

DTE CODE: 4151



Tulsiramji Gaikwad-Patil



College of Engineering and Technology

Wardha Road, Nagpur-441 108, Approved by AICTE, New Delhi,
Govt. of Maharashtra & Affiliated to RTM Nagpur University, Nagpur
(An Autonomous Institute)

NAAC Accredited A+ Grade (3.32)



College Code: 272



Autonomy

Academic Rules and Regulations (MBA)

R22



TULSIRAMJI GAIKWAD-PATIL College of Engineering and Technology
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Institute Vision and Mission

Vision:-

To emerge as a learning Center of Excellence in the National Ethos in domains of Science, Technology and Management.

Mission:-

- To strive for rearing standard and stature of the students by practicing high standards of professional ethics, transparency and accountability.
- To provide facilities and services to meet the challenges of Industry and Society.
- To facilitate socially responsive research, innovation and entrepreneurship.
- To ascertain holistic development of the students and staff members by inculcating knowledge and profession as work practices.



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1. INTRODUCTION

1.1 Preamble:

Vidarbha Bahu-uddeshiya Shikshan Sanstha's **Tulsiramji Gaikwad-Patil College of Engineering and Technology, Nagpur (TGPCET)** is one of the upcoming most promising institutes in the region of Vidarbha for Quality & Professional education. Since 2007, TGPCET has been imparting value added quality education to satisfy the needs and expectations of the Stakeholders like Students, Parents, Industry, etc. Focused efforts are made to achieve this, by providing state-of-the-art Engineering and Management education to Students. TGPCET has student centric academic system to ensure holistic development. Every possible opportunity is provided to the student to progress academically and excel. Journey of a student in this institute has always involved comprehensive knowledge building through practical skills, technical knowledge and personality development through Elegance-the finishing school, which gives them a head start in their career. The entire working is based on an indigenously designed Institute development philosophy profoundly known as four pillars of TGPCET namely, Academic Excellence, Professional Competence, Social Commitment and Out of the Box Thinking. In order to provide global platform to Students and Faculty members, one more vertical is added in our working model in the form of International Relations for Academic and Research exchange with SEGi University, Malaysia. Internal Quality Assurance Cell (IQAC) is well established to look after quality aspect in day-to-day functioning of the Institute. To give industry exposure to the students the institute has more than 40 MoU with in around industries. The institute has MSME approved incubation center for which the MSME has sanctioned Rs. 1 Cr. Stringent Academic Monitoring and Control has led towards Qualitative Results and Placements, thereby becoming the most opted Institute for admissions by engineering aspirants in and around Nagpur and the entire region of Vidarbha. The institute is accredited by National Assessment and Accreditation and Council (NAAC) with A+ Grade and recently University Grants Commission (UGC) has conferred Autonomous to the institute for ten years from session 2021-22.

This booklet gives comprehensive information on the Rules and Regulations for Master of Business Administration (MBA) Programme. Entire MBA Programme will be governed by these Rules and



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Regulations. The various departments are given a direction to excel in academics through these Rules and Regulations approved by the Academic Council from time to time, keeping in view the ever-growing challenges and new developments. The stakeholders particularly the students, and parents/guardians, are advised to be fully familiar with the Academic System of the Institute. Students should be aware of the Rules and Regulations governing Academic requirements, Evaluation and Assessment policy, and Grading System. These rules maybe revised to ensure the optimized learning experience of students to meet the global needs of the Industry. These revisions are recommended as per the directives of UGC, AICTE.

It is expected that this booklet would bring transparency in the functioning of the Institute related to Academics, Examinations and Evaluation amongst Students, Faculty Members, Administrators, Parents and other Stakeholders.

The curriculum provides broad knowledge, builds a thorough, professional, life long process of learning and exploring. At undergraduate level, a student needs to do compulsory foundation courses in the areas of basic sciences, humanities, social sciences and engineering apart from departmental requirements. Departmental courses (core and electives) constitute minimum 50% of the total curriculum. Further, students have to undertake electives including interdisciplinary ones to develop broad specialized and inter-disciplinary knowledge. At the PG level, students are encouraged to look beyond their area of specialization to broaden their horizons through a wide variety of courses and electives.

The Institute follows a Choice Base Credit System (CBCS) semester system for its academic programmes with English as the medium of instruction. An academic year runs from July through June next year and is comprised of two semesters and one supplementary / summer term. Typically, the Odd Semester starts in July and ends in December; the Even Semester starts in January and ends in June. The commencement of first semester for MBA shall be governed by admission schedule declared by DTE, Government of Maharashtra/ ARA. There are four semesters having total 102 Credits for Master of Business Administration Programme (MBA). The MBA programme shall be governed by Rules and Regulations provided in this version of 'Rules and Regulations for Academic, Examinations and Evaluation'. Evaluation norms shall be strictly followed to maintain quality of management education.



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Examination system shall be transparent and governed by Rules and Regulations. All amendments shall be applicable from date of amendment. The Rules and Regulations formulated in this document shall be subjected to revisions / refinement / updates / modifications through the approval by the Academic Council from time to time, and shall be binding on all concerned Stakeholders, including the Students, Faculty, Staff, Departments, and Administrators.

1.2 Departments

The various Departments, Board of Studies and their two-letter codes are given below:

Table 1.1 Department Code

Sr. No.	Name of Department / Board of Studies	Department Code
1.	Aeronautical Engineering	AE
2.	Biotechnology	BT
3.	Civil Engineering	CE
4.	Computer Science and Engineering	CS
5.	Electronics and Communication Engineering	EC
6.	Electrical Engineering	EE
7.	Information Technology	IT
8.	Mechanical Engineering	ME
9.	Science and Humanities	SH
10.	Management Studies	MB
11.	Computer Application	CA
12.	Data Science	DS
13.	Board of Interdisciplinary Studies	IS



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2. ORDINANCE FOR THE P.G. PROGRAMME (MANAGEMENT STUDIES)

The Governing Body of the Institute prescribes the following ordinances in respect of the post graduate (MBA) programme at Tulsiramji Gaikwad-Patil College of Engineering and Technology, Mohgaon, Wardha Road, Nagpur- 441108 on the recommendation of the Academic Council. The details in respect of the ordinances issued for MBA Programme are as follows:

Table 2.1 Short titles and ordinances

Short Title, Application and Commencement		
	(i)	These ordinances shall be hereafter called as the “TGPCET MBA Choice Based Credit System (CBCS) Academic Regulations, 2022”. In short, it shall be referred as ‘TGPCET MBA. R22 CBCS Regulations’.
	(ii)	These ordinances shall come into force with effect from the date of its approval by the Academic Council/Governing Body.
	(iii)	The regulations are quite comprehensive and include definitions of key terms, semester system, credit system, grading system and other relevant details.
	(iv)	The regulations detailed herein shall apply to all the regular and professional under-graduate programmes offered by the Institute.
	(v)	These regulations shall be applicable and come into force to the student batches admitted from the academic year 2022-2023 onwards under autonomous status granted by UGC.
	(vi)	The Institute may revise, amend or change the regulations, scheme of examinations and syllabi, from time to time, if found necessary and on approval by the Academic Council/Governing Body of the Institute, keeping the recommendations of the BoS in view.
	(vii)	Any or all such amendments shall be effective from such date and to such batches of students including those already undergoing the programme, as may be approved through Academic Council/



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		Governing Body of the Institute.
Definitions		Unless the context requires otherwise;
	(i)	“Academic Council” (AC) shall mean the Academic Council constituted as per the XI plan guidelines of UGC for autonomous colleges read with Direction no. 4/1999 of the University.
	(ii)	“AICTE” shall mean the All India Council for Technical Education, New Delhi.
	(iii)	“APEC” shall mean the Institute level Academic Programme Evaluation Committee formed by the Principal as and when required. If any academic program is to be evaluated based on factors like importance, academic content, industrial significance, financial viability, sustainability etc., the decision of this body must be taken into consideration.
	(iv)	“Applicant” shall mean an individual who applies for admission to any UG / PG programme of the Institute.
	(v)	“ARA” shall mean Admission Regulatory Authority
	(vi)	“BoS” shall mean the Board of Studies of the department, constituted as per the Guidelines of UGC for autonomous colleges.
	(vii)	“CGPA” shall mean the Cumulative Grade Point Average.
	(viii)	“CoE” shall mean the Controller of Examinations appointed as per the Guidelines of UGC for autonomous colleges.
	(ix)	“Competent Authority” shall mean the GB / Academic Council of the Institute / University / Government / UGC / Regulating Authority as the case may be.
	(x)	“Course Coordinator” shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including



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		examinations and the award of grades.
	(xi)	“Course” shall mean a curricular component identified by a designated number and title.
	(xii)	“DA” shall mean Dean Academics of the institute
	(xiii)	“DEC” shall mean the Departmental Examination Committee.
	(xiv)	“Degree” shall mean the Bachelor of Technology (B. Tech.) or Bachelor of Engineering (B.E.) or Master of Technology (M. Tech.), Master of Business Administration (MBA), Master of Computer Applications (MCA) and other degrees of the Institute as may be approved by the GB / University / UGC / Government.
	(xv)	“Departmental Faculty Board (DFB)” shall mean the committee of the faculty members involved in teaching a course or a group of courses of technically relevant subjects.
	(xvi)	“Direct Admission Student” shall mean a student who is admitted directly to second year of the B. Tech. / B.E. degree program after completion of the appropriate Diploma Course and registered for undergraduate program for full time study leading to the respective B. Tech. / B.E. degree.
	(xvii)	“DQAC” shall mean Departmental Quality Assurance Cell
	(xviii)	“DTE” shall mean Director of Technical Education, Government of Maharashtra.
	(xix)	“EC” shall mean Examination committee constituted as per the Direction No. 4/1999 of the University for autonomous colleges.
	(xx)	“Equivalence Committee” shall mean the Equivalence Committee appointed by the Academic Council.
	(xxi)	“Finance Committee” shall mean the Finance committee of the Institute constituted as per the guidelines of UGC for autonomous colleges.



