

Walchand College of Engineering

(Government Aided Autonomous Institute)

Vishrambag, Sangli – 416 415



1947

Academic and Examination Rules and Regulations[©]

2023 - 24



[Signature]

Controller of Examinations

Controller of Examinations
Walchand College of Engineering, Sangli.



[Signature]
24/04/2023

Dean Academics

Dean Academics
Walchand College of Engg.
Vishrambag, Sangli - 416 415

[Signature]
24/4/23

Director

PROF. U. A. DABADE
I/c. DIRECTOR,
Walchand College of Engineering
Sangli.

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I. About WCE

Walchand College of Engineering Sangli (WCE), established in 1947 and aided by the Government of Maharashtra, is one of the oldest and premier engineering institutions in India. With a rich history of over 75 years and a beautiful campus of over 90-acres, WCE Sangli, is providing transformational learning experience in various disciplines of engineering.

WCE offers 6 UG programs leading to Bachelor of Technology in Civil, Electrical, Mechanical, Electronics, Computer Science and Engineering and Information Technology and 10 PG programs leading to Master of Technology in Environmental Engineering, Structural Engineering, Heat Power Engineering, Design Engineering, Production Engineering, Power System Engineering, Control System Engineering, Electronics Engineering, Computer Science and Engineering, and Computer Science & Information Technology. It also offers Ph.D. programs under Shivaji University, Doctoral Fellowship of All India Council for Technical Education (AICTE) and under Quality Improvement Program (QIP) scheme of Ministry of Human Resource Development (MHRD).

Walchand College of Engineering is affiliated to Shivaji University Kolhapur and is approved by AICTE, New Delhi. The Institute is also given autonomous status by University Grants Commission since 2007. Majority of the programs are accredited by National Board of Accreditation and WCE carries the distinction of getting "A" grade by National Assessment and Accreditation Council, Bangalore.

WCE was selected for Technical Quality Improvement Program (TEQIP) of MHRD through NPIU for TEQIP-I in 2004 with funding of Rs. 8.54 Cr., for TEQIP-II with funding of Rs. 12 Cr. WCE was also selected for TEQIP-III in 2017 with a funding of 7.0 Cr. WCE has consistently performed well in implementation of these projects. Based on the performance, the Institute has received additional funding of Rs. 0.7 Cr. in TEQIP-III. Under TEQIP-III, WCE has mentored Jabalpur College of Engineering, Jabalpur.

Through the Transformational Teaching Learning (TTL) processes, WCE aims at overall development of students with focus on Education and Employability. The Track Based Curriculum and flexible Credit System along with Value Added Professional and Life Skill Courses at WCE, enable students to choose the appropriate path of their career. WCE also has highly qualified and dedicated faculty members who constantly get involved in research and are associated with practicing engineering. Most of the faculty members hold Doctoral degrees and M. Tech. degrees from various IITs and IISc. The students of WCE get placed in reputed Multinational and Indian Companies with a high percentage of placements with very good packages. WCE also has a vibrant student club culture, having actively involved in various technical and co-curricular student activities. There are department-wise student associations and professional student chapters, who organize programs to keep up with the current trends in technology and also for enhancing the student personality. The alumni of WCE are placed at high positions in reputed companies and institutions around the world. With their contribution towards the development of the institution, WCE Sangli is strongly marching on the path of excellence in engineering education.

WCE has achieved a series of milestones; the credit of which undoubtedly goes to dedicated faculty, encouraging management and our brilliant students. No wonder WCE Sangli is the highly preferred destination for engineering education today.



II. Preface

Welcome to the academics and examination Rules and Regulations of WCE as a supporting reference intended for the students, faculty, support staff and other stakeholders. These RR's can help to streamline the academic and examination related activities in order to enhance quality of education. These RR's are approved by the apex body i.e. Academic Council and academic calendar is prepared to undertake various academic and examination activities during the semesters.

This document is divided into two parts. Part-I is about the Academic Rules and Regulations and Part-II is about the Examination Rules and Regulations.

The RRs shall govern the admission policy, curriculum, course completion requirements, evaluation system and conduct of the examinations, award of degree and dealing with unfair means and lapses. All the stakeholders are required to read, understand and follow the RRs for smooth conduct of all academic and examination activities



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III. Acronyms

Sr. No	Abbreviation	Description
01	College/Institute	Walchand College of Engg., Sangli (WCE)
02	University / SUK	Shivaji University, Kolhapur
03	DTE	Directorate of Technical Education, Maharashtra State
04	AICTE	All India Council for Technical Education
05	MHRD	Ministry for Human Resource Development, Government of India
06	UGC	University Grants Commission
07	Academic Council (AC)	Apex academic body governing the academic program and policies in WCE.
08	Board of Studies (BoS)	Departmental academic body common for UG and PG program
09	Grievance Redressal and Discipline Committee (GRDC)	Committee appointed by Director to deal with cases of indiscipline
10	Complaint Redressal Committee (CRC)	Committee appointed by Director to deal with cases of unfair means/malpractice/s in examination
11	Examination Committee	Apex examination body implementing rules and regulations framed by AC
12	Academic Standing Committee (ASC)	Apex body next to AC to take decisions under emergent situations subjected to ratification by AC
13	Departmental Advisory Board (DAB)	Departmental advisory body common for UG and PG program.
14	Department Committee	Departmental academic and advisory body next to BoS and DAB
15	Academic RRs	Rules and regulations governing academic system of the college
16	Examination RRs	Rules and regulations governing Exam and grading system of the college
17	B. Tech. / M. Tech	Bachelor of Technology and Master of Technology, respectively.
18	Ph.D.	Doctor of Philosophy.
19	FY, SY, TY	First, Second and Third year respectively
20	PRN	Permanent Registration Number
21	Program	Entire degree period with specific branch; can be termed as Program
22	Semester	Period in which academic activities are carried out
23	Summer Term	A summer vacation period after even semester examination for approximately 7-8 weeks duration, during which remedial classes, re-examination, industrial training, and soft skill training are conducted
24	Winter Term	A winter vacation period after odd semester examination for approximately 3-4 weeks duration, during which industrial training, GATE preparation and soft skill training are conducted.
25	Course	Theory/laboratory/seminar/project/mini project
26	Course credit	Weightage assigned to a course

27	Grade	Double letter assigned to indicate the performance of student in a course
28	Course Teacher	Faculty member assigned to teach a course
29	LA1, LA2, Lab ESE	Lab Assessment 1,2 and Lab End Semester Examination respectively
30	MSE, ISE, ESE	Mid-Semester, in-Semester and End-Semester Examination respectively
31	CPI	Cumulative Performance Index, which is the weighted average of grade points for all the semesters completed by a student
32	SPI	The Semester Performance Index, which is the weighted average of grade points of a student in a semester
33	SGPA	Semester Grade Point Average which is the weighted average of grade points of a student in a semester
34	CGPA	The Cumulative Grade Point Average, which is the weighted average of grade points for all the semesters completed by a student
35	Allowed to Keep Term (ATKT)	Allowed for admission after satisfying minimum credits criterion
36	Examination Committee	Apex examination body implementing rules and regulations framed by AC.
37	CoE	Controller of Examination
38	DCoE	Deputy Controller of Examination
39	DEC	Department Examination Coordinator
40	Complaint Redressal Committee (CRC)	Committee appointed by Director to deal with cases of unfair means/malpractice/s and indiscipline in academics / examination
41	VAPC	Value Added Professional Course
42	VALS	Value Added Life-Skill Course
43	CCE	Centre for Continuing Education.
44	GATE	Graduate Aptitude Test for Engineering, which is an eligibility test for post graduate studies and placement in various public sector undertakings
45	NPTEL	National Program for Technology Enabled Learning 16. "Swayam" means Study Webs of Active-Learning for Young Aspiring Minds



IV. Committees and Functionaries

The academic administration of the college consists of committees and functionaries. The committees shall be AC, ASC, BoE, BoS and DAB. In general, the tenure of all committees shall be 2-3 years. The frequency of meeting shall depend on nature of the committee. One-third members of the committee shall constitute the quorum.

The functionaries shall be Director, Deputy Director, Dean Academics, Controller of Examinations, Heads of Department, Department Academic Coordinator, Department Quality Assurance Coordinator, Deputy Controller of Examination DEC's and First Year Academic Coordinator.

