

G H Raison College of Engineering and Management, Nagpur
(NAAC Accredited with A+ Grade)

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Academic Rules and Regulations for students
For Autonomous Institute
Framed in 2023-24
Amended for batch 2025 onwards

G. H. Raisoni College of Engineering and Management, Nagpur

Academic Rules and Regulations Governing

B.Tech., B.Sc., M. Tech. MBA, MCA

All the academic programs of the institute are governed by the rules and regulation approved by Governing Body (GB) of G. H. Raisoni Institute of Engineering & Technology, Nagpur. These rules and regulations are applicable to all the students in autonomous scheme of this institute from academic session 2023-2024 and onwards as per the decision in GB meeting.

Vision

To achieve excellent standards of quality education by keeping pace with rapidly changing technologies and to create technical manpower of global standards with capabilities of accepting new challenges.

Mission

Our efforts are dedicated to impart quality and value-based education to raise satisfaction level of all stake-holders. Our strength is directed to create competent professionals. Our endeavour is to provide all possible support to promote research & development

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1.1 Abbreviations

1	“AICTE”	All India Council for Technical Education.
2	“AC”	Academic Council
3	“BE”	Bachelor of Engineering as undergraduate degree awarded from University
4	“B.Tech”	Bachelor of Technology as undergraduate degree awarded from University
5	“BoG”	Board of Governors of the Institute.
6	“BoS”	Board of Studies
7	“CGPA”	Cumulative Grade Point Average
8	“COE”	Controller of Examinations
9	“COEP”	College of Engineering, Pune
10	“CAE”	Class Assessment Examination
11	“CBCS”	Choice Based Credit System
12	“CTS”	Credit Transfer Scheme
13	“DSY”	Direct Second Year
14	“DTE”	Directorate of Technical Education, Government of Maharashtra
15	“Dean AC”	Dean (Academic)
16	“Dean SAC”	Dean (Student & Counselling)
17	“Dean R&D”	Dean (Research & Development)
18	“ESE”	End Semester Examination
19	“ES”	Examination Scheme
20	“GHRIET”	G.H. Raison Institute of Engineering Technology, Nagpur
21	“GATE”	Graduate Aptitude Test in Engineering
22	“HOD”	Head Of Department
23	“JEE ”	Joint Entrance Examination
24	“M.Tech.”	Master of Technology Program
25	“NMEICT”	National Mission on Education through ICT
26	“PG”	Post Graduate
28	“RTMNU” “University”	or Rashtrasant Tukadoji Maharaj Nagpur University
29	“QEEE”	Quality Enhancement in Engineering Education”
32	“SGPA”	Semester Grade Point Average / Term Grade Point Average
33	“State Government”	Government of Maharashtra
34	“TAE”	Teachers Assessment Evaluation
35	“TC”	Transfer Certificate
36	“TS”	Teaching Scheme
37	“UG”	Programme means Undergraduate degree awarded by University
38	“UGC”	University Grants Commission

1.1 Definitions:

1	Academic Autonomy	freedom in all aspects of conducting academic programs, granted by University for academic excellence.
2	Academic Year	Two consecutive (one odd + one even) Terms constitute one academic year.
3	Anti-Requisite Course	Two or more courses can not to register during degree.
4	Arrear Course	A course, not detained but not registered for exam i.e. course work/term completed but not registered for exam
5	Autonomous Institution/College	an institution/college designated as autonomous by UGC under UGC Act 1956 & affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
6	Backlog Course	Appeared for a course exam and not cleared (Pass) a course
7	Branch	Specialization or discipline of B. Tech. Degree Programme, like Electrical Engineering, Computer Science Engineering, etc.
8	CGPA	It is a measure of overall cumulative performance of a student till that Terms.
9	Co-Requisite Course	Two or more courses have to register simultaneously (same term).
10	Course	Usually referred to, as ‘papers’ is a component of a programme. All courses need not carry the same weightage. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/tutorials/laboratory work/ field work/ outreach activities/project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.
11	Course Registration	Choice for selection of a course in the academic term
12	Credit	A unit by which the course work is measured. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week per term.
13	CTS	Students of the institute can go at CoE Pune / VJTI Mumbai / IIT Gandhinagar / Industry for a term to acquire certain credit which can be transferred to this Institute.
14	Detained course	The student registers for the course in a Term but does not complete 100 % term work or having poor attendance in register course and not allowed for a exam
15	Dropped course	The student registers for the course in a Term & he/she will drop a course from a specific term within 2 weeks of start of the term, if a student feels that the registered course is difficult.
16	Dropping Term	Not registering a single course for the term, though eligible
17	Exam Registration	Giving willingness to appear for the exam
18	Teacher Guardian	Faculty advisor shall advice and counsel the students about the details of the academic programme and the choice of courses considering the student’s academic background and career objectives. Faculty Advisor will be allotted a batch of 15 to 20 students and will carry this batch of students till the completion of the degree of the students & whose signature should be required for every document of the student for exam and course registration.
19	Fast Learner/Achiever	A student with higher CGPA (up to II term, greater or equal to 9.25) and wish to complete degree before the specified duration of the degree
20	Grade	It is an index of the performance of students in a credit course. Grades are denoted by AA, AB, BB, BC, CC, CD, DD and FF and for audit course grades are denoted by A, B, C and D.
21	Grade Point	It is a numerical weightage allotted to each grade on a 10-point scale for credit course.
22	Honours/Minor	Degree with Major / Minor Specialization
23	Institute Core	All compulsory courses for all Programs.
24	Institute Elective	Compulsory courses from the list of choices common to all Programs.

25	Institution OR College	G.H. Raison College of Engineering and Management, Nagpur unless indicated Otherwise
26	Major	Degree with Major Specialization by earning additional credits of same Discipline
27	Minor	Degree with Minor Specialization by earning additional credits of different discipline
28	Offered Courses	List of courses run by the Parent department in the term
29	Parent Department	a department which is offering that course and course code is decided by BOS of that department.
30	Pending Course	A course, not registered or Re-registered
31	Pre – Requisite for a Course	A course has to learn before registering next course.
32	Program Core	Compulsory courses for all the students of a particular program.
33	Program Elective	Courses from the list of choices of a particular program
34	Program Scheme	A structured teaching with course syllabus and exam scheme approved by BOS
35	Programme	An educational programme leading to award of a Degree for UG courses.
36	Sample Path	Optimized Way to select courses intelligently, so that s/he can optimize duration of time
37	SGPA	It is a measure of academic performance of student/s in a Term.
38	State Government	Government of Maharashtra
39	Teaching Scheme	A structured plan of all offered courses with their credits for the Program
40	Term	It means duration consist of 15 weeks of academic work equivalent to 90 actual teaching days. The odd Term may be scheduled from June to November and even Term from December to May.
41	Transcript	After successful completion and award of degree(number of courses and credits) Transcript certificate issued to the student as per scheme of a program.
42	Withdrawal Course	A registered course with term work completed, done exam registration and do not want to appear OR appeared but unable to clear in specified duration for the exam

2.0 Programs Offered: G.H. Raisoni College of Engineering and Management, Nagpur, offers following Programmess.

2.1 Undergraduate Programs in Engineering/Technology

Sr. No.	Program Title	Code
1	B.Tech. Artificial Intelligence	AI
2	B.Tech. Computer Science and Engineering	CSE
3	B.Tech. Civil Engineering	CV
4	*B.Tech.CSE(Cyber Security)	CY
5	B.Tech. Data Science	DS
6	B.Tech. Electrical Engineering	ELE
7	B.Tech. Electronics and Telecommunication Engineering	ETC
8	**B.Tech.Information Technology	IT
9	B.Tech.Mechanical Engineering	ME

*From Session 2021-22

**From Session 2022-23

2.2 Postgraduate Programs (Engineering)

Sr. No	Program Title	Code
1	M.Tech.CAD/CAM	CAD/CAM
2	M.Tech. Computer Science & Engineering	CSE
3	M.Tech.Structural Engineering	STR
4	M.Tech. VLSI	VLS

2.3 Undergraduate Programs (UGC Courses)

Sr. No.	Program Title	Code
1	Bachelor of Science(Computer Science)	BSCCS
2	Bachelor of Science (Cyber Security)	BSCCY

***From Session 2023-24

2.4 Postgraduate Programs (UGC & AICTE Courses)

Sr. No.	Programs Title	Code
1	Master of Business Administration	MBA
2	Master in Computer Applications	MCA

3.0 Guidelines of Admission

- The Institute shall offer such UG Programs and of such minimum duration as per the direction of the AICTE/DTE/ UGC/affiliated university.
- The Institute shall adopt procedures to admit the students to the different Undergraduate/ Postgraduate Programs as prescribed by DTE/ Affiliated University.
- The Institute shall follow norms for eligibility of the students for admission to various Programs as per AICTE/DTE/Affiliated University.

- d. The Institute may follow admission procedure of the engineering courses strictly in order of merit as per Government of Maharashtra CAP round, Minority rounds and Institute level admissions.
- e. The Institute shall fix the dates for complete schedule of Programs till the students are admitted as per instructions from DTE / state government / affiliating university time to time.
- f. The Institute shall follow the Reservation Policy as per Minority institute rules laid down by state government for admission of students to various Programs.
- g. The intake of students for the various Programs shall as per AICTE/Affiliating University time to time.
- h. The Academic Programs of Institute shall be based on semester systems as prescribed by academic council. Each academic year shall consist of two semesters; one Odd semester (June to November) and other Even semester (December to May) and as guided by academic council time to time.
- i. Education at the Institute shall be organized around Credit based System of a study.
- j. The Institute shall have Relative Grading System (on a 10 point scale) for evaluation of student's performance in various Examinations as per relative grading system.
- k. The period of Academic session shall be such, as may be notified by the Institute from time to time.
- l. The medium of instructions and examinations shall be English.
- m. Such other provisions and amendments prescribed by the council from time to time shall be also applicable.

3.1 Guidelines of Admission to B.Tech. First Year of UG degree Programs in Engineering

The admissions are done strictly on Merit basis in transparent manner in accordance with the rules and regulations of DTE Maharashtra State.

- a. The detailed notification for the admission is published in all leading newspapers and on college website after the declaration of XII standard examination result & CET examination result.
- b. Admissions would be done in a transparent way strictly as per the guidelines of Directorate of Technical Education, Mumbai, Maharashtra State.
- c. If at any time after admission, it is found that a candidate has not fulfilled all the requirements laid down by DTE / University time to time, the DTE/institute may cancel the admission of the candidate and report the matter to concerned government authorities as necessary.

3.1.1 Change of Branch after successful Completion of 1st year of UG program in Engineering

- Students are eligible to apply for a change of branch only after successfully completing the first two semesters of UG.
- The rules/ guidelines shall be as per the directives issued by competent authorities.

- Change of branch shall be offered to the candidates, if clear vacancies exist
- Students must apply for change of branch within 15 days after the declaration of the second semester result and can give his/her choices in order of preference to Registrar.
- All such transfers shall be permitted only at the beginning of the third semester.
- At the time of branch change, the equivalence of the courses/subjects need to be done.
- The subjects/courses which are not mapped, students need to do such courses in audit mode. Or else he/she can register for NPTEL equivalent course and can complete the course.
- Concerned dept. has to check for completion of audit courses/NPTEL courses.

3.2 Guidelines of Admissions to PG Degree programs (M.Tech)

- The admissions to **PG Degree programs (M.Tech)** are done strictly on Merit basis in transparent manner in accordance with the rules and regulations of DTE Maharashtra State for minority institute.
- If at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer letter of admission, the Director of the Institution may cancel the admission of the candidate and report the matter to the concerned government authorities as necessary.
- The eligibility criteria for full time postgraduate programmes of study under Faculty of Engineering & Technology in different specializations leading to M.Tech. Degree is given below in Table-1.

