



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017)

Direction No. 15 of 2023

NORMS FOR ADMINISTRATION OF ACADEMIC AUTONOMY TO POST GRADUATE TEACHING DEPARTMENTS OF THE UNIVERSITY, DIRECTION, 2023

WHEREAS, the Maharashtra Public Universities Act, 2016 (Maharashtra Act No. VI of 2017) (hereinafter the 'Act'), has come into force with effect from 1st March, 2017 and the same has been made applicable to the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur (hereinafter the "University");

AND

WHEREAS, Clause 9.3 (c) of the National Education Policy envisions a complete overhaul and re-energizing of the higher education system to deliver high-quality higher education, with equity and inclusion by moving towards faculty and institutional autonomy among other things;

AND

WHEREAS, University Grants Commission has already issued detailed guidelines for autonomous colleges (though, not for University Departments then), even prior to adoption of New National Education Policy;

AND

WHEREAS, Section 2(5) of the Act defines the "Autonomy" "means a privilege of the university conferred by the Statutes to permit a college, institution or a university department to conduct academic programs and examinations, develop syllabus for the respective subjects and issue certificates of passing the examinations;

AND

WHEREAS, Section 122 of the Act empowers the Management Council to grant the autonomy to the University Department;

AND

WHEREAS, the Academic Council of the University in its meeting dated 12th Oct 2021 vide item no. 35 has taken note of the action taken by the Honorable Vice-Chancellor under 12(7) of the Act to grant the autonomy to various post graduate teaching departments of the University;

AND

WHEREAS, the Management Council of the University in its meeting dated 8th Sept 2021 vide item no. 133 has accepted the recommendations of the Academic Council regarding grant of the academic autonomy to various Post Graduate Teaching Departments of the University:

AND

WHEREAS, the autonomy is being granted to various Post Graduate Teaching Departments of the University by issuing University Circular/Order bearing no. RTMNU/IIL/2021/67, dated 01st Oct-2021

AND

WHEREAS, there is no existing Uniform Statute of the Government of Maharashtra prescribing norms for the administration of autonomy to Post Graduate Teaching Departments of Universities:

AND

WHEREAS, as per the provisions of section 71 (7) of the Act, a Statute is required to be made for the purpose of prescribing the norms for the administration of the autonomous departments of the University **but** the making of the Statute is a time-consuming process and there is urgency in prescribing the norms for administration of the autonomous departments to best serve the interest of the students of the university:

AND

Whereas, Direction No. 14 of 2022 entitled "Norms For Administration Of Academic Autonomy to Post Graduate Teaching Departments of the University Direction.2022" was issued by the University on 5-03-2022 and as per the provision of the proviso to section 12 (8) of the Act the said Direction has lapsed by virtue of the expiry of the period of six months, within which period the said Direction could not be converted into the required Statute, necessitating issuance of a new Direction, incorporating the provisions of the lapsed Direction with suitable modifications as approved on behalf of the Academic Council:

Now, therefore, I, **Dr. Subhash R. Chaudhari, Vice-Chancellor**, being convinced about the pressing necessity to exercise my extra ordinary powers, do hereby exercise my powers under Section 12(8) of the Act, and issue the following Direction:

1. This Direction may be called the "NORMS FOR ADMINISTRATION OF ACADEMIC AUTONOMY TO POST GRADUATE TEACHING DEPARTMENTS OF THE UNIVERSITY, DIRECTION, 2023."

2. This Direction shall come into force from the date of its issuance, however all the action taken since the lapse of earlier Direction shall be considered as have been performed under the authority of this Direction.

3. In this Direction, unless the context otherwise requires, the words and phrases shall have the following meaning: -

- (i) "**Academic Council**" shall mean the Academic Council of Autonomous PGTDs of RTM Nagpur University, Nagpur constituted as per the notification issued by Vice-Chancellor.
- (ii) "**Act**" shall mean Maharashtra Public University Act of 2016.
- (iii) "**Autonomy**" means a privilege of the university department to conduct academic programs and examinations, develop syllabus for the respective subjects and issue certificates of passing the examinations
- (iv) "**Autonomous department**" means the department to which autonomy is granted and is designated to be so by the Statutes
- (v) "**APAC**" shall mean Academic Performance Advisory Committee.
- (vi) "**APEC**" shall mean the PGTD level Academic Program Evaluation Committee formed by the Vice-Chancellor 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.
- (vii) "**Applicant**" shall mean an individual who applies for admission to any UG, PG program of the PGTDs of RTM Nagpur University, under autonomy.
- (viii) "**Governing Body**" shall mean the **Management Council** of RTM Nagpur University constituted as per the Maharashtra Public University Act of 2016.
- (ix) "**Board of Deans**" shall mean the Board of Deans of RTM Nagpur University constituted as per Section 36 of The Maharashtra Public University Act of 2016.
- (x) "**BOS**" shall mean the Board of Studies of the PGTD, constituted as per the notification issued for autonomous PGTDs.
- (xi) "**CGPA**" shall mean the Cumulative Grade Point Average.
- (xii) "**Competent Authority**" shall mean the Management Council of the University /Academic Council of the Autonomous PGTDs/Government/UGC/Regulating Authority as the case may be.

- (xiii) **"COE"** shall mean the Controller of Examinations. Head of the respective PGTD will act as COE of their department
- (xiv) **"Course"** shall mean a curricular component identified by a designated number and title.
- (xv) **"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 examinations and award of grades.
- (xvi) **"DAPAC"** shall mean Departmental Academic Performance Advisory Committee'.
- (xvii) **"Dean"** shall mean the Dean of the respective faculty appointed by the University as.
- (xviii) **"DEC"** shall mean the Departmental Examination Committee.
- (xix) **"Degree"** shall mean the Bachelor of ----- (Program Name) or Master of ----- (Program Name), and other degrees of the University as may be approved by the Management Council of the University/Academic Council of the Autonomous PGTDs/Government/UGC/Regulating Authority as the case may be.
- (xx) **"Departmental Faculty Board (DFB)"** shall mean the committee of the faculty members involved in teaching a course or a group of courses of relevant subjects.
- (xxi) **"Disciplinary Action Committee (DAC)"** shall mean the committee for the disciplinary action to be taken on any complaint, constituted by the Academic Council.
- (xxii) **"Direct Admission Student"** shall mean a student who is admitted directly to second year of the Bachelor/Master degree program after completion of the appropriate Diploma/Degree program and registered for Bachelor/Master program for full time study leading to the respective Bachelor/Master degree.
- (xxiii) **"DTE"** shall mean Director of Technical Education, Government of Maharashtra.
- (xxiv) **"Equivalence Committee"** shall mean the Equivalence Committee appointed by the Academic Council.
- (xxv) **"EXC"** shall mean Examination Committee constituted as per the Guidelines of UGC for autonomous entity.
- (xxvi) **"Finance Committee"** shall mean the Finance Committee of RTM Nagpur University constituted as per the Maharashtra Public University Act of 2016.
- (xxvii) **"Government"** shall mean the Government of Maharashtra/ Government of India as may be applicable.
- (xxviii) **"Guide"** shall mean a person who is qualified to supervise a project/ dissertation/ research work of students and is approved by the Academic Council.



- (xxix) **"Grade Moderation Committee"** shall mean the committee appointed by the Academic Council to moderate grades awarded by the examiner, if required.
- (xxx) **"GRC"** shall mean Grievance Redressal Committee formed by the Academic Council.
- (xxxi) **"OIC"** shall mean Officer In-charge of the End Semester Examination, appointed by the respective PGTD Head.
- (xxxii) **"PGTD"** shall mean the Post Graduate Teaching Department of the University.
- (xxxiii) **"PGTD Head"** shall mean the Post Graduate Teaching Department Head of the University.
- (xxxiv) **"Program"** Program shall mean the stream in which the degree is awarded.
- (xxxv) **"RAC"** shall mean the Research Advisory Committee, as defined in the Gazette of India for UGC regarding Ph.D. Regulations – 2016.
- (xxxvi) **"RRC"** shall mean Research Recognition Committee as defined in the Act.
- (xxxvii) **"Regulating Authority"** shall mean any regulatory or controlling body for the respective program at National/State/Regional level.
- (xxxviii) **"Scheme of Teaching and Examination"** shall mean the scheme of teaching and examination for a program of study approved by the Academic Council.
- (xxxix) **"SGPA"** shall mean the Semester Grade Point Average.
- (xl) **"Student"** shall mean a student registered for UG or PG program for the award of Bachelor/Master degree offered by the PGTDs of RTM Nagpur University.
- (xli) **"UGC"** shall mean University Grants Commission, Government of India, New Delhi.
- (xlii) **"University"** shall mean the affiliating University, Rashtrasant Tukadoji Maharaj (RTM) Nagpur University, Nagpur.
- (xliii) **"Vice-Chancellor"** shall mean the Vice-Chancellor of the University.