1. Academic Council (AC):

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 industry, university and the Government. The decisions taken by the Academic Council will not be subject to any further ratification by the Administrative Council or other statutory bodies of the university. The composition and functions of the academic council are given below:

Composition:

01. Director of the college (Chairperson).
02. All Heads of department in the college.
03. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
04. 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 (Administrative Council)/Administrative council.
05. Three nominees of the university.
06. Controller of Examination
07. Dean academics (Member Secretary).

Functions and Powers:

1. Scrutinize 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 with supporting justification.
2. Make regulations regarding the admission of students to different program of study in the college subject to Government rules and regulations.
3. Advise measures for improving the quality of teaching, study and research, innovative evaluation and teaching-learning methods.
4. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
5. Recommend to the Administrative Council proposals for institution of new program of study.
6. Recommend to Administrative Council for institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.



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7. Advise the Administrative Council on suggestions(s) pertaining to academic affairs made by it.
8. Perform such other functions and such other duties as may be necessary and as may be assigned by Administrative Council pertaining to academics.

Academic Standing Committee (ASC):

Composition:

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

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

2. Board of Studies (BoS)

The Board of Studies 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:

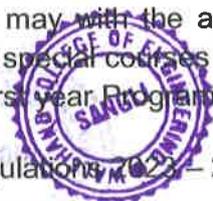
Composition:

1. Chairperson: Head of the concerned department
2. Internal members: The entire faculty of each specialization.
3. Academic council nominee: Two domain experts from outside the college nominated by the Academic Council.
4. University nominee: One domain expert nominated by the vice-chancellor from a panel of six recommended by Director.
5. Industry representative: One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by Director.
7. 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
8. Member secretary: Department Academic Coordinator

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

Composition of General BoS:

1. Chairperson: First Year Program Coordinator
2. Internal members: The entire faculty of each specialisation.
3. Academic council nominee: Two experts in the subject from outside the college nominated by the Academic Council.
4. University nominee: One expert nominated by the vice-chancellor from a panel of six recommended by Director.
5. Industry representative: One representative from industry/corporate sector/allied area relating to placement.
6. 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.
7. Member secretary: Nominated by first year Program Coordinator.



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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 semester.

The Board of Studies of a Department in the College shall:

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

3. 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:

Composition:

1. Chairperson: Head of the concerned department
2. Internal members: Two senior faculty members of department.
3. Industry representative: One/two representatives from industry/corporate sector / allied area relating to placement.
4. One / two academicians outside college.
5. One / two meritorious alumni.
6. One parent.
7. One / two students.
8. Member secretary: DQAC

Director shall draw the schedule for meeting of the DAB for the departments. The meeting may be scheduled as and when necessary, but at least once a semester.

The DAB of a department in the college shall:

1. Formulate a process to review post-implementation effects of curriculum.
2. Suggest measures to ensure academic standard and excellence of the courses offered by the department.
3. Suggest methodologies for innovative teaching and evaluation techniques; enhancement of industry-institute interaction.
4. Identify and recommend the need of new program.
5. Review target set for attainment of course outcomes and program outcomes.
6. Guide and provide support to department for enhancing intCOEeraction with outside world.
7. Plan strategically to enhance the academic quality of department.
8. Address concerns of stakeholders expressed through feedback.
9. Define and update the Program Educational Objectives (PEOs) and Program Outcomes (POs) based on the recommendations by departmental academic committee.
10. Study the achievement of PEOs and POs reported by department academic committee and suggest measures for improvement.



4. Examination Committee:

Composition:

1. Director: Chairman & Chief Controller of Examinations
2. Controller of Examinations (CoE): Member Secretary
3. Dean Academics
4. Deputy Controller of Examinations (DCoE)
5. Department Examination Coordinators (DEC)
6. CoE of other Autonomous Institute
7. Co-ordinators (Examination, Assessment, Results and Tabulation)

Powers and Duties of Examination Committee:

1. The Examination Committee shall;
 - a. Ensure proper organization of Examinations and tests including moderation, tabulation and declaration of the results.
 - b. Appoint Examiners, Moderators, and Paper-setters from amongst the persons included in the panels prepared by the respective Subject Boards.
 - c. Undertake, exercise and experiment in examination reforms.
 - d. Recommend process for conduct of examination to Director.
2. The Committee shall prepare the time schedule of the examinations and dates of declaration of their results at the beginning of the term and notify the same.
3. The assessment of answer-books for all examinations can be done online/offline centrally through the Central Assessment System. All answer-books of an examination can be masked and then coded. The coded answer-books shall then be assigned to the examiners for assessment using onscreen marking. After the assessment, all the online evaluated answer books shall be decoded and damasked and the result sheet will be prepared.
4. In order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper setters, examiners, moderators teachers or any other persons connected with the conduct of examination, the Committee shall constitute a Sub-Committee consisting of three members of whom one shall be Chairman.
5. The recommendations of the Sub-Committee shall be placed before the Examination Committee, which takes the disciplinary action in the matter as it deems shall fit.
6. The Committee shall arrange for strict vigilance during the conduct of examination so as to avoid the use of unfair means by the students, teachers, invigilators, supervisors, etc.

5. Department Academic Coordinator:

There shall be Department Academic Coordinator (DAC) for UG program. The functions and duties are:

1. Coordination of all academic activities of the UG program viz. curriculum revision, framing of syllabus, time table, BoS meeting as member secretary, re-registration of course/s, display and submission of attendance status.
2. Monitoring academic activities and conduct of classes.
3. Extend necessary help to departmental academic and program evaluation committee.
4. Recording and forwarding all academic related documents to Dean academic Office.
5. Work in association with Dean Academics.



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6. Department Examination Coordinator (DEC):

A Coordination for department related examination activities

1. Coordination of submission of ISE/LA marks and question papers.
2. Preparation of department laboratory ESE schedule in coordination with examination cell.
3. Recording and forwarding all examination related documents to CoE.
4. Work in association with DCoE and CoE.

7. Deputy Controller of Examination (DCoE):

A Coordination for Institute related examination activities

1. Preparation of schedules of examinations
2. Maintaining examination related documents and platforms
3. Work in coordination with Dean Academic office and CoE

8. Department Quality Assurance Coordinator (DQAC):

There shall be Department Quality Assurance Coordinator (DQAC). The functions and duties DQAC are:

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

10. First Year Coordinator (FYC):

1. Coordination of all academic activities of first year courses viz. curriculum revision, framing of syllabus, time table, BoS meeting as Member secretary, re-registration of course/s, display and submission of attendance status.
2. Monitoring academic activities and conduct of first year classes.
3. Coordination to conduct student and other feedbacks, internal academic and question paper audit.
4. Provide assessment of course outcomes to concerned departments.
5. FY related SAR criterion completion.
6. Work in association with Dean Academics and MSIQAC/Dean QA.

11. Post Graduate Academic and Quality Assurance Coordinator (PGAQC):

1. Coordination of all academic activities of the program viz. curriculum revision, framing of syllabus, ICC, time table, BoS meeting as member secretary, re-registration of course/s, display and submission of attendance status, and keeping records related to academics for AC meeting, NBA, NAAC etc.
2. Monitoring academic activities and conduct of classes, attendance reports.
3. Communicating academic information to all stakeholders.
4. Extend necessary help to departmental academic and program evaluation committee.
5. Moodle related activities (course and lab assignment, faculty student accounts)



6. Work in association with Dean Academics
7. Coordination of Academics of value added courses.
8. Coordination to conduct internal academic reviews and audit, question paper audit, and Departmental advisory board meetings (DAB) as a member secretary.
9. Conduct course and graduate exit survey, make arrangements for feedback from stakeholders (student/industry/employer/alumni) and feedback analysis.
10. Reviewing the attainment of course outcomes.
11. Computation/assessment/evaluation/attainment of POs and PSOs as per OBE/NBA requirements, department NBA coordination.
12. Compilation of information required for Annual Quality Assurance Report (AQAR) of the IQAC, NIRF, AISHE, NAAC, UGC etc.
13. Extending necessary help to departmental academic and program evaluation committee.
14. Work in association with MSIQAC/Dean QA

12. Faculty Advisor /Mentor (FA):

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.

