

Kasegaon Education Society's



**Rajarambapu Institute of Technology,
Rajaramnagar, Sakharale,**

Tal. Walwa, Dist. Sangli, Pin 415414.

An Autonomous Institute Affiliated to Shivaji University, Kolhapur

Copy of Ordinances Rules and Regulations

For

Undergraduate Degree Programmes

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K.E.Society's Rajarambapu Institute of Technology, Rajaramnagar,

(An Autonomous Institute Affiliated to Shivaji University Kolhapur)

Academic Rules and Regulations for Undergraduate Programmes

Preface

Kasegaon Education Society's "Rajarambapu Institute of Technology" Rajaramnagar, Sakharale Tal. Walwa Dist. Sangli was established as a self financed Engineering College in 1983. It is affiliated to the Shivaji University, Kolhapur, recognized by Government of Maharashtra and approved by All India Council for Technical Education, New Delhi. The objective is to provide excellent technical education for producing high quality engineering manpower for industry and promote academic excellence through research & development.

The Institute has envisaged a long term goal to attain complete Academic Autonomy. This allows the institute to prescribe its Academic Calendar, design its own structure and syllabi, conduct examination, carry out Assessment/Evaluation and declare results. Under autonomy the degree however shall be awarded by Shivaji University on completion of the program. The institute proposes to implement an experiential learning model (ELM) under Autonomous structure. It is always perceived in the context of engineering education that institutes produce engineers with a strong theoretical and conceptual background with a limited focus on hands on experience. There exists a gap between what students learn and what the industry demands.

RIT in its autonomy model looks forward to adopt an experiential learning model (ELM) which focuses on learning by doing. Experiential learning provides opportunity for the students to experiment and learn better by doing. The curriculum will be designed keeping in mind the hands on experience through extensive experimentation through lab work, plant visits, in-plant training, mini projects and projects in industries. A judicious mix of theory and practice will make the RIT students as preferred prospective employees.

RIT as an autonomous Institute that functions with the objectives of promoting academic freedom and scholarship on the part of teachers and students which are essential for fostering and development of intellectual climate conducive to the pursuit of scholarship and excellence.

The focus of the Institute is always student centric and the endeavor shall be to ensure that students get the best of what is required to create Outstanding Engineers.

Dean Academic

Director

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Glossary:-

Institute	Rajarambapu Institute of Technology, Rajaramnagar
BOG	Board of Governors
BOS	Board of Studies
AC	Academic Council
Government	Government of Maharashtra.
AICTE	All India Council for Technical Education, New Delhi
UGC	University Grants Commission, New Delhi
SUK	Shivaji University, Kolhapur
Act	Maharashtra Universities Act
CPI	Cumulative Performance Index
SPI	Semester Performance Index
Programme	Programme of study leading towards award of Degree.
UG	Under Graduate Programme
PG	Post Graduate Programme
Dean	Dean of respective functions.
HOD	Head of Academic Departments

TERMINOLOGY:-

Semester	The academic year shall be divided into two regular semesters of approximately 20 weeks duration each. Typically the odd semester shall be from the second week of July till the last week of November and the even semester from the first week of January till the second week of May. (Refer Sec. 2.2 for more details). This includes the period of academic delivery (14 weeks), Mid-semester examination (MSE), End-semester examination (ESE), assessment and declaration of results.
Course Credit	Weighted sum of the number of Lecture hours (L), Tutorial hours (T), and Practical hours (P) associated with the course.
Credits Earned	The sum of course credits for credit courses in which a student has passed.
Grade	Assessment of the student's performance in a course indicated by the letters, "AA", "AB", "BB", "BC", "CC", "CD", "DD", "FF", "II", "XX", "AU", "DR" Grade. (Refer Sec. 9 of this document for details.)
Grade point	Number equivalent of the letter grades given by 10, 9, 8, 7, 6, 5, 4 corresponding to grades "AA", "AB", "BB", "BC", "CC", "CD", "DD" respectively. Fail grades "FF" and "XX" carry zero grade points. (Refer Sec. 9 of this document for details of grading system.)
Semester Grade Points	The sum of the products of credits and Grade Points for each course registered by a student in a semester.
Cumulative Credits	Sum of the semester credits for all semesters, undergone by a student till the time of calculation of cumulative credits.
DPC	Departmental Program Committee (Common for UG and PG)
Instructor	Member of faculty who shall be assigned to teach a specific course.
Cumulative Grade Points	Sum of the semester grade points for all semesters, undergone by a student till the time of calculation of cumulative grade points
SPI	Semester Performance Index
CPI	Cumulative Performance Index
ATKT	Allowed to Keep Term.

1.INTRODUCTION:

RIT has been offering undergraduate (U.G.) program leading to Bachelor's degree in Engineering (B. E.) since last 27 years.

The programs offered and degrees obtained are listed as shown in Table 1.8A. The admission to U.G. program which shall be of eight academic semesters is as per the norms set by the competent Authority of the Government of Maharashtra/ Directorate of Technical Education, Mumbai/ Shivaji University, Kolhapur and which shall be prevailing at the time of admission.

Table 1.8A: Programs offered and Degrees Awarded

Program	* B. Tech Degree in
Automobile Engineering	Automobile Engineering
Civil Engineering	Civil Engineering
Computer Science & Engineering	Computer Science & Engineering
Electrical Engineering	Electrical Engineering
Electronics & Telecomm. Engineering	Electronics & Telecomm. Engineering
Information Technology	Information Technology
Mechanical Engineering	Mechanical Engineering

* B.Tech degree will be awarded subjected to final approval from Shivaji University Kolhapur

U. G. Program consists of courses in Sciences, Humanities and Social Sciences, Engineering and Technology and other related areas. The sequence of studies consists of broadly four stages.

