Society for Computer Technology and Research's (SCTR's)
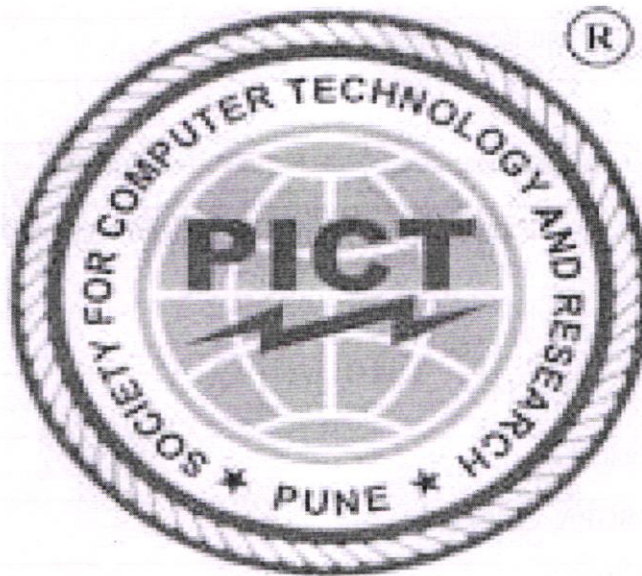
Pune Institute of Computer Technology (PICT)

(An autonomous institute affiliated to Savitribai Phule Pune University)

Rules and Regulations for Academics, Examinations and Evaluation

Governing

Undergraduate (B. Tech.) and Postgraduate (M. Tech.) Programs

With effect from A.Y.2024-2025

www.pict.edu

Index

Vision

Pune Institute of Computer Technology aspires to be the leader in Higher technical education and research of International repute.

Mission

To be the leading and the most sought after institute of education and research in emerging engineering and technology disciplines that attract, retains and sustains gifted individuals of significant potential.

About PICT:

Pune Institute of Computer Technology (popularly known as PICT), is an elite academic Institute located in Pune, "The Oxford of the East." Since its establishment in 1983, PICT has been revolutionizing the education sector by nurturing skilled and industry-ready engineers.

PICT believes in value-based quality education in Information and Communication Technology (ICT). PICT constantly endeavors to achieve higher levels of technical ingenuity through its undergraduate (UG) programs in Computer Engineering (CE), Electronics & Telecommunication Engineering (E&TCE), Information Technology (IT), Artificial Intelligence and Data Science (AI&DS) and Electronics and Computer Engineering (E&CE). The postgraduate (PG) programs in Computer Engineering, Data Science, and Electronics & Communication (Wireless Communication Technology) promote a high-quality research environment in emerging technological domains. PICT is a Savitribai Phule Pune University (SPPU) recognized Research Center in Computer Engineering and Electronics & Telecommunication Engineering.

PICT is a UGC Approved Institute, ISO 9001:2015 Certified, and is NAAC Accredited (4th Cycle) with A+ grade. All eligible UG programs are NBA Accredited (CE and E&TCE – 6 times, IT – 4 times). PICT is ranked 8th among private Engineering Institutions in India, 1st among all private Engineering Institutions in Maharashtra, and 4th among all Engineering Institutions, including IITs, NITs, and Govt. Colleges in Maharashtra (as per the EDU-RAND ranking- 2015). PICT is placed in the ranking band: 201 to 250 as per the NIRF 2021-2022 Ranking for two consecutive years (2021 & 2022).

The students of PICT are always involved in creating and sustaining cutting-edge technology to surpass the competition. Specialized laboratories/centers with industry support, like Virtual FinTech Lab, SAS

Language Lab, e-yantra IIT Bombay, National Instruments LabVIEW, AICTE-funded Center for Wireless Communication, Alumni-funded 3D Printer Lab, etc. enable PICT students to learn in an industry-focused environment.

PICT has a well-established Research & Development (R&D) center. The faculty members have undertaken numerous research projects funded by renowned organizations like Department of Science & Technology (DST), All India Council for Technical Education (AICTE), Defense Research and Development Organization (DRDO), Rajiv Gandhi Science and Technology Commission (RGSTC), Govt. of Maharashtra, SPPU etc. In line with the ideals of Make in India, Atma Nirbhar Bharat Abhiyan, etc., it is PICTs' objective to promote the development of job providers and not just job seekers. PICT's Entrepreneurship Development Cell (EDC) and Start-up & Innovation Cell (SIC) endeavor to generate opportunities for students aspiring to start their own business or enterprise and empower young talented students to transform their research, findings, and innovative ideas into successful products or services, creating value in the real world.

A serene and charming enclave spread over 5 acres, PICT is home to 346 hostelers, 3000+ day scholars, and 250+ staff members. A functioning canteen caters to the nutritional needs of students, staff, parents, and visitors. A 24x7 medical facility and security personnel make the PICT campus an educational paradise. Facilities for sports like Basketball, Volleyball, Table Tennis, Chess, Carrom, Gymkhana etc., help rejuvenate and restore the youthful rigor among PICTians. PICT is recognized not only for its excellence in academics but also for its exceptional performance in sports, performing arts, and cultural activities at the intercollegiate, university, zonal, national, and international levels. PICT encourages sport and artistry as a tool to engage the energies of the youth, thus providing a vital avenue for their self-actualization and expression of their capabilities.

DEFINITIONS

1. "Institute" means SCTR's Pune Institute of Computer Technology (PICT).

2. "University" means Savitribai Phule Pune University (SPPU), Pune.

3. "Bachelor of Technology (B. Tech.)" means, Undergraduate Degree awarded by SPPU.

4. "Master of Technology (M. Tech.)" means, Postgraduate Degree awarded by SPPU.

5. "Semester" means period in which Academic activities are carried out.

6. "Summer Term" means a period during Summer Vacation of minimum of 2 weeks.

7. "Program" means a range of learning experiences offered to students in a formal manner over a period not less than one year leading to UG Degree/PG Degree/PG Diploma.

8. "Course" means is a paper/subject/theory/laboratory/seminar/project/mini project/ tutorial etc.

9. "Course Credit" means weightage assigned to a Course.

10. "Course Teacher" means Faculty member assigned to teach a Course.

11. "Grade" means Single Letter assigned to indicate the Performance of Student in a Course.

12. "GB" means Governing Body, which is involved in policy decisions and overall growth of institute.

13. "Academic Council" means apex Academic Body governing the academic programs &policies in PICT.

14. "Board of Studies (BOS)" means departmental Academic Body common for UG and PG Programs.

15. "Board of Examinations (BOE)" means apex Examination Body responsible for conduction of Examination, framing and implementing Rules and Regulations approved by Academic Council.

16. "Grievance Redressal and Discipline Committee (GRDC)" means committee appointed by Principal to deal with cases of Grievances and Indiscipline.

17. Complaint Redressal Committee (CRC)" means Committee appointed by Principal to deal with cases of Unfair means/Malpractice/s in Examination.

18. "Department Advisory Board (DAB)" means departmental Advisory Body common for UG and
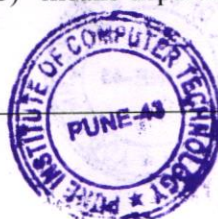
PG Programs

19. Program Assessment Committee (PAC)" means departmental committee for assessment of Program.

20. "Semester Grade point Average (SGPA)" means the weighted average of Grade Point of a Student in a Semester.

21. "Cumulative Grade point Average (CGPA)" means the weighted average of Grade Points for all the Semesters earned by a student.

22. "Allowed to Keep Term (ATKT)" means allowed for admission to higher class after satisfying minimum credits criterion.

23. "Academic Examination and Assessment Rules and Regulations" means Academics, Examination & Evaluation Rules and Regulations governing system of the Institute.

24. "COE" means Controller of Examinations.

25. "CIE" means Continuous Internal Evaluation.

26. "ISE" means In Semester Examinations.

27. "ESE" means End Semester Examinations.

28. "DTE" means Directorate of Technical Education, Mumbai.