4. GOVERNANCE OF THE PGTDs

The PGTDs will have the following committees to ensure proper management of academic, general administrative and financial affairs:

The following are statutory bodies in the PGTDs of University for Autonomy

- i) Governing Body
- ii) Academic Council
- iii) Finance Committee
- iv) Board of Studies



5. GOVERNING BODY

Governing Body of the PGTDs will be the **Management Council** of RTM Nagpur University constituted as per the Maharashtra Public University Act of 2016.

5.1 Functions of the Governing Body:

Subject to the existing provisions in the act of the University and rules laid down by the state government/central government, the Governing Body shall:

- a) Guide the PGTDs while fulfilling the objectives for which the PGTDs have been granted autonomous status.
- b) Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- c) Approve new programs of study leading to degrees and/or diplomas.
- d) To approve annual budget of the PGTDs.
- e) Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the PGTDs.

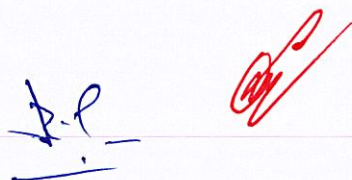
6. ACADEMIC COUNCIL

6.1: The Composition of Academic Council for Autonomous PGTDs shall be:

1. The Vice Chancellor – Chairman.
2. The Pro-Vice Chancellor.
3. Deans & Associate Deans of all the faculty in the University.
4. All Chairman of PGTD Board of Studies.
5. Four teachers of University PGTD Depts. representing different categories of teaching staff by rotation on the basis of seniority of service in the department.
6. Not-less than four experts/academician from outside and within the University representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Science etc. to be nominated by the Vice-Chancellor of the University.
7. All statutory officers of the University.
8. A faculty member nominated by the Vice-Chancellor (Member Secretary).

Term: Term of the nominated members shall be three years.

Meeting: Academic Council shall meet at least twice a year



6.2: Functions of the Academic Council:

- (1) The Academic Council shall have the following powers and duties, namely:
 - (a) To ensure that the Post Graduate Teaching Departments (PGTDs) become a vibrant hub for promotion of research and development, interactions and linkages with industries, cultivation of intellectual property rights, entrepreneurship and incubation of knowledge linked industries;
 - (b) To consider and approve with modifications, if any, the matters referred to it by the Board of Studies;
 - (c) To ensure that there exists a choice-based credit (CBCS) system for all certificates, diplomas, degrees, post-graduate programs and other academic distinctions;
 - (d) To ensure that the spirit of research and entrepreneurship percolates to all PGTDs of the university;
 - (e) To approve tuition fees, other fees and charges as recommended by the Board of Deans and Board of studies;
 - (f) To recommend to the Management Council, the institution of degrees, diplomas, certificates and other academic distinctions;
 - (g) To propose draft of Ordinances/Directions relating to the academic matter to the concern statutory bodies/authorities;
 - (h) To make, amend or repeal Ordinances and Regulations relating to academic matters;
 - (i) To allocate subjects to the faculties;
 - (j) To prescribe qualifications and norms for appointment of paper-setters, examiners, moderators and others, concerned with the conduct of examinations and evaluation;
 - (k) To consider and make recommendations to the Management Council for creation of posts of university teachers and non-vacation academic staff, required by the PGTDs from the funds of the university and from the funds received from other funding agencies and prescribe their qualifications, experience and pay-scales;
 - (l) To recommend to the Management Council the comprehensive perspective plan as prepared by the Board of Deans;
 - (m) To approve new courses, inter-disciplinary courses and short-term training programs referred to it by the Board of Deans;
 - (n) To advise the PGTDs through their Board of Studies on all academic matters and submit to the Management Council feasibility reports on academic programmes recommended by the Board of Deans.



- (o) To create policy, procedure and practice for choice-based credit system for all academic programs;
 - (p) To maintain and supervise the teaching learning methodology and outcome of the learning;
 - (q) To create policy for mobility of students among various universities of the State and also lay down the policy for giving flexibility to choose and learn different course modules among different faculties in a university or other universities in the State;
 - (r) To work out the procedures, policies and practices to introduce more flexible approach to education and of 'adaptive pace of learning' with minimum and maximum duration for completion of a degree and other academic programs;
 - (s) To ensure that the research projects, internship, skill training are an integral part of choice-based modules for post-graduate programs;
 - (t) To prepare academic calendar of the PGTDs for the subsequent academic year as per the guidelines from the University Grants Commission and the State Government, three months before the expiry of the current academic year;
 - (u) To recommend to Management Council for establishment of departments, colleges, schools, centers, institutions of higher learning, research and specialized studies;
 - (v) To exercise such other powers and perform such other duties as may be conferred or imposed on it by or under this MPU Act 2016, the Statutes, Ordinances and Regulations.
- (2) In case of an emergency, the Chairman of Academic Council shall take the required decision and the same will be ratified in the immediate Academic Council Meeting.
- (3) The Academic Council shall refer all matters or decisions involving financial implications to the Management Council for approval.

7. FINANCE COMMITTEE:

7.1 The Finance Committee shall be constituted as per Maharashtra Public University Act 2016. Finance committee of RTMNU will be the finance committee of PGTD.

Term: Term of the Finance Committee shall remain as per act.

Meetings: The Finance Committee shall meet at least twice a year

7.2 Functions of the Finance Committee:

To consider:




- (a) Budget estimates relating to the grant received/receivable from UGC and other funding agencies, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- (b) Audited accounts for the above.
- (c) Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the PGTDs

8. BOARD OF STUDIES (BOS):

Every PGTD shall have its own Board of Studies (BOS) to look after all matters pertaining to that particular program.

8.1 Composition of Board of Studies:

- a) Head of the department concerned (Chairman)
- b) The entire faculty of each specialization
- c) Two subject experts from outside the parent University to be nominated by the Academic Council.
- d) Two representatives from the industry/ corporate sector/allied area relating to placement to be nominated by Chairman.
- e) One Scientist/Expert to be nominated by Chairman from recognized research Laboratories/Industries/Company (other than sub-clause d).
- f) One postgraduate meritorious alumnus to be nominated by the Chairman.
- g) Chairman BOS may with the approval of Dean of the respective faculty, co-opt experts from affiliated colleges of the parent University.

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

Meeting: The Board of Studies shall meet at least twice a year.

8.2 Functions of Board of Studies:

BOS of PGTD shall:

- a) Prepare syllabi for various courses keeping in view the objectives of the deptt., interest of the stakeholders and national requirement for consideration and approval of the Academic Council.
- b) Suggest methodologies for innovative teaching and evaluation techniques.
- c) Suggest panel to the Academic Council for appointment of examiners and coordinate research, teaching, extension and other academic activities in the department.

8.3 In case of vacancies in BOS replacement shall be done by Chairman BOS with the approval of the Dean of respective faculty. For an interdisciplinary program, an ad-hoc

board shall be constituted by the Dean of respective faculty. The Chairman of this ad-hoc board will look after all the administrative and academic matters related to the interdisciplinary program

9. Course Coordination Committees:

Every HOD will appoint a coordination committee for each subject group which shall contain the senior faculty members of the department related to the subject/group.