Table-1

Sr. No.	Course Name	UG Eligibility	GATE Eligibility
1	Structural Engineering	Civil Engineering	Civil Engineering (CE)
2	CAD-CAM	Industrial Engineering, Automobile Engineering, Production Engineering, Mechanical Engineering, Production Design & Engineering, Production Engineering & Design	Mechanical Engineering (ME), Production and Industrial Engineering (PI)
3	Computer Science and Engineering	Computer Science and Engineering, Computer Engineering, Information Technology, Computer Technology, Information Technology / Computer Science	Computer Science and Information Technology (CS)
4	VLSI	Electronics Design Technology, Electronics and Telecommunication Engg, Electronics Engineering, Bio Medical Engineering, Electronics Technology	Electronics and Communication Engineering (EC), Electrical Engineering (EE), Instrumentation Engineering (IN)

3.3 Guidelines of Admission to First Year of UG degree Programs (UGC Courses)

- i. The admissions are done strictly on Merit basis in transparent manner in accordance with the rules and regulations of Affiliating University.
- ii. For pursuing B.Sc., the candidate must have passed class XII having science stream with Mathematics as compulsory subject.

3.4 Guidelines of Admission to First Year of PG degree Programs (UGC Courses)

- i. The admissions are done strictly on Merit basis in transparent manner in accordance with the rules and regulations of Affiliating University.
- ii. The basic eligibility is graduation in computer science (BCA/B.Sc. (CS)/(IT))

3.5 Fees to be charged for the Under Graduate and Post Graduate students

- For the UG and PG programs, the tuition and other fees charged to students over the duration of Programs shall be as per the approval of the Fees Regulatory Authority of Maharashtra Government. The dates for payment of fees will be declared well in advance and intimated to the students through the website and other notices. There shall be separate examination fees.
- The tuition fees and other fees payable by the student will have to be deposited in the institution's office/bank as prescribed by the Fees Regulatory Authority, as per the given dates in the calendar of activities. The dates for payment of fees will be declared well in advance and intimated to the students through the website and other notices.
- **Caution Money Deposits:** Caution money deposits received from the students shall be refunded after successful completion of the course or after cancelling the admission. Unless there is any recovery, no deduction shall be made from the caution money deposit. However, the amount of caution money deposit shall be transferred to Students Aid Fund in case if candidate does not apply for refund, within 3 complete financial years after the student actually leaves the institution; or, within 3 complete financial years after the date of successful completion of the course, whichever is earlier.

3.6 Fees Concession / Scholarship: - The various schemes of fee concession / Scholarship / Freeship are as given below.

SCHOLARSHIPS:

Regular scholarships offered by Govt. of Maharashtra and Central Govt. are available for students admitted through CAP provided requisite criterion is fulfilled.

Sr. No	Category and type of scholarships and schemes	Website	Scholarship	Freeship
1	OBC	www.mahadbt.gov.in	Income limit: less than 1.5 lac, 50 % concession in Tuition	Income limit: above 1.5 lac – 8.0 lac, 50%

			and Exam Fee and Maintenance allowance 190/- per month	concession in Tuition and Exam Fee.
2	SC	www.mahadbt.gov.in	Income Limit : Less than 2.5 lac, concession in Tuition, Exam, Dev. Fund and Maintenance Allowance 550/- per month	Income Limit: above 2.5 lac, Concession in Tuition, Exam and Dev. Fund.
3	VJNT	www.mahadbt.gov.in	Income Limit: Less than 1.5 lac concession in Tuition and Exam Fee and Maintenance Allowance 190/- per month	Income Limit: 1.5 lac – 8.0 lac Concession in Tuition and Exam Fee
4	SBC	www.mahadbt.gov.in	Income Limit: Less than 1.5 lac concession in Tuition and Exam Fee and Maintenance Allowance 190/- per month	Income Limit: 1.5 lac – 8.0 lac Concession in Tuition and Exam Fee
5	ST	www.mahadbt.gov.in	Income Limit: Less than 2.5 lac, concession in Tuition, Exam, Dev. Fund and Maintenance Allowance 550/- per month	Income Limit : above 2.5 lac Concession in Tuition, Exam, Dev. Fund
6	EBC	www.mahadbt.gov.in	Only Open category CAP students, Income Limit: Less than 8.0 lac (50% concession in Tuition Fee.)	
7	Minority Quota (State Govt)	www.mahadbt.gov.in	Religion: Muslim, Christian, Sikh, Buddhism, Persian, Jain, Income Limit: Less than 8.0 lac Scholarship of Rs.25000/-.	
8	Minority Quota (Central Govt)	www.scholarship.gov.in	Religion: Muslim, Christian, Sikh, Buddhism, Persian, Jain Income Limit : Less than 2.0 lac, Scholarship of Rs.25000/-.	
9	Central Sector Scheme	www.scholarship.gov.in	Income limit: below 6.0 lac Scholarship benefit of Rs.10000/- per student , Central Sector Scheme start from 2014-15	
10	AICTE Pragati (Girls) and Saksham (Handicap) Scholarship	www.scholarship.gov.in	CAP admitted students of BE First Year and Income limit: Less than of Rs.8.0 lac (Scholarship of Rs.30000/- + 20000(2000/-per month x 10 month)=50000/-) this scholarship start from 2015-16	

11	Dr.Panjabrao Deshmukh Hostel Maintenance Allowance	www.mahadbt.gov.in	Only EBC students eligible for this scheme, benefit of Rs.30000/- (3000/- X 10months =30000) Dr.P.Deshmukh Hostel Maintenance Allowance start from 2016-17
12	Dr.Babasaheb Ambedkar Swadhar Yojana	www.mahadbt.gov.in	Only SC/Navboudh students eligible for this scheme Benefit of Rs.60,000/-, Dr.B. Ambedkar SwadharYojna start from 2016-17
13	SC Students of M.Tech	www.mahadbt.gov.in	M.Tech Income Limit: Less than 2.5 lac, concession in Tuition,Exam, Dev. Fund and Maintenance Allowance 550/- per month
14	ST Students of M.Tech	www.mahadbt.gov.in	M.Tech
			1) Scholarship: Income Limit: Less than 2.5 lac, concession in Tuition, Exam, Dev. Fund and Maintenance Allowance 550/- per month
			2) Freeship: Income Limit: above 2.5 lac Concession in Tuition, Exam, Dev. Fund
15	Minority Quota (State Govt) Students of M.Tech	www.mahadbt.gov.in	M.Tech
			Religion: Muslim, Christian, Sikh, Buddhism, Parsian, Jain, Income Limit: Less than 4.0 lac Scholarship of Rs.25000/-.
16	Minority Quota (Central Govt) Students of M.Tech	www.scholarship.gov.in	M.Tech
			Religion: Muslim, Christian, Sikh, Buddhism, Parsian, Jain, Income Limit: Less than 4.0 lac Scholarship of Rs.25000/-.
17	M.Tech Stipend (Gate Scholar)	www.aicte-india.org	AICTE Stipend (Month of August half and Sept to May 9 month full Stipend total 9 ½ mth. X 12400=Rs. 1,17,800/- stipend /student
18	Other State Scholarship	Respective state scholarship form	Other states beneficiaries' scholarship process by the students as per norms of their respective states.

3.7 There is special scheme of 50% fee concession in admission fee for the ward of the RGI employees.

4.1 Minimum and Maximum Duration of Degree Program

There shall be two Semesters, namely Odd Semester and Even Semester in each academic year. Duration of semesters for different programs shall be as follows.

Sr No	Program	Minimum Duration	Maximum Duration
1	B.Tech. Programme	8 Semesters	Within 2 years after completion of final Semester.

2	B.Tech.Programme (Admitted Directly to Second Year)	6 Semesters	10 Semesters
3	B.Sc. Programs	6 Semesters	10 Semesters
4	M.Tech.,MBA,MCA Programms	4 Semesters	8 Semesters

For the sections starting late, especially for First Year, provision of makeup classes shall be made to compensate for the loss of teaching. For Direct Second Year admissions, the provision of makeup classes shall be made.

The above time limits can be extended in special circumstances at the discretion of the authorities of Institution, subject to approval from Academic Council.

4.2 Minimum requirement for award of Degree

4.2.1 UG Programs

- The minimum number of credits to be earned for B. Tech. Programs in a discipline shall not be less than 162 credit points.
- The minimum number of credits to be earned for BBA, BCCA, BCA Programs in a discipline shall not be less than 120 credit points.
- The minimum CGPA for award of UG degree is 5.25
- Completion of 6 weeks internship (4 weeks Industry internship + 2 Weeks Social Internship)

4.2.2 PG Programs

- The minimum number of credits to be earned for M. Tech., MCA,M.Sc. Programs in a discipline shall not be less than 80 credit points.
- The minimum number of credits to be earned for MBA Program in a discipline shall not be less than 104 (2023 batch) and 105 (2024 batch onwards) credit points.
- The minimum CGPA for award of PG degree is 6.25

5.0 Enrolment

A student should have obtained the eligibility certificate from the RTMNU if he has passed the qualifying examination from other than Maharashtra State Board / RTMNU. The students admitted to the programs offered by the Institution will be enrolled at RTMNU, soon after the admission, if he is not enrolled earlier. The candidature of the student will be provisional till his enrolment is accepted and an enrolment number is assigned by the RTMNU. Every student has to fill the enrolment form as per procedure laid by university time to time.

5.1 Student's Roll No. / Registration code

After completion of admission, students are given a unique registration code/roll number.

6.0 Academic Calendar:

Total Number of Days	15 weeks / 90 Days
Odd Term	June to October
Even Term	December-April

Winter Exam	October-November
Summer Exam	April-May
Summer vacation	June
Winter Vacation	December

7.0 Course Registration:

The course registration for the students is done through software where offered courses are entered in the software.

7.1 Additional Learning: Honors/Double Minor Degree/Certification (NEP Scheme)

For the students of old scheme, the guidelines are available on institute website.

The following guidelines are for students admitted for NEP Scheme.

- Additional courses will be in the form of credits. Credit courses shall be mentioned in the certificate.
- Additional courses will not be considered for calculation of SGPA or CGPA/degree completion.
- Additional courses may be from UG or PG of parent/another department.
- Undergraduate students having a CGPA of 7.5 or more are permitted to register for Honors/Minor certification with 18 to 20 credits.
- For Honors, students need to earn BC grade in each course registered for Honors.
- For Double Minor, students need to earn CC grade in each course registered for Minor.
- The guidelines for Honors and Double Minor are given below.