The first stage involves introduction to courses in sciences, humanities and technical skills. This shall be common to all UG programs.

The second stage involves the study of engineering courses that emphasize a broad based knowledge in interdisciplinary areas which enables a student to appreciate the links between science, engineering, technology and humanities.

In the third stage, a student is exposed to courses in the chosen branch of Engineering which dwell on the principles governing design and which develop in them the ability for physical and analytical modeling, design and development.

During the final stage, a student studies problems of integrated design with an awareness of size, performance, optimization and cost. The student works for his/her final year project in a small group under the supervision of the faculty member/instructor assigned to the group.

A student is also introduced to the social and economic objectives of the era and to

the interaction between man, machine and nature. This is achieved through courses in humanities & social sciences, through practical training, fieldwork, industrial visits, seminars, co-curricular and extra-curricular activities etc.

2. CURRICULUM:

2.1. Curriculum:

Every program has a prescribed structure which, in general, is known as Curriculum. It prescribes courses to be studied in each semester. The booklet containing courses structure along with detail syllabus for each course of each program is updated periodically and made available on the website.

2.2. Semesters:

RIT, Rajaramnagar implements a credit based semester system. The academic year is divided into two regular semesters. The semesters that begin in July are known as Odd semesters and the semesters that begin in January are known as Even semesters. Total duration of each semester is generally of 20 weeks including the period of examination, evaluation and grade declaration.

There shall be one additional session during summer vacation known as summer term. The institute shall run this semester for both theory and laboratory courses subject to sufficient number of students registering for the course and the availability & consent of the concerned faculty member. The purpose of the summer term is to provide an opportunity to the students to clear his/her backlog, if any. Total duration of summer course shall be of eight weeks. The examinations for the courses taught in summer term shall be conducted thereafter.

2.3. Course Credit System/Structure:

In general, a certain quantum of work measured in terms of credits is laid down as the requirement for a particular program. Calculation of number of credits for a course in any semester is as per Table 2.3A.

Table 2.3A: Calculation of number of credits for a course

Sr. No.	Course	Credits
1	Lecture of 1 hour/week	1
2	Tutorial of 1 hour/week	1
3	Practical / Laboratory / Drawing/mini-project of two hours/ week	1
4	Seminar (1 hour per week)	1
5	Final Year Project (Semester VII: 4 credits; 4 hours/week Semester VIII: 8 credits; 8 hours/week) **	12

There are mainly two types of courses- viz. Theory courses and Laboratory courses. Generally a theory course consists of Lecture hours (L) and Tutorial hours (T). Tutorial hours may not be assigned to a particular theory course if it

has a separate

laboratory course. Laboratory course consists of practical hours (P) for which a student works in a Laboratory/Drawing Hall/Workshop. The other courses required to be taken by a student include seminar, mini project, and project at various levels of the program. Special courses like industrial training, NSS, NCC etc. shall be treated as audit courses and shall be reflected in the grade card. A student shall earn credits for a particular course by fulfilling the minimum academic requirements for attendance and evaluation. No credits shall be awarded if a student satisfies the minimum attendance requirements but fails to meet minimum evaluation requirements.

The total number of credits required for completing a program is 192-200 (the exact number for a program shall be mentioned in the course structure). The total number of credits in a semester which a student registers shall generally be 23-25. The maximum number of credits per semester shall not exceed 30 subject to approval by Department Program Committee (DPC).

Audit Course:

- A student may have to register for an audit course in a semester which could be institute requirement or department requirement.
- An audit course may include either a) a regular course required to be done as per structure or required as pre-requisite of any higher level course or b) the programmes like practical training, industry visits, societal activities etc.
- Audit course shall not carry any credits but shall be reflected in Grade Card as "PP"/"NP" (refer Table 1) depending upon the satisfactory performance in the in-semester evaluation and any other evaluation as decided by DPC of respective department.

2.4. Seminar:

Seminar is a course requirement, wherein under the guidance of an Instructor, a student is expected to do in-depth study in a specialized area by carrying out a literature survey, understanding different aspects related to that area, preparing a status report based on the topic chosen. For a seminar course, a student is expected to learn investigation methodologies, study relevant research papers, correlate work of various authors/researchers critically, study the concepts, techniques & prevailing results, analyze those, prepare a seminar report on all these aspects. It shall be mandatory to give a seminar presentation before a panel constituted for this purpose. The grading shall be done on the basis of the depth of the work done, understanding of the problem, technical quality of the report prepared and presentation given by the student.

2.5. Project:

Project is a course requirement, wherein under the guidance of an Instructor, a final year student is required to do some innovative/contributory/developmental work with application of knowledge earned while undergoing various theory and laboratory courses in his/her course of study. A student has to exhibit both analytical and practical skills through the project work

A student has to carry out project under the guidance of a faculty from the same discipline unless specifically permitted by the Department Program Committees (DPCs) of the concerned departments in case of interdisciplinary projects or DPC of the parent department in case of industry sponsored projects.

The B. Tech. project shall be done in the final year and is divided into two stages. Normally the first stage shall be carried out in Semester-VII while the second stage shall be carried out in Semester-VIII. The quantum of work expected to be carried out by a student in each stage shall be in accordance with the division of credits given in Sec. 2.3.