10. The PGTDs shall offer UG and PG programs as the Governing Body/University/ Government/AICTE/PCI/NCTE/UGC may approve on the recommendation of the Academic Council either on its own or on the direction of the Governing Body/ Government. An interdisciplinary program may be proposed by a department or by a committee appointed by the Vice-Chancellor for the consideration of the Academic Council and the Governing Body /Government.
11. The procedure for starting a new program / temporarily suspending a program / phasing out a program shall be as per the guidelines laid down by the competent authority.
12. The minimum qualifications and procedure for admission to the first year of any UG or PG program as well as direct second year admission to UG program shall be as per the norms prescribed by the competent authority.
13. A student shall be required to earn minimum credits through various academic courses of a curriculum as provided in the Regulations and scheme (**Annexure-I**) given on the website of University and also available with respective PGTD Head.
14. The award of the degree to an eligible candidate shall be made in accordance with the procedure laid down in the regulations. A student shall have to fulfill 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 Academic Council for this purpose.
15. The date of initial registration for the program 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 program for all intents and purposes.

16. 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.
17. 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 Governing Body from time to time. The results will be declared on the basis of CGPA. However, on the basis of CGPA individual branch toppers may be declared as per norms.
18. The procedure for the withdrawal from any program, rejoining the program, award of grades and SGPA / CGPA, the examination and all such matters as may be connected with the running of the programs shall be as specified in the regulations.
19. A student admitted to any program shall abide by the code of conduct for students issued by the PGTDs from time to time. This code of conduct shall deal with the discipline of the students in the hostels, departments, the University premises and outside. It may also deal with such other matters as are considered necessary for the general conduct of the students. It shall be approved by the Academic Council on the recommendation of the Dean of the respective faculty.
20. The minimum duration of UG programs will be as prescribed by competent authority or ordinances. For PG it shall be of Two years (in four semesters).
21. The tuition fee structure will be governed by the rules and regulations as prescribed by the competent authority.
22. The fees other than the tuition fees will be governed by the rules and regulations framed and recommended by the Finance Committee and duly approved by the Governing Body.
23. Notwithstanding anything contained in this Direction, no regulations shall be made in contradiction of the decision of the Governing Body and/or the direction of the Government, in regard to the duration of any program, the amount and number of scholarships/assistantships and the number of free-ships and the procedure thereof.



24. All operational procedures for conduct of Autonomous PGTDs shall be governed by the Regulations as mentioned in Annexure – I.

25. Head of the Post Graduate Teaching Department concerned shall sign the mark lists and forward the same to the Director, Board of Examination and Evaluation of RTMNU for his signature. The Director, BOEE of RTMNU will sign the mark lists and send it back to the Head, PGTD for issuing the same to students. This clause shall be made applicable with retrospective effect i.e. to say from Winter 21 examinations.

26. Saving Clause:

- a) Any person holding office of the University Departments before the declaration of this direction shall, continue to hold the said office/position till his term of office expires and shall exercise all the powers and perform all the duties as mentioned in this direction.
- b) All notices or orders or circulars or Notifications issued in this regard by any authority of the University shall continue to be in force and be deemed to have been made or issued by that authority until they are superseded or modified under any direction.



(Dr. Subhash R. Chaudhari)
Vice-Chancellor

Nagpur

Date: 06-04-2023



ANNEXURE - I

REGULATIONS FOR ACADEMIC PROGRAMS RUN BY PGTDs OF THE UNIVERSITY UNDER ACADEMIC AUTONOMY

R 1. General

R 1.1 These regulations shall be called as the 'Regulations for Autonomous Academic Programs of the PGTDs'.

R 1.2 These regulations shall come into force with effect from the date of its approval by the Academic Council

R 2. Undergraduate and Post Graduate Programs

R 2.1 The PGTDs shall offer the programs as shown in **Table 5 & 6 in Annexure II**

R 2.2 Reservation of seats for admission to any program shall be as per the norms of the Government of Maharashtra.

R 2.3 Direct second year UG admission (lateral entry) shall be made as per norms and procedures of Government of Maharashtra and/or regulating body.

R 2.4 The candidate shall provisionally be admitted to any program subject to fulfillment of eligibility criterion as prescribed by the Competent Authority.

Admission schedule of any faculty of PGTDs be displayed preferably within 15 days from the date of last paper of UG program in that faculty or admission schedule of PGTDs should run parallelly with the admission schedule of affiliated colleges.

R 2.5 In the matter of admissions to any program, the decision of the relevant competent authority shall be final and binding.

R 2.6 A student should have obtained the eligibility certificate from the University in the first semester OR at the time of admission to the course, if applicable.

R 3. Semester System

R 3.1 The academic programs in the PGTDs shall be based on semester system; two semesters (July - Dec and Jan - June) in a year with winter and summer vacations.

R 3.2 The curriculum is based on **Choice Based Credit System (CBCS)** and shall consist of credit and audit (non-credit) courses. Every year should have minimum one audit course, to be decided by BOS of concerned deptt.

R 3.3 a) Each credit course shall have a certain number of credits assigned to it depending upon the academic hours of the course, which would be assessed on

the basis of weekly contact hours of theory lecture, tutorial, laboratory classes, seminar, project and field study, if required.

b) Minimum number of credits in a semester should be 20.

R 3.4 The courses, practical, seminars, skills and projects offered in a semester shall be continuously assessed and evaluated to judge the performance of a student.

R 4. Curriculum Structure:

R 4.1. The Curriculum is Choice Based Credit System and programs will consist of:

- (a) Courses comprising of basic subjects of the program.
- (b) Core courses introducing the student to the foundations of under/post graduate teaching in his / her branch;
- (c) Core, Open & Skill based Electives enabling the students to take up a group of courses of interest to him/her;

Note: *In general, subjects offered as open electives may be multidisciplinary in nature.*

- (d) Minor and major projects and seminar approved by the Department.
- (e) Other industry-oriented audit courses/ Environmental Engineering Courses/ Industrial Visits / Visit to Research Laboratories / Case Study / Mini Projects / Site Visits / Yoga / Professional Skills / NSS / NCC etc.
- (f) Any other course or activities, recommended by competent authority from time-to-time.

R 4.2. Each program shall have a curriculum and course contents (syllabi) for the courses designed by BOS and approved by Academic Council.

R 4.3 The curriculum of each program is designed to have minimum number of credits per semester for the award of the degree. In case of direct second year diploma student, credits shall be calculated from second year onwards.

R 4.4 The total contact hours for any programs shall be as per the norms prescribed by the Competent Authority/Regulating Body.

R 4.5 The medium of instruction, examination and project reports shall be as prescribed by the Competent Authority/Regulating Body.

R 4.6 Every student shall have to earn the credits by passing all the credit courses as specified in R 6 and will have to earn 'SF' grade in all the audit courses to become eligible for award of the Degree. ('SF' – means Satisfactory).

R 5 Course and Department Codes

Each course offered shall have an alphanumeric course code consisting of a string of seven characters. The first character will indicate undergraduate (UG)/ postgraduate (PG), second and third characters in a course code shall be identifying the respective department offering the course, fourth character (digit) will indicate the semester of the course of the Program, fifth character will indicate nature of the course i.e., Theory (T), Lab (L), Elective (E), Open Elective (O), Seminar (S), Mini Project (M), Project (P) and last two characters (digits) show course number. (Also refer **Table 5 & 6 in Annexure II** for codes)

Example: **BPH4TXX** (for UG) and **MPH4TXX** (for PG)

B-Undergraduate M-Postgraduate PH-Physics, 4- Fourth Semester, T-Theory, and XX-Course Number (i.e., 01, 02, 03,)

R 6. Course Credits:

Each credit course shall have an integer number of credits, which reflects its weightage. The student earns credits by passing corresponding courses in minimum 'B' grade in theory as well as practical course examination. The number of credits of a course in a semester of 14 -16 weeks shall normally be calculated as under (however, there may be some exceptions): -

Lectures: One Lecture/Tutorial hour per week shall be assigned one credit.

Practical: One Laboratory hour per week shall be assigned half credit. Not more than two credits may be assigned to a practical course having only laboratory component.

Major /Minor Project/Seminar: One project hour will be assigned half credit.