7.1.1 Guidelines for Honors Degree/Certification Scheme

- a. These guidelines are applicable to students who were admitted in NEP scheme in 2023.
- b. Aspiring Learners/Students with CGPA of 7.5 and above and transiting to the second year shall be permitted for Honours certification scheme as an additional avenue. Students are entitled to enroll either for Honours or Minor and not for both simultaneously.
- c. A student shall opt for Honours Degree/Certification with Multidisciplinary Minor for Vertical/Specialization in his/her OWN discipline.

d. Eligibility:

- i. The Scheme shall start from 3rd Semester onwards of the UG Programme and the student with a minimum CGPA of 7.5 up to 2nd Semester and no backlog can register for the Honours Scheme.
- ii. The schemes shall also be open for Second Year Direct Admitted Diploma Students, with SGPA of Third Semester at GHRCEM, Nagpur equal to 7.5 and above.

e. Attendance Criteria:

- i. The attendance criteria and rules of detention for regular students shall also be applicable to students opting for Honours specialization.

f. Implementation:

- i. Every department shall offer track of additional courses for the respective Honours scheme with total of additional 18 to 20 credits (Minimum 18 credits) from semesters 3 to 8.
- ii. Students will be provided with track of subjects from respective departments and they can choose the subjects/courses as per their need with following the criteria for minimum credits. Course Registration for Honours will be done at the time of course registration of regular courses in the semester.
- iii. The Head of the Department offering the Honours scheme shall decide whether to offer the Honours scheme in MOOCs mode or not. The maximum enrolment for a particular Honours scheme shall be decided by the respective department from time to time.
- iv. The student shall register for a course belonging to the respective Honours scheme, minimum one course and maximum two courses per semester and shall acquire minimum additional 18 to 20 credits. He/She cannot register for all 18 to 20 credits in any one semester only.
- v. A student may voluntarily drop the scheme at any time. However, no certificate shall be awarded for such a partial completion.

g. Evaluation Pattern:

- i. For Honours, students shall have to earn a minimum “BC” grade for each registered course/subject for the Honors scheme. Else the subject/course will not be considered for Honours Degree/Certification.
- ii. The performance evaluation of students for Honours courses/subjects will be same as for regular students in that semester and it shall be relative grading.
- iii. The scores of these additional courses shall not be accounted towards CGPA calculations at the end of each semester. An additional Semester Grade Report shall indicate the additional courses learnt along with the grades.
- iv. Student shall get only two chances to pass the Honours course/subject. i.e. regular End Semester Examination and then immediately followed by Vacation Examination. If the student is not able to pass the course/subject in these examinations, no additional chance will be given as ex-student at any stage and he/she will be discontinued from Honours Scheme.
- v. In each semester, Separate Examination fees has to be paid for each registered subject for Honours scheme.

h. Duration of Program with Honours Scheme:

- i. All requirements of student's UG program and Honours Scheme have to be completed within stipulated period of the original program. i.e. 4 years for UG students who were admitted in First Year of the program and 3 years for those who were lateral entries in Second Year of the program. No additional period will be permitted.

i. Dropping/Termination from Honours Scheme:

- i. If a student is unable to earn additional 18 to 20 credits along with all the prescribed credits of parent program within the stipulated allowed duration of the parent program, he/she will not be awarded Honours degree/certificate.
- ii. Credits of Honours courses completed if any by students will not be adjusted or converted into program credits anywhere in the 162 credits structure of original curriculum of the program in which they were admitted and such additional credits will remain extra.
- iii. If a student drops or withdraws from the Honours Scheme at any stage, the additional credits earned through Honours courses will not be converted into program credits (core/electives/lab/project etc) and they will remain extra.
- iv. If the student is found indulged in any in disciplinary activity (against the Code of Conduct at GHRCEM), he/she will be terminated from the Honours scheme and no Honours Degree/certificate shall be awarded to him/her.

7.1.2 Guidelines for Double Minor Certification Scheme

- j. These guidelines are applicable to students who were admitted in NEP scheme in 2023.
- k. Aspiring Learners/Students with CGPA of 7.5 and above and transiting to the second year shall be permitted for Double Minor degree/certificate as an additional avenue. Students are entitled to enroll either for Honours or Double Minor and not for both simultaneously.
- l. He/she shall opt for Double Minor Degree/Certification in any OTHER Programme/discipline/emerging areas for Improving Employability.

m. Eligibility:

- i. The Scheme shall start from 3rd Semester onwards of the UG Programme and the student with a minimum CGPA of 7.5 up to 2nd Semester and no backlog can register for the Double Minor Degree/Certificate.
- ii. The schemes shall also be open for Second Year Direct Admitted Diploma Students, with SGPA of Third Semester at GHRCEM, Nagpur equal to 7.5 and above.

n. Attendance Criteria:

- i. The attendance criteria and rules of detention for regular students shall also be applicable to students opting for Double Minor Degree/Certificate.

o. Implementation:

- i. Every department shall offer track of additional courses for the respective Double Minor with total of additional 18 to 20 credits from 3 to 8 semesters.

- ii. Students will be provided with track of subjects/courses from respective departments and they can choose the subjects/courses as per their need with following the criteria for minimum credits. Course Registration for Minor will be done at the time of course registration of regular courses in the semester.
- iii. The Head of the Department offering the Minor scheme shall decide whether to offer the Minor scheme in MOOCs mode or not. The maximum enrolment for a particular Minor scheme shall be decided by the respective department from time to time.
- iv. The student shall register for a course belonging to the respective Minor scheme, minimum one course and maximum two courses per semester and shall acquire minimum additional 18 to 20 credits. He/She cannot register for all 18 to 20 credits in any one semester only.
- v. A student may voluntarily drop the scheme at any time. However, no degree/certificate shall be awarded for such a partial completion.

p. Evaluation Pattern:

- i. For Double Minor, students shall have to earn a minimum “CC” grade for each registered course/subject for Double Minor scheme. Else the subject/course will not be considered for Double Minor Degree/Certification.
- ii. The performance evaluation of students for Minor courses/subjects will be same as for regular students in that semester/department and it shall be relative grading.
- iii. The scores of these additional courses shall not be accounted towards CGPA calculations at the end of each semester. An additional Semester Grade Report shall indicate the additional courses learnt along with the grades.
- iv. Student shall get only two chances to pass the Minor course/subject. i.e. regular End Semester Examination and then immediately followed by Vacation Examination. If the student is not able to pass the course/subject in these examinations, no additional chance will be given as ex-student at any stage and he/she will be discontinued from Minor Scheme.
- v. In each semester, Separate Examination fees has to be paid for each registered subject for Minor scheme.

q. Duration of Program with Double Minor Degree/Certification:

- i. All requirements of student’s UG program and Double Minor Degree/Certification have to be completed within stipulated period of the original program. i.e. 4 years for UG students who were admitted in First Year of the program and 3 years for those who were lateral entries in Second Year of the program. No additional period will be permitted.

r. Dropping/Termination from Minor Scheme:

- i. If a student is unable to earn additional 18 to 20 credits along with all the prescribed credits of parent program within the stipulated allowed duration of the parent program, he/she will not be awarded Double Minor Degree/Certification.
- ii. Credits of Double Minor courses completed if any by students will not be adjusted or converted into program credits anywhere in the 162 credits structure of original curriculum of the program in which they were admitted and such additional credits will remain extra.
- iii. If a student drops or withdraws from the Double Minor Scheme at any stage, the additional credits earned through Double Minor courses will not be converted into program credits (core/electives/lab/project etc) and they will remain extra.
- iv. If the student is found indulged in any in disciplinary activity (against the Code of Conduct at GHRCEM), he/she will be terminated from the Double Minor scheme and no Double Minor Degree/Certification shall be awarded to him/her.

7.2 Elective Course

- Students, who wish to take courses from other discipline, will have option to opt elective courses of the other discipline.
- Student may opt for additional course from other discipline.
- Student may opt Post Graduate course from other discipline.

7.3 Promotion Rules:

As per the approval of Academic Council, promotion rules for undergraduate (UG) students of the college are as mentioned below:

According to these promotion rules, the eligibility of the students of our college “G H Raisonni College of Engineering and Management, Nagpur” (formerly known as “G H Raisonni Institute of Engineering and Technology”) can be considered.

**Promotion Rules for UG Students (ALL programmes)
(approved in 10th Academic Council Meeting on 12/06/2024
(Autonomous Batch students admitted in -2023 & onwards -NEP scheme)**

Credits earning requirements for promotion to Semester	Minimum Credit Earnings	
	Proposed for Students admitted in 2023-24 (NEP Scheme)	
	FY admitted students should have earned	DSY admitted students should have earned
III	50% of total credits in I and II Semesters together	--
V	100% of I and II Semesters and 60% of III and IV Semesters together	60% of total credits of III and IV Semesters together
VII	100% of I,II,III and IV Semesters and 60% of V & VI Semesters together	100% of III and IV Semesters and 60% of V & VI Semesters together

Promotion Rules for UG Students (Engineering)
(Approved in 3rd Academic Council Meeting on 09/02/2021)
(Autonomous Batch students admitted to-2019, 2020 scheme)

Credits earning requirements for promotion to Semester	Minimum Credit Earnings	
	Students admitted in 2020-21 scheme & also for batch 2019-20	
	FY admitted	DSY admitted
III	19	--
V	57	20
VII	100	63

Promotion Rules for Students (BBA, BCCA, BCA)
(approved in 4th Academic Council Meeting on 02/09/2021)
(Autonomous Batch students admitted in -2020,2021,2022)

Credits earning requirements for promotion to Semester	Minimum Credit Earnings
	Proposed for Students admitted in 2020-21 scheme
III	20
V	60

For PG Students (M.Tech., MBA, MCA)
(Autonomous Batch students admitted in 1st Semester in 2025-26 and onwards)

Credits earning requirements for promotion to Semester	Minimum Credit Earnings
I Semester	Admission as per Rules
III Semester	50% credits of I and II Semester together

Promotion Rules (PG) (Batch 2025 onwards):

- There are no requirements of accumulated credits for registration to first two semesters of PG Degree Program
- A student should have earned at least 50% of the stipulated credits for first two semesters for admission to third semester of the PG Degree Program.
- In case the required credits as per above clause are in decimals, the value after the decimal point will be ignored. This means the required credits will be rounded off to lower integer value.
- Maximum duration of PG Programme for PG student will be 4 years from the date of admission.

For PG Students (M.Tech., MBA, M.Sc.,MCA)
(Autonomous Batch students admitted in - 2023-24 and onwards)

Credits earning requirements for promotion to Semester	Minimum Credit Earnings
I Semester	Admission as per Rules
III Semester	75% credits of I and II Semester together

Promotion Rules (PG) (Batch 2023 onwards):

- There are no requirements of accumulated credits for registration to first two semesters of PG Degree Program
- A student should have earned at least 75% of the stipulated credits for first two semesters for admission to third semester of the PG Degree Program.
- In case the required credits as per above clause are in decimals, the value after the decimal point will be ignored. This means the required credits will be rounded off to lower integer value.
- Maximum duration of PG Programme for PG student will be 4 years from the date of admission.

**For PG Students (M.Tech., MBA, MCM,M.Sc.,MCA)
(approved in 1st and 4th Academic Council Meeting on 19/09/2019 & 02/09/2021
respectively) (Autonomous Batch students admitted in 2019,2020,2021 and 2022)**

Admission to Semester	Candidates should have earned PASS grade in all the heads of the following examination	Candidates should have earned at least PASS grade in all the heads except in TWO passing heads of the following examination taken together (excluding Audit Courses)
I Sem.	As per Rules	-----
II Sem.	--	I Sem.
III Sem.	--	I & II Sem.
IV Sem.	I , II Sem.	III Sem.

8.0 Teaching Scheme

The Institution shall follow a semester system and course contents (Syllabi) for the courses recommended by the BoS and approved by Academic Council. Each semester shall be of 15 weeks duration inclusive of registration, course work etc. Total teaching days in a semester shall not be less than 90.

8.1 Course Code:

The Programs offered by the College shall have an alphanumerical Programs code consisting of a string as mentioned below.