The functions and duties of FA are:

1. Help the students in planning their courses and related activities during their study period.
2. Monitor, guide, advice and counsel the students on all academic matters.
3. Interact with the students occasionally in a semester and maintain the records/minutes of meeting.

13. Course Teacher:

The functions and duties of course teacher are:

1. Conduct classes as per the time table issued by the HoD and maintain all academic records (Attendance on Moodle, Evaluation, and Attainment) for that course.
2. Prepare course delivery and evaluation plan for student performance and distribute to all the students within the first week of each semester.
3. Display students' performance in attendance and evaluation as stipulated in the academic RRs.
4. Report to the HoD on a periodic (monthly) basis, the potential cases of very poor academic performance as well as those of low attendance.
5. Follow all academic and exam related activities as per the schedule in the academic calendar.
6. Document all academic records in the course book in a format specified by Dean Academics and Dean QA necessary for academic audit.



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PART - I

Academic Rules & Regulation



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01. Introduction

1.01 All Undergraduate & Postgraduate Engineering programs offered by departments (Civil, Mechanical, Electrical, Electronics, Computer Science & Engg., and Information Technology) shall be governed by the rules and regulations provided in RR/2023-24. The provisions made in this document shall govern the policies and procedures, curriculum, course delivery, evaluation system and conduct of the examinations. The rules and regulations shall be subjected to the amendment made by the Academic Council (AC), based on the recommendations of the BoS. These amendments shall be applicable to all undergoing UG & PG programs and shall be binding on all concerned stakeholders including students, faculty, staff, departments and institute authorities with immediate academic year.

The curriculum of each program is in line with Outcome Based Education (OBE) and provides:

- a. Breadth knowledge for solving critical engineering problems
- b. In depth course contents with supporting skill and attitude assessment parameters
- c. Academic flexibility to ensure quality improvement
- d. Scope for multi-disciplinary learning activities- Collaborative and Co-operative Learning platforms for resolving societal and environmental concerns
- e. Opportunity for industry oriented projects providing Project Based Learning (PBL)

Apart from the specific program requirements; students shall built up a strong basis of the engineering education with the foundation courses on science, humanities, management economics etc. The stringent evaluation norms shall be followed to maintain quality of the engineering education. The examination system shall be transparent and governed by rules, regulations and time-bound activities.

1.02 The medium of instruction throughout the program shall be in English. In view of NEP-2020 a few number of courses may be dealt in Marathi / Hindi Languages. The class engagement of foreign language shall be made flexible and interactive

1.03 The semester system shall be adopted for academic activities in the college. Normally, all odd semesters shall start in mid of July 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 schedules declared by the Government of Maharashtra. Academic calendar shall be prepared and displayed before the start of every academic semester.



02. Academic Program

2.01 Undergraduate Program

At present, WCE is offering six undergraduate academic programs approved by AICTE and are given with WCE department/ UG program code as:

1. B. Tech. Civil Engineering (CV)
2. B. Tech. Mechanical Engineering (ME)
3. B. Tech. Electrical Engineering (EL)
4. B. Tech. Electronics Engineering (EN)
5. B. Tech. Computer Science and Engineering (CS)
6. B. Tech. Information Technology (IT)

The duration of B. Tech. program is of four years, normally referred as First Year (FY), Second Year (SY), Third Year (TY) and Final Year. The corresponding eight semesters are referred as Sem-I, Sem-II... up-to Sem-VIII. (e.g.), an odd semester of SY is the Sem-III and even semester of SY is Sem-IV and so on. The normal duration of these academic program is eight semesters. An extension to this period may be given subjected to approval by AC.

2.02 Postgraduate Programs

WCE is offering ten post graduate programs approved by AICTE and are given with (WCE PG program code) as:

1. M. Tech. Environmental Engineering (EV)
2. M. Tech. Structural Engineering (ST)
3. M. Tech. Design Engineering (DE)
4. M. Tech. Heat Power Engineering (HP)
5. M. Tech. Production Engineering (PR)
6. M. Tech. Control System Engineering (CS)
7. M. Tech. Power System Engineering (PS)
8. M. Tech. Electronics Engineering (EN)
9. M. Tech. Computer Science and Engineering (CO)
10. M. Tech. Computer Science and Information Technology (IT)

The duration of M.Tech. Program is normally of two years and consists of First Year (FY), Second Year (SY). The corresponding four semesters are referred as Sem- I, Sem-II, Sem III and Sem IV. E.g. an odd semester of SY is the Sem-III and even semester of SY is Sem-IV.

2.03 Doctoral Programs

In addition to the above UG and PG programs, WCE is identified as a research centre for Ph.D. programs offered in five disciplines under various schemes.

1. Civil Engineering
2. Mechanical Engineering
3. Electrical Engineering
4. Electronics Engineering
5. Computer Science and Engineering



03. Academic Calendar

3.01 Institute Academic Calendar

The academic activities of the Institute shall be governed by academic calendar. It shall be displayed on the Institute website at the beginning of each academic semester. Every department, section, office shall prepare their annual activity calendar considering academic calendar.

I. Academic calendar framework

Usually, there is one semester in every academic calendar; either odd semester or even semester. The odd semester shall normally be of 23 weeks and even semester of 29 weeks. The academic calendar framework is shown in Table 3.1. In general, a semester has 15 weeks of teaching, 4 weeks of examination, totalling to 19 weeks of academics. The odd semester has 4 weeks for department/student activities after the ESE. The even semester has 8 weeks for other department/students activities and 2 weeks for re-examination. The department/student activities can include GATE/employability training, internships, remedial coaching, faculty training etc.

1. Schedule of other activities: All other co-curricular activities should be scheduled by respective sections so as to align with the academic activities.
2. Compensating missed academics: The faculty should ensure timely conduct of lectures and laboratory sessions. However, any missing lecture/lab session needs to be compensated in association with head of the respective department.

Table 3.1 Academic Calendar Framework

Academic Calendar for Odd Semester			Academic Calendar for Even Semester		
Week No.	Activity	Duration	Week No.	Activity	Duration
1-7	Teaching Learning	7	24-30	Teaching Learning	7
8	MSE For theory Courses, Submission of LA1 marks	1	31	MSE For theory Courses, Submission of LA1 marks	1
9-15	Teaching Learning	7	32-38	Teaching Learning	7
16	Teaching learning, Submission of marks of Teachers Assessment (ISE) For theory Courses Submission of marks of LA2 for Lab	1	39	Teaching learning, Submission of marks of Teachers Assessment (ISE) For theory Courses Submission of marks of LA2 for Lab	1
17-18	ESE For theory	2	40-41	ESE For theory	2
19	ESE for Lab	1	42	ESE for Lab	1
20-23	GATE training, Internship etc.	4	43-50	Remedial teaching, Projects, GATE training, Internship etc.	8
			51-52	Re-Exam	2
Total Weeks		23	Total Weeks		29



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04. Admission Process

04.01 Admission Type

The admission process involves following types of admissions.

1. Fresh Admission
2. Admission to the next Higher Class
3. Re-admission
4. Admission due to Change of Branch
5. Temporary Withdrawal
6. Admission for Re-joining after a Gap

04.01.1 Fresh Admission

1. The fresh admission refers to the admission when a candidate is first time admitted to the Institute.
2. Eligibility and Process: The eligibility and process for admission to a B. Tech., M. Tech. and Ph.D. programs is governed by the norms and procedures of competent authorities such as DTE, Maharashtra State, AICTE, UGC and Shivaji University. The candidate shall be provisionally admitted to a program, subject to the fulfilment of eligibility criteria.
3. Provisional Admission: The candidate who has allotment letter issued by the competent authority, (e.g. Directorate of Technical Education, AICTE etc.), upon payment of prescribed fees; he/she shall be provisionally admitted.
4. Regular Entry: The provisional admission to a B. Tech. Program can be through a Regular Entry or Lateral Entry where, Regular entry refers to provisional admission of students for first, second (excluding lateral entry), third, and final year of the program in odd semesters.
5. Entry from University Pattern: Students admitted to WCE in pre-autonomous status and desires 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. Once admitted in autonomous mode, all the rules of autonomous mode shall be applicable.
6. Lateral Entry: Lateral entry refers to the provisional admission of a student for second year directly through diploma qualification.
7. Right to cancel the provisional admission: The Institute reserves the right to cancel the provisional admission of any student and discontinue his/ her study at any stage of studentship for unsatisfactory academic performance and/or undisciplined conduct.
8. Permanent Registration Number (PRN): Each student shall be allotted a unique program Registration Number at the time of first admission and that will be a permanent identification number. The number shall be valid till the student completes the program or cancels the admission or is removed from the roll.

