ARISE & SHINE

ST. VINCENT PALLOTTI COLLEGE OF ENGINEERING & TECHNOLOGY, NAGPUR

NAAC Accredited with 'A' Grade

ORDINANCES / REGULATIONS FOR UG & PG ENGINEERING COURSES (B.Tech. & M. Tech.) 2025-26

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ST. VINCENT PALLOTTI COLLEGE OF ENGINEERING & TECHNOLOGY

(Established by THE NAGPUR PALLOTTINE SOCIETY and approved by All India Council for Technical Education (AICTE)
New Delhi, Govt. of Maharashtra Mumbai and RTM Nagpur University Nagpur)

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ORDINANCES / REGULATIONS 2025-26

1. **Details of Eligibility for B.Tech. Semester I Admission**

   Eligibility criteria for admission are as laid down by the competent authority.

2. **Admission criteria for direct second year (lateral entry)- Engineering /Technology**

   Eligibility criteria for admission are as laid down by the competent authority.

3. **Details of Eligibility for M. Tech. Semester I Admission**

   Eligibility criteria for admission are as laid down by the competent authority.

4. **Details of Eligibility for Ph.D. Admission**

   Refer Direction no. 22 of 2025 (further amendment if any) as available on the website of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

5. **Duration of the Program**
   Duration of the **B.Tech.** Program shall be FOUR years (EIGHT Semesters), **M. Tech**. Program shall be TWO years (FOUR Semesters)
   Note: Maximum duration for completing the **B.Tech.** degree is *eight years* from the date of admission to first year.

6. **Credit framework for B.Tech program**
   In pursuance with the National Education Policy 2020 and a Government Resolution No. **ubƚih** -2022/ (67/23)/**rka'kh**-2 dated 4th July 2023 issued by the Government of Maharashtra, the credit framework for B.Tech. Program is given in **Annexure - I.**

7. **Teaching and Examination Schemes:**

   Teaching and Examination Schemes (of eight semesters) with Syllabus for all B.Tech. Programs is appended in **Annexure – II (A)**
   Teaching and Examination Schemes (of four semesters) with Syllabus for all M.Tech. Programs is appended in **Annexure – II (B)**

8. **Credit Specifications:**

   a. **Theory/Tutorial Courses:** A minimum of 15 hours of teaching per credit is required in a semester (One hour/credit/week).

   b. **Laboratory/Performance Based Courses**: A minimum of 30 hours in laboratory or performance-based activities is required in a semester (two hour/credit/week). Performance based activities include Lab activities,

Workshop based activities, internship, Apprenticeship, Field based learning, community engagement learning, etc.

c. Each semester will consist of at least 15 weeks of Academic Work equivalent to 90 actual teaching days.

9. Introduction

9.1 Preamble

St. Vincent Pallotti College of Engineering & Technology, a Christian Minority institution established in 2004 on a sprawling nineteen-acre campus in Gavsi Manapur on the Nagpur-Wardha Road, is owned and managed by The Nagpur Province of the Pallottine Fathers, an international religious order. The College is approved by All India Council for Technical Education, New Delhi and Directorate of Technical Education, Government of Maharashtra. It is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU). The college offers twelve Undergraduate Engineering Programs: Computer Science & Engineering, Mechanical Engineering, Electronics & Telecommunication Engineering, Electrical Engineering, Information Technology, Civil Engineering, Computer Science and Engineering (Data Science), Artificial Intelligence, Computer Science and Engineering (Cyber Security), Computer Science and Business Systems, Industrial IoT and two vocational undergraduate programs: Cyber Security & Software development. It also offers six Post Graduate programs and runs two Ph. D. Research Centres in Mechanical Engineering and Computer Science & Engineering. The Institute is accredited with "A" grade by National Assessment and Accreditation Council (NAAC).

The curriculum offers broad knowledge and builds a thorough professional approach with lifelong learning and exploring. At the undergraduate level, a student needs to do compulsory foundation courses in the areas of basic sciences, humanities, social sciences, and engineering sciences as per departmental requirements. Departmental courses (core and electives) constitute a minimum 50% of the total curriculum. Further, students have to undertake electives including interdisciplinary ones to develop broad specialized and inter-disciplinary knowledge.

The Institute follows a credit-based semester system for its academic programs with English as the medium of instruction. An academic year runs from July through June next year and is comprised of two semesters. Typically, the 1st semester (Odd Semester) starts in July and ends in December; the 2nd Semester (Even Semester) starts in January and ends in June.

9.2 Departments

Table 1: Following is the list of various departments/BoS along with their two letter codes

S N	Department	Code
1	Civil Engineering	CV
2	Computer Science & Engineering	CE
3	Electrical Engineering	EE
4	Electronics & Telecommunication Engineering	ET
5	Information Technology	IT

6	Mechanical Engineering	ME
7	Computer Science & Engineering (Data Science)	DS
8	Artificial Intelligence	AI
9	Engineering, Sciences & Humanities	ES
10	Computer Science & Engineering (Cyber Security)	CS
11	Computer Science & Business Systems	CB
12	Industrial Internet of Things (IoT)	II
13	Robotics & Artificial Intelligence	RA

9.3 Programs Offered

SVPCET offers academic programs at Under-Graduate, Post-Graduate and Doctoral Research Programs. In undergraduate programs students are admitted after 10+2 schooling while for all postgraduate programs, students are admitted after they have obtained at least a Bachelor's degree Engg. / Technology. Admissions to all these programs are based on the eligibility criteria as prescribed by the competent authority

9.3.1 Under Graduate Program

Table 2: Bachelor of Technology (B.Tech.)

S N	Department	Program Title	Intake
1	Civil Engineering	B.Tech. (Civil Engineering)	60
2	Computer Science & Engineering	B.Tech. (Computer Science & Engineering)	120
3	Electrical Engineering	B.Tech.(Electrical Engineering)	60
4	Electronics & Telecommunication Engineering.	B.Tech. (Electronics & Telecommunication Engineering.)	60
5	Information Technology	B.Tech. (Information Technology)	60
6	Mechanical Engineering	B.Tech. (Mechanical Engineering)	60
7	Computer Science & Engineering (Data Science)	B.Tech. (Computer Science & Engineering (Data Science))	60
8	Artificial Intelligence	B.Tech. (Artificial Intelligence)	60
9	Computer Science & Engineering (Cyber Security)	B.Tech. Computer Science & Engineering (Cyber Security)	60
10	Computer Science & Business Systems	B.Tech. (Computer Science & Business Systems)	60
11	Industrial Internet of Things		
12	Robotics & Artificial Intelligence	B.Tech. (Robotics & Artificial Intelligence)	60

Note: *Eligibility criteria for admission are as laid down by the competent authority.*

9.3.2 Post Graduate Program

Table 3: Master of Technology (M. Tech.)

S N	Department	Program Title	Intake
1	Electronics & Telecommunication Engineering.	M. Tech. (Embedded System & VLSI Design)	12
2	Mechanical Engineering	M. Tech. (Automotive Technology)	12
3	Electrical Engineering	M. Tech. (Power Electronics and Power Systems)	12
4	Civil Engineering	M. Tech. (Structural Engineering)	12
5	Information Technology	M. Tech. Computer Science and Engineering (AI & ML)	12
6	Computer Science & Engineering	M. Tech. Computer Science and Engineering (Big Data Analytics)	18

Note: *Eligibility criteria for admission are as laid down by the competent authority.*

10. Ordinances/Regulations for the UG and PG Programmes 2025-26

The Governing Body of the Institute prescribes the following ordinances/regulations in respect of the different undergraduate and postgraduate programs at St. Vincent Pallotti College of Engineering & Technology, Gavsi Manapur, Wardha Road, Nagpur – 441108 on the recommendation of the Academic Council. The details in respect of the ordinances issued are as follows.

10.1 Short title and commencement

These ordinances/regulations shall be hereafter called as the ordinances/regulations for the Undergraduate and Postgraduate (UG & PG) Programs at SVPCET. These ordinances/regulations shall come into force for all the students (all semesters) admitted in the academic session 2025-26.

10.2 Definitions

In this document, unless the context requires otherwise the words, phrases and abbreviations used shall have the following meaning:
   a. **"AEC"** means the Ability Enhancement Courses.
   b. **"Academic Council"** means the Academic Council of St. Vincent Pallotti College of Engineering & Technology, Nagpur.
   c. **"ATKT"** means Allowed to Keep the Term in higher semester
   d. **"Board of Studies"** means Board of Studies for various programs of Technology in the faculty of Science & Technology in the University.
   e. **"CC"** means Co-curricular Courses.
   f. **"CA"** means Continuous Internal Evaluation which refers to the internal assessment of students conducted at the institute.
   g. **"Competent Authority"** (for admission purpose) means an "Authority" established or assigned the duty to regulate admissions in the course by the Government of Maharashtra or an authority constituted by the University, for this purpose.
   h. **"Course"** means a paper/subject (theory or practical) prescribed for any semester of the programme.

    i. **"Credit"** (C) for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of one (1) for theory and a multiplier of half (1/2) for practical (laboratory) hour.

    j. **"Credit Points (GPV)"** refer to the product of no. of credits multiplied by the Grade Point for a given course/paper.

    k. **"Cumulative Grade Point Average (CGPA)"** refers to the Cumulative Grade Point Average weighted across all semesters.

    l. **"Degree"** means the Under Graduate Degree awarded after successful completion of the programme governed by this regulation/ordinance.

    m. **"Fees"** means the fees prescribed by the University/Shikshan Shulk Samiti of Government of Maharashtra/Finance Committee of the Institute for the Under Graduate programme under this Direction, from time to time.

    n. **"Grade Letter"** is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in a course/paper. Grade letters are A^+, A, B, C, D, E, F, I and Z.

    o. **"Grade Point"** is the weightage allotted to each grade letter depending on the range of marks awarded in a course/paper.

    p. **"Graduate programme"** means Bachelors' degree programme in Technology

    q. **"MOOC"** means Massive Open Online Course offered by SWAYAM/NPTEL or any other recognized University or Institution.

    r. **"SEC"** means Skill Enhancement Courses.

    s. **"ESE"** means end semester examination.

    t. **"Semester Grade Point Average (SGPA)"** refers to the performance of the student in a given semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.

    u. **"Student"** means student admitted to Bachelor's Degree Programme in Technology under this regulation/ordinance.

    v. **"ODL"** means Open and Distance Learning.

    w. **"OE"** means Open Elective Courses.

    x. **"University"** means The Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

    y. **"VSC"** means the Vocational Skill Courses.

Note: Meaning of all other terms in these ordinances/regulations shall be as per AICTE/UGC/DTE/University.

11. Ordinances

1. The Institute shall offer UG & PG programs as the Governing Body/ University/ Government may approve on the recommendation of the Academic Council either on its own or on the initiative of a Department and / or on the direction of the Governing Body / Government.

   Interdisciplinary programs may be proposed by a department or by a committee appointed by the Principal for the consideration of the Academic Council and the Governing Body /Government.

2. The procedure for starting a new program/temporarily suspending a program / phasing

out a program shall be as per the guidelines laid-down by the competent authority.

3. The minimum qualifications and procedure for admission to the first year UG and PG programs as well as direct second year admission to UG program shall be as per the norms prescribed by competent authority.

4. A student shall be required to earn minimum credits through various academic courses of a curriculum as provided in the regulations and scheme given in Annexure-II.

5. The award of the UG / PG degree to an eligible candidate shall be made in accordance with the procedure laid down in theregulations. A student shall have to complete all the requirements for the award of the degree within such period as may be specified in the regulations, including those credits earned at such other institutions as have been recognized by the Institute for this purpose.

6. The date of initial registration for the programs shall normally be the date, on which the student formally registers i.e. takes final admission for the first time. This date shall be considered as the date of joining the programs for all intents and purposes

7. A student shall be required to attend all lectures, tutorials and practical classes. However, for late registration, sickness or other such exigencies, absence may be allowed as provided in the regulations.

8. A student may be granted such scholarship / assistantship / stipend etc. and awarded medals for excellent performance in Academics, Co-curricular and Extra-Curricular Activities as specified in the regulations or in accordance with the directions of the Government and / or the decision of the Governing Body from time to time.

9. The procedure for the withdrawal from UG or PG program, rejoining the program, award of grades and SGPA / CGPA, the examination and all such matters as may be connected with the running of UG & PG programs shall be as specified in the regulations.

10. A student admitted to the UG & PG program shall abide by the code of conduct for students issued by the Institute from time to time. This code of conduct shall deal with the discipline of the students in the hostels, departments, the Institute premises and outside. It may also deal with such other matters as are considered necessary for the general conduct of the students, co-curricular and extra-curricular activities. It shall be approved by the Academic Council on the recommendations of the respective coordinators.