Course Code to be followed w.e.f Session (2025-26)

I. Assessment Code

Type	Code	Details
Theory Internal	TI	Only Internal Assessment
Theory External	TE	Only External Assessment
Theory Audit	TA	Only Audit
Theory (Int+Ext)	TT	Internal + External Assessment
Practical Internal	PI	Only Internal Assessment
Practical External	PE	Only External Assessment
Practical (Int+Ext)	PT	Only Audit
Practical Audit	PA	Internal + External Assessment

II. Program Code

Sr. No.	Name of Program	Code
1	Bachelor of Arts	BA
2	BBA	BB

3	BCA	BC
4	BCCA	CC
5	BSC	BS
6	BTECH	BT
7	Certificate	CR
8	Diploma	DI
9	MBA	MB
10	MCA	MC
11	MSc	MS
12	MTECH	MT
13	Ph.D	PD

Branch Code

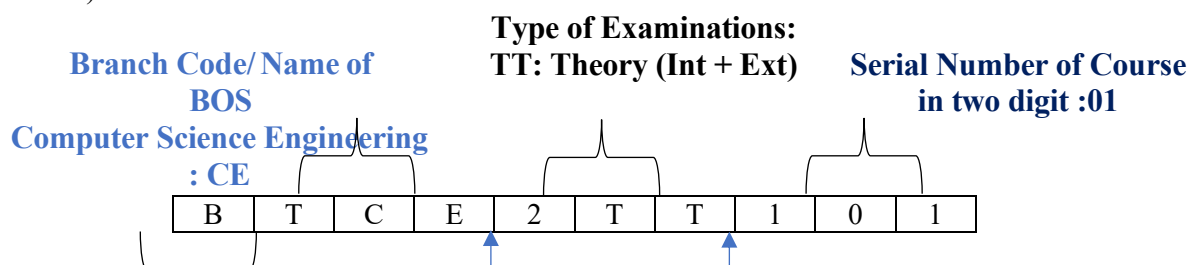
Two-digit Code for Branch/Board of Studies		
S.N.	Name of Branch	Code
1	Artificial Intelligence	AI
2	Artificial Intelligence & Machine Learning	AM
3	Artificial Intelligence & Law Analytics	AL
4	Block Chain	BC
5	CAD CAM	CD
6	Civil Engineering	CV
7	Computer Science	CS
8	Computer Science & Engineering	CE
9	Computer Technology	CT
10	Culinary Arts	CA
11	Cyber Security	CY
12	Data Science	DS
13	Electrical	EL
14	Electronics & communication	EC
15	Electronics & Telecommunication	ET
16	Event Management	EM
17	Financial Technology	FT
18	Food Nutrition and Dietetics:	FD
19	Food Science and Nutrition:	FN
20	Forensic Science	FS
21	Hospitalities studies	HS
22	Hotel Management	HM
23	Information Technology	IT
24	LLB	LB
25	Mechanical	ME
26	Pharmacy	PH
27	Power	PO
28	Science & Humanities	SH
29	Structural Engg	ST
30	VLSI	VL

III. NEP Category Code

S.N.	Category of Course as per NEP	Code
1	Programme Elective or core Elective	PE
2	Humanity Elective	HE
3	Open Elective	OE
4	One Program Minor	MI
5	One Program Major	MA
6	One Program Honor	HO
7	Multidisciplinary Minor	MD
8	Vocational Skill Course	VS
9	Skill Enhancement Course	SE
10	Ability Enhancement Course	AE
11	Swayam/NPTEL Courses	OL
12	Indian Knowledge System Courses	IK
13	Humanities & Management Courses	HM
14	Cocurricular Courses	CC
15	Liberal Learning Courses	LL
16	Engineering Science Course	ES
17	Basic Science Course	BS
18	Major Project: Major	PR
19	Mini/Minor Project	MP
20	Internship	IN
21	CEP Project	CP

IV. NEP Category Code

a) For Professional Courses:



The first two characters shall represent the year of Scheme.

Program Code:

• The first two characters shall represent the degree (B.Tech./M.Tech.)

B.TECH./BT

• The next two characters shall represent the

CR-2

Serial No. of

Semester

• The next two characters in a Programs code shall be capital letters identifying the responsible department offering the Programs (like AM for Applied Maths, EE for Electrical Engg etc).

- The next character indicates the type of subject (like L for Theory and P for Practical) whereas last three numbers indicate Programs number.

8.2 Course Credit System/Structure

The total credits required for completing a program shall be as per program wise teaching scheme recommended by the BoS and approved by the AC. The total number of credits in a Semester which a student shall register will be as prescribed in the teaching scheme of respective Program.

8.2.1 One-week induction program is mandatory for all students as per AICTE mandate.

8.3 Credits: Number of credits for a course in any semester is generally calculated as follows.

Sr. No.	Course	Hour	Credits for UG	Credits for PG
1	Lecture	1	1	1
2	Tutorial hour / week	1	1	1
3	Workshop / Laboratory/ Drawing	2	1	1

8.4 Industrial Training/Internship

It is mandatory for each student whether UG/ PG to undergo industrial internship as per following

8.4.1 All B. Tech. Programmes

Six Weeks Industrial Internship to be completed before entering 7th semester. This may include 2 weeks Social Internship. Six Months Project Internship during final year as per respective program scheme. Major project shall be based on Six Months Internship

8.4.2 All M.Tech Program students are required to complete One year internship during entering 3rd and 4th semesters of their course. Major project shall be based on one year Internship

8.4.3 Social Internship:

- Students are encouraged to work under NGO/ Rural organization/ Govt. Organization working for welfare of society.
- Prime objective is to expose students to grass root problems of society which will help them to identify project topics.

8.4.4 Industry Project and Internship

G. H. Raisoni College of Engineering and Management, Nagpur has introduced one semester internship/field project with an aim to provide exposure to industrial environment considered necessary to groom students for their profession.

III Cell of the institute framed in detail guidelines for Internship/Project mentioning the process to apply for internship, selection of the industry, rubrics for evaluation of industry internship work by students, rules and regulations etc. and the guidelines are circulated to all departments.

9.0 Co-curricular & Extra-curricular activities

Co-curricular & Extra-curricular activities play an important role in all round development of the personality of the students. While taking part in Extra-curricular and Co-curricular activities the student has to put in lot of efforts and time; sometime at the cost of their academics. So students will get the facilities as per R & D norms of the institute and they need to inform prior to HoD if they are going to participate in any of the activity.

10.0 Academically Weaker Student:

Remedial classes are conducted to improve the performance of students in all subjects. These classes are conducted in two stages. For the first stage, the academically weaker students are identified after conduction of Class Assessment Examination, CAE-I for all subjects. Students who have scored less than 30% marks in any subject and based on the attendance of the students, the students are identified as academically weaker.

10.1 - For the identified students and those who had scored less than 30% in any subject/course, section wise classes are conducted as per notified time table. These students are counselled by their subject teachers on one-to-one basis which help them overcome their subject related difficulties and other problems if any. As a result, students showed significant improvement in the subsequent tests conducted.

11.0 Summer Term

Summer Term is at an accelerated pace and is at double the rate of normal semester e.g. one credit of course shall require two hours/week so that the total contact hours are maintained same as in normal semester. During summer term, students must attend all classes. If student's attendance is less than 100% in any course/tutorial then he/she will not be permitted to take the summer term examination of that course. The grade card of the summer term examination will be reflected with the name "Summer Term Examination". The rules for summer term are as follows.

1.It is mandatory for all **failure students and old failures students of Final Year and other higher semester students having backlog / detention in First Year Courses** to register for the **Summer Term**.

2.The grade card of the summer term examination will be reflected with the name "**Summer Term Examination**".

3.The Summer Term is offered only for **the courses offered by the departments**.

4.A summer term course will run for the courses **as offered by the departments for Summer Term Session**. These courses can be registered by Final Year Students / Old Students from earlier batches who have scored **FF** grade or those who have been detained in that course.

However, the students of III Year can take advantage of this if any lower semester course in which the students are having backlog / detention and the respective course is available

in the courses as mentioned in the list of courses displayed by the department during that session.

5. Every student will have to sign an undertaking to revoke the CAE / TAE marks secured by them in their regular/ earlier attempt in the same course/s. Once revoked, the students shall not seek restoration of the CAE/TAE (**internal**) marks. At the time of registration of the course for the summer term, student must submit the undertaking stating that **“My all-previous internal marks of the course registered for the Summer Term will be cancelled”**.
6. A student will have to pay the registration fee per credit and per subject/course to Accounts Section on or before **the mentioned deadline** and payment receipt issued by account section has to be submitted to the department on or before **the mentioned deadline** along-with registration form & undertaking.
7. The exam fees per credit as prescribed will be paid by the students after the notification/notice issued by Controller of Examination (CoE)
8. Summer Term will be at an accelerated pace and will be at double the rate of normal semester e.g. one credit of course shall require two hours/week so that the total contact hours are maintained same as in normal semester.
9. Student must follow and comply with all the instructions and guidelines provided by respective faculty members and Heads of the Departments. If the performance of student in any course/practical/tutorial is found to be poor, he/ she will not be permitted to take the Summer Term Examination of that course. Once the student is registered for Summer Term courses, he/she will have to contact the dept. MIS coordinator and Head of the Department.
10. Summer Term (Offline Mode) is a special semester and students cannot demand it as a matter of right.
11. Students shall be allowed to register for upto maximum 16 credits.
12. The detailed instructions along with the Time Table for Summer Term shall be shared with the students.

12.0 Detention:

- The student must be absolutely regular in his/her attendance for theory and practical classes.
- The student should appear for all the Class Assessment Examinations (CAE), should submit Tutorial Sheets, home assignments, quiz, & seminars (TAE) etc.
- The student must complete all the term work such as completion of practical journals, drawing sheets, workshops as per schedule.
- Course/Subject wise Detention: Attendance less than 75 % and or non-submission / non-completion of 100 % Term work (for theory as well as practical courses) and / or Poor

performance will lead to non-granting of term for the particular course/subject and student will be treated as detained in the course(s)/subject(s).

- Genuine cases with information & approval of department may be considered.
- Monthly Provisional Detention List will be circulated to all students.
- A detained student must register for detained course/subject on priority whenever it will be offered in next semester.
- If a student is finally detained in any subject, he/she can not appear for End Semester Examination of that subject and his/her all internal marks of that subject are cancelled. He /she has to again go for regular classes, term work and End Semester Examination of that subject.

13.0 Semester Drop

The student can seek drop of semester from the program on account of ill health or other valid reasons. The student shall have settled all dues at the Institution including those of Hostel, Library and Department etc. on the day of his /her application for semester drop.

14.0 Semester Examination

14.1 Examination Scheme (ES)

The College shall have Examination Scheme (ES) based on semester pattern for every Program and course contents (Syllabi) for the courses recommended by the BoS and approved by the AC.

The mode of End Semester Examination shall be Theory/ Project based or any other type based on the curriculum in the scheme.

Internal Assessment Examination (Theory) (Autonomous) for B.E./B.Tech. /BCA

TAE	CAE	Total
10 Marks	15 Marks	25 Marks

Class Assessment Examination (Theory) Distribution:

Sr. No.	Particular	Abbreviation for ERP	Marks Allotment	Marks in %
1	Class Assessment Examination-1	CAE 1	15	50%
2	Class Assessment Examination-2	CAE 2	15	50%
Total (Average of Two CAEs)			15 Marks	100%

Teacher Assessment Examination (Theory) Distribution:

Sr. No.	Particular	Abbreviation for ERP	Marks Allotment	Marks in %
1	TAE - Attendance	TAE-Att.	4	40%
2	Teacher Assessment Examination-1	TAE 1	3	30%
3	Teacher Assessment Examination-2	TAE 2	3	30%
(Attendance + addition of TAE 1 and TAE 2 marks) Total:			10 Marks	100%

Criteria for Internal Marks Calculation for B.Sc. Courses

TAE 1	TAE 2	TAE 3	Attendance	*Total TAE	CAE 1	CAE 2	**Total CAE
5 M	5 M	5 M	5 M	20 M	20M	20M	20M

- TAE 1- Assignment/Case Study
- TAE 2- Presentation/Story Telling/Poster Presentation
- TAE 3- Activity Participation

TAE 3-Activity may be as follows:

Creating Brochures, fliers	Creating crossword puzzles	Mini Project
Report writing on webinar/guest lectures	Role play	Web Application

* Total TAE-Addition of TAE1, TAE2, TAE 3 and Attendance

**Total CAE-Average of best two CAEs out of 3

Criteria for Internal Marks Calculation for Open Elective of B.Sc. Courses

TAE Attendance	TAE 1	TAE 2	TAE 3	*Total TAE	CAE 1	CAE 2	**Total CAE
10 M	10 M	10 M	10 M	30 M	20M	20M	20M

*Total TAE= TAE Attendance + Best two TAEs from TAE1 to TAE 3

**Total CAE=Average of Best Two CAEs from CAE 1 to CAE 3

Possible TAE Activities:

- TAE 1- Assignment/Case Study
- TAE 2- Presentation/Story Telling/Poster Presentation
- TAE 3- Activity Participation

TAE 3-Activity may be as follows:

Creating Brochures, fliers	Creating crossword puzzles	Mini Project
Report writing on webinar/guest lectures	Role play	Web Application

Internal Assessment (Practical) Distribution (Autonomous and RTMNU Pattern)

Sr. No.	Particular	Abbreviation for ERP	Marks Allotment	Marks in %	Remark
1	Teachers Performance Assessment	PTDK	15	60%	Average marks of all experiments
2	Mid Sem Practical Exam	IMPE	5	20%	After 50% completion of practical, faculty incharge to conduct 25 Marks examination as 15 (Written) + 10(Viva) in respective practical slot.
3	End Sem Practical Exam	IEPE	5	20%	Same as IMPE on remaining 50% practicals.
Total			25	100%	

Marks distribution for each experiment:

Presentation (P) (3)	Technical (T) (3)	Discipline (D) (3)	Knowledge (K) (6)	Total (15)
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14.1.2 Examination Scheme for Postgraduate Programs (M. Tech.) in Engineering

These Programs shall consist of four semesters. The course work and subjects of specialization shall be normally completed in the first- three semesters. The College shall have followed examination system as laid down below:

Component of a course	Examinations	Weightage
Lectures/Tutorials	Class Assessment Examination (CAE)	30%

	Teachers Assessment Examination (TAE)	20%
	End Semester Examination (ESE)	50%
Laboratory Practical Work	Laboratory Practical Work (LPW)	100%
Dissertation	Research /Industry Project Dissertation, Pre Dissertation Submission Seminar, Evaluation of thesis by examiners & Viva-voce	20 credits

14.2 Question Paper Pattern

In general, question paper may have 5/6 questions. The questions should be properly distributed on entire syllabus and 20% choice may be given.

