

**ANKUSH SHIKSHAN SANSTHA'S**

**G H Raisoni College of Engineering, Nagpur**

(AN AUTONOMOUS INSTITUTE AFFILIATED TO R.T.M. NAGPUR University)



## **Rules and Regulations**

**2015-16**

**For Undergraduate, Post Graduate & Doctoral Programs**

***Ver 3.0***

# **G. H. RAISONI COLLEGE OF ENGINEERING, NAGPUR**

## **Academic Rules and Regulations Governing B.E., M.Tech. / M.E., MBA, MCA, MTM & PhD Programs**

All the academic programs of the institute are governed by the rules and regulation approved by Academic council of G.H. Raisoni College of Engineering, Nagpur. These rules and regulations are applicable to all the students to this institute from academic session 2015-2016 onwards as per the decision in Academic Council meeting dated 21<sup>st</sup> Sept. 2015.

### **Preamble**

G.H. Raisoni College of Engineering Nagpur, established in 1996, is one of the Premier & Esteemed Institutes in Maharashtra & Central India which has made its mark on global scenario. Recently the Institute has got the Autonomy under UGC Act 1956. It is the third private institute in Maharashtra to get this coveted status. Following are some of the achievements and salient points of the Institute:

- The Institute is Accredited by NAAC with "A" grade..
- The Institute is running 07 Undergraduate courses & 14 Post graduate courses in Engineering in the fields of specialization and which are innovative and of very high academic standards. In addition, the Institute is also having MBA, MCA courses and one 5½ yrs integrated course Master of Technology Management (MTM)
- The institute is having an Approved Research Center for Ph.D for 09 disciplines.
- The total intake of students is 1572 per year for 23 courses.
- All the eligible courses are accredited by NBA. Some of the courses are reaccredited. 04 PG courses are also accredited.
- The Institute is having Centre for Distance Education in association with IIT, Powai wherein Live Webcast Courses/Live EDUSAT courses/ NPTEL pre recorded Lecture courses are available.
- The Institute has been selected for a prestigious QEEE: Quality Enhancement in Engineering Education project run by MHRD in collaboration with IIT Madras to enhance the quality of Indian Engineering education and bridge the quantity-quality gap.
- This College is among the few institutions who are the proud recipient of World Bank Financial Assistance of 8.2 Crores under Technical Education Quality Improvement Programme (TEQIP) Phase-II of Central Government with highest performance score of 9.7. College under subcomponent 1.2 TEQIP-II and Rs. 4.0 Crores for Post Graduate & Research Promotion.
- The Institute has an impressive infrastructure and is one of the best in the region. The academic environment is conducive for carrying out quality education practices for advancements and dissemination of knowledge.

- The students and faculty members have gained recognition at National & International level to come out with flying colors.
- There are 4550 plus publications by faculty members at International and National level conferences and around 100 plus publications in refereed Journals.
- There are 79 patents by faculty & students.
- Faculty members have many books publications on their account.
- Many of the faculty members have worked as Reviewers, Session chairs, Technical Committee members at worldwide conferences/journals. The institute is rarest to have such a kind of intellectual capital.
- The institute has received 31 grants like MODROBs/RPS and IEDC (Entrepreneurship Development) from reputed agencies like AICTE, DST etc. It has also received 16 grants for SDP/STTPs and 08 travel grants.
- It has organized many International/National level Workshops, Seminars & Symposiums including 07 International and 30 National level quality conferences.
- The institute is having very fine ranking
  - Top 10 Best Industry Linked Institutes by AICTE-CII Survey report of 2013.
  - Highly Ranked by Business Today MDRA Survey
  - 35<sup>th</sup> Position as Best performing Institute by Silicon India
  - Recognition as one of the best performing Institute by India Today
  - Recognition as one of the best performing Institute by Dalal Street Magazine.
  - Ranked at 6<sup>th</sup> position in patent filing as per annual report of Indian patent office for 2013-14.
- The institute is having very fine student's placement record.
- Scholarships offered to Backward Class Community (SC/ST/NT/OBC/EBC/MINORITY) admitted through CAP, provided requisite criterion is fulfilled and 50% waiver in tuition fee for ward of teaching & nonteaching staff of Institute.
- It has on its count many MoU and collaborations with International/National level reputed Universities and Organizations.
- The Institute has student chapters/branches of major Professional societies like IEEE, CSI, ASME, SAE, ASCE, IETE, SMC, ISTE, ICI, IE(I), EWB, ACM etc. It has spent around 2 Lacs per year for the membership of students and faculty members.
- The Institute has sponsored around 55 faculty members to visit abroad for attending International Conferences/ extending collaborative research at various renowned Universities.
- The Institute routinely organizes the guest lectures and expert lectures by eminent and veteran personalities from Technical Education and Industries.
- The organization of International Conferences, training programmes, CEP courses, seminars, workshops have resulted in strong networking of institutions.
- Teaching Scheme (Syllabi) of various program are design as per the guideline of National Knowledge Commission (NKC) of March 2008.

No wonder, with all these achievements, GHRCE is the premier Institute in Maharashtra and Central India.

## Vision

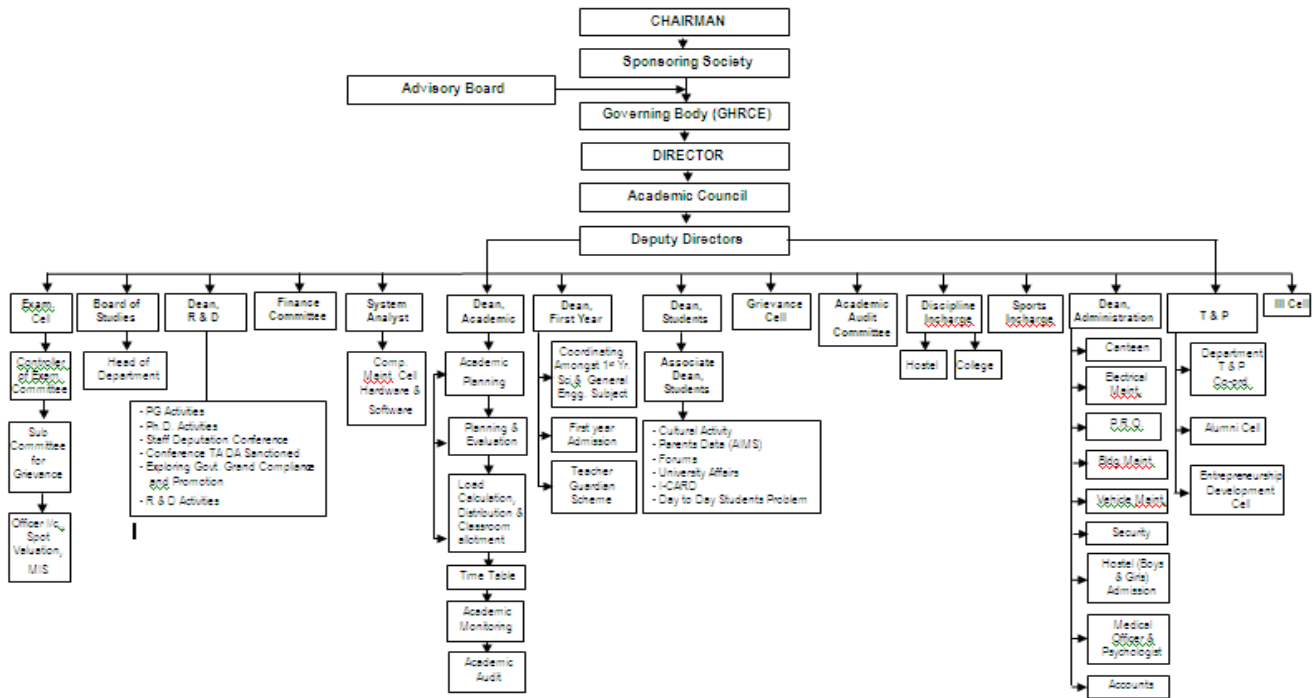
To achieve excellent standards of quality education by keeping pace with rapidly changing technologies and to create technical manpower of global standards with capabilities of accepting new challenges.

## Mission

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

## Structure of Governance

The administrative set up and pattern of governance of the College is to focus at formulating innovative practices in order to achieve academic excellence. There is an active participation of over 100% of the faculties in all Administrative and other bodies of the College. Thus, College is practically run and maintained by its teachers. As a result there is a transparent functioning of the College. The College has presently following Administrative Structure.



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## 1.0 Abbreviations and Definitions

- 1.1 “AICTE” means All India Council for Technical Education.
- 1.2 “Autonomous Institution/College” means an institution/college designated as autonomous by UGC under UGC Act 1956 & affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
- 1.3 “Academic Autonomy” means freedom in all aspects of conducting academic programs, granted by University for academic excellence
- 1.4 “AC” means Academic Council
- 1.5 “BE” means Bachelor of Engineering as undergraduate degree awarded from university
- 1.6 “BoG” means Board of Governance of the Institute.
- 1.7 “BoS” means Board of Studies
- 1.8 “Branch” means specialization in a program like B.E. in Civil Engineering or M.Tech. in CAD/CAM
- 1.9 “CGPA” means Cumulative Grade Point Average
- 1.10 “CoE” means Controller of Examinations
- 1.11 “Course” or “Subject” means a theory/ practical/ other item mentioned in the Scheme of Examination, identified by the number and title
- 1.12 “CAE” means class assessment examination
- 1.13 “CBCS” Choice Based Credit System
- 1.14 “CTS” means Credit Transfer Scheme
- 1.15 “Dean AC” means Dean (Academic)
- 1.16 “Dean SAC” means Dean (Student & Counseling)
- 1.17 “Dean R&D” means Dean (Research & Development)
- 1.18 “DSY” Direct Second Year
- 1.19 “DTE” means Directorate of Technical Education, Government of Maharashtra
- 1.20 “ESE” means End Semester Examination
- 1.21 “ES” means Examination Scheme
- 1.22 “GATE” means Graduate Aptitude Test in Engineering
- 1.23 “GHRCE” means G H Raisonni College of Engineering
- 1.24 “HOD” Head Of Department
- 1.25 “Institution” or “College” or “GHRCE” means G.H. Raisonni College of Engineering, Nagpur unless indicated otherwise
- 1.26 “JEE ” Joint Entrance Examination
- 1.27 “M.E.” means Master of Engineering Program
- 1.28 “M.Tech.” means Master of Technology Program
- 1.29 “PG” Program means Post graduate Program
- 1.30 “RTMNU “ or “University” means Rashtrasant Tukadoji Maharaj Nagpur University
- 1.31 “RPC” Research Progress Committee
- 1.32 “RRC” Research Review Committee
- 1.33 “SGPA” means Semester Grade Point Average
- 1.34 “State Government” means Government of Maharashtra
- 1.35 “TAE” means Teachers Assessment Evaluation
- 1.36 “TS” Teaching Scheme
- 1.37 “UG” Program means Undergraduate degree awarded by university
- 1.38 “UGC” means University Grants Commission

**2.0 Programs Offered:** G.H. Raisoni College of Engineering Nagpur, offers following Programs.

**2.1 Undergraduate Programs in Engineering/Technology**

<b>Sr. no.</b>	<b>Programs Title</b>	<b>Code</b>
01	B.E. in Civil Engineering	CIV
02	B.E. in Computer Science and Engineering	CSE
03	B.E. in Electronics and Telecommunication Engineering	ETC
04	B.E. in Electrical Engineering	ELE
05	B.E. in Electronics Engineering	ETX
06	B.E. in Mechanical Engineering	MEC
07	B.E. in Information Technology	IFT

**2.2 Undergraduate Programs in Direct Second Year in Engineering/Technology**

<b>Sr. no.</b>	<b>Programs Title</b>	<b>Code</b>
01	B.E. in Electronics and Telecommunication	ETC
02	B.E. in Mechanical Engineering	MEC
03	B.E. in Computer Science and Engineering	CSE

**2.3 Postgraduate Programs**

<b>Sr. no.</b>	<b>Programs Title</b>	<b>Code</b>
01	M.Tech. VLSI	VLS
02	M.Tech. Electronics	ETR
03	M.Tech. Communication Engg.	CME
04	M.Tech. Computer Sci &Engineering	CSE
05	M.E.Wireless Comm. & Computing	WCC
06	M.E. Embedded System & Computing	ESC
07	M.Tech. Mobile Tech.	MOT
08	M.Tech. CAD-CAM	CAD
09	M.Tech. Heat Power Engineering	HPE
10	M.Tech. Integrated Power System	IPS
11	M.Tech. Environmental Engineering	ENV
12	M.Tech. Transportation Engineering	TPN
13	M.Tech. Structural Engineering	STR
14	M.Tech. Power Electronics & Drives	PED
15	Master of Business Administration	MBA
16	Master of Computer Application	MCA
17	5½ Integrated Program in Master of Technology	MTM

## 2.4 Research Programs

Sr. no.	Programs Title	Remark
01	M.E. (By Research) in Electrical Engineering	As per RTMNU Registration process
02	M.E. (By Research) in Civil Engineering	
03	M.E. (By Research) in Mechanical Engineering	
04	M.E. (By Research) in Electronics Engineering	
05	M.E. (By Research) in Computer Science and	
06	M.E. (By Research) in Information Technology	
07	M.E. (By Research) in Electronics &	
08	Doctoral Program PhD in Electrical Engineering	
09	Doctoral Program PhD in Civil Engineering	
10	Doctoral Program PhD in Mechanical Engineering	
11	Doctoral Program PhD in Electronics Engineering	
12	Doctoral Program PhD in Computer Science and	
13	Doctoral Program PhD in Information Technology	
14	Doctoral Program PhD in Electronics &	
15	Doctoral Program PhD in Physics	
16	Doctoral Program PhD in Chemistry	

## 3.0 Rules of Admission

- a. The Institute shall offer such UG Programs and of such minimum duration as the GB may approve on the recommendation of the council either on its own or on the initiative of a Department and/or on the direction of the DTE/ UGC/ affiliated university.
- b. The Institute shall adopt procedures to admit the students to the different Undergraduate/Postgraduate Programs as prescribed by BOG and DTE.
- c. The Institute shall follow norms for eligibility of the students for admission to various Programs as per AC / BOG of the institute.
- d. The Institute may follow admission procedure strictly in order of merit as per Government of Maharashtra CAP round, Minority rounds and Institute level admissions.
- e. The Institute shall fix the dates for complete schedule of Programs till the students are admitted as approved by BOG and as per instructions from DTE / state government time to time.
- f. The Institute shall follow the Reservation Policy as per Minority institute rules laid down by state government for admission of students to various Programs.
- g. The intake of students for the various Programs shall as per AICTE time to time.
- h. The Academic Programs of Institute shall be based on semester systems as prescribed by academic council. Each academic year shall consist of two semesters; one Odd semester (June to November) and other Even semester (December to May) and as per guided by academic council time to time
- i. Education at the Institute shall be organized around Credit based System of a study.

- j. The Institute shall have Relative Grading System (on a 10 point scale) for evaluation of student's performance in various Examinations as per relative grading system.
- k. The period of Academic session shall be such, as may be notified by the Institute from time to time.
- l. The medium of instructions and examinations shall be English.
- m. Such other provisions and such other amendments prescribed by the council / GB/BOM from time to time shall be also applicable.

### **3.1 Rules of Admission to B.E. First Year / Direct Second year of UG degree Programs in Engineering**

- a. The admissions are done strictly on Merit basis in transparent manner in accordance with the rules and regulations of DTE Maharashtra State.
- b. The detailed notification for the admission is published in all leading newspapers and on college website after the declaration of XII standard examination.
- c. Candidates have to fulfill the medical standards required for admission as set out in the information brochure of Director of Technical Education, Maharashtra state.
- d. If at any time after admission, it is found that a candidate has not fulfilled all the requirements laid down by DTE / University time to time, the institute may cancel the admission of the candidate and report the matter to the BoM and concerned government authorities as necessary.

### **3.2 Rules of Admissions to PG Degree programs (M.Tech /ME):**

- i. The admissions to **PG Degree programs (M.Tech/ME, MBA & MCA)** are done strictly on Merit basis in transparent manner in accordance with the rules and regulations of DTE Maharashtra State for minority institute.
- ii. Candidates have to fulfill the medical standards required for admission as set out in the information brochure of Director of Technical Education, Maharashtra state as published time to time.
- iii. If at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer letter of admission, the Director of the Institution may cancel the admission of the candidate and report the matter to the BoM and concerned government authorities as necessary.
- iv. The eligibility criteria for full time postgraduate programmes of study under Faculty of Engineering & Technology in different specializations leading to **M.Tech./ME Degree** is given below in Table-1.

**Table-1**

<b>Department</b>	<b>Name of the course</b>	<b>Eligibility Criteria</b>
Computer Science & Engineering	M.Tech (Computer Science & Engineering ) M.E. (Wireless Communication & Computing) M.E. (Embedded system & Computing) M.E. (Mobile Technology)	B.E. or Equivalent in Computer Science, Computer Science and Engineering, Computer Engineering, Information Technology, Computer Technology, Computer Science and Technology, Electronics Design Technology, Electronics and Telecommunication Engg, Electronics Engineering, Electronics Technology, Computer Telecommunication, Electrical, Electrical & Power, Electronics & Power, Computer Telecommunication , Communication System, Computational Mathematics, Computer Science & Information Technology, Computer Science and Systems Engineering, Computer Software & Hardware Engineering, Computing In Computing, Computing In Multimedia, Computing In Software, Communications Engineering, Digital Communications, Electrical & Electronics Engineering, Electronic Science & Engineering, Electronics & Communications Engineering ,Electronics & Computer Engineering, Electronics & Control Systems, Electronics & Information Systems, Electronics & Instrumentation Engineering, Electronics & Power Engineering, Electronics & Telematics Engineering, Electronics Instrumentation & Control Engineering, Informatics Technology, Information & Communication Technology, Information Science & Engineering, Information Science & Technology, Information Engineering, Information Technology & Engineering, Applied Electronics, Applied Electronics & Instrumentation, Applied Electronics & Telecommunication Engg, Electrical & Instrumentation Engg., Electrical Instrumentation & Control Engg., MCA of any recognized Indian University.
Electronics Engineering	M.Tech (Electronics Engg.)	B.E. or Equivalent in Applied Electronics, Applied Electronics and Instrumentation Engineering, Applied Electronics and Telecommunications Engineering, Communication Systems, Communications Engineering, Digital communications, Electrical and Electronics Engineering, Electrical and Instrumentation Engineering, Electronic Science & Engineering, Electronics, Electronics & Communications Engineering, Electronics & Computer Engineering, Electronics & Control systems, Electronics & Electrical Engineering, Electronics & Information systems, Electronics & Instrumentation Engineering, Electronics & Power Engineering, Electronics and Telecommunications Engineering, Electronics and Telematics Engineering, Electronics Design & Technology, Electronics Engineering, Electronics Instrumentation & Control Engineering, Electronics Technology, Information & communication Technology, Information Science & engineering, Information Science & Technology, Information Technology, Information Technology & Engineering, Instrumentation



		<p>Electronics &amp; Electrical Engineering, Electronics &amp; Instrumentation Engineering, Electronics &amp; Power Engineering, Electronics Instrumentation &amp; Control Engineering, Energy Engineering, High Voltage Engineering, Instrumentation &amp; Control Engineering , Instrumentation Engineering, Instrumentation Technology, Machine Design, Power Electronics, Power Electronics &amp; Drive, Power Electronics Engineering, Power Engineering, Power Plant Engineering, Power System, Power System Engineering, Electronics &amp; Power, Electrical and Electronics/ Industrial Electronics/ Applied Electronics And Instrumentation Engineering/ Control And Instrumentation/ Instrumentation Electronics/ Control System/ Electrical Engineering, Electrical and Electronics Engineering/ Electrical Engg [Electrical and Power],/ Electrical Engg [Electronics and Power] / Electrical and Electronics [Power System], of any recognized Indian University.</p>
Mechanical Engineering	<p>M.Tech (Heat Power Engineering) M.Tech (CAD / CAM)</p>	<p>B.E. or equivalent in Power Engineering, Automobile Engineering, Mechanical Engineering, Mechanical Engineering[Sandwich], Aeronautical Engineering, Automobile Technology ,Energy Engineering, Marin Engineering, Marin Technology, Power plant Engineering, Thermal Engineering of any recognized Indian University.</p> <p>B.E. or Equivalent in Industrial Engineering, Automobile Engineering, Production Engineering, Mechanical Engineering, Mechanical Engineering[Sandwich], Production Engineering[Sandwich], Advanced Manufacturing system, Automation &amp; Robotics, Automation Engineering, Industrial &amp; Production Engineering, Industrial ENGINEERING &amp; Management, Industrial Safety Engineering , Manufacturing Engineering, Manufacturing Engineering &amp;Technology , Manufacturing Science &amp;Technology, Manufacturing Technology , Material Science &amp; Engineering, Material Science &amp; Technology , Mechanical &amp; Automation Engineering, Mechatronic , Production Design &amp; Engineering, Tool Engineering, Production &amp; Industrial Engineering, Production Engineering &amp; Design, Computer aided design, Computer aided design &amp; Manufacturing of any recognized Indian University.</p>
Civil Engineering	<p>M.Tech (Environmental Engineering)  M.Tech (Transportation Engineering)</p>	<p>B.E. or equivalent in Civil Engineering, Civil Technology ,Construction Engineering,Construction Engineering &amp; Management ,Construction Technology , Construction Technology &amp; Management ,Environmental Engineering, Environmental Geomatics ,Environmental Management , Environmental Science &amp; Engineering ,Environmental Science &amp; Technology, Water &amp; Environmental Technology ,Civil and Water Management Engineering, Chemical Engineering, ,Chemical Technology, Healthy Safety &amp; Environmental of any recognized Indian University.</p> <p>B.E. or equivalent in Civil Engineering, Civil Technology, Construction</p>



	M.Tech (Structural Engineering)	Engineering, Construction Engineering & Management, Construction Technology, Construction Technology & Management, Transportation Engineering, Civil and Water Management Engineering, Environmental Engineering, of any recognized Indian University.  B.E. or equivalent in Civil Engineering, Civil Technology , Construction Engineering, Construction Engineering & Management, Construction Technology ,Construction Technology & Management , Structural Engineering, Civil and Water Management Engineering, Environmental Engineering, Building construction & Technology, Infrastructure Engineering of any recognized Indian University.
Electronics & Telecommunication Engineering	M.Tech (Communication Engineering)	B.E. or Equivalent in Electronics Engineering Electronics Engineering ,Electronics and Telecommunication Engineering, Electronics and Communication Engineering, Communication Systems, Digital Communication , Instrumentation Engineering , Instrumentation Technology, Information Engineering , Electronics Technology ,Electronics Design Technology, Electronics Science and Engineering ,Electronics and Telematics Engineering, Electronics and Control Systems, Electronics and Information Systems ,Wireless Technology ,Industrial Electronics, Applied Electronics and Instrumentation Engineering, Applied Electronics and Telecommunications Engineering, Communications Engineering, Electronics & Computer Engineering, Electronics & Information systems, Electronics & Instrumentation Engineering, Electronics Instrumentation & Control Engineering, Information Science & Engineering, Information & Communication technology, Information Technology & Engineering, Telecommunication Engineering, Information Science & Technology of any recognized Indian University.