R 7: Incentive Marks

R 7.1. Incentive credits to the students participating in Technical / NCC / NSS / Games & Sports / Cultural Activities/ Skill courses

The students admitted to the UG/PG program participating in conferences/ NCC / NSS/ Games & Sports / Cultural Activities / Technical competitions / innovation competition at University / State / National / International level and other activities prescribed by

the Academic Council will be treated as additional courses and shall be awarded marks and grades as shown in Table 1 below.

Evaluation of student for conferences / innovations / NCC / NSS / GAMES & SPORTS/ Cultural / Literary /Technical Paper / Project Exhibition etc. activities shall be done by respective HOD. Evaluation for achievement/ participation in remaining activities, compilation of all incentive marks and submission of final incentive marks to COE shall be done by parent department. Summation of all incentive marks put together for different achievements / activities should not go above 100 marks in a semester.

Various components for calculating the marks out of 100 are as given

Below in Table 1:

Table 1: Awarding Incentive Marks

SN	Components of marks	Marks
1	Online certificate course of min 3 credits offered by MOOCs / SWAYAM-NPTEL/ other platforms approved by Academic council (Scored $\geq 60\%$ / Successfully Passed)	100/50
2	Research/innovation competitions organized by institute of repute/ Govt. of India/Professional bodies. (Winner/Participated)	100/50
3	Patent granted/published/filed jointly with Department	100/70/40
4	Research paper accepted for publication in indexed journal/UGC approved journals (Marks will be distributed amongst authors)	100/50
5	Inter Collegiate University level competitions (Winner/Participation)	100/50
6	All office bearers of College Clubs/ Departmental Association	40
7	Participation in Inter-University / National level competitions	100
8	Participation in NSS/NCC Activities	50
9	Organization of Co-curricular & extra-curricular activities	40
10	Completion of Swachchh Bharat Abhiyan Internship	100
11	Working on Industry based final year Project	80

Students will not be eligible for incentive if any of the activities for which the incentive marks are claimed by student as a part of curriculum.

R 7.2. Community Service Program (CSP) will be announced by the Sports / Humanities / NSS/ NCC department from time to time at the start of academic year. The students should register in the concerned department and shall participate in the CSP conducted during that academic year

R 8. Courses of Special Nature

a) Minor-Project (2 Credits)

A curriculum may contain a maximum 2-credit course on minor project, which may be offered in any semester except first to carry out a design, research, innovation, fabrication, site visits, market survey, social survey etc. A detailed report submission will be essential. Not more than two students may carry out the minor project together.

b) Major Project (4 Credits)

A curriculum shall contain (2+2) a 4-credit component of project seminar and major project, offered in the pre final semester (2 credits) and final semester (2 credits) of the UG program. Not more than four students should carry out the major project together in UG program. For PG program each student will undertake individual project. The batch formation norms and allotment of guide shall be carried out by concerned Department.

c) Offering an Elective (Core OR Open)

An elective course in UG/PG program in a department shall run through classes, only if, minimum 20 (UG)/10 (PG) students register for it in a regular semester. However, students will have choice to opt the subject of his/her own interest from the list of electives (prescribed by the respective HOD) through MOOCs platform. Students have to inform Head of the Department for the opted elective course at the commencement of the semester.

R 9. Starting a New Program

- (a) The PGTDs are free to start diploma (UG and PG) or certificate courses with the prior approval of the Academic Council. Diplomas and certificates shall be issued under the seal of the University.
- (b) The PGTDs are free to start a new under/post graduate program with the approval of the Academic Council. Such programs shall fulfill the minimum standards prescribed by the University/UGC/AICTE/PCI/NCTE in terms of number of hours, credits, curricular contents and the University shall be duly informed of such programs.
- (c) The PGTDs may rename the existing program after restructuring/redesigning it with the approval of the Academic Council as per University /UGC /AICTE / PCI/NCTE norms. The university should be duly informed of such proceedings so that it may award new degrees in place of the old.
- (d) An inter-disciplinary program may be proposed by a department in consultation with other participating Department(s) or by group of Departments or by a committee appointed by the Vice Chancellor.
- (e) A new program proposed by Department(s) shall be placed before the APAC and then to the Academic Council for their recommendation to the Governing Body/ Government / respective regulating body for obtaining its approval.

R 10. Registration for admission

R 10.1. Every student admitted in the department shall have his/her unique Student ID for ID card. The Student ID shall consist of alpha-numerals DDPPNNXXX

where, DD: Code for Department, PP: Indicates program, NN: indicates year of admission, and XXX: Indicates registration number of student.

Example, **PHPY21823**; where, **PH**- Department of Physics, **PY**- Physics program, **21**- Year of admission 2021, and **823**-his/her registration number.

R 10.2 Registration at the beginning of each year, on the prescribed dates announced from time to time, by payment of the stipulated fees along with duly filled-in admission form is compulsory for every student till he/she completes the Program.

- R 10.3 Registration, according to rules, should be carried out in the first week of each academic year. Late registration may be permitted only for valid reasons and on payment of a late registration fee. In any case, registration must be completed before the prescribed last date for registration, failing which his/her studentship is liable to be cancelled. Students having outstanding dues to the University/Department/ Hostel/Bus/other facilities shall be permitted to register only after clearing the dues.
- R 10.4 In-absentia registration may be allowed only in rare cases at the discretion of the HOD in case of circumstances beyond the control of students.
- R 10.5 For admission to III Semester the student must have earned 60% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e., I & II Semester put together) failing which he/she shall not be eligible for admission to III semester.

R 11. Equivalence and Absorption of students

- R 11.1. The students from previous batches of PGTDs of University of Non-autonomous pattern desirous of seeking admission to III semester in autonomous pattern, has to fulfill the prevailing ATKT norms of the PGTDs of University, to become eligible for admission. However, such students have to clear backlog courses if any, by appearing for the respective examinations of University. In addition, the student also has to register and pass new courses, if any, introduced in earlier semesters of the autonomous pattern of the PGTDs at the most in three attempts. The norms of absorption/equivalence shall be decided by the respective HOD and approved by Academic Council on the recommendations of the Equivalence Committee well before the commencement of session.
- R 11.2 The student, desirous of seeking readmission to II and IV semesters of autonomous pattern in particular academic year (because of detention in University pattern) will have to register and pass in I and III semester of the same academic year for all such courses which have not been covered (fully or partially) in previous semester in university pattern.
- R 11.3 While switching from University pattern to autonomous pattern the CGPA of such student shall be calculated as per the table 2 below.

Table 2

CGPA	5.0	6.0	7.0	8.0	9.0	10.0
Percentage	50	60	70	80	90	100

[In general percentage of marks (%) = CGPA * 10]

The intermittent percentages should be calculated based upon the extrapolation of the values in the table.

- R 11.4 When a student switches from the University pattern to the Autonomous PGTDs of the University, the additional courses offered in previous semester of that program in Autonomous pattern of the PGTDs and not covered in the corresponding University pattern curriculum, such additional courses shall be treated as audit courses and he/she will have to earn 'Satisfactory Grade' in those courses.

Provided that he/she clears all the backlog subjects in the university and earns 'Satisfactory' grade for the additional course/s in the PGTDs, which is/are not covered in university pattern curriculum, prior to switchover.

- R 11.5. For direct admission to second year (lateral entry)/transfer the calculation of CGPA and award of credits shall be governed by R 11.3.
- R 11.6 The students from any University/ Autonomous college desirous of seeking admission to III/ V/VII semester is eligible to take admission as per norms laid down by the Equivalence Committee of the PGTDs after obtaining the permission from the competent authority.

R 12. Discipline and Conduct:

- R 12.1 Every student is required to observe discipline and decent behavior both inside and outside the campus and not to indulge in any activity, which will tend to bring down the prestige of the PGTDs and University.
- R 12.2 Following acts of omission and/or commission by the students within or outside the University campus shall constitute gross violation of 'Code of Conduct' and liable for punishment.
- Lack of courtesy and decorum, as well as indecent behavior;

- b) Willful damage/stealing of property of university / department/hostel or of other students of college;
- c) Possession/Consumption/Distribution of alcoholic drink and banned drugs;
- d) Mutilation or unauthorized possession of library materials like books, journals etc.
- e) Noisy and indecorous behavior disturbing peace in the Department and Hostel;
- f) Hacking the Computer system, either hardware or software or both;
- g) Any other act considered by the University/department as a gross indiscipline.