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	(xxii)	“GB” shall mean the Governing Body of the Institute constituted as per the XI plan guidelines of UGC for autonomous colleges read with Direction no. 4/1999 of the University.
	(xxiii)	“Government” shall mean the Government of Maharashtra/ Government of India as may be applicable.
	(xxiv)	“Grade Moderation Committee” shall mean the committee appointed by the Academic Council to moderate grades awarded by the examiner, if required.
	(xxv)	“GRC” shall mean Grievance Redresser Committee formed by the Academic Council.
	(xxvi)	“Guide” shall mean a person who is qualified to supervise a project / dissertation work of students and is approved by the Academic Council.
	(xxvii)	“Institute” shall mean Tulsiramji Gaikwad-Patil College of Engineering and Technology, Mohgaon, Wardha Road Nagpur 441108.
	(xxviii)	“IQAC” shall mean Internal Quality Assurance Cell.
	(xxix)	“ISV” shall mean In-charge of Spot Valuation, appointed by the Principal.
	(xxx)	“OIC” shall mean Officer In-charge of the End Semester Examination.
	(xxxi)	“PAC” shall mean Performance Appraisal Committee.
	(xxxii)	“PRC” shall mean Project Review Committee
	(xxxiii)	“Principal/Director” shall mean the Principal/Director of the Institute.
	(xxxiv)	“Programme” Programme shall mean the stream in which the degree is awarded.
	(xxxv)	“QPF” shall mean Quality Policy Forum



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	(xxxvi)	“RCC” shall mean Departmental Research Coordination Committee.
	(xxxvii)	“Regulating Authority” shall mean any regulatory or controlling body for the Technical Education in India.
	(xxxviii)	“RRMC” shall mean Result Review and Moderation Committee
	(xxxix)	“Scheme of Teaching and Examination” shall mean the scheme of teaching and examination for a programme of study as approved by the Academic Council.
	(xxxx)	“SGPA” shall mean the Semester Grade Point Average.
	(xxxxi)	“Student” shall mean a student registered for UG / PG programme for studies leading to any degree course offered by the Institute and sought final admission to the degree programme.
	(xxxxii)	“TGPCET” shall mean Tulsiramji Gaikwad-Patil College of Engineering and Technology, Nagpur
	(xxxxiii)	“UGC” shall mean University Grants Commission, Government of India, New Delhi.
	(xxxxiv)	“University” shall mean Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
	(xxxxv)	“Vice-Chancellor” shall mean the Vice-Chancellor of the University.
	(xxxxvi)	“VP” shall mean Vice-Principal of the institute.
Nomenclature		
Academic Council	(i)	Highest academic body of the Institute and is responsible for the maintenance of standards of instruction, education and examination within the Institute. Academic Council is an authority as per the AICTE / UGC regulations and has the right to take decisions on all academic matters including academic research.

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Academic Plan	(ii)	A document defining the course contents and complete details of plan of delivery of the course viz. Course title, Course code, Pre-requisite, Credit structure, Team of instructors, Course objectives, Course outcomes, Mapping of course outcomes and programmes outcomes, relevant syllabus, textbook(s) and reference books, Course session plan and delivery plan, evaluation method, course notices and other course related aspects.
Academic Year	(iii)	A period that is necessary to complete courses of study. It consists of two consecutive (one odd + one even) semesters.
Admission Procedure	(iv)	As prescribed by the DTE MS, ARA and Govt. of Maharashtra
Audit Course	(v)	A course of study which has neither evaluation component nor a grade.
Autonomous Institute	(vi)	An Institute designated as 'Autonomous' by University Grants Commission (UGC), New Delhi in concurrence with the affiliating University i.e., Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur and Govt. of Maharashtra.
Backlog Course	(vii)	A course is considered to be a backlog course if the student has obtained a Fail (F) grade.
Basic Science Courses	(viii)	Courses of foundational nature in the areas of Mathematics, Physics, Chemistry, Biology etc.
Betterment	(ix)	Betterment is a way that contributes towards improvement of the students' grade in any course(s). It can be done by either (a) re-appearing or (b) re-registering for the course.
Board of Studies	(x)	An authority, as defined in UGC regulations, constituted by the Principal for each of the department separately. The board is responsible for curriculum design and update in respect of all the programmes offered by a department.
Branch	(xi)	A discipline or specialization of a degree programme like Civil

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		Engineering, Mechanical Engineering etc.
Certificate Course	(xii)	A course that makes a student gain hands-on expertise and skills required for holistic development. It is a mandatory, non-credited course for the award of degree.
Choice Based Credit System (CBCS)	(xiii)	A system which provides choice for students to select from the prescribed courses.
Compulsory Course	(xiv)	Course required to be undertaken for the award of the degree as per the programme.
Continuous Internal Evaluation (CIE) Course	(xv)	Summative assessments used to evaluate student learning, acquired skills, and academic attainment during a course. A course offered for learning in a particular semester by the Institute. These could be theory / laboratory / project work / miniproject / internship etc. and may comprise of lectures / tutorials / practicals / assignments / examination / viva-voce etc. All the courses need not carry the same weightage. A course is defined through course objectives and course outcomes.
Course Outcomes (CO)	(xvi)	Statements describing essential skills that each and every student need to acquire at the end of a course. They can be from 3 to 5 for all the courses.
Course Registration	(xvii)	Process of enrolling into a set of courses in a semester of the programme.
Credit	(xviii)	A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one lecture hour of teaching (lecture or tutorial) and one credit is equivalent to one and half hours of practical / field-work per week.
Credit Based Semester System (CBSS)	(xix)	A system which prescribes the number of credits to be secured by the student for the requirement of award of degree.

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Credit Point	(xx)	A product of grade point and number of credits for a course.
Credit Transfer	(xxi)	The procedure of granting credit(s) to a student for course(s) undertaken online through MOOC.
Cumulative Grade Point Average (CGPA)	(xxii)	A measure of overall cumulative performance of a student over all semesters. It is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
Curriculum	(xxiii)	Curriculum incorporates all the courses that are offered in a specific discipline. It also indicates the planned interaction of students with instructional content, materials and resources.
Degree	(xxiv)	A student who fulfills all the programme requirements is eligible to receive a degree.
Department	(xxv)	An academic entity that conducts relevant curricular and co-curricular activities, involving both teaching and non-teaching staff and other resources.
Detention	(xxvi)	Student who does not secure minimum required attendance in AGGREGATE shall be detained OR Student who does not secure minimum credits required for promotion from one year to the next shall be detained.
Dropping of Courses	(xxvii)	A student who doesn't want to register certain courses should do so in writing in a prescribed format within the time frame as mentioned in these regulations.
Engineering Science Courses	(xxviii)	Courses belonging to the basic evolutionary aspects of engineering from Mechanical Engineering, Electrical Engineering, Computer Science and Engineering etc. like Workshop Practices, Engineering Graphics, Engineering Drawing, Programming through C, Basics of Electrical Energy

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		for Engineers, Engineering Mechanics, etc.
Evaluation	(xxix)	Evaluation is the process of judging the academic work done by the student in his / her courses. It is done through a combination of continuous internal evaluation and semester end examinations
Grade Point	(xxx)	A numerical weight allotted to each letter grade on a 10-point scale.
Grade Sheet	(xxxi)	Based on the grades earned, a grade sheet shall be issued to all the registered students after every semester. The grade sheet shall display the course details (Course code, Course title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.
Humanities & Social Sciences Courses	(xxxii)	Courses offered in the area of humanities and liberal arts.
Industrial Visit	(xxxiii)	Visit to a company / firm as per the academic requirement.
Industry Oriented Mini-Project	(xxxiv)	A credit-based course that a student has to undergo during a specified semester involving exploration in a discipline belonging to their research interest within their programme of study.
Institute	(xxxv)	TGPCET
Internship	(xxxvi)	A period of training / work experience offered by an industry / research organization / academic institution for a limited period of time as specified in these regulations.
Laboratory based Course Projects	(xxxvii)	A student-centric learning methodology wherein students work as individuals or in teams in a laboratory for design, problem-solving, decision making, and investigative activities.
Letter Grade	(xxxviii)	An index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, F, AB.
Mandatory Courses	(xxxix)	Compulsory non-credit courses that a student need to study as

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		prescribed in the programme.
Massive Open Online Courses (MOOC)	(xxxx)	Open access online courses aimed at providing ways to learn new skills.
Open Elective Courses	(xxxxi)	Courses of interdisciplinary nature offered to all the students of various programmes across the Institute.
Outcome Based Education	(xxxxii)	An educational theory wherein each part of an educational system is based around goals (outcomes). Each student should have achieved the goal by the end of the educational experience.
Overloading	(xxxxiii)	Registering for more number of credits than normally prescribed by the programme in a semester.
Pre-requisite	(xxxxiv)	A course whose knowledge is required for registration into higher level course.
Professional Core Courses	(xxxxv)	Courses that are fundamental constituents of the respective engineering discipline.
Professional Elective Courses	(xxxxvi)	Courses those are discipline-specific.
Programme	(xxxxvii)	A set of courses offered by the department leading to the award of degree in that programme.
Programme Outcomes (PO)	(xxxxviii)	Statements describing the essential skill sets that each and every student need to possess at the time of graduation. These skill sets based on the graduate attributes as defined by the National Board of Accreditation (NBA) are in the areas of employability, entrepreneurial, social and behavioral aspects. They are 12 in number for a specific programme and are subjected to modification from time to time as defined by the NBA.
Programme Specific Outcomes (PSO)	(xxxxix)	Statements that describe what the graduates of a specific programme should be able to do. They can be 3 to 5 in number for a specific programme.