**3.3.** The eligibility criteria for full time postgraduate programme of **MBA and MCA Degree** shall as approved by DTE time to time.

**3.4. The admission to 5½ year Integrated Program in Master of Technology Management (MTM)**

B.E. 2<sup>nd</sup> sem. passout students of U.G. program may give the option for admission to five and half years Integrated Program in Master of Technology Management (MTM) as per the Merit.

**3.5 Rules of Admission to doctoral degree (Ph.D.) & ME by research program in Engineering [Direction No. 29 of 2012(refer website [www.nagpuruniversity.org](http://www.nagpuruniversity.org))]**

G H Raisoni College of Engineering offers Ph.D. degree & M.E. (by Research) degree through its various Departments. The award of Ph.D. degree is in recognition of high academic achievements,

independent research and application of knowledge to the solution of technical and scientific problems in Engineering and Technology. Creative and productive inquiry is the basic concept underlying the research work.

The research work shall be an original work characterized either by the discovery of facts, or by a fresh approach towards the interpretation and application of facts. It shall demonstrate the candidate's capacity for critical examination and sound judgment and shall represent original contribution to the existing knowledge.

The degree of Doctor of Philosophy is granted by university for research work in areas recognized by the academic departments of the Institute. The degree of Doctor of Philosophy will be awarded by university in the discipline of the department in which the candidate is registered.

### **3.5.1 Eligibility**

- M.E. (by Research) As per ordinance
- Ph.D Programs as per Direction No. 29 of 2012

### **4.0 Enrolment:**

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

### **4.1 Student's Roll No. / Registration code**

After completion of admission, students are given an unique registration code/roll number, alpha numeric of 15 (YYYYABBBDDNNNNN) details as below

YYYY : Year of Admission

A: Autonomous Scheme

BBB : Branch Code

DG : Degree UG/PG (01/10)

NNNNN : Serial Number (Roll Number)

## **5.0 Registration**

### **5.1 Registration for the UG Programs:**

- a. The students admitted to the First year (First/second Semesters) of UG course will have to register for the courses as per the admission rules of CBCS scheme implemented from 2015-16 onwards. Teacher Guardian is allotted to a group of student 20.

<b>Admission to Term</b>	<b>Candidates should have earned PASS grade OR earned CREDITS in the following examination</b>
TERM – I	XII Std OR equivalent
TERM – II	--
TERM – III	CREDITS 30
TERM – IV	--
TERM – V	CREDITS 75
TERM – VI	--
TERM - VII	CREDITS 120
TERM - VIII	--

- b. Registration for third and subsequent semesters (Second year onwards) of UG Programs shall be as per the conditions laid down below:-

<b>Admission to Semester</b>	<b>Candidates should have earned PASS grade in all the heads of the following examination</b>	<b>Candidate Should have Appeared for The examination of semester</b>	<b>Candidates should have earned atleast PASS grade in all the heads except in FOUR passing heads of the following examination taken together (excluding Audit Courses)</b>
III Sem.	Diploma first class	II Sem	I and II Sem. Together
IV Sem	--	III Sem	--
V Sem.	I & II Sem.	IV Sem	III Sem. And IV Sem. Together
VI Sem	--	V Sem	--
VII Sem.	III and IV Sem.	VI Sem	V and VI Sem together
VIII Sem	--	VII Sem	--

The minimum CGPA for award of degree shall be 5.25

### **5.2 Registration of Postgraduate Engineering (ME/M.Tech) students**

The PG students shall be promoted to higher semester as per the conditions laid down below:-

<b>Admission to Semester</b>	<b>Candidates should have earned PASS grade in all the heads of the following examination</b>	<b>Candidates should have earned at least PASS grade in all the heads except in TWO passing heads of the following examination taken together (excluding Audit Courses)</b>
I Sem.	B.E/ B.Tech/ Section A & B of IEI Engineering Courses	-----

II Sem.	--	I Sem.
III Sem.	--	I & II Sem.
IV Sem.	I, II Sem.	III Sem.

The minimum CGPA for award of degree shall be 6.25

### 5.3 Registration of Postgraduate MBA students

The PG MBA students shall be promoted to higher semester as per the conditions laid down below:-

Admission to Semester	Candidates should have earned PASS grade in all the heads of the following examination	Candidates should have earned atleast PASS grade in all the heads except in THREE passing heads of the following examination taken together (excluding Audit Courses)
I Sem.	Any Graduate from recognized University	-----
II Sem.	-----	I Sem.
III Sem.	-----	I & II Sem.
IV Sem.	I and II Sem.	III Sem.

The minimum CGPA for award of degree shall be 6.25

### 5.4 Registration of Postgraduate MCA students

The PG MCA students shall be promoted to higher semester as per the conditions laid down below:-

Admission to Semester	Candidates should have earned PASS grade in all the heads of the following examination	Candidate should have appeared for the examination of semester	Candidates should have earned atleast PASS grade in all the heads except in TWO passing heads of the following examination taken together (excluding Audit Courses)
I Sem.	Bachelor Degree with Maths or Statistics at 12 or higher level examination	-----	-----
II Sem	-----	I Sem	-----
III Sem.	---	II Sem	I Sem & II Sem.
IV Sem	-----	III Sem	
V Sem.	I & II Sem	IV Sem	III & IV Sem.
VI Sem.	III & IV Sem	-----	V Sem.

The minimum CGPA for award of degree shall be 6.25

### 5.5 Registration of 5½ year Integrated Program in Master of Technology Management (MTM)

B.E. 2<sup>nd</sup> sem. passout students of U.G. program may give the option for admission to five and half years Integrated Program in Master of Technology Management (MTM) as per the Merit.

- 1) The students are required to submit the application (**available on college website**) with Email Id, Mobile no. CGPA and branch.
- 2) The students are required to attach Xerox copy of grade card of 2<sup>nd</sup> sem. exam.
- 3) The application should be submitted to reception counter of G.H. Rasoni College of Engineering, Nagpur.
- 4) The Examination for this course shall be governed by Direction No. 1 of 2011.

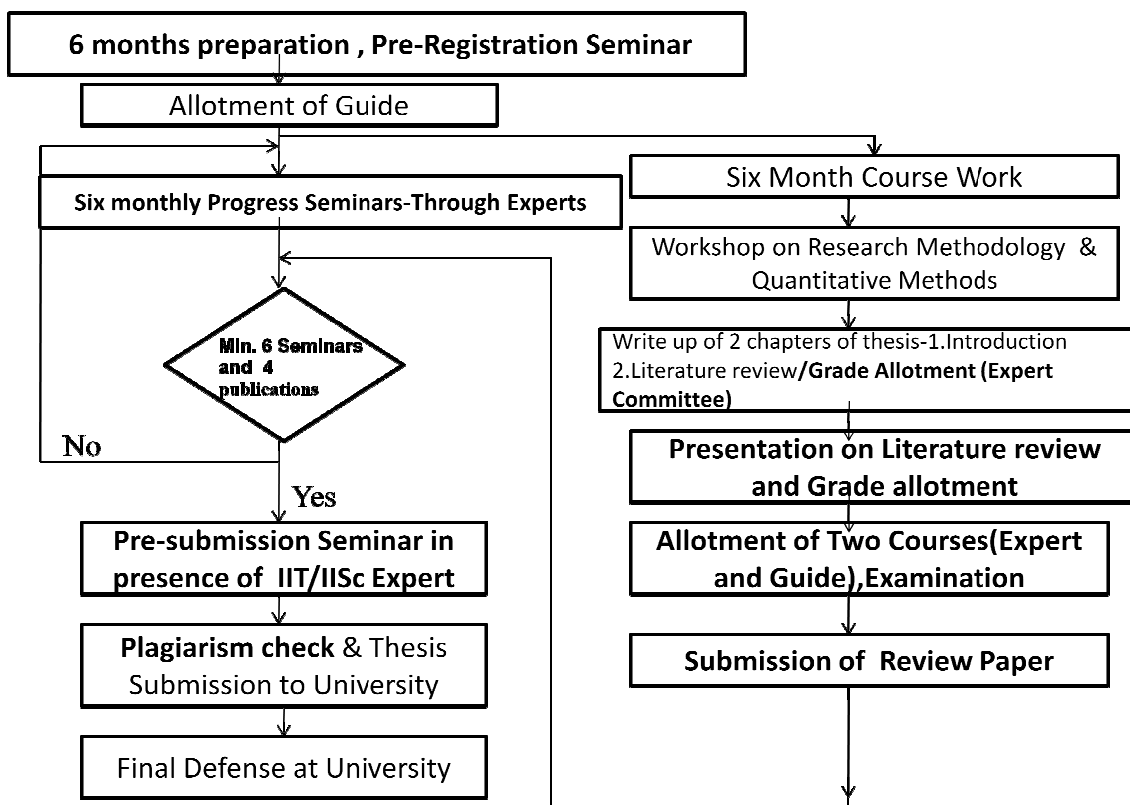
The branch wise number of seats available (proportional to sanction intake) will be as follows:

Sr. No.	Branch	Intake
1	Electronics Engineering	8
2	Electronics and Telecommunication Engineering	12
3	Mechanical Engineering	8
4	Electrical Engineering	8
5	Computer Science and Engineering	12
6	Civil Engineering	8
7	Information Technology	4
<b>Total Intake (inclusive of all sections of all UG branches)</b>		<b>60</b>

### 5.6 Registration of ME by Research / PhD Scholars

- i. Candidate Approach to Head of Department with Pre-requisite documents. (for PhD, PET Score Card / Exemption Certificates).
- ii. Download the application form of Research Centre (GHRCE, Nagpur) from Institute website <http://ghrce.raisoni.net/>
- iii. Submit duly filled form along with copy of synopsis duly signed by candidate and approved supervisor (Co Supervisor if applicable), attested copies of mark sheets and degree certificates and DD/cash for prospectus and application form to R&D cell
- iv. Appear for Pre-registration seminar in respective department as per schedule.
- v. Based on recommendation in Pre-registration seminar, candidate has to deposit prescribed fees and submit the original application form of Institute along with synopsis, fee receipt and attested documents to student section.

- vi. Photo copy of the same form and synopsis along with receipt of fees is to be submitted to respective department & R&D cell
- vii. Application Form of R.T.M. Nagpur University (complete in all respect) of Direction No.29 of 2012 to be forwarded by Head, place of Research.
- viii. Duly filled form of Rashtasant Tukadoji Maharaj Nagpur University, Nagpur along with eight copies of synopsis and attested copies of documents to be submitted to Rashtasant Tukadoji Maharaj Nagpur University, Nagpur.
- ix. Photocopy of the duly filled University form along with receipt of registration fees to be submitted to Student section, R&D cell and respective department.



**The ME by Research / PhD scholar has to comply with following:**

- i. As per predefined schedule and the recommendation of RPC and expert committee constituted at institute level, the scholar shall complete all stages of 06 months course work on research methodology & qualification required.
- ii. The student has to carry out the experimentation and testing for the research on his/her topic simultaneously with the course work at the registered center.
- iii. He/she shall deliver progress seminars on his/her work in every six month before the RPC. Failure in two consecutive seminars shall amount to discontinuation from the Programs.

## **Thesis Submission**

- i. After satisfying all prerequisite laid by the RPC and in order to arrange the pre-submission seminar, a research scholar shall inform in writing to R&D cell about his/her intent for submission of Ph.D. thesis through his/her supervisor and head of department. Then the R&D cell shall arrange the pre-submission seminar of the research scholar. The date shall be informed to research scholar and the supervisor immediately.
- ii. Before the pre-submission seminar, ME by research scholar shall publish at least TWO research papers in the journal of repute.
- iii. Before the pre-submission seminar, PhD scholar shall publish at least FOUR research papers out of which THREE should be in the refereed journal. The thesis should be checked for plagiarism (should be within permissible range)
- iv. The student shall have to deliver pre-submission seminar before the Committee consisting of RPC members and one expert from Indian Institute of Technology (IIT)/ IISC/ Research Organization / Institute repute. Dean (R&D) shall appoint the committee in consultation with concerned head of department and Director. It will be an Open defense. Circular in this matter shall be notified at least a week before in any case not less than three days to all heads of departments by R&D cell.
- v. The student shall be allowed to submit the Dissertation within the prescribed period after satisfactory performance in pre-submission seminar before the RPC & complying with suggestion by expert. The copy of thesis is to be submitted to respective department & Institute library.

## **Work to be complied by Research scholar during Ph.D. thesis submission**

### **With application for Pre submission Seminar**

- Request letter for pre submission seminar in favour of Director duly forwarded by Guide, R & D Coordinator, HOD of concerned department, RPC members for respective candidate with clear remarks mentioning status of work of candidate
- Two(02) office files containing Xerox of registration letter, all progress seminar reports submitted to university(duly acknowledged by University), all progress seminar reports submitted to GHRCE(in prescribed GHRCE format), Summary of publications during tenure as Ph.D. Scholar, Hardcopies of all papers published(Published copies of papers),Plagiarism reports of papers published, certificate of coursework on Research Methodology, Remark from RPC Expert regarding thesis submission, report of fees paid (accounts section)
- Four (04) spiral bound copies of summary of Ph.D.
- Draft copy of thesis prepared (01 set)
- Softcopy of summary, Draft copy of thesis prepared to R & D Cell (in CD form-02 No)-in MS word
- iThenticate plagiarism report of thesis-R & D Coordinator of department to do this and intimate and mail to research scholar

### **After consent from Administration & R & D Cell**

1. Pre-Submission seminar fees and receipt to be submitted to R & D cell

### **1 week before Pre submission seminar**

1. Four (04) spiral bound copies of ppt of pre submission seminar
2. Softcopy of PPT of pre submission seminar to R & D Cell (in CD form-02 No)-(in .ppt form)

### **20 days before submission of thesis to university**

- Application in favor of Director for thesis submission duly forwarded by Guide, R & D Coordinator, HOD of concerned department with remark from HOD regarding incorporating changes in thesis as per report from expert
- Hardcopy of Final draft copy of thesis with all changes suggested by Expert along with plagiarism report through iThenticate software attached in it
- Softcopy of final Draft copy of thesis prepared to R & D Cell (in CD form-02 No)-in MS word
- Hardware/Software developed during research work to be submitted to department at GHRCE.
- 5.NOC-Student Section

### **(HODs and R & D Coordinators of respective departments to ensure compliance of all above stages before forwarding thesis of candidate to R & D Cell of GHRCE)**

The candidate should submit thesis completing all necessary formalities at institute and university within 3 months from date of issue of certificate for Ph.D. Pre submission seminar incorporating all suggestions given by expert. The certificate for Ph.D. Pre submission seminar is valid for 3 months only. In addition to number of copies of final thesis required to be submitted to University, the candidate has to prepare 02 additional copies of final thesis (01 copy to be submitted to centralized library at GHRCE and 01 copy to be submitted to department HOD for department Library at GHRCE) (Minimum one month time to be considered after submission of all requisite documents mentioned above for arranging pre submission seminar)

### **Checks before Pre submission seminar**

- Latest copy of thesis (1 set),ppt(4 sets),summary(4 sets)- hardcopy and 2 CDs containing all these documents(MS word)
- Receipt for pre submission seminar fees
- Latest ithenticate plagiarism report for corrected copy of thesis

## **6.0 Fees to be charged for the Under Graduate, Post Graduate and Research degree programs**

- 6.1** For the UG and PG programs, the tuition and other fees charged to students over the duration of Programs shall be as per the approval of the Shikshan Shulk Samiti and BOG. The dates for payment of fees will be declared well in advance and intimated to the students through the website and other notices. There shall be separate examination fees.



**6.2** The tuition fees and other fees payable by the student will have to be deposited in the institution's office/bank as prescribed by the Shikshan Shulk Samiti and BOG, as per the given dates in the calendar of activities. The dates for payment of fees will be declared well in advance and intimated to the students through the website and other notices. Online payment facility is also available through ICICI Bank by RTGS/NEFT. As per recommendation from Shikshan Shulk Samittee, there is increase in 8% fees in second year of UG programs in Engineering, M.Tech/ME, MCA & MBA.

**6.3** For the ME by research and doctoral degree Programs, the tuition and/or other fees charged to students over the duration of the Programs shall be as decided by the BoG.

**6.4 Caution Money Deposits:**

Caution money deposits received from the students shall be refunded after successful completion of the course or after canceling the admission. Unless there is any recovery, no deduction shall be made from the caution money deposit. However, the amount of caution money deposit shall be transferred to Students Aid Fund in case if candidate does not apply for refund, within 3 complete financial years after the student actually leaves the institution; or, within 3 complete financial years after the date of successful completion of the course, whichever is earlier.

**7.0 a. Fees Concession / Scholarship:-** The various schemes of fee concession/Scholarship/freeship are as given below.

Sr. No.	Type of Fee concession	Eligibility Criteria
01	EBC (Economical Backward class)	CAP Admitted OPEN Category students of Economical Backward class & family annual Income should not be more than 1.0 lac <a href="http://www.dte.org.in">www.dte.org.in</a>
02	Scholarship/ freeship	ONLY for CAP admitted Category students (OBC/SC/ST/VJNT/SBC) <a href="http://www.mahaeschol.maharashtra.gov.in">www.mahaeschol.maharashtra.gov.in</a>
03	State Minority Scholarship	Students (Muslim, Christian, Sikh, Buddhist, Parsi & Jain minority community) should be domicile of Maharashtra state & passed SSC from Maharashtra state only & family annual Income should not be more than 6.0 lacs <a href="http://www.dte.org.in">www.dte.org.in</a> , <a href="http://www.dtemaharashtra.gov.in/scholarships">www.dtemaharashtra.gov.in/scholarships</a>
04	Central Minority Scholarship	Students (Muslim, Christian, Sikh, Buddhist, Parsi & Jain minority community) & family annual Income should not be more than 2.5 lacs <a href="http://www.dte.org.in">www.dte.org.in</a> , <a href="http://www.dtemaharashtra.gov.in/scholarships">www.dtemaharashtra.gov.in/scholarships</a>
05	Central Sector Scholarship	for students belonging to Maharashtra state only Income limit not more than 6.0 lacs
06	National Foundation for teacher's welfare	Children of school Teachers <a href="http://www.mhrd.gov.in/nftw">www.mhrd.gov.in/nftw</a>

### 7.0 b. Annual Income Criteria for SCHOLARSHIP/ FREESHIP

Type of Fee concession	SCHOLARSHIP	FREESHIP
OBC	Income < 1.0 L 50 % concession in tuition fee, exam. fee & maintenance allowance	Income above 1.0 L upto 4.5L 50 % concession in tuition fee & exam. fee
SC	Income <2.0 L Concession in Tuition fee, exam. fee & maintenance allowance	Income above 2.0 L Concession in tuition & exam. fee
VJNT	Income < 1.0 L Concession in tuition fee, exam. fee & maintenance allowance	Income above 1.0 L upto 4.5L Concession in tuition & exam. fee
SBC	Income < 1.0 L Concession in tuition fee, exam. fee & maintenance allowance	Income above 1.0 L upto 4.5L Concession in tuition & exam. fee
ST	Income < 2.5 L Concession in tuition fee, exam. fee & maintenance allowance	Income above 2.5 L Concession in tuition & exam. fee

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

### 8.0 Change of Branch

Students are eligible to apply for a change of branch only after successfully completing the first two semesters of UG in one attempt & have minimum 8.00 CGPA. The rules/ guidelines shall be as per the following directives in place; issued by the Government.