R 12.3 Any act of indiscipline of a student reported to the Dean/HOD, will be discussed in a Grievance Redressal Committee constituted by the Academic Council. The Committee will enquire into the charges and forward with recommendations to Disciplinary Action Committee (DAC) for further disciplinary action. DAC will be formed by the Governing Body.

Also, the Academic Council will duly and transparently form a Grievance redressal Committee. In case of any issue the student has to submit his grievance in writing with a copy to the Dean.

R 12.4. **Appeal:** The student may appeal to the Chairman, Academic Council whose decision will be final; and will be conveyed to the Dean. The Dean, will report the action taken at the next meeting of the Academic Council.

R 12.5 If the student while studying in the department is found indulging in anti-national activities contrary to the provisions of acts and laws enforced by the Government, he/she will be liable to be expelled from the department without any notice.

R 12.6 If a student is involved in any kind of ragging, the student shall be liable for strict action as per Maharashtra Anti-Ragging Act 1999, which is in effect from 15th May 1999, and the amendments therein from time to time.

R 12.7 If any statement/information supplied by the student in connection with his/her admission is found to be false/incorrect at any time, his/ her admission shall be cancelled and he/she shall be expelled from the department and fees paid shall be Forfeited.

- R 12.8 Student once admitted in the department has to follow dress code, if any, as well as other instructions issued by the administration from time to time, failing which disciplinary action shall be initiated against such student.
- R 12.9 If a student is found guilty of overall misconduct during his/her stay in the department, he/she will be punished as per the recommendations of the Dean. The maximum punishment may be expulsion from the department.
- R 12.10 If a student is found guilty of malpractice in examination, he/she will be punished as per the recommendations of the COE in consultation with EXC.

R 13. Attendance, Absence, Leave Rules and Dismissals

- R13.1 All the students are expected to be present in every lecture, tutorial, practical sessions, NCC/ NSS/ CSP/Games & Sports/Cultural Activities/Yoga scheduled for them. Attendance will be closely monitored during a semester as per the guidelines.
- R 13.2. If a student is continuously absent from the classes for more than two weeks without informing the Course Coordinator, the Coordinator shall immediately bring it to the notice of the Head of the concerned department as the case maybe and they in turn will inform the same to the Office of Dean for suitable action.
- R 13.3. The names of the students who have remained absent, for more than 25% of the actual classes held in a course will be intimated by the Course Coordinator himself on the last teaching day of each month of the respective semester, to the students in the class with written intimation to the HOD, who will arrange to consolidate the list for all such students for all the courses and display it on the notice board of the department with an intimation to Dean.
- R 13.4. A student must have an overall 75% attendance of the total number of classes including lectures/ tutorials and practical.
- R 13.5. **Condonation of Attendance:** Condonation of attendance can only be considered in case the overall attendance of the student is minimum 60%.
A deficiency of overall attendance to the extent of 15% may be condoned by the Dean on the recommendation of Head of the Department on being satisfied that the deficiency in attendance was due to circumstances beyond the control of the student.

For availing such condonation, a student will have to apply to the Head of concerned department along with requisite documents. However, the decision in this matter will be finally taken by the Dean.

R 13.6. In case the overall attendance is below 60%, his/her attendance in individual courses shall be considered. If in any course his/her attendance is minimum 60%, he/she shall be eligible to appear in end semester examination of that course. However, the decision in this matter will be finally taken by the Dean.

R 13.7. Student who is not permitted to appear for the end semester examinations due to short fall in attendance in a course shall be awarded 'Z' grade in that course. This grade shall appear on the Grade Card till the successful completion of course requirements of attendance in that semester. The decision taken by the Academic Council in this regard will be final.

R 14. Withdrawals

R 14.1. A student who wants to withdraw from a semester shall apply through the HOD to the Dean, on a prescribed form within one week from the date of end of the Test/ Examination and it will be recorded in the registration record of the student.

R 14.2. In case a student is unable to attend classes for more than two weeks in a semester, he/she may apply to the Dean through HOD for withdrawal from the semester. However, such application shall be made as early as possible and latest before the start of the End Semester Examination.

R 14.3. In case the period of absence on medical grounds is more than two weeks during the semester, a student may apply for withdrawal from the semester, if he/she so desires. But such an application must be made to the Dean through HOD, as early as possible and latest before the beginning of End Semester Examination.

R 14.4. The maximum duration for completion of a PG degree program will be four years, UG degree program will be six years. In case of direct Second Year admitted diploma student, the maximum duration for completion of UG degree program will be five years.

In case, a student is absorbed in autonomy from university pattern, the maximum duration for completion of a UG/PG degree program will be two years more than the remaining duration of the program.

In case, a student is unable to complete a program as per the duration mentioned above, the student may be declared as not fit for the education on the recommendations of Academic Council.

In exceptional case, if a student desires to take break from the academics for innovations/ research/ medical ground/ any other reason beyond his/her control, the student may apply to the Head of the department. The department will then refer the case to the Academic council for final decision which will be ratified by the Governing Body.

R 15. Examination Scheme

In a semester a student shall be evaluated for his/her academic performance in a theory (Lecture/ Lab/ Tutorial) course through Continuous Assessment, Mid Semester Examinations and End Semester Examination. All the examinations shall be conducted as per the syllabi prescribed by the respective BOS and approved by the Academic Council. Examination scheme of all the programs run by the respective PGTD shall be displayed on the notice board and also informed to the students on or before the commencement of the session.

R 15.1.

- a) Continuous assessment of students' performance through '**activity-based learning**' shall be done on the basis of any two heads such as projects, home assignments, tutorials, open book tests, seminars, group discussions, quizzes etc. The course coordinator shall declare the two heads chosen for each course, within the date prescribed by the HOD.
- b) Mid Semester Examinations (MSE) covering at-least 40% syllabus and 20% weightage of marks in each course will be conducted as per schedule in the Academic Calendar. MSE will normally be of two-hour duration. The duration of examination may vary as per the need of the theory course. Valued answer books shall be shown to the students within six working days after the last day of the

theory examination. The concerned course coordinator will obtain the signature of the student in lieu of having seen the answer paper by the student. Grievances, if any, shall be addressed by the HOD on application of the students within next two days.

- c) End Semester Examination shall be conducted as per schedule in academic calendar. End semester examinations will be of three-hour duration. The duration of examination may vary as per the need of the theory course. Valued answer books shall be shown to the students within six working days after the last day of the theory examination. The concerned course coordinator will obtain the signature of the student in lieu of having seen the answer paper by the student. Grievances, if any, shall be addressed by the HOD on application of the students within next two days. Correction in marks, if any, should be communicated to the office of COE in the format prescribed within ten working days after the day of examination.
- d) Supplementary examination shall be conducted during the end semester examination.

R 15.2. A student who skips continuous assessment or a part thereof shall be awarded zero marks under the respective head. However, the Academic Council may take decision on such issue whenever required.

Provision for revaluation: A student should apply for revaluation within seven days from the date of declaration of result. Revaluation can be applied for not more than 50% of the subjects in that semester. Result of the revaluation shall be declared within 15 days from the date of declaration of result.

R 15.3. A student who remains absent for End Semester Examination, shall be awarded AB grade and zero grade point in end semester examination.

R 15.4. A student shall be evaluated for his/her academic performance in a practical course on the basis of continuous evaluation and end semester practical examination.

- a) Continuous assessment covering 50% evaluation on the basis of his/her performance in each practical slot, journal completion and viva-voce/objective examination.

