

Pimpri Chinchwad Education Trust's
Pimpri Chinchwad College of Engineering, Pune

(An Autonomous Institute affiliated to Savitribai Phule Pune University)



**RULES AND REGULATIONS FOR
ACADEMICS, EXAMINATIONS AND
EVALUATION**


Governing

Post Graduate (MCA) Programme

Academic Year 2024-25

(Applicable to Regulations 2024 , 2023 and 2020)

(www.pccoepune.com).


Chairman
Academic Council
PCET's, Pimpri Chinchwad College of Engineering
Sector No. 26, Pradhikaran, Nigdi, Pune-44



PREFACE

Pimpri Chinchwad Education Trust's Pimpri Chinchwad College of Engineering (PCCoE) is one of the promising institutes in Quality & Professional Education. Since 1999, PCCoE has been imparting value-added quality education to satisfy the needs and expectations of Stakeholders like Students, Parents, Industry, etc. Focused efforts are made to achieve this by providing state-of-the-art Engineering and Management education to Students. PCCoE has a student-centric academic system to ensure holistic development. Every possible opportunity is provided to the student to progress academically and excel.

PCCoE indigenously adheres to the philosophy of National Education Policy (NEP)-2020 in curriculum design to create an academic system that is flexible, inclusive, and focused on the holistic development of students. NEP-2020 fosters a mindset of continuous growth and lifelong learning. The continuous assessment, which involves regular evaluations throughout the course or academic year is promoted. This method provides ongoing feedback to students, allowing them to understand their progress and improve over time.

The weightage of Stringent Academic Monitoring and Control has led towards Qualitative Results and Placements, thereby becoming the most opted Institute for admissions by Engineering and MCA aspirants in and around Pune and all over the state of Maharashtra.

This booklet gives comprehensive information on the existing Rules and Regulations for MCA Programme. The MCA Programme will be governed by these Rules and Regulations. The MCA Programme is given a direction to excel in academics through these Rules and Regulations approved by the Academic Council from time to time, keeping in view the ever-growing challenges and new developments. The stakeholders particularly the students, and parents/guardians, are advised to be fully familiar with the Academic System of the Institute. Students should be aware of the Rules and Regulations governing Academic requirements, Evaluation and Assessment policy, and Grading System. These rules maybe revised to ensure the optimized learning experience of students to meet the global needs of the Industry. These revisions are recommended as per the directives of UGC, AICTE, DTE and BoS. The Academic Council is the final authority to approve the Rules and Regulations, and these are binding on all the interested parties.

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



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1. DEFINITIONS

1. “Institute” means Pimpri Chinchwad College of Engineering (PCCOE)
2. “University” means Savitribai Phule Pune University (SPPU), Pune
3. “Master of Computer Applications” MCA means Post Graduate Degree awarded by SPPU.
4. “Semester” means the period in which academic activities are carried out.
5. “Summer Term” means a period during summer vacation for approximately eight weeks.
6. “Course” means theory/laboratory/project/mini project.
7. “Course credit” means weightage assigned to a course.
8. “Course teacher” means faculty member assigned to teach a course.
9. “Grade” means a double letter assigned to indicate the performance of the student in a course.
10. “GB” means Governing Body.
11. “Academic Council” means the apex academic body governing the academic programs & policies in PCCOE.
12. “Board of Studies” (BOS) means Departmental Academic Body.
13. “Board of Examination” (BOE) means apex Examination Body responsible for examination conduction, framing and implementing rules and regulations approved by Academic Council.
14. “Grievance Redressal and Discipline Committee” (GRDC) means committee appointed by Director to deal with cases of grievances and indiscipline.
15. “Complaint Redressal Committee” (CRC) means committee appointed by Director to deal with cases of unfair means/malpractice/s in examination.
16. “Department Advisory Board” (DAB) means departmental advisory body.
17. “Programme Assessment Committee” (PAC) means departmental committee for assessment of program.