14.3 Question Paper Audit

There will be question paper moderation with two moderators, suggested by BOS chairman and Controller of Exams calls meeting for question paper moderation.

14.4 Exam Registration

- A student should necessarily register separately for the End Semester examinations in all Backlog Course, Arrear Course and the new registered courses one month before the End Sem Examination (except those who are detained).
- If a student gets detained in a course after exam registration, then his/her exam registration for that course will be treated as cancelled and will have to appear for the exam whenever course is offered.
- The student must appear for End Semester Examination as per the schedule.
- If the student fails in any of the course, he/she shall be permitted to write a backlog exam of a course within two exams. If the student fails to clear the course during those exams, then, he/she has to re-register the course again whenever offered.
- 'FF'- grade is a fail grade. The course(s) in which a student has earned 'FF' grade will be termed as back-log course(s).

14.5 Exam Form submission:

Every student has to fill online examination form as per the dates given in academic calendar through Cyber Vidya and follow the necessary instructions as received from Controller of Examinations.

14.6 Evaluation

14.6.1 Class Assessment Examination (CAE):

This examination shall be conducted at the department in the scheduled week and the evaluated papers shall be shown to the students within three working days. There shall be two such examinations equi-spaced in the semester for UG and PG from session 2024-25.

Total three CAEs shall be conducted of 15 marks each & average of two CAEs will be considered out of 15.

14.6.2 Teacher Assessment Examination (TAE):

It shall be evaluated by the teacher/forum in-charge based on the options like surprise test, quiz, seminar, group discussion. There will be 2 TAEs of 3 marks each and addition of two TAEs will be considered. There will be 4 Marks for TAE as Attendance for UG which will be compulsory component.

14.6.3 Conduct of Examination:

The Controller of Examinations shall conduct End Semester Examination (ESE) after completion of the term/semester for which the date is given in the Academic Calendar. The time-table of the End Term/Semester examination is prepared in the meeting of class representatives for each semester before one month before the start of examination. Each question paper shall have questions with choice up to 20 % and the student shall attempt all questions. The questions should be uniformly distributed from the entire syllabus of the subject which cover all Course Outcomes. The duration of examination is 3 hours. All the question papers shall be audited by moderation committee (BoS chairman submit paper setter panel along with moderators to CoE office). The moderation shall be done and completed in one sitting. The opinion of the subject teacher teaching the respective subject shall be sought before finalizing the question paper without disclosing the paper to the subject teacher. If there is shortage of paper sets, the moderation committee shall prepare the required number of paper sets on spot. The audit shall be limited to maximum 20% for a particular set. Moderators are appointed in two categories. Category A: External Moderator and Category B: Internal Moderator.

It is mandatory for the student to appear for the End Semester Examination as per the Time Table.

14.6.4 Paper Showing and Grievance Handling:

The schedule for paper showing is displayed by CoE or department exam coordinator. According to the schedule the students report to the respective faculty incharge. If student remains absent for the said date he/she is not entitled to file grievance after the date of paper showing.

After the evaluation of answer sheets, the marks are displayed on Notice Board. The students see the marks and if there are any grievances, they apply to the HoD in the grievance format. Grievance form is submitted to spot Valuation Incharge. If there are changes in the marks (of the obtained marks) , then CoE appoints evaluator for revaluation of answersheet (other than earlier evaluator)

then the changed marks are forwarded to Controller of Examinations for necessary changes and action.

14.6.5 Open House

Open house for unresolved grievances are also arranged wherein the students who have grievances even after the revaluation report to CoE for solving their grievances. These changed marks are then entered into the MIS software.

15.0 The Grading System

Students' performance/ progress shall be assessed by number of credits he/she has earned successfully. Based on course credits and grade points obtained by the student, semester grade point average and cumulative grade point average shall be calculated. The academic performance of a student shall be graded on a 10- Point Scale. This college shall adopt the relative grading system in the larger academic interest.

The grading scheme for the students admitted to first year in earlier years before 2025-26 will be same as mentioned in regulations of 2024.

The grading system is produced below for the students admitted to 1st year in 2025-26:

Grades	Grade points	Description
O	10	Outstanding
A+	9	Excellent
A	8	Very good
B+	7	Good
B	6	Satisfactory
C	5	Average
P	4	Marginal
F	0	Fail

As per AICTE CGPA may be converted into equivalent marks as below:

$(\text{CGPA} - 0.75) \times 10 = \text{Equivalent Percentage}$

e.g.

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

15.1 Guidelines for the Award of Grades:

The following are the general guidelines for the award of grades:

- For each student, all evaluations in different components of a course shall be done in absolute marks considering the weightage in teaching scheme.
- The marks of various components shall be added to get total marks secured on a 10-points scale. The rounding off shall be done on the higher side.

- iii. The relative grading system shall be used for award of grades.
- iv. Examination committee shall appoint a sub-committee which shall be called as Grade Moderation committee. (GMC) This committee shall be responsible for grade moderation. Dean academics shall be the Chairman of Under Graduate programs and Post Graduate Programs. Grades shall be modified by the GMC based on the normal distribution.

15.1.1 Explanation: 'F' Grades

A student who was awarded 'F' grade in a core course has to repeat it compulsorily when it is offered next and until a passing grade is obtained.

For the elective courses in which 'F' grade has been obtained, the student may take the same course or any other course from the same category.

Further, 'F' grades secured in any course stay permanently on the grade card. The weightage of these grades is not counted in the calculation of the CGPA; however, these are counted in the calculation of the SGPA.

15.2 Performance Indices

15.2.1 Calculation of Term Grade Point Average (SGPA)

The performance of a student in a semester is indicated by a number called SGPA. The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the term exam.

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

where,

C_i = The number of credits earned in the i th course of a term for which SGPA is to be calculated.

P_i = Grade point earned in the i th course $i = 1, 2, \dots, n$ represent the number of courses in which a student is registered in the concerned term exam.

The SGPA is calculated to three decimal places.

15.2.2 Calculation of Cumulative Grade point Average (CGPA)

An up-to-date assessment of the overall performance of a student from the time of his first registration is obtained by calculating a number called CGPA, which is the weighted average of the grade points obtained in all the courses in prescribed terms for the UG/PG Programs. CGPA for a student of undergraduate/postgraduate Programs shall be calculated only when the grade point (minimum up to pass marks) of all the semester examinations are available.

$$CGPA = \frac{\sum_{j=1}^m C_j P_j}{\sum_{j=1}^m C_j}$$

Where, C_j = The number of credits earned in the j th subject up to the term for which CGPA is to be calculated.

P_j = Grade point earned in the j th course. A grade point less than 4 in a undergraduate subject shall not be taken into consideration for calculation of CGPA. Further a grade point less than 6 in a postgraduate course shall not be taken into consideration for calculation of CGPA
 $j = 1, 2, \dots, m$ represents the number of courses in which a student is registered up to the term for

which the CGPA is to be calculated.

The CGPA is also calculated to three decimal places.

Calculation of Cumulative Grade Point Average (CGPA) UG/DSY/PG/Absorbed

15.2.3 Case Study for Calculation of EGP, SGPA and CGPA

15.2.4 For First Term / Semester B.E. (END SEM EXAM)

FIRST TERM

SUBJECT	SUBJECT CREDITS	MARKS OBTAINED	ALLOTTED GRADE	EGP	SGPA	CGPA
Differential Calculus	4	35	DD	4X4=16	SGPA= EGP/Total Credits SGPA= 69/16= 4.31	CGPA= Total EGP/Total Credits CGPA=69/16= 4.31
Ethics And Professional Competency	0		C	-		
Engineering Graphics (Th.)	1		DTN	-		
Engineering Graphics (Pr.)	2	38	BC	7X2=14		
Applied Physics (Th.)	5	33	FF	0X5=0		
Applied Physics (Pr.)	1	39	BB	8X1=08		
Basics of Computing (Th.)	2	33	BC	7X2=14		
Basics of Computing (Pr.)	1	45	AB	9X1=09		
Engineering Mechanics (Th.)	4		DTN	-		
Engineering Mechanics (Pr.)	1	37	BB	8X1=08		
Total	21 Exam Reg = 16	-	-	69	4.31	4.31

For First Term / Semester B.E./B.Tech. (VACATION EXAM)

FIRST TERM

SUBJECT	SUBJECT CREDITS	MARKS OBTAINED	ALLOTTED GRADE	EGP	SGPA	CGPA
Differential Calculus	4	35	DD	4X4=16	SGPA=EGP/Total Credits SGPA=89/16= 5.56	CGPA= Total EGP/Total Credits SGPA=89/16=5.56
Ethics And Professional Competency	0		C	-		
Engineering Graphics (Th.)	1		DTN	-		
Engineering Graphics (Pr.)	2	38	BC	7X2=14		
Applied Physics (Th.)	5	33	DD	4X5=20		
Applied Physics (Pr.)	1	39	BB	8X1=08		

Basics of Computing (Th.)	2	33	BC	7X2=14		
Basics of Computing (Pr.)	1	45	AB	9X1=09		
Engineering Mechanics (Th.)	4		DTN	-		
Engineering Mechanics (Pr.)	1	37	BB	8X1=08		
Total	21 Exam Reg = 16	-	-	89	5.56	5.56

15.2.4 For Second Term / Semester B.E./B.Tech. (End Semester Exam)

SECOND TERM

SUBJECT	SUBJECT CREDITS	MARKS OBTAINED	ALLOTTED GRADE	EGP	SGPA	CGPA
Engineering Graphics (Th.) (Re-register)	1	60	BB	8X1=08	SGPA= EGP/Total Credits SGPA=144/21= 6.86	CGPA= (EGP of I Sem + II Sem) /Total Credits CGPA=(89+144)/37= 233/37 =6.3
Engineering Mechanics (Th.) (Re-register)	4	42	DTN	-		
App. Chemistry (Th)	5	65	BB	8X5=40		
App. Chemistry (Pr)	1	46	AA	10X1=10		
Basics of Electronics (Th)	2	31	DTN	-		
Basics of Electronics (Pr)	1	43	AB	9X1=9		
Basic of Electrical (Th)	4	64	FF	0X4=0		
Basic of Electrical (Pr)	1	40	AB	9X1=9		
Integral Calculus (Th)	4	73	BB	8X4=32		
Workshop (Pr)	1	40	AB	9X1=9		
Mini Modeling	1	40	AB	9X1=9		
Communication Skill (Th)	2	41	AB	9X2=18		
Total	27 Exam reg = 21	-	-	144	6.86	6.3