- b) There shall be one end semester practical examination covering 50% evaluation. In case of performance oriented practical, the evaluation shall be done on the basis of performance in practical examination and viva-voce/objective test. Mode of examination for non-performance type of practical shall be declared by the course coordinator in the beginning of the session. Type of practical course i.e., performance or non-performance type shall be decided by the respective BOS.
- R 15.5. The seminar shall be evaluated through the quality of work carried out; the report submission and presentation/s will be as per the guidelines prescribed by the respective BOS from time to time.
- R 15.6. Project work shall be evaluated by mid-term seminar/s, the quality of work carried out, project report submission and the viva-voce examination.
- R 15.7. Notwithstanding anything contained above, any specific norms in respect of examination, criterion of passing, results, valuation, grading, discipline, award of degree, attendance will be prepared by the respective departmental faculty board, approved by BOS and Academic Council, as required.
- R 15.8. An examinee securing 'F' grade in any course of an examination of an Under/Post Graduate program shall have an option to forego his/her continuous assessment marks in a course or courses. In such cases he/she shall be examined for total marks comprising theory/practical end semester examination and continuous assessment together, at his/her successive attempt at the examination. Such an option can be availed by an examinee in case he/she is appearing for the successive attempts at the examination as ex-student for that particular course. The Option of forego cannot be availed by examinee in an examination in case he/she is appearing for the examination as regular student for that particular course. A student who is detained from appearing in an examination in a course(s) for lack of attendance can exercise the option of forego in successive attempts at the examination.

To avail this, the examinee would indicate the same in his or her 'Application for the examination' and **the option once exercised, shall be 'Final and Binding' on the examinee concerned for all the subsequent examinations in that course.**

For the examinee opting for forego, his/her marks in continuous assessment shall be ascertained proportionately on the basis of his/her marks in the end semester theory examination of that course and in equal proportion on the basis of his/her marks in practical examination.

- a. For example, in case of a theory course wherein out of a total of 100 marks, 60 marks and 40 marks are allotted to end semester examination and continuous assessment respectively, the proportion would be 1.5:1, i.e., for every 1.5 marks scored in end semester examination, 1 mark would be assigned to continuous assessment.
- b. For example, in case of a practical course wherein out of a total of 50 marks, 25 marks each are allotted to end semester practical examination and for continuous assessment respectively, the proportion would be 1:1, i.e., for every 1 mark scored in end semester practical examination, 1 mark would be assigned to continuous assessment.

An examinee can opt for forego of his/her marks in continuous assessment of a practical course only after submission of 'term work completion' certificate issued by the concerned head of the department along with the 'Application for the examination'.

For the courses (compulsory/elective/any other course) of all PG and UG programs which are closed by the respective department from 2021-22 academic session and onwards, number of attempts to pass these courses will be provided (as and when the examination is conducted) as per the prevailing norms of the university pattern. After that, the student will have to appear for the examination of equivalent course as per the absorption and equivalence scheme of autonomous PGTDs of the University. Absorption and equivalence scheme of concerned deptt. shall be ready at the time of change in curriculum.

R 16. The Grading System

- R 16.1. For every course taken by a student he/she is assigned a grade based on his/her combined performance in all components of evaluation scheme of a course

Theory/Practical. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point.

R 16.2. The academic performance of a student shall be graded on a ten-point scale following guidelines given in Table-3 below in clause R 17.

R 16.3. The letter Grades (upto 'B' grade in theory as well as practical courses) awarded to a student in all the credit courses shall be converted in to SGPA and CGPA, to be calculated as given in R24.

R 16.4. A student passing a course in Makeup examination shall be treated as having cleared the course in First Attempt, but will be governed by R-15.3 (last para). However, such students will not be eligible for award of merit/medal.

R 17. Award of Grade

The award of grades based out of 100 shall be made as given below in Table 3.

Table 3

S.N.	Letter Grade	Grade Point	Mark Range	Performance
1	O	10	Above 90 upto 100	Outstanding
2	A+	9	Above 80 upto 90	Excellent
3	A	8	Above 70 upto 80	Very Good
4	B+	7	Above 60 upto 70	Good
5	B	6	50 to 60	Pass
6	F	0	Below 50	Fail
7	AB	0	Absent	Absent

[In general, the percentage marks (%) = CGPA * 10]

Explanation of Grades:

- The 'F' grade denotes poor performance amounting to failure.
- A student has to repeat all courses in which he/she obtains 'F' grade, till a passing grade is obtained within the prescribed duration.
- 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 elective group. If the course is not offered/available in the current semester he will have to take it whenever it is offered by the department and then appear for the examination.

R 17.1 Minimum passing percentage in theory as well as practical courses will be 50%.

Passing will be combined that is taking CIE (Continuous Internal Evaluation) & ESE (End Semester Examination) together. However, a student is compulsorily required to be present in CSE & ESE as well.

R 18. Award of Degree

The Degrees shall be awarded by Rashtrasant Tukdoji Maharaj Nagpur University along with the name of PGTD on the degree, on the recommendations of the Academic Council/ Governing Body.

R 19. Grade Card

R 19.1 The grade card shall be issued at the end of the semester to each student and will contain the following:

- a) The credits for each course registered for that semester.
- b) The grade points and letter grades obtained in each course.
- c) The total number of credits earned by the student up to the end of that semester in each of the course.
- d) The SGPA and the CGPA.

Refer R.24 and R.27 for computation of grades from the marks and conversion to the SGPA & CGPA.

R 19.2. Grade card will not indicate class or division or rank.

R 19.3. Wherever required the conversion of CGPA to percentage of marks will be done using following table 4.

Table 4

CGPA	5.0	6.0	7.0	8.0	9.0	10.0
Percentage	50	60	70	80	90	100

[In general, the percentage marks (%) = CGPA x 10]

The intermittent percentages should be calculated based upon the interpolation of the values in the table.

R 20. Minimum Requirements for the Award of the Degree

R 20.1. The student should have taken and passed all the prescribed courses including seminar and projects under the general institutional and departmental requirements.

R 20.2. A student, who has earned all the credits for the degree but fails to obtain the minimum specified CGPA for this purpose (As given in the Teaching & Examination Scheme of respective program), shall take additional courses or repeat the courses mentioned in program till the minimum CGPA is attained subject to maximum duration of program as specified in R 14.4 and R 21.

R 20.3. The credits for the courses in which a student has obtained 'B' grade or higher shall be counted as credits earned by him/her.

The grades awarded for successful and unsuccessful completion shall be 'Satisfactory' and 'Unsatisfactory' respectively. The grades shall be denoted by 'SF' and 'USF' respectively. The student should also have 'Satisfactory' grade in all the audit courses otherwise he/she will have to repeat the audit course provided that a student should have no case of indiscipline pending against him/her.

R 21 Extension of Maximum Period for Completion of a Program

The maximum duration for any program may be extended for genuine cases and unavoidable circumstances only, as verified by concerned BOS Chairman recommended by Dean and approved by Academic Council. Genuine cases on confirmation of valid reasons may be subjected to the said procedure. The decision of academic bodies will be final.

R 22. Award of Medals / Scholarships

R 22.1. Awards available under excellent performances in academics, sports, cultural, extra- curricular, debate, etc. shall be given to the students as per the policy decisions of the Governing Body.

R 22.2. The award of scholarships/free-ships and other benefits will be in accordance with rules framed by the Government of Maharashtra and Govt. of India.

R 22.3. The award of merit scholarships/Medals, if any, to the students will be governed by the regulations framed by the Governing Body/Academic Council from time to time.

R 22.4. Students clearing all courses offered in a program in regular examination in first attempt shall be considered for the award of merit/medal.

R 23. Academic Calendar

The Academic Calendar will be designed, updated and followed up by Dean from time to time. The academic activities of the PGTDs are regulated by Academic Calendar approved by the Academic Council from time to time and made available to the HOD PGTDs who in turn will make it available to students/ faculty members and all other concerned in printed and electronics form. It is mandatory for students / faculty members to strictly adhere to the Academic Calendar for completion of academic activities unless and until permitted by the competent authorities.

R 24. Calculation of SGPA and CGPA

(i) 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. The Grades as specified in **R27** will be used for calculating the CGPA and SGPA.

$$SGPA = \frac{\sum(C_i * P_i)}{\sum(C_i)}$$

where,

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

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

$i = 1, 2, \dots, n$ represent the number of courses in which a student is registered in the concern semester

$C_a = 1$; Incentive credit

P_a = Grade point for participating in activities NCC/NSS/Games & sports/Cultural Activities/ACEES.