11. The minimum duration of UG programs (B. Tech.) shall be of four years (organized in 8 semesters of six months each including vacation period).

    The minimum duration of PG programs shall be of two years (organized in 4 semesters of six months each including vacation period).

    Note: Maximum duration for completing the **B.Tech.** degree is *eight years* from the date of admission to first year.

12. The tuition fee structure will be governed by the rules and regulations as prescribed by the competent authority.

13. The fees other than the tuition fees will be governed by the rules and regulations framed and recommended by the Finance Committee and duly approved by the Governing Body.

12. Regulations for the Undergraduate and Postgraduate Programs

Regulation No.	Description
R 1. General	
R 1.1	These regulations shall be called as the Regulations for the UG & PG programs of the Institute.
R 1.1	These regulations shall come into force with effect from the date of its approval by the Academic Council.
R 2. UG/PG Program	
R 2.1	The Institute shall offer undergraduate programs as shown in Table 2 and Post Graduate programs as shown in Table 3.
R 2.2	a. The minimum duration of UG programs leading to B. Tech. degree is eight semesters(spread over four years). b. The minimum duration of PG programs leading to M. Tech degree is four semesters(spread over two years). c. The duration for the UG/PG program may be altered in accordance with the decision of the Competent Authority.
R 2.3	Reservation of seats for admission to UG/PG programs shall be as per the norms of the Government for Minority Institutions.
R 2.4	Direct second year UG admission (lateral entry) shall be made as per the norms and procedures of Government for Minority Institutions.
R 2.5	The candidate shall be provisionally admitted to UG program subject to the fulfillment of eligibility criterion as prescribed by the Competent Authority.
R 2.6	In the matter of admissions to the UG/PG programs, the decision of the competent authority shall be final.
R 2.7	A Candidate seeking admission should obtain the eligibility certificate from the University in the first semester / at the time of admission.
R 3. Semester System	
R 3.1	The academic programs in the Institute shall be based on semester system; two semesters (Odd and Even) in a year with winter and summer vacations.
R 3.2	The curriculum shall consist of credit and audit (non-credit) courses.
R 3.3	Each credit course shall have a certain number of credits assigned to it as per the teaching scheme provided in **Annexure - II**, depending upon the academic hours of the course, which would be assessed on the basis of weekly contact hours of theory lecture, tutorial, laboratory classes and field study if required.
R 3.4	The theory and practical courses, seminars and projects offered in a semester shall be continuously assessed and evaluated to judge the performance of a student.
R 4. Curricular Structure	
R 4.1	In pursuance with the National Education Policy 2020 and a Government Resolution No. **ubZih** -2022/ (67/23)/**rka'kh**-2 dated 4th July 2023 issued by the Government of Maharashtra, the credit framework and other details

	for B.Tech. Program is given in **Annexure - I.**
R 4.2	Each UG/ PG program will have a curriculum and course contents (syllabi) for the courses designed by the BOS and approved by the Academic Council.
R 4.3	The curriculum of any UG/PG program is designed to have credits as per the Scheme of Examination provided in Annexure II for the award of degree.
R 4.4	The total contact hours for UG/PG programs shall be as per norms prescribed by the Competent Authority.
R 4.5	The medium of instruction & examination shall be English.
R 4.6	Every UG student will have to earn the credits by passing all the credit courses as specified in R6 and will have to earn 'S' grade in all the audit courses to become eligible for award of the Degree.
R 4.7	BoS can modify course contents maximum up to 10% every year.
R 4.8	The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any course in which the Institute conducts examination shall be determined from time to time by the Academic Council after considering the recommendations of the Board of Studies. All changes in the Syllabi or in the scheme of examinations shall be notified for general information min. 30 days before the commencement of the Programs leading to the examination.
R 5. Program and Course Codes	
R 5.1	Each course offered shall have an alphanumeric course code consisting of a string of eight characters. The first two characters in a course code shall be numeric indicates the year of admission. The third and fourth capital letters identifying the respective department offering the course, fifth character indicates semester 1-8 for UG program and 1-4 for PG program. Sixth & seventh characters indicate course number. Eighth character indicates nature of the course i.e. Theory (T), Practical (P), Open Elective (O) & Multidisciplinary Minor (M). viz.: 25CE401T: Batch: 2025 CE- Computer Science and Engineering, 4-Fourth Sem, XX-Course Number and T-Theory
R 6. Course Credits	
R 6.1	Each credit course shall have an integer number, which reflects its weightage. The student earns credits by passing corresponding courses in minimum 'E' grade in theory course examination and minimum 'E' grade in practical course examination. The number of credits of a course in a semester shall normally be calculated as under (however there may be some exceptions): a. Lectures/Tutorial: One lecture hour per week shall be assigned one credit (one credit = 15 hours per semester). b. Practical: Two laboratory hours per week shall be assigned one credit. Not more than two credits may be assigned to a practical course having only laboratory component. (one credit = 30 hours per semester). c. Major Project: Two hours per week will be assigned for one credit. d. Special courses like minor and major projects, seminar, and general

	proficiency in the UG program shall be treated as any other practical course and shall be assigned such number of credits as reflected in the respective scheme approved by the BOS and Academic Council.
**R 7. Incentive Grade Points to the students participating in Research/Training /NCC /NSS/ Games & Sports/Cultural Activities.**
7.1	The students admitted to the UG/PG program, participating in Research/Training /NCC/NSS/ Games & Sports/Cultural Activities shall be awarded incentives. However, these activities shall not be compulsory. Guidelines for calculation of Grade point for participating in activities Research/Training/NCC/NSS/Games & Sports/Cultural Activities in the semester are given in **Annexure III**. **Note:** Incentive marks/credits shall be given to those students only who have not taken NCC/NSS/ Games & Sports/Cultural Activities/ Community Service Program as part of their formal curriculum.
7.2	The student should register and participate in the Community Service Program (CSP)/Other programs which are announced by the Sports/Humanities/ NSS/UGC/AICTE/Ministry of education/HRD ministry time to time at the start of academic year. Incentives for the same shall be approved by Academic Council as per the nature of activity/guidelines from the competent authority.
**R 8. Governance of the Institute** *(Refer Annexure IV)*
8.1	**Governing Body (GB)**: Composition of members and procedure for conduct of business at the meeting *(Refer Annexure IV, clause 1.3).*
8.2	**Academic Council (AC):** Composition of members and procedure for conduct of business at the meeting *(Refer Annexure IV, clause 1.4).*
8.3	**Board of Studies (BoS):** Composition of members and procedure for conduct of business at the meeting *(Refer Annexure IV, clause 1.5).*
8.4	**Finance Committee:** Composition of members and procedure for conduct of business at the meeting *(Refer Annexure IV, clause 1.6).*
**R 9. Department Course Group and Course Coordinator**
9.1	Every HOD will form Department Course Groups for each subject area which shall contain the senior departmental faculty related to the subject/group and invited members from other departments and industry if required. Every course shall have a coordinator designated by the Chairman BoS. He/she shall be responsible for all academic and examination related activities of that course.
**R 10. Starting a New Program**
R 10.1	a. An Institute is free to start certificate/diploma courses. Certificates shall be issued under the seal of the college. The Certificate Course can be offered by college/ in collaboration with Industry/Academic Institute/Training Center etc. b. An Institute is free to start a new Diploma/ Degree (UG or PG) program with the recommendation of the academic council and Governing body. Such programs shall have due approval from Competent Authority.

R 11. Registration of Student	
R 11.1	Every student admitted shall have his/her unique Student ID (UID). The UID of a student shall consist of eight digits, **AABCCDEE** *where,* **AA**: Indicates Year of Admission **B**: Indicates Admitted to first year as 0 or direct second year as 1. **CC**: Indicates Program code **D**: Indicates Section in the Program (0 for section A and 1 for Section B) **EE**: Indicates Serial Number in a program. *Viz:* 25001001 indicate Serial No. 01 of B Tech. Computer Engineering student admitted in first year in academic session 2025-26. In case of change of branch, the UID of the students allotted earlier will be frozen and a new UID will be allotted as per norms.
R 11.2	Registration of the students' is mandatory at the beginning of each academic year on the prescribed date announced by the administration by payment of the stipulated fees along with duly filled in Registration form.
R 11.3	Late registration may be permitted only for valid reasons and on payment of a late registration fee. In any case, registration must be completed before the prescribed last date for registration, failing which his/her studentship is liable to be cancelled. Students having outstanding dues to the Institute shall be permitted to register only after clearing the dues.
R 11.4	In-absentia registration may be allowed only in rare cases at the discretion of the Dean Academic in case of circumstances beyond the control of students.
R 11.5	a. For admission to III Semester the student must have earned at least 50% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. I & II Semester put together) failing which he/she shall not be eligible for admission to III semester. b. For admission to V Semester the student must have passed I & II semester and earned at least 50% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. III & IV Semester put together) failing which he/she shall not be eligible for admission to V semester. c. For admission to VII Semester the student must have passed I, II, III & IV semester and earned at least 50% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. V & VI Semester put together) failing which he/she shall not be eligible for admission to VII semester. **Note:** Refer Table 4 for more clarity.

Table 4: Promotion to Higher Semester (A.T.K.T.)			
Admission to the Semester	**Candidate should have passed All courses of the following exam**	**Candidate should have filled the examination form and appeared for the following Exam**	**Candidate should have earned Minimum 50% of the total credits of following examination**
1ˢᵗ Semester	H.S.S.C/equivalent	-----	-----
2ⁿᵈ Semester	-----	1ˢᵗ Semester	-----
3ʳᵈ Semester	-----	2ⁿᵈ Semester	50% credits of 1ˢᵗ and 2ⁿᵈ Semesters taken together
4ᵗʰ Semester	-----	3ʳᵈ Semester	As Above
5ᵗʰ Semester	1ˢᵗ and 2ⁿᵈ Semesters	4ᵗʰ Semester	50% credits of 3rd and 4ᵗʰ Semesters taken together
6ᵗʰ Semester	As Above	5ᵗʰ Semester	As Above
7ᵗʰ Semester	3ʳᵈ and 4ᵗʰ Semesters	6ᵗʰ Semester	50% credits of 5ᵗʰ and 6ᵗʰ Semesters taken together
8ᵗʰ Semester*	As Above	7ᵗʰ Semester	As Above

*A candidate admitted to Final Semester can appear for Final Semester examination however, the result of the Final Semester examination will be withheld (NCL – Not Cleared for lower semester examinations) unless the candidate clears all the lower semester examinations of the program.

R 12. Equivalence and Absorption Scheme

R 12.1	The students from University pattern / any other Institute/other program, desirous of seeking admission to autonomous pattern, has to fulfill the norms of absorption/equivalence decided by the Academic Council on the recommendations of the Equivalence Committee. The additional time and number of attempts needed to secure earlier semester credits will be specified by the equivalence committee. The equivalence committee will comprise of Dean Academics, Controller of Examination and Chairman of BoS for the program to which the student is desirous to take admission.
R 12.2	(a) For the DC students appearing in the course(s) recommended by the equivalence committee, the grade awarded shall be 'E'. (b) For students appearing in the absorption scheme due to a branch change, as per the recommendation of the equivalence committee, the maximum grade awarded shall be 1 grade lower than the actual grade obtained.
R 12.3	For direct admission to second year (lateral entry/transfer) the calculation of CGPA will be done from second year onwards.

R 12.4	The students from any University/ Autonomous college desirous of seeking admission to III/V/VII semester is eligible to take admission as per norms laid down by the ' Equivalence Committee' of the college.

R 13. Change of Branch

R 13.1	Change of branch in III semester shall be carried out as per the rules and norms approved by the Government/competent authority from time to time for the students seeking such change.