Total Exam Registered Credits of Term II = $\sum C_i = 21$

Total Earned Grade Points of Term II = $\sum C_i.P_i = 144$

SGPA= 144/21= 6.86

Calculation of CGPA

Total Exam Registered Credits of Term I and II = $\sum C_j = 16+21 = 37$ Total

Earned Grade Points of Term I and II = $\sum C_j.P_j = 89+144 =233$

CGPA=233/37=6.30

15.2.5 For Second Term / Semester B.E./B.Tech. (Vacation Exam)

SECOND TERM

SUBJECT	SUBJECT CREDITS	MARKS OBTAINED	ALLOTTED GRADE	EGP	SGPA	CGPA
Engineering Graphics (Th.) (Re-register)	1	60	BB	8X1=08	SGPA= EGP/Total Credits SGPA= 144/21= 6.86	CGPA= (EGP of I Sem + II Sem) /Total Credits CGPA= (89+144)/37= 233/37=6.3
Engineering Mechanics (Th.) (Re-register)	4	42	DTN	-		
App. Chemistry (Th)	5	65	BB	8X5=40		
App. Chemistry (Pr)	1	46	AA	10X1=10		
Basics of Electronics (Th)	2	31	DTN	-		
Basics of Electronics (Pr)	1	43	AB	9X1=9		
Basic of Electrical (Th)	4	64	FF	0X4=0		
Basic of Electrical (Pr)	1	40	AB	9X1=9		
Integral Calculus (Th)	4	73	BB	8X4=32		
Workshop (Pr)	1	40	AB	9X1=9		

Mini Modeling	1	40	AB	9X1=9		
Communication Skill (Th)	2	41	AB	9X2=18		
Total	27 Exam reg = 21	-	-	144	6.86	6.3

Total Exam Registered Credits of Term II = $\Sigma C_i = 21$

Total Earned Grade Points of Term II = $\Sigma C_i.P_i = 144$

SGPA = $144/21 = 6.86$

Calculation of CGPA

Total Exam Registered Credits of Term I and II = $\Sigma C_j = 16+21 = 37$ Total

Earned Grade Points of Term I and II = $\Sigma C_j.P_j = 89+144 = 233$

CGPA = $233/37 = 6.30$

15.2.6 Summer Term (Result for Semester / Term 2)

SUMMER TERM - SECOND TERM

SUBJECT	SUBJECT CREDITS	MARKS OBTAINED	ALLOTTED GRADE	EGP	SGPA	CGPA
Engineering Graphics (Th.)	1	60	BB	8X1=08	SGPA = EGP/Total Credits SGPA = 208/27 = 7.7	CGPA = (EGP of I Sem + II Sem) /Total Credits CGPA = (89+208)/43 = 297/43 = 6.91
Engineering Mechanics (Th.)	4	42	BB	8X4 = 32		
App. Chemistry (Th)	5	65	BB	8X5=40		
App. Chemistry (Pr)	1	46	AA	10X1=10		
Basics of Electronics (Th)	2	31	FF	0X2 = 0		
Basics of Electronics (Pr)	1	43	AB	9X1=9		
Basic of Electrical (Th)	4	64	BB	8X4=32		
Basic of Electrical (Pr)	1	40	AB	9X1=9		
Integral Calculus (Th)	4	73	BB	8X4=32		
Workshop (Pr)	1	40	AB	9X1=9		
Mini Modeling	1	40	AB	9X1=9		
Communication Skill (Th)	2	41	AB	9X2=18		
Total	27 Exam reg = 27	-	-	208	7.7	6.91

15.2.7 SUMMER TERM REGISTERED CREDITS ARE = 10

Total Exam Registered Credits of Term II = $\Sigma C_i = 27$

Total Earned Grade Points of Term II = $\Sigma C_i.P_i = 208$

SGPA = $208/27 = 7.7$

Calculation of CGPA

Total Exam Registered Credits of Term I and II = $\Sigma C_j = 16+27 = 43$

Total Earned Grade Points of Term I and II = $\Sigma C_j.P_j = 89+208 = 297$

CGPA = $297/43 = 6.91$

15.2.8 UG Direct Second Year Admitted Student

For direct Second year admitted CGPA will be calculated from III to VIII Terms.

15.3 Grade Improvement Scheme

- For UG/PG Program:
 - Students who secured CGPA less than 6.75 (required CGPA for first class as per AICTE norms) for the award of the degree and wish to improve their CGPA shall be permitted for CGPA improvement.
 - Such students shall be permitted to withdraw their grade in a given course/subject with poor grade (grade can be in between CC to DD) and permitted to reappear for the End Semester Examinations for improving the grade and in turn CGPA.
 - The student can register maximum TWO subjects/courses from a semester with poor grade.

The guidelines for Grade Improvement Scheme are given below:

Guidelines for Performance (CGPA)/Grade Improvement Scheme for UG/PG

- (a) Students who secured CGPA less than 6.75 (required CGPA for first class as per AICTE norms) for the award of the degree and wish to improve their CGPA shall be permitted for CGPA improvement. Such students shall be permitted to withdraw their grade in a given course/subject with poor grade (grade can be in between CC to DD) and permitted to reappear for the End Semester Examinations for improving the grade and in turn CGPA. The student can register maximum TWO subjects/courses from a semester with poor grade.
- (b) A student shall appear for grade improvement examination either from 5th Semester or within one year from the date of passing the UG Programme with the conditions that the student has not taken (i) Leaving Certificate from the Institute and ii) Degree from the University through convocation.
- (c) A student seeking permission to register for CGPA improvement shall submit a written application within the stipulated time to the Dean Academics through the Head of the Department from where the student has graduated. After review, Dean Academics shall send the application to Controller of Examination. No student shall be admitted once the semester credit registration process of that semester ends.
- (d) A student shall choose maximum two theory courses/subjects from previous semester (either odd or even) offered from second year to the final year for which the student has secured minimum grade from CC to DD . The student shall be required to register for End Semester Examination of courses/subjects in a particular semester in which those courses/subjects are offered by paying the appropriate fees as laid down by the institute from time to time.
- (e) The internal marks of the student for the subjects for which he/she has registered for Grade Improvement will be retained as it is and he has to appear for End Semester Examination of that subject.
- (f) At the time of registration, the student shall be required to surrender all the original Semester

Grade Reports given to him/her by the institute He/she shall give an affidavit on 100 Rs. judicial stamp course that he/she shall not do any use of surrendered Semester Grade Reports till he/she gets official results of the courses for which he/she wishes to appear for grade improvement. No change of courses or drop of courses shall be permitted after the course registration.

- (g) A student who wishes to appear for grade improvement shall be exempted from attending the regular classes since the student has already undergone the course/subject instructions. But he/she must have to appear for all the End Semester Examinations (ESE) conducted for the registered courses. In the case the student misses any of the tests or examinations, no Re-examination or Summer Term shall be permitted. Absentee for End-semester examination shall automatically lead to the award of grade FF in that course.
- (h) The grading process as used for the regular students appearing for that course shall be applicable and no concession of any sort shall be granted on account of absentee for any of the examinations.
- (i) A student wishing to use the facility of grade improvement shall be required to pass in all the two courses in a single attempt. He/she shall not be entitled for the Re-examination or Summer Term in such cases.
- (j) If the student fails to secure higher grades resulting in a reduction in overall CGPA then the original result of the student before registering for grade improvement shall be retained.
- (k) A student who succeeds in improving CGPA shall be issued a fresh Semester Grade Report by the institute. These Semester Grade Reports shall have star against the courses for which the student has appeared for grade improvement and will state "*Grade Improvement*". The date on the new Semester Grade Reports shall be that as issued for other students appearing in those courses. Name of the student shall be communicated to university and the student shall be required to apply for a degree certificate from the University thereafter.

16.0 Declaration of Result:

Results shall be declared within 15 working days after the last theory/practical examination.

Provisional Grade card is available in Students' Login after declaration of result. The student needs to login with his/her credentials and he/she cannot use this grade card for official purpose.

This facility is used only for getting the information about grades obtained in the examination.

- Before declaration of results, answer sheets are shown to the student on the notified date and time only. Students will not be entertained beyond that date and time for any Grievances related to marks awarded in End Semester Examination.
- Any Grievances reported within stipulated period shall be addressed by the Grievance Cell.
- The written answer books shall be destroyed or otherwise disposed of as per the instructions received from Registrar office as per institute norms.

- If the discrepancy in the application form of an examiner for admission to an examination is not removed by him/her within two months of the declaration of result of that examination, his/her admission to that examination shall be liable to be cancelled.

17.0 Vacation Semester Examinations:

Failure students shall get the benefit of vacation semester examinations. It shall be compulsory for all the students to appear for the end semester examination. An examinee who does not pass after appearing in the end semester examination shall be eligible to reappear at the Vacation Semester examination. First vacation examination will be extension of end semester examination and latter on examination will be considered as an attempt.

- i. Vacation Examination will be conducted only for failure students.
- ii. For the failure students remedial classes are conducted in the college without charging any money.
- iv. Failure students of End Semester Exam should fill form of Vacation Examination on the notified date and time.
- v. Vacation Examination Time-Table and Answer sheet showing schedule is made available to the students and is displayed on the department Notice board.
- vi. The Vacation Examination is conducted similar to the End Semester Examination Viz. Centralized Evaluation of answer sheets, scrutiny and then moderation of answer sheets.
- vi. Answer sheets are also shown to the student on the notified date and time only. Students will not be entertained beyond that date and time for any Grievances related to marks awarded in Vacation Examination.
- vii. Any Grievances reported within stipulated period shall be addressed by the Grievance Cell.
- viii. In Vacation Examination cutoff will remain same as that of the End Semester Examination.
- ix. Student's Grievances are handled by experts.
- x. Result is made available on college website; students are responsible for seeing their result. Grade card are also made available on college website. Provisional Grade Card is available in Students ERP/MIS Login.

17.1 Re-registration of failure/detained courses by students

- If the student fails in End semester Examination and also in vacation examination or if he/she is detained in any courses due to lack of attendance or non-compliance of the term work in a session (Odd/Even session), there is a provision of re-registration of the failed/detained courses.
- The student will re-register the courses whenever the course is available in next session.
- The student needs to submit the application for re-registering the courses mentioning that he/she will attend the classes and will complete the term work as per the norms.
- If the student is in a regular semester, he/she can re-register the pending courses of earlier semester maximum upto 10 credits or maximum 2 courses, whichever is having more credits.

18.0 Acts of Malpractices / Unfair Means:

Every student appearing for the CAE/TAE & End Semester Examination is liable to be charged with committing malpractice(s) / use of unfair means, if he / she is observed as committing any of the following acts:

- i. Misbehaviour with officials / using unfair means / creating nuisance / using obscene language / violence / threat at the centre to the person involved in conduct of examination etc or any other kind of rude behaviour in or near the Examination Hall.
- ii. Writing on the Question Paper/ Admission Card & or passing on any type of written paper to the other student(s) in the examination Hall.
- iii. Disclosing his/her identity by writing any words or by making any peculiar marks on the pages other than the facing sheet in the answer scripts.
- iv. Possession of electronic gadgets like mobile phones, Programmable calculator, pen-drive or such other storage devices in the Examination Hall.
- v. Communicating with any other student(s) any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- vi. Copying form the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- vii. Making any request of representation or offer of any threat for inducement or bribery to Room Invigilator and / or any other official for favours in the Examination Hall or in the answer script.
- viii. Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence or influence upon them for favour in the examination.
- ix. Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and / or inserting pates written outside the examination hall in to the answer scripts.
- x. Receiving material from outside or inside the Examination Hall for the purpose of copying.
- xii. Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript or such other material or matter in the Examination Hall. copying or taking aid from any material or matter referred to in sub- clauses (x & xi) above to answer in the examination.
- xiii. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- xiv. Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.
- xv. Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg, any part of body, clothing, socks, instrument box, identity Card, Hall Ticket, Scales etc.
- xvi. Destroying any evidence of malpractice, like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the examination Hall.