3. REGISTRATION:

3.1. Regular Entry:

- 3.1.1. Every student must register for the courses that he/she wants to study for earning credits at the beginning of each semester on the prescribed dates announced from time to time and shall be mandatory for every student till he/she completes the program. Only after registration his/her name shall appear in the roll list of each of such courses.
- 3.1.2. Students shall be required to fill up a Course Registration Form which shall be made available to them by the Academic office after payment of required fees.
- 3.1.3. Registration, according to rules, should be carried out as per the schedule given in academic calendar. Late registration may be permitted only for valid reasons and on payment of late registration fees. In any case, registration must be completed before the prescribed last date for registration, failing which his/her studentship shall be liable to be cancelled. Students having dues outstanding towards the institute or hostel shall be permitted to register only after clearing such dues.
- 3.1.4. In-absentia registration may be allowed only in rare cases at the discretion of the Dean Academics and with prior permission.
- 3.1.5. For registration in an odd semester, the student must have earned all the credits of the pre-previous year and at least 75% credits of the previous year. For example, for registration of the 5th semester courses (i.e. 3rd year of program), a student must have earned all the credits of the first year and 75% credits of the second year. Similarly for registration of the 7th semester courses (i.e. 4th year of program), a student must have earned all the credits of the second year and 75% credits of the third year. However, if 75% calculation turns out to be a mixed number (integer + fraction) then only the integer part of that number shall be considered for taking decision related with this clause.
- 3.1.6. A student registered in odd semester shall be eligible to register for the courses offered in the even semester of that year irrespective of his/her SPI or the number of credits earned by him/her in that odd semester.

3.2 Second Year Lateral Entry:

3.2.1 Post diploma students can have lateral entry at third semester of the program. Such admissions are governed by the rules of DTE, Mumbai. Such students shall undergo all academic requirements as specified by the Academic council.

For such students there shall not be First Year Performance Index (FYPI). Semester Performance Index (SPI) and Cumulative Performance Index (CPI) shall be calculated from the third semester onwards taking into consideration the courses undergone by them at RIT, Rajaramnagar. (Refer

Sec. 10 for definitions and calculations of these performance indices).

3.3. Entry of Students from University Pattern to Autonomous Pattern:

A student of RIT, Rajaramnagar admitted in pre-autonomous status can become eligible for admission in autonomous status only in odd semester (i.e. in Semester I or III or V or VII) when he/she clears the backlog or fulfills the prevailing ATKT norms of Shivaji University, Kolhapur. After taking admission in autonomous RIT, Rajaramnagar, such students shall clear backlog subjects (courses) of Shivaji University curriculum, if any, by appearing for the respective examinations of Shivaji University, Kolhapur. Further they shall undergo additional academic requirements (bridge courses) as specified by the Department Program Committee (DPC) of the respective department so as to have tuning with RIT, Rajaramnagar autonomous curriculum. The students who have obtained condone in any of the subjects of university curriculum by Shivaji University, Kolhapur shall be considered to have cleared that subject. All such students shall not be eligible for any medals or awards instituted by the institute.

3.4. Odd Entry:

Registration of the students not covered by the cases mentioned above shall be decided by the Academic Council. Such students shall undergo the academic program as specified by the Academic Council. Such odd entry students shall not be eligible for any medals or awards instituted by the institute.

4. CHANGE OF PROGRAM:

Students shall be eligible to apply for Change of Program after completing the first two semesters. The following rules/ guidelines shall be used for considering their applications for change:

- 4.1. The change of program shall be permitted strictly on merit basis subject to the rules of admissions prevailing at the time of such change.
- 4.2. Students without fail grades and/or backlogs shall be eligible to apply for change of program and can give their choices in the order of preference.
- 4.3. The request for change of program by a student from program A to program B shall be considered if number of students of program B does not exceed the sanctioned capacity of program B.
- 4.4. All such transfers can be effected only once at the beginning of the second academic year of the 4-year UG program. No application for change of program during subsequent academic years shall be entertained.

5. FACILITATION TO STUDENTS:

5.1. Faculty Advisor:

On joining the institute, a student or a group of students shall be assigned to a

faculty advisor who shall be mentor for a student throughout his/her tenure in the institute. A student shall be expected to consult the faculty advisor on any matter relating

to his/her academic performance and the courses he/she may take in various semesters / summer term. A faculty advisor shall be the person to whom the parents/guardians should contact for performance related issues of their ward. The role of a faculty advisor is as outlined below:

- Guidance about the rules and regulations governing the courses of study for a particular degree.
- Paying special attention to weak students.
- Guidance and liaison with parents of students for their performances.

5.2. Helping Weaker Students:

A student with backlog/s should continuously seek help from his/her faculty advisor, Head of the Department and the Dean Student Development. Additionally he/she must also be in constant touch with his/her parents/local guardians for keeping them informed about academic performance. The institute also shall communicate to the parents/guardians of such student at-least once during each semester regarding his/her performance in In-semester evaluation and Mid-semester examination and also about his/her attendance. It shall be expected that the parents/guardians too keep constant touch with the concerned faculty advisor or Head of the Department, and if necessary - the Dean Student Development.

6. DISCIPLINE AND CONDUCT:

- 6.1. Every student shall be required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which shall tend to bring down the prestige of the institute.
- 6.3. Any act of indiscipline of a student reported to the Dean, Student Development, shall be discussed in a Disciplinary Action Committee of the institute. The Committee shall enquire into the charges and recommend suitable punishment if the charges are substantiated.
- 6.4. If a student while studying in the institute is found indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government he/she shall be liable to be expelled from the institute without any notice.
- 6.5. If a student is involved in any kind of ragging, the student shall be liable for strict action as per Maharashtra anti-ragging act 1999, which is in effect from 15th May 1999.
- 6.6. If any statement/information supplied by the student in connection with his/her admission is found to be false/ incorrect at any time, his/ her admission shall be cancelled and he/she shall be expelled from the institute and fees paid shall be forfeited.
- 6.7. Student once admitted in the institute shall follow instructions issued from time to time.
- 6.8. If a student is found guilty of malpractice in examinations then he/she shall be punished as per the recommendations of the Complaint Redressal Committee (CRC) constituted by Board of Examinations. The maximum punishment may be

expulsion from the institute.

- 6.9. Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at RIT, Rajaramnagar. The student

must have valid ID card with him/her while in the institute.