R 14. Discipline and Conduct

R 14.1	Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which will tend to bring down the prestige of the Institute.
R 14.2	The following acts by the students within or outside the college campus shall constitute gross violation of 'Code of Conduct' as published by Coordinator Student Affairs & Development Cell (SADC) from time to time, punishable as indiscipline. (Refer Annexure V) a. Lack of courtesy and decorum, as well as indecent behavior; b. Willful damage of property of Institute/ Hostel or of fellow students; c. Possession/ Consumption/ Distribution of alcoholic drink and banned drugs; d. Unauthorized possession of library materials like books, journals etc. e. Noisy and unseemly behavior disturbing peace in Institute and Hostel; f. Hacking in Computer system, either hardware or software or both; g. Any other act considered by the Institute as a gross indiscipline.
R 14.3	Any act of indiscipline of a student reported to the SADC, will be discussed in the Grievance Redressal Committee constituted by the Academic Council. The Committee will enquire into the charges and recommend suitable punishment if the charges are substantiated. The concerned Heads of the Departments shall consider the recommendations of the Grievance Redressal Committee and authorize the SADC to take appropriate action. The student may appeal to the Principal whose decision shall be final and will be conveyed to the SADC.
R 14.4	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, he / she will be liable to be expelled from the Institute without any notice.
R 14.5	If a student is involved in any kind of ragging, shall be liable for strict action as per UGC Regulation No. F. 1-16/2009 (CPP-II) dated 21.10.2009 and Hon'ble Supreme court judgement delivered on 8th May 2009.
R 14.6	Student once admitted in the Institute has to follow dress code, if any, as well as other instructions issued by the administration from time to time, failing which disciplinary action shall be initiated against such student.

R 14.7	If a student is found guilty of overall misconduct during his/her stay in the Institute, he/she will be punished as per the recommendations of the SADC. The maximum punishment may be expulsion from the Institute.
R 14.8	If a student is found guilty of malpractices in examination, he/she will be punished as per the recommendations of the unfair means committee.

R 15. Attendance, Absence & Leave Rules

R 15.1	All the students are expected to be present in all lectures, tutorials, practicals, co-curricular courses etc. scheduled for them. Attendance will be closely monitored during the semester as per the guidelines.
R 15.2	If a student is continuously absent from the classes for more than 10 working days without informing the Course Coordinator, the Coordinator shall immediately bring it to the notice of the Head of the concerned department as the case may be and then in turn shall be informed the same to the Office of Dean Academic and parents of the absentee.
R 15.3	The names of the students who have remained absent, for more than 25% of the actual classes held in a course will be intimated by the Course Coordinator on the last teaching day of each month of the respective semester, to the students in the class with written intimation to the HOD, who will arrange to consolidate the list of such students for all the courses and display it on the notice board of the department with an intimation to Dean Academics and parents of the absentee.
R 15.4	A student must have an overall minimum 75% attendance of the total number of classes including lectures/ tutorials and practicals. Student is not permitted to appear for the make-up and end semester examination if the attendance is less than 75%. He/ She shall be awarded `Z' grade (detained) in that semester. Such students shall appear in the backlog examination.
	In case, the overall attendance of a student falls below 75 %, his/her attendance in individual courses (theory/practical) shall be considered. If in any course his/her attendance is 75% or above, he/she shall be eligible to appear in end semester examination of that course.
R 15.5	**Condonation of Attendance**: A deficiency of overall attendance to the extent of 15% may be condoned by the Principal strictly on medical ground after the recommendation of Head of the Department.
	In case, after considering condonation of attendance, the overall attendance of a student falls below 60 %, his/her attendance in individual courses (theory/practical) shall be considered. If in any course his/her attendance is above 60%, he/she shall be eligible to appear in end semester examination of that course.
	However, if the range of condonation in attendance is from 1% to 15% then the eligibility of a student for appearing in the exam of a course shall be **'75% - %age condonation'**.
	However, the decision in this matter will be finally taken by the Principal.

R 16. Student Progression Path and Provisions for Multiple Entry, Exit and Withdrawal

R 16.1	**Multiple Exit:** Students will have the flexibility to enter a program in odd semesters and

exit a program after the successful completion of even semester as per their future career needs:

a. Students exiting the First-Year programme after securing minimum 40 credits will be awarded UG Certificate in the relevant Discipline /Subject provided they secure additional 8 credits in work-based vocational courses or internship / Apprenticeship offered during summer vacation *__OR__* a student can continue the program in 2nd year.

b. 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. *__OR__* a student can continue the program in 3rd year.

c. Students exiting the 3-year UG program will be awarded B.Voc./B.Sc. in the relevant Discipline /Subject upon securing minimum 120 credits 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 sixth semester. *__OR__* a student can continue the program in 4th year.

d. Exit options shall be provided with Certification, Diploma and B. Vocational/B.Sc. 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 (Multidisciplinary 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/Honors/ Honors with Research subject to earning additional 18-20 credits.

Table: 5 Student Progression Path and Provisions for Multiple Entry and Exit

Level	Qualification Title	Additional Credits to be Earned	Credits	Sem	Year
4.5	One Year UG Certificate in Tech. *OR* Continue with Major	8 (Vocational/Skill Course or Internship)	40	2	1
5.0	Two Year UG Diploma in Tech. *OR* Continue with Major	8 (Vocational/Skill Course or Mini Project/ Internship)	80	4	2
5.5	Three Year bachelor's degree in B. Voc./ B.Sc. (Technology) *OR* Continue with Major	8 (Vocational/Skill Course or Mini Project/ Internship)	120	6	3
6.0	Four Year Bachelor's degree in Technology (B.Tech.) with Multidisciplinary Minor	Not Required	160	8	4
6.0	Four Year Bachelor's degree in Technology (B.Tech.) with Honors & Multidisciplinary Minor	18 – 20	160	8	4
6.0	Four Year Bachelor's degree in Technology (B.Tech.) Honors with Research & Multidisciplinary Minor	18 – 20	160	8	4
6.0	Four Year Bachelor's degree in Technology (B.Tech.) with Double Minors (Multidisciplinary & Specialization Minors)	18 – 20	160	8	4

e. The Bachelor of Technology (B.Tech.) Degree with **Honors** in chosen Major Engg. / Tech. Discipline with Multidisciplinary Minor (178 -180 credits) enables students to take up five-six additional courses in the same Major Engg. / Tech. discipline of 18 to 20 credits distributed over semesters III to VIII. The decision regarding the mechanism of distribution of these 18-20 credits over semesters III to VIII, which are over and above the min. 160

	Credits prescribed for Four Year Multidisciplinary Bachelor Degree in Technology (B.Tech.), will be taken by Academic Authorities of University.
	f. The Bachelor of Technology (B.Tech.) **Honors with Research** Degree in chosen Major Engg. / Tech. Discipline with Multidisciplinary Minor (178 -180credits), the students will work on a research project/dissertation for 18-20 credits in the fourth year (VII & VIII sem.) in the same Major Engg. / Tech. discipline. The decision regarding the mechanism of distribution of these 18-20 credits over semesters VII & VIII, which are over and above the min. 160 Credits prescribed for Four Year Multidisciplinary Bachelor Degree in Technology (B.Tech.), will be taken by Academic Authorities of University.
	g. The Bachelor of Technology (B.Tech.) Degree in chosen Major Engg. / Tech. Discipline with **Double Minor** (Multidisciplinary and Specialization Minor, (178 -180 credits) enables students to take up five-six additional courses worth 18 to 20 credits in another Engg. / Tech. discipline/ Emerging Area Specialization distributed over semesters III to VIII. The decision regarding the mechanism of distribution of these 18-20 credits over semesters III to VIII, which are over and above the min. 160 Credits prescribed for Four Year Multidisciplinary Bachelor Degree in Technology (B.Tech.), will be taken by Academic Authorities of University.
	Note: Refer Annexure V: Guidelines for Honors (Major)/Minor
16.2	**Re-entry or Lateral Entry**
	a. Students, opting for exit 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 EIGHT years from the date of admission to first year UG.
	b. 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.
	c. Lateral entry into the programme of study leading to the UG Diploma / Vocational/ B.Sc./ UG Bachelor's Degree with Single Minor/ UG Bachelor's Degree with Double Minor/ Honours with Research will be based on the validation of prior learning outcomes achieved and subject to availability of seats based on intake capacity.
	d. Eligibility for admission to the UG Bachelor's Degree with Double Minor/ Honours/Honors with Research as per NEP guidelines: Minimum CGPA/CPI of 7.5 after second semester for UG Bachelor's Degree with Double Minor/ Honours and Minimum CGPA/CPI of 7.5 after sixth semester for UG Bachelor's Degree Honors with Research.
R 17. Examination, Assessment & Evaluation	

In a semester a student shall be evaluated for his/her academic performance in a theory (Lecture / Tutorial) course through One Mid-Sem Examination (MSE), Teachers' Assessment (TA) and one End Semester Examination (ESE). All the examinations shall be conducted as per the syllabi prescribed by the respective BOS and approved by the Academic Council.

R 17.1	a. The Mid-Sem Examination will be conducted as per schedule in an Academic Calendar. MSE shall be of 90 minutes duration. The duration of examination may vary as per the need of the theory course. b. The MSE shall be conducted by Examination Cell. c. Valued answer books shall be shown to the students within six working days after the examination of respective course of the theory examination. Grievances, if any, shall be addressed by the HOD on application of the students within next two days. d. Continuous evaluation of students' performance shall be done on the basis of assessments tools such as assignments, tutorials, open book tests, seminars, group discussions, course specific micro/mini projects, quizzes etc. The course coordinator shall declare the assessment tools, with approval of HoD of concerned department, for each course, within a week of course commencement / the date prescribed by the Dean Academics. e. Mid-Sem Examination (20%) and Teachers' Assessment (20%) together cover the 40% of total evaluation as per the Scheme of Examination. f. End Semester Examination covering 60% evaluation shall be conducted as per schedule in academic calendar. End semester examinations shall be of three/two-hour duration as per the scheme of examination (Annexure II). g. Examination fees will be paid by the student for appearing for the examination. The fees payable shall be prescribed by the Finance Committee.
R 17.2	The students who remain absent for MSE (Mid Semester Examination) with a valid reason & prior permission of Dean Academics, may appear for absentee MSE examinations. Absentee MSE examinations shall be conducted by the course coordinator before the end semester examination as per the directions of Dean Academics. This provision is made only for situations in which the absence is due to the reason of illness, representation of institute at National /International competition and circumstances beyond control of the student. To avail this provision, the student is required to apply to the HOD with recommendation from Course Coordinator with relevant documents. It is the discretion of the HOD and Course Coordinator to consider such applications.
R 17.3	A student who skips Continuous Internal Assessment or a part thereof shall be awarded zero marks under the respective head.
R 17.4	a. A student who remains absent for End Semester Examination, shall be awarded letter grade 'I' (zero grade point) for respective course. A student having letter grade 'F' & 'I' shall be allowed

	to appear for the Make-up examination.
	b. The Make-up examination shall be conducted within 20 days from the declaration of results of the end semester examination. Make-up examination shall be for End Semester Examination (Theory & Practical) of that semester only.
	c. Examination fees will be paid by the student for appearing in the Make-up examination. The fees payable shall be prescribed by the Finance Committee.

R 17.5	A student shall be evaluated for his/ her academic performance in a practical course on the basis of continuous internal evaluation and one end semester practical examination.
	 a. Continuous assessment comprising of 50% evaluation on the basis of his/her performance in each practical, journal completion and viva-voce/ objective examination.
	 b. There shall be one end semester practical examination comprising of 50% evaluation conducted by external examiner.
	    1. In case of experimentation based practical, the evaluation shall be done on the basis of performance in practical examination and viva-voce/objective examination.
	    2. Mode of examination for activity based practical shall be declared by the course coordinator in the beginning of the session.
	    3. Type of practical course i.e. experimentation based or activity based shall be decided by the respective BoS.

R 17.6	Major Project /Mini Project/ Micro Project/ Seminar/Case Studies/Industrial Visits/ any other such courses shall be evaluated through the rubrics in order to ensure quality of work carried out, the report submission and presentation/s as per the guidelines prescribed by the respective BoS from time to time.
R 17.7	Notwithstanding contained in above, any specific norms in respect of examination, passing, results, valuation, grading, discipline, award of degree, attendance will be prepared by the respective BoS and approved by Academic Council.
R 17.8	**Standard of Passing** The scope of the course, percentage of passing in Theory Practical and Internal Assessment will be governed as per following rules: (i) In order to pass the Bachelor of Technology (B.Tech.) 1st, 2nd, 3rd, 4th, 5th, 6th, 7th and 8th Semester Examinations, an examinee shall obtain not less than Grade 5 in each theory/practical course, taking internal exam & ESE together. (ii) An examinee who is unsuccessful in examination shall be eligible for appearing to the subsequent examinations on payment of a fee prescribed for the examination together with the conditions of the ordinance/regulations in force from time to time. (iii) The candidates who pass all the semester examinations in the first attempt are eligible for ranks/ merit position.