29. "AICTE" means All India Council for Technical Education, New Delhi.

30. "NBA" means National Board of Accreditation, New Delhi.

31. "NAAC" means National Assessment and Accreditation Council, Bangalore.

32. "UGC" means University Grants Commission.

33. "ABC" means academic bank of credit

34. "MOOCs" means Massive Open Online Courses

1. Attendance Rule:

a) All students must attend every registered course regularly. Attendance of every student is expected to be 100% in lectures, tutorials, laboratory, seminar, mini-project, and project etc.

b) A maximum of 25% absence for attendance may be permitted only on valid grounds such as illness or other emergency reasons which are beyond the control of the student, subject to approval by the concerned authority. For such students, the performance and completion of all practical work is mandatory before the end semester examination.

c) Students participating in Co-curricular activities /Sports/ Cultural events / NSS during semester shall get waiver in attendance only on the approval of the concerned authority. However, it is to be noted that students will not get waiver during the practice sessions of the activity.

d) A student with less than 75% attendance in any course during the semester will be **detained from that semester.** Such a student will not be eligible to appear for the end semester and summer term examination of any course of the semester. The list of defaulters should be submitted by respective departments to examination cell with signature of authorities, 10 days prior to the examination. Examination Hall ticket will not be generated for such students.

e) The Principal may, on account of bonafide illness, or any other compelling reasons beyond the control of the candidates, condone the shortage of attendance by 20% at the maximum on the recommendations of the respective HODs. This relaxation will be solely at the discretion of the Principal on submission of satisfactory documents by the students. The relaxation of attendance in this category is given under the provisions of Ordinance 70 of Poona University Act.

1.1   Continuous Absence and Withdrawal from Courses /Institute

A student who has been admitted to a undergraduate degree program of the Institute may be permitted to withdraw temporarily for a period of maximum one year on grounds of prolonged illness or acute problem in the family which compelled him/her to stay at home, provided:

a) He / She applies to the Institute within 15 days of the commencement of the semester stating fully the reasons for such withdrawal together with supporting documents and endorsement of the parents/guardian. Such students should register for that semester a fresh.

b) The concerned authority makes sure that, inclusive of the period of withdrawal, the student is likely to complete the requirements for the degree within a period of 8 years.
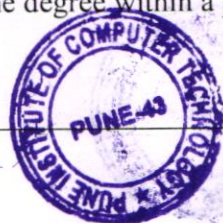
c) There are no outstanding dues or demands from his/her by the Institute / Department /Library/Hostel.

2. EXAMINATION AND EVALUATION

There shall be continuous evaluation of students. This system will have following objectives:

i. To assess student performance/abilities which helps to identify learning needs and take necessary actions for possible improvement.

ii. To provide feedback to the student on his/her level of attainment of Graduate Attributes (GAs).

iii. To facilitate the students to demonstrate their competencies that are required in their professional career.

iv. To award grades, degrees, certification to students based on their performance.

v. To ensure implementation of outcome-based education adopted by the institute in alignment with curriculum with intended outcomes through well formulated assessment methods.

All assessments of Theory, Practical, Project, Seminar and internship etc., shall be carried out to evaluate GAs essential to meet the need of engineering graduates at national as well as international level. Appropriate weightings are given to these evaluation methods ensuring quality of assessment and evaluation.

The evaluation scheme based on assessment method along with weightage is given in table 2.1a and 2.1b. Table 2.1a and 2.1 b: Scheme of evaluation for courses prescribed in curriculum with weightages.
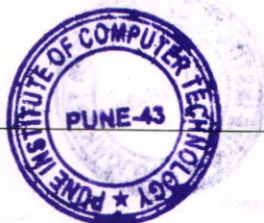
Table 2.1a

Undergraduate Programs

Theory Courses

Assessment Mode	Description	% Weightage	Remarks
Continuous/Formative Internal Assessment	Attendance	5	• Course Head • Attendance to be recorded on MIS • Attendance will be locked/frozen at the end of the week. • Marks will be directly calculated from MIS and accessible to the examination cell for the calculation of final marks for every course.
	Assignments, Class Tests (Open Book/Closed Book), Quiz, Group Discussion, Project/Problem Based Learning, Collaborative, Seminar, Presentation, Report preparation, case studies, etc.	15	• Date, duration, modes and Rubrics will be declared by the course teacher at the beginning of semester. • Activities to be distributed throughout the semester uniformly. • All the assessment marks will be entered on MIS within a week of assessment.
In semester Assessment	Centrally conducted written examination	20	• Based on Module no.1 in syllabus • Panel of examiners for paper setting include internal examiners.
End semester Assessment	Centrally conducted written examination	60	• Based on Module No.2,3 and 4 in syllabus • Panel of examiners for paper setting include internal and external examiners.

Practical Courses

Assessment Mode	Description	% Weightage	Remarks
Continuous/Formative Internal Assessment	Termwork Practical Oral Mini Project Internship PBL Minor Projects Major Project	50	• As per the existing system of term work calculation
End semester Assessment		50	• External Practical/Oral Examination

Post Graduate Programs

Theory Courses

Assessment Mode	Description	% Weightage	Remarks
Continuous/Formative Internal Assessment	Assignments, Class Tests(Open Book/Closed Book), Quiz, Group Discussion, Project/Problem Based Learning, Collaborative, Seminar, Presentation, Report preparation, case studies, journal reviews, field work, survey, etc.	30	• Date, duration, modes and Rubrics will be declared by the course teacher at the beginning of semester. • Activities to be distributed throughout the semester uniformly. All the assessment marks will be entered on MIS within a week of assessment.
In semester Assessment	Centrally conducted written examination	20	• Based on Module no.1 in syllabus. • Panel of examiners for paper setting include internal examiners.

End semester Assessment	Centrally conducted written examination	50	• Based on Module no.2,3 and 4 in syllabus. • Panel of examiners for paper setting shall include internal and external examiners.

Practical Courses

Assessment Mode	Description	% Weightage	Remarks
Continuous/Formative Internal Assessment	Term work Practical Oral Mini Project Internship PBL Minor Projects Major Project	50	• As per the existing system of term work calculation
End semester Assessment		50	• External Practical/Oral Examination

Table 2.1b

Sr. No.	Type of course	Method of Internal Evaluation	Internal Evaluation Weightage (%)	Method of external Evaluation	External Evaluation Weightage (%)	Total
1	Professional core/ Professional Elective and Open Elective (Theory)	Attendance (5 Marks), Assignment/case study/Quiz/Poster presentation/Seminar presentation/Open book test etc.	20	End Semester Examination (ESE) of 70 Marks for two and half Hours is to be conducted on Module 2,3 and4.	60	100
		In Semester Examination (ISE) of 30 Marks for 1Hour is to be conducted based on Module 1.	20			
3	Laboratory/ Tutorial Term work	Experiment/Assignment / case study report for each Experiment/Assignment	100	NA		100
4	Laboratory	Oral/practical examination	50	Oral/ practical examination	50	100
5	Major Project TW	Project Reviews (Minimum 3) Rubric based Evaluation	100			100
	OR			Viva voce	100	100
6	Internship	Rubrics based evaluations along with report.	100	NA		100
7	Seminar	Two rubric based reviews along with report	50	Report evaluation by external	30	100

				Viva	20	
8	Moocs courses	Based on submission of assignment and performance		MOOCs report (Notes) and overall performance	70	100
				Certification	30	
9	Proficiency Course	Hands on/Practical test, Live projects, Assignment/case study/Quiz/Poster presentation/Seminar presentation/Open book test/ Class test etc.	100	If needed as per the demand of course		100
10	Life Skill/ Mandatory course/Audit Course	Rubric based Evaluations/ Live task/assignment/Practice/ case study /Quiz/ Poster presentation for PP or NP grade	100	NA		100

Semester Examinations:

