



GODAVRI FOUNDATION'S
GODAVARI COLLEGE OF ENGINEERING
JALGAON
AN AUTONOMOUS INSTITUTE

Rules & Regulations
VERSION 1.0



2025-26

P-51, Additional MIDC, Nh-6, Bhusaval
Road, Jalgaon, Maharashtra - 425001

www.gcoej.ac.in



Godavari Foundation's
Godavari College of Engineering, Jalgaon
An Autonomous Institute

RULES & REGULATIONS
FOR GOVERNING UG/PG PROGRAMS WITH
ACADEMIC AUTONOMY
(With effect from 2025-26)

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CONTENTS

Rule No.	Description	Page No.
1	Mission and Vision of the Institute	i
2	Glossary	ii
3	Introduction	1
4	R1: Governance of Autonomous Institute	1
5	R2: GFGCOE Regulations for UG Program	2
6	R3: Programs and their Duration	2
7	R4: Semester System	4
8	R5: Curriculum Structure	4
9	R6: Permanent Registration Number	5
10	R7: Course Codes	6
11	R8: Course Credits	8
12	R9: Theory and Laboratory Course Examinations	8
13	R10: Scheme for Gracing	12
14	R11: Examination Grievance Redressal Mechanism	15
15	R12: Progression Rules	18
16	R13: Equivalence and Lateral Entry (Migrated Students)	18
17	R14: Change of Branch	19
18	R15: Academic Break	19
19	R16: Registration and Fees	19
20	R17: Attendance, Absence, Leave Rules and Dismissals	20
21	R18: Grading System	22
22	R19: Grade Card	23
23	R20: Facility of Scribe for Physically Challenged	23
24	R21: Facility of Scribe for Learning Disability	24
25	R22: Audit Point	27
26	R23: Award of Degree	29
27	R24: Interpretation of Regulations	29
28	R25: Emergent Cases	29
29	R26: Power to Modify	29
30	R27: Discipline and Conduct	29
31	R28: Major and Minor Scheme	32
32	R29: Class and Medal	33
33	R30: Meritorious Students List	33

GLOSSARY

AICTE	All India Council for Technical Education, New Delhi
Government	Government of Maharashtra
DTE	Directorate of Technical Education, Maharashtra State, Mumbai
University	Dr. Babasaheb Ambedkar Technological University, Lonere, Maharashtra (DBATU)
GFGCOE/ Institute	Godavari Foundation's Godavari College of Engineering, Jalgaon
AC	Academic Council constituted as per the guidelines for autonomous Institutes issued by UGC, New Delhi
BOS	Board of Studies constituted as per the guidelines for autonomous Institutes issued by UGC, New Delhi
Degree	Bachelor of Technology (B. Tech.), and such other degrees of the Institute as may be approved by the Governing body / AICTE / UGC / University.
Student	Student registered for any UG program offered by Institute
DSE Student	Student who is admitted directly to Second Year of the UG program after completion of the Diploma Course or any other qualifying Examination as specified by DTE/State Government
Course	Curricular component identified by a designated code number and a title
SGPA	Semester Grade Point Average
CGPA	Cumulative Grade Point Average
COE	Controller of Examinations appointed as per the Guidelines of UGC for autonomous Institutes
Competent Authority	Governing Body / Academic Council of the Institute / University/ Government / UGC / Any other Regulating Authority
Course Coordinator	Faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades
HOD	Head of Department
Principal	Head of the Institute

MISSION AND VISION OF THE INSTITUTE

VISION

To achieve excellence in technical education by facilitating students to develop professional skills and to become responsible citizens of the nation, to make our country a developed nation by 2047.

MISSION

- *To provide quality education with excellence in the teaching and learning process focusing the requirements of industries.*
- *To establish a supportive research environment that fosters innovation and research.*
- *To promote students for entrepreneurship to support the sustainable development of the nation.*

VALUES

Inculcate a strong belief in hard work and core values of gender equality, human rights and ecology in order to make them socially responsible citizens. Equip students with the skills needed to adapt better to the changing global scenario and gain access to multiple career opportunities.

INTRODUCTION

The regulations listed here are applicable for all programs offered by the Institute and are known as **GFGCOE Regulations under Autonomy**.

The regulations here under are subject to amendments from time to time, by the Academic Council (AC) of the Institute keeping in view the recommendations made by the Board of Studies (BOS), alumni and other stake holders. Any or all such amendments shall be effective from such date as may be decided by the AC. Further, GFGCOE shall also be free to make changes in the existing degree programs with the approval by its Governing Body, University, Government and AICTE.

R 1 GOVERNANCE OF AUTONOMOUS INSTITUTE

The Institute shall have the following statutory bodies to ensure proper management of academic, financial and general administrative affairs.

Statuary Bodies

- A. Governing Body
- B. Academic Council
- C. Board of Studies
- D. Finance Committee

Non-Statutory Committee

- Planning and Evaluation Committee
- Grievance Redressal Committee
- Examination Committee
- Admission Committee
- Library Committee
- Student Welfare Committee
- Internal Complaints Committee
- Extra-Curricular Activities Committee
- Academic Audit Committee
- Attendance Committee
- Students Discipline Committee

R 2 GFGCOE REGULATIONS FOR UG AND PG PROGRAM

R 2.1	These regulations shall come into force with effect from academic year 2025-26. These regulations shall be called as the regulations for the UG/PG programs of the Institute.
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R 3 PROGRAMS AND THEIR DURATION.

R 3.1

Programs Offered by Institute the Institute shall offer UG programs leading to Bachelor’s degree in Technology (B. Tech.) as shown in Table 1

Table 1: UG programs leading to bachelor’s degree

SN	Branch	Degree	Code
1	Computer Engineering	B. Tech. (Computer Engineering)	CO
2	Electrical Engineering	B. Tech. (Electrical Engineering)	EE
3	Electronics and Telecommunication Engineering	B. Tech. (Electronics and Telecommunication Engineering)	E&TC
4	Mechanical Engineering	B. Tech. (Mechanical Engineering)	ME
5	Artificial Intelligence and DATA Science	B. Tech. (Artificial Intelligence and Data Science)	AI&DS

Programs Offered by Institute the Institute shall offer PG programs leading to Postgraduate degree in Technology (M. Tech.) as shown in Table 2

Table 2: PG programs leading to bachelor’s degree

SN	Branch	Degree	Code
1	Computer Engineering	M. Tech. (Computer Engineering)	CO
3	VLSI and Embedded System	M. Tech. (Electronics and Telecommunication Engineering)	E&TC
4	Thermal Engineering	M. Tech. (Mechanical Engineering)	ME

R 3.2	Maximum Duration of Program A. The maximum duration for completion of a UG degree program shall be six years. In case of Direct Second Year (DSE) student, maximum duration for completion of a UG degree program shall be five years. The maximum duration for completion of a PG degree program shall be Four years. B. In case, a student is unable to complete a program as per the duration mentioned above, the student may be declared as Not Fit for Technical Education (NFTE) on the recommendations of AC. C. For, genuine cases on confirmation of valid reasons may be referred to Principal for extending this limit by additional one year to complete the UG/PG program.
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R 4 SEMESTER SYSTEM