7.1 Change of branch shall be offered to the candidates, if clear vacancies exist.

7.2 Students must apply for change of branch within 15 days after the declaration of the second semester result and can give his choices in order of preference in the prescribed format.

7.3 All such transfers shall be permitted only at the beginning of the third semester.

## **9.0 Duration of Degree Program**

### **9.1 Minimum Duration of the programs:**

- a) The full time UG Program shall be of four years / eight semester duration. For those students who are admitted directly to Second Year of regular BE program, the minimum duration shall be of three years/ six semesters.
- b) The full time PG Programs M.E./M.Tech. and MBA shall be of two years / four semester duration.
- c) The full time PG Programs MCA shall be of three years / six semester duration.
- d) The ME (by research) program shall be as per the directives of RTMNU.
- e) The Doctoral Programs shall be as per the directives of RTMNU.

### **9.2 Maximum Duration of the programs:**

- a) The full time U.G. Programs shall be completed in 6 years/12 semester.
- b) The full time P.G. Programs shall be completed in 4 years/8 semester for M.E./M.Tech. , MBA and for MCA 5 year/10 semester OR as per affiliated university RTMNU.
- c) The ME (by research) shall be as per the directives of RTMNU.
- d) The Doctoral Programs shall be as per the directives of RTMNU.

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

## **10.0 Starting a New Programs**

- a) The concerned department of the college should conceive the idea of introducing new course and it should be well discussed in the Board of Studies/Subject Board of that subject. The Board of Studies/Subject Board shall formulate the idea into a proposal with all necessary details such as objectives, eligibility, course content and fees structure. Such proposal shall be forwarded to the Academic Council/Board. The proposal shall be in the form of an ordinance.
- b) The Academic Council/Board shall discuss such proposal in its meeting and shall approve the proposal, in case the Council/Board finds the proposal to be appropriate. The Academic Council/Board shall have the right to send back the proposal to the Board of Studies/Subject Board for revision/ modification or may reject the proposal giving suitable reasons. The proposal can be resubmitted to the Academic Council/Board for reconsideration after the necessary modifications are made.
- c) The proposal approved by the Academic Council/Board shall ultimately be submitted to the Governing Body/BOM of the college for final approval and for permission to execute the proposal.

- d) The college shall send all proposals approved by the Governing Body/BOM of the college to the University for information in accordance to the guidelines of UGC under XI<sup>th</sup> Plan.
- e) The college is free to start diploma (UG/PG) or certificate courses without the prior approval of the University. Diplomas and certificates shall be issued under the seal of the college.

All above shall be strictly as per UGC guidelines from time to time

### 11.0 Semester System

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

i	B.E. Programme	8 Semesters
ii	MCA Programme	6 Semesters
iii	MBA Programme	4 Semesters
iv	M.Tech /M.E.Programme	4 Semesters
v	M.E. (By Research)	5 Yrs
vi	Ph.D.	5 Yrs

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

### 11.1 Academic Calendar:

Total Number of Days	15 weeks / 90 Days
Odd Term	June to October
Even Term	December-April
Winter Exam	October-November
Summer Exam	April-May
Summer vacation	May
Winter Vacation	November

### 12.0 Course Code :

The Programs offered by the College shall have an alphanumerical Programs code consisting of a string of seven characters followed by the title of the Programs.

- The first character shall represent the degree (like B for UG, M for PG).
- The next two characters in a Programs code shall be capital letters identifying the responsible department offering the Programs (like AM for Applied Maths, EE for Electrical Engg etc).
- The fourth character indicates the type of subject (like L for Theory and P for Practical) where as last three numbers indicate Programs number.

- Example:-Programs Code DDDTNMM (BMEL201)
  - D : Degree code ( B for Bachelor)
  - DD: Department Code (ME for Mechanical Engg)
  - T: Type of Subject (L for Theory)
  - N: Level of the Course (2 for second level)
  - MM: Indicate Course No. (01 indicate first course in the second level)

### 13.0 Teaching Scheme

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

The details composition of the Teaching Schemes is as follows.

#### 13.1 Course Credit System/Structure

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

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

Sr.No	Course	Hour	Credits for UG	Credits for PG
1	Lecture	1	1	1
2	Tutorial hour / week	1	1	1
3	Workshop / Laboratory/ Drawing	2	1	1
4	Project/Dissertation Stage I		*(As given below)	8
5	Project/ Dissertation Stage II		*(As given below)	16

\* (i)For Mechanical Engg. :-Compulsory Industry Internship (total credit =12) for full semester during VII semester in the industries. Also for Major Project Phase-I total credit = 8 and Project Phase-II total credit = 8 during during VII semester & VIII semester respectively.

(ii)For Civil Engg. :-Compulsory Field Project (total credit =16) for full semester during VIII semester in the industries/sites.

(iii)For Electrical Engg. :-Compulsory Industry Project-Phase -I (total credit =10) for full semester during VII semester in the industries and Project Phase-II total credit = 6 during VIII semester.

(iv) For Electronics, ETC:- Compulsory Project-Phase -I (total credit =2) during VII semester and Industry Project Phase-II total credit = 20 during VIII sem in the industries.

(v) For CSE:-Compulsory Project-Phase -I (total credit =4) during VII semester and Industry Project Phase-II total credit = 16 during VIII sem in the industries.

(vi) For IT:-Compulsory Project-Phase -I (total credit =2) during VII semester and Industry Project Phase-II total credit = 16 during VIII sem in the industries.

## **13.2 Minimum requirement for award of Degree**

### **13.2.1 Credits**

#### **a) B.Tech./B.E. Programs**

- The minimum number of credits to be earned for B.Tech./B.E. Programs in a discipline shall not be less than 180 credit points.
- Completion of all audit courses
- Completion of 6 weeks (4+2) internship

#### **b) M. Tech./M.E. Programs**

- The minimum number of credits to be earned for M.Tech./M.E. Programs in a discipline shall not be less than 80 credit points.
- Completion of all audit courses
- Completion of minimum 30 days industry internship

#### **c) M. B. A. Programs**

The minimum number of credits to be earned for M.B.A. Programs shall not be less than 100 credit points, successful completion of project and minimum 30 days industry internship.

#### **d) M. C. A. Programs**

The minimum number of credits to be earned for M.C.A. Programs shall not be less than 160 credit points, successful completion of project and minimum 30 days industry internship.

### **13.2.2 Audit Courses**

A student will be allowed to register for audit courses during the entire UG Program. Audit Course shall not carry any credit but will be reflected in Grade Card as “Audit” and will be awarded grade if student passes the course with minimum attendance and evaluation requirements. However, these will not be considered in the CGPA calculation. Students who are failed in audit course/s will have to repeat the course and will have to appear for the examination by filling the examination form and paying examination fees.

Audit course registration is online with number of student registration is 100 on First Come First Serve basis.

#### **Audit Course List :**

- Genetic Engineering
- Unconventional Energy Systems
- Intellectual Property Rights

- Sensors & Transducers
- Principals of Business Management
- Business Legislation
- Quantitative Decision Making
- Constitution of India
- Nanotechnology
- Bio Systems in Engineering
- Environmental Science
- Material Science
- Optimization Techniques
- Finance for Non Financials
- Foundation Course in Marketing Management
- Foundation Course in Human Resource Management
- Foundation Course in Accounting
- Financial Management
- Fuzzy Logic
- Reliability Engineering

#### **Foreign language**

- French
- German
- Spanish
- Japanese

#### **Hobby Courses**

- Pranayam and meditation
- Nature club and Trekking
- Guitar
- Sketching
- Volleyball
- Dancing
- Spirit of Entrepreneurship
- Electronics Circuit Design
- Photography
- Expressing Yourself
- Synthesizer
- Kathak
- Horse Riding
- Puzzle solving
- Canvas and Knife painting

### 13.2.3 Certificate Courses

Institute is running large number of skill enhancement programs in different batches through out the year. Student successfully completing three number of courses as per the groups approved by different board of studies time to time shall be entitled to award certificate.

The course can be done in group or indusial from offered list. If student completes group of three courses of 120 hrs as per given table can get certificate.

**Course List Table :**

Sr. No.	Name of Branch	Name of Diploma/ Certificate	Course Name	Duration (Hr.)	
1.	Information Technology	Mobile Application Development	Core Java	40 Hrs.	120 Hrs.
2.			Advance JAVA	40 Hrs.	
3.			Android Application Development	40 Hrs.	
4.	Information Technology	Web Programming	Web Programming using HTML	40 Hrs.	120 Hrs.
5.			Asp.NET	40 Hrs.	
6.			ORACLE	40 Hrs.	
7.	Civil Engineering	Building Design	Auto CAD Drawing	40 Hrs.	120 Hrs.
8.			SAP 2000	40 Hrs.	
9.			STAAD PRO	40 Hrs.	
10.	Electrical Engineering	Electrical Software	PLC & SCADA	40 Hrs.	120 Hrs.
11.			PSCAD	40 Hrs.	
12.			FACTS	40 Hrs.	
13.	Computer Science & Engineering	Diploma in Database Tools	Tableau	40 Hrs.	120 Hrs.
14.			Postgre SQL and WEKA	40 Hrs.	
15.			Instructional Design	40 Hrs.	
16.	Electronics Engineering	VLSI Embedded Systems	LAB VIEW	40 Hrs.	120 Hrs.
17.			Hands on Embedded system tools and boards	40 Hrs.	
18.			Application of Embedded & DSP Processor	40 Hrs.	
19.	Mechanical Engineering	Diploma in Computer Aided Design	CAD (NX-4-UGS Parametric)	40 Hrs.	120 Hrs.
20.			Creo Parametric, 3D Design software	40 Hrs.	
21.			Auto CAD	40 Hrs.	
22.	Electronics & Telecommuni cation Engineering	Signal & Image Processing	Fuzzy logic & tool box	40 Hrs.	120 Hrs.
23.			Signal & image processing Techniques	40 Hrs.	
24.			MATLAB & Simulink	40 Hrs.	
25.	Electronics & Telecommuni cation Engineering	Certificate Course in Signal and Image Processing	Signal & Systems	60 Hrs	180 Hrs
26.			Digital Signal Processing	60 Hrs	
27.			Digital Image Processing	60 Hrs	
28.	Electronics &	Diploma in	Telematics	40 Hrs.	120



29.	Telecommuni cation Engineering	Communication Technology	NS2	40 Hrs.	Hrs.
30.			Modeling & Simulation using TANNER	40 Hrs.	
31.	Electronics & Telecommuni cation Engineering	Diploma in Wireless Technologies	Wireless Communication	45 Hrs.	270 Hrs
32.			Telematics	60 Hrs.	
33.			Wireless Sensor Network (E-II)	45 Hrs.	
34.			Radar & Satellite Communication (E-II)	45 Hrs.	
35.			Self Study	30 Hrs	
36.			Mobile Communication (E-III)	45 Hrs	

### 13.2.4 Industrial Training / Internship

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

#### 13.2.4.1 All B.E. Program

Six Weeks Industrial Internship to be completed before entering 7<sup>th</sup> semester. This may include 2 weeks Social Internship\*

Six Months Project Internship during final year as per respective program scheme.

**13.2.4.2 All M.Tech/M.E Program** students are required to complete 4 weeks (One month) internship before entering 3<sup>rd</sup> semester of their course.

#### 13.2.4.3 MBA Program

45 days Summer Internship Program before entering 3<sup>rd</sup> Semester

Six Months Project Internship during fourth semester.

#### 13.2.4.4 MCA Program

4 weeks (One month) internship before entering 5<sup>th</sup> semester of their course.

Six Months Project Internship during Sixth semester.

#### 13.2.4.5 \*Social Internship:

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

### Registration Process

All processes related to internship are to be done through Student Portal <http://ghrce.edu.in/portal/> as follows

- i. Student Registration using raisoni.net email id
- ii. Online submission of Internship Request Form (IRF)
- iii. Approval is done by Dean Industry Relations online within one week of application.
- iv. Generation of Request Letter by III Cell for companies
- v. Submission of confirmation/joining letter to the concerned department
- vi. Online confirmation by concerned departmental III coordinator
- vii. Students are required to upload their completion certificates within one week of completion of internship. No back dated entries are allowed.

## **The Objectives of the Industrial Training/Internship**

- To provide an opportunity for students to familiarize with the industry of their discipline, experience work culture and discover the organizations within the industry. Students will acquire interpersonal skills through meeting with professionals in their field of study.
- To provide an opportunity for students to correlate theoretical lessons and principles with practical applications. Students will acquire practical skills and experience working on projects alongside industry experts.
- To provide an opportunity for students to discover grass root problems and fundamental issues in industry with a view to take up major project and development of innovative solutions.
- To provide the opportunity for the industry to identify potential employees and actively contribute to the teaching-learning process by ensuring that program curriculum satisfies the expectations of the industry and continual improvement.

## **Expected Learning Outcomes after the Training/Internship**

- Exposure to Organizational skills and professional practices.
- An Ability to work under supervision and directions.
- An ability to Efficiently complete tasks, foster good relationship with seniors and subordinates
- Improved Communication & interpersonal skills.
- Knowledge of Work Ethics of the company/industry.
- Knowledge of The industry, its markets and its governing operation standards.
- Knowledge of Expectations of the company /industry in general on employees.
- Exposure to latest technology applications to the specific discipline.
- Opportunity of Identification of relevant problems in the industry and innovative solutions.

## **General Guidelines for Six Months Industry Project Internship**

### Stages in Industry Internship

#### **Stage 01: Orientation in the company** (02 months)

- i. During the first two months of internship, the intern shall undergo an extensive orientation programme in industry.
- ii. The intern should carry out a detailed study of products /services, processes offered by the industry.
- iii. Intern should identify the suppliers, customers and competitors of the industry.
- iv. Intern should understand the organization structure, vision, mission policies and top management of the industry.

#### **Stage 02: Identification of Problem/Case study & Survey** (02 months)

- i. Intern should identify relevant problem based on issues involving product design and development, automation, process optimization, cost reduction, quality control, material handling, logistics, lay out design, energy audit, waste reduction, pollution control etc.
- ii. Intern should carry out comprehensive field/literature survey relevant to the selected topic.
- iii. Intern should finalize the methodology along with relevant software tools and prepare preliminary design, evaluate alternative solutions.

### **Stage 03: Completion of Project/ Case study (02 months)**

- i. Intern is expected to arrive at final solution/conclusion for the stated problem.
- ii. Intern should prepare a comprehensive report on the work done in the industry in the prescribed format.
- iii. Intern is expected to publish/present his contribution at national/international project/paper presentation competitions after obtaining necessary prior permissions.

### **Instructions for company Internship**

- No student is allowed to change the company midway or join another group.
- Students at no point of time during their project will remain absent. For any emergency they must obtain prior written permission of the industry and college.
- Students must obey all the rules, regulations laid down by the company.
- Students are instructed to take every possible safety precaution while working at the site.
- Students must be very punctual and regular at the industry. Surprise visits will be carried out at regular intervals.
- Students are instructed that they must follow all the deadlines with regards to admission form, examination form or other administrative matters. No concession on account of Industrial project will be granted in above regards.
- All official communication between students and guide/college will be through [raisoni.net](mailto:raisoni.net) email id.
- Students must update the college and guide about their current address and any future change in their site locations within the same company from time to time.
- Students will not behave in any manner, which will disregard the institution name.

### **Dos and Don'ts**

#### **Dos**

- Always report in time and be regular.
- Always maintain formal dress code as per company rules.
- Strictly adhere to all rules and regulations and safety norms.
- Be polite and cordial in all your interactions with industry personnel.
- Make a habit of noting down important points during meeting/discussions.
- Maintain strict confidentiality of company information.
- Take initiative and complete all assigned tasks with enthusiasm.
- Have a focused approach and positive attitude.
- Be open to constructive criticism.
- Always stay in touch with your college guide.
- Report your progress on fortnightly basis to college and industry.

#### **Don'ts**

- Compromise with your safety.
- Do lose talk or criticize company policies/executives.
- Take leaves without prior permission of industry/college.
- Be late.

- Misuse the facilities offered by the company.
- Take photographs/videos without permission.
- Encourage friends, relatives visiting workplace.
- Handle equipment in the absence of company supervisor.

**Department of Electronics & Telecommunications**  
**Project Internship (BECP 411) (VIII Semester)**

Six month / 24 week project industrial internship is primarily aimed at providing exposure to industrial environment considered necessary to groom students for the electronics & telecommunication engineering profession. The intern is expected to learn in details various aspects of Installation. Automation, product design, manufacturing processes, real time, innovative and research based project in industry, HR functions and so on with a view to understand holistically the working of a enterprise in product development process .

**Guidelines for Project Phase I: Project Seminar (VII Semester) and Project Internship (VIII Semester)**

- 1) Project Internship will be of Six months / 24 weeks and will be during VIII semester of the curriculum.
- 2) Process of Project Internship shall start at the end of 6<sup>th</sup> Semester. Department will initiate the process and will ask to the students of VI semester to form a project group of 3 / 4 (THREE / FOUR) students (may of same discipline or may from other discipline (Interdisciplinary)) of their own choices (with some predefined conditions if any will be specified by Department).
- 3) Students shall submit project group details to section / departmental project in-charge.
- 4) Department will allot & display project groups number & group ID.
- 5) Student shall register on GHRCE Web Portal (PROJECT /INTRENSHIP MIS) with their respective groups number & group ID within 07 days from group formation with following details.
  - a) Profile (with all respects)
  - b) Area of interest (Industry Project Internship)
  - c) Choices of Companies/Industries of related area of interest.
- 6) Registration process-
  - a) A group of student should apply in various Companies/Industries according to said area of interest for industry project internship.
  - b) A group student should acknowledge & confirm the Companies/Industries details ( Supervisor of Industry with contact details such as email id, mobile etc) on GHRCE web portal (within 8 days)
- 7) Department will allot a departmental faculty member as a project guide & will request to industry to provide/allot a project guide (for respective area) for a group of student.
- 8) Department will form internal evaluation committee for evaluation of project internship & will request to industry to provide evaluator for evaluation of industry project internship.

- 9) Departmental Evaluation Committee will evaluate industry project internship in VII<sup>th</sup> semester on following criteria and will follow the following tentative schedule.
- a) Seminars (Literature on area of interest, use of techniques, skills, and modern engineering tools, design based on application specific (Industry/ global, economic, environmental issues & commercial use)
  - b) Knowledge of individual group members in area of project.
- 10) In VIII<sup>th</sup> semester, the department shall depute a project groups to industry (specified) for pursuing industry project internship.
- 11) A group of student shall maintain a daily record of activities done during the industry project internship in the form of a diary in his/her own handwriting. This daily log of work done and learning shall be countersigned by the reporting officer from Industry (Internal evaluator - From Training Cell) at least once in a week. The complete document shall be submitted to departmental internal evaluation committee.
- 12) Department will have surprise inspection to know progress of project group involve in industry project internship for that department will depute few faculty members (preferably from internal evaluation committee) for surprise inspection and consider the Feedback from Industry (Internal evaluator - Training Cell) for evaluation of Industry Project Internship.
- 13) A group of students should inform their actual working days & timings of their stay in the industry to their guides. Respective guide & committee members may visit and interact with students on company/industry site.
- 14) A group of student will have to deliver four project progress seminars in presence of departmental internal evaluation committee, project guide from industry & project guide from department. This evaluation will carry total 250 marks. Each seminar carries 50 marks.

**Tentative Schedule of evaluation for Project Phase I: Project Seminar in VII Semester.**

Sr.No.	Month	Seminar (Phase I)	Marks (50)
1	July	Introductory seminar a) Broad area /applications /recent trend in the area b) Literature survey c) References (IEEE journal / magazine/ conference proceeding/Books)	10
2	September	Progress Seminar-I (PS-I) a) Use of modern engineering tools : undertaking SEPS on proposed tools b) Acquiring profeiciency in proposed tools and its use for the project proposal /work proposal	15
3	October	Progress Seminar-II (PS-II) a) Block diagram/ design flow b) prototype c) Application specific d) Commercial use e) Budget (if any)	25

**Tentative schedule for evaluation of Industry Project Internship in VIII Semester.**

Sr. No	Assessment	Particulars	Month	Marks
1	Internal Assessment (250 Marks)	1. Progress Seminar-I	January	50
		2. Progress Seminar-II	February	50
		3. Progress Seminar-III	March	50
		4. Feedback from Industry • Submission of Certificate of Project Internship Completion • Any other proofs of carried out work like Photos, videos, demos, etc	April	50
		5. Viva (Evaluation)	April	50

15) A group of student is required to submit a comprehensive report on completion on 24 week project internship.

The report shall contain the following

- Cover page in prescribed format
- Internship certificate
- Project report/ thesis (based on literature review/methodology/tools used, details of hardware/software used, results & conclusions)

16) A project group shall deliver project seminar in presence of project guide from department, project guide from industry & External evaluator which will carries total external 250 marks.