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Project	(xxxxx)	A credit-based course that a student has to undergo, as prescribed in the programme, which involves the student to undertake a research or design that is carefully planned to achieve a particular aim.
Re-appearing	(xxxxxi)	A student can reappear only in the supplementary semester end examination for the external component of a course, subject to the exam registration and the regulations contained herein.
Regulations	(xxxxxii)	The rules and regulations contained herein that are common to all the MBA programme offered by the Institute and designated as “TGPCET MBA R22 CBCS Regulations”
Re-registering	(xxxxxiii)	A student desiring to repeat a course is permitted to do so, subject to the regulations contained herein.
Semester	(xxxxxiv)	Each semester shall consist of 12-16 weeks of academic work excluding examination and evaluation.
End Semester Examination	(xxxxxv)	An examination conducted at the end of a course of study i.e., after the completion of instruction in a semester.
Semester Grade Point Average	(xxxxxvi)	A measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
Substitute Courses	(xxxxxvii)	A course that is offered in place of another course that is already studied by the student and is repeated in the semester of study.
Underloading	(xxxxxviii)	Registering for lesser number of credits than normally prescribed by the programme in a semester.
University	(xxxxxix)	Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
Virtual Laboratories	(xxxxxxx)	Web enabled experiments for remote operation so as to increase the curiosity and innovation of students and provide hands-on



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		experience.
Ordinance	(1)	The Institute shall offer PG programme (MBA) as the GB / University / Government may approve on the recommendation of the Academic Council either on its own or on the initiative of a Department and / or on the direction of the GB / Government. Provided that an interdisciplinary programme may be proposed by a Department or by a committee appointed by the Principal for the consideration of the Academic Council and the GB / Government.
	(2)	The procedure for starting a new programme / temporarily suspending a programme / phasing out a programme shall be as per the guidelines laid down by the competent authority.
	(3)	The minimum qualifications and procedure for admission to the first year PG programmes.
	(4)	A student shall be required to earn minimum credits through various academic courses of a curriculum as provided in the regulations and scheme.
	(5)	The award of the PG degree to an eligible candidate shall be made in accordance with the procedure laid down in the regulations. A student shall have to complete all the requirements for the award of the degree within such period as may be specified in the regulations, including those credits earned at such other institutions as have been recognized by the Institute for this purpose.
	(6)	The date of initial registration for the programme shall normally be the date, on which the student formally registers i.e. takes final admission for the first time. This date shall be considered as the date of joining the programme for all intents and purposes.



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	(7)	A student shall be required to attend every lecture, tutorial and practical class. However, for late registration, sickness or other such exigencies, absence may be allowed as provided in the regulations.
	(8)	A student may be granted such scholarship / assistantship / stipend, etc. and awarded medals as may be specified in the regulations or in accordance with the directions of the Government and / or the decision of the Board from time to time. The overall topper(s) amongst all branches shall not be declared however on the basis of CGPA branch toppers may be declared as per norms.
	(9)	The procedure for the withdrawal from a PG programme, rejoining the programme, award of grades and SGPA / CGPA, the examination and all such matters as may be connected with the running of PG programmes shall be as specified in the regulations.
	(10)	A student admitted to the PG programme shall abide by the code of conduct for students issued by the Institute from time to time. This code of conduct shall deal with the discipline of the students in the hostels, departments, the Institute premises and outside. It may also deal with such other matters as are considered necessary for the general conduct of the students, co-curricular and extra-curricular activities. It shall be approved by the Academic Council on the recommendations of the Head of the Department / Student Council.
	(11)	The minimum duration of PG programmes shall be of two years (Organized in 4 semesters of six months each including vacation period).



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	(12)	The tuition fees structure will be governed by the rules and regulations as prescribed by the competent authority / Fees Regulatory Authority (FRA).
	(13)	The fees other than the tuition fees will be governed by the rules and regulations framed and recommended by the Finance Committee and duly approved by the GB.
	(14)	Notwithstanding anything contained in the above Ordinances, no regulations shall be made in contradiction of the decision of the Board and /or the direction of the Government, in regard to the duration of the PG programme, the amount and number of scholarship/assistantships and the number of free ships and the procedure thereof.

3. CHOICE BASED CREDIT SYSTEM (CBCS)

3.1 About CBCS:

- a. The University Grants Commission, New Delhi in its 12th plan guidelines directed the Universities in the country to implement the Choice Based Credit System (CBCS Scheme) in both the under-graduate and post-graduate programs.
- b. To set Benchmark and fulfill expectations of stakeholders.
- c. Shift in focus from teacher-centric to learner-centric education.
- d. Respects Learner's Autonomy, allows learners to choose according to their own learning needs, interests and aptitudes.
- e. Affords more flexibility to the learners allowing them to choose inter-disciplinary courses, programs, earn honors degree, etc.
- f. Facilitates Learner Mobility. It offers the opportunity to study at different times and in different places. Credits earned at one institution can be transferred to another.



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e. A student can exercise the option to decide his/her own pace of learning. Learn to face challenges through term work/project work/ and may venture out to acquire extra knowledge/proficiency through add- on facilities.

3.2 Credit System:

a. The primary purpose of the credit system is continuous evaluation of student's performance which is measured by the number of credits the students has earned. Typically, credit measures the quantum of work involved in a course.

b. Credit structures for various courses with various combinations of theory/tutorial and Laboratory/Project/Seminar/Mini Project hours are given in Table 3.1.

c. A student can earn credits for a particular course by fulfilling the minimum academic requirements of attendance, assessment and evaluation. No credits shall be awarded if a student satisfies the minimum attendance requirements but fails to meet minimum assessment & evaluation requirements.

Table 3.1 Credits assigned for various types of courses

Hours per semester for students engagement			Credits Assigned
Theory	Tutorial / Seminar	Laboratory / Project	
10*	0	0	1
0	10*	0	1
0	0	10*	1
Total Credits = Theory hours + Tutorial hours + Laboratory hours			

*The values will be multiplied by 2 for Summer Terms.

d. The CGPA & SGPA is calculated based on the course credits and grades obtained by students. A minimum number of earned credits and minimum CGPA should be acquired in order to qualify for the degree.



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3.3 Academic Calendar:

Dean Academics (DA) is responsible to prepare academic calendar of the institute

Minimum Instructional Days	90 days
Odd Term	July to December
Even Term	January to June
Winter Exam	November-December
Summer Exam	May-June
Summer Vacation	June
Winter Vacation	December

4. PROGRAMMES OFFERED

TGPCET Nagpur offers academic programmes namely engineering at UG and PG levels, MBA, and, MCA. In post graduate programmes, students are admitted after they have obtained Bachelor's degree. Admission to all these programmes are based on the eligibility criteria laid down by the competent authority.

4.1 Post Graduate Programme in Management Studies:**A. Master of Business Administration (MBA):**

Table 4.1 List of PG Programmes (Engineering & Technology) offered by the institution

Sr. No.	Department	Programme Title	Programme Code	Eligibility for Admission
1.	Management Studies	Master of Business Administration (MBA)	MBA	Eligibility Criteria as laid down by the competent authority from time to time



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5. ELIGIBILITY CRITERIA FOR SEEKING ADMISSION

5.1 Post Graduate MBA Programme:

The admission to MBA programs will be offered to

- a. The candidate who possesses a Bachelor's Degree in any stream from educational institutions approved by AICTE / UGC / Government of India.
- b. Obtained non zero score in CET conducted by the Competent Authority (MAH-MBA / MMS-CET / CMAT / CAT).
- c. A student should have obtained the eligibility certificate from the RTMNU if he has passed the qualifying examination from other than RTMNU.
- d. The admissions will be done as per existing rules of DTE, ARA, and Govt. of Maharashtra.

5.2 For institute level quota, college will follow the steps as given below:

- a. Float advertisement in leading news paper, social media and also post on college web portal asking for application form eligible candidate for admission to 1st year MBA.
- b. The applications received before due date will be scrutinize and a merit list will be generated
- c. The candidates will be called on merit basis and confirm their admission by paying requisite fees.
- d. Eligibility criteria will be as per the DTE, Govt. of Maharashtra, ARA, time to time.

6. MEDIUM OF INSTRUCTION

The medium of instruction shall be English for all the courses including their content delivery and examinations, seminars, presentations and project evaluation as prescribed in the programme curriculum. As per the New Education Policy (NEP) changes may be applicable with the approval of GB / AC in regards of use of regional languages.



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7. MBA PROGRAMME STRUCTURE

The structure of the MBA Programmes on offer at the institute are based on the Choice Based Credit System (CBCS) as defined by the UGC and the curriculum / course structure as suggested by the AICTE in its Model Curriculum.

7.1 Semester Scheme

- a. The MBA programmes offered at the institute follow semester scheme pattern.
- b. The duration of a MBA programme shall be of 2 academic years.
- c. Each academic year shall have 2 semesters i.e., odd and even semesters and shall be counted as first semester, second semester, and so on up to fourth semester.
- d. Each semester shall consist of 12-16 weeks of academic work excluding examination and evaluation.
- e. Each semester is structured to provide credits totaling to 102 credits for the entire MBA programme.
- f. Each semester shall have 'Continuous Internal Evaluation (CIE)' and 'End Semester Examination (ESE)'.
- g. Each student shall secure a total of 102 credits with a CGPA ≥ 5.75 required for the completion of the PG programme and the award of the MBA degree.

8. DURATION OF THE ACADEMIC PROGRAMME

8.1 Minimum Duration of the Programme:

- a. The full time PG Programme shall be of two years / four semester duration.

8.2 Maximum Duration of the Programme:

- a. The maximum duration for the completion of full time PG Programme shall be of three years duration.
- b. The maximum duration for the completion of full time PG Programme shall be of three years duration.



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c. For those student(s) who failed to complete PG programme in maximum duration have to take separate permission from Principal / Director for extension of two years to complete their desired programme.

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

9. ENROLLMENT

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.

9.1 Course Registration:

- a. It is mandatory for all students to register every term till the end of his / her study, for courses that he / she is going to study in the term through a Course Registration process.
- b. The list of courses offered by each programme will be announced immediately after exams are over. Within 8 days of result declaration students will have to register for courses from the list.
- c. Choice for dropping a Registered Course (max 2) once in a term within ten instructional days.
- d. Registering another course (add course) after dropping a Registered Course within two instructional days from the offered list and as per the availability of course.
- e. Choice for dropping complete term for training/project work within norms.