Notwithstanding anything contained above, any other activity in which the student has indulged and which in the opinion of the authorities of GHRCEM constitutes malpractice/ use of unfair means will be construed as malpractice/ use of unfair means.

**18.1 Procedure for reporting malpractices / use of unfair means For
End Term / Semester Exam (ESE)**

- i. The Director shall constitute a vigilance cell (Flying Squad) to ensure proper conduct of examination and for prevention of unfair means (VCPUM) for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the
- ii. college. This cell shall submit its report and recommendations to the Director / Examination Committee for appropriate actions.
- iii. If the malpractice case is detected, the room invigilator / Flying Squad member will seize the incriminating materials and the answer script(s), and report the same to officer in-charge immediately in the prescribed form.
- iv. When malpractice / use of unfair means is brought to the notice of the officer In-charge either by Squad members or by the room invigilators, he/she shall hold a preliminary inquiry and take on record the report of the room invigilator, the statement of the student concerned. Only then he/she will forward unfair means report along with answer script(s) and other incriminating material and other enclosures in a sealed cover to the controller of Examinations. However, answer scripts of subsequent papers of such student noted under unfair means shall be sent directly to the valuation center along with other answer script and shall not be marked as unfair means case anywhere.
- v. The student, the room invigilator, the concerned Squad Member (if the case was detected by the squad member) shall be required to give their statement in the prescribed form supplied by the controller of examinations. These statements shall always be concise, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.
- vi. The statement of all concerned shall be in their own handwriting.
- vii. If the student refuses to handover the incriminating materials or the student refuses to give the statement, the student shall be asked to record in writing his/ her refusal to give statement. If he/she refuses to do even that the facts will be recorded by the officer in-charge and / or the squad member.
- viii. The student(s) noted under unfair means shall be allowed to write the subsequent papers. Having allowed to appear for the papers after noted the case under unfair means, the student/s shall have no claim over the performance of the subsequent papers. The answer scripts of those students noted under unfair means shall be evaluated and the results shall be kept in abeyance, until such time the Board of Examination approves the recommendations of the Examination Sub-committee appointed for the same.

- viii. When, a student noted under unfair means the following steps shall be strictly adhered to:
- Debar the student from writing that particular paper, in which he/she has been caught under alleged unfair means.
 - Issue a memo instructing the student to attend the meeting of the unfair means committee if required.
 - Send the answer script of that particular paper directly to the controller of examinations, along with relevant documents. It shall be super scribed on the left hand corner of the facing sheet as U/F Case. There shall not be an indication of U/F Case on the pages other than the facing sheet of the answer script.
 - Permit the student to write the subsequent papers of the examination, if any, and such answer scripts shall be sent to valuation centre along with other answer scripts, without being marked as U/F Case anywhere.

18.1.1 For Continuous Internal Evaluation Examinations (i.e. for CAE/TAE):

- i. The HoD shall appoint a team of Squad Members to ensure proper conduct of Examinations and prevent unfair means.
- ii. If the unfair means case is detected by the Room Invigilator/ Squad Member or any other official he/she shall seize the incriminating materials and the answer script(s) and report the same to the Controller of Examinations immediately. The room invigilator / squad member or any other official shall record their statement along with the statement by the student in the prescribed form.
- iii. If the student refuses to handover the incriminating materials or the student refuses to give the statement, the student shall be asked to record in writing his/ her refusal to give a statement. If he/she refuses to do even that the facts will be recorded by the room invigilator and / or the squad member.
- iv. Do not confiscate the identity card (ID).
- v. Permit the student to write the subsequent papers of the examinations, if any.

18.2 Procedure for Imposing Penalties & Punishments For Unfair Means Practice during End Semester Examinations (ESE)

- i. Examination Sub-committee (Unfair means committee) appointed by the Board of Examination, consisting of the Controller of Examinations (COE) as the Chairman, and other members shall be constituted to inquire into the Unfair means cases during the Examinations and to recommend the action to be taken on the cases to the Board of Examinations.
- ii. The above committee shall meet after the conclusion of each End Semester examination on the dates fixed by the COE and inquire on all matters connected with the students Caught using unfair means. After detailed inquired, the committee shall prepare a report giving its

recommendation on the penalties and punishments to be imposed for the consideration of the Board of Examination.

- iii. In the case of failure by the student to attend the inquiry on the specified date, the committee shall inquire into the charges alleged against the student and impose the necessary penalties and punishments.
- iv. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
- v. The student is awarded punishment only once though he may have indulged in Unfair means in several papers. This punishment will be decided taking into consideration all Unfair means during the End Semester examination.
- vi. The Unfair means committee shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged unfair means. After ascertaining the severity of the case, the unfair means committee shall recommend suitable penalties or punishments on the student. The severity of the case shall be categorized as follows.
 - Possession of electronic gadgets without any material(s) or matter, materials(s) or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are not relevant to the paper the student is writing.
 - Possession of electronic gadgets with the materials related to the subject / materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are relevant to the paper the student is writing.
 - Possession of electronic gadgets with the materials related to the subject / materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are relevant to the paper the student, is writing and are particularly for the purpose of copying.
 - Possession of electronic gadgets with the materials related to the subject / materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are relevant to the paper the student, is writing and are particularly for the purpose of copying and copied the material to the answer book. While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is caught using unfair means shall be taken in to consideration to decide the severity of the case.
 - Repeatedly use of unfair means during the Examinations.
 - Threatening with weapons and impersonation.

18.2.1 For Continuous Internal Evaluation Examinations (i.e. for CAE/TAE):

- i. The committee will consist of the controller of Examinations (COE), the squad members and or the room invigilator concerned. The committee will meet on the same day on which the use of unfair means is reported, with intimation to the student and decide the penalty and punishment.
- ii. The severity of the cases will be the same as mentioned for ESE

18.2.2 Guidelines for recommending penalties & punishments:

Sr. No	Nature of Unfair means	Penalty / Punishment to be imposed
		End Semester Examination
1	Misbehaviour with official or any kind of rude behaviour in near the Examination Hall using obscene or abusing.	a. Value the answer script of the particular paper in which the student caught using unfair means and announce the result the normal way b. Denial of benefit of performance of that particular paper in which the student is using unfair means. c. Denial of benefit of performance of that particular examination (all the subjects for which the student had registered for the examinations). d. Debarring the student from appearing for one more subsequent Examination. e. Debarring the Student from appearing for two more subsequent examination f. Debarring the student from appearing for three more subsequent examination g. Denial of review in any subject of that examination h. Denial of make Up examination benefit for any subject of that examination i. Rusticate the student from college. j. College authorities are not responsible of the mobiles confiscated during examination and They will not be returned to student. The Examination Sub-committee shall recommend the punishments based on the severity of the case and the severity of the case shall be recorded.
2	Writing the Question paper/ Admission card & or passing to the other student in Examination Hall.	
3	Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing answer scripts while answering.	
4	Possession of Electronics devices like mobile, Programmable Calculator, Pen-drive, and any other electronics devices / storage devices in the Examination Hall	
5	Communicating with any student or the any other person inside or outside the examination hall with a view to take assistance or aid write answers in the examination. Having any written matter on scribbling pad, calculator, palm, hand, leg, clothes, socks, instrument box. Identity card, hall ticket scales etc., any student or the any	
6	Copying form the material or matter or answer(s) of another student or from similar aid assistance rendered by another within the examination hall.	
7	Making any request of representation or offer of any threat for inducement or bribery to room invigilator and /or any other official for favours in the Examination Hall or in the answer script.	
8	Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence or influence upon them for favour in the examination.	
9	Smuggling out smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall in to the answer scripts.	
10	Receiving material from outside or inside the examination hall, for the purpose of copying.	
11	Bringing into the Examination Hall or found in possession of portions of a book, manuscript, or such other material or matter to be brought in to the examination Hall.	Continuous Internal Evaluation Examinations (i.e. for CAE/TAE)

12	Copying or taking aid from any material or matter to answer in the examination.	a. Awarding zero marks for that component of CAE/TAE in which Unfair means was detected. b. Awarding zero marks for that component of CAE/TAE in which Unfair means was detected. c. Awarding NE grade in the subject in which Unfair means was detected. However, the candidate has the benefit of withdrawing that subject. d. Awarding NE grade in the subject in which unfair means was detected, but the candidate is not allowed to withdraw that subject. e. Same as a, b, c & d, but the punishment extended to one or more subjects the candidate has registered in that semester. f. College authorities are not responsible of the mobiles confiscated during examinations and they will not be returned to students.
13	Having any written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, clothing, socks, instrument box, identity card, hall ticket, scales etc.	
14	Destroying any evidence use of Unfair means, like tearing or mutilating the answer script(s) or running away along with the answer script(s) from the examination hall or premises.	
15	Committing other act or omission intending to gain an advantage or favour in the examination by misleading or inducing the examiner or officers or authorities of the college.	
16	Repeated Indulging in Malpractice/ using Unfair means.	
17	Impersonation or allowing any other person to impersonate to answer in his/her place in the Examination Hall.	
18	Threatening with weapons of any other means to the room invigilator, Members of the Flying squad, officers, officials of the Examination Centres /College	

18.2.3 Authority for imposing penalties & punishments

The Board of Examination will be the authority for approving or modifying the recommendations of the Examination Sub-committee (Unfair means committee).

19.0 Other Examination Matters

Also the examiners shall, if he/ she suspects use of unfair means while valuing the answer scripts or other material such as insertion of answer sheet, revealing of identity or enclosure, such as currency, shall return the answer script with reasons in writing to the controller of examination and by name detest from further valuation. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to other students are furnished but enter them in a separate list which shall be enclosed in a sealed cover and forwarded to the controller of Examinations.

19.1 Questions Out of Syllabus / Wrong question/ Question with Incomplete data

This matter shall be placed before the Examination Committee. The Examination Committee shall get the question paper examined by the Chairman, BOS concerned. On the report of the Chairman, BOS, Examination Committee shall either reject the representation or direct the examiner to allot full marks to those students who have attempted such question. The Chairman; BOS may take opinion of the subject expert.

19.2 Leakage of a Question Paper

The College shall cancel the examination of a course on the leakage of a question paper. The College shall take the examination of this course after the last paper of schedule of the examination. A high level Enquiry committee constituted by the Director shall examine the causes, the reasons and the person(s) responsible for leakage of the question paper. There after the Enquiry Committee shall submit the report to the Director for necessary action.

19.3 Special Provision of Amanuensis/Writer

- i) The Officer-in-Charge shall provide at his level the facility of amanuensis/writer to the blind examinee with extra time of one hour and to the physically handicapped examinee with extra time of half an hour over and above the stipulated time of the examination of the paper. The writer should be less qualified than the blind/physically handicapped student. Before providing any such facility the centre superintendent shall verify the medical certificate issued by a civil surgeon/orthopaedic surgeon.
- ii) The Officer-in-Charge shall provide at his level the facility of giving extra half an hour, over and above the stipulated time of the paper, to write answers during the examination to the paraplegias, orthopedically handicapped students who have hand co-ordination problem and to the visually handicapped students after verification of Medical Certificate issued by the Civil Surgeon/Orthopaedic Surgeon.
- iii) The Officer-in-Charge shall send to the controller of examination a list of concerned writers and examinees to whom the above facilities have been provided at the centre.

20.0 Awards

The Council/Board shall recommend to the Governing Body for Institution of scholarships, studentship, fellowship, prizes, medals etc. to the students for their excellent performance in various fields. Awards shall be available for excellent performance in Academics, sports, cultural & extra - curricular activities, debates, etc and are to be given to the students as prescribed in the Bye-laws.