17) External examination/ Final defense will be evaluated by

- Project guide of department
- Feedback from Industry (Internal evaluator - From Training Cell)
- Project guide of industry
- External examiner (Industry)

**Tentative evaluation criteria (External Assessment) of Project Internship (VIII Semester).**

Sr No	Assessment	Particulars	Month	Marks
1	External assessment (250 Marks)	1. Working Model	May/June	75
		2. Presentation Skill		25
		3. Viva		100
		4. Commercialization of project, patentable, innovative & publications		25

- 1) The developed project will be a joint venture of department, college & concerned industry. Projects (hardware & software) shall be used by the industry for any application or otherwise or the project will be kept in college with mutual understanding with concerned industry.
- 2) There shall be a nameplate on Project with all the details.

### **Department of Electronics Engineering**

#### **Guidelines-**

- Student shall maintain a daily record of activities done during the project internship in the form of a diary in his/her own handwriting. This daily log of work done and learning shall be countersigned by the reporting officer at least once in a week. The complete document shall be submitted to the guide at the time of seminar presentation for evaluation by examiners.
- The daily handwritten record, duly signed by the industry official supervising the intern.
- Students should inform their actual working days & timings of their stay in the industry to their guides. Respective guide & committee members may visit and interact with you on site
- Student is required to submit a comprehensive report on completion on 24 week project internship. The report shall contain the following
  - a) Cover page in prescribed format
  - b) Project Internship certificate
  - c) Detailed information about industry such as introduction about group / company, collaboration & subsidiaries, production processes, products & services, business functions, layouts, turnover, new technologies & management concepts etc. Student may include one or more major activity areas to the above list.
  - d) Project Internship planning by the company, schedules & details of work / project assigned by industry supervisor as well as industry inputs received through the assignments.
  - e) Details about industry supervisor & key executives together with their contact details and areas of expertise etc.
  - f) Minimum one case study must be undertaken by every intern. The report shall contain the details of case studies solved during project internship based on issues involving Electronics product design & development, automation, process optimization, cost reduction, quality control, material handling, logistics, layout design, energy audit, waste reduction, pollution control etc.
  - g) The contribution to industry for system processes and productivity improvement and any such matter to show how industry is benefitted by the internship programme.
  - h) Color photograph with industry supervisors.
  - i) All Students are informed to complete their industry project internship of 6 Months/24 weeks from one industry only.

**Seminar-**Each student should deliver seminar on internship experience and work activities using audio video aids before a committee of examiners.

### Eligibility Criterion for Industry:

1. Company should have certification standard as ISO, ISC, EC, QMS, UL, and BSI.
2. Company should have tenure completion more than 5 years.
3. Company should have R&D unit with employee more than 50 in quantity.
4. Company must be related to electronics product or related services/process.

### Evaluation Scheme:

Sr. No.	Assessment	Particulars	Marks
1	Internal assessment (100 Marks)	1.Progress report-I	25
		2.Progress report-II	25
		3.Feedback from Industry	25
		4.Internal Seminar	25
2	External assessment (100 Marks)	1.Project Internship Case Study presentation	50
		2.External seminar & viva	50

### Department of Computer Science & Engineering

#### Guidelines-

- Student shall maintain a daily record of activities done during the industry project in the form of a diary in his/her own handwriting. This daily log of work done and learning shall be countersigned by the reporting officer at least once in a week. The complete document shall be submitted to the guide at the time of seminar presentation for evaluation by examiners.
- The daily handwritten record, duly signed by the industry official supervising the intern.
- Students should inform their actual working days & timings of their stay in the industry to their guides. Respective guide & committee members may visit and interact with you on site.
- Student is required to submit a comprehensive report on completion on 24 week industry project. The report shall contain the following
  - a) Cover page in prescribed format
  - b) Industry project completion certificate
  - c) Detailed information about industry such as introduction about group / company, collaboration & subsidiaries, development processes, products & services, business functions, layouts, turnover, new technologies & management concepts etc. Student may include one or more major activity areas to the above list.
  - d) Industry project planning by the company, schedules & details of work / project assigned by industry supervisor as well as industry inputs received through the assignments.
  - e) Details about industry supervisor & key executives together with their contact details and areas of expertise etc.
  - f) Minimum one module must be undertaken by every intern. The report shall contain the details of problems solved during industry project based on issues involving system design & development, simulation, up gradation of existing software, hardware and software implementation, optimization, database administration, wireless or mobile communication related parameter studies etc.



- g) The contribution to industry for system processes and productivity improvement and any such matter to show how industry is benefitted by the internship programme.
- h) Color photograph with industry supervisors.
- i) All Students are informed to complete their industry internship of 6 Months/24 weeks from one industry only.
- j) Internal guide assignment
- **Seminar**-Each student should deliver seminar on internship experience and work activities using audio video aids before a committee of examiners.

### Evaluation Scheme:

Sr No	Assessment	Particulars	Marks
1	Internal assessment (100 Marks)	1. Progress seminar & report-I	25
		2. Progress seminar & report-II	25
		3. Feedback from Industry	25
		4. Internal Seminar	25
2	External assessment (150 Marks)	1. Implementation & results	75
		2. External seminar & viva	75

### Schedule for Submission:

Sr No	Documents	Descriptions	Due Date	Submitted to
1.	Confirmation Letter from Industry & college	1. Original hard copy before starting Internship	05 Oct.	To respective section Coordinator
2.	One page report of industry, supervisor	1. Within 15 days from date of joining	25 Oct	To respective guide
3.	Feedback letter from Industry Supervisor	1. With signature, Designation & stamp of Company	1 <sup>st</sup> Dec	To your respective guides
4.	Progress report-I	1. Detailed information about industry such as introduction about group / company, 2. Collaboration & subsidiaries, 3. Problem definition, requirement analysis, system design etc. 4. Related technologies & management concepts etc.	5 <sup>th</sup> Jan	To respective guides
5.	Progress report-II	Case study -The report shall contain 1. Executive summary.	5 <sup>th</sup> Feb	To respective guides

		<ol style="list-style-type: none"> <li>2. Problem statement.</li> <li>3. Design &amp; development</li> <li>4. Conclusion</li> <li>5. Implementation.</li> </ol>		
6.	Daily Dairy	<ol style="list-style-type: none"> <li>1. Student shall maintain a daily record of activities done during the project in the form of a diary in his/her own handwriting.</li> <li>2. Daily diary should be sign by industry supervisor at least ones in a week.</li> </ol>	1 <sup>st</sup> March	To respective guides
7.	Project Completion Certificate (minimum 24 Weeks / 168 days)	<ol style="list-style-type: none"> <li>1. Original Certificate,</li> <li>2. Photo copy</li> <li>3. Scan copy to be send to respective section coordinator</li> </ol>	5 <sup>th</sup> April	To respective section coordinator
8.	Industry Project Report	1. Draft copy to be shown to respective guides	5 <sup>th</sup> April	To respective guides
		2. Printed copy ( hard bound)- 2 nos duly signed by guide, coordinator & HoD to be submitted before internal assessment.	8 <sup>th</sup> April	

## Department of Information Technology

### Guidelines-

- Student shall maintain a daily record of activities done during the industry project in the form of a diary in his/her own handwriting. The reporting officer shall countersign this daily log of work done and learning at least once in a week. The complete document shall be submitted to the guide at the time of seminar presentation for evaluation by examiners.
- The daily handwritten record, duly signed by the industry official supervising the intern.
- Students should inform their actual working days & timings of their stay in the industry to their guides. Respective guide & committee members may visit and interact with you on site.
- Student is required to submit a comprehensive report on completion on 24 week industry project. The report shall contain the following
  - a) Cover page in prescribed format
  - b) Industry project completion certificate
  - c) Detailed information about industry such as introduction about group / company, collaboration & subsidiaries, development processes, products & services, business functions, layouts, turnover, new technologies & management concepts etc. Student may include one or more major activity areas to the above list.
  - d) Industry project planning by the company, schedules & details of work / project assigned by industry supervisor as well as industry inputs received through the assignments.

- e) Details about industry supervisor & key executives together with their contact details and areas of expertise etc.
  - f) Every intern must undertake minimum one module. The report shall contain the details of problems solved during industry project based on issues involving system design & development, simulation, up gradation of existing software, hardware and software implementation, optimization, database administration, wireless or mobile communication related parameter studies etc.
  - g) The contribution to industry for system processes and productivity improvement and any such matter to show how the internship programme benefits industry.
  - h) Color photograph with industry supervisors.
  - i) All Students are informed to complete their industry internship of 6 Months/24 weeks from one industry only.
  - j) Internal guide assignment
- **Seminar**-Each student should deliver seminar on internship experience and work activities using audio video aids before a committee of examiners.

#### Evaluation Scheme:

Sr No	Assessment	Particulars	Marks
1	Internal assessment (100 Marks)	1. Progress seminar & report-I	25
		2. Progress seminar & report-II	25
		3. Feedback from Industry	25
		4. Internal Seminar	25
2	External assessment (200 Marks)	1. Implementation & results	100
		2. External seminar & viva	100

#### Schedule for Submission:

Sr No	Documents	Descriptions	Due Date	Submitted to
1	Confirmation Letter from Industry & college	Original hard copy before starting Internship	1 May	To respective section Coordinator
2	Starting of project in industry	Project start date	1 Nov	
3	Joining on portal	Within 15 days from date of joining	15 Nov	Portal

4	Feedback letter from Industry Supervisor	With signature, Designation & stamp of Company	1 Dec	To your respective guides
5	Progress report-I	1. Detailed information about industry such as introduction about group / company, 2. Collaboration & subsidiaries, 3. Problem definition, requirement analysis, system design etc. 4. Related technologies & management concepts etc.	5 Jan	To respective guides
6	Progress report-II	Case study -The report shall contain 1. Executive summary. 2. Problem statement. 3. Design & development 4. Conclusion 5. Implementation.	5 Feb	To respective guides
7	Daily Dairy	1. Student shall maintain a daily record of activities done during the project in the form of a diary in his/her own handwriting. 2. Daily diary should be sign by industry supervisor at least ones in a week.	1 March	To respective guides
8	Project Completion Certificate (minimum 24 Weeks / 168 days)	1. Original Certificate, 2. Photo copy 3. Scan copy to be send to respective section coordinator	05 April	To respective section coordinator
9	Industry Project Report	Draft copy to be shown to respective guides	05 April	To respective guides
		Printed copy ( hard bound)- 2 nos duly signed by guide, coordinator &HoD to be submitted before internal assessment.	08 April	

## Department of Civil Engineering

### Field Project

#### Regarding Permission Letter and Communication with Industry

1. Students in the group of maximum 04 are required to identify an Industry for their final dissertation.
2. The period of industrial project should not be less than 06 months starting from 15November.
3. Students are required to issue joining letters from the college by submitting original permission letters from industry by 30 Oct.

4. Industrial project of students who do not submit permission letters from industry and issue joining letters from college will not be considered for evaluation and such students will be **detained and will not be allowed to appear in final examination.**
5. It is mandatory for individual student to submit the undertaking in the prescribed format to the college by 25 Oct.
6. **Student must remain present on all working days during 6 months period (2-3 days per week strictly not allowed)**

### Regarding Continuous Evaluation

All students will have to present their progress at the college as per following schedule

1. First progress seminar by 15<sup>th</sup> Jan
2. Second Progress seminar on 15 March .
3. The progress seminars will be conducted on the basis of their attendance report signed by the field supervisor.
4. Final Seminar along with proof copy of dissertation on 05 May.
5. Submission of final dissertation 10th May.
6. External Examination 15th May.

Students are expected to give a detailed presentation on their progress during the internship. They should also submit the progress report with sign and seal of the industry supervisor and college guide. Students who fail to appear for any seminar will be losing marks on that seminar.

### Evaluation Scheme:-

#### Seminar-I:-

- Detailed knowledge of Environmental Clearances and other govt. norms----- 10 Marks
- Analysis and Design----- 10 Marks
- Detailed estimation and costing----- 10 Marks

#### Seminar-II:-

- Project Management----- 10 Marks
- Layout Planning and Site margin.----- 10 Marks
- Foundation work and substructure----- 10 Marks

#### Seminar-III:-

- Superstructure----- 10 Marks
- Electrification work, plumbing and finishing.— 10 Marks
- Knowledge of Software.----- 10 Marks
- Attendance and Discipline----- 10 Marks

### Department of Electrical Engineering

#### Guidelines for Industry Project BEEP 412(Phase-I & Phase-II)

1. A group of 04 students (Maximum) have to form their group either from section A or from Section B or from section A & B.

2. After formation of project group of 04 students, they have to identify their respective guide according to proposed area.
3. A group of 04 students (Maximum) should identify an industry of good standing on their own (with their area of interest). Industry must be related with any Electrical Discipline:
  - a. Electrical Machines/Drives based
  - b. Power System based.
  - c. Power Electronics based.
  - d. Simulation based.
  - e. Any other Electrical/Electronics hardware or software related project
4. Students have to apply to the industry through college for permission by filling online format along with undertaking.
5. After getting permission from industry students have to submit letter to department & they will be issued relieving/joining letter, which is to be submitted to industry.
6. Students have to finalize industry by 15 April.
7. After selecting particular industry for the project work, students has to identify the problem on their own while consulting both (industrial supervisor and respective guide) and thereafter submit synopsis for finalization of project within one month.

Synopsis of the project should include: -

1. A brief introduction about the project.
2. Problem Formulation.
3. Working of the project.
4. Industrial level applications.

Last data for the submission of synopsis with duly signed from project guide is to be submitted to Project Coordinator by **15<sup>th</sup> July**.

8. Student shall maintain a daily record of activities done during the internship in the form of a diary in his/her own handwriting. This daily log of work done and learning shall be countersigned by the reporting officer at least once in a week. The complete document, binder slide folder in the form of ruled A-4size papers, shall be submitted to the guide at the time of seminar presentation for evaluation by examiners. The daily handwritten record, duly signed by the industry official supervising the projectee. Students should inform their actual working days & timings of their stay in the industry. Respective guide & committee members may visit and interact with you on site. **Student must remain present on all working days during 6 months period (2-3 days per week strictly not allowed)**
9. Student is required to submit a comprehensive report on completion on 6-month project. The report shall contain the following
  - a. Cover page in prescribed format
  - b. Project completion certificate of 6 month
  - c. Detailed information about industry such as introduction about group / company, collaboration & subsidiaries, production processes, products & services, business functions, layouts, turnover, new technologies & management concepts etc. Student may include one or more major activity areas to the above list.

- d. Problem Identification of project, schedules & details of project assigned by industry supervisor as well as industry inputs received through the assignments
- e. The report shall contain the details of case studies solved during project based on issues involving product design & development, automation, process optimization, cost reduction, quality control, material handling, logistics, layout design, energy audit, waste reduction, pollution control etc.
- f. The contribution to industry for system processes and productivity improvement and any such matter to show how industry is benefitted by the internship programme.

During Phase-II, student shall consolidate the work done during Phase-I and work on the leftovers, suggestions given by Industry & Examiners. If required the student shall visit industry again during weekends and holiday

### **Evaluation scheme:**

<b>Sr No</b>	<b>Assessment</b>	<b>Particulars</b>	<b>Marks</b>
<b>1</b>	Internal assessment (100 Marks)	5. Progress seminar & report-I	25
		6. Progress seminar & report-II	25
		7. Feedback from Industry	25
		8. Internal Seminar	25
<b>2</b>	External assessment (100 Marks)	3. Implementation & results	50
		4. External seminar & viva	50

### **Schedule of Activities**

<b>Sr. No.</b>	<b>Activity</b>	<b>Month and span</b>
1	Industry Finalization	15th April
2	Problem Identification	1st May to 30th June
3	Title Finalization seminar	7th July
4	Submission of synopsis	15th July
5	Field Survey	30th July
6	1st Progress Seminar (Internal)	30th Aug
7	2nd Progress seminar (Internal)	30th Sept
8	3rd Progress seminar (External)	30th Oct
9	Final External Examination (Phase-I)	November
<b>Phase-II</b>		
10	1st Progress Seminar	15 Dec
11	2nd Progress Seminar	30 Jan
12	Final Demonstration & Submission	15 March

## Department of Mechanical Engineering

### Industry Internship (BMEP405):

Six month / 24 week industrial internship is primarily aimed at providing exposure to industrial environment considered necessary to groom students for the mechanical engineering profession. The intern is expected to learn in details various aspects of product design, manufacturing processes, shop floor activities , inventory management, HR functions and so on with a view to understand holistically the working of a enterprise in design, thermal, manufacturing and interdisciplinary areas.

#### Guidelines-

- Student shall maintain a daily record of activities done during the internship in the form of a diary in his/her own handwriting. This daily log of work done and learning shall be countersigned by the reporting officer at least once in a week. The complete document shall be submitted to the guide at the time of seminar presentation for evaluation by examiners.
- The daily handwritten record, duly signed by the industry official supervising the intern.
- Students should inform their actual working days & timings of their stay in the industry to their guides. Respective guide & committee members may visit and interact with you on site.
- Student is required to submit a comprehensive report on completion on 24 week internship. The report shall contain the following
  - a) Cover page in prescribed format
  - b) Internship certificate
  - c) Detailed information about industry such as introduction about group / company, collaboration & subsidiaries, production processes, products & services, business functions, layouts, turnover, new technologies & management concepts etc. Student may include one or more major activity areas to the above list.
  - d) Internship planning by the company, schedules & details of work / project assigned by industry supervisor as well as industry inputs received through the assignments.
  - e) Details about industry supervisor & key executives together with their contact details and areas of expertise etc.
  - f) Every intern must undertake minimum two case studies. The report shall contain the details of case studies solved during internship based on issues involving product design & development, automation, process optimization, cost reduction, quality control, material handling, logistics, layout design, energy audit, waste reduction, pollution control etc.
  - g) The contribution to industry for system processes and productivity improvement and any such matter to show how industry is benefitted by the internship programme.
  - h) Color photograph with industry supervisors.
  - i) All Students are informed to complete their industry internship of 6 Months/24 weeks from one industry only.
- **Seminar**-Each student should deliver seminar on internship experience and work activities using audio video aids before a committee of examiners.



• **Evaluation Scheme:**

Sr No	Assessment	Particulars	Marks
1	Internal assessment (100 Marks)	Progress –I	25
		Progress –II	25
		Feedback from Industry	25
		Internal Seminar	25
2	External assessment (100 Marks)	Case Study presentation	50
		External seminar & viva	50

• **Schedule for Submission:**

Documents	Descriptions	Due Date	Submitted to
Confirmation Letter from Industry	Original hard copy before starting Internship	15April	To respective section Coordinator
One page report of industry, supervisor	Within 15 days from date of joining	15May	To respective guide
Feedback letter from Industry Supervisor	With signature, Designation & stamp of Company	01July	To your respective guides
Progress report-I	Detailed information about industry such as introduction about group / company, Collaboration & subsidiaries, Production processes, products & services, business functions, layouts, turnover, New technologies & management concepts etc.	5 July	To respective guides
Progress report-II	Case study -The report shall contain Executive summary. Problem statement. Alternatives Conclusion Implementation.	5 Sep	To respective guides
Daily Dairy	Student shall maintain a daily record of activities done during the internship in the form of a diary in his/her own handwriting. Daily diary should be sign by industry supervisor at least ones in a week.	1 Nov	To respective guides

Internship Certificate (minimum 24 Weeks / 168 days)	Original Certificate, Photo copy Scan copy to be send to respective section coordinator	5 Nov	To respective section coordinator
Industry Internship Report	Draft copy to be shown to respective guides	5 Nov	To respective guides
	Printed copy ( spiral bound)- 2 nos duly signed by guide, coordinator &HoD to be submitted before internal assessment.	8 Nov	

### Department of MBA

Rules for 4 week (One month) summer internship project

- The students are supposed to do Internship Project in a company of their choice.
- They should submit the authorization letter from company to the T & P Departmental co-coordinator.
- The student and the Guide (Faculty Member) under whom the students is doing project should decide the topic of the project.
- Students should report the development of their project to their respective guide once in a week during training period.
- After the completion of the project all the students should submit single spiral copy of the project to the guide.
- All students will prepare power point presentation of the project and present in front of faculty members as soon as they join 3<sup>rd</sup> Semester

**For Six Months Project internship please refer section 22.5.2**

### 14. Co-curricular & Extra-curricular activities

Co-curricular & Extra-curricular activities play an important role in all round development of the personality of the students. While taking part in Extra-curricular and Co-curricular activities the student has to put in lot of efforts and time; sometime at the cost of their academics. Therefore, they need to be awarded in some manner. In view of the above it is proposed to give the incentives as a part of internal marks for every theory subject to the students who take part in Co-curricular and Extra-curricular activities for UG students as follows:-

MARKS	ACTIVITIES (Odd semester- 1 <sup>st</sup> June to 30 <sup>th</sup> October and even semester- 1 <sup>st</sup> Nov to 30 <sup>th</sup> April for all classes)
	Any individual who represents the country in any game / sports / cultural / co-curricular. Any individual forming a part of Indian delegation to represent the country in any international event / friendship mission abroad. Paper presentation OR participating in technical exhibition outside the Country.