10. REGISTRATION

10.1 Faculty Advisor:

A student or a group of students is assigned to a faculty advisor from the concerned department, who will mentor the student from his / her third semester of MBA in the Institution. The students are expected to consult the faculty advisor on any matter relating to their academic performance and the courses they may take in various semesters. The faculty advisor is assigned to extend guidance to the students enabling them to complete their courses of study for the required degree in a smooth and



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timely manner. The faculty advisor is the person to whom the parents / guardians should contact for performance related issues of their ward. In view of the guidance to the students, the role of faculty advisor is outlined as below:

- a. Guidance about the rules and regulations of the courses of study for a particular degree.
- b. Give special attention to the slow learners.
- c. Liaison with parents for the academic performances and other personal problems of their wards.

10.2 Registration for the First Two Semesters of PG:

The students admitted to the First year of PG course will have to register for the courses as per the advice of faculty advisor. There are no requirements of accumulated credits for registration to first two semesters.

10.3 Registration for third and subsequent semesters of PG:

- a. For registration in third semester of PG, a student must have earned a minimum of 50 % credits of first two semesters.
- b. A student will be allowed to register for the courses only if he / she has cleared all financial dues of the previous year / semester of the Institution and / or Hostel.
- c. A student will not be able to register for the courses if he has been debarred from registration on specific grounds.
- d. The minimum CGPA for award of degree shall be 5.75 and credits earned should be 102 for MBA programme.

10.4 Entry of Students from University Pattern to Autonomous Pattern:

A student of this Institution studying under RTMNU pattern can be absorbed into autonomous pattern subject to conditions mentioned below:

- a. A student can be absorbed into autonomous pattern in any semester provided he / she has fully passed all previous semesters in University pattern.



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b. When student switches over from university pattern to autonomous pattern, he / she shall be presumed to have earned credits of all courses offered in previous semesters of that programme in autonomous pattern.

c. The SGPA of such student shall be calculated for each semester he / she has passed under RTM Nagpur University or equivalent university as per absolute grading system as:

SGPA= (% marks scored at the semester+7.5) /10 for percentage of marks scored by student up to and equal to 85% OR

SGPA= 9.25 for percentage of marks scored above 85%.

If a student has passed a semester in RTM Nagpur University or equivalent program, he shall be presumed to have earned all credits prescribed for equivalent semesters in autonomy.

d. A student who becomes ineligible for admission to the higher year / semester due to non-accumulation of required credits at the immediately lower semester / year and has thus been forced to discontinue for a year, then he may seek readmission to the said semester / year of the program. In such case of readmission, the courses passed by a student, credits, related grade and grade points obtained by the student from the courses in that semester shall be null and void. A student shall have to earn the credits from all the courses in the said semester / year afresh as per the existing scheme of examination and related syllabi content.

11. CURRICULUM STRUCTURE

11.1 Component of Curriculum:

a. The structure of curriculum for a programme and course syllabi shall be approved by AC on recommendation of respective BoS.

b. The entire curriculum is spanned over four semesters and has thoughtfully designed contents and evaluation methods. Total credits are 102. The exact number of credits required is mentioned in the curriculum structure for the respective programme. The total number of credits in a semester in which a student shall register is generally 28-30. Normally, the maximum number of credits per semester shall not exceed 30. Normally, the maximum number of credits per semester shall not exceed 30 for a regular student.



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c. Student can earn additional credits through MOOCs thereby he / she is eligible to get exemption for that particular course and direct credit transfer system shall be applicable for that course. In such case student shall inform to the faculty advisor at the beginning of the semester only.

e.g. Suppose student X has earned additional credit in 2nd semester for a course (abc) which is actually part of 3rd semester as per the teaching scheme of his /her programme, in this case X is exempted in 3rd semester from course (abc) and his/her credits are directly transferred for the same course.

d. Curriculum shall have credit and audit (Non-Credit) courses.

e. Curriculum will have balanced offerings of various courses such as Professional Core, Professional Electives, Open Electives, Mandatory courses, Proficiency courses, Internship, Project and Institute Level Courses. Normally the electives offered shall have the industry relevance and it shall be offered looking towards the industry demands and orientation. The curriculum offerings include various course types as mentioned in table 11.1.

f. Normally number of courses in a semester shall not be more than ten for theory and two for laboratory courses.

g. There shall be specializations / electives courses from semester one. The student shall have to select his / her electives / specialization at the beginning of the programme only (semester one). Specialization-I shall be considered as major and specialization-II shall be considered as minor at the time of award of degree. Learner's have full flexibility to choose his / her area of specialization.

h. A typical description of the programme curriculum shall consists of course title, course code, teaching hours per week for lecture/ tutorial/practical's, credit allotment, pre-requisites, text books, reference books, Course Objectives and Course Outcomes (CO's) with relevant Blooms taxonomy levels and preferably same for Theory and Practical course wherever applicable., Programme Outcomes (PO's), Programme Specific Outcomes (PSO's), mapping of the COs with POs and PSO's and assessment scheme, etc.

i. The details of the programme structure and course details will be published on institute website <https://www.tgpcet.com>



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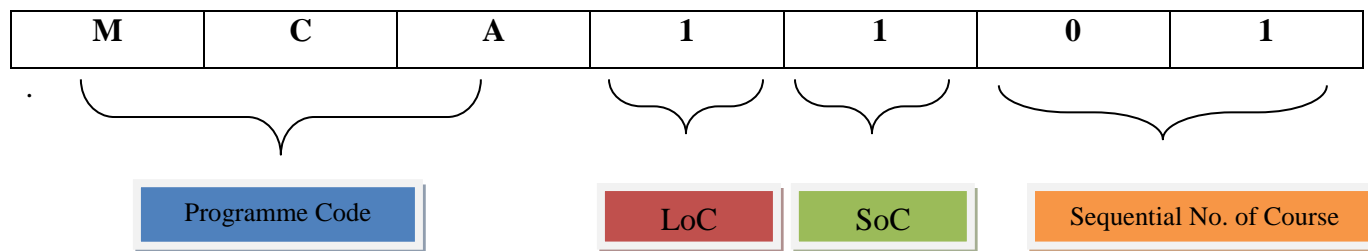
Table 11.1 Curriculum components

Sr. No.	Course Code	Components of Curriculum
1.	PCC	Professional Core Course
2.	PEC	Professional Elective Course
3.	PROJ	Project, Micro / Mini / Minor Projects
4.	INTR	Internship
5.	MOOC	Massive Open Online Course

11.3 Course Code and Course Numbering Scheme:

a. Course Numbers are denoted by **seven** digit unique alpha numeric characters. First three characters represent the programme code. The fourth character represents the Level of Course (LoC), 1 being the level of first year while 2 represents final year. The fifth character represents the Semester of Course (SoC), 1 being the first semester while 4 represents fourth semester. The sixth and seventh character represents a sequential number assigned by the department offering the course. The numeric part of the course number indicates the level of the course.

Example: MCA1101 means a course offered by the Master in Computer Application Programme. The LoC is first i.e. of 2021 onwards and it is offered to First Year, SoC is 1 means the course belongs to First Semester and the last two characters (01) represent the first course on the list of department. MCA23-- for third semester.



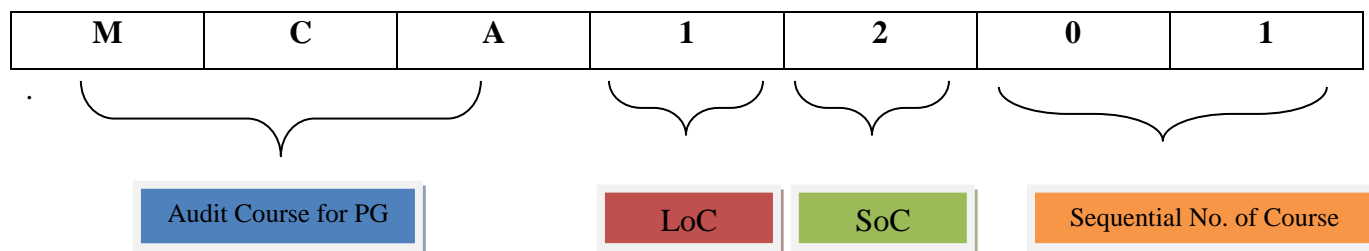


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b. Course Code and Course Numbering Scheme for Audit Courses:

Audit Course Numbers are denoted by **seven** digit unique alpha numeric characters. First three characters represent the programme code. The fourth character represents the Level of Course (LoC), 1 being the level of first year while 2 represents final year. The fifth character represents the Semester of Course (SoC), 1 being the first semester while 4 represents fourth semester. The sixth and seventh character represents a sequential number assigned to that audit course. The numeric part of the course number indicates the level of the course. **The audit course code for PG programme are programme specific.**

Example: MCA12-- means an audit course offered to MCA Programme. The LoC is 1 means the course is offered to First Year, SoC is 2 means the course belongs to Second Semester and the last two characters (01) represent the first course on the list of audit courses for PG level. MCA24-- for 2nd Year.



c. Course Code and Course Numbering Scheme for Open Electives:

Open Elective Course Numbers are denoted by **seven** digit unique alpha numeric characters. First three characters represent the host programme code. The fourth and fifth characters are kept as X, X as it is open for all semesters. The sixth and seventh character represents a sequential number assigned by the department offering the open elective courses. The numeric part of the course number indicates the level of the course.

Example: MMBXX-- means open elective course offered by Master of Business Administration programme to other PG programmes. The third and fourth X, X represents that it is an open elective and last two characters (01) represent the course on the list of open elective courses for PG level.



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MCSXX--, MSEX--, and MIPXX—for open electives offered by CS, CE, and EE departments respectively to other PG programmes.