	(iv) The results of the candidates who have passed the Semester-VIII examination but not passed the lower semester examinations shall be declared as NCL (not completed lower semester examinations). Such candidates shall be eligible for the Degree only after successful completion of all the lower semester examinations. (v) The successful examinees at the UG/PG examination shall be awarded division based on CGPA as follows: **Table 6:** CGPA *Vs* Division | CGPA	Division
8.25 and above	1st division with distinction
6.75 to 8.24	1st division
5.75 to 6.74	2nd division | (vi) Institute guidelines issued from time to time regarding Revaluation and Grace Marks shall be applicable to B.Tech. Program covered under these regulations.
R 17.9	**Revaluation of the Answer Books** Upon receipt of the application for the revaluation, the following procedure shall be followed: 1. The 1st re-valuer for the revaluation of the answer books must be appointed from the list of examiners as submitted earlier by the BOS chairmen for the given course. 2. If the marks after the 1st revaluation change (on either side) by less than or equal to 4% of the marks awarded during the original valuation, the change in marks is rejected, and a 'No-change' result shall be communicated to the examinee. 3. If the marks after the 1st revaluation change by more than 4% and less than or equal to 15% of the marks awarded during the original valuation, the change in marks is accepted, and the original marks of the examinee shall be changed. The marks awarded after the 1st revaluation shall be awarded to the examinee. 4. If the marks after the 1st revaluation change by more than 15% of the marks awarded during the original valuation, then the 2nd re-valuer must be appointed. 5. After completing the 2nd re-valuation, the mean of the higher marks awarded by any two examiners (original valuer, 1st re-valuer, and 2nd re-valuer) shall be considered for awarding the marks to the examinee. 6. In case of any fraction resulting while calculating percentage of marks awarded during the original valuation or the final awarded marks, the same shall be converted to the next integer.
R 17.10	**Forego** An examinee securing an 'F', 'I' or 'Z' grade in any course of an examination shall have the option to forego his/her continuous assessment marks in a course(s) while appearing for successive attempts at the examination as an ex-student for that particular course(s). The option to forego cannot be availed by an examinee if he/she is appearing for the examination as a regular student for that particular course. For the examinee opting to forego a particular course, his/her marks in continuous assessment for that course shall be ascertained proportionately on the basis

		of his/her marks scored in the end-semester examination of that course. The forego option (YES/NO) is exercised by default in favour of the students.

R 18. Category of Courses

A student admitted to B.Tech. program is required to undergo and successfully complete the following types of courses as mentioned in the scheme of examination:

Table 7: Types of Courses and Choice for Selection

SN	Course Type	Choice for Selection
1.	Major (Core) Subject (92 Credits)	A student is required to select her/his 'MAJOR' program from amongst the choices provided by the institute before filling the examination form for 1st Semester. Change of major program shall not be permitted after the examination form is submitted. Major program comprises of Mandatory and Elective Course.
2.	Compulsory Multidisciplinary Minor Courses (MDM) (14 Credits)	The semester wise Multidisciplinary Minor courses are mentioned in the scheme of each program. These Minor subjects are from the different disciplines of the Engineering/Technology faculty or from different faculty altogether. The credits of compulsory Multidisciplinary Minor courses shall be completed as mentioned in the scheme of respective program.
3.	Open Elective Course (OE) (08 Credits)	A student is required to select an 'OPEN ELECTIVE' course from the 'Open Elective Basket' prepared program-wise by the institute/department before filling the examination form for the semester concerned. Such an 'OPEN ELECTIVE' course is to be chosen compulsorily from the program other than that of parent program. A student is allowed to earn credits for 'OPEN ELECTIVE' course by successfully completing online courses of equivalent credits from SWAYAM/NPTEL learning platforms. However, this needs to be informed by student to the institute/department before commencement of the semester and an application for transfer of credits is required to be made by student.
4.	Vocational Skill Course (VSC) (04 Credits)	A student is required to successfully complete the 'VOCATIONAL SKILL COURSE' as mentioned in the scheme of examination of the respective program. This course shall be corresponding to the 'MAJOR' program selected by a student.
5.	Skill Enhancement Course (SEC) (04 Credits)	A student is required to successfully complete the 'SKILL ENHANCEMENT COURSE' as mentioned in the scheme of examination of the respective program. A student is allowed to earn credits for 'SKILL ENHANCEMENT COURSE' by successfully completing online courses of equivalent credits from SWAYAM/NPTEL learning platforms. However, this needs to be informed by student to the institute before commencement of the semester and an application for

		transfer of credits is required to be made by student.
6.	Ability Enhancement Course (AEC) (04 Credits)	A student is required to undergo and successfully complete the 'ABILITY ENHANCEMENT COURSE' as mentioned in the scheme of examination of respective program.
7.	Indian Knowledge System Course (IKS) (02 Credits)	A student is required to undergo and successfully complete the 'INDIAN KNOWLEDGE SYSTEM COURSE' as mentioned in the scheme of examination of respective program.
8.	Value Education Course (VEC) (04 Credits)	A student is required to undergo and successfully complete the 'VALUE EDUCATION COURSE' as mentioned in the scheme of examination of respective program.
9.	Co-Curricular Course (CC) (04 Credits)	A student is required to select a 'Co-Curricular Course' from the basket prescribed by the institute. This course must be completed at the Institute where the student has taken admission and transfer of credit is not permissible for this type of course.
10.	Field Project (FP) / Internship/Apprenticeship / Community Engagement Project (CEP) / Research Project (RP)/RM (24 Credits)	A student is required to undergo and successfully complete this course as mentioned in the scheme of examination of respective program under the guidance of supervisor/mentor assigned by the institute/department. This course must be corresponding to the 'MAJOR' program. This course must be completed at the institute where the student has taken admission and transfer of credit is not permissible for this type of course.

R 19. Grading System

R 19.1

For every course (subject) taken by a student he/she shall be assigned a grade based on his/her combined performance in all components of evaluation scheme of that particular course/practical. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point.

For Examinations where number of examinees is greater than or equal to 30:

Standard relative grading system shall be adopted and letter grades shall be assigned along with grade points on ten-point scale proportionate to the marks obtained by students in every course as mentioned in table below:

Table 8: Grade Conversion Table UG (Relative grading scheme)

SN	Letter Grade	Grade Point	Range of marks (M) for grade calculation
1	A$^+$	10	$M \geq \mu + 1.5 \times \sigma$
2	A	9	$M \geq \mu + 1.0 \times \sigma$ & $< \mu + 1.5 \times \sigma$

3	B	8	$M \geq \mu + 0.5 \times \sigma \ \& < \mu + 1.0 \times \sigma$
4	C	7	$M \geq \mu - 0.5 \times \sigma \ \& < \mu + 0.5 \times \sigma$
5	D	6	$M \geq \mu - 1.0 \times \sigma \ \& < \mu - 0.5 \times \sigma$
6	E	5	$M \geq \mu - 1.5 \times \sigma \ \& < \mu - 1.0 \times \sigma$
7	F	0	$M < \mu - 1.5 \times \sigma$
8	I	0	Absent
9	Z	0	Detained

$$\mu = \sum_{i=1}^{N} x_i$$

$$\sigma = \sqrt{\frac{\sum_{i=1}^{N}(x_i - \mu)^2}{N}}$$

Where,

μ - Mean Score $\qquad$ x_i – Score of ith Student

N – Number of Student appeared in the exam.

σ - Standard Deviation

For Examinations where the number of examinees is less than 30:

For the examinations where the number of examinees is less than 30, letter grade shall be assigned based on absolute grading system on ten-point scale proportionate to the percentage of marks obtained by students.

Table 9: Grade Conversion Table UG (Theory) (Absolute grading scheme)

SN	Letter Grade	Grade Point	Marks Range (%)
1	A+	10	90 – 100
2	A	9	80 - 89
3	B	8	70 - 79
4	C	7	60 - 69
5	D	6	50 - 59
6	E	5	45 - 49
7	F	0	< 45
8	I	0	Absent
9	Z	0	Detained

Table 10: Grade Conversion Table UG (Practical) (Absolute grading scheme)

SN	Letter Grade	Grade Point	Marks Range (%)
1	A+	10	95 – 100
2	A	9	90 - 94
3	B	8	80 - 89
4	C	7	70 - 79
5	D	6	60 - 69
6	E	5	50 - 59
7	F	0	< 50
8	I	0	Absent
9	Z	0	Detained

Table 11: Grade Conversion Table PG (Theory & Practical) (Absolute grading scheme)

SN	Letter Grade	Grade Point	Mark Range (%)
1	A+	10	90 - 100
2	A	9	80 - 89
3	B	8	70 - 79
4	C	7	60 - 69
5	D	6	50 - 59
6	F	0	< 50
7	I	0	Absent
8	Z	0	Detained

A Student obtaining F, I or Z Grade in any course(s) shall be deemed to have "Failed" and is required to appear for Backlog Exam/End semester examination of respective course(s) as per schedule of examination. In such cases continuous assessment marks in the course (s) with external exam shall remain same as obtained earlier.

However, for course (s) with only internal examination, the marks obtained as continuous assessment are subjected to change as per the students' performance in the subsequent backlog examination.

R 19.2	**Assessment of Audit Courses (if any):**

Table 12: Grade Conversion Table UG/PG (Audit courses)

SN	Letter Grade	Marks (%)		Performance
		UG	PG	
1	S	≥ 45%	≥ 50%	Satisfactory
2	F	< 45%	< 50%	Fail
3	I	Absent	Absent	Absent
4	Z	Detained	Detained	Detained

Note: The grades shall be awarded by the course coordinators and communicated to the controller of examinations. The course coordinator shall decide and declare the mode of evaluation for the audit courses within

the date prescribed by the Dean Academics.

R 19.3	**Computation of SGPA & CGPA**
	Following procedure shall be adopted to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

a) The semester grade point average (SGPA):-

The semester grade point average (SGPA) is calculated as mentioned below: -

$$\text{SGPA} = \frac{\sum_{i-1}^{n} C_i P_i + SIGP}{\sum_{i-1}^{n} C_i}$$

Where,

C_i = The number of credits offered in the ith course of a semester for which SGPA is to be calculated

P_i = Grade Point earned in the ith course

SIGP = Semester Incentive Grade Point

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

b) The Cumulative grade point average (CGPA):-

The Cumulative grade point average (CGPA) is calculated as mentioned below:-

$$\text{CGPA} = \frac{\sum_{j-1}^{m} C_j P_j + \sum SIGP}{\sum_{j-1}^{n} C_j}$$

Where,

C_j = The number of credits offered in the jth course up to the semester for which CGPA is to be calculated

P_j = Grade point earned in the jth course.

j = 1, 2, ……, m represents the number of courses in which a student is registered up to the semester for which the CGPA is to be calculated.

c) The SGPA and CGPA shall be rounded off to 2 decimal points and reflected in Grade report.
d) CGPA to Percentage (%) conversion formula:

Percentage (%) = (CGPA – 0.75) x 10

R 19.4	**Declaration of Result**
	Computation of SGPA and CGPA for every student shall be done using formulae listed above and grade report shall be issued to all registered students indicating letter grades, credits earned and **"pass"/ "Fail"** status.