<b>4 marks</b>	Student playing for the State or combined University in any game / Sports OR participating in cultural activities OR participating in BLC & RD camps of NCC & NSS. Participation at National level held in IIT's / IISC / BITS, Pilani/ other Central Universities only and participation in International Conference as committee member. Members of SPC committee (Placement cell to provide), Members of steering committee of Annual social Gathering and Technorion. Attended one full year of NCC and attended NCC camp. Attended NSS camp. Attended ICETET (with a proof of attendance) or selected in campus interview.
<b>3 marks</b>	University colour holder (playing for University), OR part of Inter Collegiate winning team, OR representing University in cultural activities. Participation in Conferences / Seminars at Regional Colleges.
<b>2 marks</b>	Representing College team in any tournament, outside, done some service through NSS or else such as Blood Donation, Literacy Mission etc. Paper presentation at various institutes.
<b>1 marks</b>	Winner of interdepartmental competition in Sports / Games / Cultural activities. Winners / runners up in the events held by outside organization in various cultural events at institutions level. Holding various appointments at department level and institute level like G.S. President of Forum / Professional bodies etc. Scores in any competitive exam like GRE/GATE. Member of NCC or NSS unit.
<b>1 mark</b>	Participating in the intra-departmental competition of sports / games / cultural Activities.. Appeared for any competitive exams.

On successful completion, any student submitting 5 or more certificates in any of the above category 4 marks shall be given in each subject.

### **15.0 Academically Weaker Student:**

The performance of First year student in CAE-I of all subjects is regarded as the most appropriate way to ascertain the ability of students to cope up with different engineering subjects and thus to identify academically weak students. The diagnostic test is conducted on all the students admitted to first year B E in each academic session. An academically weak student is defined as per the following criterion and assessment is regarded as the diagnostic test.

#### **15.1 Criteria for identifying weak students**

##### **For First year (Semester I & II):**

- Failure in online diagnostic test (CAE-I) in more than three subjects (less than 8 marks out of 20), and
- Failure in more than three subjects in any CAE, and
- Failure in end semester examination

##### **For higher semesters:**

- Failure in end semester examination

## 15.2 Remedial Teaching

Remedial Teaching is provided throughout an academic session to identified weak students of first year B.E. for improving transition rate of first year students to second year. Remedial teaching is done by providing one additional hour of coaching for all subjects in the regular time table to all those students who are diagnosed weak and also for those failing in any of the subsequent CAEs. This is phase-I of remedial teaching. In phase II, a crash course of about 10 days duration is provided for each subject before the ESE. In phase III, intensive coaching of about 10 days is provided to failure students of ESE before the vacation examination. Although remedial teaching is also available to students of senior semesters, the focus is on academic performance improvement of first year B E students.

For higher semesters of UG program remedial classes shall be conducted for failure students in end semester examination only. These classes shall be conducted immediately after declaration of result and before vacation examination.

## 16.0 Detention

- a. The student must be absolutely regular in his/her attendance for theory and practical classes. In case the student's attendance is less than 75% in the theory lectures and practicals separately, his/her terms will not be granted. In case of any genuine reason, the student or his/her guardian must inform in writing to the authorities of the institute about the reason of absence, in advance.
- b. The student must be present for all the Class Assessment Examinations (CAE), Tutorial Sheets, home assignments, quiz, & seminars (TAE) etc.
- c. The student should complete all the term work such as journals, drawing sheets, workshops or any other home assignments as per schedule.
- d. The student and parent should specially note that if the student having attendance less than 75% in any course including audit course & not completed 100% term work to the entire satisfaction of the Head of the Institution, he/she shall be detained and will not be allowed to appear for the End Semester Examination (ESE). In such cases he/she have to take re-admission in the next session.

## 17.0 Absorption

The students from R.T.M.N.U. Pattern are absorbed into autonomous pattern as per the following rules:

- i) The failure students of B.E. 1<sup>st</sup> year, 3<sup>rd</sup> sem., 4<sup>th</sup> sem. & 5<sup>th</sup> sem. of R.T.M.N.U. Pattern are required to get equivalence of the fail subjects from exam cell by submitting the xerox copies of all marksheets with application before filling the examination form as their last chance is over.

- ii) The students who have taken admission in B.E. 5<sup>th</sup> sem. and have cleared all the earlier semesters (i.e. 3<sup>rd</sup> & 4<sup>th</sup> sem. pass in all subject) in R.T.M.N.U. Pattern will required to complete all audit courses including general proficiency of 3<sup>rd</sup> sem. during 5<sup>th</sup> sem. (odd session) and all audit courses including general proficiency of 4<sup>rd</sup> sem. during 6<sup>th</sup> sem. (even session) and required to fill up the exam form accordingly.
- iii)The student who have taken admission in B.E. 7<sup>th</sup> sem. and have cleared all the earlier semesters (i.e. 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> sem. pass in all subjects) in R.T.M.N.U. Pattern will required to complete all audit courses including general proficiency of 3<sup>rd</sup> sem. & 5<sup>th</sup> sem. during 7<sup>th</sup> sem. (odd session) and all audit courses including general proficiency of 4<sup>rd</sup> sem. & 6<sup>th</sup> sem. during 8<sup>th</sup> sem. (even session) and required to fill up the exam form accordingly.
- iv)The student who will take admission in B.E. 6<sup>th</sup> sem. and have cleared all the earlier semesters (i.e. 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> sem. pass in all subjects) in R.T.M.N.U. Pattern shall be required to complete all audit courses including general proficiency of 4<sup>th</sup> sem. during 6<sup>th</sup> sem. (even session) and all audit courses including general proficiency of 3<sup>rd</sup> sem. & 5<sup>th</sup> sem. during 7<sup>th</sup> sem. (odd session) and required to fill up the exam form accordingly.

Old students who will be absorbed in Autonomous batch either at 3<sup>rd</sup> Sem or 5<sup>th</sup> sem, their CGPA will be calculated from 5<sup>th</sup> to 8<sup>th</sup> sem and for 1<sup>st</sup> to 4<sup>th</sup> sem their marks will be converted into absolute grading only if required. For Direct Second year admittees CGPA will be calculated from 3<sup>rd</sup> to 8<sup>th</sup> semester.

Student must acquire minimum PASS grade in each Audit course and they have to clear such courses before 8<sup>th</sup> semester.

Students who are admitted in respective ordinance, same shall be followed for calculation of CGPA for award of his/her degree for eg student admitted in ordinance having degree to be awarded on last 4 semesters their CGPA will be calculated from 5<sup>th</sup> to 8<sup>th</sup> sem. If such students are absorbed in or after 6<sup>th</sup> sem their previous sem marks will be converted to CGPA based on absolute grading and degree will be awarded by calculating CGPA from 5<sup>th</sup> to 8<sup>th</sup> sem. However students admitted in the ordinance of degree based on last two sem, their CGPA will be calculated for 7<sup>th</sup> & 8<sup>th</sup> sem only. (Students admitted before 2004).

### Notifications regarding Absorption

Date	Notification Number	Notification Regarding
25/09/2010	GHRCE/Autonomy/ACAD/ 2010-11/176	Regarding number of Chances to be given to old batch of U.G./P.G. Students to appear as per R.T.M. Nagpur University scheme.

18/05/2012	GHRCE/Autonomy/ACAD/Absorption-I <sup>st</sup> yr.BE/2011-12/407	Absorption Scheme of First year B.E. to I <sup>st</sup> and II <sup>nd</sup> Semester B.E.
18/05/2012	GHRCE/Autonomy/ACAD/Absorption-Electrical/2011-12/408	Absorption Scheme in Electrical Engineering Branch of B.E. III <sup>rd</sup> and IV <sup>th</sup> Semester and M.Tech I <sup>st</sup> , II <sup>nd</sup> , III <sup>rd</sup> and IV <sup>th</sup> Semester in Integrated Power System
18/05/2012	GHRCE/Autonomy/ACAD/Absorption-Civil/2011-12/409	Absorption Scheme in Civil Engineering Branch of B.E. III <sup>rd</sup> and IV <sup>th</sup> Semester and M.Tech I <sup>st</sup> , II <sup>nd</sup> , III <sup>rd</sup> and IV <sup>th</sup> Semester in Environmental Engineering
18/05/2012	GHRCE/Autonomy/ACAD/Absorption-Mechanical/2011-12/410	Absorption Scheme in Mechanical Engineering Branch of B.E. III <sup>rd</sup> and IV <sup>th</sup> Semester and M.Tech I <sup>st</sup> , II <sup>nd</sup> and III <sup>rd</sup> Semester in CAD/CAM and Heat Power Engineering
18/05/2012	GHRCE/Autonomy/ACAD/Absorption-Electronics/2011-12/411	Absorption Scheme in Electronics Engineering Branch of B.E. III <sup>rd</sup> and Semester and M.Tech I <sup>st</sup> , II <sup>nd</sup> , III <sup>rd</sup> and IV <sup>th</sup> Semester in VLSI and ETRX
18/05/2012	GHRCE/Autonomy/ACAD/Absorption-ETC/2011-12/412	Absorption Scheme in Electronics and Telecommunication Engineering Branch of B.E. III <sup>rd</sup> and IV <sup>th</sup> Semester
18/05/2012	GHRCE/Autonomy/ACAD/Absorption-CSE/2011-12/413	Absorption Scheme in Computer Science and Engineering Branch of B.E. III <sup>rd</sup> and IV <sup>th</sup> Semester and M.Tech I <sup>st</sup> , II <sup>nd</sup> Semester in C.S.E. and M.E I <sup>st</sup> , II <sup>nd</sup> , III <sup>rd</sup> and IV <sup>th</sup> Semester in W.C.C. and E.S.C.
18/05/2012	GHRCE/Autonomy/ACAD/Absorption-IT/2011-12/414	Absorption Scheme in Information Technology Branch of B.E. III <sup>rd</sup> and IV <sup>th</sup> Semester
18/05/2012	GHRCE/Autonomy/ACAD/Absorption-MBA/2011-12/415	Absorption Scheme of I <sup>st</sup> , II <sup>nd</sup> , III <sup>rd</sup> and IV <sup>th</sup> Semester M.B.A
28/03/2013	GHRCE/Autonomy/ACAD/Absorption-Electrical-V <sup>th</sup> /2012-13/01	Absorption scheme in Electrical Engineering branch of B.E. Fifth semester
28/03/2013	GHRCE/Autonomy/ACAD/Absorption-Electrical-VI <sup>th</sup> /2012-13/02	Absorption scheme in Electrical Engineering branch of B.E. Sixth semester
28/03/2013	GHRCE/Autonomy/ACAD/Absorption-Civil-V <sup>th</sup> /2012-13/03	Absorption scheme in Civil Engineering branch of B.E. Fifth semester

28/03/2013	GHRCE/Autonomy/ACAD/Absorption-Civil-VI <sup>th</sup> /2012-13/04	Absorption scheme in Civil Engineering branch of B.E. Sixth semester
28/03/2013	GHRCE/Autonomy/ACAD/Absorption-Mechanical-V <sup>th</sup> /2012-13/05	Absorption scheme in Mechanical Engineering branch of B.E. Fifth semester
28/03/2013	GHRCE/Autonomy/ACAD/Absorption-Mechanical-VI <sup>th</sup> /2012-13/06	Absorption scheme in Mechanical Engineering branch of B.E. Sixth semester
28/03/2013	GHRCE/Autonomy/ACAD/Absorption-Electronics -V <sup>th</sup> /2012-13/07	Absorption scheme in Electronics Engineering branch of B.E. Fifth semester
28/03/2013	GHRCE/Autonomy/ACAD/Absorption-Electronics -VI <sup>th</sup> /2012-13/08	Absorption scheme in Electronics Engineering branch of B.E. Sixth semester
28/03/2013	GHRCE/Autonomy/ACAD/Absorption-ETC-V <sup>th</sup> /2012-13/09	Absorption scheme in Electronics & Telecommunication Engineering branch of B.E. Fifth semester
28/03/2013	GHRCE/Autonomy/ACAD/Absorption-ETC-VI <sup>th</sup> /2012-13/10	Absorption scheme in Electronics & Telecommunication Engineering branch of B.E. Sixth semester
28/03/2013	GHRCE/Autonomy/ACAD/Absorption-CSE-V <sup>th</sup> /2012-13/11	Absorption scheme in Computer Science & Engineering branch of B.E. Fifth semester
28/03/2013	GHRCE/Autonomy/ACAD/Absorption-CSE-VI <sup>th</sup> /2012-13/12	Absorption scheme in Computer Science & Engineering branch of B.E. Sixth semester
28/03/2013	GHRCE/Autonomy/ACAD/Absorption-IT -V <sup>th</sup> /2012-13/13	Absorption scheme in Information Technology branch of B.E. Fifth semester
28/03/2013	GHRCE/Autonomy/ACAD/Absorption-IT -VI <sup>th</sup> /2012-13/14	Absorption scheme in Information Technology branch of B.E. Sixth semester
28/02/2015	GHRCE/Autonomy/ACAD/Absorption/Civil Engg/181	Absorption scheme for 5,6 Sem B.E. Civil Engg & 7,8 Sem B.E. Civil Engg
28/02/2015	GHRCE/Autonomy/ACAD/Absorption/CSE/182	Absorption scheme for 5,6 Sem B.E. CSE & 7,8 Sem B.E. CSE
28/02/2015	GHRCE/Autonomy/ACAD/Absorption/IT/183	Absorption scheme for 5,6 Sem B.E. IT & 7,8 Sem B.E. IT
28/02/2015	GHRCE/Autonomy/ACAD/Absorption/Electrical Engg./184	Absorption scheme for 7,8 Sem B.E. Electrical Engg.

28/02/2015	GHRCE/Autonomy/ACAD/Absorption/ ETRX/185	Absorption scheme for 7,8 Sem B.E. ETRX
28/02/2015	GHRCE/Autonomy/ACAD/Absorption/ ETC/186	Absorption scheme for 7,8 Sem B.E. ETC
28/02/2015	GHRCE/Autonomy/ACAD/Absorption/ Mechanical Engg/187	Absorption scheme for 7,8 Sem B.E. Mechanical Engg

### 18.0 Semester Drop

The student can seek drop of semester from the program on account of ill health or other valid reasons. The student shall have settled all dues at the Institution including those of Hostel, Library and Department etc. and fine of Rs. 7000/- on the day of his /her application for semester drop.

### 19.0 Summer Term

The academic year is divided into two main semesters and one summer term. Main semesters are for regular class work. Summer term is primarily for those who have FF Grade in the courses.

1. The College may offer an additional Term for first & eighth sem. students 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.
2. Summer Term is to provide opportunity to students to clear their backlogs or detained students 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.
3. Those students who have secured the “FF” grade in End Sem. Examination / Vacation Examination but will like to learn the subject once again and/or wish to revise their marks of CAE/TAE will be permitted to register for the Summer Term.
4. The students who have earlier taken an End Sem. Examination and register afresh for the Summer Term will sign an undertaking to revoke the CAE / TAE marks secured by them in their regular/ earlier attempt in the same subject. Once revoked, the students shall not seek restoration of the CAE/TAE marks.
5. 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.
6. Students will not be permitted to register for more than twenty four credits in the Summer Term.
7. 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.
8. Student shall register for the Summer Term as per the schedule given in academic calendar.
9. A student will have to pay an additional fee, if any, prescribed by the Institution within the stipulated time.
10. Once registered, students will not be allowed to withdraw from a summer term.



11. Summer Term is a special semester and students cannot demand it as a matter of right.  
Minimum batch size to be required.
12. It is optional for a student to make use of summer semester.

## **20.0 Credit Transfer Scheme (CTS)**

**20.1** A student of GHRCE seeking transfer of credit to other institutions shall submit a written request within a stipulated time period (preferably prior to four weeks of commencement of semester at the institute of transfer) to the inward section of the college in the prescribed format.

**20.2** All application received within prescribed period in each sem. Shall be placed before the subcommittee of academic council who shall scrutinie these application & conduct personal interviews. Normally student having CGPA of more than 8.25 will be allowed to avail for CTS. However committee may recommends students of lower CGPA based on their overall performance.

**20.3** The student availing the facility of CTS will be abide by the rules, regulations and amendments of the host institute from where the student is transferred and to institute where is transferred.

**20.4** Transfer will come in force for the students having no live backlogs in any of the semester prior to commencement of semester of transfer and also will not be completed till all the courses of semester of transfer are passed. Students under Absorption Scheme will not be eligible. Students with outstanding fees/non-compliance of documents will not be allowed.

**20.5** Student will be allowed for transfer for the period of one complete semester at a time and suitable for transfer by concerned department of host institute

**20.6** The student will be required to register for courses offered at other institute (where he/she wants to avail CTS) for respective semester. In case of less number of Credits at other institute than the credits of GHRCE in the respective semester, student has to opt for additional course and earn additional credits preferably at other institute. In case of more credits earned under CTS, the additional credits will be considered for calculation of SGPA/CGPA.

**20.7** Promotion rule of GHRCE shall be applicable to the students.

**20.8** In case the student fails in the subjects during CTS in a particular semester, he/she shall be required to pass the said subjects at the institute where he/she has opted for CTS or as per the decision of AC.

**20.9** 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 GHRCE with regular fees in the respective semester in next academic year.

**20.10** Student shall follow all the rules & regulations of the other institute where the semester I is completed under CTS.

**20.11** On selection for CTS the student along with his/her parent/guardian will have to submit the undertaking.

**20.12** Student availing facility of CTS will make his own staying arrangement at the venue of concerned institute and the hostel fees/mess fees and other living charges will be paid by the student at the concerned institute.

**20.13** On completion of evaluation by other institute, the student shall submit the score to GHRCE. Then GHRCE shall issue the grade card.

### **21.0 Examination Scheme (ES)**

The College shall have Examination Scheme (ES) based on semester pattern for every Programs and course contents (Syllabi) for the courses recommended by the BoS and approved by the AC. The details of the ES are as follows:

#### **21.1 Examination Scheme for Undergraduate Programs in Engineering:**

<b>Component of a course</b>	<b>Examinations</b>	<b>Weightage</b>
Lectures/Tutorials	Class Assessment Examination (CAE)	20%
	Teachers Assessment Examination (TAE)	20%
	End Semester Examination (ESE)	60%
Laboratory Practical Work	Laboratory Practical Work (LPW)	100%

#### **21.2 Examination Scheme for Postgraduate Programs (ME/MTech.) in Engineering:**

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

<b>Component of a course</b>	<b>Examinations</b>	<b>Weightage</b>
Lectures/Tutorials	Class Assessment Examination (CAE)	30%
	Teachers Assessment Examination (TAE)	20%
	End Semester Examination (ESE)	50%
Laboratory Practical Work	Laboratory Practical Work (LPW)	100%
Thesis	Pre thesis Submission Seminar, Evaluation of thesis by examiners & Viva-voce	16 credits
Industrial Training / Internship	Industrial Training Examination (ITE)	Audit course

### 21.3 Examination Scheme for Postgraduate Program in Master of Business Administration

This Program shall consist of four semesters. The course work and subjects of specialization shall be normally completed in the first- three semesters. However three core courses preferably subjects of specialization may be run along with thesis/dissertation work in fourth semester.

The teaching schemes and conduct of examinations and publication of results as applicable to the Postgraduate Programs of Engineering shall also be applicable to the Postgraduate Programs in Business Administration unless specifically mentioned for some cases. Keeping in view some special requirements for the course, the College shall have following examination system as laid down below:

<b>Component of a course</b>	<b>Examinations</b>	<b>Weightage</b>
Lectures/Tutorials	Class Assessment Examination (CAE)	30%
	Teachers Assessment Examination (TAE)	20%
	End Semester Examination (ESE)	50%
Entrepreneurial Development and project Seminar (2 Weeks Program)	Seminar Presentation Examination(SPE)	6 credits
Enterprise Resource Planning	Case Study submission, viva-voce and Theory examination	10 credits
Business Ethics and corporate governance	Examination, Presentation and viva-voce	02 Credits
Project Report	Progress seminars in fortnight and input from industry members, Pre thesis Submission Seminar, Evaluation of thesis by examiners & Viva-voce	16 credits
Industrial Training/Internship	Industrial Training Examination (ITE)	Audit course

### 21.4 ES for Master of Computer Applications (MCA)

This Program shall consist of six semesters. The course work and live project shall be normally completed in the six semesters. The teaching schemes, conduct of examinations and publication of results as applicable to the Postgraduate Programs in Engineering shall also be applicable to the Master of Computer Applications unless specifically mentioned for some cases.

<b>Component of a course</b>	<b>Examinations</b>	<b>Weightag</b>
Lectures/Tutorials	Class Assessment Examination (CAE)	30%
	Teachers Assessment Examination (TAE)	20%
	End Semester Examination (ESE)	50%
Mini Project	Project Work Examination(PWE)	2 credits
Minor project	Project Work Examination(PWE)	4 credits
Laboratory Practical Work	Laboratory Practical Work (LPW)	100%
Dissertation & Seminar	Pre thesis Submission Seminar, Evaluation	22 credits
Industrial Training / Internship	Industrial Training Examination(ITE)	Audit course

### 21.5 Question Paper Pattern

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

### 21.6 Question Paper Audit

There will be question paper audit with a committee, one subject chairman suggested by BOS and other teachers work as a member along with external paper setter. Controller of Exams calls meeting for question paper audit.