The number shall consist of,

- a. Year
- b. Program
- c. Entry Code
- d. Roll number



Table 4.1 indicates sample examples for PRN Formation of students.

Table 4.1 PRN Formation

Example						Year	Dept	Admission	Specialisation	Serial no			
1 and 2	3	4	5	6, 7 and 8	CODE Digits								
Sr. No.	Year	Department	Admission Type	Specialisation	Serial No	1st	2nd	3rd	4th	5th	6th	7th	8th
1	21	Civil	First Year	UG	0-999	2	1	1	1	0	0	0	1
2	21	Civil	Direct Second Year	UG	0-999	2	1	1	2	0	0	0	1
3	21	Civil	PG FY	Structural	0-999	2	1	1	5	1	0	0	1
4	21	Civil	PG FY	Environmental	0-999	2	1	1	5	2	0	0	1
5	21	Mechanical	First Year	UG	0-999	2	1	2	1	0	0	0	1

e. g.: 2111001 □ FY Civil (UG); 2122001 □ DSY Mech; 21151001 □ FY Civil Structural

9. **Course Registration:** Upon provisional admission to a program, the student needs to register for all mandatory courses of that academic year and also he/she needs to choose and register for the elective courses offered (if any), as per requirements of credit system, during the period specified in academic calendar.

10. **ID card:** Every admitted student shall be issued photo identification (ID) card. The student must carry ID card while in the Institute.

04.01.2 Admission to the next Higher Class

1. **Requirements:** to take admission to the next higher class, (i.e.) from FY to SY, SY to TY etc., a student needs to fulfil the following requirements:

- Earning required credits
- Paying the required fees
- Registering courses of next higher class

2. **Earning required credits:** The students seeking admission to the next higher class, must earn the minimum required credits.

a. To take admission to next higher class, (i.e.) from FY to SY, SY to TY etc., a student needs to earn 75% credits of current class and 100% credits of the previous class.

b. The students seeking admission to SY B. Tech. should have earned 75% credits of the FY B. Tech.

c. The students seeking admission to TY B. Tech. should have earned all credits of FY B. Tech. and at least 75% credits of the SY B. Tech. However, the students admitted to direct second year through lateral entry should have earned 75% credits of SY B. Tech.

3. The students seeking admission to Final Year B. Tech. should have earned all the credits of the FY B. Tech. and SY B. Tech.; and at least 75% credits of the TY B. Tech. However, the students admitted to direct second year through lateral entry and appearing for Final Year B. Tech should have earned all the credits of SY B. Tech and at least 75% credits of TY B. Tech.

4. If calculation of 75% credits results in a mixed number (integer + proper fraction) then the integer part of that number shall be considered.

5. In case of M.Tech, first year student is allowed to take admission for the second year irrespective of the number of failed courses in the FY M.Tech. However, the student should pass all courses prior to the submission of the dissertation work.

6. **Paying required fees:** Upon fulfilling these credit requirements, the student can take provisional admission to the next higher class, by paying required fees as per the schedule displayed or as mentioned in the academic calendar.

7. Course Registration: After taking provisional admission to next higher class, the student needs to register for all mandatory courses of that academic year and also he/she needs to choose the courses, from the elective courses offered (if any), as per requirements of credit system, during the period specified in the academic calendar.

04.01.3 Re-Admission

1. A student needs to take re-admission, if he/she has taken admission to the first year or any higher class, but has not fulfilled the course completion requirements for all registered courses in both semesters of an academic year.
2. A student can take re-admission, in the latest class of study, for improving the CGPA.
3. Process of Re-admission: An eligible student can take re-admission, by paying full fees and by registering for all mandatory courses of that academic year. He/she needs to choose and register for the elective courses, offered (if any), as per requirements of the credit system, within the period specified in academic calendar.

04.01.4 Admission due to Change of Branch

The FY B. Tech. students shall be eligible to apply for change of branch in SY B. Tech. if he/she fulfils the following requirements:

1. Requirements of DTE: The student must fulfil the requirements as decided by Directorate of Technical Education from time to time.
2. Merit basis: The process of change of branch shall be carried out purely on merit basis subject to the rules prevailing at the time of such change and subject to vacancy.
3. Accepting the allotted branch: Students allotted with a branch of their choice should accept it and no further request for change shall be entertained. There shall be no change in PRN number for students availing facility of branch change.

4.01.5 Temporary Withdrawal

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

1. The withdrawal shall be considered for a complete semester or in multiples of semester.
2. 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.
4. Dean Academics shall peruse the case and recommend for the approval from AC or ASC.
5. 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.
6. Normally, a student will be entitled to avail the temporary withdrawal facility only once during the program. However, request for any further withdrawal for the concerned student shall have to be approved by the AC of the college.

04.01.6 Admission for Re-joining After a Gap

Students can take admission after a gap in study (temporary withdrawal from a program), by paying the stipulated fees and completing all admission related formalities



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04.02 Credit Transfer

WCE provides credit transfer facility as:

04.02.1 Credit transfer for WCE Students

1. Students can avail the facility of credit transfer by completing courses, at other autonomous institutes, with whom credit transfer is available.
2. Students can also earn credits by completing prescribed NPTEL/SWAYAM/other online courses approved by AC.
3. Credits earned as mentioned in 1, 2 will be suitably converted (if needed) and will be shown on the grade card and will be considered for CGPA calculations

04.02.2 Credit Transfer for Students other than WCE

1. Students from other autonomous institutes, with whom credit transfer is available, can avail the facility of credit transfer from WCE, by completing approved courses at WCE.
2. Credits earned through credit transfer shall be shown on the result issued to such students. The credits earned by such students may be considered for CGPA calculation by their parent institute based on their academic policies.
3. Students can also earn credits by completing approved value added professional courses. This credits earned through VAC are considered as additional credits and a separate certificate will be issued on successful compilation of the VAC.

04.03 Termination from the Program

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

1. Involved in ragging and not obeying discipline stipulated by college.
2. 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. Institute Director shall be authorized to terminate such students.
3. Not completing program in prescribed period: Students shall have to complete B. Tech. program 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. Students shall have to complete M. Tech. program in a maximum period of 4 years (8 semesters). However, genuine cases with proper justification may be referred to ASC and hence to AC for extending program completion period. Such student will be declared as Failed to Complete Technical Education [FCTE].



04.04 Attendance

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 the respective course teacher for any discrepancy/grievance.
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 students. Students with more than 75% attendance shall not be imposed with any grade penalty.
3. The students with less than 75% attendance in theory course/s shall be liable for grade penalty as:
 - a. Students having attendance greater than or equal to 70% but less than 75% be allowed to appear for ESE in that course with maximum grade of BB.
 - b. Students having attendance greater than or equal to 60% but less than 70% be allowed to appear for ESE in that course with maximum grade of BC.
 - c. Students having attendance greater than or equal to 50% but less than 60% be allowed to appear for ESE in that course with maximum grade of CC.
 - d. Student having Course Attendance Defaulter or Course Lab LA1+LA2 performance <40% or the part of any Unfair means shall be declared as XX.
 - e. Students having attendance less than 50% shall be awarded with XX grade in that course.
 - f. The performance of XX declared students in ISE and MSE for this course/s shall be cancelled and the result of the course shall be declared as FF. However, he/she is allowed to appear for re-exam/makeup examination of that course in that academic year.
4. Students reported having "non-satisfactory performance" in a laboratory/seminar/mini project/project by the course teacher shall obtain XX grade. Non-satisfactory performance shall be reported in case of poor attendance or not satisfying/fulfilling the requirements for these courses. The performance of such students in LA1 and LA2 for this course/s shall be cancelled. He/she is not allowed to appear for re-exam/makeup examination of that course in that academic year. Students obtaining XX grade in a laboratory/seminar/mini project/project shall re-register for the course/s in subsequent year.
5. Students obtaining XX grade in three or more than three courses or not fulfilling at least 75% of the total credits of that year including theory and laboratory in a regular semester shall be detained for that semester and shall not be allowed to appear for ESE in that semester. These students shall not be allowed to appear for re-examination in that academic year for any of the courses. The performance of the student in ISE/MSE or LA1/LA2 for all courses shall be cancelled. Such students shall re-register for all courses of that semester in the next academic year and undergo all evaluations along with regular student's registration.
6. 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.
7. A regular admitted student and willing to apply for CPI improvement having XX 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 along with regular students.
8. Course re-registration procedure shall include filling up course registration form prescribed by Dean Academics office, verification by examination cell, recommendation by program 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.