Sr. No.	Examination	Weightage (%)	Remark
1	In Semester Examination	20	• Based on Module no.1 in syllabus
2	End Semester Examination	60	• Based on Module no.2,3 and 4 in syllabus
3	Re- Examination	60	• Based on Module no.2,3 and 4 in syllabus (As per Point 2.2.1)
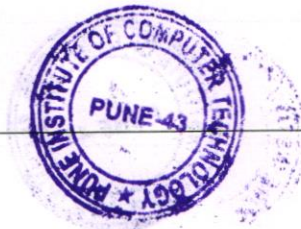
2.1 Internal Evaluation:

Internal Evaluation shall be done continuously by faculty over a span of semester. Structured Evaluation will be carried out for all programs with appropriate schedule in Academic Calendar as follows:

2.1.1 Continuous Internal Evaluation (CIE) Theory Courses:

i) The CIE for Professional Core, Professional Elective, Open Elective courses etc. shall be conducted at department level. CIE shall consist of three evaluation instances as follows:

a) Internal Evaluation1 (IE1) [Assignment/case study/Quiz/Poster presentation/Seminar presentation/Open book test etc.]

b) In Semester Examination (ISE) a Summative Examination will be conducted within a week allocated for in term examination at Institute level. No Institutional/Departmental level activities shall be scheduled during the examination week.

c)Internal Evaluation2 (IE2) [Assignment/ case study/ Quiz/Poster/ Presentation / Seminar presentation/ Open book test etc.] The CIE for other types of courses shall be based on feasibility & need of Evaluation.

ii) In-Semester examination is compulsory and the sum of the scores obtained in IE1, ISE and IE2 shall be considered for computing the final CIE of a student in each course.

2.1.2 Internal Evaluation of Practical Term work

i) Continuous Evaluation for a student is observed for Term-work calculation.

ii) Continuous evaluation of each experiment or assignment shall be done throughout the semester, collating as term work at the end of each semester. The Evaluation in a laboratory course will be based on the following criteria.

1. Attendance and participation in laboratory work.

2. Performance in Evaluation of understanding through viva voce, group discussions, quizzes, etc.

3. The quality of work as prescribed by the course instructor.

4. Report through laboratory journals.

iii) It is mandatory for the student to complete all the experiments/assignments as specified in course

curriculum for the grant of term work. It is obligatory to maintain and submit laboratory journal as prescribed by the course instructor before the Term End.

iv) Student shall be mark absent for incomplete term work and non-submission of laboratory journal and will require re-registering for the Course again.

v) Term work marks assigned for special courses such as Internship, Mini Project etc. shall be evaluated based on parameters proposed jointly by HoDs and Dean Academics.

2.1.3 Internal Evaluation of Project/Seminar/Internship:

i) Project/Seminar Term work will be evaluated based on Reviews scheduled in the semester/s as mentioned in the Guidelines.

ii)For Internship rubrics-based evaluations along with report shall be conducted. The marks of this evaluation will be collated as term work with 100% weightage in total Evaluation.

2.1.4 Proficiency/Life Skill courses:

Proficiency/Life Skill courses prescribed (if any) in the curriculum will be assessed through internal evaluation with 100% weightage. Various methods as proposed by Dean Academics and HoDs shall be used for continuous Evaluation of these courses. It is mandatory for students to get PP (pass) grade in these courses. In the event of failure to pass, a student needs to reregister for the course by paying specified fees. Students can change course during re-registration. Maximum two attempts shall be given for passing.

2.2 External Evaluation:

2.2.1 Theory Evaluation:

In Semester examination (ISE): Summative examination shall be conducted centrally at the institute level for 30 marks as per academic calendar.

End Semester examination (ESE): Summative examination at the end of semester shall be conducted centrally at the institute level for 70 marks.

Re-examination: Re-examination shall be conducted after declaration of result of main ESE examination for students with failed grade [Table 4.1]. Students need to pay additional examination fees for such re-examination. There is no re-examination for practical head.
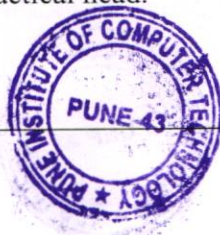
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Re-ESE examination shall be conducted for those students who are meeting the eligibility criteria as mentioned in point no.1 but remained absent for the End Semester Examination due to a valid/unavoidable circumstance mentioned below.

a. Students, who have sought due prior permission from concerned HOD and Principal through proper channel, and there after permitted by the institute for taking part in important curricular/ co-curricular/ extra-curricular activities like NSS/Sports/Cultural/Project Competitions/Paper presentation etc. at University/ State/ National/ International levels (the students/ authorities should exercise enough care that a student shall not remain absent for the makeup examination). After such an event, at the time of reporting to the Institute, the student must submit the proof of participation/ certificate from the competent authority for approval of the prior leave request. The prior leave request shall be converted to official leave and an endorsement will be issued by the Institute, based on which the student shall be eligible for the re-examination.

b. Students seeking prior leave on account of

1. Accident or severe illness leading to hospitalization, which prevents the student from writing the examination.

2. A calamity in the family (first relation Only-Parents, Grandparents and Siblings) barring the student from writing the examination.

In the event of (1) and (2) above, it is mandatory on the part of student/parent to inform the respective department authorities (Class coordinator/HOD) immediately through registered email or by written application submitted well in advance. After such an event at the time of reporting to the Institute, the student must submit all the relevant reports/certificates from the competent authority for approval of the prior leave request. The prior leave request will then be converted to official leave and an endorsement will be issued by the Institute, based on which the student becomes eligible for the Re-ESE examination. Any intimation after the completion of regular examination and/or non-submission of report/certificate will be construed as absent for the examination and the student will be awarded ABSENT in the respective examination. No further request will be entertained in this regard. Students who obtained pass grade and above in the regular ESE are not eligible for the Re-ESE examination. 80% of the marks obtained in reexamination will be considered for final grading.

Make-up examination (Summer Term): Make up examination shall be conducted on the recommendation of the HoDs as described in 3.3. Make-up examination (Summer Term) shall be conducted only at the end of the even semester. Departments shall conduct make-up classes at the end of even semester. Students need to register for such makeup classes and examination (if offered) by paying specified fees.
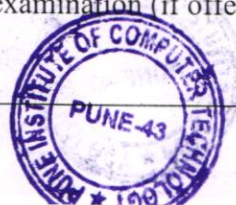
2.2.2 Practical Evaluation

Practical/Oral examinations by the internal and external examiners are conducted at the end of each semester as per the schedule in Academic Calendar.

1. Final examination for laboratory courses will normally be held in the last week of conclusion of teaching as per Academic Calendar.

2. These oral/practical examinations will be conducted in the presence of an External Examiner appointed by a competent authority.

3. Weightageof50%eachforevaluationbyinternalandexternalexaminer shall be considered. In case of absence from oral/practical examination, the same rules as those for theory courses are applicable.

2.2.3 Major Project/Seminar Evaluation

A Viva voce will be conducted at the end of the semester/s in the presence of an External Examiner for the ORAL Exam.
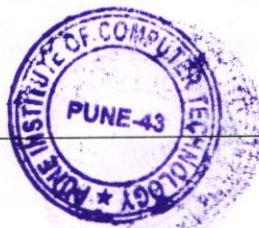
3. EXAMINATION RULES AND REGULATION

3.1 Credit Courses:

Based on the Evaluation student will be awarded letter grades after combining performance of all (CIE+ESE) evaluations for the respective course. These letter grades will be derived from quantitative and qualitative evaluation converted into 10-point scale called as grade point for credit courses.

3.2 Honors and Minors Certification in Core Engineering Program:

R1.1 It is not mandatory for any student to opt for the Honors or Minors Program. Choice is given to individual students to undertake Honors/Minors programs from the third-year engineering (Fifth Semester) to fourth year engineering (Eighth Semester). Honors/Minors programs will be opted from offered programs by SPPU. Once selected he/she will not be permitted to change the Honors/Minors program in forthcoming semesters.

R1.2 The registration for Honors/Minors Program will lead to gaining additional credits to such students. The result of Honors/Minors Program will get reflected in legers to be maintained at university only. After the completion of the Honors/Minors program by concerned students, details of credits earned in Honors/Minors program be printed on the mark sheet of eighth semester. For those students, who will not be able to complete Honors/Minors program, details about the additional credits earned will not be printed.