R 4.1	The academic programs in the Institute shall be based on semester system; two semesters in a year with minimum 15 weeks in each semester and appropriate winter/summer vacations
R 4.2	The curriculum shall consist of Credit and Audit (Non-Credit) courses. Each credit course shall have an integer number of credits assigned to it depending upon the academic load of the course.
R 4.3	The courses offered in a Semester shall be continually assessed and evaluated to judge the performance of a student

R 5 CURRICULUM STRUCTURE

R 5.1	The curriculum of UG program is designed to have a total of 160 ± 5 Credits for the award of the degree. It shall include courses from Basic Sciences, Basic Engineering Skills, Humanities, Program Core, Electives (including open elective), emerging technology-based courses and supervisory learning like Project, Internship etc. The curriculum of PG program is designed to have a total of 80 credits for the award of the degree Table 2: UG Programs Leading to Bachelor's Degree <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Course Code</th><th style="text-align: center;">Definitions</th></tr> </thead> <tbody> <tr> <td style="text-align: center;">BS</td><td>Basic Science Courses</td></tr> <tr> <td style="text-align: center;">ES</td><td>Engineering Science Courses</td></tr> <tr> <td style="text-align: center;">HM</td><td>Humanities and Social Sciences including Management Courses</td></tr> <tr> <td style="text-align: center;">PC</td><td>Professional Core Courses</td></tr> <tr> <td style="text-align: center;">PE</td><td>Professional Elective Courses</td></tr> <tr> <td style="text-align: center;">OE</td><td>Open Elective Courses</td></tr> <tr> <td style="text-align: center;">T</td><td>Theory Course</td></tr> <tr> <td style="text-align: center;">L</td><td>Laboratory Course</td></tr> <tr> <td style="text-align: center;">MC</td><td>Mandatory Courses</td></tr> <tr> <td style="text-align: center;">PJ</td><td>Project</td></tr> </tbody> </table>	Course Code	Definitions	BS	Basic Science Courses	ES	Engineering Science Courses	HM	Humanities and Social Sciences including Management Courses	PC	Professional Core Courses	PE	Professional Elective Courses	OE	Open Elective Courses	T	Theory Course	L	Laboratory Course	MC	Mandatory Courses	PJ	Project
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T	Theory Course																						
L	Laboratory Course																						
MC	Mandatory Courses																						
PJ	Project																						
R 5.2	The medium of instruction, Examination and all reports shall be in English.																						

R 6 PERMANENT REGISTRATION NUMBER

Every student admitted shall have a Permanent Registration Number (PRN). The registration number shall have ten digits.

I	II	III	IV	V	VI	VII	VIII	IX	X	XI
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Table 3: Registration Number Interpretation

I-II	Indicates Admission Year		
III- IV	Program Level	BT	Indicates Under Graduate Program
		MT	Indicates Post Graduate Program
		PH	Indicates Ph.D. Program
V	Indicate the year of the program in which student register first time		
	Entry Year	1	First Year
		2	Second Year
		3	Third Year
		4	Final Year
VI	Indicates Gender of Student		
	M	Male	
	F	Female	
	T	Transgender	
VII-VIII	Indicates Program		
	CE	Computer Engineering	
	ET	Electronics and Telecommunication Engineering	
	ME	Mechanical Engineering	
	EE	Electrical Engineering	
	AD	Artificial Intelligence And Data Science	
IX-XI	Indicates the serial number. Every student shall be identified by this number through-out his UG/PG program.		

R 7 COURSE CODES

The course code structure shall be as per following format.

I	II	III	IV	V	VI	VII	VIII	IX
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Table 4: UG Programs Course Code Format.

I- II	Course Code	BS	Basic Science Courses
		ES	Engineering Science Courses
		HM	Humanities and Social Sciences including Management Courses
		PC	Professional Core Courses
		PE	Professional Elective Courses
		OE	Open Elective Courses
		MC	Mandatory Courses
		PJ	Project
III-IV	Engineering Branch	CO	Computer Engineering
		ET	Electronics and Telecommunication Engineering
		ME	Mechanical Engineering
		EE	Electrical Engineering
		AD	Artificial Intelligence and Data Science
		FY	First Year Engineering
V	1, 2, 3, 4....	Semester Number	
VI-VII	01, 02, 03, 04....	Serial Number of Subject in Teaching Scheme	
VIII	0	Compulsory Subject	
	1, 2, 3, 4....	Serial Number of Elective Subject in Teaching Scheme	
IX	T	Theory Course	
	L	Laboratory Course	

Table 5: Course Code Interpretation

Course Code	Code Interpretation
BSCO3050T	BS: Basic Science Courses CO: Computer Engineering 03: Third Semester 05: Course Number in Teaching Scheme 0: Compulsory Course T: Theory Course
	PE: Professional Elective Course ET: Electronics and Telecommunication Engineering

	PEET4052T	4: Fourth Semester 05: Course number in Teaching Scheme 2: Elective Course having Serial Number 2 in Teaching Scheme T: Theory Course	
	HMFY1010T	HM: Humanities and Social Sciences including Management Course FY: First Year 1: First Semester 01: Course number in Teaching Scheme 0: Compulsory Course T: Theory Course	
	PCME4090L	PC: Professional Core Course ME: Mechanical Engineering 4: Fourth Semester 09: Course number in Teaching Scheme 0: Compulsory Course L: Laboratory	

R 8 COURSE CREDITS

- A. The student earns Credits by passing corresponding courses. The number of Credits of a course in a Semester shall ordinarily be calculated as under: Credit calculation of course is calculated as per Table 6

Table 6: Credit Calculation Scheme

Description	Credits
1 hour Lecture (L) per week	1
1 hour Tutorial (T) per week	1
1 hour Practical per week	0.5
2 hours Practical per week	1

R 9 THEORY AND LABORATORY COURSE EXAMINATIONS

Theory Course Examinations

- R 9.1
- A. In a Semester, a student shall be evaluated for his / her academic performance in a Theory Course (Lecture and Tutorial) through Continuous Assessment (CA) and End Semester Examination (ESE). The CA component has different heads like Teacher Assessment (TA) in twice (CA1+CA2) and Mid Semester Examination (MSE). All the Examinations shall be conducted as per the syllabi prescribed by the respective BOS and approved by the AC.
- B. There shall be four ESE conducted in one academic year; out of which the first two ESE (viz Odd Semester Examination and Odd Semester Re-examination) shall be conducted only for all the courses of odd Semester while next two ESE (Even Semester Examination and Even Semester Re-examination) shall be conducted only for all the courses of even Semester.
- C. If student unable to pass in Theory Examination of regular ESE and Re-examination ESE, then he / she can appear only for Re-examination in respective Semester in subsequent Academic Year. Such failed students shall not be allowed to appear the regular Even Semester and Odd Semester ESE's.