9. Re-registration, according to rules, shall be carried out as per the schedule given in the 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.

10. In-absentia registration may be allowed only in rare cases at the discretion of the Dean Academics and with prior permission.

11. Course re-registration shall be done for the course/s of the semester at the start of the academic semester as per the schedule in academic calendar.



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05. Curriculum

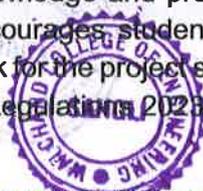
The curriculum of the various programs is designed aiming at preparing the students to be capable engineers with an aptitude of leadership and research. The curriculum has a variety of courses, including courses related to technology, human values, liberal and performing arts, innovation and intellectual property rights, start-up, and entrepreneurial skills. The enterprising students can learn innovative product design and its commercialization, through project based learning.

05.01 UG Programs

1. There shall be a prescribed credit system and course content for each academic program. The curriculum prescribes all the courses of study, the semester-wise with credits, type(s) of instruction, teaching / contact hours, evaluation scheme and other requirements for the award of degree. The choice of elective courses are permitted as per the interests and career plan of students.
 2. Types of Instruction: The types of instruction used in the teaching -learning process are,
 - a. Lecture
 - b. Tutorial
 - d. Practical
 - e. Interaction
 3. Course Types:
 - a. Theory Courses: The courses having only Lecture or Lecture with Tutorial sessions (no practical/interaction sessions) shall be considered as Theory courses.
 - b. Lab Courses: The courses having only Practical and (or) Interaction session (no lecture/tutorial sessions) shall be considered as Lab courses.
- For each course, credits are associated as shown in table 5.1.

Hrs/Week	Credits
1 Hr. Lecture (L) per week	1
1 Hr. Tutorial (T) per week	1
1 Hr. Interaction (I) per week	1
2 Hours Practical(Lab)/week	1

4. The curriculum shall have credit and audit courses. The structure of curriculum for a program and course syllabi shall be approved by AC on recommendation of respective BoS.
5. Normally number of courses in a semester shall not be more than six for theory and four for laboratory courses.
6. 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 a minimum of fifteen students opt for that elective course.
7. 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 Academic and Examination Rules and Regulations 2023 – 24



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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.

05.02 Process and Guidelines for SPAI:

Students may opt for SPAI to be carried out in 8th semester.

1. 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 committee shall decide appropriately. Students shall take necessary help from their parent department/Training and Placement Officer (TPO) to establish contact with industries/institutes.
2. Students shall submit the application to the department before the end of 7th semester attached with relevant details viz. correspondence with industry, area and nature of project with 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. In critical cases or for special permissions, Dean Academics/Director shall get involved for final decisions.
3. An internal guide from the parent department and mentor from industry/organization/institute where the 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.
4. 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.
5. 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.
6. 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 the same as adopted for students carrying out projects in-house

05.03 Curriculum Courses:

1. 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 program outcome, assessment scheme, content, and module-wise outcomes (for theory course).
2. 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)].
3. The details of curriculum structure and course details shall be published in college intranet and/or Moodle and website (www.walchandsangli.ac.in)



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4. 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 XX grade shall also be allowed for registration to summer term. However, students with XX grade shall not be allowed to appear for re-examination in that semester.
5. Students with FF 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.
6. The total number of credits required for completing a program typically is in the range of 160-163 for regular entry and 121-124 for lateral entry. The exact number of credits required is mentioned in the curriculum structure for the respective program. The total number of credits in a semester in which a student shall register is generally 23-28 normally, the maximum number of credits per semester shall not exceed 30.
8. Mode of course delivery: The mode of delivery for a course can be offline, online or blended.
9. MOOC, Online courses: Credits can also be earned through the permitted online courses available through NPTEL and SWAYAM portals.
10. The theory courses and lab courses shall be listed separately.
11. A theory course shall have classes or online teaching and can have tutorials.
12. A lab course shall have lab sessions/ interaction sessions/ Mini-Projects / Projects / related activity.
13. There can be interaction based courses. (Mode of delivery is online/offline interaction). For such course, credits will be the same as number of interaction hours and the evaluation will be same as that of a lab course.
14. The curriculum for FY B. Tech shall be common to all UG programs (branches).
15. Every B. Tech. student must complete two mandatory non-credit courses, as per AICTE guidelines and as mentioned in the credit system.



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05.04 PG Programs

Every student must complete two mandatory non-credit courses, as per AICTE guidelines.

Dissertation work: The dissertation work shall be in semester III and IV. The students shall have an option to carry out the project either within campus or in industry/ autonomous institutes/ reputed organizations. Normally, dissertation work shall be carried out individually. In case of sponsored projects outside the campus; the student shall have to take approval from the concerned head of department.

05.05 Ph.D. Programs

1. The course work (as applicable) of the PhD program is to be completed by the students
2. PhD students registered to SUK, who wish to use WCE as research centre, are required to pay the prescribed research centre fee.
3. The student must complete all the academic requirements, such as coursework, synopsis, progress reports, PhD Thesis etc. as per the rules of Shivaji University / Competent Authorities.
4. Other WCE research centre related requirements need to be fulfilled.



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05.Course Evaluation

06.01 Theory Courses

1. The courses having only Lecture or Lecture with Tutorial sessions (no practical/interaction sessions) shall be considered as Theory courses.
2. There shall be three evaluations for a course. Two evaluations shall be during the semester, and shall be called as Mid-Semester Examination (MSE) and In-Semester Examination (ISE) respectively. There shall be one examination at the end of the semester called as End-Semester Examination (ESE).
3. The MSE and ESE shall be conducted through Examination Section. The ISE shall be taken by the by the course teacher/s throughout the semester. For all evaluations, the paper setting and assessment shall normally be done by the course teachers/coordinators.
5. For theory courses, the marks shall be MSE (30), ISE (20), and ESE (50). However, for the theory course with 1 lecture/week, with no tutorials, the evaluation points shall be MSE (15), ISE (10), and ESE (25). For all theory courses, the question paper may have options up to 20%.
6. All components of evaluation for theory courses shall be shown to the students.

06.02 Lab Courses

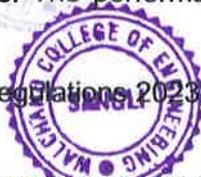
1. The courses having Practical and (or) Interaction sessions (no lectures/tutorial sessions) shall be considered as Lab courses.
2. The lab course assessment shall be carried out in 3 phases, consisting of Lab Assessment 1 (LA1), Lab Assessment 2 (LA2) and Lab End-Semester Examination (Lab ESE).
3. For lab courses, the evaluation points shall be LA1 (30), LA2 (30), and Lab ESE (40). However, if the lab course has 1 Interaction hour/week, with no practical hours, the evaluation points shall be LA1 (15), LA2 (15), and Lab ESE (20).
4. All lab evaluations shall be conducted/coordinated by the course teachers/coordinators. The assessment scheme, tool/s shall be decided and announced by the course teacher at the beginning of the course. There can be external component for Lab courses and project ESE (except for FY B. Tech). The courses for which external components are needed shall be decided by the respective department. The lab assessment including the external components are listed under Practical Oral Examination (POE) otherwise can be listed as Oral Examination (OE). The number of lab courses having external components shall be between 1 to 3, in a semester. For PG Dissertation course, the Lab ESE shall be conducted by guide/committee along with external examiner/expert.
5. All components of evaluation for lab courses shall be shown to students.