## 22.0 Evaluation

The current practice of evaluation is as follows:

### 22.1 Class Assessment Examination (CAE):

This examination shall be conducted at the department in the scheduled week and the evaluated papers shall be shown to the students within three working days. There shall be three such examinations equi-spaced in the semester out of which one shall be online examination for UG. There shall be two such examinations equi-spaced in the semester for PG. However for the performance improvement of the student one additional examination shall be conducted at the end of the term (in case PG it should be online examination).

#### Criteria for Improvement Test:

- Student is absent any one OR both the CAE
- UG Student is having less than 8 marks in any one of CAE
- PG student is having less than 15 marks in any one of CAE

### 22.2 Teacher Assessment Examination (TAE):

It shall be evaluated by the teacher/forum in-charge based on the options like surprise test, quiz, seminar, paper reading, group discussion and the performance of the student in the co-curricular and extracurricular activities and his / her attentiveness in the class. There shall be total seven parameters, out of which best five will be consider.

**TAE Parameters :**

<b>TAE Parameter</b>	<b>I/II Sem BE</b>	<b>III-VIII Sem BE</b>	<b>I/II Sem PG</b>	<b>III Sem PG</b>
TAE - I	Quiz	Activity based learning	Delivery of technical topic without audio visual aid and backboard	Delivery of Seminar on latest Topic
TAE – II	Surprise Test	Technical Presentations	Chapter review from test book / reference book	Demonstration of Equipment / Lab
TAE – III	Home Assignment	Mini models/ Minor project	Mini Project	Review paper submitted in the Journal
TAE – IV	Attendance in Class	Attendance in Class	Attendance in Class	Attendance in Class
TAE – V	Seminar	Poster Presentation Seminar	Review of Journal Paper	Chapter review from test book / reference book
TAE – VI	Co-curricular & extra Curricular activates	Co-curricular & extra Curricular activates/CSIR	Poster presentation / Paper presentation / Seminar	Paper presentation
TAE - VII	Any Other	Attendance in two industrial visits and two guest lecturers / latest exposure advance facility in the lab	Attendance in two industrial visits and two guest lecturers	Attendance in two industrial visits and two guest lecturers Experiment Design / Kit Fabrication for UG

**22.3 End Semester Examination (ESE) :****Conduct of Examination: (As per Direction No. 1 of 2010)**

The Controller of Examinations shall conduct this examination after completion of the semester for which the date is given in the Academic Calendar. The time-table of the End Semester examination is prepared in the meeting of class representatives for each semester before one month before the start of examination. Each question paper shall have questions with choice upto 20 % and the student shall attempt all questions. The questions should be uniformly distributed from the entire syllabus of the subject. The duration of examination is 3 hours/ 4 hours as per teaching scheme. All the question papers shall be audited by audit committee (comprising of senior most paper setter of respective subject as chairman and two teachers who have been appointed as paper setters as members) appointed by examination committee. The audit shall be done and completed in one sitting. The opinion of the subject teacher teaching the respective subject shall be sought before

finalizing the question paper without disclosing the paper to the subject teacher. If there is shortage of paper sets, the audit committee shall prepare the required number of paper sets on spot. The audit shall be limited to maximum 20% for a particular set.

### **Exam From submission:**

Every student has to fill online examination from as per the dates given in academic calendar through portal available at **172.16.2.20/GHRAISONI**

- Generate bank challan and online exam form
- Submit amount in bank through challan (within two days)
- Paste your current attested passport size photo on exam form.
- Submit challan and exam form to account section

### **22.4 Laboratory Practical Work (LPW):**

- a) The syllabus of a practical shall specify the list of practical / experiments to be done in a semester which should include some open ended experiments.
- b) Each experiment shall have equal weightage.
- c) An experiment shall be evaluated based on the following components. The relative weightage of the components are also given below:-

Performance of Experiment	20%
Results and interpretation	30%
Report	30%
Viva-Voce	20%
Total	100%

### **22.5 PG Project and Evaluation Procedure**

#### **22.5.1 M.Tech/ME Thesis:**

1. Topic selection of PG projects is done under the guidance of Industry expert/Experts from NITs. Due weight-age is given for project progress seminars and rubrics for the same are prepared by each department.
  - a) Three seminar for Literature Review , project identification, topic finalization is conducted by Departmental Project Recognition Committee.
  - b) Synopsis of topic to be submitted in standard format.
  - c) RRC Committee is constituted by Dean(R and D).
  - d) Changes, if any, suggested by RRC, to be incorporated in the synopsis.
  - e) Title and scope of topic is finalized.

2. Three progress seminars based on Project work in M.Tech./M.E. III Semester.
3. Four progress seminars based on Project work in M.Tech./M.E. IV Semester.
4. Rigorous experimentation and analysis to be done in M.Tech./M.E. IV Semester.
5. Research paper based on Experimental work to be published by students in M.Tech./M.E. IV Semester.
6. Pre- Submission Seminar in front of Panel of eminent experts from NIT.
7. Suggestions, if any, suggested by Panel, to be incorporated in the work.
8. Write up of thesis has to be in standard format prescribed by GHRCE.
9. Submission of thesis in standard format prescribed by GHRCE.
10. Panel of Examiners from NIT, IIT constituted by Dean(R and D).
11. Final defense and viva conducted.

#### **22.5.2 MBA (Major Project) Thesis:**

Every student shall identify a company for carrying out their project work in III Semester as per their specialization. They will have to get the approval from the company where they wish to do their IV Semester project work and submit a synopsis of the project work in the department. The research recognition committee (RRC) constituted by Dean R&D will assess their synopsis and approve it. Based on the recommendations of the RRC the title shall be finalized and supervisor shall be allotted from the department depending on specialization. The student has to deliver minimum three progress seminars in the fourth semester. After completion of his/her work, the student has to deliver a pre-thesis submission seminar before the Research Promotion Committee (RPC). The student shall be allowed to submit the thesis within the prescribed period after satisfactory performance in pre-submission seminar as recommended by RPC.

#### **22.5.3 MCA (Major Project) Thesis:**

Every student shall identify a company for carrying out their project work in V Semester. They will have to get the approval from the company where they wish to do their VI Semester project work and submit a synopsis of the project work in the department. The research recognition committee (RRC) constituted by Dean R&D will assess their synopsis and approve it. Based on the recommendations of the RRC the title shall be finalized and supervisor shall be allotted from the department depending on specialization. The student has to deliver minimum three progress seminars in the fourth semester. After completion of his/her work, the student has to deliver a pre-thesis submission seminar before the Research Promotion Committee (RPC). The student shall be allowed to submit the thesis within the prescribed period after satisfactory performance in pre-submission seminar as recommended by RPC.

#### **23.0 Paper Showing and Grievance Handling:**

The schedule for paper showing is displayed by HoD well in advance of examinations and the copy of it is forwarded to Controller of Examinations. The schedule contains the details of Paper, dates, venue, valuer, senior expert etc. According to the schedule the students report to the respective venue. If student remains absent for the said date he/she is not entitled to file grievance after the date of paper showing.

After the evaluation of answer sheets, the marks are displayed on Notice Board. The students see the marks and if there are any grievances, they apply to the HoD in the grievance format. The HoD appoints the grievance handling committee with the senior faculty as expert. The re-valuation of papers is carried out by the senior expert and if there are atleast 8% changes in the marks (of the obtained marks) then the changed marks are forwarded to Controller of Examinations for necessary changes. Open house for unresolved grievances are also arranged wherein the students who have grievances even after the grievance mechanism report to Deputy Directors for solving their grievances. These changed marks are then entered into the MIS software.

#### **24.0 Declaration of Result:**

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

Grade card is available online at Institute website after declaration of result. The student needs to login with his/her credentials and he/she cannot use this grade card for official purpose. This facility is used only for getting the information about grades obtained in the examination.

#### **25.0 Vacation Semester Examinations:**

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

#### **26.0 Acts of Malpractices / Unfair Means :**

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

- i. Misbehavior with officials / using unfair means / creating nuisance / using obscene language / violence / threat at the centre to the person involved in conduct of examination etc or any other kind of rude behavior in or near the Examination Hall.
- ii. Writing on the Question Paper/ Admission Card & or passing on any type of written paper to the other student(s) in the examination Hall.
- iii. Disclosing his/her identity by writing any words or by making any peculiar marks on the pages other than the facing sheet in the answer scripts.
- iv. Possession of electronic gadgets like mobile phones, Programmable calculator, pen-drive or such other storage devices in the Examination Hall.
- v. Communicating with any other student(s) any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- vi. Copying form the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- vii. Making any request of representation or offer of any threat for inducement or bribery to Room Invigilator and / or any other official for favours in the Examination Hall or in the answer script.



- viii. Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence or influence upon them for favour in the examination.
- ix. Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and / or inserting pages written outside the examination hall in to the answer scripts.
- x. Receiving material from outside or inside the Examination Hall for the purpose of copying.
- xi. Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript or such other material or matter in the Examination Hall.
- xii. Copying or taking aid from any material or matter referred to in sub- clauses (x & xi) above to answer in the examination.
- xiii. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- xiv. Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.
- xv. Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg, any part of body, clothing, socks, instrument box, identity Card, Hall Ticket, Scales etc.
- xvi. Destroying any evidence of malpractice, like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the examination Hall.

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

## **26.1 procedure for reporting malpractices / use of unfair means**

### **26.1.1 for End Semester Exam (ESE)**

- i. The Director shall constitute a vigilance cell (Flying Squad) to ensure proper conduct of examination and for prevention of unfair means (VCPUM) for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the college. This cell shall submit its report and recommendations to the Director / Examination Committee for appropriate actions.
- ii. If the malpractice case is detected, the room invigilator / Flying Squad member will seize the incriminating materials and the answer script(s), and report the same to officer in-charge immediately in the prescribed form.
- iii. When malpractice / use of unfair means is brought to the notice of the officer In-charge either by Squad members or by the room invigilators, he/she shall hold a preliminary inquiry and take on record the report of the room invigilator, the statement of the student concerned. Only then he/she will forward unfair means report along with answer script(s) and other incriminating material and other enclosures in a sealed cover to the controller of Examinations. However, answer scripts of subsequent papers of such student noted under unfair means shall be sent directly to the valuation centre along with other answer script and shall not be marked as unfair means case anywhere.
- iv. The student, the room invigilator, the concerned Squad Member (if the case was detected by the squad member) shall be required to give their statement in the prescribed form supplied by the controller of examinations. These statements shall always be concise, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.

- v. The statement of all concerned shall be in their own handwriting.
- vi. If the student refuses to handover the incriminating materials or the student refuses to give the statement, the student shall be asked to record in writing his/ her refusal to give a statement. If he/she refuses to do even that the facts will be recorded by the officer in-charge and / or the squad member.
- vii. The student(s) noted under unfair means shall be allowed to write the subsequent papers. Having allowed to appear for the papers after noted the case under unfair means, the student/s shall have no claim over the performance of the subsequent papers. The answer scripts of those students noted under unfair means shall be evaluated and the results shall be kept in abeyance, until such time the Board of Examination approves the recommendations of the Examination Sub-committee appointed for the same.
- viii. When, a student noted under unfair means the following steps shall be strictly adhered to:
  - Debar the student from writing that particular paper, in which he/she has been caught under alleged unfair means.
  - Issue a memo instructing the student to attend the meeting of the unfair means committee if required.
  - Send the answer script of that particular paper directly to the controller of examinations, along with relevant documents. It shall be super scribed on the left hand corner of the facing sheet as U/F Case. There shall not be an indication of U/F Case on the pages other than the facing sheet of the answer script.
  - Permit the student to write the subsequent papers of the examination, if any, and such answer scripts shall be sent to valuation centre along with other answer scripts, without being marked as U/F Case anywhere.

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### **26.1.2 For Continuous Internal Evaluation Examinations (i.e. for CAE/TAE):**

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

## **26.2 Procedure For Imposing Penalties & Punishments**

### **26.2.1 For End Semester Examinations (ESE)**

- i. Examination Sub-committee (Unfair means committee) appointed by the Board of Examination, consisting of the Controller of Examinations (COE) as the Chairman, and other members shall be constituted to inquire into the Unfair means cases during the Examinations and to recommend the action to be taken on the cases to the Board of Examinations.

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

#### **26.2.2 For Continuous Internal Evaluation Examinations (i.e. for CAE/TAE):**

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

**Guidelines for recommending penalties & punishments:**

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

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

### **Authority for imposing penalties & punishments**

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

### **27.0 Other Examination Matters**

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

### **27.1 Questions Out of Syllabus / Wrong question/ Question with Incomplete data**

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

### **27.2 Leakage of a Question Paper**

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

### **27.3 Special Provision of Amanuensis/Writer**

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

### **28.0 The Grading System**

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

The grading system is produced below:

<b>Grades</b>	<b>Grade points</b>	<b>Description</b>
AA	10	Outstanding
AB	9	Excellent
BB	8	Very good
BC	7	Good
CC	6	Average
CD	5	Below Average
DD	4	Marginal
FF	0	Very Poor

As per AICTE CGPA may be converted into equivalent marks as

below:  $(CGPA - 0.75) \times 10 = \text{Equivalent Percentage}$  e.g

<b>Grade Point</b>	<b>Equivalent Percentage</b>
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

### **28.1 Guidelines for the Award of Grades:**

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

- i. For each student, all evaluations in different components of a course shall be done in absolute marks considering the weightage in teaching scheme.
- ii. The marks of various components shall be added to get total marks secured on a 10-points scale. The rounding off shall be done on the higher side.
- iii. The relative grading system shall be used for award of grades.
- iv. Examination committee shall appoint a sub-committee which shall be called as Grade Moderation committee. (GMC) This committee shall be responsible for grade moderation.
- v. Dean academics shall be the convener of Under Graduate programs and Dean PG for Post Graduate Programs. Grade shall be awarded by subject teachers and forward it to grade moderation committee through Head of concerned department. Grades shall be modified by the GMC based on the normal distribution.

### 28.1.1 Explanation:

#### 'FF' Grades

A student who was awarded “FF” 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 'FF' grade has been obtained, the student may take the same course or any other course from the same category.

Further, 'FF' 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.

## 28.2 Performance Indices

### 28.2.1 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 subjects registered by the student during the Semester.

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

Where,

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

$P_i$  = Grade point earned in the  $i$ th subject  $i=1, 2, \dots, n$  represent the number of subjects in which a student is registered in the concerned semester

The SGPA is calculated to three decimal places.

### 28.2.2 Calculation of Cumulative Grade point Average (CGPA)

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



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

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

$P_j$  =Grade point earned in the  $j$ th subject. A grade point less than 4 in a undergraduate subject shall not be taken into consideration for calculation of CGPA. Further a grade point less than 6 in a postgraduate subject shall not be taken into consideration for calculation of CGPA

$j = 1, 2, \dots, m$  represent the number of subjects in which a student is registered up to the semester for which the CGPA is to be calculated.

The CGPA is also calculated to three decimal places.

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

#### **CGPA for absorbed in Autonomous Scheme**

Old students who will be absorbed in Autonomous batch either at 3'd Semester or 5h Semester their CGPA will be calculated from V to VIII Semester and for I to IV Semester their marks will be converted into absolute grading only if required and record purposes.

Students who are admitted in respective ordinance same shall be followed for calculation of CGPA for award of his degree for eg, Student admitted in Ordinance having degree to be awarded on last 4 semesters their CGPA will be calculated from 5th to 8th Semester, If such students are absorbed in or after 6<sup>th</sup> Semester their previous semester marks will be converted to CGPA based on absolute grading and degree will be awarded by calculating CGPA from 5th to 8<sup>th</sup> Semester, However, students admitted in the Ordinance of degree based on last 2 semesters their CGPA will be calculated for 7<sup>th</sup> & 8th Semester only(students admitted before 2004)

#### **UG Direct Second Year Admitted Student**

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

#### **MCA Direct Second Year Admitted Student**

CGPA of Direct Second year admitted students of MCA shall be from III to VI semester.

## **29.0 Grade Improvement Scheme**

### **➤ For UG Program:**

The students admitted in V sem, having their 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 by appearing in maximum two theory subject in which they got pass grade.

### **➤ For PG Program:**

The students who could not get CGPA 6.75 will be allowed to improve the grade by appearing in maximum two theory subjects in which they got pass grade.

## **30.0 Awards**

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

### **30.1 Gold Medals:**

The College shall award a Gold Medal to the outstanding student (topper amongst all branches).

The College shall award Gold Medal to the best postgraduate student (topper amongst all branches). If student from MBA/MCA course having CGPA higher than student of engineering courses then separate additional medal shall be given to MBA/MCA student.

### **30.2 Silver Medals:**

The College shall award a silver medal to the most outstanding graduate (topper) in each branch of Engineering.

The College shall award a silver medal to the most outstanding postgraduate student in each branch of Engineering, MCA & Business Administration.

### **Eligibility for Medals:**

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

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

b) In case the students having tie it shall be broken by considering the CGPA of the students. In case of a tie in CGPA, it shall be broken by considering the candidate's performance on the basis of SGPA of previous two semesters. If, however, the tie still exists, then considering the SGPA of previous four semesters and so on.

c) Medals shall be awarded only if the number of students registered in a discipline is minimum ten.

- d) If a student declines the Medal, the same shall be awarded to the next student in Merit.
- The College shall announce the Awards of Medal at least 20 days before the date of convocation.
  - The above Medals shall be awarded to the notified candidates in the convocation.

**30.3 Achiever's Award :** The student whose performance is best in the academic as well as extra-curricular, co-curricular and other activities taken together shall be treated as the Achiever of the year. He / she shall be awarded a Gold Medal.

**Criteria for selection of Achiever's Award:**

- CGPA Marks (40)
- Attendance marks(10)
- Co-Curricular (20)
- Extra-Curricular (20)
- Placement (10)
- Total (100)

**30.4 Toppers Award**

Two Merit Scholarships, one each of value of Rs. 5000/- and Rs. 2500/- along with Letter of Appreciation shall be awarded to only the first –two topper students of each section of various batches of the Undergraduate Engineering Programs as per detail given below:-

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

The eligibility conditions for Award of Medal shall be also applicable for the toppers awards. The toppers awards shall be distributed in each year by the competent authority in a well organized function in which the recipients of awards as well as their parents shall participate.

**30.5 Sponsored Scholarship / Medals / Prizes**

The College may accept donations for instituting a scholarship / medals / prizes for meritorious/deserving and needy students. The donation received on this account shall be put in a separate fund and the amount of scholarship/medals/prizes shall be paid out of this fund.

- i) The offer for instituting the scholarship/medals/prizes should be addressed to the Director of the College.
- ii) The institution of scholarship/medals/prizes shall be done through an agreement between the College and the donor.
- iii) The acceptance of offer in each case would be decided by Board of Management.
- iv) The amount to be donated by scholarship shall be minimum Rs. 2 Lacs (Rs. Two Lacs only). Donation of scholarship shall be for ten months. Minimum amount of scholarship shall be Rs. 1500.
- v) The minimum amount for acceptance of donation by College for instituting a medal or prize in the name of one person shall not be less than Rs. 25,000.
- vi) The payment shall be made through bank draft in favor of “Director, G. H. Rasoni College of Engineering, Nagpur”, payable at Nagpur.

Eligibility conditions for Award of Medal shall be also applicable for the sponsored scholarship / prizes / medals.

These prizes shall be also awarded during convocation specially arranged for the College.

**30.6 Honor of Flag Hoisting:** Every year Topper of 3<sup>rd</sup> year (Avg SGPA of Vth & VIth sem of previous year) shall get the honor of Flag hoisting on the occasion of 15<sup>th</sup> August. Topper of VIIth sem shall get the honor of Flag hoisting on the occasion of Republic day 26<sup>th</sup> January.

### 31.0 Placement Rules

- All the students have to fill up data in prescribed format issued by placement cell within given time frame without fail. Failure to do so, student will not be considered for the process of placement till further notice. Incomplete filled data will be rejected and considered as non submission of data.
- It is expected that students must be in full college uniforms at the time of placement drive.
- Student has to bring all his/her testimonials and necessary documents (e.g. College ID card, Resume (3 copies), Original Documents, mark sheets of X, XII and all semester mark sheets, Leaving certificates, recent passport size photos in college uniform, curriculum vitae, etc. ) at the time of placement drive without fail.
- It is advised to be well prepared in advance for the selection process (e.g. technical test, aptitude test, MCQ, subjective test, GD & PI etc.)
- It is student’s responsibility to go through the company norms (job profile, salary, bond, increment, probation period etc.) for the purpose of placement.
- After getting selected in one company, student will not be allowed to appear for other company’s selection process, whether he/she is willing to join the company in which he/she has already been selected.

- If any student will be found with any kind of misbehavior or violating the process of placement, his/her registration will be cancelled with immediate effect and he/she will not be considered for upcoming campus interviews.