Laboratory Course Examination

R 9.2

- B. A student shall be evaluated for his / her academic performance in Laboratory Course on the basis of CA and one End Semester Practical / Oral Examination
- C. There shall be four ESE conducted for Laboratory Course in one Academic Year; out of which the first two ESE (viz Odd Semester Examination and Odd Semester Re- examination) shall be conducted only for all the courses of odd Semester while next two ESE.
- (Even Semester Examination and Even Semester Re-examination) shall be conducted only for all the courses of even Semester
- C. If student unable to pass in Laboratory Course of regular ESE and Re-examination ESE, then he / she can appear only for Re-examination in respective Semester in subsequent Academic Year. Such failed students shall not be allowed to appear the regular Even Semester and Odd Semester ESE's.

Theory and Laboratory Course Assessment

R 9.3

- A. For Theory courses, 40% assessment shall be based on CA, MSE and remaining 60% assessment shall be based on ESE.
- B. For Laboratory courses, 60% assessment shall be based on CA and remaining 40% assessment shall be based on ESE.
- C. For Theory course the shall have two components viz Continuous Assessment CA (CA 1, CA 2) AND Mid Semester Examination (MSE)
- D. For Laboratory courses the CA shall have one component i.e. Teacher Assessment.
- E. Assessment criteria for CA shall be declared at the beginning of semester.

Table 7: Assessment of Theory and Practical Course

Continuous Assessment (CA)			ESE	Components of Teacher Assessment
	CA	MSE		
Theory	20 %	20 %	60%	a. Individual Presentations b. Group Discussion c. Quizzes d. Class test / Surprise test / Open Book Test e. Individual Assignment / Group Assignments f. Research Paper Presentations g. Viva h. Any other component recommended by BOS and approved by Dean Academics
Practical's	60%		40%	a. Completion of experiment.

					b. Viva- voce c. Journal submission d. Assignments e. Experiments performance f. Any other component recommended by BOS and approved by Dean Academics.
	Project / Field Training / Internship / Workshop / Seminar	60%		40%	
F. For Laboratory Course completion of experiment performance and submission of Lab File is mandatory, failing to which Student shall not be allowed to appear for ESE of Laboratory Course. a) It is expected that the teacher would conduct at least two formal assessments of the students under the continuous assessment mode in a Semester. b) The teacher will announce at the beginning of the respective course the method of conducting the assessments under the continuous mode and the assignment of marks and inform the same to the Dean Academics or Principal/HoD college in the first week of the semester. The same may be also displayed on the College Portal. c) The teacher shall keep the record of the continuous assessment of a class at least for three years and produce it to the Principal of the college or Director-Academics, if needed. d) In-semester performance of all students, both continuous assessment and mid-semester examination should be displayed on notice board as well on College Portal and sent to the academic office of the College by the teacher before the end-semester examination. e) For the theory courses, there will be one Mid-semester test for each course to be held as per the schedule fixed in the Academic Calendar of the college, preferably in the eighth week of the semester f) A candidate who has not appeared for the in-semester continuous tests and/or mid-term examination in one or more subjects shall be considered to have not completed the course and will have to re-register for the respective subjects/course in the following year					
R 9.4	Passing Criteria for Theory and Laboratory Courses A. To pass a course, the student should obtain a minimum of 40% marks in aggregate, out of the total marks allotted for each course, where the course consists of CA and ESE. The student should also obtain a minimum of 40% marks out of the total marks allotted to the CA and a minimum of NON ZERO AND ABSENT marks out of the total marks allotted to the ESE separately.				

	B. Student should obtain a minimum of 40% marks out of the total marks allotted to a course in case that course consists of only Continuous Assessment component or only Semester End Exam component.
R 9.5	Re-Mid Semester Examination (Re-MSE) A. The regular student who is absent during MSE due to medical reasons or other emergency circumstances (such as death of immediate close relative), a single Re-MSE for each Semester shall be held as per Academic Calendar. B. The application shall be supported by proper medical certificate with registration number of doctor / hospital along with proofs of hospitalization, discharge certificate, etc. In the event of death of immediate close relative, the application should be supported by adequate evidence for the same. Such student's applications shall be granted subject to approval by concerned HOD and Principal of Institute. C. The detailed time table for Re-MSE Examination shall be displayed by COE office. A. The Re-MSE shall be conducted after CA-2 and before ESE.
R 9.6	Re-End Semester Examination (Re-ESE) A. Re-examination for Theory Course, Laboratory Course shall be conducted for failed / absent student only. B. The student, who obtains less than 40% marks in the CA component or less than 40% marks in the ESE or less than 40% marks 'in aggregate' (i.e. a student who fails to fulfill the passing criteria mentioned) will be required to appear for CA component / Re-ESE (Theory Course / Laboratory Course, as the case may be), which will be conducted after the declaration of result of regular ESE of each semester. In such case, the CA component marks / ESE marks (as the case may be) in which the student had already passed will be carried forward in the respective course for which the candidate has appeared for Re-ESE. C. Re-examination for Theory Course / Laboratory Course shall be held twice in an Academic Year (Odd Semester Re-examination and Even Semester Re-examination). Odd Semester Re-examination shall be conducted only for all Theory / Laboratory courses of odd Semester while Even Semester Re-examination shall be conducted only for all Theory / Laboratory courses of even Semester. D. If student unable to pass in Theory Examination / Laboratory Course of regular ESE and Re- examination ESE, then he / she can appear only for Re-examination in respective Semester in subsequent Academic Year. Such failed students shall not be allowed to appear the regular Even Semester and Odd Semester ESE's. For example: If a student

	fails in Even Semester ESE, Even Semester Re-examination ESE, then he will be allowed to appear only in Even Semester Re-examination of subsequent academic year. E. Submission of Re-examination form along with prescribed fee before the designated date is a pre-condition to appear for the Re-examination. A student will not be allowed to appear for the Re-examination in case she / he fails to submit the Re-examination form within the time frame stipulated by the Institute.
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R 10 SCHEME FOR GRACING

R 10.1	Candidates appearing for any of the ESE examinations, will be eligible for the award of maximum 10 grace marks at their option, wherever necessary in addition to the marks secured in each course for participation in any one of the activities mentioned below:
R 10.2	A. Students, who have enrolled as members of the National Cadet Corps (NCC) and have satisfactorily completed the NCC training programme during the academic year, as certified by the Principal, and the NCC Officer of the Institute. B. Students, who have enrolled as members of the Home Guards and have satisfactorily completed the Home Guard training programme during the academic year, as certified by the Principal of the Institute. C. Students, who have participated in the National Service Scheme (NSS) programme and have satisfactorily completed at least one hundred and twenty (120) hours of Social Service comprising the time spent in at least 02 years of projects, which is forwarded by the NSS Officer of Institute and certified by the Principal of the Institute. D. Students, who have participated in any programme of the Department of Lifelong Learning and Extension (DLLE), such as those pertaining to the Programs of the National Literacy Mission, Population Education, Continuing Education Extension Work and Continuing Education Centre and have satisfactorily completed at least one hundred and twenty hours (120) of work in the programme recommended by the Programme Co-ordinator and certified by the Principal of the Institute. E. Students, who are members of team/s reaching the Quarter final stage at inter-collegiate sports competitions or have represented the University in sport events either at the Inter-State or Zonal or National or International levels, and have produced the necessary certificates and forwarded by the Chairperson of the Sports Committee to the Principal. F. Student, who are one of the members of the team/s securing first three positions in cultural group events or have secured one of the first three places in individual cultural events or whose performance has been adjudged best as an Actor /Actress, Music