R1.3 Credits earned through registration and successful completion of the Honors/Minors Program will not be considered for the calculation of SGPA or CGPA. As per the standard practice, SGPA and CGPA calculations will be done with common base only by considering mandatory credits assigned for the Bachelor program as per the structure approved by the Academic Council.

R1.4 Students once registered for the program need to complete all credits assigned for the specific Honors and Minors Program in the period of 4 years from the Semester-V. Degree with Honors/Minors will be awarded only after the completion of Honors/Minors Program along with respective UG program degree. Students may opt to cancel the registration for Honors/Minors within this period of 4 years. After 4 years expire automatically a bachelor's degree will be awarded to such a student provided, he has earned the credits needed for graduation.

R1.5 Backlog Honors/Minors courses will not contribute to the decision of A.T.K.T. 2.

Examination Scheme:
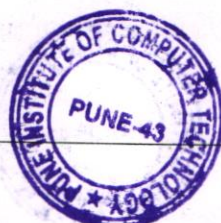
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R2.1 Examinations for Honors/Minors Program will get organized at the University Level. Question papers will be common for all students who had opted/registered for the specific Honors/Minors Program. Evaluation of answer books for Honors/Minors program will be done at the respective CAP Centers.

R.2.2 Additional examination fees as per prevailing rules and regulations will be charged from those students who had registered for Honors/Minors Program to match the expenses for paper setting and the assessment of answer books at the CAP Centre

3.3 Makeup classes and examination (Summer term) (Theory and Practical) [Optional]:

i) In addition to the end term examination, make-up classes with make-up examination as offered by department at the end of even semester shall be conducted.

ii) This summer term is not a regular semester; however, the department may offer make-up class for a few courses to enable the students to clear their backlog courses. Following may be considered as valid reasons for registering makeup classes and make-up examination:

a. Failure in the re-examination.

b. Absence in the re-examination due to

1. Serious illness / personal accident in the case of the student herself/himself.

2. Serious illness / Accident / Death of parent/guardian. (First relation Only-Parents, Grandparents and Siblings)

iii) Students claiming semester end make-up examination and evaluation on the above valid reasons are required to:

a. Have taken prior leave and granted official leave after submission of due certificates.

b. Marked accordingly in respective examination attendance reports.

c. Sought due prior permission from the concerned HOD and Principal through proper channel and register for the courses.

iv) Students seeking to avail benefit of make-up classes and examination shall note following conditions

a. Courses which will be offered for make-up classes and examination will be at the sole discretion of the department (On the basis of results, logistic problems such as availability of resources / lab. Facilities / availability of examiner/(s) for oral/practical/ project / seminars)

b. The Department shall announce a list of such courses after declaration of results for even end semester re-examination. Contact hours to earn required credits will be same as regular semester squeezed into six weeks.

c. Student can register at the most 4 or more courses not exceeding the total 16 credits at a time.

d. Attendance requirements and Evaluations will be considered as regular semester.

e. Courses offered in a makeup term will be treated as equivalent to a regular semester course for all grading purposes.

3.4 Passing, A.T.K.T. and award of class:

3.4.1 Rules of Passing

i. Term work/Practical/Oral To pass the term work/Practical/Oral the student must earn a minimum of 40%. marks in each head.

ii. Theory subject head

a. To pass the Theory Subject head the student must earn a minimum of 40 percent marks in End-Semester examination and 40 percent marks in CIE and ESE.

b. The failed student can repeat the End-Semester examination to pass the head in same semester and the CIE marks will be retained as it is. However, grades earned in re-examination shall be marked with *(asterisk). The failing student can repeat the End-semester examination to pass the head in any semester and the In-Semester Examination marks will be retained as it is. OR the failing student can repeat for the End-Semester Examination as well as In-semester examination for the head of Even semester in the Even semester only and for the head of odd semester in the odd semester only for the theory head.

c. Student failed in Re-examination need to re-register for the course/s by paying applicable fees in Summer Term if offered by the Department or in respective semester (Odd and Even) of next academic year. Students need to attend classes and appear for the CIE+ ESE. Student must earn minimum of 40 percent marks in End- semester examination and 40 percent marks (CIE + ESE) subject for passing.

d. To earn credits for a course (Theory/term work/practical/oral/presentation) student must pass the course with minimum passing marks/grade.
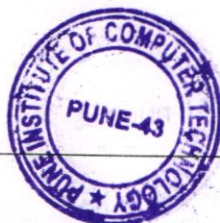
iii. A student shall be awarded the bachelor's degree if he/she earns a minimum of 160 credits as per the structure defined by the program and clears all the audit and noncredit courses specified in the curriculum. In case of lateral entry, students shall be awarded the bachelor's degree if he/she earns 120 credits as per the structure defined by the program.

iv) National Education Policy (NEP) rules will be observed for multiple entry and exit options for the students.

3.4.2 Rules of A.T.K.T.:

i. A student can register for the third semester if he/she earns a minimum of 50% credits of the total of first and second semesters.

ii. A student can register for the fifth semester if he/she earns a minimum of 50% credits of the total of third and fourth semesters and all the credits of first and second semester.

iii. A student can register for the seventh semester if he/she earns a minimum of 50% credits of the total of fifth and sixth semesters and all the credits of third and fourth semester.

3.4.3   National Education Policy

3.4.3.1 Credit Framework under Four-Years UG Engineering Programme with Multiple Entry and Multiple Exit options:

The Four-year Bachelor's Multidisciplinary Engineering Degree Program allows students to experience the full range of holistic and multidisciplinary education in addition to a focus on the chosen major and minors as per their choices and the feasibility of exploring learning in different institutions. The minimum and maximum credit structure for different levels under the Four-year Bachelor's Multidisciplinary Engineering UG Program with multiple entry and multiple exit options are given in point no.7.2 as per NEP guidelines.
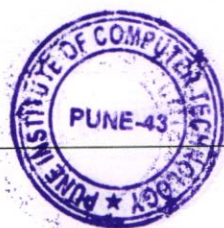
Credit Framework:

Levels	Qualification Title	Credit Requirements		Semester	Year
		Minimum	Maximum		
4.5	One Year UG Certificate in Engg./Tech.	40	44	2	1
5.0	Two Years UG Diploma in Engg./ Tech.	80	88	4	2
5.5	Three Years Bachelor's Degree in Vocation (B.Voc.) or B. Sc. (Engg./Tech.)	120	132	6	3
6.0	(B.E./ B.Tech. or Equivalent) in Engg./Tech.with Multidisciplinary Minor	160	176	8	4
6.0	4-Years Bachelor's degree(B.E./ B.Tech. or Equivalent) in Engg./ Tech.-Honors and Multidisciplinary Minor	180	194	8	4
6.0	4-Years Bachelor's degree(B.E./ B.Tech. or Equivalent) in Engg./ Tech.-Honors with	180	194	8	4

	Research and Multidisciplinary Minor				
6.0	4-Years Bachelor's degree(B.E./ B.Tech. or Equivalent) in Engg./ Tech.-Major Engg. Discipline with Double Minors(Multidisciplinary and Specialization Minors)	180	194	8	4

4. Grading and Evaluation Process

4.1 Grading and Evaluation:

i. Based on the Examinations and Evaluation, students will be awarded letter grades after combining the performance of all Evaluations for the respective course. These letter grades will be derived from quantitative and qualitative Evaluation converted into 10-point scale called as grade point for credit courses. The performance with grade points and equivalent letter grades for Absolute grading for A. Y. 2024-25 admitted batches will be as mentioned in Table 4.1-A.