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

### **32.0 Issue of College Certificate:**

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

#### **32.1 Issue of College Leaving Certificate:**

If during the course of studies, candidate desires to discontinue studies for any reason whatsoever, he or she shall be allowed to do so and it shall be presumed that he or she has cancelled admission at that stage. The Director shall issue college Leaving Certificate and fees shall be refunded as per the rules and regulation.

#### **32.2 Issue of College Bonafide Certificate:**

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

#### **32.3 Issue of Document Verification Certificate :**

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

<b>Type of certificate</b>	<b>Fees*</b>	<b>Processing time</b>
Document verification	Rs 500/- per document( Rs 100/- postal charges extra)	One day

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

#### **32.4 Issue of Duplicate Mark Sheet and TC**

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

<b>Type of certificate</b>	<b>Fees*</b>	<b>Processing time</b>
Duplicate mark sheet/ TC	Rs 500/- per mark sheet Rs 1000/- for TC	4-5 days

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

### 32.5 Issue of Transcript

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

Type of certificate	Fees*	Processing time
Transcript	Rs 1000/- for first set of copy and Rs 300/- extra per set	4-5 days

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

### 32.6 Passing Certificate / Provisional Degree

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

### 32.7 Award of Degree and Degree Certificate

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

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

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

### 33.0 Transitory Regulations

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

A candidate, who is detained or discontinued in the year/semester, will be admitted to the same semester on paying the prescribed fees as decided by BOG time to time. On readmission, he shall be required to pass in all the courses in the curriculum prescribed for such batch of students in which

the student joins subsequently. However, exemption will be given to those candidates who have already passed in such courses in the earlier semester(s) he was originally admitted into.

### **34.0 Termination from the Program**

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

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

### **35.0 Code of Conduct for Students**

- a. It is imperative that the students strictly adhere to the day of opening and closing of each term during the academic year.
- b. The student should note that he/she is responsible to the authorities of the Institute not only for his/her conduct in the premises of the Institute but also for his/her conduct in general, outside the premises as well.
- c. If reported, observed objectionable conduct within or outside the premises of the Institute and hostel, will make him/her liable for strict disciplinary action.
- d. If students found guilty of Ragging, he/she will liable for punishment according to clause 9.1 of the regulations, as per the High Court decision for University Act. 1956-Regulation 26(1)G-2009.
- e. The student should not participate in any political or antisocial activities.
- f. Student should help in maintaining the buildings and the campus of the Institute clean and tidy.
- g. If a student remains absent for lectures or practical without prior, written permission of the HoD/Director, he/she will have to pay a heavy fine per lecture and/or practical for his absence along with any other punishment of academic nature as decided by the authorities.
- h. If a student remains absent from the Institute for continuous period of ten days without prior permission of the Dean/Director, the Management reserves the right to cancel his admission from the Institute and to strike out his/her name from the roll. Such a student will not be entitled for any refund.
- i. Student must abide by the rules and regulation frame by the Institute from time to time.
- j. The student is expected to read the notices put on the notice board of the college regularly. The college is not responsible for any loss or damage caused to the students due his failure to read the notices from time to time.
- k. The change in the residential address of the student must be communicated to the office immediately.
- l. Students should carry their identity card while in the college.

- m. Specific sets of regulations covering particular areas of the college may be posted time to time by the dean, after being approved by the college management committee and must be respected.
- n. Dress code: The student must wear the college uniform on every working day except Saturday and at the time of college functions. The student should wear uniform compulsorily as per following specification.
  - a. For Boys: Dark green trousers and blazer with white striped shirt and green tie. Only black shoes are permitted.
  - b. For Girls: Dark green trousers and blazer with white striped shirt. Only black shoes / Bellies are permitted
- o. At the time of the admission every student sign a declaration pertaining to the Ordinance i.e. on admission, he/she shall submit him/herself to the disciplinary jurisdiction of Director and other authorities of the College who may be vested with the power to exercise the discipline under the Rules, Regulations.
- p. A student shall be liable for disciplinary action for misconduct, Ragging and for violation of code of conduct.

The following acts or omissions shall constitute misconduct.

- i. Physical assault or threat to use physical force, against any member of the teaching and non-teaching staff of College/Department and against any student within the College.
- ii. Carrying of, use of or threat to use any weapons.
- iii. Violation of the status, dignity and honour of a student belonging to the scheduled castes and scheduled tribes.
- iv. Any practice, whether verbal or otherwise, derogatory to women.
- v. Creating ill-will or intolerance on religious or communal ground.
- vi. Willfully disrupting any teaching, study, assessment or research activities or the administration of the College.
- vii. Willfully obstructing officer or employee of the College in the performance of his or her duties.
- viii. Willfully damaging or wrongfully dealing with any property under the control of the College; any property on College premises; or property on a location where a student is present under the auspices of the College.
- ix. Disobeying or failing, without reasonable cause, to observe any provision of the Bye-Laws, or any rule made by the Council/Board or of any resolution of the Council/Board of which students have been duly notified.
- x. Disobeying, without reasonable cause, any instruction of an officer or employee of the College, including failing to leave any building or part of a building when directed to do so;
- xi. Withholding relevant information or furnishing false or misleading information for purposes connected with academic progression or enrolment or proposed enrolment as a student, whether such withholding or furnishing of information takes place before or after the person becomes a student of the College;



- xii. Contravening any rule made by the Council/Board in relation to the conduct of written assessment;
- xiii. Acting dishonestly or unfairly with respect to:
- xiv. The preparation or presentation of any essay, project, thesis or other work to be assessed; or
- xv. Any examination conducted by the College.
- xvi. Indulging in Cyber Crime.

### **36.0 Grievance Appeal Committee for the Students**

- A College Student who is not satisfied with the College's final decision on a grievance involving any issue set forth may appeal against the decision to the Chairman, Governing Body (GB). In order to appeal to the Chairman the Student must file a petition for a contested case hearing with the Office of Chairman of Governing Body (GB) within 14 calendar days after receipt of the institute's final agency decision.
- A Student alleging unlawful discrimination has the right to bypass the institute's grievance procedure in order to appeal directly to the Chairman, GB. In order to appeal to the Chairman, the Students must file a petition for a contested case hearing with the office of Chairman within 15 calendar days after receipt of notice of the alleged discriminatory action. Any Student who files a grievance through the College's grievance procedure must comply with the College's timeline to file a grievance.

**Open House :** If student grievances are not solved he/she may appear in open house

#### **Composition of Grievance Appeal Committee**

- a) The Chairman of Academic Council/Board of the College shall constitute a Grievance Appeal Committee consisting of the following persons:
  - i) A Senior Professor/Senior Dean - Chairman
  - ii) A Senior Lady Faculty member of the College
  - iii) One teacher representative who is fully conversant with Rules & Regulations of College.
  - iv) One representative of a student who is fully conversant with Rules & Regulations of College.
- b) The hearing should be completed within 1 month & normally 5 hearings should be arranged during this period. Thereafter the Committee shall submit a report within a week to the Director. The Director shall take decision on it within 7 days and his / her decision shall be communicated to the applicant as well as to the Academic Council/Board.

#### **College Students or former College Students may file a grievance based on**

- i) Victimization by a Teacher while allotting marks in answer sheet;
- ii) Physical assault by a staff of the college;

- iii) Favour and partiality committed by the teacher / staff;
- iv) Sexual Harassment;
- v) Denial of sports facility;
- vi) Any other academic & non-academic matter.

**Any College Students or Ex College Students may file a grievance based on**

- i) Failure to follow systematic procedures in (where discrimination is not alleged)
- ii) Denial of a request to remove inaccurate or misleading information from the Student's personnel file;
- iii) Individuals with a sexual harassment Enquiry or complaint may be more comfortable speaking with someone of their gender. They have the option of meeting with a staff member / student of a preferred gender before the Grievances Appeal Committee.

Once an individual discloses identifying information to the official contact of the College, he/she will be considered to have filed a complaint with the College.

**Grievance Procedure**

**a) Filing Requirements**

**i) Time Limits:** A party having a grievable issue (other than unlawful discrimination) under this policy must file a grievance within 7 calendar days from the date the party receives notification of the action or occurrence forming the basis of the grievance. Failure of a party to file a grievance within the specified time limit

relieves the College of any and all responsibilities under this procedure and constitutes a waiver by the party of any right under this procedure.

**ii) Completion of Grievance Form :** A Student filing a grievance must submit in a prescribed form available.

**b) Referral of Discrimination/Harassment Allegations to Office for Equal Opportunity**

Any discrimination or harassment or retaliation relating thereto, the allegation must be heard on priority basis normally within 14 days.

**c) Representation**

Neither party to a grievance may be represented by an attorney or other person during the internal agency grievance procedure.

**d) Abandonment**

The grievant will be notified that the College has deemed the grievance to be abandoned and that the matter has been administratively closed.

**e) Time for Issuance of Final Decision**

- i) The College's final decision shall be issued within the time limits specified below unless both parties mutually agree to additional time. If the College's final decision is not issued within the timeframe specified below, the grievant may appeal to the Director within 7 calendar days of the applicable deadline.
- ii) Final decisions on grievances involving suspension or dismissal shall be issued no later than 30 calendar days from the date the grievance was accepted.
- iii) Final decisions on grievances involving unlawful discrimination or harassment shall be issued no later than 15 calendar days from the date the grievance was accepted. In case the College issues a final decision prior to the expiry of the 15-day investigation period, the College shall waive in writing its right to consider the grievance for the remainder of the 15-day period; if the grievant wishes to appeal against the final decision, he or she acknowledges the College's waiver in writing.
- iv) Final decisions on grievances involving any other grievable issue shall be issued not later than 30 calendar days from the date the grievance was accepted.

**f) Grievance Assistants**

- i) Each party to a grievance may ask a fellow College Students to assist, but not represent the party during the grievance process. The grievance assistant must be a College Student who has no active disciplinary action on file. The grievance assistant may serve only in an advisory capacity, not as an advocate or spokesperson for the grievant or for management. The grievance assistant may not serve as a witness in any grievance hearing.
- ii) A grievance assistant must have prior supervisory approval to serve as a grievance assistant. A Student may serve as a grievance assistant not more than twice in any calendar year.
- iii) Management should make every effort to approve a Student's request to serve as a grievance assistant. However, management, in its discretion, may deny the request if approving the Student to serve as a grievance assistant would interfere with the execution of the Student's classes.
- iv) Information shared during the grievance process between grievance assistants and the parties shall remain confidential and shall not be divulged except as may be required by law.

**37.0 Psychological Counselor**

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

### **38.0 Career Guidance Cell**

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

### **39.0 Research and Development**

For monitoring the research and development activities taking place in the college, the Director shall constitute a R&D Cell.

The following shall constitute the R&D Cell

- i. Dean R&D:
- ii. Associate Dean R&D
- iii. One R&D coordinator from each department.

#### **39.1 Objective:**

- i. R&D fund allocation & creation of R&D facilities.
- ii. R & D promotion activities of Staff and Students such as participating in conferences, seminars, workshops, etc.
- iii. To promote & keeping track of research publications in conferences and journals.
- iv. Registration of candidates for ME by research and Ph.D.
- v. Encouraging research proposals for external funding agencies and filing of patents.
- vi. Designing norms for promoting research & incentives for motivation.

#### **39.2 Norms (For any R&D activity related to participation in conference, workshop etc.):**

- i. Courier Charges / Postage / Ticket cancellation charges for conferences in India shall not be admissible. For conferences to be held abroad, these charges shall be admissible maximum up to Rs.1000/-.
- ii. Conference proceeding shall be submitted to departmental library and submission slip is to be attached with bills while-setting an account. The same copy can be further kept in departmental library by issuing from central library.
- iii. The conference should be at reputed places like, IIT, NIT etc and should be at All India level where renowned experts from India and foreign countries participate. These cases shall have to be duly justified by the Departments. Name of College should appear as affiliation in the research papers should be indexed.
- iv. Faculty shall also apply to organizers for subsidy under different clauses.
- v. After the event, the faculty must give presentation in the department and submit a summary of participation to R&D coordinator of their department through HOD. Advance if taken shall be sealed within seven days from the date of return else it shall be deducted from salary.

- vi. For the settlement of accounts with account section, after the participation in International or National conference; the claimant shall route the format (Attached here with) through respective HOD, R&D cell In charge. For International conference held abroad, if the expended amount is over and above the sanctioned one; then the matter shall be referred to Hon'ble Chairman Sir. Accounts should be settled in 3 days.
- vii. The certificate of participation shall be submitted to departmental R&D Coordinator & Accounts officer.
- viii. Ph.D. supervisor/students shall be eligible to avail R&D promotion facilities only when they mention name of college along with their names as first author of the paper. R&D promotion facilities shall not be applicable if the supervisor/students is from other institutions and not the employee of college.

### **39.3 R&D Initiatives:**

#### **39.3.1 Initiatives for Under graduate Students**

- i. Students are encouraged to participate in workshops, seminars, paper presentation and project competitions.
- ii. They are motivated to undertake industry based projects.
- iii. Registration fees and one way fare for National conference/workshop/seminar is provided to students.
- iv. For SC/ST/OBC students, registration fees and two way fare is provided.
- v. Winner Students are provided with 100% financial assistance as regards registration fees and traveling expenses.
- vi. Few students have been provided fund for participation even in International events.
- vii. Plagiarism check for thesis/research paper before submission.

#### **39.3.2 Initiatives for Postgraduate Students**

- i. It is mandatory to undertake dissertation work pertaining to live industrial problems/cutting edge technologies.
- ii. They are required to refer minimum 5 journal/transaction papers for finalizing the topic for dissertation.
- iii. Monthly progress seminars are conducted to assess the work.
- iv. External experts are being called for the evaluation of the quality of the work during the year & at the time of topic selection.
- v. Before submission of the final dissertation, students are required to publish one paper in reputed international conference/journal
- vi. Guest lectures and industrial visits are regularly organised to focus on thrust areas.
- vii. 100% Financial assistance is provided for publishing the paper in journal.
- viii. 100% Financial assistance for developing the experimental setups for the dissertation work.
- ix. Plagiarism check for thesis/research paper before submission.

### 39.3.3 Initiatives for Ph. D Scholars

- i. Pre-registration seminar is organised at the departmental level.
- ii. Six monthly progress seminars are conducted wherein external experts in relevant field from reputed institutes/industries are called for review.
- iii. Students are encouraged to submit research proposal to external funding agencies on the topic of their research along with guide.
- iv. Financial assistance is provided for experimental work, purchase of books/equipments and publishing the research papers in journals and conferences.
- v. Students are required to submit six monthly progress reports and future plan of work.
- vi. Students are sent to IITs/NITs for their knowledge up-gradation.
- vii. Patent awareness program is regularly arranged
- viii. Plagiarism check for thesis/research paper before submission.

### 39.4 Rules for Students:

- i. For Local Conference/Seminars/Workshop only Registration fee shall be granted for one event per year on producing the desired documents of the event.
- ii. For in house events no funding shall be provided.
- iii. For out station participation i.e. for attending Conference/Workshop etc. Students should avail Railway concession facility.(no funding shall be provided for bus travels)
- iv. For SC/ST & OBC candidates' one way fare through Railway concession facility and remaining shall be reimbursed on producing ticket by R&D cell.
- v. For winner 100% of actual project cost shall be reimbursed provided the intent is submitted at least one month prior to the event. The matter shall be placed for scanning by the scrutiny committee.(no boarding and lodging charges shall be reimbursed)
- vi. In case of International Conference held abroad 90% of TA is to be given in case of SC/ST & OBC students where as 50% for open students subjected to approval by Chairman. This facility can be availed by UG & PG students once in a year with the recommendation of the department.
- vii. CD copy, Xerox, Speed post/Courier charges, DD commissions, and visa charges shall not be considered for reimbursement.
- viii. Participating students shall submit Application complete in all respect forwarded by departmental R&D coordinators & HOD to R&D cell In charge with following enclosures.
  - Leaflet of conference/seminars showing Venue, date & Registration fee.
  - Full paper of project report.
  - Original Tickets
  - For “On spot competitions” participation report to be submitted.
  - Certificate of Participation.
  - Caste Certificate.
  - Plagiarism report

- ix. For paper presentation reimbursement, claim of only one student shall be entertained for Registration fee if event is local else for out station events participation one way fare with Railway concession shall be recommended along with Registration fee.
- For project competition, claim for maximum two participants shall be entertained for registration fee.
  - In case of participation of students in national paper presentation/poster competition/project competitions exhibitions, at the most only one student can be promoted at a time for an event and activity.
  - In case of participation of students in international paper presentation/poster competition/project exhibitions, only one student can be promoted at a time for an event provided they fulfill the norms stated above and with the approval from Hon'ble Chairman.

The first winner of an event shall be granted all admissible expenses of the event subject to approval from Hon Chairman.

Proposals for participation are to be submitted at least two months prior for International event and one month for National event to R&D cell for processing.

For National Conferences/Seminars the Check list for enclosure is as below:

- Proposal forwarded with adequate Justifications, merit, by HOD.
- Leaflet of conferences showing Venue, date & Registration fee, accommodation facility etc.
- Conference Acceptance letter.
- Full paper
- Reviewer's comments, if any
- NOC from co-authors.

All above documents to be attached with Desired format of the proposal. R&D cell shall held its meeting every week for discussions on the research proposals and further processing of those.

Faculty member/Student with any innovative idea, project; can interact with members of R&D cell after the meeting every week.

### **39.5 Teaching Assistantship**

- Teaching Assistantship' scheme is offered under TEQIP-II specially to improve enrolment of students in Postgraduate courses.
- The amounts of Teaching Assistantships will be governed by the norms as prescribed by the UGC/AICTE or the State Governments or by the respective Board of Governors.

- The non-GATE qualified students selected by the institutions will receive teaching assistantships, for which they will devote 8-10 hours per week in classroom and laboratory assignments.
- Continuance of the assistantship shall depend upon the satisfactory progress of work, attendance, conduct of the recipient as communicated by the Head of the Department concerned and academic performance in the End Semester Examination.

### **Selection Process**

1. Applications are invited from Non-GATE, Non – Sponsored students.
2. The Interview panel has the following composition
  - a. Expert – Nominated by Director
  - b. Dean –PG
  - c. Heads of Respective Departments

The Interview dates are informed to the departments in advance.

## **40.0 Choice Based Credit System (CBCS)**

### **40.1 Key Terms**

1. Term
2. Program
3. Parent Department
4. Teaching Scheme
5. Program Scheme
6. Course
7. Credit
8. Credit Transfer
9. Course Exemption
10. Institute Core
11. Institute Elective
12. Program Core
13. Program Elective
14. Course Registration
15. Pre – Requisite for a Course
16. Anti-Requisite Course
17. Co-Requisite Course
18. Pending Course
19. Dropped Course
20. Dropping Term
21. Detained Course
22. Sample Path
23. Offered Courses
24. Arrear Course
25. Exam Registration
26. Withdrawal Course



27. Backlog Course
28. Fast Learner/Achiever
29. Faculty Advisor

#### **40.2 R1.0 : Course Registration**

1. 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
2. The list of courses offered by each program will be announced immediately after exams are over. Within 8 days of result declaration. Students will have to register for courses from the list.
3. Choice for dropping a Registered Course (max 2) once in a term within ten instructional days/two weeks (R1.2)
4. 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 (R1.2).
5. Choice for dropping complete term for training/project work within norms (R1.2).

#### **40.3 R1.1: Min & Max Credit Limit**

1. It is compulsory to Re-register the Pending / Dropped/ Detained/ Withdrawn courses first, before registering for new courses, during subsequent course registration(s). Hence, the total credits available for registering the courses will be 30.
2. Maximum 30 and minimum 15 will be Credits Limit for New Course Registration in each term.
3. Minimum credit limit for the course registration will not be applicable, who wish to drop a complete term OR last term course registration/Industry Internship .
4. Minimum credit limit for the course registration will also not be applicable for the fast achievers (Only for balance credits)

#### **40.4 R1.2 : Adding/ Dropping of Courses**

1. The student also will have option to drop a course within 10 instructional days /2 week of start of the term, if he feels that the course is difficult.
2. A student has to re-register for the DROPPED course when the course is offered again by the program if it is a core course. If it is an elective the candidate may choose the same or an alternate course as per program scheme.
3. Choice for dropping complete term within norms (maximum duration of degree will not change)

#### **40.5 R1.3 : Additional Learning (Certification)**

1. Additional courses may be in the form of audit or credit.
2. Additional courses will not be considered for calculation of SGPA or CGPA/degree completion.
3. Students will get certification and credits for additional courses.

#### **40.6 R1.4 : Opting PG Course**

1. Undergraduate students having a CGPA of 8.75 or more are permitted to credit a Post Graduate level course (from the courses offered list decided by the program), in his/her major area of specialization (or related discipline) based on term credits.

2. Additional Post Graduate level courses will not be considered for calculation of SGPA or CGPA.

#### 40.7 R1.5 : Major & Minor Specialization

If a Mechanical Engineering student completes all requirements for award of degree of Mechanical Engineering branch and addition to this he/she completes all elective courses as an additional learning from Electronics Engineering branch, he/she will get Major degree in Mechanical Engineering and Minor degree in Electronics Engineering

#### 40.8 R1.6 : Promotion Rules

Admission to Term	Candidates should have earned PASS grade OR earned CREDITS in the following examination
TERM – I	XII Std OR equivalent
TERM – II	--
TERM – III	CREDITS 30
TERM – IV	--
TERM – V	CREDITS 75
TERM – VI	--
TERM - VII	CREDITS 120
TERM - VIII	--

#### 40.9 R2.0 : Exam Registration

- 'FF'-grade is a fail grade.
- The course(s) in which a student has earned 'FF' grade will be termed as back-log course(s).