	Director, Lighting / Sound Effect Operator, Author, Choreographer, or as Director in Group events conducted at the Inter-collegiate cultural competition organized by the University or have represented the University in any of the cultural events either at the State level or at the Zonal level or at the National level or at the International level in the same academic year, as certified by the Principal of the Institute and forwarded by the concerned Co-Ordinator. G. Students, who are members of the Students Council constituted under Section 40 (2) (a) or Section 40 (2) (b) or under Section 40 (4) of the Maharashtra Universities Act 2017, and have actively participated in various schemes, Programs and attended functions of the Institute / University during the academic year, as recommended by the Chairperson of the Students' Council and certified by the Principal of the Institute.
R 10.3	The benefit of 10 grace marks to Students will be available only in any one of the activities mentioned above, at their option, subject to their fulfilling the following conditions: A. They are appearing for any Institute examination for the first time during the same academic year of their participation. B. In case of failure, the benefit of the grace marks shall be granted to the extent of 5% of the maximum marks allotted to a Course. C. The grace marks will be granted for the purpose of claiming exemptions in a course / s, provided it does not exceed 5% of the maximum marks allotted to a Course. D. A maximum of 10 grace marks shall be added to the grand total. However, in the case of Credit Based Grading System, (0.1) will be added to the final CGPA. However, if the benefit is given to the Student for passing the courses, the same may be proportionately deducted from the grade point, which has been added to the final CGPA. For example, 0.01 shall be deducted from the final grade, for every one mark granted for passing the courses. E. The grace marks under these rules will not be counted for the award of scholarships, prizes and medals or any other awards. F. The rules relating to gracing under these rules will be applied first and the same will separately be shown in the grade card of the candidates. G. The Institute authorities may consider withholding any of the aforesaid benefits or consider any of the merit /work of the Student null and void if, in the opinion of a duly constituted Disciplinary Committee, such an action is felt necessary, and communicated to the Principal.

R 10.4	The following scheme of grace marks will be applicable A. Grace Marks will be applicable only to the ESE and/ or on the aggregate marks of the Course and not on the CA component, provided further that the benefit of such grace marks under this clause shall be applicable only if the candidate passes the entire examination of Semester after giving benefit of grace marks. B. A candidate, failing in one or more subjects be given grace marks up to 2 percent of the marks on the aggregate marks of the courses in which she / he has appeared in the said examination to enable him / her to pass the examination, subject to a maximum of 10 marks and in any subject not more than 2 percent marks of the maximum marks of the subject. Exception may be made to the above and not more than 10 marks per subject be awarded to pass the examination, if the following conditions are fulfilled: B. Student should have appeared in all the subjects taken together for the courses for the respective semester. C. Student should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing, by at least 10 percent marks. D. Student should not have failed in more than one head/ subject of passing by not more than 10 marks. The above rules are also applicable to re-examinations.
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R 11 EXAMINATION GRIEVANCE REDRESSAL MECHANISM

	Open House (Direct Answer Sheet Inspection & Claim of Marks) A. Objective To provide students and their parents an opportunity to directly inspect the evaluated answer sheet of a subject and claim marks if they feel the marks awarded are incorrect.				
R 11.1	B. Procedure for Open House Redressal 1. Open House Announcement: - The Exam Cell will announce specific dates for the Open House event, along with time slots assigned subject-wise. 2. Direct Answer Sheet Inspection: - The student, accompanied by their parent or guardian, may inspect the evaluated answer sheet in the presence of the Exam Cell officials. - The process is strictly subject-wise and time-bound as per the schedule published by the Exam Cell. 3. Claim for Marks Revision: - If, during the inspection, the student believes that the marks awarded are incorrect or insufficient, they may claim a revision of marks immediately. - The claim is noted by the Exam Cell, and an official process of rechecking or revaluation is initiated. C. Minimum Charge for Claim <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Activity</th><th style="text-align: left;">Minimum Charge</th></tr> </thead> <tbody> <tr> <td>Claim of Marks (Rechecking/Re-evaluation)</td><td>₹200 per candidate (flat fee)</td></tr> </tbody> </table> This minimum charge is mandatory and must be paid at the time of the Open House, along with the grievance application. D. Time Limit - The Open House for direct answer book inspection and claim of marks will be held only on the dates announced by the Exam Cell. - Each subject has a specific time slot. - No student will be allowed to inspect or claim marks for any subject after the scheduled period. E. Important Conditions - Only the student and one parent/guardian are allowed to attend. - The answer book inspection will be carried out in a controlled environment. - Claims must be submitted during the Open House only, along with the ₹200 minimum charge. - Late applications or claims will not be entertained under any circumstances.	Activity	Minimum Charge	Claim of Marks (Rechecking/Re-evaluation)	₹200 per candidate (flat fee)
Activity	Minimum Charge				
Claim of Marks (Rechecking/Re-evaluation)	₹200 per candidate (flat fee)				

	F. Example Flow of Open House Step Action 1. Exam Cell publishes Open House dates and subject-wise schedule. 2. Student and parent visit the Exam Cell on the designated date and time. 3. Exam Cell facilitates answer sheet inspection in a transparent manner. 4. If a marks claim is made, the Exam Cell records the details and initiates the rechecking/re-evaluation process. 5. ₹200 per candidate is paid at the time of the Open House for the claim. 6. No claims accepted after the scheduled Open House period. Final Note This Open House Grievance Redressal ensures fairness, transparency, and accountability in the examination process by providing students and their parents a clear channel to review and claim marks with a minimal processing charge.
11.2	The application received from the Student for re-evaluation shall be placed before an external examiner for re-evaluation. G. After following the process of re-evaluation under the Grievance Redressal, effect shall be given to the change in the original marks, if any on revaluation, as under: 1. The marks obtained after revaluation shall be accepted, if the marks awarded to a paper of the specific course as a result of revaluation, increase or decrease in revaluation by ten percent (10%) or more than the maximum marks assigned to that paper, and in such case(s) the marks originally obtained by the candidate in the paper shall be treated as null and void, and the marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper. The fractions shall be ignored / rounded off as the case may be for the purpose of computing the ten percent (10%) difference in marks. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the Institute, if the candidate gets the benefit of passing the course / examination or change of grade in that paper or change in the overall result at the said examination with or without grace marks. 2. Notwithstanding, what is contained in clause (i) where the difference between the marks originally obtained by the candidate in the paper without any grace marks and the marks obtained after revaluation will be accepted up to twenty percent (20%) of the maximum marks assigned to that paper. However, if the difference between the marks originally obtained by the candidate in the paper, without any grace marks, and marks obtained after revaluation increase or decrease by more than twenty percent (20%) of the maximum marks assigned to that paper, a second revaluation of the said answer book(s) need be done by a third examiner from the panel of examiners for the said course.