M	M	B	X	X	0	1
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Programme Code of Host Programme

Indicates Open Elective

Sequential No. of Course

12. COURSES AND CREDITS

Every course in the MBA programme of study has a Lecture-Tutorial Practical (L-T-P) component attached to it. Based upon the L-T-P structure, the credits are allotted to a course using the criteria as shown in the Table 12.1

Table 12.1 Contact hour and credit structure

Type of Course	Component	Contact Hours/Semester	Credits (C)
Theory	Lecture (L)	10*	1
	Tutorial (T)	10*	1
Laboratory	Practical (P)	10*	1

*The values will be multiplied by 2 for Summer Terms.

12.1 Structure

- MBA programme of study shall be designed to have theory and laboratory courses. In addition, a student shall carry out internship, industry oriented mini-project, project, design sensitization, design thinking and other courses as prescribed in the curriculum of the programmes.
- MBA programme of study shall offer dual specialization. A student shall have to select at least one specialization from compulsory group and he / she shall select one specialization either from optional group or compulsory group.



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- c. Every course offered under a MBA programme shall be placed in one of the course categories with minimum credits as listed in the Table 12.2
- d. The course group / category along with their broad classification and description are listed in the Table 12.3

Table 12.2 Basic Structure of Scheme of the Courses

Semester	Approx No. of Courses	No of Practical	Max. Credits	Audit Courses	Domain of subjects	Level
I	8-10	NA	60	1	Professional Core Subjects and Programme Electives	Advance and Application Level
II	10-12	NA		1		
III	3-4	SIP	42	-	Professional Core Subjects	Domain Specific
IV	3-4#	Dissertation		-		
Total Credit			102			

SIP: Summer Internship Program

#: Indicates MOOCS Courses

Table 12.3 Description of Courses

Broad Course Classification	Course Group / Category	Description of Courses
Foundation	Basic Sciences	Includes mathematics, physics, chemistry and biology courses
	Engineering Sciences	Includes fundamental engineering courses
	Humanities and Social Sciences including Management	Includes courses related to humanities, social sciences and management
Core	Professional Core	Includes core courses related to the parent discipline / department / branch of engineering
	Project Work	B.Tech. project stage-I and stage-II
	Mini-project	Internship / Industry oriented mini-project /



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		Design sensitization / Design thinking
Electives	Professional Electives	Includes elective courses related to the parent discipline / department / branch of engineering
	Open Electives	Elective courses which include inter – disciplinary courses or courses in an area outside the parent discipline / department / branch of engineering
Mandatory	-	Mandatory non-credit courses
Audit	-	

13. ATTENDANCE

- a.** Regular 100% attendance is expected of all students for every registered course in theory, tutorials, laboratory and workshop. Minimum required attendance for appearing ESE is 75%.
- b.** A maximum of 25% absence in the attendance may be condoned only on valid grounds.
- c.** A student can seek condonation of absence due to death in family or other emergency beyond student's control. However, students seeking condonation should inform the college authorities immediately and should seek sanction of the absence within a week after joining. The student should submit the documentary evidence to the college authority.
- d.** A student seeking sanction of leave on medical grounds should submit the medical certificate from registered medical practitioner on joining. This shall be approved by the Dean Academics (DA).
- e.** The students participating in Sports / Cultural event during a semester shall be eligible for the maximum number of 10 days of absenteeism. Any waiver in this context shall be on the approval of DA. The DA shall inform the concerned HoD in advance with a copy to the Registrar. No cognizance shall be taken after the DA announces the irregularity of the student. This, however, shall be within the limit of condonation of 25% of absence as mentioned in point 13.b.
- f.** The following activities shall be considered for condonation of attendance
- Sports and Games: Inter collegiate, Inter zonal, Inter University, State level, national level or Open tournaments.



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- Camps and expeditions of National Cadet Core.
- National Social Service camps.
- Cultural Programs promoted by University, or reputed organizations.
- Seminar/ Symposia, paper presentation, Quiz competitions.
- Leadership courses organized by authorized organizations.
- Training programs
- Guest Lectures
- Students Association activities
- Projects in industries/ organizations
- Placement activities
- Any other; with the prior approval of the Principal

g. A student having attendance lower than 75% in a course(after completion of all makeup), whatsoever may be the reason is prevented from appearing in the End-Semester Examination (ESE) for that course in that semester and the student will have to re-register for the course as and when it is offered. In such cases the student will be given “**DI**” grade. The continuous assessment of laboratory course shall be null and void in such cases and the student shall have to re-register for the laboratory course as and when it is offered.

h. The attendance shall be computed from the date of commencement of classes as per academic calendar of the Institution.

14. COURSE COMPLETION

A student will have to complete all the requirements for the courses at which he / she is registered. The HoD will report the names of students who failed to complete the stipulated requirements in course(s), if any, to CoE at least 07 days ahead of commencement of ESE. Such student will not be permitted to appear for the ESE for the courses in which he / she has not completed the course requirements. He / She shall, however, be eligible to take the ESE in other courses where he / she have completed the course requirements satisfactorily.



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15. DISTRIBUTION OF MARKS AND EVALUATION METHODOLOGY:

The performance of a student in each semester shall be evaluated course wise with a maximum of 100 marks for theory and 50 / 75 / 100 marks for practical courses. In addition, extracurricular, competitive examination, internship, micro project, mini project, industry oriented project, courses shall be evaluated as per examination scheme.

15.1 Theory Courses:

- a. The syllabus for the theory courses shall be divided into FIVE units and each unit carries equal weightage in terms of marks distribution.
- b. For theory courses, the distribution of marks shall be 40 marks for Continuous Internal Evaluation (CIE) and 60 marks for the End Semester Examination (ESE).

A. Continuous Internal Evaluation (CIE - 40 M):

Continuous Internal Evaluation (CIE) shall consist of Class Test-1 (CT-1), Class Test-2 (CT-2) each of 15 marks and Teachers Assessment (TA) or Class Assessment (CA) for 10 marks.

B. Class Tests:

For theory courses, two class tests shall be conducted in each semester as per the academic calendar. CT-1 and CT-2 are evaluated for 20 marks and 30 marks respectively and both will be converted into 15 marks for CIE. Class Test-1 will be on two units of the syllabus whereas Class Test-2 will be on three units of syllabus.

C. Teacher Assessment / Class Assessment (TA/CA - 10 Marks):

- a. Two class assessments consisting of any one of the alternative assessment tools (AAT) like online quiz / assignment / objective exam / course project / case study etc. shall be conducted covering the syllabus that is completed at the time of conducting the TA/CA and evaluated for 10 marks each. The first and second TAs/CAs shall be conducted during the instruction days as mentioned in the Academic Calendar.
- b. Best of the two assessments shall be considered for finalizing TA/CA marks for every course.
- c. The valuation and verification of answer scripts of CIE shall be completed within a week after the conduct of the examination.



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D. End Semester Examination (ESE – 60M):

- The ESE shall be conducted at the end of semester for a total of 60 marks of 03 hours duration.
- The syllabus for the theory courses shall be divided into FIVE units and each unit carries equal weightage in terms of marks distribution.
- Question paper pattern for ESE (60 Marks) shall be as follows:

PART-A: 5 X 2 M = 10 M

- There shall be one question from each unit.
- All questions are compulsory.

PART-B: 5 X 10 M = 50 M

- There shall be three questions from each unit with internal choice i.e., any two out of three.
- The student shall answer two questions from each UNIT.
- The student shall have to answer any two questions out of three i.e., (a) and /or (b) and/or (c).

15.2 Practical Courses:

- For practical courses, there shall be a continuous internal evaluation (CIE) during the semester for 25 marks and 25 marks for semester end examination (ESE). Out of the 25 marks allocated to CIE, 05 marks shall be for effective handling of hardware tools / software / associated tools, 05 marks for the experiment performance ability, 03 marks for logic and design development / execution, 02 marks for error resolving / program testing, 05 marks for viva-voce and 05 marks for report writing.
- Laboratory ESE shall be conducted at the end of semester for a total of 25 marks of 03 hours duration for each batch. Out of the 25 marks allocated to ESE, 05 marks for conduct of experiment / successful execution, 05 marks for written examination which should cover circuit diagram / block diagram / flow chart, data analysis / program / calculations, etc. and 15 marks for external viva-voce.
- ESE shall be conducted by two examiners, one internal and other external concerned with the subject area from the same / other department / Industry.



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NOTE: Any student who shall remain absent for any of the CIE, for any reason what so ever, shall be deemed to have secured 'zero' marks in the examination and no makeup examination shall be conducted.

15.3 Re-Sit Examination:

- Re-sit examinations shall be conducted along with regular end semester examinations (ESE).
- During ESE of even semester, re-sit examinations of even semester shall be conducted (within one month after declaration of result of even semester) and during ESE of odd semester, re-sit examinations of odd semester shall be conducted (within one month after declaration of result of odd semester).
- A student having backlog in regular ESE shall have to attend the remedial classes conducted by the respective programme. The remedial classes shall be of two-three weeks duration in which course coordinator is expected to cover minimum 75% to 100% syllabus followed by one/two mock test(s) to ensure success in the ESE.

15.4 Internship:

- A student shall take up 10 credits internship in an industry / research organization / during the summer vacation after second semester (II semester) of the MBA programme.
- Internship shall be carried out for **a minimum period of 06 weeks and maximum of 08 weeks**.
- Evaluation of the Internship shall be done by a committee consisting of the Head of the Department, faculty supervisor and a senior faculty member of the department.
- A student shall submit a detailed report regarding the internship and present it before the committee for evaluation. After successful submission of report, 10 credits will be transferred in the account of third semester. Credit transfer of the same shall be done as per the AICTE internship policy and mentioned in the scheme of examination. Notification regarding the same shall be floated through DA.

15.5 Project:

- A student shall undergo for a project, possibly in collaboration with an industry of his / her specialization, during the fourth semester of the MBA programme. A student shall have to



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select his / her project domain from specialization-I only for considering it as major in his dual specialization.