Table 4.1–A Performance with grade points and equivalent letter grades

Performance (%)	Grade Point	Letter Grade
91-100	10	O(Outstanding)
81-90	9	A+ (Excellent)
71-80	8	A (Very Good)
61-70	7	B+(Good)
51-60	6	B (Above Average)
45-50	5	C(Average)
40-44	4	P(Pass)
00-39	0	F(Fail)
-	Absent	AB(Absent)

ii. Apart from credit courses, Noncredit courses will be awarded with letter grades based on quantitative and qualitative Evaluations as PP (Pass) and NP (Not Passed).

iii. Grades in special circumstances: In addition to the above letter grades students will be awarded dual letter grades in specific circumstances as mentioned in table 4.2.

Table 4.2 Grades in special circumstances

Reason	Letter Grade
Detained due to insufficient attendance or incomplete term work (Detained and Repeat)	DR
Withdrawal of course with satisfactory attendance (Willful Withdrawal)	WW
Satisfactory performance in CIE(Pass)but absent in ESE due to valid reason (Incomplete due to Illness)	II
Very good performance in CIE (morethanorequalto80%) but poor performance in ESE leading to fail (F) overall grade	XX
Transitional Grade for students who are permitted under semester exchange/Credit Transfer scheme	CT
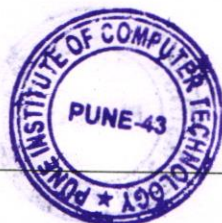
iv. Note: 'II' and 'XX' are transitional grades awarded which will be converted to actual grades earned in re-examination else will automatically get converted in to 'F' grade. Candidate can avail facility of XX grade only once over the span of program for theory courses.

4.2 Calculation of SGPA and CGPA:

SGPA:

Based on the grade points earned by the students, performance of student in each semester will be calculated as semester grade point average (SGPA) as follows:

$$SGPA = \frac{\sum_{i=1}^{n} \text{Grade points earned X Credits of each course}}{\textit{Total credits in a semester}}$$

For Example: suppose in a given semester a student has registered for five courses having\ credits C1, C2, C3, C4, C5 and his / her grade points in those courses are G1, G2, G3, G4, G5 respectively. Then student's SGPA will be

$$SGPA = \frac{\sum_{i=1}^{5} C1G1 + C2G2 + C3G3 + C4G4 + C5G5}{C1+C2+C3+C4+C5}$$

SGPA and CGPA is calculated up to two decimal places by rounding off.

CGPA:

The CGPA is the weighted average of the grade points obtained in all the courses (Theory/term work/practical/oral/presentation) of first semester to eighth semester for the students admitted in the First year and third to eighth semester for the students directly admitted at Second year. CGPA is calculated in the same manner as the SGPA. In case of a student passing a failed course or in case of improvement, the earlier grade would be replaced by the new grade in calculation of the SGPA and CGPA.

The class shall be awarded to a student on the CGPA calculated as mentioned in Table 4.3:
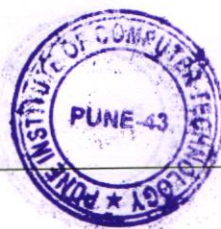
Table 4.3 Class of Degree

Sr. No.	CGPA	Class of the degree awarded
1	7.75 or More than 7.75	First class with distinction
2	6.75 or more but less than 7.75	First class
3	6.25 or more but less than 6.75	Higher second class
4	5.50 or more but less than 6.25	Second class
5	4.00 or more but less than 5.50	Pass Class

Conversion from CGPA to percentage

Percentage of marks obtained by candidate= CGPA* 8.9

Sr.No.	CGPA	Class and Degree Awarded
1	7.42 (66%) or more	First class with distinction
2	6.75 (60%) or more but less than 7.41 (65.86 %)	First Class
3	6.18 (55%) or more but less than 6.74 (59.98%)	Higher second class
4	5.62 (50%) or more but less than 6.17 (54.91%)	Second class

5. Semester Grade Report

i. A Grade Report in the form of Grade Card shall be issued to students at the end of each Semester.

ii. The Grade Card shall include the following.

a. The list of courses registered for an academic year along with credits.

b. The letter grade obtained in each course.

c. The total number of credits earned by a student.

d. SGPA, CGPA Details

e. Examination details
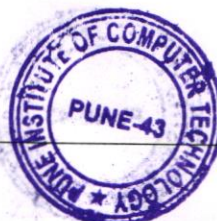
f. Grading System, calculation of performance in dices and conversion of CGPA to equivalent percentage shall be provided on the back page of grade card.

iii. Grade Cards shall be used to prepare Transcripts of the student.

6. Award Of the Degree

A student shall be eligible for the award of B. Tech., M.Tech. degree from the institute and Savitribai Phule Pune University if the student has:

i. Obtained eligibility certificate from the University.

ii. Registered & passed all the prescribed courses & earned minimum credit requirement for the said degree.

iii. Obtained CGPA $\geq$ 4.00 for B.Tech. and M.Tech.

iv. Paid all the Institute dues and satisfied all the requirements prescribed.

v. No case of indiscipline pending against him/her. The Academic Council (AC) shall recommend the list of all eligible students to SPPU for award of B. Tech., M.Tech. degree with additional Honors/Minor certification wherever applicable.

7. Discipline & Conduct

i. Every admitted student shall be issued a photo identification (ID) card which must be retained by the student while he/she is registered at PICT. The student must have a valid ID card with him/her while in the Institute. If the student attendance is not as per norms mentioned in this rule book, Dean academics/HOD will take decision about those students.

ii. Discipline & Conduct: Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of the discipline of the institute. Violations of the discipline shall include:

a. Disruption of teaching, examination, administrative work, curricular or extra- curricular activity, and any act likely to cause such disruption.

b. Refusing to provide an identity card when demanded by any institute authority.

c. Damaging or defacing the property inside or outside the institute campus.

d. Engaging in any attempt at wrongful confinement of teachers, offices, employees and students of the institute.

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e. Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence.

f. Ragging in any form ("Ragging" means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or to for bear from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal offence. Supreme Court of India has defined ragging as a criminal offence.)

g. Eve teasing or disrespectful behavior to women or girl students.

h. An assault upon, or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.

j. Committing forgery, tampering with documents or records, identity cards, furnishing false certificate or false information.

k. Organizing instant agitation/meetings without prior permission on the campus.

l. Viewing/downloading obscene information/data, images, and executable files, sending obscene mails/ messages via Facebook / tweeter/other social sites using institute servers.

m. Sharing the login and passwords & other details of IT facilities provided to other students/outsiders.

n. Consuming or possessing alcoholic drinks, dangerous drugs, or other intoxicants in the institute campus.

o. Possessing or using any weapons and firearms on the institute campus.

p. Unauthorized occupation of hostel, Accommodating guests or other persons in hostels without permission.

q. Malpractice in examination.

r. Indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government.

s. Any other act which may be considered by the Principal or the Discipline Committee to be an act of violation of discipline.

t. As the number of main answer sheet pages is sufficient, supplement is not issued to the students.

iii. Any act of indiscipline of a student reported to Principal or concerned authority shall be referred to the Grievance Redressal and Disciplinary Committee (GRDC) of the institute. The Committee shall enquire into
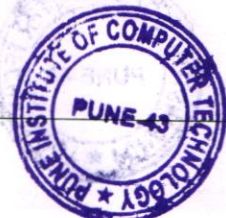
the charges and recommend suitable punishment if the charges are substantiated. The penalties/punishment/actions may include:

a. Written warning and information to the parents/guardian.

b. Imposition of fine ranging from Rs.500/- up to Rs.5000/-

c. Suspension from the Institute/Hostel/Mess/Library/ or availing of any other facility.

d. Suspension or cancellation of scholarships /fellowship or any financial assistance from any source.

e. Recover of loss caused to Institute property.

f. Debarring from participation in sports/NSS/student club.

g. Disqualifying from holding any representative position in the Class/institute / Hostel / Mess/Sports/ Clubs and in similar other bodies.

h. Disqualifying from appearing in placement and receiving any awards.

i. Expulsion from the Hostel/Mess/Library/Club/institute for a specified period by forfeiting fees.

j. Debarring from an examination.

k. Action as per Maharashtra anti-ragging act1999.