20.1 Eligibility for Medals:

- a) The students completing each course of the undergraduate / postgraduate Programs in one attempt and having at least 75% attendance shall be considered to be eligible for the above medals.

If the topper student does not fulfill the above requirements, the medal shall be awarded to the next student in merit.

- b) In case the students having tie it shall be broken by considering the CGPA of the students. In case of a tie in CGPA, it shall be broken by considering the candidate's performance on the basis of SGPA of previous two semesters. If, however, the tie still exists, then considering the SGPA of previous four semesters and so on.
- c) Medals shall be awarded only if the number of students registered in a discipline is minimum ten.
- d) If a student declines the Medal, the same shall be awarded to the next student in Merit.
 - The College shall announce the Awards of Medal at least 20 days before the date of convocation.
 - The above Medals shall be awarded to the notified candidates in the convocation.

20.4 Toppers Award

The Gold and Silver medals are awarded to only the first –two topper students of each section of various branches of the Undergraduate Engineering Programs as per detail given below: -

- i. First and second rank holders, in each section of class, based on the combined merit list of semester I & semester II examinations.
- ii. First and second rank holders, in each section of the branch, based on the combined merit list of semester III & semester IV examinations.
- iii. First and second rank holders, in each section of the branch, based on the combined merit list of semester V & semester VI examinations.
- iv. First and second rank holders, in each section of the branch, based on the combined merit list of semester VII & semester VIII examinations.

The eligibility conditions for Award of Medal shall be applicable for the above toppers awards. The topper award shall be given to eligible students in alternate year in the case if students get the award in consecutive years.

The toppers awards shall be distributed in each year by the competent authority in a well- organized function in which the recipients of awards as well as their parents shall participate.

20.5 Honor of Flag Hoisting: Every year Topper of 3rd year (Avg SGPA of Vth & VIth sem of previous year) shall get the honor of Flag hoisting on the occasion of 15th August. Topper of VIIth sem

21.0 Placement Rules

- All students must register on the Superset platform and ensure that the data submitted is correct.
- It is student's responsibility to keep their SGPA, CGPA etc updated in the Superset software after every result, change.
- All communications with the students shall be through Superset only.
- All official emails shall be sent on @raisoni.net domain and no other domain/s shall be entertained.

- All the students have to fill up data in prescribed format issued by placement cell within given time frame without fail. Failure to do so, student will not be considered for the process of placement till further notice. Incomplete filled data will be rejected and considered as non-submission of data.
- In order to appear for placement process, 100% attendance in Campus Recruitment training is mandatory.
- In order to appear for placement process, 100% attendance in all the activities of placement cell as notified from time to time is mandatory.
- It is expected that students must be in full college uniforms at the time of placement drive.
- Student has to bring all his/her testimonials and necessary documents (e.g. College ID card, Resume (3 copies), Original Documents, mark sheets of X, XII and all semester mark sheets, Leaving certificates, recent passport size photos in college uniform, curriculum vitae, etc.) at the time of placement drive without fail.
- It is advised to be well prepared in advance for the selection process (e.g. technical test, aptitude test, MCQ, subjective test, GD & PI etc.)
- It is student's responsibility to go through the company norms (job profile, salary, bond, increment, probation period etc.) for the purpose of placement.
- After getting selected in one company, student will not be allowed to appear for other company's selection process, whether he/she is willing to join the company in which he/she has already been selected.
- If any student will be found with any kind of misbehavior or violating the process of placement, his/her registration will be cancelled with immediate effect and he/she will not be considered for upcoming campus interviews.
- If a student gets a pre-placement offer from the company, then he should decide on the offer before appearing for the final campus placement process of any other company.

Use of mobile phone is strictly prohibited during entire selection process.

22.0 Issue of College Certificate

Student has to apply in prescribed application form available in institute office/website for issuing college certificate.

22.1 Issue of College Leaving Certificate

If during the course of studies, candidate desires to discontinue studies for any reason whatsoever, he or she shall be allowed to do so and it shall be presumed that he or she has cancelled admission

at that stage. The Director shall issue college Leaving Certificate and fees shall be refunded as per the rules and regulation.

22.2 Issue of College Bonafide Certificate

The student shall apply for bonafide certificate in a given format along with current Semester College ID.

22.3 Issue of Document Verification Certificate

The students are required to come in person to the institute office(student section) to request verification of document (mark sheets, degree, passing certificate etc.).The candidate shall apply for document verification certificate in a given format(available on institute website <http://GHRIET.raisoni.net>) along with attested Xerox copies of mark sheet and prescribed fees as below.

Type of certificate	Fees*	Processing time
Document Verification	Rs 500/- per document	One day

*Fees prescribed by finance committee in time to time shall be applicable.

22.4 Issue of Duplicate Mark Sheet and TC

The students are required to come in person to the institute office (student section) to issue duplicate mark sheets and TC. The candidate should submit application along with copy of FIR and Affidavit along with attested Xerox copies of documents and prescribed fees as below.

Type of certificate	Fees*	Processing time
Duplicate mark sheet/ TC	Rs 500/- per mark sheet Rs 500/- for TC	4-5 days

22.5 Issue of Transcript

After successful completion and award of degree(number of courses and credits) transcript may be issued to the students as per scheme of the program.

Candidates can apply for transcripts by submitting application (available on institute website <http://ghrietrn.raisoni.net>) & photocopies of the grade sheets, name of the University where he/she wish to apply and prescribed fees.

Type of certificate	Fees*	Processing time
Transcript	Rs 1000/- for first copy and Rs.500 each for duplicate copies.	4-5 days

*Fees prescribed by finance committee in time to time shall be applicable.

22.6 Passing Certificate / Provisional Degree

The students, who have completed all requirements as set out in these rules and regulations, will be eligible for issue of Passing Certificate/ provisional certificate duly signed by the CoE and Director.

22.7 Award of Degree and Degree Certificate

After successful completion of the program at the Institution, the student will be eligible for award of degree in subsequent convocation of the RTM University, Nagpur. A student shall be eligible for the award of the degree only if the student has

- Passed all prescribed courses.
- Attained the minimum required CGPA.
- Satisfied minimum academic requirements.
- Satisfied all requirement specified by the concerned department; if any.
- Satisfied all requirements specified by the Academic Council and/or ordinances.
- Paid all the dues to the institute.
- No pending case of indiscipline.

The degree certificate in person will be distributed from the Institution office after submitting the copies of grade sheets(original) of all semesters and proving his / her identity.

23.0 Transitory Regulations

These regulations are applicable to students who were discontinued for some reasons and rejoin the program, then he shall be governed by the scheme of examination, syllabi contents and the rules and regulations in force at the time of rejoining of student.

A candidate, who is detained or discontinued in the year/semester, will be admitted to the same semester on paying the prescribed fees as per the guidelines. On readmission, he shall be required to pass in all the courses in the curriculum prescribed for such batch of students in which the student joins subsequently. However, exemption will be given to those candidates who have already passed in such courses in the earlier semester(s) he was originally admitted into.

24.0 Code of Conduct for Students

- a. It is imperative that the students strictly adhere to the day of opening and closing of each term during the academic year.
- b. The student should note that he/she is responsible to the authorities of the Institute not only for his/her conduct in the premises of the Institute but also for his/her conduct in general, outside the premises as well.
- c. If reported, observed objectionable conduct within or outside the premises of the Institute and hostel, will make him/her liable for strict disciplinary action.
- d. If students found guilty of Ragging, he/she will liable for punishment according to clause 9.1 of the regulations, as per the High Court decision for University Act. 1956-Regulation 26(1) G-2009.
- e. The student should not participate in any political or antisocial activities.

- f. Student should help in maintaining the buildings and the campus of the Institute clean and tidy.
- g. If a student remains absent for lectures or practical without prior, written permission of the HoD/Director, he/she will have to pay a heavy fine per lecture and/or practical for his absence along with any other punishment of academic nature as decided by the authorities.
- h. If a student remains absent from the Institute for continuous period of ten days without prior permission of the Dean/Director, the Management reserves the right to cancel his admission from the Institute and to strike out his/her name from the roll. Such a student will not be entitled for any refund.
- i. Student must abide by the rules and regulation frame by the Institute from time to time.
- j. The student is expected to read the notices put on the notice board of the college regularly. The college is not responsible for any loss or damage caused to the students due his failure to read the notices from time to time.
- k. The change in the residential address of the student must be communicated to the office immediately.
- l. Students should carry their identity card while in the college.
- m. Specific sets of regulations covering particular areas of the college may be posted time to time by the dean, after being approved by the college management committee and must be respected.
- n. Dress code: The student must wear the college uniform on every working day except Saturday and at the time of college functions. The student should wear uniform compulsorily as per following specification.
 - a. For Boys: Dark green trousers and blazer with white striped shirt and green tie. Only black shoes are permitted.
 - b. For Girls: Dark green trousers and blazer with white striped shirt. Only black shoes / Bellies are permitted
- o. At the time of the admission every student sign a declaration pertaining to the Ordinance i.e. on admission, he/she shall submit him/herself to the disciplinary jurisdiction of Director and other authorities of the College who may be vested with the power to exercise the discipline under the Rules, Regulations.
- p. A student shall be liable for disciplinary action for misconduct, Ragging and for violation of code of conduct.

The following acts or omissions shall constitute misconduct.

- i. Physical assault or threat to use physical force, against any member of the teaching and non-teaching staff of College/Department and against any student within the College.
- ii. Carrying of, use of or threat to use any weapons.

- iii. Violation of the status, dignity and honour of a student belonging to the scheduled castes and scheduled tribes.
- iv. Any practice, whether verbal or otherwise, derogatory to women.
- v. Creating ill-will or intolerance on religious or communal ground.
- vi. Will fully disrupting any teaching, study, assessment or research activities or the administration of the College.
- vii. Will fully obstructing officer or employee of the College in the performance of his or her duties.
- viii. Will fully damaging or wrongfully dealing with any property under the control of the College; any property on College premises; or property on a location where a student is present under the auspices of the College.
- ix. Disobeying or failing, without reasonable cause, to observe any provision of the Bye- Laws, or any rule made by the Council/Board or of any resolution of the Council/Board of which students have been duly notified.
- x. Disobeying, without reasonable cause, any instruction of an officer or employee of the College, including failing to leave any building or part of a building when directed to do so;
- xi. Withholding relevant information or furnishing false or misleading information for purposes connected with academic progression or enrolment or proposed enrolment as a student, whether such withholding or furnishing of information takes place before or after the person becomes a student of the College;
- xii. Contravening any rule made by the Council/Board in relation to the conduct of written assessment;
- xiii. Acting dishonestly or unfairly with respect to:
- xiv. The preparation or presentation of any essay, project, thesis or other work to be assessed;
or
- xv. Any examination conducted by the College.
- xvi. Indulging in Cyber Crime.

24.1 Termination from the Program

The admission of a student to the UG program may be terminated and the student may be asked to leave the institution in the following circumstances:

- The student fails to satisfy the requirements of the program within the maximum period stipulated for that program.
- The student fails to satisfy the norms of discipline specified by the Institution from time to time.

25.0 Psychological Counsellor

Psychological counsellor for students is available in campus for helping students.

26.0 Career Guidance Cell

Today's graduating engineers have a wide range of opportunities and options to pursue their carrier. In order to guide the students to make a selection based on their interests and skills, GHRIET conducts carrier counseling seminars on campus in various areas.

27.0 Learning through NPTEL Courses

Learning and assessment are different processes and both are to be considered separately. The principle to register for NPTEL/ SWAYAM courses is with an objective to encourage students to take up courses from the best faculty members to compete at the National level. It is intended to give more flexibility in the learning environment. The student can register for NPTEL/SWAYAM Course either for upgrading the knowledge, or for credit transfer.

In 8th semester scheme of engineering programmes, there is compulsory 1 MOOCs based course which student needs to enrol and appear for the proctored examination of the NPTEL course.

28.0 Interpretation of Regulation

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

29.0 Emergent Case

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