 1999.

16.3 If a student is found guilty of malpractice in examinations then he/she shall be punished as per the recommendations of the Complaint Redressal Committee (CRC) constituted by BoE. The CRC shall inquire and decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means. However depending on the situation, committee may quantify the severity of the punishment which may include:

- a. Cancellation of the performance of the student in the course/s in which he/she was involved in malpractice.
- b. Cancellation of the performance in that examination for all the courses.
- c. Expulsion/termination from the college if repeatedly involved.
- d. Stoppage of scholarships/stipend.
- e. Issuing warning.
- f. Debarring from the examinations for a specified period.

16.4 Student/s involved in act of indiscipline/malpractice in examination shall be issued notice asking him/her asked to be present before the respective committee (GRDC/CRC) on the day at specified time and venue with his/her parents/guardian. He/she shall give written reply/oral explanation to the charges levelled against him/her for consideration. If the implicated student/s fails to appear before the committee, then decision shall be taken in absentia, on the basis of available evidence/documents, which shall be binding on the concerned student.

16.5 Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at WCE. The student must have valid ID card with him/her while in the institute.



17. CONCLUSIONS

The academic policies/regulations regarding conduct of undergraduate programme in WCE are published in this document. The academic council reserves the right to modify these policies/regulations as and when required from the point of view of achieving academic excellence.

The decision of Director (Chairman, Academic council) shall be final and binding on all concerned i) for the cases not covered through this document; ii) in case of any dispute, difference of opinion in interpretation of this regulation; and iii) emergent cases.

Director

Vision

To produce capable graduate engineers with an aptitude for research and leadership.

Mission

- To impart quality education through demanding academic programs.
 - To enhance career opportunities for students through exposure to industry.
 - To promote excellence by encouraging creativity, critical thinking and discipline.
 - To inculcate sensitivity toward society and a respect for the environment.
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Objective

- Achieve excellence in learning and research through continual improvement in both content and delivery of the academic programs.
 - Promote close interaction among industry, faculty and students to enrich the learning process and enhance career opportunities for students.
 - Develop state-of-the-art laboratories and other infrastructure commensurate with the need of delivering quality education and research services.
 - Strengthen the Institution through network of alumni and optimize use of resources by leveraging inter-departmental capabilities.
 - Provide opportunities and ensure regular skill up-gradation of faculty and staff through structured training programs.
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Quality Policy

To strive for excellence in academic and research programs in order to achieve proficiency in students by adopting continually improving standards to the learning process.