06.03 The facility for physically challenged / differently-abled students shall be as per norms from time to time.

06.04 Exam Exemption due to participation in sports

The student participation at State or National level is considered as an achievement to the host institute.

- 6.4.1 Student is exempted for MSE and his/her absence is allowed for MSE if sport event dates overlap with college MSE dates. The performance in ESE by such a student will be



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- enhanced by factor 1.6; to compensate for exemption of MSE, provided that such student should get a minimum of 40% passing marks in ESE.
- 6.4.2 If State/National event dates overlap with college ESE dates then students should appear for Re- examination (make-up examination). No additional remarks will be indicated in the grade card
- 6.4.3 If POE dates overlap with State/National level sports, then department may adjust POE dates with feasible options. Otherwise students should appear in Re-exam or re-register for POE in next academic year.



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07. Value Added Credit Courses

The value added courses are the optional courses, offered by various departments through the Center of Continuing Education (CCE). The students can get the credits associated with a value added course, upon successful completion of the course/s. Such courses can be of paid type. These courses are of two types:

1. Value Added Professional Courses (VAPC): These courses are generally useful for acquiring additional professional knowledge, skills and attitude that can be useful for a better career. VAC can be offered related to Start-up, Taxation, Share Market, Indian Standards, Foreign Languages, Recent Technology based courses such as AI/ML, Robotics, Industrial Automation, Mobile App development, Web design, etc.
2. Value Added Life Skill Courses (VALS): These courses are courses which help acquire additional knowledge, skills and attitude useful for life. These courses can be useful for pursuing hobbies, various art forms and can be useful for overall development as a human being. For example, Digital Photography, Yoga, Light Music, Musical Instruments, Video Recording and Editing for YouTube etc.

07.01 Course Content, Credits and Approval

1. The course content, teaching scheme (LTPI): Teaching plan and examination scheme shall be proposed by the course coordinator faculty to CCE, in the prescribed format for approval by the Academic Council.
2. The courses conducted by CCE can carry minimum 0 and maximum 2 credits and can be used by the course participants as a part of credit bank as mentioned in NEP 2020. The credits are associated to a value added course shall be as shown in table 7.1

Table 10.1: Value Added Course Credit Table

Hrs	Credits
13 Hr. Lecture (L)	1
13 Hr. Tutorial (T)	1
26 Hr. Practical(P)	1
13 Hr. Interaction (I)	1

3. The total engagement of the students for a two credit VAC shall be min 30 hrs, including examination hours, thus fulfilling requirements of various accreditation bodies

07.02 Registration

For an approved value added course conducted through CCE, appropriate fees are to be paid to register for the course/courses. A course shall be conducted if there is sufficient enrolment for the course.



07.03 Examination Scheme, Grading

1. Examination Scheme: For theory courses, the examination scheme can be MSE, ISE, ESE OR MSE, ESE OR only ESE as indicated in the proposal. For lab courses, it can be LA1, LA2, ESE OR LA1, ESE or only ESE. The passing criterion is to obtain min 40% points together in all assessments combined.
2. Re-examination: There may be re-examination for Value Added Professional Course or Value Added Life-Skill Course as mentioned in the course proposal.
3. Grading: The grades and credits for successfully completed Value Added Courses shall be mentioned on the separate certificate.



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08. Minor/Honors Certification

The credits earned through value added courses can lead to Minor/Honors Certification as given below:

08.01 Minor Certification

A student will be eligible to get "Minor in Engineering" certification; if he/she completes an additional of minimum 20 credits from approved Value Added Professional Courses, in a single domain other than the parent domain.

08.02 Honors Certification

A student will be eligible to get "Honors in Engineering" certification; if he/she completes an additional of minimum 20 credits from approved Value Added Professional Courses, in the same domain as that of parent domain.

08.03 Eligibility

Students of any class (SY, TY, and Final Year B. Tech.) can take courses for minor/honors certification.

08.04 Online Courses

The credits for minor/honors can be earned through approved MOOCs (SWAYAM/ NPTEL/ Other), as mentioned in the credit system. The expenses are to be borne by the students. The assessment shall be as per the credit system



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09. Award of Degree

09.01 Eligibility

A student shall be eligible for the award of B. Tech./M.Tech. Passing Certificate from the Institute and the Degree from Shivaji University, Kolhapur provided the student has:

1. Registered and passed all the prescribed courses including mandatory non-credit courses and earned credits as per requirement for award of the degree.
2. Obtained CGPA (or CPI) ≥ 5.0
3. No dues, clearance from parent department and various sections, and completed all the prescribed mandatory requirements.
4. No case of indiscipline pending against him/her.
5. For such eligible students, the program passing certificate shall be issued by the Institute and the degree shall be conferred by the University.



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10. Awards and Scholarship

10.01 Awards

Student can secure Institute level awards for their excellent performance in academics, sports/extra-curricular/co- curricular activities, and overall performance.

10.02 Scholarships

Every student seeking scholarship / freship, concession etc. must register with the portal of relevant authorities such as Government of India, Government of Maharashtra, AICTE, DTE, Social Welfare department, Tribal Development Office etc, failing which, the students will have to pay necessary component office structure.



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11. Discipline and Conduct

Every student of the Institute is expected to maintain discipline and good conduct. Actions against any indiscipline and misconduct shall be governed by Institute code of conduct and Shivaji University Rules.

11.01 Violations of discipline

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 following and similar activities,

1. Disruption of teaching, examination, administrative work, curricular or extracurricular activity, and any act likely to cause such disruption.
2. Damaging or defacing the institute property.
3. Engaging in any attempt of assault or wrongful confinement of teachers, offices, employees and students of the college.
4. Use of abusive and derogatory slogans or intimidator language or incitement of hatred and violence.
5. Eve teasing or disrespectful behaviour to women or girls students.
6. Committing forgery, tampering with documents or records, identity cards, furnishing false certificate or false information.
7. Violation of cyber-security norms.
8. Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the college campus.
9. Possessing or using any weapons and firearms in the college campus.
10. Unauthorized occupation of a hostel, Accommodating guests or other persons in hostels without permission.
11. Indulging in any anti-national activities contrary to the provisions of acts and laws enforced by the Government.

11.02 Grievance Redressal

Any act of indiscipline of a student reported to Director/Concerned authority shall be referred to the Grievance Redressal and Disciplinary Committee of the Institute. The Committee shall enquire into the charges and recommend suitable action/ punishment if the charges are substantiated.



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PART-II
Examination Rules and Regulation



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12. The Grading System

12.01 Grades

01. The grade indicates an assessment of student's performance and shall be associated with equivalent number called a "grade point".

Table 16.1: Grades and Grade Points

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

02. The grades and the associated grade-point of the student shall be as shown in table 16.1

03. Grade Description:

AA is the highest, whereas DD is the lowest passing grade. FF grade will be offered to the student, if student fails to achieve passing grade.

04. Student shall get XX grade in following cases:

a) For theory courses: The attendance reported by faculty is less than 50%.

b) For Lab courses: The total marks LA1, LA2 are less than 40%.

05. Student shall get FF grade in following cases:

a) Theory Courses (Credit and non-credit courses): Sum of marks obtained by the student in ISE, MSE, ESE and applicable grace marks, is less than 40%. OR Marks obtained in the ESE and applicable grace marks is less than 40%.

b) Lab Courses: Sum of marks obtained by the student in LA1, LA2, Lab ESE plus applicable grace marks, is less than 40%. OR Marks obtained in the Lab ESE and applicable grace marks is less than 40%.

12.02 Grade Computation

1. Relative Grading:

a. Relative grading shall be applicable for courses where minimum 15 students are registered.

b. The grade shall be decided based on the table in figure 12.1, for theory courses and table in figure 12.2 for lab course. The μ (mu) and σ (sigma) indicate the average and the standard deviation of the marks obtained by passed students, respectively.

2. Absolute Grading: Absolute grading is applicable to courses where the number of students registered for a course is less than 15. For such courses, grades shall be decided based on table in figure 12.3.

3. NPTEL/SWAYAM/MOOC: The conversion of marks to grade shall be based on absolute grading.

4. Grace Marks:

a. Students can avail benefit of one grace mark per course to pass the course.

b. The grace marks for Divyang, for passing grade shall be over and above this and as per prescribed rules from time to time.