SGPA is rounded off to two decimal places and SGPA shall not exceed 10

(ii) Calculation of Cumulative Grade Point Average (CGPA)

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

weighted average of the grade points obtained in all the courses registered by the student since he/she entered the University Department.

$$CGPA = \frac{\sum(C_j * P_j) + \sum(Ca * Pa)}{\sum(C_j) + \sum(Ca)}$$

where,

C_j = Total number of credits offered in the j^{th} semester

P_j = SGPA of j^{th} semester.

$j = 1, 2, \dots$, represents the number of semesters up to which the CGPA is to be calculated

Ca = Incentive credit in semester (=1)

Pa = Grade point for participating in activities NCC/NSS/Games & sports/Cultural

Activities/and other activities come under incentive scheme in all semester.

CGPA is rounded off to two decimal places and CGPA shall not exceed 10

R 25. Guidelines for Award of Grades

Following are the general guidelines for the award of grades:

- (i) In general, Absolute grading system will be followed as the batch size is less than 30 in most of the departments.
- (ii) For each student, evaluation in different components of a course shall be done in absolute marks considering the weightage in the scheme.
- (iii) The marks of various components shall be added to get total marks secured on a 100- points scale. The rounding off shall be done on the higher side, if greater than/equal to 0.5.
- (iv) The provisional grades shall be awarded by the Examination Committee. The grades shall be finalized within fifteen working days after the End Semester Examination.
- (v) In case of audit courses, the students would be awarded grades as follows
 - i. Satisfactory (SF) ii. Unsatisfactory (USF)

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

R 26. Guidelines for Project Evaluation (Wherever Applicable)

- Every student has to undertake a project of professional interest. The project may be related to a theoretical analysis, an experimental investigation, a proto-type design, a new correlation and analysis of data, fabrication and setup of new equipment etc., depending on the requirement of faculty. The Project Coordinator appointed by the department normally assigns the project towards the end of the pre-final year and the work is done uniformly during both the semesters of the final year.
- The first phase of project work to be carried out in third semester (in case of two year PG course), and final phase in the fourth semester. They will be assessed at the end of the fourth semester under the head of seminar and project work.

The final project report should be submitted by the prescribed date. The final project report and the work should be presented, which will be assessed by the examiner at the End Semester Examination.

- Submission of the project cannot be postponed beyond the date specified in the calendar. If the project cannot be completed due to valid reasons, the course can be dropped in consultation with the project co-coordinator and the guide on or before the last date for dropping of courses. Re-registration for the same is required in the following semester in which it should be completed.
- Student who does not submit the project report for assessment by the due date due to unavoidable circumstances beyond his control, will be temporarily awarded 'F'.

R 27. Indication of Attempt on Grade Card

It will be similar as prescribed by RTMNU examination section.

R 28. Improvement of Grade/CGPA after successful completion of a Program

1. The facility of improving CGPA at through re-appearance shall be available only to the candidates who have earned all credits offered in the program and have secured not less than 6 CGPA. Similarly at Masters' Degree Level through re-appearance

- shall be available only to the candidates who have earned all credits offered in the program and secured not less than 7 CGPA.
2. A Candidate who desires to improve the CGPA will be permitted at his/her option to reappear again for the courses of his/her choice.
 3. A candidate will be allowed to reappear for the examination for improvement of CGPA within a period of two years from the date of his/her passing Bachelor's / Master's degree examination.
 4. A candidate shall have to reappear for any number of theory courses offered in the program as per the scheme prevalent at the time of his/her appearance.
 5. A candidate appearing for the improvement of CGPA shall not be entitled to get any prize/ medal/ scholarship/award etc.
 6. A candidate who desires to apply for improvement of CGPA should submit his/her examination application form prescribed for improvement of CGPA from the department along with the prescribed fee for improvement and relevant documents.
 7. A person eligible to take the examination under the provisions of this Direction shall pass the entire examination in maximum three attempts within two years from the date he/she first applies for improvement of CGPA.
 8. Candidate will not be allowed to change any paper or papers which he had opted for improvement at subsequent reappearances. Further, all the papers of reappearance shall have to be cleared at one and the same sitting.
 9. If an applicant fails in any of the papers opted for improvement, he/she will have to appear again for all those papers he/she had applied for improvement including the papers in which he/she had already passed during re-appearance.
 10. Each examination for which candidate appears for improvement shall be considered as one attempt.
 11. The result of the candidate appearing for improvement of CGPA shall be declared and communicated to him/her even if he/she does not obtain the required CGPA higher than the CGPA he/she already possesses.
 12. A candidate who has reappeared for the examination under the provision of this Direction for improvement of his/her CGPA and improves his CGPA by such re-

appearance, he / she shall have to return the original grade cards to the department, within one-month from the date of declaration of result.

13. A candidate shall be issued revised grade card only after he/she surrenders his/her original grade cards to the Department office.
14. In the revised grade card, mention will be made of the fact that he/she has improved his/her CGPA under this Direction.
15. On award of a fresh grade card under this scheme, his/her previous grade card shall be treated as cancelled.
16. A candidate who has re-appeared for the above examination/s under the provision of this Direction and fails to improve his/her CGPA, his/her performance at such re-appearance shall be ignored.
17. Candidate, who has passed his/her degree examination under the old course / syllabus or scheme of examination which is not in existence, shall have to seek absorption/equivalence certificate regarding the absorption/ equivalence of old courses with the existing ones from the respective Board of Studies.
18. Improvement of grade facility shall be available only after successful completion of a program.

R 28. (c) Credit Transfer Scheme (CTS)

1. Third year UG students, without any backlog i.e., having earned all the credits offered up to second year and having secured minimum CGPA of 7 shall be eligible to apply under this scheme.
2. Students absorbed under absorption scheme in autonomy at PGTDs, shall not be eligible for C.T.S.
3. Eligible and interested students shall apply in the prescribed format and based on the merit, students may be issued offer letter from PGTDs.
4. The performance of the students transferred under Credit Transfer Scheme (CTS) in a particular semester shall be considered as it is in lieu of the requirement of autonomous PGTDs of University.

5. The student availing the facility of student exchange and credit transfer will abide by the rules, regulations & amendments of the host institute from where the student is transferred and the institute where he/she is transferred.
6. The student will be required to register for courses offered at the PGTDs for respective semester. Transfer of credit shall be governed by the equivalence and absorption scheme as proposed by the Board of Studies at PGTDs. In case of a smaller number of Credits offered than the credits of PGTDs in the respective semester, student shall have to opt for additional course and earn additional credits at PGTDs. In case of more credits earned under CTS, the additional credits will be considered for calculation of SGPA/CGPA.
7. Promotion rule of PGTD shall be applicable to the students.
8. In case the student fails in the courses during CTS in a particular semester, he/she shall be required to pass an equivalent course at PGTD as per the equivalence and absorption scheme.
9. Student will not be allowed to leave the semester in between. In case, he/she leaves or gets detained in the respective semester, he/she shall take fresh admission at PGTD with regular fees in the respective semester in next academic year.
10. On selection for CTS the student along with his/her parent/guardian will have to submit the undertaking.
11. Student availing facility of CTS will make his own staying arrangement at the venue of concerned institute.
12. On completion of evaluation by the institution, the student shall submit the score to PGTD following which PGTD will issue the grade card.

R 29. Emergent Cases

Notwithstanding anything contained in the above regulations, the Chairman of the Academic Council may, in emergent situations, take decision or notify on behalf of the Academic Council as he thinks necessary and shall at the earliest opportunity report it in the next meeting of the Academic Council.

R 30. Interpretation of Regulations

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

R 31. Power to Modify

Notwithstanding all that has been stated above, the Governing Body or Academic Council, whichever is applicable, has the right to modify any of the above regulations from time to time.

R. 32. Internship

The internship/training scheme may be available to undergraduate/postgraduate students of the PGTDs in appropriate semester of respective program. This scheme will permit students to undergo internship or training with stream majors at industry/well known academic institutions/ R&D Laboratory premises and earn real world exposure.