- b. Project shall be carried out for a minimum period of 12 weeks and maximum of 16 weeks.
- c. Evaluation of the project shall be done by a committee consisting of the Head of the Department, mentor from the relevant industry, faculty supervisor and two senior faculty members of the department.
- d. The project shall be submitted in a report form and presented before a committee, which shall evaluate it for 75 marks.
- e. There shall be CIE for project carrying 75 marks. Three progress seminars each of 10 marks shall be conducted in the respective department. Continuous evaluation shall also cover, two publications based on the work (either in Scopus / WoS indexed or UGC care indexed journals), carries 10 marks each whereas report writing carries 25 marks.

15.6 Massive Open Online Course (MOOC):

- a. Meeting with the global requirements, to inculcate the habit of self-learning and in compliance with the UGC guidelines, MOOC (Massive Open Online Courses) have been introduced in these regulations.
- b. The proposed MOOCs would be additional choices in all the elective group courses subjected to their offering in the department, availability in the MOOC platform during the respective semesters as well as according to the guidelines specified by the DA for offering of such courses at that time.
- c. As per the guidelines issued by the DA regarding equivalency conditions of the MOOC, concerned departments shall declare the BoS approved list of the courses that a student can pursue through MOOCs at the beginning of the semester.
- d. Students interested in pursuing MOOCs shall register the course title at their department office before the start of the semester against the courses that are announced by the department.
- e. Course content for the selected MOOCs shall be drawn from the respective MOOCs link or shall be supplied by the department.
- f. Course progress shall be monitored by the course coordinator designated by the HoD.



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- g. Assessment & evaluation of the courses shall be done by the respective department designated MOOC Coordinator.
- h. Grade obtained through the evaluation of the selected course pursued through MOOC shall be considered for the SGPA/CGPA calculation.
- i. Equivalent credits* shall be awarded upon successful completion of each MOOC course.

*Detailed guidelines regarding credit transfer of the courses pursued through MOOC shall be issued time to time by the Dean Academics.

15.7 Value Added Courses:

- a. The value-added courses / certificate courses offered through joint ventures with various industries / organizations provide ample scope for the students as well as faculty to keep pace with the latest technologies pertaining to their chosen field of studies.
- b. A plenty of value added programmes approved by the BoS shall be proposed by the departments one week before the commencement of classes.
- c. The students are given the option to choose the course inclinations as per their choice.
- d. Students interested in pursuing value added courses shall register for the courses in the department office at the beginning of the semester against the courses that are announced by the department.
- e. Course progress shall be monitored by the course coordinator designated by the HoD.
- f. Result of value-added courses shall be declared with “Satisfactory” or “Not Satisfactory” performance.
- g. Grade obtained through value added course shall not be considered for the SGPA/CGPA calculation.

15.8 Mandatory and Audit Courses:

- a. A student shall pursue the entire mandatory and audit courses as specified in the course structure of the MBA programme.
- b. These courses are among the compulsory courses and **do not carry any credits**.



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- c. The students shall have four chances in total to clear a specific mandatory and audit course.
- d. Mandatory courses shall not carry any credits but, securing 50 marks out of 100 in the assessment examination, shall be **necessary requirement** for the student to qualify for the **award of Degree**.
- e. Result of mandatory and audit courses shall be declared with **“Satisfactory” or “Not Satisfactory”** performance.
- f. No marks or letter grade shall be allotted.

15.9 Virtual Laboratories:

- a. The Virtual Laboratories are internet enabled experiments for remote operation so as to enhance the curiosity and innovation of students and provide hands-on sessions. The main aim of virtual labs is to enthuse the students about performing ‘experiments’ and thereby getting them interested in their respective disciplines in a meaningful way. It is expected that the competence level of the engineering students will enhance through the use of these labs.
- b. Advanced laboratories / experiments that are not existing in the Institute and are required for supplementing the knowledge gained in specific course(s) may be pursued by the students through the use of Virtual Labs.
- c. Departments offering MBA programmes shall define the list of virtual laboratories that a student can take up during the duration of course of study.
- d. The decision to pursue a virtual laboratory course by a student shall be optional and also in addition to the mandatory requirement of pursuing practical courses as specified in the course structure of the programme.
- e. The virtual laboratories / experiments that a student decides to pursue must be communicated to the DA through HoD.



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15.10 Condition for Pass and Award of Credits for a Course:

- The student shall have to score minimum sum of 20 marks out of 40 in internal assessments (sum of scoring in CT-1, CT-2 and TA/CA should be minimum 20) to fulfill the criteria of internal assessment.
- The student shall have to score minimum 15 marks out of 60 in End Semester Examination (ESE).
- In practical courses, the student shall have to score minimum 12 marks out of 25 marks in internal assessment and 13 marks out of 25 marks in external assessment.
- In case of project, the student shall have to score 37 marks out of 75 in internal assessment and 38 marks out of 75 in external assessment.

15.11 Condition for Promotion to Next Semester:

The student shall meet the requirements given in table 16.1 in order to promote to the next year of study

Table 16.1 Promotion criteria for next year

Sr. No.	Program	Student admitted to	Credit earn semester
1	Master of Business Administration (MBA)	3 rd Semester	50% credits of 1 st Year

15.12 Grade Improvement Scheme/Betterment:

The students who could get the CGPA less than 6.75 (required CGPA for first class as per AICTE norms) will be given chance to improve their CGPA above 6.75 from I semester by appearing in maximum three theory courses in which received grade is less than B⁺. There shall have maximum three chances to improve the grade.

15.13 Award of Degree:

The Degrees shall be awarded by the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur along with the name of College. The degree awarded to the PG students shall be on the basis of CGPA achieved at the end of the fourth semester.



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16. PERFORMANCE AND GRADING SYSTEM:

16.1 The evaluation of students will be done on the basis of grades as detailed below:

- a. For every course, the students will be evaluated on the basis of the grading system. Table 16.1 shows the various grades that can be awarded to students.
- b. For every course taken by a student, he / she will be assigned a grade based on his / her combined performance in all the assessments. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point.
- c. The academic performance of a student shall be graded on a ten-point scale. The grades and their equivalent grade points are listed in Table 16.2.
- d. The Grades (up to D only) awarded to a student in all the courses shall be converted into a semester performance index and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) respectively.
- e. A student who has secured marks out of 100 and they are more than the minimum cut off as defined by Table No 16.1 (Statistical Method) or 16.3 (Absolute method) of this regulation, will be awarded suitable pass grade in that course only if he/she satisfied minimum marks criteria mentioned in section 15.10. This provision will be applicable to students studying under “TGPCET MBA R22 CBCS Regulations” scheme.

16.2 Statistical Method for the Award of Grades:

a. Award of Grades in a course:

For the award of grades in a course, all component-wise evaluation shall be done in marks. The marks of different components viz. Class Assessment (CA), Class Tests (CT), End-Semester-Examination (ESE), would be reduced to relative weightages of each component as given in Scheme of Examination. Marks so obtained would be converted to grades at the end of semester, as per the guidelines given below:

For 30 or more number of students in a course, the statistical method shall be used with marginal adjustment for natural cut-off. The mean (\bar{X}) and the standard deviation (σ) of marks obtained of all



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the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per Table 16.1 given below.

Table 16.1: Awards of Grade using Statistical Method

Table showing method for conversion of marks into Grades			
Range of Marks			Grades
$\geq X + 1.5 \sigma$			O
$\geq X + 1.0 \sigma$	to	$< X + 1.5 \sigma$	A+
$\geq X + 0.5 \sigma$	to	$< X + 1.0 \sigma$	A
$\geq X$	to	$< X + 0.5 \sigma$	B+
$\geq X - 0.5 \sigma$	to	$< X$	B
$\geq X - 1.0 \sigma$	to	$< X - 0.5 \sigma$	C
$\geq X - 1.5 \sigma$	to	$< X - 1.0 \sigma$	D
$< X - 1.5 \sigma$			F
Where X is arithmetic mean and σ is Standard deviation			

Whenever a course examination has less than 30 students, grades will be based on absolute marks and conversion will be done as per Table No. 16.3.

If there are regular as well as ex-students at the examination, the grade cut off will be calculated on the basis of marks scored by regular students and will be applicable to all students.

16.3 The award of grades will be subjected to the following process:

a. Theory Course:

If $(X - 1.5 \sigma) > 50$ then grade calculation for B, C, D & F shall be as given below, while that for O, A+, A and B+ shall be same as per Table 16.1 of this Regulations.

$$B = > X - (X - 50)/3,$$

$$C \geq X - (X - 50) \times 2/3,$$

$$D \geq X - (X - 50) \times 3/3,$$

$$F \leq X - (X - 50) \times 3/3$$

If $(X - 1.5 \sigma) < 50$ for all those theory courses with passing marks of 50 then lower limit for award of D grade shall be reduced up to 30 marks step by step, so that failure % should not exceed 15%.



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b. Practical Course:

If $(X - 1.5 \sigma) < 50$ then Cutoff for passing shall be 50.

But if $(X - 1.5 \sigma) > 50$ then grades calculation for B, C, D and F shall be as given below, while that for O, A+, A and B+ shall be same as per Table 16.1 of this Regulations.

$$B = > X - (X - 50)/3,$$

$$C \geq X - (X - 50) \times 2/3,$$

$$D \geq X - (X - 50) \times 3/3,$$

$$F < X - (X - 50) \times 3/3$$

The grades awarded to the students will be converted into the equivalent grade points according to the Table no. 16.2

If the number of examinees at the examination is less than 30, in a particular course, then Table 16.3 will be used for theory courses and Non Theory courses like Practicals, Seminars, Projects, etc. for award of grades.