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

a) Cancellation of the performance of the student in the course/s in which he or she was involved in malpractice.

b) Cancellation of the performance in that examination for all the courses or 02 subjects of the same semester.

d) If the same student is found in malpractice again in the same semester or future semesters, he or she debar for all subjects of that semester.

c) Expulsion/termination from the institute if repeatedly involved.

d) Stoppage of scholarships/stipend.
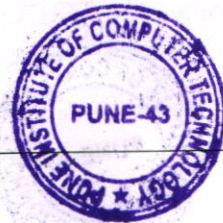
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e) Issuing warning.

f) Debarring from the examinations for a specified period.

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

7.1 Conduct during Examination:

i. Timing:

a. The students are required to be present (outside the examination hall) exactly 30 minutes before the start of the examination.

b. Students will only be allowed to enter the examination hall 15 minutes prior to commencing the examination.

c. The students will not be allowed to appear for the examination if they reach the examination Centre 30 minutes after commencement of examination.

d. No student can leave for 30 minutes after the commencement of the examination.

e. Students are not permitted to leave the examination hall during the last 15 minutes.

f. Students are responsible for keeping themselves informed about exam dates, as well as the time and place of the examination.

g. Differently abled students will be given additional time of 20 minutes/ hour of examination. The Senior Supervisors are also authorized to sanction additional 20 minutes/ hour to handicapped and learning disable students. However, students will have to submit the medical certificate of civil surgeon. The candidate's application must be submitted to the Principal forwarded to examination section.

h. The Blind students will be given an additional one hour, i.e. over and above the prescribed time.

ii. Identity check-up:
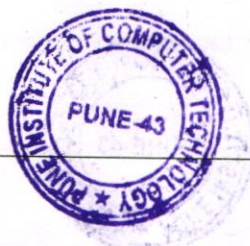
a. Students will not be allowed into the examination hall without presenting an appropriate photo identity card, Hall ticket issued by the Institute.

b. Invigilators are responsible to ensure full compliance with such requirement.

c. If, a student forgets his/her Institute Identity Card, the driving license/ other photo identity card will be accepted in place subject to verification by the concerned teacher/ examination coordinator/ head of department concerned.

iii. Breaks:

a. Breaks for visits to bathroom may be taken only after permission from the invigilator and under the condition that the invigilator's instructions given on the occasion are followed.

b. If a student falls ill during the examination and is unable to complete the examination, the concerned student should alert the invigilator and senior supervisor in consultation with concerned head of department may make suitable arrangement for proper medical attention.

c. No student shall re-enter the examination hall after leaving it unless he/she was under approved supervision during the full period of absence.

iv. Question papers and answer sheets:

a. During ongoing examination students is not allowed to take the examination question paper outside the examination hall. After the examination, the student should personally submit his/her examination answer sheet to the invigilator.

b. Even a blank answer sheet shall be handover to the invigilator.

c. Each answer sheet should contain details as mentioned on front page.

d. If there are any queries regarding the exam questions the students must ask the invigilators who will contact the course teacher through proper channel.

v. Other materials:

a. Students should bring their own pencils, pens, erasers, rulers, non-programmable calculators, and any other tools required for the examination.

b. Students are advised not to bring valuables for examination. Student shall keep their handbags, cases, outdoor clothes, etc. at identified location for the same. Students are responsible for the safe keeping of all

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personal belongings they bring to the examination hall. The Institute takes no responsibility for the loss or damage of such belongings.

c. Pencil cases, mobile phones, dictionaries, electronic dictionaries, written or electronic media, digital media, or any other materials are not permitted/ allowed into the examination hall, except for devices used for assisting students with hearing visual or other physical difficulties.

d. Exchange of pens, pencils, calculators, study material, etc. is not permitted.

e. Calculators with more than one-line display or with alphanumeric display (programmable calculators) are not permitted into the examination hall unless specified in advance by the examiner. If the invigilator reasonably believes that a student is using a calculator that does not conform to the rules, he/she has the discretion to replace the calculator and a report on the matter will be made on the invigilator's declaration form.

vi. Disturbance:

a. During the examination period, there must be no communications among students or between a student and an outsider via any means, such as phones. This rule applies to students in the examination hall and those on supervised breaks for visits to bathroom/s.

b. No student shall leave his/her assigned seat without the permission of the invigilator. It is the invigilator's discretion to decide whether, there is enough reason to remove a student from the examination hall owing to disorderly conduct.

vii. Miscellaneous:

a. The students must ensure before they leave the examination hall that they have signed the attendance sheet.

b. The Students with medical problems will be provided Writer in the Examinations only subject to prior permission from the Dean (Academics). The documentary proof along with recommendations of concerned HOD will be required. All such cases will be dealt as per academic rules.

c. Students are not allowed to wear a electronics watch during the examination. All rooms are under bell sound for information about time to students, or student will ask the invigilator about the remaining time.

d. Cheating, and attempts at cheating, will immediately be reported to the Examination Office. Consequences of proven cheating or attempts at cheating will be dealt with separately by the malpractice and grievance handling committee.

7.2 ABC, Admission System, Multiple Entry and Exit Path and Lateral Entry:

(a) Enrolment of Students and Registration of Colleges on ABC All State Universities/ Autonomous Institutes must promote registering on ABC. Since Credits awarded to a student for one programme from an institution may be transferred/redeemed by another institution upon the student's consent through ABC, it is essential that all students should get enrolled on ABC, create ABC ID, and share these ABC IDs with Academic Institutions where they are enrolled. Credits Earned by the student will reflect in the student's ABC account. Multi-institutional learning permission: The student shall be allowed to earn some credits from institutions/colleges other than the Main/ Parent College i.e. a college where students earn all their major credits (more than 50%) including credits for the core subject. Students enrolled in the degree programmes may avail of other elective credits from two different Page 11 of 15 colleges affiliated with the same University and/or online courses available within the 40% cap mentioned by UGC.

(b) Multiple Exits: Students will have the flexibility to enter a programme in odd semesters and exit a programme after the successful completion of even semesters as per their future career needs. Students exiting the First-Year programme after securing minimum 40 credits will be awarded UG Certificate in the relevant Discipline /Subject provided they secure 8 credits in work-based vocational courses or internship / Apprenticeship offered during summer vacation in addition to 4 credits from skill-based courses earned during the first and second semester. Students exiting the Second Year Programme after securing minimum 80 credits will be awarded UG Diploma in the relevant Discipline /Subject provided they secure additional 8 credits in skill-based vocational courses (skill-based courses, internship, mini projects etc) offered during summer vacation after the second year. Students exiting the 3-year UG program will be awarded B.Voc. in the relevant Discipline /Subject upon securing minimum 120 credits with additional 8 credits in skill-based vocational courses (skill-based courses, internship, mini projects etc.) offered during summer vacation after the sixth semester. Exit options shall be provided with Certification, Diploma and B. Vocational degrees to the students at the end of the second, fourth and sixth semester, respectively, in the four-year degree programme. Students will receive a bachelor's degree with the single minor on successfully completing all eight semesters of the UG Programmes either at a stretch or with opted exits and re-entries. In addition to this, student will receive a bachelor's degree with Double Minor/Honours/ Research subject to earning additional 18 credits.
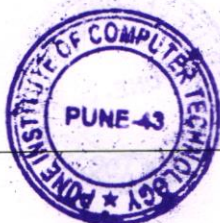
(c) Re-entry or Lateral Entry: Students, opting for exits at any level, will have the option to re-enter the programme from where they had left off, in the same or in a different higher education institution within four years of exit and complete the degree programme within the stipulated maximum period of Page 12 of 15 eight years from the date of admission to first year UG. Re-entry at various levels for lateral entrants in academic programmes shall be based on the earned and valid credits as deposited and accumulated in the Academic Bank of Credits (ABC) through Registered Higher & Technical Education Institutions (RHTEI) and proficiency test records. Lateral entry into the programme of study leading to the UG Diploma/ B. Vocational/ UG Bachelor's Degree with single minor/ UG Bachelor's Degree with Double Minor/ Honours /Research will be based on the validation of prior learning outcomes achieved and subject to availability based on intake capacity.