	In such an event, the average of the marks assigned by the second examiner and the marks assigned by the third examiner shall be treated as the final marks in the said course. H. In case the Student, who has originally obtained a pass grade, obtains a fail grade after the first re-evaluation, a second re-evaluation will be conducted by a third examiner. In such a case, the average of the marks assigned by the second examiner and the marks assigned by the third examiner shall be treated as the final marks in the said course. I. The revised marks obtained by a candidate after re-evaluation, as accepted by the Institute shall be taken into account for the purpose of amendment of his / her results only and the said result shall be communicated to the Student/s. J. The examiner/s for re-evaluation will be appointed by the Chief Controller of Examinations (Principal of Institute) in consultation with the COE, from the panel of examiners approved by the BOS and accepted by the AC in the respective area of specialization. K. The marks awarded by examiner/s in re-evaluation shall be final and binding on the Student applicant and the original examiner. L. The change of marks, if any, shall be communicated to the Student applicant and a revised 'Grade Card' shall be issued to him / her only on surrendering the original grade card to the Institute office. M. The whole process of redressal of grievances shall be completed within a period of 20 working days from the last date of receipt of application for redressal of grievances. N. In any case, the photo copies of re-evaluated answer books shall not be provided to the student/s. O. The outcome of the revaluation process shall be final and binding on the student.
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R 12 PROGRESSION RULES

	The registration of UG students to succeeding years should be as follows A. Student who has passed all courses of Semester-I and Semester-II of First Year Examinations (as per the rules of the Passing Standards) shall be promoted to Second Year of the program. A student who has passed all courses of Semester-III and Semester-IV of Second Year Examinations shall be promoted to Third Year of the program. A student who has passed all courses of Semester-V and Semester-VI of Third Year Examinations shall be promoted to Final Year of the program. B. Student who fails to pass in one or more courses in Semester -I Examination shall be allowed to keep terms and shall be permitted to attend lectures and appear for the ESE of Semester-II. This means that the student shall be allowed to keep terms for both the Semesters during the First Year of the program, irrespective of failures in any number of courses during First Semesters. This criterion shall be applicable to the subsequent years also. C. A Student, who has failed in more than 40% of total Credits (Rounded up to next whole number) in the respective year of the program i.e. two Semesters taken together, after the supplementary, shall not be allowed to continue to the next year of the program. For example: If academic year has 40 credits, he / she has to complete 24 credits to become eligible for admission to next year program. D. With regard to promotion to the Third Year of the program, a student must have to pass all the courses of the First Year of the program and for promotion to Final Year, a student must have to pass all courses up to Second Year.
R 12.1	For the registration of even Semester of UG Course, all the students who had registered for odd Semester should be eligible.

R 13 THE REGISTRATION OF EVEN SEMESTER OF UG COURSE

For the registration of even semester of ug course All the students who had registered for odd Semester should be eligible. For Migrated students admission eligibility shall be decided as per Promotion Rules of previous University / Institute. However, such students have to clear backlog courses if any, by appearing

R 14 CHANGE OF BRANCH

The change of branch in UG program is permitted in Second Year only. It shall be implemented as per the rules and norms approved by the Government / DTE.

R 15 ACADEMIC BREAK

R 15.1	Withdrawal on medical grounds / other very exceptional reasons may be permitted by institute, however it should not exceed validity of program.
R 15.2	Student can take re-admission in different years as long as total period of the program does not exceed the validity period of that program. Admission to the subsequent years is subject to maximum duration permissible for completion of the program (in years).

R 16 REGISTRATION AND FEES

R 16.1	Admission Fees E. Every student is required to take admission at the beginning of each year as per Academic Calendar on payment of the stipulated fees. Also, every student is required to register with Department in person at the beginning of every Semester. F. Student will not be allowed to register any of the Course, if he / she is having any of the previous year fees dues like Institute / Hostel / Bus / Mess fees dues etc. G. In any case, registration must be completed before the last date of registration, failing to which the admission in the concerned year is liable to be cancelled.
	R 16.2 In-absentia registration may be allowed only in exceptional cases at the discretion of the Dean Academics on recommendation of concerned HOD in case of circumstances beyond the control of students.
	R 16.3 Registration and Fees for Academic Break / Detention A student can seek re-admission, due to Term Detention / Academic Break in the subsequent Academic Year / Semester by paying the requisite fees on pro rata basis as per the prevailing rules of GFGCOE .

R 17	<u>ATTENDANCE, ABSENCE, LEAVE RULES AND DISMISSALS</u>
R 17.1	Every student is expected to attend 100% lectures, Practical and Tutorials conducted for every course in each Semester.
R 17.2	P. Every bonafide student shall be allowed to keep terms for the given Semester in a program of his / her enrolment, only if he / she fulfills the criteria of at least seventy five (75%) attendance as an average of total number of lectures, Practical's and Tutorials conducted for all the courses taken together in every Semester. Q. Attendance of student for the short and / or long excursions / field visits / study tours organized by the Institute and supervised by the teachers, as envisaged in the syllabus and attended by the students shall be credited to his / her attendance for the total number of Lectures / Practical / Tutorials, which are delivered on the concerned day(s).
R 17.3	A. Attendance of students up to maximum 10% can be credited to his / her attendance who have officially represented the Institute in extra-curricular / co-curricular activity / competition / camp / workshop / convention / symposium / seminar or any such activity, with prior permission from HOD. B. Students participating in extra-curricular and co-curricular activities representing the Institute, should submit the participation certificate / relevant document within six working days of the completion of the event, authenticated by the competent authority.
R 17.4	A. The Principal shall be the competent authority to condone the deficiency of attendance of any student further up to an additional 5% on medical ground or any other valid reason, if deemed fit and on recommendation of the Attendance Committee of the Institute. It is mandatory for the said committee to do natural justice by giving personal hearing to every student falling short of minimum attendance for keeping terms and recommending on a case by case basis to the Principal of the Institute. B. All students fulfilling the prescribed attendance norms shall be allowed to keep the term and shall be eligible to appear at the ESE.

R 17.5	Term Detention Due to Less Attendance A. If Student who fails to fulfill attendance criteria as given in R 17.2 to R 17.4 then he / she will be detained from the term and he / she will not be allowed to appear for any Examination of that Semester. B. Such Students are required to take re-admission in the respective Semester and program of study, in the subsequent academic year by paying the requisite fees on pro rata basis as per the prevailing rules of GFGCOE and complete all the requirements of the respective program subject to the validity of the program. C. If a candidate is detained in First Semester of any year, he / she will not be allowed to register for Second Semester. He / she will have to register for the same in succeeding year(s). D. If a candidate is detained in Second Semester of any year, he / she will have to register for the Second Semester of succeeding year(s).
R 17.6	If a student is continuously absent in the class for more than four weeks without informing to the Course Coordinator, the Course Coordinator shall immediately bring it to the notice of concerned HOD, Dean Academics, COE office and his / her parents.

R 18 GRADING SYSTEM

R 18.1

For every course taken by a student he / she is assigned a grade based on his / her combined performance in all components of evaluation scheme of a course. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point. The 10-point grading system shall be followed for declaration of results of UG program. It involves calculations for a Semester Grade Point Average (SGPA) and the final Cumulative Grade Point Average (CGPA).