Table 16.2: Grades equivalent to Grade Points

Grades, Equivalent Grade Points & Academic Performance		
Academic Performance	Conversion of Grades into Grade Points	
	Grade	Grade Point
Outstanding	O	10
Excellent	A+	9
Very Good	A	8
Good	B+	7
Average	B	6
Below Average	C	5
Marginal	D	4
Fail	F	--
Absent	AB	--
Detained	DI	--
Satisfactory completion of Audit Course	S	--
Non completion of Audit Course	NS	--
Revoking of Continuous Assessment marks	T	--



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Table 16.3: Grading for Theory Course / Non-Theory Courses

Range of Marks	Grades
91-100%	O
81-90 %	A+
71-80 %	A
62-70 %	B+
58-61 %	B
54-57 %	C
50-53 %	D
Less than 50 %	F

16.4 Provided further, the calculation of arithmetic mean (\bar{X}), Standard Deviation (σ), upper and lower cut offs of the various grades will be computed by using the marks scored by regular students at the examination for an individual course and the same values of grade cut-offs shall be used for processing the result of regular as well as ex-students appearing at the same examination. These cut off marks for the upper and lower limits of grades shall remain same for the backlog examination of that term only. (i.e. cutoff of Odd Semester will be applicable to Backlog of Odd Semester and cutoff of Even Semester will be applicable to Backlog of Even Semester).

Students appearing for examination as Ex-Student, where there are no regular students, the grading will be done by absolute grading system.

In case of students appearing for examination in Summer Term, only absolute grading table will be used for awarding grade.

16.5 Grade Explanation:**a. 'F' Grade:**

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 in that case he / she has to complete all formalities of continuous assessment for new course.



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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.

b. 'DI' Grade:

A student having attendance lower than 75% in a course, whatsoever may be the reason is prevented from appearing in the ESE for that course in that semester and the student will have to re-register for the course as and when it is offered. In such cases the student will be given “DI” grade. The continuous assessment of laboratory course shall be null and void in such cases and the student shall have to re-register for the laboratory course as and when it is offered.

c. 'T' Grade:

The “T” grade will be shown in the courses where the student has failed in the course and has opted to forego the continuous internal assessment marks. This grade will later be converted into suitable pass grades according to performance of the student in the institutional examinations.

16.6 Grade Point Average

a. Calculation of Semester 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 semester.

$$SGPA = \frac{\sum C_i P_i}{\sum C_i}$$

Where,

C_i = The number of credits for the i^{th} course of a semester for which SGPA is to be calculated

P_i = Grade points earned in the i^{th} course.



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$i = 1, 2, \dots, n$ represent the number of courses in which a student is registered in the concerned semester. The SGPA is calculated to two decimal places.

b. 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 registered by the student since he entered the Institution.

$$CGPA = \frac{\sum C_j P_j}{\sum C_j}$$

Where,

C_j = The number of credits for the j^{th} course up to the semester for which CGPA is to be calculated

P_j = Grade points earned in the j^{th} course.

$j = 1, 2, \dots, m$ represent the number of courses in which a student is registered up to the semester for which the CGPA is to be calculated. The CGPA is also calculated up to two decimal places.

16.7 Semester Grade Report:

a. The semester grade report reflects the performance of the student in that semester (SGPA) and also the cumulative performance (CGPA).

b. The semester grade card issued at the end of each semester/ summer term to each student, after the publication of result, duly signed by CoE will contain the following:

- i. Name and Identification of student
- ii. Month and year of appearance at examination
- iii. Branch and Term of examination
- iv. The credits for each course registered for that semester
- v. The letter grade obtained in each course



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- vi. The total number of credits earned by the student at the end of each semester
- vii. Grade point average of semester (SGPA) and Cumulative Grade Point Average (CGPA)
- c. Semester grade card will not indicate class or division or rank.
- d. The final semester grade sheet will show the performance of the student in all the semesters of degree program along with CGPA.

16.8 Grade Moderation Committee:

- a. The Grade Moderation Committee for the programmes except those for the first year shall be appointed semester wise by the HoD as a Chairman, BoS and GMC of the programme. This committee shall be responsible for adherence to the guidelines for the award of grades and shall include all the concerned Course Coordinators. The Chairman, Grade Moderation Committee shall be responsible for the display of grades in the department and for forwarding the final grades to the COE.
- b. The Grade Moderation Committee for the first and second semester (first year) shall consist of all the Course Coordinators of the courses offered to the first and second semester students in a semester, with the Coordinator (First year In-charge) as the Chairman. The Chairman, Grade Moderation Committee shall be responsible for the display of grades and for forwarding the final grades to the COE.

16.9 Scrutiny of Grade:

A student may apply for scrutiny of grades to the Controller of Examinations on payment of prescribed fees, within three days from the date of display of grades / result. The RRMC may check the entry of the weightages from different components of evaluation and their addition, the addition of marks in the final answer scripts and unchecked questions, if any. The results of scrutiny may lead to either a change in grade due to mistake(s) in any of the aspects scrutinized by the committee or the grade may remain unchanged. The results will be intimated to the Academic section within three days from the date of receipt of an application.



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The fee paid by the student will be refunded if the grades are revised to the higher grades.

16.10 The result of examination will be declared on institutional notice board and website. The gazette of result will be sent to RTMNU.

17. TRANSPARENCY IN EXAMINATION

The institution believes in full transparency in the evaluation process and committed to just and fair evaluation of all students.

- a.** The answer books of all written examinations will be shown to students after the valuation has been done within seven days from the date of examination.
- b.** The student shall sign the cover page of answer book and return it to the teacher.
- c.** If the student is unsatisfied with the valuation, he / she can discuss the specific points with the course faculty where he / she think the valuation needs reconsideration. The matter will be placed before the departmental committee. The committee's decision shall be final and binding on all the concerned.
- d.** If his grievances remain unsolved, the student can approach the Grievances Redresser Committee.
- e.** If the student has the grievances regarding the valuation of the ESE or the grade allotment, he/she shall submit the application to CoE. In such cases, the complete revaluation of answer book shall be done and the change in the marks will be incorporated only if the change is ± 3 marks or more.
- f.** The students shall submit the grievances within the dates given in Academic Calendar.
- g.** The answer books once evaluated shall never be given into student's possession.
- h.** The marks of practical/non-theory courses of all programs shall be displayed on the notice board within two working days after completion of the examination of a particular course.

18. RE-SIT EXAMINATION

The students, who have secured the "F" grade in a course, shall apply for the re-sit examination within seven days from the declaration of result, by paying the prescribed examination fees. The re-sit examination for students shall be held within 30 days from the date of declaration of result of ESE of a particular semester.



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A student shall be permitted to take the ESE as well as re-sit of ESE of his / her regular term. In case, student fails in both the ESE and its re-sit examination of regular term, in the subsequent semester, he / she shall be permitted to appear in summer term.

19. SUMMER TERM

19.1 The Institution may offer an additional Term in May–June termed as Summer Term. Courses offered in the Summer Term will be treated as equivalent to a regular semester (odd / even) for all assessment purposes.

19.2 Summer Term is to provide opportunity to students to clear their backlogs and also courses dropped or the courses which he / she could not register for some reason. The Institution may use this semester to arrange add-on courses for regular students and/or for deputing them for practical training.

19.3 Those students who are willing to join the Summer Term will submit the “Willingness to join” in the prescribed format 15 days before the commencement of the Summer Term.

19.4 The students who were detained for the poor attendance can opt for the Summer Term.

19.5 Those students who have secured the “F” grade in ESE examinations but will like to learn the course once again and/or wish to revise their marks of continuous internal evaluation can also be permitted to register for the Summer Term.

19.6 The students who have earlier taken an ESE and register afresh for the Summer Term will sign an undertaking to revoke the CIE marks secured by them in their regular/ earlier attempt in the same course. Once revoked, the students shall not seek restoration of the CIE marks.

19.7 Students will not be permitted to register for courses exceeding **twelve credits** in the Summer Term.

19.8 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.

19.9 Student shall register for the Summer Term as per the schedule given in academic calendar.

19.10 A student will have to pay an additional fee, if any, prescribed by the Institution within the stipulated time.



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19.11 Once registered, students will not be allowed to withdraw from a summer term.

19.12 Summer Term is a special semester and students cannot demand it as a matter of right.

19.13 It is optional for a student to make use of summer semester.

20. CLASS / DIVISION

20.1 The academic performance of the student for the complete duration of program shall be classified as follows:

First Class with distinction: CGPA 8.25 and above,

First Class: CGPA 6.75 and above, but less than 8.25, and

Second Class: CGPA less than 6.75

20.2 If a student needs to convert the performance index CGPA into equivalent percentage of marks, the following formula shall be used.

Percent marks = (CGPA-0.75)*10

20.3 For award for class/division, a condonation of up to 0.05 grade points will be admissible.

i. Students having CGPA 6.70 to less than 6.75 shall be presumed to have secured First Division

ii. Students having CGPA 8.20 to less than 8.25 shall be presumed to have secured Distinction Division

If the class/ division is awarded by above regulation, then their Grade Sheet for the Final Semester of the Program shall carry a remark “Division by Condonation” and their original academic record including CGPA will remain unchanged.

21. AWARD OF RANK

21.1 Merit ranks will be declared only for those students who have:

a. been directly admitted to a course in the Institution under autonomous regulations, and

b. completed the entire course in the Institution only within the minimum possible prescribed time limit, and



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c. passed all courses prescribed for that program in first attempt only (i.e. he has not secured “F” grade in any course).

21.2 Academic performance will be the sole criterion for award of Merit Rank.

22. DATA VERIFICATION

The organizations may need to verify the data of the students who graduated from the Institution for employment purposes / further education. Such requests shall be made on the letterheads of the organizations, which need the verification and shall state the personal and academic details of the student including the name, year of graduation and branch/ specialization of study. An email from the official accounts of the organizations will also be allowed in lieu of letter.

The CoE shall verify the data and the verification report will be sent within five working days.

23. OTHER MATTERS

a. The physically challenged candidates who have availed additional examination time during their Higher Secondary School Certificate/ MHT-CET examinations will be given additional examination time on production of relevant proof /documents as per existing rules.

b. The students who have temporary physical disability due to accident etc., may be allowed a writer and/or additional time of 30 minutes during the examination. He / She shall be permitted to avail this facility by submitting the medical documents drawn from competent authorities well in advance and acceptance of the report by the Institution.