Any student who alters or intentionally mutilates an ID card or who uses the ID card of another student or allows his/her ID card to be used by another, student shall be subjected to disciplinary action.

The valid ID card must be presented for identification purpose as and when demanded by authorities. Any student refusing to provide an ID card shall be subjected to disciplinary action.

6.10. Students should switch off the Mobiles during the Instructional hours and in the Institute Building, Library, Reading room etc. Strict action will be taken if students do not adhere to this.

6.11. During the conduct of any Tests and Examination students must not bring their mobiles. A student in possession of the mobile whether in use or switched off condition will face disciplinary action and will be debarred from appearing for the Test / Examination.

7. ATTENDANCE:

Academic Calendar: The academic activities of the institute are regulated by Academic Calendar and is made available to the students/ faculty members and all other concerned in electronic form or hard copy. It shall be mandatory for students / faculty to strictly adhere to the academic calendar for completion of academic activities.

Regular 100% attendance is expected of all students for every registered course in lectures, tutorials, laboratory, seminar, mini-project and project etc.. Hence attendance is compulsory and shall be monitored in the semester rigorously. Students shall be informed at the end of every month if they are falling short of attendance requirement.

A maximum of 25% absence for the attendance may be permitted only on valid grounds such as illness, death in family or other emergency reason which is beyond control of a student and shall be approved by the DPC of respective department. Sanction for such absenteeism shall be taken from the DPC Chairman of the respective department (in case of S.Y., T.Y. and final year students) while from F.Y. coordinator (in case of F.Y. students) within a period of maximum one week after availing such leave. First year academic coordinator shall report such cases of first year students to respective DPC Chairman.

7.4. The maximum number of days of absence for students participating in Co-curricular activities /Sports/ Cultural events during a semester shall not exceed 10. Any waiver in this context shall be on the approval of the Academic Development Committee only after the recommendation by Dean Student Development.

A DPC Chairman shall report and recommend to Academic Development Committee (ADC) the cases of students not having 75% attendance as per the records of course

instructor. After rigorously analyzing these cases ADC may take a decision to debar such student from End-Semester Examination (ESE) for that course. Such a student

shall re-register for that course as and when it is offered next. ISE and MSE evaluations of such a student for this course during regular semester shall be treated as null & void.

A student remaining absent during ESE of a course either on medical ground (Accident and/or hospitalization of a student) or any other emergency circumstances (death of immediate close relative i.e. father, mother, brother and sister) or due to representing college at university/state level in sports/co-curricular activities shall be treated as per the rules of Sec 8.1.8 and Sec. 9.1.7.

If a student eligible for ESE remains absent for ESE of a course with no written intimation to Exam Cell within four days after the respective ESE is over, then he/she shall be awarded grade "XX".

A student who is eligible for re-examination, but remains absent for the same, shall be treated as per the rules given in Sec. 9.2.5.

The critical cases of absenteeism which are not covered by any of the above clauses shall be reported by concerned DPC Chairman to Academic Development Committee for final decision.

8. MODES OF ASSESSMENT:

8.1. Assessment of Theory Courses:

8.1.1. A student shall be evaluated for his/her academic performance in a theory course through In-Semester Evaluation (ISE), Mid Semester Examination (MSE) and End Semester Examination (ESE).

8.1.2. The relative weightage for the theory courses having ESE and not having ESE shall be generally as shown in the Table 8.1.2A.

Table 8.1.2A: weightage for the theory courses

Theory		with ESE		without ESE	
ISE	MSE	ESE	ISE	MSE	
20	30	50	60	40	

The details of the weightage of each course shall be listed in the structures of each program.

8.1.3. ISE shall be based on student's performance in assignments, viva- voce, quizzes, seminars, tests etc. The mode of ISE shall be decided and announced by the Course Instructor at the beginning of the course.

8.1.4. MSE shall generally be of 2 hours duration for each course and shall be held as per the schedule declared in the Academic calendar for that Semester. The detail time-

tables for this shall be declared one week in advance of the commencement of MSE.

- 8.1.5. ESE shall generally be of three hours duration for each course and shall be held as per the schedule declared in the Academic calendar for that semester. The detail time-tables for this shall be declared one week in advance of the commencement of ESE. The ESE shall be a reasonably comprehensive examination based on entire syllabus.
- 8.1.6. All examinations and evaluations shall be compulsory. Credits for a course shall be awarded only if a student satisfies evaluation criteria and acquires the necessary minimum grade.
- 8.1.7. There shall be no re-examination for MSE of the courses having all the three components of evaluation viz. ISE, MSE and ESE. However, a student remaining absent for MSE for representing the institute in state level or university level sports/co-curricular activities (on prior recommendation and approval from Dean Student Development) or on valid grounds such as illness, death in family or other emergency reason which is beyond control of a student (on approval by the DPC Chairman of respective department within one week after availing such leave) shall be considered for re-examinations.
- 8.1.8. A student remaining absent for ESE of a course either due to medical reason (Accident and/or hospitalization of a student) or other emergency circumstances (death of immediate close relative i.e. father, mother, brother and sister) or due to representing college at university/state level in sports/co-curricular activities shall be awarded with grade "II". Such a student shall be allowed to appear for make-up examination scheduled along with re-examinations of other courses. The student shall apply to Exam Cell with proper documentary evidence to appear for make-up examination. After make-up examination, a student shall be entitled to an appropriate grade as per Table I of Sec. 9.1 based on his/her performance during the regular semester and in make-up examination.
- 8.1.9. A student remaining absent for MSE of non-ESE courses on medical grounds or other emergency reasons as given above, shall be awarded with grade "II". Such a student shall be eligible for make-up examination scheduled along-with re-examinations of other courses. The make-up examination shall be based on 100% syllabus and the student shall not suffer any grade penalty. If the student remains absent even for make-up examination, he/she shall be awarded a grade "FF".