Table 9: Grade Points and their Corresponding Letter Grades

Grade Points and Letter Grades			
Percentage of Marks Obtained	Grade Point	Letter Grade	Performance
90.00 and above	10	O	Outstanding
80-89.99	9	A+	Excellent
70-79.99	8	A	Very Good
60-69.99	7	B+	Good
55- 59.99	6	B	Above Average
50-54.99	5	C+	Average
45-49.99	4	C	Satisfactory
40-44.99	3	D	Pass
Less than 40	0	F	Fail

R 18.3

The pass letter Grades (O to D only) awarded to a student in all the courses shall be converted into a SGPA and CGPA, to be calculated as given below

Calculation of Semester Grade Point Average

Grade Point Average for each semester shall be computed, by dividing the total of product of grade point and the credit value assigned to the respective course, by the sum of credits assigned to all the courses in the semester.

$$SGPA = \frac{\sum C \times G}{\sum C}$$

Where,

C = Credit value assigned to a course

G = Grade point value assigned to a student for course corresponding to letter grade (refer Table 9)

SGPA = Semester Grade Point Average shall be calculated for individual Semester and referred to as SGPA.

	Calculation of Cumulative Grade Point Average Cumulative Grade Point Average (CGPA) shall be computed, by dividing the sum of the product of the grade point of each course and the credit value assigned to each respective course by the sum of the credits assigned to all the courses of all the semesters of the program together. $CGPA = \frac{\sum C \times G}{\sum C}$ Where, C = Credit value assigned to a course G = Grade point value assigned to a student for course corresponding to the letter grade (refer table given above) GPA = Grade Point Average shall be calculated for individual term. CGPA = Cumulative Grade Point Average shall be calculated at the end of the Program, for all the semesters taken together (refer Table 9).
<u>R 19 GRADE CARD</u>	
R 19.1	The grade card shall be issued Semester wise at the end of each Examination to each student. However physical copy of grade card only after result declaration of Re-Examination of Even Semester. It shall contain the following - Credits for each course registered for that Semester; - Letter grade obtained in each course; - Total number of Credits earned by the student up to the end of that Examination in each of the course; - SGPA and CGPA
R 19.2	Grade card shall not indicate class or division or rank.
R 19.3	If a student secures F grade in any course, his / her SGPA and CGPA shall not be declared till he / she earns the Credit of that course.
<u>R 20 GUIDELINES FOR APPOINTMENT AND AVAILING FACILITY OF SCRIBE FOR THE PHYSICALLY CHALLENGED (PERMANENT OR TEMPORARY DISABILITY) STUDENTS DURING EXAMINATIONS CONDUCTED BY GFGCOE</u>	
R 20.1	- A student who may have a permanent or temporary physical disability may apply to GFGCOE for appointing a scribe for the Examinations. - The student should submit an application for the purpose along-with medical certificate from Registered Medical Practitioner to that effect with rubber stamp of the Registered Medical Practitioner on the certificate well in advance.

	C. The scribe / writer should be arranged by the student himself / herself well in advance i.e. at least one week before the Examination and inform to the Examination office of the Institute. The Institute shall make arrangement alternatively if possible. D. The scribe should be one grade junior in academic qualification if scribe is from the same stream. E. Since the student shall be helped by a scribe, extra time of 10 minutes per hour shall be allowed to such students. For example, the Examination of two hours, 20 minutes extra time shall be allowed. F. The Examination in Charge of the center shall have powers to resolve issues, if any, in this regard. She / he shall be authorized to make / accept any last minute changes of scribe under exigencies. The said student shall sit in a separate room under supervision.
R 20.2	Facilities relating to examinations for the students having Learning Disability (Dyslexia, Dysgraphia and Dyscalculia) for the purpose of Examinations A. At the time of all written Examinations, all Learning Disability (LD) students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first Examination. Also such students would get 25% additional time for writing the Examination. B. These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams C. Concession shall be given for mistakes in spelling or mathematical calculations / graphs. D. LD students who have failed to pass a course shall be eligible for grace marks up to 3 per cent of the aggregate marks of the course in which he / she has appeared. These grace marks would be for one or more courses. E. In case of LD students, the medical certificate of only Government Authorized Agencies would be accepted. F. The said medical certificate must be produced at the beginning of the academic year to the admission department. G. Retrospective benefit shall not be given to any student in case certificate is submitted after declaration of results.
<u>R 21 RULES AS REGARDS CASES OF ADOPTION OF UNFAIR MEANS BY THE CANDIDATES DURING THE EXAMINATION ARE AS UNDER</u>	
R 21.1	If during the course of an Examination, any candidate is found resorting to any of the following acts, he / she shall be deemed to have adopted unfair means at the Examination. The adoption of unfair means by the candidates during the Examinations is treated seriously and appropriate penalties are imposed after following the principles of natural justice.

The broad categories of Unfair Means resorted to by students and the Quantum of Punishment for each category thereof

Table 10: Punishment Rules

SN	Nature of Unfair Means Adopted	Quantum of Punishment
1	Possession of any copying Material	Annulment of the performance of the Student at the Institute Examination in full. (This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 2 to 14 in addition to the one prescribed thereat).
2	Possession of any copying material & actual copying from the material in possession.	Exclusion of the Student from the Institute Examinations concerned for one subsequent examination.
3	Possession of another Student's answer book or supplementary sheet.	Exclusion of both the Students from the Institute Examinations concerned for one subsequent examination * (BOTH THE STUDENTS).
4	Possession of another Student's answer book or supplementary sheet and actual evidence copying from that	Exclusion of both the Students from the Institute Examination concerned for two subsequent examinations * (BOTH THE STUDENTS).
5	Mutual / Mass copying	Exclusion of all the Students from the Institute Examinations concerned for two subsequent examinations *.
6	Smuggling of answer books in or out as copying material.	Exclusion of the Student from the Institute Examinations concerned for two subsequent examinations *.
7	Smuggling in of written answer book based on the question paper set at the examination.	Exclusion of the Student from the Institute Examinations concerned for three subsequent examinations *.
8	Smuggling in of written answer book as copying material and forging the signature of the Junior Supervisor on the same.	Exclusion of the Student from the Institute Examinations concerned for four subsequent examinations *.
9	Attempt to forge the signature of the Junior Supervisor on the answer book or the supplementary sheet	Exclusion of the Student from the Institute Examinations concerned for four subsequent examinations *.
10	Interfering with or counterfeiting of Institute seal or answer books or office stationery used in the examination with the intention of misleading the authorities.	Exclusion of the Student from the Institute Examinations concerned for four subsequent examinations *.