(d) Eligibility for admission to the UG Bachelor's Degree with Double Minor/ Honours /Research as per UGC guidelines: Minimum CGPA/CPI of 7.5 or minimum 75% after second semester for UG Bachelor's Degree with Double Minor/ Honours and Minimum CGPA/CPI of 7.5 or minimum 75% after sixth semester for UG Bachelor's Degree with Research.

(e) For postgraduate programmes, there shall only be one exit point for those who join the two-year Master's programme, that is, at the end of the first year of the Master's programme. Students who exit after the first year shall be awarded the Post-Graduate Diploma on successful completion of all the credit requirements of the respective post-graduate program.

Open House: Before declaration of results, respective staff members should show the answer sheets to students along with HOD and subject coordinator. HOD, respective teacher and subject teacher should sign on the document if there are some changes in marks along with reasons. The date of open house will be declared by examination cell.

Vacation for Student: After In semester examination student have activities decided by department for 05 days and after ESE minimum20 days' vacation.

Question Paper Setter: Each theory Subject there will be a subject chairman and 4-5 member's panel in the committee of paper setters. They must submit 3 set of question papers prior to 10 days of examination.
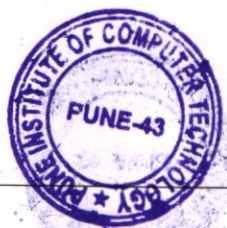
8. Central Assessment Program Scheme

Preliminary:

The conduct of examinations and declaration of result is one of the important activities of examination cell. The Scheme of Central Assessment Programme is being introduced by way of Ordinance with a view to

(1) declaring the result in the shortest possible time

(2) increasing the reliability of the result

(3) maintaining uniformity and consistency in the assessment

(4) increasing accuracy and efficiency in the declaration of results

(5) creating confidence amongst the students about the assessment system

The Central Assessment Programme shall consist of the following stages:

(i) Pre-assessment Work

(ii) Assessment and Moderation Process

(iii) Post-Assessment Work.

8.1 Pre-Assessment:

1) Appointment of CAP Director:

The Director for the Central Assessment Programme shall be appointed principal from amongst the following:

(i)Principal of the College concerned or his nominee from amongst the senior faculty members.

(ii) Any other senior person with the suitable academic and administrative experience. The principal shall communicate his acceptance along with the undertaking.

3) Invitation to Examiners/Moderators:
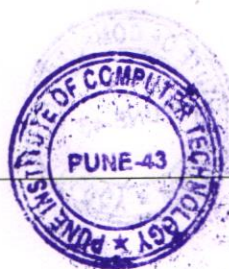
The Principal/Controller of Examinations shall ascertain the number of examiners and moderators required per subject. The principal shall decide regarding the space and the supporting staff required for the CAP.

The Director of CAP/Controller of Examinations shall send invitation letters to all the examiners and moderators well in advance to enable the examiners and moderators to communicate their acceptance. In case of any difficulty in doing so, the Director, CAP shall consult the Controller of Examinations and take decision. All the instructions regarding the CAP shall also be sent to examiners and moderators. In case of shortage of examiners/ moderators as reported by the principal, CAP the substitute appointments of examiner/moderators shall be made by the Controller of Examinations.

4) Collection of Answer-books:

It is the responsibility of the CAP Director of the Institute to see that the answer-books of the examinations held at his centres are collected by CAP Centre.

5) Preparation for CAP:

(i) The Director of CAP shall make adequate arrangements to receive answer-books

(ii) On receipt of the answer-books at the CAP venue, the staff employed for this work shall check the number of answer-books. Junior Supervisor's Reports and ascertain as to whether the number of candidates present and absent indicated in the report are correct. In case of any discrepancy, it shall be resolved in consultation with the Deputy COE, or an Officer nominated by the Controller of Examinations.

(iii) It shall be seen and verified that all the answer-books of the subjects, are received This shall be checked with the subject wise summaries of the examinations concerned. In case of non-receipt of answer-books, the Director of CAP shall take immediate steps for receiving the said answer-books concerned under intimation to the Co-ordinator/Assistant Co-ordinator of the CAP.

8.2 Assessment and Moderation Process:

The Institute shall issue instructions to the concerned do the following:

(i) Consistency and uniformity in assessment.

(ii) Remedial measures in respect of discrepancies detected/noticed in the question paper.

(iii) Unfair means noticed during the assessment process.

(iv) Administrative, financial, and organizational details.

(v) Any other details not covered under this Ordinance shall be prescribed by the Central Assessment Programme shall be carried out accordingly.

(vi) All staff members those who taught the subject must do the answer paper evaluation.

8.3 Post-assessment:

The Institute shall issue instructions on the following:

(i) Decoding/unmasking of assessed answer-books.

(ii) Scrutiny and verification of assessed answer-books.

(iii) Preparation and schedule of submission of mark-lists.

9. Appointment of Writer

The writer appointed to write answer papers of the blind, disable and learning disable or such other examinee will be paid Rs.200/- per paper in respect of examinations up to and inclusive of graduation and Rs.250/- in respect of post graduate examinations.

The Senior Supervisors are authorized, to make the appointment of a writer at an examination for a candidate who, in their opinion, is unable to write answer-scripts on serious medical grounds, blind or disabled and learning disabled. The writer to be appointed must not have passed the examination at which he is appointed to work for the examination. The concerned writer should not be first relative with Examinee, i.e. Mother-Father, Sister-Brother, Paternal and Maternal Uncle. The concerned Examinee must submit medical certificate from 'Registered Medical practitioner. The Senior Supervisor shall make a separate seating arrangement for the candidate and the writer. The Senior Supervisor will recover the prescribed fee of Rs.200/- per paper up to graduation and Rs.250/- per paper for post-graduate examination, from the candidate asking for the writer. The Principal or Senior Supervisor is permitted to collect the writer fees at the prescribed rates mentioned above from the candidates concerned and disburse them to writers appointed by them directly. No writer fee shall be collected from the blind candidates. The remuneration in respect of the writer provided to the blind candidate should be paid by the colleges from the factotum charges.

9.1 Time to Handicapped Students/Blind Students/Learning Disable

For Handicapped, Blind and Learning Disable:

The Senior Supervisors are also authorized to sanction additional 20 minutes per hour to handicapped and learning disable students. However, students will have to submit the medical certificate of civil surgeon. The candidate application must be received through the Principal to the Senior Supervisor concerned.

9.2 Ordinances

Ordinance 1: Grace Marks for Passing in each of head of passing.

(Theory / Practical / Oral/ Sessional) (External/Internal)

The examinee shall be given the benefit of grace marks only for passing in each head of passing (Theory/ Practical/Oral/Sessional) in External or Internal Examination as follows:

Head of Passing	Grace Marks up to
Up to 50	2
51-100	3
101-150	4
151-200	5

Provided that benefit of such gracing marks given in different heads of passing shall not exceed 1% of the aggregate marks in that examination. Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All-India level such as AICTE, MCI, Bar Council, CCIM, CCIII, NCTE, UGC, etc.

Ordinance 2: Grace Marks for getting Higher Class

A candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class/Higher Second Class or First Class by marks not more 1% of the aggregate marks of that examination or up to 10 marks, whichever is less, shall be given the required marks to get the next higher class or grade

as the case may be. Provided that benefits of above-mentioned grace marks shall not be given if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed in the examination concerned. Provided further that benefits of above-mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has been prescribed. Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All-India level such as AICTE, MCI, Bar Council, CCIM, CCIII, NCTE, etc.

Ordinance 3: Condonation

If a candidate fails in only one head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that head of passing in which he/she is failing whichever is less. However, condonation, whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only. Condonation of deficiency of marks be shown in the Statement of Marks in the form of asterisk (#) and Ordinance number provided that this condonation of marks is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM,CCIII, NCTE, etc.