This scheme will incorporate Academic Component and Industry Component. The academic component will be completed in the respective department of the College before the student is relieved for internship. This will include conduction of classes and internal evaluation of the theory and lab courses of compulsory subjects of semester/s for which student is undergoing internship. The student will be relieved for his/her internship at the end of the stipulated semester. The industry/research component will be conducted and evaluated by industry partner in coordination with the PGTD. It will cover electives and project work of appropriate semester. The head of concerned department will assign a Mentor Faculty for a group comprising maximum four students each. The mentor faculty will also act as the Internal Supervisor for their respective projects in the industry.

This internship scheme after the end of appropriate semester shall be offered subject to fulfillment of selection criteria by the student as decided by concerned department, grant of permission by industry/organization where internship is to be carried out, approval by head of department at PGTD, availability of faculty and other

requirements/constraints if any. On selection, it will be mandatory for the student to abide by the guidelines issued by respective department and the industry regarding internship / training.

R 33. Swachha Bharat & Unnat Bharat Abhiyan Summer Internship for UG & PG Students

Student who completes the Swachha Bharat & Unnat Bharat Abhiyan Summer Internship as per the guidelines of Ministry of Human Resource Development, Department of Higher Education, Government of India as communicated through the websites of UGC, New Delhi and AICTE, New Delhi, and submits a copy of Swachchh Bharat & Unnat Bharat Abhiyan Internship Certificate to Head of parent department through Dean shall be eligible to get incentives as per the regulation R 7.1 (Table 1). A Special Committee will be appointed to decide the incorporation of Morale / Ethics/ Values / Human rights for Program Outcomes

R34. Credit Transfer of MOOCs against Open Elective and any subject of his/her choice under electives:

Students admitted in UG/PG Semester-I during 2021-22 and thereafter (or admitted laterally in Sem-III in UG. during 2022-23 and thereafter) shall be eligible for credit transfer by successful completion of course through MOOCs.

MOOCs offered by SWAYAM/Coursera/edx or any other Govt. recognized platform. with pass/successful grade in its examination against the Open or Professional Elective course chosen by the students at PGTD provided that, the total number of credits earned through MOOCs should be greater than or equal to the number of credits allotted to open elective course at PGTD. Credit transfer of MOOCs is permitted against ANY elective offered at PGTD. **The MOOCs which is identical to courses offered at PGTD (in terms of contents) and are accessible to the student shall not be allowed for credit transfer.** To avail this facility, students must submit an application to the HOD of parent department for approval before registering for the MOOCs course. After successful completion, the MOOCs completion certificate issued by the host institute of MOOCs should be submitted to Dean (with recommendation from HOD) for consideration. For CGPA calculation the actual number of credits allotted for elective at PGTD shall be taken into consideration. In case, if no

credits/grade are assigned by the host institution, a MOOCs of minimum twelve-week duration (for 3 credits) and approved by PGTD will be allowed for credit transfer against elective.

ANNEXURE - II

Departments and Program Codes

Table 5 Department Code

The various Departments and their two-letter codes are given below;

S.N.	Degree	Name of Department	Dept. Code
Faculty of Science and Technology			
1	MSc	Home Science	HS
2	MSc	Biochemistry	BC
3	MSc	Geology	GE
4	MSc	Mathematics	MT
5	MSc	Physics	PH
6	MSc	Chemistry	CH
7	MSc	Botany	BO
8	MSc	Zoology	ZO
9	MSc	Statistics	ST
10	MSc	Microbiology	MC
11	MSc	Electronics and Computer Science	EC
12	MSc	Biotechnology	BT
13	MSc	Molecular Biology & Genetic Engineering	MG
14	MPh/BPh	Pharmaceutical Science	PS
15	MCA	Computer Application	CA
Faculty of Humanities			
16	MA	Pali and Prakrit	PP
17	MA	Marathi	MA
18	MA	Hindi	HI
19	MA	English	EN
20	MA	Urdu	UR
21	MA	Political Science	PS
22	MA	Public Administration	PA
23	MA	Economics	EC
24	MA	History	HR
25	MA	Psychology	PY
26	MA	Sociology	SG
27	MA	Philosophy	PS
28	MA	Ancient Indian History, Culture & Archeology	AA
29	MA	Gandhian Thoughts	GT

30	MA	Travel and Tourism	TT
31	MA	Women Studies and Child Development Centre	WC
32	MA	Vandaniya Rashtrasant Tukadoji Maharaj Adhyasan Kendra	TM
33	MA	Buddhist Studies	BS
34	MA	Sanskrit	SA
35	MA	Linguistic Foreign & Indian Language	LL
36	MA	Ambedkar Thoughts	AT
Faculty of Commerce and Management			
37	MCom	Commerce	CM
38	MBA	Business Administration	BA
Faculty of Interdisciplinary Studies			
39	MA	Mass Communication	MC
40	MFA	Fine Arts	FA
41	MLib	Library and Information Science	LI
42	LLM	Law	LW
43	Med	Education	
44	MPed	Physical Education	

Table 6 Program Code

Under Graduate Programs:

S. N.	Program	Deptt.	Program Code	Eligibility for admission
1	Pharmacy		BF	

Post Graduate Programs

S.N.	Program	Deptt. Code	Prog. Code	Eligibility for admission
Faculty of Science and Technology				
1	Food and Nutrition	HS	FN	
2	Home Science Extension	HS	HT	
3	Human Development	HS	HD	
4	Resource Management	HS	RM	
5	Textile and Clothing	HS	TC	
6	Biochemistry	BC	BI	

7.	Geography	GE	GP		
8.	Geology	GE	GG		
9.	Applied Geology	GE	AG		
10.	Mathematics	MT	MM		
11.	Physics	PH	PY		
12.	Chemistry	CH	CY		
13.	Botany	BT	BN		
14.	Zoology	ZO	ZY		
15.	Statistics	ST	SS		
16.	Microbiology	MC	MB		
17.	Electronics	EC	ET		
18.	Computer Science	EC	CS		
19.	Biotechnology	BT	BY		
20.	Molecular Biology & Genetic Engg.	MG	ME		
21.	Pharmacy	PS	MF		
22.	Master of Computer Application	CA			
Faculty of Humanities					
23	Pali and Prakrit	PP	PL		
24	Marathi	MA	MT		
25	Hindi	HI	HN		
26	English	EN	EG		
27	Urdu	UR	UD		
28	Political Science	PS	PL		
29	Public Administration	PA	PN		
30	Economics	EC	EM		
31	History	HR	HT		
32	Psychology	PY	PG		
33	Sociology	SG	SY		
34	Social Work	SG	SW		
35	Philosophy	PS	PH		
36	AIHC & Archeology	AA	AY		

37	AIHC & Indology	AA	AI		
38	Gandhian Thoughts	GT	GN		
39	Travel and Tourism	TT	TM		
40	Women Studies	WC	WS		
41	Rashtasant Tukadoji Maharaj Thought	TM	RT		
42	Buddhist Studies	BS	BU		
43	Sanskrit	SA	ST		
44	Linguistic	LL	LC		
45	Ambedkar Thoughts	AT	AB		
Faculty of Commerce and Management					
46	Business Administration	BA	MB		
47	Commerce	CM	MC		
Faculty of Interdisciplinary Studies					
48	Creative (Painting)	FA	CP		
49	Dance	FA	DN		
50	Drama	FA	DR		
51	Illustrations (Applied Art)	FA	IA		
52	Mural (Painting)	FA	MP		
53	Music	FA	MC		
54	Photography (Applied Art)	FA	PA		
55	Portrait (Painting)	FA	PP		
56	Sculpture	FA	SR		
57	Library Science	LI	LS		
58	Tourism Development		TD		
59	Fashion Design		FD		
60	C. T.		CT		
61	Hosp.		MH		
62	International Law	LW	IL		
63	Constitutional Law & Administrative Law	LW	CA		
64	Intellectual Property Law	LW	IP		

65	Business Law	LW	BL		
66	(Group E) Environmental Law	LW	EL		
67	(Group F) Labour, Capital and Law	LW	LC		
68	(Group G) Criminal Law	LW	CL		
69	Mass Communication	MC	MN		