	11	Answer book or supplementary sheet outside the examination hall or any other insertion in the answer book.	Exclusion of the Student from the Institute Examinations concerned for four subsequent examinations *.
	12	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination.	Exclusion of the Student from the Institute Examinations concerned for four subsequent examinations * (Note: This money shall be credited to the Students Welfare Fund).
	13	Using obscene language/ violent threats inside the examination hall by a Student at the Institute examination to room supervisor/ any other authority.	Exclusion of the Student from the Institute Examinations concerned for four subsequent examinations *.
	14	Impersonation for a Student or impersonation by a Student in Institute or other examinations.	Exclusion of the Student from the Institute Examinations concerned for five subsequent examinations * (Both the Students if the impersonator is an Institute Student).
	15	Revealing the identity of the candidate in any form (name, roll number, Student number, religious invocation etc.) in the main answer book and/ or supplementary sheet, by the Student at the Institute examination.	Annulment of the performance of the Student at the Institute Examination in full.
	16	Anything found written on the body or on the clothes while in the examination	Annulment of the performance of the Student at the Institute Examination in full.
	17	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication.	Annulment of the performance of the Student at the Institute Examination in full.
	18	Any other malpractices not covered in the aforesaid categories.	Annulment of the performance of the Student at the Institute Examination in full and severe punishment depending upon the gravity of the offence.

R 22 AUDIT POINT

R 22.1

In addition to academic Credits, student has to complete audit courses for obtaining audit points as given below.

Co-curricular Activity

- E. A minimum 12 audit points for co-curricular activities shall be earned by the UG student during his course of study distributed over at least 4 Semesters. There is no limit on maximum audit points obtained by the student. The final grade sheet shall include the actual number of audit points obtained by the student during his / her entire course of study.
- F. For lateral entry admission in UG (DSE), student shall obtain a minimum 9 audit points distributed over at least 3 Semester.
- G. For students admitted under Institute to Institute transfer / university to autonomous pattern, students should earn 3 audit points per year.

Table 11: Audit Points for Various Co-Curricular Activities

SN	Activity	Audit points
1	Technical Conference Attended (Minimum State Level)	1 per conference
2	Technical Paper Presentation authored by at the most three students (Minimum State Level)	1 per paper
3	Award Winning Technical Paper Presentation authored by at the most three students (University / State level) / Publication in conference	2 per paper
4	Award Winning Technical Paper Presentation authored by at the most three students (National level) / Publication in referred journal	4 per paper
5	Participation in Project / Working Model / Software Competition (University and above Level)	1 per event
6	Winner / Runner in Project / Working Model / Software Competition (University / State Level)	2 per event
7	Winner/Runner in Project / Working Model / Software Competition (University Level)	3 per event
8	Technical Workshop	Proportional to 1 audit point per workshop of 2 days
9	Technical Courses other than curriculum	Proportional to one audit point per 12 hours of study
10	Professional Society Membership	01
11	Any Foreign Language Course	Proportional to one audit point per 12 hours of study
12	Any other Relevant Activity / Course approved by BOS Chairman	

	13	Online Courses	Proportional to one audit point per 12 hours of study
R 22.2	Extra-curricular Activity		
	A. A minimum 12 audit points for extra - curricular activities shall be earned by the UG student during his course of study distributed over at least 4 Semesters.		
	B. There is no limit on maximum audit points obtained by the student. The final grade sheet shall include the actual number of audit points obtained by the student during his entire course of study.		
	C. For DSE, student shall obtain a minimum 9 audit points distributed over at least 3 Semester. For students admitted under Institute to Institute transfer / university to autonomous pattern, students should earn 3 audit points per year.		
	Table 12: Audit Points for Various Extra-Curricular Activities		
	SN	Activity	Audit points
	1	NCC / NSS / Community Service Program (CSP) any one	6
	2	Winner at Institute Level Sports / Cultural Event (Team Member /Individual)	1 per event
	3	Winner in Inter Institute Sports / Cultural Event (Team Member / Individual)	3 per event
	4	Runner in Inter Institute Sports/Cultural Event (Team Member / Individual)	2 per event
	5	Participation in Inter Institute Sports/Cultural Event (Team Member / Individual)	1 per event
	6	Winner in Inter University or State Level Sports / Cultural Event (Team Member / Individual)	4 per event
	7	Runner in Inter University or State Level Sports / Cultural Event (Team Member / Individual)	3 per event
	8	Participation in Inter University or State Level Sports/Cultural Event (Team Member / Individual)	2 per event
9	Winner in National Level Sports/Cultural Event (Team Member / Individual)	5 per event	
10	Runner in National Level Sports/Cultural Event (Team Member / Individual)	4 per event	
11	Participation in National Sports/Cultural Event (Team Member / Individual)	2 per event	
12	Blood Donation	1 per event	
13	Coordinator / Co-coordinator of organizing committee of Institute Level Event	1 per event	
14	Member of organizing committee of Inter Institute Level Event / Class Representative	1 per event	

	15	In charge of organizing committee of Inter Institute Level Event / Sports, Cultural Secretary, University Representative / Event Coordinator of Institute Level Event	2 per event	
	16	Event Coordinator of Inter Institute Level Event	3 per event	
	17	Any other Relevant Activity approved by Chairman BOS	Proportional Audit point	

R 23 AWARD OF DEGREE

R 23.1	The Degree shall be awarded by DBATU, Lonere on the recommendation of governing body and AC on the fulfillment of following conditions.
R 23.2	For the award of UG degree the student should earn all Credits and Audit points as prescribed in Teaching Scheme.
R 23.3	The student should not have any case of indiscipline pending against him / her.

R 24 INTERPRETATION OF REGULATIONS

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

R 25 EMERGENT CASES

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

R 26 POWER TO MODIFY

Notwithstanding all that has been stated above, the AC has the right to modify any of the above regulations from time to time.

R 27 DISCIPLINE AND CONDUCT

If a student is found guilty of overall misconduct during his / her stay in the Institute, he / she shall be punished as per the recommendations of the Dean Academics, Student Affairs. The maximum punishment may be expulsion from the Institute.

R 27.1	Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which shall tend to bring down the prestige of the Institute.											
R 27.2	The students have to follow the code of conduct once admitted to the Institute. Table 13: Code of Conduct											
	<table><tr><th>Code of Conduct</th><th>Line of Action</th></tr><tr><td>Alcohol and Other Drugs The unlawful possession, use, purchase, or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia—or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed.</td><td>1. Suspension from attending Institute till pending enquiry. 2. Rustication from the Institute / hostel</td></tr><tr><td>Assault, Endangerment, or Infliction of Physical Harm Physical restraint, assault, or any other act of violence or use of physical force against any member of the campus, or any act that threatens the use of physical force</td><td>Suspension from attending Institute till pending enquiry.</td></tr><tr><td>Banners, Chalking's, and Posters Defacing of Campus property by means of Banners, Chalking, and Posters.</td><td>Severe disciplinary action shall be taken.</td></tr><tr><td>Bullying, Intimidation, and Stalking Bullying. Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to cause physical or substantial emotional harm to another person or group. Intimidation. Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for their physical well-being. Stalking. Stalking is engaging in a course of conduct, repeated acts or communication toward another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial</td><td>1. Suspension from attending Institute till pending enquiry. 2. Any person resorting to such act shall amount to ragging and appropriate action shall be taken accordingly.</td></tr></table>	Code of Conduct	Line of Action	Alcohol and Other Drugs The unlawful possession, use, purchase, or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia—or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed.	1. Suspension from attending Institute till pending enquiry. 2. Rustication from the Institute / hostel	Assault, Endangerment, or Infliction of Physical Harm Physical restraint, assault, or any other act of violence or use of physical force against any member of the campus, or any act that threatens the use of physical force	Suspension from attending Institute till pending enquiry.	Banners, Chalking's, and Posters Defacing of Campus property by means of Banners, Chalking, and Posters.	Severe disciplinary action shall be taken.	Bullying, Intimidation, and Stalking Bullying. Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to cause physical or substantial emotional harm to another person or group. Intimidation. Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for their physical well-being. Stalking. Stalking is engaging in a course of conduct, repeated acts or communication toward another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial	1. Suspension from attending Institute till pending enquiry. 2. Any person resorting to such act shall amount to ragging and appropriate action shall be taken accordingly.	
Code of Conduct	Line of Action											
Alcohol and Other Drugs The unlawful possession, use, purchase, or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia—or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed.	1. Suspension from attending Institute till pending enquiry. 2. Rustication from the Institute / hostel											
Assault, Endangerment, or Infliction of Physical Harm Physical restraint, assault, or any other act of violence or use of physical force against any member of the campus, or any act that threatens the use of physical force	Suspension from attending Institute till pending enquiry.											
Banners, Chalking's, and Posters Defacing of Campus property by means of Banners, Chalking, and Posters.	Severe disciplinary action shall be taken.											
Bullying, Intimidation, and Stalking Bullying. Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to cause physical or substantial emotional harm to another person or group. Intimidation. Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for their physical well-being. Stalking. Stalking is engaging in a course of conduct, repeated acts or communication toward another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial	1. Suspension from attending Institute till pending enquiry. 2. Any person resorting to such act shall amount to ragging and appropriate action shall be taken accordingly.											