#### 40.10 R3.0 : Result and Grade Point Calculation

1. SGPA will be calculated as per courses registered for the exam in that term and credits earned in the term.
2. SGPA will be Term basis (*Excluding Additional learning courses*)
3. CGPA will be cumulative grade points ( $\sum$ SGPA (*Excluding Additional learning courses*)) earned till that term.
4. Term Grade points can be calculated for the term (*Excluding Additional learning courses*)

#### 40.11 R3.1: Grade Improvement

1. Grade Improvement possible for those who have CGPA less than 6.75 and from V & VI term and can be offered maximum to two courses.
2. In case a student wants to improve his/her grade point in a course, he/she can improve it only by appearing in the End Term Examination of the same course as per examination rules.

#### 40.12 R4.0 : Transcript

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

#### **40.13 R5.0 : Placement**

Minimum number of credit earned shall be 100-120 till that term will be considered as placement criteria for company to company.

#### **41.0 Interpretation of Regulation**

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

#### **42.0 Emergent Case**

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

### 43.0 Various Academic Bodies

#### 43.1 Governing Body / Board Of Management (From Session 2015-16 Onwards)

S. N.	Name of Member	Affiliation / Organization	Designation within BoG
1.	Shri. Sunil Raisonni	Hon'ble Chairman, Ankush Shikshan Sanstha, Nagpur and Eminent Educationalist.	Chairman
2.	Mrs. Shobha Raisonni	Secretary, Ankush Shikshan Sanstha, Nagpur	Member
3.	Mr. Nitin Tatiya	Management Nominee	Member
4.	Dr. S. S. Gokhale	Management Nominee	Member
5.	Dr Avichal Kapoor	Management Nominee	Member
6.	Shri Kamlesh Pande	Industry Representative	Member
7.	Shri. Gulabrao Thakre	Hon'ble Joint Director, DTE Representing Director, DTE Maharashtra /State Government Nominee	Member
8.	Dr. Vishnupant Patil	UGC Nominee (Principal, S.S.Y.K.'s Arts College, Buldhana).	Member
9.	Dr. M. S. Kadu	Vice Chancellor's Nominee and Member of Academic Council of RTMNU	Member
10.	Dr. K.K. Dhote	Ex Jt. Director DTE	Invited Member
11.	Dr O S Bihade	Ex Deputy Secretary Govt. of Maharashtra	Invited Member
12.	WRO	Ex-Officio	Member
13.	Letter Sent - Approval Awaited	AICTE Nominee	Member
14.	Dr. P.B. Nagarnaik	Dy. Director, GHRCE,Nagpur	Member
15.	Dr. A.Y. Deshmukh	Dy. Director, GHRCE,Nagpur	Member
16.	Dr. L. G. Malik	Director's Nominee Teacher	Member
17.	Dr. S. S. Dorle	Director's Nominee Teacher	Member
18.	Mr Nitin Bahal	Director's Nominee (Alumni)	Invited member
19.	Mr Kanishka Khanna	Director's Nominee (Alumni)	Invited member
20.	Mr. A. P. Kadam	Director's Nominee (Non-Teaching Staff)	Invited member
21.	Ms Shreya Gole	Director's Nominee (Student)	Invited member
22.	Dr. U S Wankhede	Dean R&D, GHRCE,Nagpur	Invited member
23.	Prof. K D Joshi	Dean III GHRCE,Nagpur	Invited member
24.	Dr. S S Salankar	Dean Students	Invited member
25.	Prof. A Thomas	Dean PG	Invited member
26.	Dr. P.R. Bajaj	Director, G.H. Raisonni College of Engg Nagpur.	Member Secretary

### 43.2 Composition of Academic Council /Academic Board (From Session 2015-16 onwards)

Sr. No.	Name	Designation at Institute	Designation at Academic Council / Academic Board
1.	Dr. P. R. Bajaj	Director, GHRCE	Chairman
2.	Dr. B. B. Aahuja	Education Consultant Deputy Director, COE, Pune	Member, Engineering Expert 1
3.	Dr. K. D. Kulat	Professor, VNIT, Nagpur	Member, Educationist Expert 2
4.	Dr. O. G. Kakde	Director, VJTI, Mumbai	Member, Educationist Expert 3
5.	Dr. N. Shiv Prakash	Professor, IISc, Bangalore	Member, Educationist Expert 4
6.	Dr. A.Y. Deshmukh	Deputy Director, Dean, Planning & Quality Assurance	Member
7.	Dr. U.S. Wankhede	Dean, R & D	All Deans
8.	Prof. A. Thomas	Dean, PG	
9.	Dr. S. S. Salankar	Dean, Students	
10.	K. D. Joshi	Dean, III	
11.	Dr. B. P .Butey	Dean First year	HOD, Members
12.	Dr. L. G. Malik	HOD CSE GHRCE	
13.	Prof. N. A. Chavan	HOD IT GHRCE	
14.	Dr. P. Y. Pawade	HOD CIVIL GHRCE	
15.	Dr. P. V. Walke	HOD MECH GHRCE	
16.	Dr. S. S. Dorle	HOD ETRX GHRCE	
17.	Dr .M.M. Khanapurkar	HOD ETC GHRCE	
18.	Dr. P. M. Daigavhane	HOD EE GHRCE	
19.	Dr. K. S. Mukharjee	HOD MBA GHRCE	
20.	Prof. A. U. Gahankari	HOD MCA GHRCE	
21.	Dr. S. D. Giripunje	Prof Electronics Dept. GHRCE	Teacher Members
22.	S. S. Wankhede	Controller of Examination GHRCE	
23.	R. S. Shelke	Asso. Prof. Mechanical Engg.	
24.	K. K. Jajulwar	Spot Valuation Incharge, GHRCE	
25.	Dr. R. V. Kshirsagar	Dean, Faculty of Engg. & Tech., RTMNU	Member, Nominee of RTMNU
26.	Dr. T. B. Chahande	Director, LIT, Nagpur	
27.	Dr. R. S. Sapkal	Professor of Chemical Engineering, SGBB Amvarati University Amravati	
28.	Awaited	--	State Govt. Nominee
29.	Kiran Purbey	Final Year ETRX Student	Student Member
30.	Dr. P.B. Nagarnaik	Deputy Director, GHRCE	Member Secretary Nominated by Director
31.	All Professors	Professor of all departments	Invited Members

### 43.3 Finance Committee

<b>SN</b>	<b>Name of Member</b>	<b>Designation</b>	<b>Position</b>
1.	Dr. Preeti Bajaj	Director, GHRCE	Chairman
2.	CA Mr. Nitesh	Director Procurement	Member
3.	Dr. D. V Padole	Professor, ETRX Dept	Member
4	Prof. S.S. Wankhede	Controller of	Invited Member
5	Prof. P.Y.Pawade	HoD, Civil Engg	Invited Member
6	Mr. A.P. Kadam	Accounts Officer	Member
7	Dr. A. Y Deshmukh	Deputy Director	Member Secretary

### 43.4 Examination Committee

<b>Sr No</b>	<b>Name of Member</b>	<b>Designation</b>	<b>Designation</b>
1	Dr. Preeti Bajaj	Director, GHRCE	Chairman
2	Dr.L.G.Malik	HoD CSE	Member
3	Dr.B.V.Khode	Professor, Civil Engg	Member
4	Dr.P.V.Walke	HoD Mechanical Engg	Member
5	Dr.D.J.Tidke	Professor, Mechanical Engg	Evaluation Expert
6	Prof.S.S.Wankhede	Controller of Examinations	Member Secretary

### 43.5 Board of Studies (BOS)

<b>Computer Science &amp; Engineering And Information Technology</b>			
<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Designation in BOS</b>
1	Dr. Latesh Malik,	Professor & Head of Computer Science & Engineering	Chairman
2	Dr. U. N. Shrawankar,	Associate Professor	Faculty Representatives
3	Dr. D.V. Padole	Professor	Faculty Representatives
4	Prof.Nekita Chavan,	Assistant Professor	Faculty Representatives
5	S.U. Nimbhorkar	Assistant Professor Computer Science & Engineering	Faculty Representatives
6	Dr. O. G. Kakde,	Director, VJTI, Mumbai	1.Subject expert nominated by Academic Council
7	Dr. Virendra Singh,	Associate Professor, IIT, Mumbai	2.Subject expert nominated by Academic Council
8	Dr. Shampa Chakraverty,	Professor & HOD, Netaji Subhash Institute of Technology, New Delhi	3.Subject expert nominated by Vice-chancellor RTMNU, Nagpur
9	Ms. Sonal Modi,	Center Head (Training), L&T Infotech. , Pune	Professional expert from Industry
10	Dr. S. R. Sathe	Professor, VNIT, Nagpur	Co-opted members
11	Mr.Girish Dandige	Program Director, TCS	Co-opted members
12	Moresh Kashikar,	Delphi Logic, Wardha	Alumni member
13	Snehal Gabhane		Student Member
14	Sneha Bagadkar		Student Member

### **Civil Engineering**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Designation in BoS</b>
1.	Dr. P. Y. Pawade	Professor & HOD	Chairman (Specialization in Structural Engg)
2.	Dr.P.B.Nagarnaik	Dean Academics	Specialized Faculty in Environmental Engg
3.	Dr. B. V. Khode	Professor	Specialized Faculty in Hydraulics Engg.
4.	Dr.Ashok Gupta	Professor , Civil Engineering Indian Institute of Technology	1. Subject Expert nominated by Academic Council (Structural Engineering)

		Delhi	
5.	Dr.P.Vedagiri	Indian Institute of Technology, Bombay	2. Subject Expert nominated by Academic Council (Transportation Engineering)
6.	Dr. Vinod Tare,	Professor, Civil Engineering, IIT, Kanpur	3. Subject Expert Nominated by Vice-Chancellor (Environmental Engineering)
7.	Mrs.Bharti Umekar,	Structural Consultants,Nagpur.	Professional Expert from Industry
8.	Mr. Ratan Bhonge,	Director Rein Consultants, Pune.	PG Alumni
9.	Dr. Preeti R. Bajaj	Director, GHRCE	Co-opt ,Member,Transportation Engineering
10.	Prof. P. J. Wadhai	Associate Professor	Co-opt ,Member,Water Resource Engg.
11.	Ku.Poonam Turkar	Final Year Student	1.Student Nominee(2014-15)
12.	Mr.Anurag Hirapure	Final Year Student	2.Student Nominee(2014-15)

### Electronics Engg.And Electronics & Telecommunication Engineering

Sr. No	Name	Designation	Designation in BOS
1	Dr. M. M. Khanapurkar	Professor & Head, Electronics & Telecommunication Engineering Department	Chairman
2	Dr. S.S. Dorle	Professor and Head , Electronics Engineering Department	Faculty Representative (Communication Systems)
3	Dr. A.Y. Deshmukh	Professor, Electronics Engineering Department	Faculty Representative (VLSI)
4	Dr. S.S. Salankar	Professor, Electronics and Telecommunication Engineering Department	Faculty Representative (Image Processing)
5	Dr. D.V. Padole	Professor, Electronics Engineering Department	Faculty Representative (Embedded Systems)
6	Dr. S.D. Giripunje	Professor, Electronics Engineering Department	Faculty Representative (Soft Computing)
7	Dr. V. M. Gadre	Professor, Department of Electrical Engineering, IIT Bombay, Mumbai	Subject Expertnominated by Academic Council



8	Dr. M. S. Sutaone	Professor, Electronics and Telecommunication Engineering Department College of Engineering , Pune	Subject Expert nominated by Academic Council
9	Dr. Prasanna Chaporkar	Professor, Department of Electrical Engineering, IIT Powai, Mumbai	Subject expert nominated by Vice-chancellor RTMNU, Nagpur
10	Mr. Umesh Ganjale	Location Head of Education Services Group, Tech Mahindra, Pune	Professional Expert from Industry
11	Ms. Sonali Milmile	Tech Mahindra, Bangalore	PG Alumni Member from Industry
12	Dr. Preeti Bajaj	Director, GHRCE, Nagpur	Permanent Invitee
13	Mr. Satyam Singh	Final year Student (ETRX)	Student Nominee
14	Ms. Namrata Hole	Final year Student (ETC)	Student Nominee
15	Dr. Sanjay Haridas	Professor, Electronics and Telecommunication Engineering Department	Co-Opt Member, VHDL and Digital Communication
16	Dr. Anil Gonde	Professor, SGGS nanded	Co-Opt Member, Signal and Image Processing
17	Dr. Prema Daigavane	Professor, Electrical Engineering Department	Co-Opt Member, Computer Vision
18	Prof. Swati Dixit	Assistant Professor, Electronics and Telecommunication Engineering Department	Co-Opt Member, VLSI and Image Processing
19	Prof. Sonali Joshi	Assistant Professor, Electronics Engineering Department	Co-Opt Member, Soft Computing

Electrical Engineering

S.No.	Name	Designation	Designation in BOS
1	Dr. P.M.Daigavane	Professor & Head of Electrical Engineering	Chairman
2	Dr. S.G.Tarnekar,	Professor Electrical Engineering	Faculty Representatives (Power System)
3	Dr.V.K.Chandrakar	Professor Electrical Engineering	Faculty Representatives FACTS System
4	Prof.H.S.Dalvi	Asso.Professor Electrical Engineering	Faculty Representatives Non-Conventional Energy

5	Prof.K.D.Joshi	Asso.Professor Electrical Engineering	Faculty Representatives Power Electronics
6	Dr. R.N.Awale	Professor, Dept. of Electrical Engineering VJTI Mumbai	1.Subject expertnominated by Academic Council
7	Dr.A.R.Abhyankar	Asst.Professor Dept. of Electrical Engineering IIT Delhi	2.Subject expertnominated by Academic Council
8	Dr. M.V.Aware	Professor, Dept. of Electrical Engineering VNIT Nagpur	3.Subject expert nominated by Vice-chancellor RTMNU, Nagpur
9	Mr. Shrikhande,	GM Abhijeet Group	Professional expert from Industry
10	Mr.Anant Gupta	Director, N. S. Engineering Industries	Alumni member
11	Mr.Paresh Kose	GM Green Planet Technokrafts	Co-Opt Member from Industry
12	Prof J.G.Choudhary	Asso.Professor Electrical Engineering	Co-Opt Member
13	Shubham Hedao		Student Member
14	Leena Katole		Student member

### **Mechanical Engineering**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Designation in BOS</b>
1	Dr. P. V. Walke,	Professor & Head of Mechanical Engineering	Chairman
2	Dr. V.M.Kriplani,	Professor Mechanical Engineering	Faculty Representatives (Thermal Engineering)
3	Dr.D.J.Tidke	Professor Mechanical Engineering	Faculty Representatives (Industrial Engineering)
4	Dr. U. S. Wankhede,	Professor Mechanical Engineering	Faculty Representatives (Heat Power Engineering)
5	Dr. S. L. Bapat,	Professor, Dept. of Mech. Engg., IIT Bombay	1.Subject expertnominated by Academic Council
6	Dr. P. M. Padole,	Professor Dept. of Mechanical Engg. VNIT Nagpur	2.Subject expertnominated by Academic Council
7	Dr. R.S. Dalu,	Head of Mechanical Engineering Department, Government College of Engineering, Amravati	3.Subject expert nominated by Vice-chancellor RTMNU, Nagpur
8	G. Suresh, General Manager ,	Plant vehicle & R&D, Mahindra &Mahindra Ltd., Nagpur	Expert member from Industry

9	Mr.Gaurav Madhugiri,	Senior Engineer Vanaj Engineering Ltd., Pune	Alumni member from Industry
10	Dr. R. N. Baxi	Professor Mechanical Engineering	Co-opted member (Material Engineering)
11	Prof. R. S. Shelke	Associate professor	Co-opted member (Renewable Energy)
12	Dr. V.N.Bhaiswar	Associate professor	Co-opted member (Design Engineering)
13	Mr. Arjunnayan Purkayaspha	Student, 7 <sup>th</sup> semester ,BE Mechanical Engineering	Student Member
14	Mr. Manjeet Singh	Student, BE, Mechanical Engineering, Third Year	Student Member

### First Year Engineering

Sr. No.	Name	Designation	Designation in BoS
1	Dr. P. B. Nagarnaik	Dean Academics, GHRCE (Ex-Officio)	HOD-Chairman
2	Dr. B. P. Butey	Professor, Applied Physics, GHRCE, Nagpur (Dean First Year)	Faculty Representatives
3	Dr. O. K. Chaudhary	Applied Mathematics. Dept GHRCE.	
4	Dr R R Shrivastava	Applied Chemistry	
5	Dr. V. K. Deshpande	Professor, Applied Physics dept, VNIT, Nagpur.	Subject Expert nominated by Academic Council
6	Dr. G. P. Singh	Professor, Applied Mathematics dept , VNIT, Nagpur.	Subject Expert nominated by Academic Council
7	Dr . V.K.Katiyar	Professor in Mathematics, IIT Roorkee	VC's nominee
8	Mr.Umesh Ganjale	Group Location Head, Tech Mahindra Education Services, Pune	Professional Expert from Industry
9	Mr. Abhijeet Khandagale,	Researcher	Alumni Member
10	Dr.P.R.Bajaj	Director GHRCE	Permanent Invitee
11	Dr. P. V Walke	H.o.D., Mechanical Engg. Ex-Officio	Co-opted by Director
	Dr. M. M. Khanapurkar	H.o.D., Electronics & Telecommunication Engg. Ex-Officio	
	Dr. P M Daigavane	H.o.D., Electrical Engg., Ex-Officio	

	Prof. L.G. Malik	H.o.D., Computer Science & Engg. Ex-Officio	
	Dr. P. Y. Pawade	H.o.D., Civil Engg., Ex-Officio	
	Prof. N. A. Chavhan	H.o.D., Information Tech., Ex-Officio	
	Dr. S. S. Dorle	H.o.D., Electronics Engg., Ex-Officio	
12	Anu Bharti,	IIIrd Semester, Electronics Engineering	Students Nominee
13	Arjun Jaiswal,	IIIrd Semester, Mechanical Engineering	Students Nominee

### Department of MCA

Sr. No	Name	Designation	Designation in BOS
1	Prof. A.Thomas	Assistant Professor	Chairman
2	Prof. A. U. Gahankari	Assistant Professor	Faculty Representative (Database Compiler)
3	Dr.L.G.Malik	Professor, Computer Science & Engg	Faculty Representative(Image Processing, Soft Computing)
4	Prof.Nekita Chavan	Assistant Professor, Computer Science & Engg	Faculty Representative(Wireless Computing)
5	Dr. O.G. Kakde	Director, VJTI, Mumbai	Subject Expertnominated by Academic Council
6	Ms. Sonal Modi,	Centre Head, Training Head, L&T, Mumbai	Subject Expertnominated by Academic Council
7	Dr.Shampa Chakraverty	HOD,CSE,Netaji Subhas Institute of Technology , New Delhi.	Subject expert nominated by Vice-chancellor RTMNU, Nagpur
8	Mr. Umesh Ganjale	Location Head (Education Services) , Tech Mahindra Ltd, Pune.	Professional Expert from Industry
	Ms. Sonal Modi	Centre Head, Training Division, L&T Infotech Pvt. Ltd.	Professional Expert from Industry
9	Mr. Amit Parkhad	Software Engineer, Global Logics Pvt. Ltd	Alumni Member

10	Dr. S. R. Sathe	Professor, VNIT	Co-opted Members
11	Mr. Girish Dandige	Program Manager, TCS	Co-opted Members
12	Mr. Gopal Sakarkar	Assistant Professor	Co-opted Members
13	Deepal Kothari	Student - MCA	Student Nominee
14	Malay Pramanik	Student -MCA	Student Nominee

### Department of MBA

Sr.No	Name	Designation	Designation in BOS
1	Dr. K. S. Mukherjee	HOD, MBA	Chairman
2	Dr. Yasin Sheikh	Professor, MBA	Faculty Representative
3	Prof. Sanjiv Kumar	Assistant Professor, MBA	Faculty Representative
4	Prof. Jasbir S. Matharu	Faculty Member, Institute of Management Technology (IMT), Nagpur	Subject Expert nominated by Academic Council
5	Dr. Kanchan Naidu	Faculty Member, Shri Ramdevbaba College of Engineering & Management, Nagpur	Subject Expert nominated by Academic Council
6	Dr. Prashant Salwan	Professor, IIM, Indore	Subject Expert nominated by Vice Chancellor, RTM, Nagpur University
7	Mr. Nitin Alshi	Chartered Accountant	Professional expert from Industry
8	Mr. Sumit Jaloriya	Student, Presently working as an Asst. Manager, Manthan Studio, Nagpur	Alumni Member
9	Prof. Madhu Menon	Assistant Professor, MBA	Co-Opt Member
10	Supriya Sahare	II year MBA	Student Nominee