R 19.5	**Recommendation for the Award of Degree:**
	A student who registers for specified courses as prescribed in curriculum

	and secures minimum stipulated credits and CGPA as mentioned in the regulations shall be declared to have qualified for the award of UG/PG degree in chosen program.
R 19.6	**Provision of grace marks:** The provision of grace marks for passing an examination is as follows: i) The grace marks are the additional marks awardable according to the below description and will be awarded to the candidates appeared for the End semester examination of the all theory courses. ii) The grace marks shall be awarded for enabling an examinee for passing an examination. In an examination examinee shall be eligible for award of maximum grace marks not exceeding 1% of aggregate marks (for credit courses only) for that semester as per the scheme of examination. iii) When an examinee fails to secure minimum passing marks in more than one head of passing (Theory credit courses only) then the maximum grace marks permissible in one head of passing shall be 5% (rounded up to nearest integer) of the maximum marks in the respective head of passing. This distribution of grace marks shall be subject to maximum permissible grace marks as per clause (ii) above. iv) When an examinee fails to secure minimum passing marks in only one head of passing, he/ she shall be eligible for award of maximum grace marks in that head of passing not exceeding 1% (rounded up to nearest integer) of aggregate marks for that semester as per the scheme of examination. v) The examinee passing the examination with grace marks will be awarded with grade E^* on the grade report. vi) The examinee passing the examination with grace marks shall not be eligible for any awards, prizes and inclusion of name in merit list.
R 20. Grade Moderation Committee	
R 20.1	The Grade Moderation Committee for the programs except those for the first year shall be appointed semester wise by the Chairman, BoS and shall include respective BoS Chairman, CoE, Dean Academics and all the concerned Course Coordinators. This committee shall be responsible for adherence to the guidelines for the award of grades and moderation as per the guidelines provided by examination cell.
R 20.2	The committee for the first and second semester (first year) shall include BoS Chairman- ESH, CoE, Dean Academics, and all the Course Coordinators of the courses offered to the first and second semester students in a semester. This committee shall be responsible for adherence to the guidelines for the award of grades and moderation as per the guidelines provided examination cell.
R 21. Award of Degree	
R 21.1	The Degrees shall be awarded by the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur along with the name of college, on

	recommendations of the Academic Council.
R 22. Grade Report	
R 22.1	The grade card shall be issued at the end of the semester to each student and will contain the following: a. The credits for each course registered for that semester. b. The grade points and letter grades obtained in each course. c. The total number of credits earned by the student inclusive of that semester in each of the course. d. The SGPA and the CGPA (Refer R 20) e. Grade report will indicate division.
R 23. Award of Medals / Scholarships	
R 23.1	Awards available under excellent performances in academic, co-curricular and extra- curricular shall be given to the students as per prevailing norms framed by the Governing Body / Academic Council from time to time.
R 23.2	The award of scholarships / free ships and other benefits will be in accordance with rules framed by the Government of Maharashtra and Govt. of India.
R 23.3	The award of merit scholarships / Medals, if any, to the students will be governed by the norms framed by the Governing Body / Academic Council from time to time.
R 23.4	Students clearing all courses offered in a program in regular examination in first attempt shall be considered for the award of merit / medal.
R 24. Academic Calendar	
R 24.1	The Academic Calendar shall be designed by Dean Academics at the start of academic session. The academic activities of the Institute are regulated by Academic Calendar approved by the Principal on the recommendation of Dean Academics. Academic Calendar shall be uploaded on the institute website and made available to the students/ Faculty members and all other concerned in printed and electronic form in advance. It is mandatory for students /Faculty to strictly adhere to the Academic Calendar for completion of academic activities until and unless permitted by the competent authorities. The academic calendar may be revised and approved by the Principal on the recommendation of Dean Academics if needed.
R 25. Honors (Major) & Minor Degree Course	
R 25.1	Refer R 16.1 (e, f, g) and **Annexure V**
R 26. Provision for Transfer of Credits	

R 26. Provision for Transfer of Credits

The UG/PG programs offered under these regulations provide enhanced academic flexibility to students in terms of selecting the courses they want to learn. A student can opt for any MOOC course from SWAYAM/NPTEL in lieu of a course mentioned in the scheme of examination. The mechanism for transfer of credits earned through these courses to be adhered is mentioned here:

1. Every student is mandatorily required to create an ID on Academic Bank of Credits (ABC) and shall submit her/his ID to the college.
2. Any Course mentioned in the scheme of examination may be opted by a student for taking a MOOC from SWAYAM/NPTEL learning platform.

3. If a student is willing to opt any such course in a particular semester, he/she will have to select a course of equivalent or more credits available on such online learning platforms in that semester and proceed for registration for the same well before commencement of the designated semester. This is expected to ensure that the student will be able to submit the certificate in time.

4. Registration for the online course, submission of assignments, completion of course, submission of examination form and producing the Course Completion Certificate with marks/grade to college shall be the sole responsibility of the student.

5. A certificate of completion of such an ODL/Online course shall be submitted by the student to the Institute/Department before end term evaluation of designated semester.

6. Such a certificate shall mandatorily have the number of credits; duration of the course and grades/marks obtained by the student and shall preferably have a QR code for verification.

7. The department shall submit the grades/marks obtained by the student to the CoE along with Internal Assessment marks for the concerned examination.

8. **Normalization of Marks:** There is a possibility that the composition of marks for ODL/ONLINE course may deviate from the composition of marks under the scheme of examination. In such a case the total marks (Proctored Examination + Assignments) obtained by a student in ODL/ONLINE course shall be proportionately converted by taking a basis of total maximum marks prescribed in this regulation and such normalized marks be split (Theory, Practical and CIE) in the proportion as prescribed under this scheme of examination.

   Normalization Formula:

$$Proportionate\ Marks = \frac{Marks\ obtained\ in\ Online/ODL\ course}{Max.Marks\ of\ Online/ODL\ course}\ X\ Max.Marks\ under\ this\ Scheme$$

Example: (Table 13)

Case	Marks under this Scheme of Examination				Marks under ODL/Online Scheme			Marks Obtained by Student		
	Max. Marks SEE (TH)*	Max Marks SEE (PR)	Max. Marks (CIE)	Total Marks	Max. Marks Proctored Examination (SEE)	Max. Marks Assignments (CIE)	Total Marks	Proctored Examination	Assignment	Total
A	80	--	20	100	75	25	100	46	20	66 *
B	--	50	50	100	75	25	100	46	20	66 *
C	--	--	100	100	75	25	100	46	20	66 *

*While converting, marks will be rounded off to the next integer if fraction is ≥ 0.5

Normalization of Total Marks:

$$Proportionate\ Marks\ = \frac{46+20}{100}\ X\ 100$$

= 66 Marks

Table 14 Distribution of normalized marks as prescribed by the Scheme of Examination

Case	Total Normalized Marks	Composition of Marks prescribed as per this Scheme of Examination				Proportionate Distribution of Marks as per this Scheme of Examination			
		Max. Marks SEE (TH)*	Max Marks SEE (PR)	Max. Marks (CIE)	Total Marks	Marks Obtained SEE (TH)*	Marks Obtained SEE (PR)	Marks Obtained (CIE)	Total Marks Obtained
A	66	80	--	20	100	53	--	13	66
B	66	--	50	50	100	--	33	33	66
C	66	--	--	100	100	--	--	66	66

9. If a student has opted for an ODL/Online course in a particular semester and failed to obtain minimum passing marks as per this scheme of examination, the student shall be declared 'Failed' in that particular course. Such a student will be required to fill in the examination form in the consecutive attempt and submit the passing certificate in order to get his/her corrected result.

10. If a student has opted for an ODL/Online course in a particular semester and failed to submit the course completion certificate within prescribed time for whatsoever reason, then the result of a student for that semester shall be 'WITHELD' until he/she submits the course completion certificate with marks/grades to the university through college.

R 27. Emergent Cases	
R 27.1	Notwithstanding anything contained in the above regulations, Principal, in emergent situations, shall take decisions on behalf of the Academic Council/ Finance Committee / Examination Committee / BoS as he/she thinks necessary and shall report it in the next meeting of the respective committee.
R 28. Interpretation of Regulations	
R 28.1	
R 29. Power to Modify	
R 29.1	Notwithstanding all that has been stated above, the Governing Body has the right to modify any of the above regulations from time to time.
R 30. Saving Clause	
R 30.1	The examination and teaching scheme mentioned in these regulations

	shall not be made applicable to any student admitted to UG/PG program before 2025-26 and such a student will be governed by the earlier respective regulations.

Note: Suggestions with reference to this document shall be submitted to the Dean (Academics).

Annexures:

Annexure – I: Credit Framework (given by Govt. of Maharashtra as per GR dated 04/07/2023)

Annexure – II: Scheme of teaching & examination of all Major programs with Baskets

Annexure – III: Incentive Marks Scheme (SIGP)

Annexure – IV: Governance of the Institute

Annexure – V: Discipline and Code of conduct

Annexure – VI: Guidelines for Honors (Major)/ Minor Degree Courses

Date: 10/09/2025   (DR. VIJAY WADHAI)
Place: Nagpur   PRINCIPAL

Annexure I - Credit Framework

Semester / Course Category		I	II	III	IV	V	VI	VII	VIII	Total Credits
Basic Science Course	BSC/ESC	07	07	--	--	--	--	--	--	14
Engineering Science Course		06	06	--	--	--	--	--	--	12
Program Core Course (PCC)	Program Courses	02	02	13	10	07	04	06	--	44
Program Elective Course (PEC)		--	--	--	--	04	06	06	04	20
Multidisciplinary Minor (MDM)	Multidisciplinary Courses	--	--	02	03	03	03	03	--	14
Open Elective (OE) Other than a particular program		--	--	--	--	02	03	03	--	08
Vocational and Skill Enhancement Course (VSEC)	Skill Courses	--	02	01	01	02	02	--	--	08
Ability Enhancement Course (AEC -01, AEC-02)	Humanities Social Science and Management (HSSM)	01	01	--	--	02	--	--	--	04
Entrepreneurship/Economics/Management Courses		--	--	02	02	--	--	--	--	04
Indian Knowledge System (IKS)		02	--	--	--	--	--	--	--	02
Value Education Course (VEC)		--	--	02	02	--	--	--	--	04
Research Methodology	Experiential Learning Courses	--	--	--	--	--	--	--	04	04
Comm. Engg. Project (CEP)/ Field Project (FP)		--	--	--	02	--	--	--	--	02
Project		--	--	--	--	--	02	02	--	04
Internship/OJT		--	--	--	--	--	--	--	12	12
Co-curricular Courses (CC)	Liberal Learning Courses	02	02	--	--	--	--	--	--	04
Total Credits (Major)		**20**	**20**	**20**	**20**	**20**	**20**	**20**	**20**	**160**

Annexure III Semester Incentive Grade Points (SIGP)

- The Semester Incentive Grade points (SIGP) will be granted on the basis of incentive marks. The same will be reflected in the SGPA of **even** semester.

SIGP	10	9	8	7	6	5	4	3	0
Range of Marks	90-99	80-89	70-79	60-69	50-59	40-49	25-39	10-24	Below 10
SIGP	**19**	**18**	**17**	**16**	**15**	**14**	**13**	**12**	**11**
Range of Marks	180-189	170-179	160-169	150-159	140-149	130-139	120-129	110-119	100-109

SN	Category	Particulars	Incentive Marks
		Research Publications	
		(A) Journals	
1		SCI/SCIE Indexed Journals	**30 Marks**
2		Scopus Indexed Journals	**20 Marks**
3		UGC approved	**15 Marks**
4		Peer reviewed journals	**10 Marks**
		(B) Conference National/International conferences organized by	
5	**Research Activity**	reputed organization (IIT/NITs) or sponsoredby Societies like IEEE/ IE/IETE/SAE/ASME/CSI/IET	**20 Marks**
6		Other National/International Conferences	**10 Marks (Max 2 Participation)**
7		**Patents** Filing Patent/Intellectual property rights (Technical design and copyrights)	**30 Marks**
		Projects	
8		Industrial Sponsored Projects	**10 to 30 Marks**
9		Participation in project competition/seminars at IITs/ NITs/International Association Programs	**10 Marks (Max 2 Participation)**
10		Other Industrial/Field Projects /Social Utility Projects	**10 Marks**
11		Online Courses Certified courses from MOOC (Approval from HOD)	**10 Marks (Max 2 certificates)**
12	**Training Programs**	Participation in internship/vocationaltraining Programs (Min. 1 week) outside SVPCET	**10 Marks per week (Max 2certificates)**
13		Participation in training Programs/Workshop (Min 1 Week)organized by SVPCET	**5 Marks (Max 3 certificates)**
14	**NSS/NCC Activity**	Registration	**5 Marks**
15		Blood Donation	**5 Marks (Max 2**

Annexure III Semester Incentive Grade Points (SIGP)

		16		Participation in National level camps for NSS/NCC	**20 Marks (Max 2 Participation)**
		17		Participation in State level camps for NSS/NCC	**10 Marks (Max 2 Participation)**
		18		Participation in Inter-National Competition organized by the Govt. recognized Sports Association/ Organization/World University Body.	**100 Marks ***
		19		Participation in Inter-University competition/ State or National level organized by the Govt. recognized Sports Association/ Organization/ Association of Indian Universities.	**100 Marks ***
		20		First, Second, & Third position obtained in Inter-Collegiate competitions organized by Rashtrasant Tukadoji Maharaj Nagpur University.	**60 Marks (Max 2 Participation)**
		21		Participation of Students in Inter-Collegiate competition organized by Rashtrasant Tukadoji Maharaj Nagpur University.	**40 Marks (Max 2 Participation)**
		22		First, Second, & Third position obtained in Inter-Collegiate competitions organized by St. Vincent Pallotti College of Engineering & Technology	**30 Marks (Max 2 Participation)**
		23		First, Second, & Third position obtained in Intra-Collegiate competitions organized by St. Vincent Pallotti College of Engineering & Technology	**15 Marks (Max 2 Participation)**
		24		Participation of Students in Intra-Collegiate competitions organized by St. Vincent Pallotti College of Engineering & Technology	**7 Marks (Max 3 Participation)**
		25		Participation in Inter-National Competition organized by the Govt. recognized Association/ Organization/World University Body.	**100 Marks ***
		26		Participation in Inter-University competition/ State or National level organized by the Govt. recognized Association / Organization/ Association of Indian Universities	**100 Marks ***
		27		First, Second, & Third position obtained in Inter-Collegiate competitions organized by Rashtrasant Tukadoji Maharaj Nagpur University.	**60 Marks (Max 2 Participation)**
		28		Participation of Students in Inter-Collegiate competition organized by Rashtrasant Tukadoji Maharaj Nagpur University.	**40 Marks (Max 2 Participation)**
\		29		First, Second, & Third position obtained in Inter-Collegiate competitions organized by St. Vincent Pallotti College of Engineering & Technology	**30 Marks (Max 2 Participation)**

Annexure III Semester Incentive Grade Points (SIGP)

30		First, Second, & Third position obtained in Intra-Collegiate competitions organized by St. Vincent Pallotti College of Engineering & Technology	**15 Marks (Max 2 Participation)**
31		Participation of Students in Intra-Collegiate competitions organized by St. Vincent Pallotti College of Engineering & Technology	**7 Marks (Max 3 Participation)**

- The certificates for SIGP consideration will be for the current academic session (1st July to 30th June for the respective academic session).
- Evaluation of student for NCC/NSS/GAMES & SPORTS activities shall be done by Student Affairs & Development Cell.
- Evaluation of student for CULTURAL/LITERARY activities shall be done by Holistic development Cell.
- Evaluation of co-curricular activities like Publication/ Training/ paper presentation /model project exhibition etc. shall be done by HoD of respective department.
- Compiled SIGP will be approved by Student Affair & Development Cell and copy of the same will be submitted to CoE office by SADC.