	emotional distress.	
	Discrimination, Including Harassment, Based on a Protected Class Discrimination, including harassment, based on an individual's sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability, or any other legally protected classification.	1. Suspension from attending Institute till pending enquiry. 2. Rustication from the school / campus / hostel
	Disorderly Conduct Excessive noise, which interferes with classes, Institute offices or other activities; Unauthorized entry into area or closed meeting. Conduct that restricts or prevents faculty, staff, or student employees from performing their duties, including interruption of meetings, classes, or events; Any other action(s) that result in unreasonable interference with the learning / working environment or the rights of others.	Abstain from attendance for the affective lecture / event.
R 27.3	Dress Code Broad guidelines for dress code are as given below. A. Student once admitted in the institute has to follow dress code as well as other instructions issued from time to time, failing to which disciplinary action shall be initiated against such student. B. Students are required to be dressed decently (Half pants, shorts, short skirts, bathroom slippers are not allowed). C. For all functions of the Institute, including Guest Lecture, seminars and conferences students are required to dress in Institute uniform. D. Students are relaxed on Wednesday of week to wear the Institute uniform.	
R 27.4	If the student while studying in the institute is found indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government, the concerned student shall be liable to be expelled from the Institute without any notice.	
R 27.5	If a student is involved in any kind of ragging, the concerned student shall be liable for strict action as per prevailing Central / State Government anti-ragging act.	
R 27.6	If any statement/information supplied by the student in connection with the admission is found to be false / incorrect at any time, the admission of concerned student may be cancelled and action shall be taken as per the prevailing rules / norms.	
R 27.7	Any act of indiscipline of a student, shall be discussed in a Students Discipline	

	Committee constituted by the AC. The Committee shall enquire into the charges and submit its report to Dean Student Affairs to take appropriate action.
R 27.8	The student may appeal to the Chairman, AC whose decision shall be final. The Dean Student Affairs shall report the action taken at the next meeting of the AC.
<u>R 28 MAJOR AND MINOR SCHEME</u> Apart from the minimum Credit requirements of 160 for the award of the UG engineering degree, these schemes provide opportunities for supplementing the learning experience by crediting additional courses, in parent as well as in diverse areas. Major scheme aims for vertical knowledge growth in his / her own branch which may have research orientation while Minor scheme aims for additional knowledge in any other branch for enhancement of employability. A. Major / Minor degree can be completed through MOOCs platform or classroom teaching mode. B. Syllabus for Major / Minor Degree through MOOCs platform and classroom teaching mode shall be same. C. On successful completion of the requirements of Major and Minors schemes, the UG students shall be awarded a Certificate by Institute and shall be reflected on grade card. D. Aspiring student shall register additional Theory courses and earn additional 20 (minimum) credits for each scheme to get Major / Minor Degree.	
R 28.1	Eligibility of Student Students having FY B Tech CGPA more than or equal to CGPA 7.0 without backlogs shall be eligible for registration of Major / Minor courses.
R 28.2	Course Registration, Conduction and Examination A. Major / Minor Degree through MOOCs Platform 1. Student to opt for the courses from NPTEL/ SWAYAM / Coursera / other MOOC platform as recommended by concern BOS Every department shall float courses from Major / Minor list, maximum two course per Semester (i.e. from Semester-III to Semester-VII). Aspiring students from the host department belonging to any Semester shall register for that course. 2. If proctored examination is available with MOOC platform, then certificate grade will be used for Credit Transfer otherwise student has to appear for Institute Examination. In case of Institute Examination 60 / 40 pattern of evaluation will be used i.e. 40 % marks will be based on CA and 60% will be based on student performance in ESE conducted by Institute. 3. In case a proctored Examination is not available then evaluation of Major / Minor through MOOCs platform shall be done as per R 9, R 9.5. 4. In case of proctored Examination student can appear for MOOCs Examination and earn the required credit till the validity of program for the award of Major / Minor Degree.

	B. Major / Minor Degree through Classroom Teaching 1. Every Department shall float maximum two courses per Semester from Semester-III to Semester-VII. 2. The evaluation scheme of Major / Minor courses shall be 40% CA and 60% ESE. The evaluation of Major / Minor Degree through classroom teaching courses shall be done as per the R 9, R 9.2, R 9.4, and R 9.5.
R 28.3	Duration of Major / Minor Degree Program A. All requirements of the program and Major / Minor have to be completed within the stipulated period of the original program i.e. 04 years for UG students who were admitted in First Year of the program and 03 years for DSE students in Second Year of the program. B. No additional period shall be permitted. If a student is unable to earn additional 20 Credits along with all the prescribed Credits of parent program within the stipulated allowed duration of the parent program, then he / she will not be awarded with Major / Minor Degree. C. The Major / Minor courses completed if any by such students shall not be adjusted or converted into program Credits anywhere in the 160 Credits structure of original curriculum of the program in which they were admitted and such additional Credits shall remain extra.
<u>R 29 CLASS AND MEDAL</u> Successful completion of Major / Minor scheme shall not indicate any Class or Division. For the award of Medal to meritorious students, in case of a tie, student who has earned the Major / Minor shall be preferred.	
<u>R 30 MERITORIOUS STUDENTS LIST</u>	
R 30.1	The top five percent of Students of the respective batch, who have successfully completed the program will be awarded a 'Merit Certificate' The certificate will be awarded on the following criteria: i. The CGPA after successful completion of the program in which the student is enrolled. ii. A Student having passed each semester at the first attempt. iii. No disciplinary action should have been taken against such a student during the entire period of the program.