Figure 12.1: Theory Course Grading Table

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

Figure 12.2: Lab Course Grading Table

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

Figure 12.3: Absolute Grading Table

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



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13. Re-examination

1. There shall be one re-examination per year, at the end of the even semester.
2. The re-examination shall be conducted for all theory and Laboratory courses of current and previous semesters. The re-examination shall be conducted normally within 30 days from declaration of even semester ESE result.
3. The students with FF grade can appear for re-examination.
4. The student, who wishes to improve his/her grade, can appear for re-examination.
 - (a) Grade improvement is applicable only for theory courses.
 - (b) The grade improvement is allowed only for the current semester courses.
 - (c) If the grade obtained is less than the previous grade, then the grade shall be retained.
5. The re-examination for a theory course shall be of 100 or 50 points (depending on the course) and shall be based on all modules in the syllabus. Therefore, the grade shall be calculated based on performance in re-examination only.
6. For re-examination of a laboratory course, performance of student in LA1 and LA2 in regular semester shall be retained and re-examination shall be conducted for Lab ESE only.
7. Grade boundaries of regular examination of the same course, of the same batch shall be considered for award of grades.
8. For re-examination, there shall not be any grade penalty.
9. Registration through exam form filling for Re-examination is mandatory.
10. For re-examination, there shall not be any grade penalty.
11. Re-Registration of failed students (even after Re-Examination) in the next academic year in the respective semester along with regular students shall be allowed.
12. For Value added courses a separate card per semester will be provided. The grade card of program courses will be separate.

14. Verification

1. A transparent mechanism is adopted by showing evaluated answer-books before declaration of results.
2. If a student notices any discrepancy in assessment of his/her answer book and model answers, the student may bring the same to the notice to the concerned faculty.
3. The concerned faculty and HoD shall check for any possible changes in the points. The decision shall be conveyed to examination section. The concerned faculty shall make necessary changes, by following the process set by examination section

15. 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



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16. Performance Indices (SGPA and CGPA)

1. The overall performance of a student shall be indicated by indices SGPA: Semester Grade Point Average (Same as SPI) CGPA: Cumulative Grade Point Average (Same as CPI)

$$\text{Calculation of SGPA} \quad SGPA = \frac{\sum_{i=1}^m C_i G_i}{\sum_{i=1}^m C_i}$$

where,

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

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

Where, m represents number of the courses that semester, which the student has registered.

$$\text{Calculation of CGPA} \quad CGPA = \frac{\sum_{i=1}^n \sum_{j=1}^m C_{ij} G_{ij}}{\sum_{i=1}^n \sum_{j=1}^m C_{ij}}$$

C_{ij} = number of credits earned in j^{th} course, in i^{th} semester

Where, m represents number of the courses in i^{th} semester, which the student has registered and n represents the semester upto which the CGPA is calculated

2. SGPA and CGPA shall be rounded up to two decimal places.

3. Conversion of CGPA to equivalent percentage points for $CGPA \geq 5.00$ is to be obtained using following equation,

$$\text{Percentage points} = (10.00 \times CGPA) - 7.50$$

The table 19.1 shows sample conversions of CGPA into equivalent percentage for B. Tech Pass student as per the AICTE.

Table 16.1: CGPA to percent conversion (sample)

Grade	CGPA	6.25	6.75	7.25	7.75	8.25
Points	Percentage	55%	60%	65%	70%	75%



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17. Grade Card

1. The grade card shall include the following:
 - a) Student information
 - b) Examination details
 - c) The list of courses registered along with credits
 - d) The grade obtained in each course
 - e) The total number of credits earned by a student (f) SGPA and CGPA.
2. Grading System, calculation of performance indices and conversion of CGPA to equivalent percentage shall be provided on the back page of grade card.
3. The medium of instruction and equivalent percentage of points also shall be mentioned in grade card for convenience of students.
4. It shall be mentioned on grade card if the student has become eligible to take admission to the next class/year, whenever applicable.
5. A grade card shall be issued to students after every ESE and re-examination.
6. The grades and credits for Value Added Courses shall be mentioned on a separate grade card. The credits, grades earned shall not be considered while computing SGPA and CGPA.
7. A certificate shall be issued, in case of completing the requirements of Minor in Engineering and Honors in Engineering



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18. Unfair Means

1. The Competent Authority concerned i.e. Examination Committee in the cases of institute examination, the concerned Principal in the cases of College examination, and the Head in the cases of examination held by the recognized Institution, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means:
 - a. Annulment of performance of the student in full or in part in the examination he/she has appeared for.
 - b. Debarring student from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.
 - c. Debarring student from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five-years.
 - d. Cancellation of the University or College or institution Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.
 - e. In addition to the above mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment/penalty as it may deem fit.
 - f. As far as possible the quantum of punishment should be as prescribed (category wise) in Appendix-A.
 - g. The student concerned be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorized by it in this behalf, under intimation to the College/Institution he/she belongs to.
2. The broad categories of unfair means resorted to by student at the university/college institution examination and the quantum of punishment for each category thereof. (Appendix-A)

Appendix-A		
Sr.	Nature of malpractice	Quantum of Punishment
1	Possession of copying material	Annulment of the performance of the student at the University / College / Institution examination in full. (Note: This quantum of the punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereof.
2	Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
3	Possession of another student's answer- book	Exclusion of the student from University or College or Institution examination for one additional examination. (BOTH THE STUDENTS)



4	Possession of another student's answer- book + actual evidence of copying therefrom	Exclusion of the student from University or College or Institution examination for two additional examinations.
5	Mutual / Mass copying	Exclusion of the student from University or College or Institution examination for two additional examinations.
6	(i) Smuggling-out or smuggling – in of answer book as copying material. (ii) Smuggling – in of written answer book based on the question paper set at the examination. (iii) Smuggling in of written answer book and forging signature of the Jr. Supervisor thereon.	Exclusion of the student from University or College or Institution examination for two additional examinations Exclusion of the student from University or College or Institution examination for three additional examinations Exclusion of the student from University or College or Institution examination for four additional examinations
7	Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement	Exclusion of the student from University or College or Institution examination for four additional examinations
8	Interfering with or counterfeiting of University / College / institution seal, or answer books or office stationery used in the examinations.	Exclusion of the student from University or College or Institution examination for four additional examinations
9	Answer book, main or supplement written outside the examination hall or any other insertion in answer Book.	Exclusion of the student from University or College Or Institution examination for four additional examinations.
10	Insertion of currency notes/to bribe or attempting to bribe any of the persons connected with the conduct of examinations	Exclusion of the student from University or College or Institution examination for four additional examinations (Note: this money shall be credited to the Examination section Fund)
11	Using obscene language / violence threat at the examination center by a student at the University / College / institution examination to Jr. / Sr. Supervisors / Chief Conductor or Examiners.	Exclusion of the student from University or College or Institution examination for four additional examinations



12	a) Impersonation at the University / College / Institution examination b) Impersonation by a University / College / Institute student at S.S.C. / H.S.C. / any other examination	Exclusion of the student from University or College or Institution examination for five additional examinations. (Both the students if impersonator is University or College or Institute students). Exclusion of the student from University or College or Institution examination for five additional examinations. Annulment of the performance of the student at the University or College or Institution examination in full.
13	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or College or Institution examination.	Exclusion of the student from University or College or Institution examination for five additional examinations. Annulment of the performance of the student at the University or College or Institution examination in full.
14	Found having written on palms or on the body or the clothes while in the examination	Annulment of the performance of the student at the University or College or Institution examination in full.
15	All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the University or College or Institution examination in full and severe punishment depending upon the gravity of the offence.
16	If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he / she is caught again for malpractices used at the examinations, in this event he / she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extent to double the punishment provided for the offence, when committed at the second or subsequent examination.	
17	PRACTICAL / DISSERTATION / PROJECT REPORT EXAMINATION Student involved in malpractices at Practical / Dissertation / Project report examinations shall be dealt with as per the punishment provided for the theory examination.	
18	The Competent Authority, in addition to the above mentioned punishments, may impose a fine not exceeding Rs. 10,000/- on the student declared guilty. * Note : THE TERM "ANNULMENT OF PERFORMANCE IN FULL" INCLUDES PERFORMANCE OF THE STUDENT AT THE THEORY AS WELL AS ANNUAL PRACTICAL EXAMINATION, BUT DOES NOT INCLUDE PERFORMANCE AT TERM WORK, PROJECT WORK & DISSERTATION EXAMINATION.	