Annexure IV: Governance of the Institute

St. VINCENT PALLOTTI COLLEGE OF ENGINEERING AND TECHNOLOGY

GOVERNANCE OF AN AUTONOMOUS COLLEGE

(Based on the Gazette Notification issued by UGC, dated 3rd April 2023)

1.1 The autonomous College shall have the following statutory bodies to ensure proper Management of academic, financial, and general administrative affairs:

(a) Governing Body

(b) Academic Council

(c) Board of Studies

(d) Finance Committee

(The Governing Body is different from Trust Board/ Board of Management/ Executive Committee/ Management Committee).

1.2 The Autonomous College shall in addition, have other non-statutory committees such as the Planning and Evaluation Committee, Grievance Redressal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Internal Complaints Committee, Extra-Curricular Activities Committee and Academic Audit Committee, etc.

1.3 GOVERNING BODY: (R 8.1)

1.3.1 Constitution of Governing Body of Colleges run by Trust/Society

SN	Number	Category	Nature
1	Five Members one of them to be the Chairperson	Management	Nominated by the Parent Body as per its constitution or bye-laws.
2	Two Members	Teachers of the College	Nominated by the Principal based on seniority by rotation.
3	One Member	Administrative Staff of the College	Administrative Officer/Senior administrative staff.
4	One Member	Educationist or industrialist	Nominated by the management
5	One Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/ State Council of Higher Education.
6	One Member	Institute Nominee	Nominated by the Institute
7	One Member	Principal of College	Member Secretary

1.3.2 **Term**: The Governing Body shall be reconstituted every five years.

1.3.3 **Meetings**: Meetings of the Governing Body shall be held at least once every six months.

1.3.4 **Quorum:** Presence of a minimum 50% of Members will be the quorum.

1.3.5**. Functions of the Governing Body:**

Subject to the existing provision in the bye-laws of the respective Autonomous College and rules laid down by the State Government/Parent Institute, the Governing Body shall:

a) Guide the Autonomous College while fulfilling the objectives for which the College has been granted autonomous status.
b) Institute scholarships, fellowships, studentships, medals, prizes, and certificates on the recommendations of the Academic Council.
c) Approve new programmes of study leading to degrees and/or diplomas.
d) All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
e) To approve the annual budget of the Autonomous College.
f) Perform such other functions and institute committees as may be necessary and deemed fit for the proper development of the Autonomous College.

1.4 ACADEMIC COUNCIL: (R 8.2)

1.4.1 **Composition of Academic Council:**

a) The Principal (Chairman)
b) All the Heads of Departments in the Autonomous College
c) Four teachers of the Autonomous College representing different categories of teaching staff by rotation on the basis of seniority of service in the College.
d) Not less than four experts/academicians from outside the Autonomous College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences, etc., are to be nominated by the Governing Body.
e) Three nominees of the Institute, not less than Professors.
f) The Controller of Examination of the Autonomous College
g) A faculty member nominated by the Principal (Member Secretary).

1.4.2 **Term**: The term of the nominated members shall be three years.

1.4.3 **Meetings**: Meetings of the Academic Council shall be held at least once every six months.

1.4.4 **Functions of the Academic Council:**

a) To scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures

relevant thereto, etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

b) To make regulations regarding the admission of students to different programmes of study in the Autonomous College, keeping in view the policy of the Government.

c) To make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

d) To recommend to the Governing Body proposals for the institution of new programmes of study.

e) To recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same.

f) To advise the Governing Body on suggestions(s) pertaining to academic affairs.

g) To perform such other functions as may be assigned by the Governing Body.

1.5 BOARD OF STUDIES: (R 8.3)

1.5.1 Composition of Board of Studies:

a) Head of the Department concerned (Chairperson).

b) All faculty members of the Department.

c) Two subject experts from outside the parent Institute are to be nominated by the Academic Council.

d) One expert is to be nominated by the Vice-Chancellor from a panel of six recommended by the Autonomous College Principal.

e) One representative from industry/corporate sector/allied areas to be nominated by the Principal.

f) One member of the College alumni to be nominated by the Principal.

g) Experts from outside the Autonomous College, whenever special courses of studies are to be formulated, to be nominated by the Principal.

1.5.2 **Term:** The term of the nominated members shall be three years.

1.5.3 **Meetings:** Meetings of the Board of Studies shall be held at least once every six months.

1.5.4 **Functions:**

The Board of Studies shall recommend the following to the Academic Council:

a) Courses of studies;

b) Measures for the improvement of the standards of teaching and research;

c) Any other academic matter.

1.6 FINANCE COMMITTEE: (R 8.4)

1.6.1 Composition of Finance Committee:

a) The Principal (Chairman).

b) One person to be nominated by the Governing Body of the Autonomous College for a period of two years.
c) One senior-most faculty member of the Autonomous College to be nominated in rotation by the Principal for two years.
d) Finance Officer/Officer in-charge of Finance and Accounts of the Autonomous College (Member Secretary)

1.6.2 **Term**: The term of the Finance Committee shall be three years.

1.6.3 **Meetings**: Meetings of the Finance Committee shall be held at least once every six months.

1.6.4 **Functions of the Finance Committee**:

The Finance Committee shall act as an advisory body to the Governing Body to consider:

a) To prepare income and expenditure statements of the college in the prescribed format to submit to fee regulatory authority Govt. of Maharashtra for fee fixation and to the statutory bodies for compliance.
b) To Prepare fund flow, projected income and expenditure statements to plan and execute the academic, administrative and infrastructure activities under the scheme of autonomy.
c) To seek all major and minor expenditure proposals from different committees and departments, analyse, establish the priorities and forward a tentative budget to Governing Body.
d) To sanction all the expenditure to procure lab equipment, as per the requirements of the departments and create academic as well as building infrastructure on the recommendations of the Governing Body.
e) To prepare a detailed plan of expenditure for day-to-day running of the Institution
f) To prepare Budget estimates relating to the grant received/receivable from the UGC/AICTE, if any.
g) Propose honorarium to the examination branch staff with the approval of the Governing Body.

<u>**PROCEDURE FOR CONDUCT OF BUSINESS AT THE MEETINGS OF AUTHORITIES**</u>

The Management Committee of **St. Vincent Pallotti College of Engineering and Technology** hereby, prescribes the procedure for conduct of business at the meetings of authorities of the institute.

<u>**GOVERNING BOARD**</u> **(R 8.1)**

1. *Meetings*

The Governing Board shall meet at least once in every six months and as and when convened by the Chairman.

2. *Notice of the Meeting*

The Registrar shall issue a notice of meeting of the Governing Board at least fourteen clear days before the date of the meeting. He shall issue an agenda of the meeting to all the members of the Governing Board at least seven clear days prior to the date of the meeting

Provided that the Chairperson shall waive the period of notice in case of an emergency meeting.

Provided further that in case of emergency, the proposal not included in the agenda of the meeting, may be taken up for consideration, with the consent of the Chairperson.

3. *Quorum*

The quorum for the meeting of the Governing Board shall be half (50%) of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

4. *Conduct of Business*

a) The Chairperson or in his absence the Director and in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
b) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.
c) The permanent invitees shall have the right to participate in the deliberations relating to the particular subject matter only and shall not have the right to vote.
d) The Governing Board may refer any of the subjects within its purview to the relevant authority or body of the Institute. The report of such authority or body shall be considered by the Governing Board.
e) Proceedings of the meeting shall be audio recorded.
f) The decision of the Governing Board shall be recorded in the form of resolution. Resolution shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

g) The members of the Governing Board shall be under obligation to safeguard the interest of the Institute and honour the resolutions.

5. *Minutes of the Meeting*

a) The Registrar shall submit the minutes of the meeting of the Governing Board within three days from the date of the meeting to the Chairperson for his approval.

b) On approval of the minutes by the Chairperson, the Registrar or the officers concerned may proceed with the implementation of the resolutions of the Governing Board. The action taken on the resolutions shall be reported to the Governing Board in its succeeding meeting.

c) The Registrar shall ensure that the action taken on every resolution of the Governing Board is duly reported to the Governing Board as soon as the action thereon is completed.

d) The minutes of the meeting and the action taken report shall be circulated to the members of the Governing Board along with the agenda of the subsequent meeting.

e) The agenda of the meeting of the Governing Board along with its enclosures and the minutes of the meeting shall be treated as confidential, till the actions on the resolutions are completed.

ACADEMIC COUNCIL (R 8.2)

1. *Meetings*

The Academic Council shall meet at least once every six months and as and when convened by the Chairperson.

2. *Notice of the Meeting*

The Dean (Academics) shall issue a notice of the meeting of the Academic Council at least twenty-one clear days prior to the day of meeting. The agenda for the meeting to all the members of the Academic Council shall be sent seven clear days before the meeting.

3. *Quorum*

The quorum for the meeting of the Academic Council shall be half (50%) of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

4. *Conduct of Business*

a) The Chairperson or in his absence, Director or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.

b) The business at the meeting of the Academic Council shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed on the agenda shall be considered serium, unless otherwise decided at the meeting.

c) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

d) Proceedings of the meeting shall be audio recorded.

e) The decision of the Academic Council shall be recorded in the form of resolution. It shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

5. *Minutes of the Meeting*

a) The Dean (Academics) shall submit the minutes of the meeting of the Academic Council within seven days from the date of the meeting to the Chairperson for his approval.

b) On approval of the minutes by the Chairperson, the Dean (Academics) or the officers concerned may proceed with the implementation of the resolutions of the Academic Council.

c) The Dean (Academics) shall ensure that the action taken on every resolution of the Academic Council is duly reported to the Academic Council as soon as the action thereon is completed.

d) The minutes of the meeting and the action taken report shall be circulated to the members of the Academic Council along with the agenda of the subsequent meeting.

BOARD OF STUDIES (R 8.3)

1. *Meetings*

The Board of Studies shall meet at least four times a year or as and when required.

2. *Notice of the Meeting*

The Academic Coordinator shall issue a notice of the meeting to all the members of the Board of Studies at least eight clear days, before the date of the meeting, along with the agenda for the meeting.

3. *Quorum*

The quorum for the meeting of the Board of Studies shall be half (50%) of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

4. *Chairperson of BoS*

The Chairperson of the Board of Studies shall be the Head of Department concerned.

5. *Conduct of Business*

a) The Chairperson or in his absence, a person elected by the members present from amongst themselves shall preside at the meeting.

b) Any two or more Boards may, and at the request of the Academic Council or the Governing Board, shall meet and act in concurrence and render a joint report upon any matter which lies within the purview of both or all of them. The quorum of a joint meeting of the Boards shall include a full quorum of each Board represented, no member present being counted on more than one separate quorum. The joint meeting shall elect one of the Chairpersons of the Boards of Studies as the Chairperson.

c) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

6. *Minutes of the Meeting*

a) The minutes of the meeting of the Board of Studies shall be prepared within three working days by the Academic Coordinator after the meeting is concluded and shall be submitted to the Chairperson for his approval.

b) On approval of the minutes by the Chairperson, Academic Coordinator shall proceed with the implementation of the resolutions of the Board of Studies.

c) The Academic Coordinator shall ensure that the action taken on every resolution of the Board of Studies is duly reported to the Academic Council as soon as the action thereon is completed.

d) The minutes of the meeting and the action taken report shall be circulated to the members of the Board of Studies along with the agenda of the subsequent meeting.