24. RULES AND REGULATIONS APPLICABLE TO NEW PROGRAMS THAT MAY BE INTRODUCED IN FUTURE

The rules and regulations published here will be applicable to the new programs that may be started by the Institution in the same categories in future. The Institution may add / update rules for the courses that may be started and not covered in these rules.



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25. AMENDMENTS TO RULES AND REGULATIONS

The GB may, from time to time, revise, amend, or change the rules and regulation, SoE, and Syllabi proposed by BoS and recommended by AC.

26. INTERPRETATION OF REGULATIONS

In case of any dispute, difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Chairman, Academic Council shall be final and binding. If there are two or more meaning of the word or term, the general meaning in used shall be given to the particular word or term.

27. EMERGENT CASES

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

28. GRACE MARKS

- a. Grace marks shall be awarded for enabling an examinee for passing an examination, for all the schemes under autonomy.
- b. Maximum of 03 grace marks shall be awarded for the course, only if the grade changes to “C” from “F” grade.
- c. The grace marks shall be awarded in maximum two courses of given examination
- d. The grace marks shall not be awarded to audit courses.
- e. The grace marks shall be awarded only when the result in the examination changes to “pass”.
- f. If total grace marks awardable result into fraction, it shall be converted to next higher integer.
- g. The grace marks shall be shown by one asterisk with added mark(s) above the head or right side of the original marks in tabulation register. However in grade sheet the grade so awarded (D grade) shall be indicated in terms of one asterisk(viz *). The following sign with a note shall be printed at the bottom of the grade sheet.



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“Asterisk (*) in grade sheet is considered as pass by grace marks”

29. DISCIPLINE AND CODE OF CONDUCT

29.1 General Code of Conduct:

- i. Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at TGPCET. The student must have valid ID card with him/her while in the Institute.
- ii. Discipline and Conduct: Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the institute. Violations of the discipline shall include:
 - a. Disruption of teaching, examination, administrative work, curricular or extra-curricular activity, and any act likely to cause such disruption.
 - b. Refusing to provide an identity card when demanded by any institute authority.
 - c. Damaging or defacing the property inside or outside the institute campus.
 - d. Engaging in any attempt at wrongful confinement of teachers, offices, employees and students of the institute.
 - e. Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence.
 - f. Ragging in any form ("Ragging" means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his per-son or exposes him to ridicule or to forbear from doing any lawful act, by intimidating, wrongfully re-straining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal offence. Supreme Court of India has defined ragging as a criminal offence.)
 - g. Eve teasing or disrespectful behavior to women or girls students.
 - h. An assault upon, or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.
 - i. Getting enrolled in more than one programme course of study simultaneously.



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- j.** Committing forgery, tampering with documents or records, identity cards, furnishing false certificate or false information.
- k.** Organizing instant agitation/meetings without prior permission in the campus.
- l.** Viewing/downloading obscene information/data, images and executable files, sending obscene mails/ messages via facebook / tweeter/other social sites using institute servers.
- m.** Sharing the login, passwords and other details of IT facilities provided to other students/outside.
- n.** Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the institute campus.
- o.** Possessing or using any weapons and fire arms in the institute campus.
- p.** Unauthorized occupation of hostel, Accommodating guests or other persons in hostels without permission.
- q.** Malpractice in examination.
- r.** Indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government.
- s.** Any other act which may be considered by the Principal / Director or the Discipline Committee to be an act of violation of discipline.
- iii.** Any act of indiscipline of a student reported to Principal / Director / Concerned authority shall be referred to Grievance Redresser Committee of the institute. The Committee shall enquire into the charges and recommend suitable punishment if the charges are substantiated. The penalties/punishment/actions may include:
 - a.** Written warning and information to the parents / guardian.
 - b.** Imposition of fine ranging from Rs.500/- up to Rs.5000/-.
 - c.** Suspension from the Institute / Hostel / Mess / Library / or availing of any other facility.
 - d.** Suspension or cancellation of scholarships / fellowship or any financial assistance from any source.
 - e.** Recover of loss caused to Institute property.
 - f.** Debarring from participation in sports /NSS / Students' Forum.
 - g.** Disqualifying from holding any representative position in the Class / Institute / Hostel / Mess / Sports / Forums and in similar other bodies.



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- h.** Disqualifying from appearing in placement and receiving any awards.
- i.** Expulsion from the Hostel /Mess /Library / Club / Institute for a specified period by forfeiting fees.
- j.** Debarring from an examination.
- k.** Action as per Maharashtra anti-ragging act1999.
- iv.** If a student is found guilty of malpractice in examinations then he/she shall be punished as per the recommendations of the Complaint Redresser Committee (CRC) constituted by EC. The CRC committee shall inquire and decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means. However, depending on the situation, committee may quantify the severity of the punishment which may include:
 - 1) Cancellation of the performance of the student in the course(s) in which he / she was involved in malpractice.
 - 2) Cancellation of the registration / performance in that examination for all the courses.
 - 3) Expulsion / termination from the institute if repeatedly involved.
 - 4) Stoppage of scholarships / stipend.
 - 5) Issuing warning.
 - 6) Debarring from the examinations for a specified period.

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

29.2 DISCIPLINARY ACTION FOR IMPROPER CONDUCT IN EXAMINATIONS

S. No.	Nature of Malpractices/Improper conduct	Punishment
	If a student:	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book,	Expulsion from the examination hall and cancellation of the performance in that course



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	programmable calculators, cell phones, pager, palm computers or any other form of material concerned with or related to the course of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the student which can be used as an aid in the course of the examination)	only.
(b)	Gives assistance or guidance or receives it from any other student orally or by any other body language methods or communicates through cell phones with any student or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that course only of all the students involved. In case of an outsider, he shall be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the course of the examination (theory or practical) in which the student is appearing.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the student has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the courses of that Semester/year. The Hall Ticket of the student is to be cancelled and sent to the Controller of Examinations.
3.	Impersonates any other student in	The student who has impersonated shall be



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	connection with the examination.	expelled from examination hall. The student is also debarred and forfeits the seat. The performance of the original student, who has been impersonated, shall be cancelled in all the courses of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining courses of that semester/year. The student is also debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the programme by the student is course to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he shall be handed over to the police and a case is registered against him.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that course and all the other courses the student has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The student is also debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the programme by the student is course to the academic regulations in



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		connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that course.
6.	Refuses to obey the orders of the Controller of Examinations /Additional Controller of Examinations/any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the COE or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the COE or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the Institute premises or engages in any other act which in the opinion of the officer on duty amounts	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that course and all other courses the student(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the courses of that semester/year. The students also are debarred and forfeit their seats. In case of outsiders, they shall be handed over to the police and a police case is registered against them.



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	to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	
7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that course and all the other courses the student has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The student is also debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the programme by the student is course to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the student has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The student is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct	Student of the colleges expulsion from the examination hall and cancellation of the performance in that course and all other courses the student has already appeared including practical examinations and project



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	mentioned in clause 6 to 8.	work and shall not be permitted for the remaining examinations of the courses of that semester/year. The student is also debarred and forfeits the seat. Person(s) who do not belong to the College shall be handed over to police and, a police case shall be registered against them.
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the student has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that course and all other courses the student has appeared including practical examinations and project work of that semester/year examinations.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Principal for further action to impose / recommend suitable punishment.	



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29.3. Guidelines for recommending penalties and punishments:

Sr. No.	Nature of Unfair means	Penalty / Punishment to be imposed
		End Semester Examination
1	Misbehavior with examiner or any kind of rude behavior in the Examination Hall	a. Denial of benefit of performance of that particular paper in which the student is using unfair means.
2	Disclosing identity by writing name, mobile number , any words or by making any peculiar marks	b. Denial of benefit of performance of that particular examination (all the subjects for which the student had registered for the examinations).
3	Possession of Electronics devises like mobile, Programmable Calculator, Pen-drive, Smart Watch and any other Electronics devises in the Examination Hall	c. Debarring the student from appearing for one more subsequent Examination.
4	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, question paper etc.,	d. Debarring the Student from appearing for two more subsequent examination e. Debarring the student from appearing for three more subsequent examination
5	Approaching directly or indirectly the teaching staff, officials or examiners for favor in the examination.	f. Denial of review in any subject of that examination
6	Receiving material from outside or inside the examination hall, for the purpose of copying	g. Rusticate the student form college.

30. CONCLUSIONS

a. The Academic, Examination and Evaluation Policies / Rules and Regulations regarding conduct of post graduate (MBA) programme at TGPCET are published in this document. The Academic Council



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Wardha Road, Nagpur-441 108

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Approved by AICTE, New Delhi, Govt. of Maharashtra

(An Autonomous Institute Affiliated to RTM Nagpur University, Nagpur)



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reserves the right to modify these policies / regulations as and when required from the point of achieving academic excellence.

b. The rules for grace marks, consideration of extra-curricular activities, condonation, amendment of results, unfair means resorted to by the students and punishments, physically challenged students will be governed by the ordinance approved in Academic Council. These policies will be in concurrent with the rules and guidelines of professional statutory bodies such as AICTE, UGC and affiliating university RTMNU etc.

c. Interpretation: Any question as to the interpretation of these Guidelines shall be decided by the institute head, whose decision shall be final and binding in the matter. The institute head shall also have the power to issue clarifications to remove any doubt, difficulty or anomaly, which may arise regarding the implementation of these Guidelines.

d. The decision of Director (Chairman, Academic council) shall be final and binding on all concerned i) for the cases not covered through this document; ii) in case of dispute, difference of opinion in interpretation of this regulation; and iii) emergent cases.

These Academics, Examinations and Evaluation Guidelines are applicable for all years and all batches under autonomy commencing from the Academic Year 2022-23.



Anilale
Principal

Principal

Tulsiramji Gaikwad Patil College Of
Engineering and Technology, Nagpur