8.2. Assessment of Laboratory Courses:

- 8.2.1. The assessment of laboratory course for First year shall be continuous and based on turn-by-turn supervision of the student's work and the quality of his/her work as prescribed through laboratory journals and his/her performance in viva-voce examinations uniformly distributed throughout the semester. There shall be no ESE for laboratory courses of First Year. The entire assessment of a student shall be based on ISE.

- 8.2.2. The assessment of laboratory course from the 3rd semester onwards shall be

carried out in two parts.

- ISE shall be based on turn-by-turn supervision of the student's work and the quality of his/her work as prescribed through laboratory journals and his/her performance in oral or Practical-oral examinations uniformly distributed throughout the semester.
- ESE shall be based on performing an experiment followed by an oral examination or a written examination.
- The relative weightage for ISE and ESE for assessment of laboratory courses shall be 60% and 40% from second year onwards and a minimum performance of 40% in both ISE and ESE separately shall be required to get the passing grade.

8.2.3. ESE for laboratory course shall normally be held one week before the ESE for theory courses and shall be conducted by a panel of examiners consisting of external and internal examiner. This activity shall be coordinated by Department Examination Coordinator (DEC) in consultation with HOD of the respective department.

8.2.4. A student failed in ESE of a laboratory course in a regular semester shall be eligible to appear for 100% examination conducted alongwith ESEs of laboratory courses of the subsequent semester. Such examination shall be fairly comprehensive (generally of 3 hours similar to POE i.e. Practical-Oral-Examinations) to properly judge his/her practical skill and theoretical knowledge for that laboratory course. ISE performance of regular semester of such a student shall be considered as null and void. He/She shall suffer a grade penalty as per Table II of Sec. 9.2.

8.3. Assessment of Seminar, Mini-project, Project etc.:

8.3.1. Every student has to undertake seminar, mini-project, project of professional nature and interest at various levels of study. The topic of seminar or work related with mini-project/project may be related to theoretical analysis, an experimental investigation, a prototype design, new concept, analysis of data, fabrication and setup of new equipment etc. The student shall be evaluated for his/her seminar or mini-project/project through the quality of work carried out, the novelty in the concept, the report submitted and presentation(s) etc.

8.3.2. The Seminar/Project report must be submitted by the prescribed date usually two weeks before the end of academic session of the semester. It is desirable that the topics for seminar/project be assigned by the end of previous semester.

8.3.3. The seminar report and the presentation of seminar shall be evaluated by three departmental faculty members (decided by DPC).

8.3.4. The mini-project shall be evaluated jointly by External Examiner and Internal Examiner.

8.3.5. The assessment of B. Tech project work shall be carried out in two phases as shown below:

Sr. No.	Details	Evaluation By	Evaluation Type	Schedule	Credits
1	I-phase ISE (Synopsis submission seminar)	Departmental Program Committee	ISE	August last week	1
2	Term work assessment	Guide	ISE	Continuous	1
3	I-phase ESE Progress Seminar & presentation	Panel of Examiners	ESE	November 2 nd week	2
4	II-phase ISE (Progress seminar)	Departmental Program Committee	ISE	February 2 nd week	1
5	Report submission	--		April 2 nd week	--
6	Term work assessment	Guide	ISE	Continuous	3
7	II-phase ESE (Final orals & presentations)	Panel of Examiners	ESE	April 4 th week	4

A panel of examiners consists of three members viz. Chairman, Guide/Co-guide and External examiner.

8.4. Assessment during summer term:

The evaluation of a student undergoing summer courses shall be done in exactly the same way as the assessment of theory or laboratory course as explained above. The only difference shall be that the pace of teaching and evaluation shall be twice that for even or odd semester course.

9. THE GRADING SYSTEM:

9.1. Award of Grade (Regular Semester):

9.1.1. For every course registered by a student in a semester, he/she shall be assigned a grade based on his/her combined performance in all components of evaluation scheme of a course as per the structure. The grade indicates an assessment of the student's performance and shall be associated with equivalent number called a grade point.

9.1.2. The academic performance of a student shall be graded on a ten point scale. The letter grades, the guidelines for conversion of marks to letter grades and their equivalent grade points are as given in Table I.

Table I: Grade Table for Regular Semester

Letter Grade	Marks Obtained %	Grade Point	Description of Performance
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AA	≥90	10	Outstanding
AB	80-89	9	Excellent
BB	70-79	8	Very Good
BC	60-69	7	Good
CC	50-59	6	Above Average
CD	45-49	5	Average
DD	40-44	4	Below Average
FF	<40	0	Fail
XX	—	0	Detained, Re-register for course
II	—	—	Incomplete, eligible for makeup examination
PP	—	—	Passed (Audit Course)
NP	—	—	Not Passed (Audit Course)
DR	—	—	Dropped Out

9.1.3. The combined performance mentioned in Sec. 9.1.1 generally refers to performance in (as per the structures of the respective course).

- ISE, MSE and ESE in theory courses.
- ISE and ESE for laboratory courses.
- ISE and MSE in the courses having no ESE.

In the last case MSE shall be considered as ESE and all rules related with ESE of theory courses shall be applicable to MSE of these non-ESE courses.

9.1.4. A student shall pass the course if he/she gets any grade in the range "AA" to "DD".

9.1.5. "FF" grade shall be awarded to a student in a course if he/she gets less than 40% marks jointly in the ISE, MSE & ESE for a theory course and in ISE & ESE for a laboratory course and non-ESE theory course. A student failed in theory course shall then be eligible to apply for re-examination or register for summer term or opt for 100% examination. A student failed in laboratory course shall be eligible to apply only for 100% examination conducted with the laboratory examinations of the subsequent semester. In both cases, a student has to suffer a grade penalty.