FINANCE COMMITTEE (R 8.4)

Meetings

The Finance Committee shall meet at least once every six months and as and when convened by the Chairperson.

2. *Notice of the Meeting*

Finance Officer shall issue a notice of the meeting of the Finance Committee at least twenty-one clear days prior to the day of meeting. The agenda for the meeting to all the members of the Finance Committee shall be sent seven clear days before the meeting.

3. *Quorum*

The quorum for the meeting of the Finance Committee shall be half (50%) of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

4. *Conduct of Business*

f) The Chairperson or in his absence, Director or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.

g) The business at the meeting of the Finance Committee shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed on the agenda shall be considered serium, unless otherwise decided at the meeting.

h) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

i) The decision of the Finance Committee shall be recorded in the form of resolution. It shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

5. *Minutes of the Meeting*

e) The Finance Officer shall submit the minutes of the meeting of the Finance Committee within seven days from the date of the meeting to the Chairperson for his approval.

f) On approval of the minutes by the Chairperson, the Finance Officer or the officers concerned may proceed with the implementation of the resolutions of the Academic Council.

g) The Finance Officer shall ensure that the action taken on every resolution of the Finance Committee is duly reported to the Finance Committee as soon as the action thereon is completed.

h) The minutes of the meeting and the action taken report shall be circulated to the members of the Finance Committee along with the agenda of the subsequent meeting.

Annexure – V
Guidelines for Honors (Major)/Minor Degree

St. Vincent Pallotti College of Engineering & Technology
Guidelines for HONORS (Major) & MINOR Degree
For B.Tech. Programs in Engineering

1.0 PREAMBLE

Apart from the minimum credit requirements as per the scheme of examination for the award of the undergraduate engineering degree, these Honors (Major) & Minor Programs offered by St. Vincent Palloti College of Engineering and Technology as per NEP-2020 provide opportunities to the students for supplementing the learning experience. These programs offered are in parent as well as in diverse areas. These credits when are in a focused branch/program would earn the students' credentials like Honors / Minor. Honors scheme aims for vertical knowledge growth in his/her own branch/program (Major) while Minor scheme aims for additional knowledge in any other branch/program for enhancing the employability.

On successful completion of the requirements of Honors the UG student will receive B. Tech. (Honors) degree with the mention of Honors' specialisation (domain). Similarly on successful completion of the requirements of Minor the UG student will receive B. Tech. degree with the mention of Minor specialisation (domain). Additionally, the college shall also issue the certificate of completion of Honors or Minor.

Participation of students in these programs shall not be mandatory. Aspiring students will register for courses mentioned in the program and acquire 18 (minimum) to 20 credits. A student opting for 'Honors' will not be entitled to register for 'Minor' and vice-versa. It is expected that the students with good academic standing, utilize their surplus time for enhancing their academic learning experience and gain a wide exposure.

These schemes are implemented progressively from the batch of UG students admitted in 2024-25 (first year) onwards. No additional fee would be charged for Honors/Minor courses by the college. However, SWAYAM-NPTEL online portal charges the fees for proctored examination and certification.

2.0 CREDITS to be earned by students for Honors / Minor degree

Total credits to be earned for Honors or Minor will be 18 (minimum) to 20 along with all the prescribed credits of the regular B.Tech. program in which he/she is admitted.

Examples:
   a) Student who has completed regular B.Tech. in stipulated time schedule and also earned all prescribed Honors (Major) or Minor credits before the declaration of final year result, is eligible to get Regular degree + Honor (Major) or Minor degree.
   b) Student who has completed regular B.Tech. in stipulated time schedule but fails to earn all prescribed Honors (Major) or Minor credits before the declaration of final year result, is eligible to get only regular degree.

3.0 DEGREE WITH HONORS & MINOR

A student will be conferred with: Examples,

a) Degree with Honors (e.g., **"B.Tech. Honors in Mechanical Engineering with specialization in Advanced Dynamics"**) only if he/she is having a final CGPA of more than or equal to 7.5 or minimum 75% after second semester in regular Program with no backlog in any semester, during the span of his/her degree (including Honors program).

b) Degree with Minor (e.g., **"B.Tech in Mechanical Engineering with Minor in Electrical Engineering"**) if he/she is having a final CGPA of more than or equal to 7.5 or minimum 75% after second semester in regular Program with no backlog in any semester, during the span of his/her degree (including Minor program). *OR*

c) Degree with Minor (e.g., **"B.Tech. in Mechanical Engineering with Minor in Artificial Intelligence"**) if he/she is having a final CGPA of more than or equal to 7.5 or minimum 75% after second semester in regular Program with no backlog in any semester, during the span of his/her degree (including Minor program).

Note: 1. It is expected that every department of the college/institution offering Honors/Minor shall appoint one Honors/Minor coordinator to help students sort out academic as well as administrative issues.

2. The scheme shall ideally begin from the third semester of UG for the students admitted in the session 2025-26 (first year) onwards. However, it is flexible to the extent that student interested may start it from first semester also.

4.0 SWAYAM-NPTEL

1. This platform is indigenously developed by seven IITs and IISc together under the umbrella of Ministry of Education, Govt. of India. Website address of NPTEL is *www.nptel.ac.in* and SWAYAM has its website address as *swayam.gov.in*.

2. SWAYAM-NPTEL platform has its own assessment system consisting of CIE* (25 marks) and SEE* (75 marks). For successful completion, 40 marks are required (min. 10 marks in CIE and 30 in SEE). SEE is a proctored exam which is conducted at designated centres at national level. Nagpur is one of such centres for SWAYAM-NPTEL exam.

3. SWAYAM-NPTEL follows the CBCS system. Every course is allotted credits based on the number of hours of the course duration. Students are given the choice to select the courses from core and elective courses under a particular Honors/Minor which a student opts.

4. **Credits Weightage**: Four Week Course - One Credit, Eight Week Course - Two Credits, Twelve Week Course - Three Credits, Sixteen Week Course - Four Credits and so on….

5. SWAYAM-NPTEL charges fee of Rs. 1000/- (500/- for SC/ST) for conducting proctored examination and certification.
   *CIE: Continuous Internal Evaluation *SEE: Semester End Examination (Proctored Exam)*

5.0 CERTIFICATE OF HONORS/MINOR

a) **List of Domains prescribed for Honors and Minor**

www.nptel.ac.in/domain will display the domain book which prescribes the list of domains (copy attached at the end of this annexure). Domain mentioned under the name of parent branch/program will be considered as **Honors** domain for that branch/program. All domains other than those mentioned under parent branch/program will be considered as **Minor** domain for that branch.

Example:
Following domains are mentioned under Civil Engineering in the NPTEL Domain Book. If a student takes any one domain of the parent branch/program (in this case Civil Engineering) mentioned below and completes 18-20 credits worth courses given under selected domain will be given **Honors** status.

1.   Construction Material Technology
2.   Structural Analysis
3.   Structural Design
4.   Environment

If a student selects any other domain (from the NPTEL Domain Book) than those mentioned under his/her parent branch/program (in this case Civil Engineering) and completes 18-20 credits worth courses given under selected domain will be given **Minor** status.

b) Eligibility of student

Students having CGPA more than or equal to 7.5 after second semester (for lateral entry students CGPA/percentage of sixth semester will be considered) without any backlogs shall be eligible to register for Honors/Minor courses from the list prescribed in the NPTEL Domain Book.

c) Implementation

1. The institute shall verify whether a student has i) earned 18-20 credits & ii) the credits earned are by clearing the courses mentioned in the list of same domain pertaining to Honors/Minor.
2. After completing 18-20 credits worth courses of a domain for Honors/Minor, a certificate of completion of Honors/Minor with the domain name shall be signed by CoE and Principal of the institute.
3. Details of a domain for Honors/Minor shall be sent to the office of Director, Board of Examination RTMNU, Nagpur.

d) Students' Attendance:

Completing the assignments, giving the proctored examination and earning the certificate of requisite credits with prescribed percentage via SWAYAM – NPTEL platform is considered as satisfactory attendance for students.

e) Examination:

The complete assessment and evaluation scheme is prescribed by SWAYAM-NPTEL platform, which students need to follow and abide by. If a student is not able to pass the course, can go for another attempt as and when the course is made available for exam by SWAYAM-NPTEL.

Certificates worth 18-20 credits of Honors/Minor courses must be produced on or before the date of last paper of 8th semester examination. Credits mentioned on such certificates will be final and binding.

f) Duration of Program with Honors/Minor:

All requirements of the regular program and Honors/Minor have to be completed within the stipulated period of the regular program i.e., 04 years for UG students who were admitted in the First Year of the program and 03 years for those who got lateral entry in second year of the program. No additional period will be permitted. If a student is unable to earn additional 18-20 credits along with all the prescribed credits of the program within the stipulated duration, he/she shall not be awarded Honors/Minor. The partial completion of Honors/Minor courses, if any, shall not be adjusted or converted into program credits anywhere in the credit structure of the curriculum of the regular program and such additional credits will remain extra.

g) Certificate:

1. For an Honors/Minor course completed successfully by the student, a certificate of completion of that course will be issued by SWAYAM-NPTEL. The passing of individual Honors/Minor courses shall not be mentioned on the Grade Cards.
2. After earning 18-20 credits of Honors, a separate certificate of **"Honors in _____ (name of specialisation/domain of Honors)"** shall be awarded to the student by the college on completion of final semester. University will provide B.Tech. degree in parent branch with **"Honors in _____ (name of specialisation/domain of Honors)".**
3. After earning 18-20 credits of Minor, a separate certificate of **"Minor in _____ (name of specialisation/domain of Minor)"** shall be awarded to the student by the college on completion of final semester. University will provide B.Tech. degree in parent branch with **"Minor in _____ (name of specialisation/domain of Minor)".**

h) Dropping/Withdrawal/Termination from Honors/Minor:

If a student drops or withdraws from the Honors/Minor scheme at any stage, the additional credits earned through Honors/Minor courses shall not be converted into program credits (core/electives/lab/project etc) and they will remain extra.

i) Class or Division:

Successful completion of the Honors/Minor scheme will not indicate any Class or Division.

6.0 GRIEVANCE REDRESSAL MECHANISM

A committee constituted under the Chairmanship of the Dean and BoS Chairman concerned shall address the grievances of students, teachers, institution and other concerned stake holders.

Annexure VI
Code of Conduct for Students

ACADEMICS

SVPCET is an autonomous institute affiliated to Rashtrasant Tukadoji Maharaj Nagpur University and follows the guidelines prescribed by the University/UGC/AICTE for conduction of academic activities.

- The institute is determined and proactive about the academic activities and strictly implements all university academic guidelines with earnest planning for each session.
- The institute has acquired progressive academic autonomy where the first year students (academic session 2021-22), follow Institute Autonomous Ordinances and academic regulations.
- The academic session is conducted in two semesters (Odd and Even) and students need to appear for final examination at the end of each semester which is conducted by the Institute.
- Students must participate in all the academic activities according to the teaching scheme prescribed by the institute, assessment schemes planned by the institute and time-table scheduled by the department.
- Students must attend all theory, tutorial and practical scheduled as per the time table provided by the department.
- Students are required to maintain the minimum attendance criteria in all courses as per Institute Autonomous Ordinances and academic regulations to become eligible for the final examination.
- The course wise attendance is monitored periodically and if found irregular, student may be denied to appear for the end semester examination.

Central Library

The Central Library of the college has well-furnished facilities with the fulfillment of AICTE norms. The Library has separate reading sections for students as well as staff.

Library is open for all users as per the following schedule

Day	Library Timings for Circulation and Reading
Monday to Friday	9.00 am to 6.30 pm
On Saturday	9.00 am to 4.30 pm
The library remains closed on all Sundays, 2nd & 4th Saturday & Public Holidays	

Guidelines for Central Library facility

- Students must carry their valid I-card with them while using the facilities of the library.
- Students must handle documents with great care as they are costly and valuable, particularly loose issues of periodicals. Please do not mutilate documents.
- All books and if required, the contents of all bags, etc. which are being taken out of the library is subjected to inspection at the check point.
- Students must keep all belonging on the property counter and do not carry inside the section.
- On violation of Library rules or misconduct by any student, the Library authorities /

Principal can withdraw the Library facilities of a particular individual.