3. The broad categories Malpractices used or Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examinations.



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a. Competent Authority

- i. The Examination Committee shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of the examination. Committee lapses/using, to use, aiding, abetting in instigating or allowing using unfair means at the examination conducted by the University.
- ii. The Management (includes the Trustees, Managing Body or Governing Body) of the constituent affiliated/conducted college or Recognized Institution shall be the competent authority to take appropriate disciplinary action against the paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations. Committing lapses or using, attempting to use, aiding, abetting, instigating, or allowing to use malpractice/s at the examination conducted by the constituent affiliated/conducted colleges or Recognized Institution on behalf of the University.

b. Definition-Unless the Context Otherwise Requires

- i. "Paper-setter, examiner, moderator, referee and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term any other person connected with the conduct of examination means and includes persons appointed on examination duty by the competent authority.
- ii. Malpractice/lapses includes one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination:
 - A. Leakage of question/s or question paper set at the university / College / Institution examination before the time of examination.
 - B. Examiner/Moderator intentionally awarding marks to student in assessment of answer books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.
 - C. Paper-setter omitting question, serial number of question repeating question or setting question outside the scope of syllabus.
 - D. Examiner / Referee showing negligence in detecting malpractice used by student/s.
 - E. Jr. Supervisor, Chief Conductor showing negligence/apathy in carrying out duties or aiding/abetting/allowing/instigating students to use malpractice/s.
 - F. Or any other similar act/s and or omission/s which may be considered as malpractices or lapses by the competent authority.
- iii. "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influences with a view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s or omitting to do what he/she is bound to do as duties.
- iv. "College" means conducted constituent or affiliated college of recognized institution of a university.

c. Investigating Committee

- i. As per the provisions of Maharashtra public University Act (2016), a committee should be formed to investigate unfair means resorted by student/s at the Institution examinations. The committee shall also investigate the cases of malpractices used and/or lapses committed by the paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations at the institution examinations.
- ii. Similarly, a Committee appointed by the College or institution to investigate unfair means resorted to by student at the concerned examinations shall also investigate malpractices/lapses on the part of paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations conducted by the affiliated/conducted college or institution on behalf of the university.



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d. Procedure for Investigation

- i. The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, reported to the University/College/Institution shall be scrutinized by the concerned Officer/In-charge of the Sub-Section/Unit to which the case is primarily pertained at the Examination Section of the University/College/Institution, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his/her primary report to the concerned competent authority. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Inquiry Committee for further investigation. The concerned Officer of the sub-Section/Unit through which, the case has originated or the case is pertaining to, shall be the presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- ii. The Competent Authority of the Officer authorized by it in this behalf, shall inform the implicated person (paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing of the act of malpractices used and or lapses or committed by him/her at the examination and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the Show Cause notice be imposed.
- iii. The concerned person be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charge levelled against him/her therein. The concerned person himself/herself only shall present the case before the committee.
- iv. The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Inquiry committee if he/she presents himself / herself before the committee. The evidence, if any, should be recorded in presence of the delinquent.
- v. Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/ her defense before the Committee. The re- ply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- vi. The Committee should follow the above procedure in the spirit of principle of natural justice.
- vii. If the concerned person fails to appear before the committee on the day, time and place fixed for the meeting, he/she is given one more opportunity to appear before the committee in his/her defense. Even after offering two chances, if the concerned person fails to appear before the committee, the committee shall take decision in his/her case in his/her absentia on the basis of whatever evidences/documents which are available before it and same shall be binding on the concerned implicated person.
- viii. The committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise.

e. Punishment:

The competent authority, after taking into consideration the report of the committee; shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall impose any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:

- i. Declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specified period.



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- ii. Imposing fine. If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment/penalty as it may deem fit.
- iii. Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions
- iv. The competent authority or the Officer authorized in this behalf, shall inform the concerned person of the decision taken in his/her case and the punishments imposed on him/her.
- v. An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause No. (iii) above, shall lie with the Examination Committee if the case is pertaining to the University examination or with the Management of the College or Institution, if the case pertaining to the college/institutions examination and their decision in the appeal shall be final and binding.
- vi. The Competent Authority shall supply a typed copy of the relevant extract of fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant/petitioner, if applied for in writing.
- vii. The court matters in respective cases of malpractices/lapses should be dealt with by the respective competent authority.
- viii. As far as possible the quantum of punishment should be prescribed category-wise as here under Appendix B.

4. Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Conduct of University / College / Institution Examination/s

Appendix B		
SN.	Nature of Malpractice / Lapses	Punishment
1	Paper-setter found responsible for leakage of the question set in the University / College / Institution examinations whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination Work + disciplinary action by the competent authorities as per the rules applicable
2	Leakage of the question/question paper set in the University/College/Institution examinations before the time of examination at the University / College / Institution examinations by any person/s connected with the conducts of examination	Disciplinary action by the competent authorities against the guilty / responsible person/s as per the prevailing rules/code applicable
3	Favouring a student (examinee) by examiner, moderator, referee in assessment of answer books / dissertation / project report / thesis by assigning the examinee marks to which the examinee is not entitled at the examination	Disqualification from any examination work + disciplinary action by the competent authorities



4	Examiner / moderator / referee intentionally / negligently not assigning the students in assessment of his/her answer books / dissertation / project work, the marks to which the student is entitled to at the University / College / Institution examinations.	Intentionally / negligently not assigning the students in assessment of his / her answer books / dissertation / project work, the marks to which the student is entitled to at the University / College / Institution examinations. Disqualification from any examination work + disciplinary action by the concerned competent authorities
5	Paper-setter omitting question at the time of finalization of question paper set at examination of repeating Sr. No. of question while writing.	Disqualification from any examination work for a period of three years.
6	Paper-setter setting question in same/different section/s	Disqualification from any examination work for a period of three years.
7	Paper-setter setting question outside the scope of the syllabus	Disqualification from any examination work for a period of three years
8	While assessing answer books examiner showing negligence in detecting malpractices used by the student/s	As decided by the concerned competent authorities of the institute.
9	Guiding Teacher showing negligence in supervision of dissertation/project work (e.g., use of manipulating date by a student)	As decided by the concerned competent authorities of the institute.
10	Sr. Supervisor/Chief Conductor showing apathy in carrying out duties related to examinations.	As decided by the concerned competent authorities of the institute.
11	Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision day.	Disqualification from any examination work up to a period of three years + disciplinary action by concerned competent authority as per the rule if he / she is a University / college / Institution employee.
12	Jr. Supervisor helping student (examinees) in mass copying while on examination duty.	Permanent disqualification from any Examination work + disciplinary action by the concerned competent authorities as per the rule if he/she is a University/college/Institution employee.
13	The competent authority, in addition to the above-mentioned punishment may impose fine on the concerned person if declared guilty	
14	The competent authority may report the case of the concerned implicated person to the appropriate police Authorities as per the provision of Maharashtra Act No. XXXI of 1982.	



The first part of the document discusses the importance of maintaining accurate records and the role of the auditor in this process. It highlights the need for transparency and accountability in financial reporting.

The second part of the document focuses on the specific requirements for the audit process, including the selection of auditors and the scope of the audit. It emphasizes the need for a clear understanding of the audit objectives and the responsibilities of all parties involved.

The third part of the document provides a detailed overview of the audit procedures, from the initial planning stage to the final reporting stage. It covers the various techniques used to gather evidence and assess the risk of material misstatement.

The fourth part of the document discusses the challenges faced by auditors in the current business environment, such as the increasing complexity of transactions and the need for specialized expertise. It also addresses the importance of maintaining professional skepticism and objectivity.

The fifth part of the document concludes with a summary of the key findings and recommendations. It stresses the need for continuous improvement in the audit process and the importance of staying up-to-date with the latest developments in the field.



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