9.1.6. Grade "XX" in a regular course shall be given to a student if he/she falls in any of the following categories.

- A student does not maintain the minimum 75% attendance in any of the theory or laboratory courses.
- A student has not completed most of the ISE due to non-medical reasons (for example when a student has missed all or most of the components of internal evaluation conducted by the instructor in that semester).
- The performance of a student is less than 40% in ISE & MSE jointly

- A student is guilty of any academic malpractice during semester (Such cases shall be dealt by Grievance Redressal and Discipline Committee).

In above four cases grade "XX" shall be declared one week before ESE and intimated to the Academic Office and Exam Cell immediately thereafter. Such a student shall not be permitted to take the ESE of that course.

Grade "XX" may be given to a student if

- A student eligible for ESE remains absent for ESE of a course with no written intimation to Exam Cell within four days after the respective ESE is over.
- A student is guilty of any academic malpractice during examination. (Such cases shall be dealt by Complaint Redressal Committee).

In second case grade "XX" in that course shall be declared after Complaint Redressal Committee confirms the academic malpractice.

In above two cases when a student gets "XX" grade in a course, then this shall be treated as "FF" for the purpose of calculation of Semester Performance Index (SPI) and First Year Performance Index (FYPI) or Cumulative Performance Index (CPI). Refer Sec. 10 for calculation of Performance Indices.

Grade "XX" shall be declared in all courses of a semester if

- A student has any disciplinary action against him/her.

In this case Academic Development Committee after confirming the level of seriousness of the case from Grievance Redressal and Discipline Committee shall punish him/her by debarring for a minimum period of six months to the extreme level of expelling him/her from the institute.

Following rules apply to the student who has obtained grade "XX" in a regular semester:

- A student obtaining grade "XX" in only one course in a regular semester or during examination shall be allowed to appear for 100% examination conducted before the beginning of the next semester. Such student shall be eligible to obtain only "DD" as passing grade or "FF" or "XX" as fail grade.
- A student obtaining grade "XX" in two or more than two courses in a regular semester shall be detained for that semester and shall not be allowed to appear for any of the ESEs of that semester. His/her ISE and MSE evaluations for all courses shall be treated as null and void. He/She needs to re-register for all courses of that semester in the next academic year and undergo all evaluations alongwith fresh regular students.
- A student obtaining "XX" in two or more than two courses during examination (either due to absenteeism for ESE without intimation or with invalid reason or due to use of unfair means during examination) shall be awarded grade "XX" in all courses of that semester. His/her ISE and MSE evaluations for all courses shall be

treated as null and void. He/She needs to re-register for all courses of that semester in the next academic year and undergo all evaluations along with fresh regular students.

- 9.1.7. Grade "II" shall be declared in a theory/laboratory course if a student has satisfactory in-semester performance and has fulfilled the 75% attendance requirement, but has not appeared for ESE due to genuine reasons mentioned in Sec. 7.6. Such students shall be eligible for the make-up examination of ESE only on medical grounds/valid reasons AND on production of authentic medical certificate or other supporting document/s (as required by the institute) to the Exam Cell within ten days after the respective examination is over. The application form with requisite amount of fees must be submitted to the Exam Cell before the last date of filling such application forms for make-up examinations. These examinations shall be based on 100% syllabus and shall be scheduled before the commencement of the subsequent semester for theory courses and along with ESEs of laboratory courses of the subsequent semester.

A student with "II" grade when appears for the make-up examination shall be eligible to obtain a regular performance grade ("AA" to "FF") as per Table I depending on his/her overall performance in ISE, MSE and make-up examination. If a student fails to appear for make-up examination too, a grade "XX" shall be awarded to him/her. Thus "II" is only a temporary grade and shall be replaced by a valid grade only after make-up examination.

- 9.1.8. As mentioned in Sec. 2.3, there shall be a few audit courses as per the policies of the institute or as decided by DPC of respective program. The grade "PP" (Passed)/ "NP" (Not Passed) shall be awarded for such courses depending upon the performance of a student evaluated by the faculty in-charge. No grade points shall be associated with these grades and performance in these courses shall be not taken into account in the calculation of the performance indices (SPI, CPI). However, the award of the degree shall be subject to obtaining a "PP" grade in all such courses.

9.2. Award of Grades for Re-Examination:

- 9.2.1. A student who has obtained grade "FF" in regular semester shall be eligible to appear for re-examination conducted before the commencement of the next regular semester.
- 9.2.2. In such cases In-semester and Mid-semester performance of a student shall not be wiped out.
- 9.2.3. A student shall apply for re-examination before the last date of such application and shall appear for re-examination.
- 9.2.4. 50% weightage similar to ESE shall be given to re-examination.

9.2.5. A student who is eligible for re-examination, but remains absent for re-examination shall be given grade "FF".

9.2.6. A student shall be awarded a grade between "AB" to "DD", or "FF" or "XX" as given in Table II depending upon the cumulative marks obtained by him/her in ISE, MSE and Re-examination of ESE. Here a student has to suffer a grade penalty by accepting one grade lower as compared with the regular grades.

Table II: Grade Table for Re-examination/Summer Term/Re-registration

Letter Grade	Marks Obtained %	Grade Point
AB	≥ 90	9
BB	80-89	8
BC	70-79	7
CC	60-69	6
CD	50-59	5
DD	40-49	4
FF	< 40	0
XX	—	0

9.3. Award of Grade (Summer Term or 100% Examination):

A student who has obtained "FF" grade in ESE of a regular semester and has not availed re-examination option or a student who has obtained "FF" grade in both ESE and re-examination shall be eligible to choose one of the two options below to clear his/her backlog:

- Registration for summer course or re-registration for the next regular semester course whenever that course is offered.
- Application for 100% examination.