- "No Dues Certificate" will be issued to the Students at the time of leaving the Institute on return of all the Library books, I-Cards and on clearing other pending dues.
- Students must keep the Library premises tidy.
- Use of Mobile Phone inside the library facility is strictly prohibited.

Borrowing Procedure

All the students of the Institute are members of the library. In the library open access system is followed for its users for borrowing reading material.

- ID card with Unique ID (Bar-coded) is issued by the library to its members for transaction (issue-Return) of the library.
- Student members shall be entitled to borrow 5 books for 15 days, 2 question papers for 2 days, and 1CD for 5 days at a time.
- Reference Section & Reserved books will not be issued to the borrowers & are to be referred inside the library.
- While issuing reading material, book card must be filled by the borrower only.
- The reading material issued by the borrower from the library cannot take out without entry in the library software.
- The Librarian reserves the rights to recall reading material before the due date.
- Users cannot borrow copies of the same book.
- There are 5 counters for Issue & Return Transaction, 1 to 4 Counters for Issue transaction and counter no. 5 for return transaction.

Instructions for Issue & Return

- No transactions will be made without Identity card (issued by the library). I-card shall be non-transferable.
- The same book(s) may be issued on demand for another 10 days. (1 time only) (with the discretion of the Librarian)
- Any existing damage should be brought to the notice of the library staff and signature be obtained otherwise user shall be held responsible.
- In case a book is lost or damaged, borrower will have to pay the current market price of the book.
- The students who do not return books on time will have to pay library fine as per library rules.

Book Bank

A)   Rules

- It is responsibility of the student to maintain the books in good condition which is supplied to them from the book bank
- Students can keep these books, issued on loan with them till the end of the final examination and should be returned in good condition within seven days after their examination is over.
- Each student has to bring their identity card for availing this facility.
- Users responsible for any damage or injury to the books are required to replace or pay penalty as per library rules.

B) **Social Welfare Book Bank (SWBB)**

- The books under book bank scheme are meant and distributed for SC Scholarship holder only (1st sem to 8th sem students).
- One set of books is for the entire course of particular semester/year and branch.

C) **College Book Bank (CBB)**

- Students have to pay Rs. 200 (non-refundable) as annual fees for the set of 9-10 books.
- College book bank scheme is only for 1st year students only.

INSTRUCTION TO MAITAIN DISCIPLINE IN THE INSTITUTE

1. The academic hours of the college are from 9:00 a.m to 4:30 p.m. on all working days. All the students are required to be in the classroom/ lab at 9:00 a.m. for the first lecture and at 2:15 p.m for the 5th lecture/ lab.
2. All the students are required to return into the classroom at 11:15 a.m. after the short break provided at 11:00 a.m.
3. All the students are required to respect the dress code of the institute and come to the college in prescribed uniform.
4. All the students are required to wear ID card on the neck while in the campus.
5. All the students are required to maintain the decorum of the institute and must not engage into or use any kind of obscene/ vulgar/ immoral/ abusive or foul language in the campus.
6. All the students are required to maintain discipline and respect each and every individual in the institute.
7. Use of tobacco, alcohol or any banned substance in the campus is strictly prohibited.
8. All are required to use mobile phones judiciously in the classroom/ campus/ department.
9. All are required to abstain from publishing or posting derogative comments against any religion/ student/ teaching staff/ administrative staff of the college or any other person on the social media.
10. It is the duty of the students to take care of their belongings and valuables (mobiles / money / calculator etc). The college will not be responsible for any loss/ theft of the same.
11. Misconduct or infringements of rules & regulations and activities which are not in the interest of the institution and harmful to the reputation of the institution will make a student liable for severe disciplinary action which may lead to expulsion from the hostel & College.
12. Students are required to show due regard to the property of the college. Any student found guilty of defacing or damaging property like doors, windows, furniture, equipment, fixtures, books, buildings, vehicles, etc. of the college or hostel shall be liable for penal action and expulsion from the college.
13. Student must bring to the notice of concerned authorities any indisciplinary act or conduct observed in the college premises.
14. Student shall abstain from arousing communal, caste or regional feelings or creating disharmony among students.

Uniform and Dress Code

• Students must respect the Dress code and come to the College wearing the prescribed uniform on all days from Monday to Friday. Students are expected to maintain the legacy of Tech Pallottine culture even outside the campus, especially when wearing the College uniform and representing college at inter-collegiate & university events, Campus drives, university exams etc.

• Students are allowed to wear casual dresses on Saturdays and occasionally with prior notice. On such occasions, the students must ensure the dignity of educational institution.

• All Students must wear valid College Identity card on their collars while in the campus and should be produced for verification whenever required. Entry to the college premises may be denied if he or she fails to produce valid identity card. Students representing the institute for intercollegiate/ university, placement, exam or any other event outside the college must wear the valid identity card.

Rules of identity card for the students
• The Institute issues student Identity Card (ID Card) to every bonafide student for each academic session, valid during that academic session.
• The student ID Card is for identification purposes only and is not transferable.
• Each student must wear and display ID card on the neck while in the Institute premises, University Exam, in any other academic activity/event or participation in co-curricular/extra-curricular activities held inside/outside the campus.
• Students must ensure that their ID Cards are kept secured and are not deliberately or inadvertently made available for use of any other person.
• The student ID Card must be presented at the demand from an authorized person of the Institute.
• Alteration, falsification or misuse of the student ID Card is a violation of Students' Code of Conduct and will be dealt accordingly including severe disciplinary action against him/her.
• A student who has lost his/her student ID Card, must report the same to the Library of the Institute as soon as possible to invalidate the issued card and apply for a replacement by completing the appropriate application form.
• Replacement of student ID Card due to loss, damage, theft or change in name will attract a charge as determined by the Institute.
• Student ID Card is Institute's property. Students must have to return their ID Cards to the Institute for cancellation upon withdrawal / termination or successful completion of studies.
• Upon completion or cessation of studies, the student must no longer use the student ID Card for proof of his/her student status for any purpose.

Standard Operating Procedure to get Duplicate Identity Card
• The students must report to the Library and get the requisite application form for Duplicate ID card.
• The student has to fill the form for Duplicate ID-card available in the Library, clearly mentioning the reason for loss of ID-Card and do as directed in the form.
• The HoD recommends/ rejects the application form.
• If recommended by HoD, the application is forwarded to the Principal/ Director for approval.
• The student is directed to deposit a fee of ₹ 500/- at the finance office and submit the receipt of the same to the Librarian.

- The Librarian issues the Duplicate ID-Card.
- The student will get the new ID-card with "Duplicate" mentioned on it.
- A student can get ONLY ONE duplicate ID-Card in one Academic session.

Social Media Policy Guidelines for Students

General responsibilities
It is the responsibility of students to:
1.   Read and act in accordance with these guidelines, and any additional guidelines published by the Institute.
2.   Read and act in accordance with the rules and guidelines set out by individual Social Media, Social Networking and Website Hosting companies and providers.
3.   Consult with Media & Publicity Cell of the institute and where relevant, seek ethical approval before posting, as part of your studies / research, pictures, videos or comments through social media that could be viewed as offensive or as bringing the Institute into disrepute.

Responsibilities of students/Alumni in official Institute online/social media presence
1.   Remember that you are representing the Institute at all times when posting comments or responding to those made by others.
2.   Social media sites should not be used for raising and escalating concerns relating to your course, the Institute or any members of the Institute. Seek advice from Department Institute if you have any concerns.
3.   Ensure that you do not reveal confidential information about the Institute or its staff, students, partner organisations or associates.
4.   Comply with relevant professional codes when using social media as a part of a research study or project.
5.   Ensure you do not use your site or pages in any way that may compromise your current or future fitness to practice or employability.
6.   Obtain permission from the Institute's Media & Publicity Cell before using the Institute's brand or Logo.
7.   Consult the Institute's Media & Publicity Cell if there is any media interest resulting from your online activity.

Responsibilities of students in personal online/ social media presence:-

1.   Be aware that third parties including the media, employers and Police can :-
Access profiles and view personal information. This includes pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student and the Institute and can have a negative impact on a student's future prospects.

2.   Communications made in a personal capacity through social media must not:
- Be unlawful – i.e. breach any Indian criminal and/or civil legislation.

- Include anything that could be considered discriminatory against, or bullying or harassment of, any   individual. This includes: Making offensive or derogatory comments relating to sex, gender assignment, race (including nationality), religion, disability, sexual orientation, religion or belief or age:-
a)   using social media to bully another individual or
b)   Posting images that are discriminatory/offensive or links to such content.

- Include defamatory comments about individuals or other groups so as to

bring disrepute upon the Institute e.g. posting images or links to content likely to bring the Institute into disrepute. This includes:

- Pictures, videos or comments that are of a sexual nature including links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos or comments that promote or encourage drunkenness or drug-related activity. This includes but is not limited to images that portray the personal use of drugs and drug paraphernalia.
- Pictures, videos or comments that depict or encourage unacceptable, violent, illegal or dangerous activities e.g. sexual harassment or assault, fighting, vandalism, academic dishonesty, drunkenness, drug use etc.
- Breach copyright e.g. using someone else's images or content without permission; failing to give acknowledgment where permission has been given to reproduce something;
- Breach confidentiality eg revealing confidential information owned by the Institute; giving away confidential information about an individual or organization.

- Use the Institute's logo on personal social media sites you also need to be aware of a number of other relevant policies and guidelines.

Misuse Of Social Media

i.   The Institute has the right to seek the removal of content from an official social media account and from a personal account if it is deemed that the account or its submissions pose a risk to the reputation of the Institute or to that of one of its members.

ii.   Students who post views, opinions or images online in breach of these guidelines may be subject to disciplinary action. Your actions may also be subjected to prosecution under the Indian criminal, civil legislation and the IT Act 2000 as amended from time to time.

iii.   Prospective employers may surf social media sites as part of their selection process and the social media posts that you make could undermine your future employment prospects.

Staying Safe Online

i.   Only post what you would be happy to share relating to your parents, lecturers and prospective employers to see/read.

ii.   Remember that everything you post online is public, even with the strictest privacy settings. Once something is posted online, it can be copied and redistributed, and it is easy to lose control of it. Presume that everything posted online will be permanent and will be shared.

iii.   Think before you send. Avoid posting anything when you are have been drinking or are feeling angry – you may regret it the next day but it could be viral by then.

iv.   Remember that what is a 'joke' to one person may feel like bullying and harassment to someone else. SVPCET doesn't tolerate bullying and harassment. If you feel bullied on-line, seek advice from the anti-ragging squad of the Institute.

v.   Be aware that posting 'jokes' has led some people to be prosecuted and even imprisoned. Don't post things that may be considered offensive or make 'joke' threats.

vi.   Ensure that you protect your personal information and that of others that could be misused (e.g. home address, telephone number, date of birth).

vii.   Think about who you want to be able to see your information and set privacy settings accordingly. Remember that even with strict privacy settings, others can share your posts so you have no control over who sees them.

viii.   Don't say or write anything that could have a negative impact on the reputation of anyone or any company. Any statement which could have a negative impact on a person (or business') reputation could lead to accusations of libel / defamation and lawsuits.

ix.   Be very cautious about arranging to meet someone you only know on- line. They may not be who they say they are. Arrange to meet during the day in a public place and take a friend or tell friends where you are going.

Any act or acts which the Principal/ Members of Management/ Competent authority considers as violation(s) of the Social Media Policy is liable to strict disciplinary action as per the regulations mentioned in the Social Media Policy .

Instructions from Examination Cell

- Students are required to keep track of the notices related to Examination and strictly adhere to the dates mentioned by the Examination Cell and submit the prescribed exam forms on time.
- Students are required to collect their Hall- Tickets on mentioned dates by the Examination Cell.
- Students are required to refer the Examination time table and Examination instructions before appearing for the respective exam.
- Students must stay away from use of any kind of unfair means during the exam. Use of unfair means during the exam will lead to strict disciplinary action.
- Students can see their evaluated answer books as per the schedule provided by the Examination Cell and are allowed to note the marks for reference.
- Students are allowed to apply for grievance,if any, and apply for the the same immediately by filling the prescribed form available with the course teacher
- Students should be able to interpret the result or know about the calculation of SGPA and CGPA. (Refer Academic Rules & Regulation in college website)
- Students must understand the impact of incentive marks on SGPA and CGPA.
- Apply for revaluation if required.
- Students are required to keep track of the notices related to Make-up Examination.