Note for Ordinances from 1 to 3:

1. If a candidate fails in a head of passing, which is included in another head of passing, of the same subject, he shall be entitled to the benefit of the condonation in both the heads, if necessary, subject to the maximum limit of Condonation permissible.

2. If a deficiency of marks is condoned, the class/grade in the examination concerned, of the candidate shall be declared on the actual marks obtained by the candidate.

3. The benefit of not more than one Ordinance shall only be given for one examination of one course.

4. The benefits of above-mentioned Ordinances may be given to the candidates appearing in the examination with backlog and/or exemption whenever such a exemption/system of backlog has been provided.

5. The benefits under above mentioned Ordinances shall be given at the time of declaration of final examinations only.

6. Final examination for the purposes of these Ordinances means and includes such examination/s

based on marks on which class/grade is awarded.
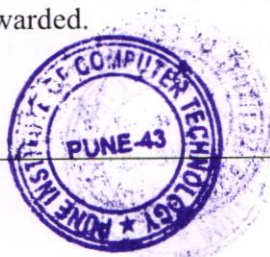
Ordinance: 5

BEST OF PERFORMANCE

(1) Not withstanding anything contained in any other Ordinance, if an examinee passes in any one or more subject/s, head/s of passing, of any examination he shall not be allowed to appear for subject/s, head/s unless there is specific provision to the effect in respect of concerned examination.

(2) If any examinee fails in any subject/s, head/s of passing in the examination, the marks obtained by him/her in such subject/s, head/s of passing shall not be carried forward.

If an examinee does not appear in any subject of passing in which he/she has failed in previous attempt, his/her performance in such subject/head of passing shall be treated as nil, unless he/she claims the benefits provided in Clause No.3.

(3) If an examinee appears for the subject / head of passing of the same examination for more than once, highest marks obtained by him/her in the last two proceeding examination shall be given effect to in the result of the concerned examinations, on the following conditions:

(a) If an examinee applies for the purpose along with copies of the statement of marks of the concerned examination attested by the Principal of the College/Head of the Department, with a fee of Rs.500/- within a period of 45 clear days from the day of declaration of result.

(b) If due to such marks of previous attempt, examinee passes the subject concerned and examination.

(c) If an examiner has not failed in more than one subject/ head of passing.

10. Remuneration to staff

Examination remuneration for staff as well as persons involved in the examination shall be distributed as per Savitribai Phule Pune University (SPPU) examination remuneration rule book in all heads.
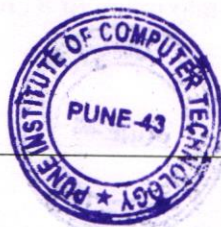
Annexure 1: Guidelines for Co-Curricular Activities (Credit Course as part of Curriculum)

As part of the implementation of autonomy with effective from Academic Year 2024-25 for the UG Co-curricular activities are included as credit courses as part of the curriculum. Accordingly, the number of credits is incorporated in curriculum structure.

Background:

SCTR's Pune Institute of Computer Technology believes in wholistic development of student catering to the requirements of engineering attributes (program outcomes) prescribed by Washington Accord and NBA through the implementation of Outcome Based Education. There is a limited scope of attaining all the program outcomes through classroom and laboratory teaching learning process. To expand the scope of learning to acquire all the attributes, PICT proposes to institutionalize and formalize the ongoing extra and co-curricular activities which are being carried out by students by awarding due credits and a certificate at the time of their graduation in addition to the University degree certificate. The purpose of extracurricular activities is primarily the acquisition of skills and competencies in areas that are not directly part of the curriculum.

Scope:

Co-Curricular Activities:

Co-curricular activity (CCA) is an activity, performed by students, that falls outside the realm of the normal academics of college or university education. Such activities are generally social, philanthropic, and often involve others of the same age. However, as part of autonomy and NEP 2020 guidelines some of the credits are included in the curriculum as mandatory for CCA.

CC Activities Include but not limited to

Community Service Organizations (NCC,NSS), Cultural / Ethnic Organizations, Engineering Academic Honor Societies, Engineering Clubs/ Organizations, Orientation Programs, Health Related Organizations, Professional Engineering Societies – Student Chapters, Research(Voluntary Basis), Sports, educational activities that include, seminars, workshops, project competitions, hackathons, debate competitions, and mathematics, robotics, and engineering teams and contests.

Credit System:

A student can earn two credits per year and a maximum of 8 credits in 4 years

1. The activity hours accumulated throughout the year shall be calculated by the Co-Curricular Activity Committee (CCAC) to fix the number of credits to be granted to students at the end of the year. (Note: 30 hours =1credit)

Mode of Implementation:

1. A committee called as Co-Curricular Activity Committee (CCAC) consisting of Dean Student Affairs and all the functional in charges of various activities shall facilitate the activities.

2. Identification and inclusion of Co-Curricular Activities to be considered for Credit System.

3. Mapping each activity to the program outcomes, design the assessment methodology.

4. Define the scope, methodology, number of hours required of each activity

5. Announcement of activity calendar

6. Registration and enrolment of interested students

7. Allocation of faculty mentors to the interested students based on the activity and expertise/interest.

8. Carry out the activities, submission of weekly report in the form of logbook.

9. Submission of detailed report in prescribed format mentioning all the activities carried out along with certificates, mementoes, photographs etc.

10. End-semester assessment and certificate of appropriate credits with the grade Outstanding, Excellent, Very Good, Good, Satisfactory etc.

11. Award of consolidated certificate at the time of graduation

Annexure 2: Guidelines for Massive Online Open Courses (MOOCs)

As part of the implementation of autonomy with effective from Academic Year 2024-25 for the UG and PG Programs, MOOCs are to be offered as part of the curriculum. Accordingly, the number of credits is incorporated in curriculum structure.

Following are the guidelines for implementation of MOOCs courses and awarding the credits:

1.   Department shall release a list of approved SWAYAM-NPTEL courses before the commencement of every semester.

2.	Students shall register for the approved Courses as per the schedule announced by SWAYAM-NPTEL.

3.	A student shall undergo the courses only from the list notified by the department through SWAYAM/NPTEL platform, complete all the assignments and examination requirements as specified by the SWAYAM/NPTEL.

4.	SWAYAM-NPTEL Courses are considered for transfer of credits only if the concerned student has successfully completed and obtained the SWAYAM-NPTEL Certificate.

5.	The credit equivalence for SWAYAM-NPTEL Courses: 12 weeks – 3credits; 8 weeks – 2 credits; 4 weeks – 1 credit.

6.	Equivalent marks will be considered for awarding the grades as specified in examination rules and regulations.

7.	A student must submit the original SWAYAM-NPTEL Course Certificates to the Head of the Department concerned, with a written request for the transfer of the equivalent credits. On verification of the SWAYAM-NPTEL Course Certificates and approval by the head of the department, credits will be awarded.

8.	The Institute shall not reimburse any fees/expenses a student may incur for the SWAYAM-NPTEL Courses.

9.	If the SWAYAM/NPTEL course calendar does not align with the institute's calendar, the department shall facilitate and conduct examination of the relevant course of equivalent credits in physical/virtual mode and award the credits accordingly.

Annexure 3: Scheme for Awarding of Marks Based on Attendance

As part of the implementation of autonomy with effective from Academic Year 2024-25 for the First Year B. Tech. Program, continuous internal evaluation carries 5% weightage for attendance in every course head.

Five percent of the marks will be awarded based on the attendance in each course head as per the following scheme:

- Attendance of 75% and above but less than 80%: 2 Marks
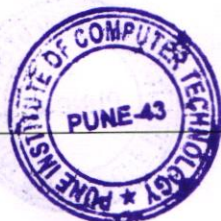
- Attendance of 80% and above but less than 85%: 3 Marks

- Attendance of 85% and above but less than 90%: 4 Marks

- Attendance of 90% and above: 5 Marks

i.   Due consideration will be given for the students who participate in Co-curricular activities following the due procedure with prior permission and appropriate marks will be awarded as per the policy.

ii.   Under any circumstances, shortage of attendance below 75% due to medical reasons will not be considered for awarding marks as per the above scheme.