A student detained in a regular semester due to either a) by obtaining "XX" grade or b) by involvement in academic malpractice or c) by breaking the institute code of conduct and discipline cannot apply for summer, but can appear for 100% examination to clear the backlog.

Following rules apply for these cases:

9.3.1. In both cases the earlier performance of a student in all the evaluations of that course shall be treated as null and void.

Grades for Summer Term:

9.3.2. A student registering for the summer course shall undergo all evaluations as per the structure of that course such as ISE, MSE and ESE and shall be eligible to acquire any grade between "AB" to "DD" or "FF" or "XX" as per Table II.

9.3.3. A student getting grade "FF" in summer course has to re-register and repeat the course whenever it is offered next or appear for 100% examination whenever it is held next. In both cases, a student has to suffer a grade penalty and accept the grades as per Table II and Table III respectively.

9.3.4. A grade "XX" shall be awarded to a student if he/she is found to be guilty of any disciplinary action during summer term, examination or assessment. Such cases shall be dealt by Grievance Redressal Committee or Complaint Redressal Committee as and when required.

Grades for 100% Examination:

If 100% examination is offered by the institute and is opted by a student who previously had obtained grade "FF" in a course, then his/her ISE and MSE performance of the regular semester shall be considered as null and void. He/She shall be awarded a grade between "BB" to "DD" or "FF" or "XX" as given in Table III based on his/her performance only in 100% examination conducted on entire syllabus. However, if a student takes more than three chances (regular examination being the first chance, re-examination being the second chance, 100% examination being the third chance) to clear a course, then the maximum passing grade that he/she can get shall be only "DD". Thus a student has to pay a grade penalty by accepting a lower grade than that obtained in the regular examination, re-examination, or examination for a re-registered course. If 100% examination is taken by a student who previously had obtained grade "II" in a laboratory course, then he/she shall be awarded a grade as per Table I without any grade penalty.

Table III: Grade Table for 100% Examination

Letter Grade	Marks Obtained %	Grade Point
BB	≥ 90	8
BC	80-89	7
CC	70-79	6
CD	55-69	5
DD	40-54	4
FF	< 40	0
XX	—	0

9.3.5. A student who had obtained grade "XX" in only one course in a regular semester and has appeared for 100% examination shall be eligible to get only "DD" as pass-grade (irrespective of his performance) or "FF" or "XX" as fail-grade.

9.3.6. A student appearing for 100% examination shall get grade "XX" if he/she is found guilty of any disciplinary action during the examination period.

9.4. Award of Grade (Re-Registration):

Following rules apply for the course re-registered in any semester.

9.4.1. ISE and MSE performance of a student of a regular or summer term for a re-registered course in which he/she had obtained "FF" or "XX" grade during regular semester or summer term shall be treated as null and void.

9.4.2. A student shall undergo all evaluations consisting of ISE, MSE and ESE

applicable as per the structure of the respective course.

9.4.3. A student with "FF" grade when re-registers for that course in a regular semester or summer term has to suffer a grade penalty and shall be eligible to acquire grade as per Table II.

9.4.4. A re-registered student eligible for ESE remains absent for ESE due to valid genuine reason as mentioned in Sec. 7, then he/she shall be treated in a similar way as "II" cases in regular semester by giving a chance to appear for re-examination held before the commencement of the next semester with grade Table II being applicable to him/her.

9.4.5. A student with "XX" grade when re-registers for that course in a regular semester has to suffer a grade penalty and shall be eligible to acquire grade as per Table III.

10. CALCULATION OF PERFORMANCE INDICES:

The performance indices viz. Semester Performance Index (SPI), First Year Performance Index (FYPI), Cumulative Performance Index (CPI) represent the performance of a student in a semester (SPI), cumulated for two semesters of first year (FYPI) and cumulated over all semesters from the third semester onwards till current semester (CPI) on a scale of 10.

10.1. Semester Performance Index (SPI):

10.1.1. The performance of a student in a semester shall be indicated by a number called SPI.

10.1.2. SPI shall be the weighted average of the grade points obtained in all the courses registered by the student during a semester.

10.1.3. If G_i shall be a grade with numerical equivalent as g_i obtained by a student for the course with credits C_i then, SPI for that semester is calculated using formula.

$$SPI = \frac{\sum_i C_i g_i}{\sum_i C_i}$$

Where summation is for all the courses registered by a student in that semester. SPI shall be calculated and is rounded off to two decimal places.

10.1.4. SPI shall get affected because of the grades "XX" and "FF" obtained by the student in any of the courses.

10.1.5. For the students acquiring "II" grade (which is only a temporary grade) in

any of the courses, SPI, CPI shall be calculated only after make-up examination.

10.1.6.SPI once calculated shall never be modified.

10.2. First Year Performance Index (FYPI):

10.2.1. For a student registered in autonomous RIT, RAJARAMNAGAR right from the First semester, First-Year-Performance-Index (FYPI) shall be calculated as weighted average of the grade points obtained in all the courses registered by him/her in semesters I and II only.

$$FYPI = \frac{\sum_i C_i g_i}{\sum_i C_i}$$

where summation is for all the courses registered by a student in first two semesters. FYPI shall be calculated when SPI for the second semester is calculated. FYPI shall be rounded off to two decimal places.

10.2.2. FYPI shall reflect all the courses undergone by a student in the first year including the courses in which he/she has failed. FYPI may get modified in the subsequent semesters whenever a student clears his/her first year backlog courses.

10.2.3. If a student has been awarded "II" grade in the regular semester course of the first year then, FYPI shall be calculated after the make-up examination on the basis of the grade obtained by that student in a make-up examination.

10.2.4. If a student has obtained grade "FF" or "XX" at any time in any of the courses registered by him, then zero grade points corresponding to these grades shall be taken into consideration for calculation of FYPI.

10.2.5. If a student has a backlog of first year, then his/her FYPI shall be recalculated only after he/she clears his/her backlog.

10.3. Cumulative Performance Index (CPI):

10.3.1. An up-to-date assessment of the overall performance of a student for the courses from the third semester onwards till completion of the program shall be obtained by calculating an index called Cumulative Performance Index (CPI).

10.3.2. CPI is the weighted average of the grade points obtained in all the courses registered by a student since the beginning of the third semester of the program.

$$CPI = \frac{\sum_i C_i g_i}{\sum_i C_i}$$

where summation is for all the courses registered by a student from third semester till that semester. CPI shall also be calculated at the end of every semester from the third semester onwards and shall be rounded off to two decimal places.

10.3.3.CPI shall reflect all courses undergone by a student including courses in which he/she has failed. Thus, similar to SPI, "FF" and "XX" grade shall affect the CPI of a student.

10.3.4.If a student is awarded with a pass-grade for a course in which he/she was awarded previously "FF" or "XX" grade then, CPI shall be calculated by replacing corresponding C_i and g_i in both numerator and denominator of the above formula. Thus a course shall be included only once in CPI calculation. The latest performance of a student in a course shall be considered for CPI.

11. SUPPLYING PHOTOCOPY OF THE EVALUATED END SEMESTER ANSWER PAPER, RE-EVALUATION, AND PERIOD OF RETENTION:

11.1. A student having doubt regarding the grade declared in a course can apply for getting the photocopy of his/her evaluated ESE answer book by remitting the prescribed fee and submitting an undertaking. The undertaking shall mention that the photocopy issued shall not be used for any kind of legal matters and no external faculty shall be involved for sorting out the discrepancies (if any) observed in the assessed answer book. A student can also apply for re-evaluation of his/her ESE answer book.

11.2. Evaluated answer papers should be preserved by the Exam Cell for a period of minimum two semesters.

12. ACADEMIC PROGRESS RULES (ATKT RULES):

12.1. A student shall be allowed to register for the courses of the next year's odd semester only if he/she has earned all the credits of the previous year and has earned at least 75% credits of the current year. If 75% calculation turns out to be a mixed number (integer + fraction) then only the integer part of that number shall be considered for deciding the eligibility for ATKT.

12.2. The opportunities for clearing backlogs shall become available through summer courses or extra courses offered by the institute during the regular semesters after regular office hours. The department programme committee may advice such student to register for his/her backlog courses.

12.3. The maximum duration for getting B. Tech. degree for students admitted in the first semester of U.G. program shall be 12 semesters (six academic years) while for lateral entry students admitted in the third semester shall be 10

semesters (five academic years) from their date of admission. The maximum duration of the program includes the period of withdrawal, absence and different kinds of leaves permissible to a student but excludes the period of rustication of a student from the institute. However, genuine cases on confirmation of valid reasons may be referred to Academic Council for extending this limit by additional one year.

12.4. If a student is unable to gain all credits of first year in three years from the date of his/her admission, then he/she shall be declared as "Not Fit for Engineering" leading to discontinuation of his/her registration with the institute.

12.5. Depending upon the academic progress of a student, Academic Council may take a decision regarding continuation or discontinuation of his/her registration with the institute.

13. SEMESTER GRADE REPORT:

13.1. Semester grade report reflects the performance of a student in that semester (SPI) and also his/her cumulative performance for the first year (FYPI) and also the cumulative performance since the third semester of his/her study (CPI).

13.2. The semester grade card issued at the end of each semester/ summer term to each student shall contain the following.

- The credits for each course registered for that semester.
- Any audit course/s undertaken by a student in a Semester.
- The letter grade obtained in each course.
- The total number of credits earned by a student for the first year separately.
- The total number of credits earned by a student since the 3rd semester onwards.
- SPI, FYPI, CPI.
- A list of backlog courses, if any.
- Remarks regarding eligibility of registration for the next semester.

13.3. Semester grade card shall not indicate class or division or rank however a conversion from grade point index to percentage based on CPI shall be indicated on the final grade card of the program.

14. AWARD OF DEGREE:

Following rules prevail for the award of degree.

14.1. A student has registered and passed all the prescribed courses under the general institutional and departmental requirements.

- 14.2. A student has obtained $CPI \geq 4.5$.
- 14.3. A student has paid all the institute dues and satisfied all the requirements prescribed.
- 14.4. A student has no case of indiscipline pending against him/her.
- 14.5. Institute authorities shall recommend the award of B. Tech degree to a student who is declared to be eligible and qualified for above norms. However the final degree shall be conferred by Shivaji University, Kolhapur.

15. CPI IMPROVEMENT POLICY FOR AWARD OF DEGREE:

An opportunity shall be given to a student who has earned all the credits required by the respective program with CPI greater than or equal to 4.00 but less than 4.50 (Refer Section 14.2), to improve his/her grade by allowing him/her to appear for 100% examinations of maximum two theory courses of seventh and eighth semester. Such examinations shall be scheduled along with re-examinations/make-up examinations of eighth semester. However, CPI shall be limited to 4.5 even though the performance of a student as calculated through modified CPI becomes greater than 4.5.

16. CONCLUSIONS:

The academic policies regarding conduct of U.G. programs in autonomous Rajarambapu Institute of Technology, Rajaramnagar are published in this document. The Academic Council shall reserve the right to modify these policies as and when required from the point of view of achieving academic excellence. In special and abnormal cases (i.e. the cases not covered through above rules) the decision of Director (Chairman, Academic Council) shall be final and shall be binding on all concerned. For the latest updated version, stake holders are requested to visit www.ritindia.edu and to refer the academic section there in.

DIRECTOR
RIT, Rajaramnagar

For more details contact:

Dean Academics: martand.telsang@ritindia.edu