18. “Academic Standing Committee (ASC)” means apex body next to Academic Council to take decisions under emergent situations subjected to ratification by Academic Council.
19. “Semester Grade Performance Average (SGPA)” means the weighted average of grade point of a student in a semester.
20. “Cumulative Grade Performance Average (CGPA)” means the weighted average of grade points for all the semesters completed by a student.
21. “Allowed to Keep Term (ATKT)” means allowed for admission to higher class after satisfying minimum credits criterion.
22. “Academic Examination & Evaluation R&R” means academic, Examination & Evaluation Rules and Regulations governing system of the Institute.
23. “COE” means Controller of Examination.
24. FA means Formative Assessment
25. SA means Summative Assessment
26. “DTE” means Directorate of Technical Education, Mumbai
27. “AICTE” means All India Council for Technical Education, New Delhi
28. “NBA” means National Board of Accreditation
29. “NAAC” means National Assessment & Accreditation Council, Bangalore
30. “UGC” means University Grant Commission
31. “NEP” means National Education Policy - 2020



2. INTRODUCTION

The provisions made in this document shall govern the academic policies and procedures, curriculum, course delivery, evaluation system, continuous assessment, conduct of the examinations & declaration of results.

- i) The medium of instruction throughout the MCA Programme shall be English.
- ii) A semester system shall be adopted for academic activities at the institute. Normally, all odd semesters shall commence from the first week of August, and even semesters shall commence from the first week of January of the academic year.
- iii) The commencement of the first semester of the first year of MCA shall be governed by the admission schedule declared by DTE, Government of Maharashtra.
- iv) There are four semesters in the MCA program, with 80 credits (Regulations 2024), 96 credits (Regulations 2023) and 93 credits (Regulations 2020) .
- v) The Academic Calendar shall be prepared and displayed before the start of every academic year.
- vi) The evaluation norms shall be strictly followed to maintain the quality of Computer Management and Information Technology education. The examination system shall be transparent and governed by rules, regulations, and time-bound activity.
- vii) The rules and regulations hereafter shall be subjected to amendments made by the Academic Council from time to time based on the recommendations of the BOS and BOE. All such amendments shall be applicable from the date of amendment.
- viii) The rules and regulations formulated in this document shall be subjected to revisions/refinement/updates/modifications through the approval by the Academic Council from time to time. They shall bind all concerned stakeholders, including the students, faculty, staff, departments, and institute authorities.

3. ORGANIZATION STRUCTURE & ACADEMIC DEPARTMENTS

The department's organizational structure is well-established to ensure the proper execution of the MCA program qualitatively. Following are details about the various committees:

- i) The institute's academic administration consists of committees and functionaries.
 - a) The Academic Council (AC) is a statutory and supreme body that governs all academic matters of the Institute. The AC is chaired by the AC Chairman



- (Director of the Institute), and the AC's decisions regarding all academic issues shall be final and binding to all the stakeholders.
- b) The Academic Standing Committee (ASC) shall continuously assess the academic activities and make appropriate revisions / modifications / improvements as and when required. All academic activities shall be scheduled through an approved academic calendar, notified at the beginning of each academic year.
 - c) Board of Examination (BOE), constituted as per statutes of Savitribai Phule Pune University, to ensure the proper organization and conduction of examinations and related processes, including moderation, tabulation, and declaration of the results.
 - d) At the department level, the Board of Studies (BOS) is responsible for framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners, etc.
 - e) The Department Advisory Board (DAB) and Programme Assessment Committee (PAC) evaluate, assess, and monitor the academic practices of the department.
- ii) The functionaries of the Institutes related to academics and examination shall be the Director, Deputy Director, Dean of Academics, Controller of Examinations, and Head of Department.

4. ADMISSIONS

The MCA Programme has admissions in regular mode.

- i) The admission process and eligibility to the MCA programme for the First Year are governed by the norms and procedures of DTE. The candidate shall be provisionally admitted subject to fulfillment of eligibility criteria prescribed by the Government/University from time to time. Details of admissions are available on the web link, www.dtemaharashtra.gov.in.
- ii) Each student shall be allotted a Permanent Registration Number (PRN) at the time of registration or admission to the Institute, which will be a permanent identification number. Students should use this PRN for any communication.



5. ACADEMIC CALENDAR

- i) The Institute's academic activities are regulated by the Academic Calendar approved by the AC / ASC and released at the beginning of each academic year. It is mandatory for students and faculty to strictly adhere to the Academic Calendar for completion of academic activities.
- ii) The Academic Calendar shall be prepared by the Dean of Academics and approved by the AC / ASC.
- iii) The AC sets a definite schedule for various academic activities through an Academic Calendar issued and notified to all stakeholders at the beginning of each academic year.
- iv) The Academic Calendar shall be disseminated on the notice boards and the Institute's website.
- v) The Institute's academic activities shall be monitored as per the academic calendar.
- vi) Academic calendar shall incorporate a schedule of admissions, course registration, course delivery, examination/evaluation, course feedback, course/graduate exit survey, co-curricular activities, extra-curricular activities, holidays, meeting schedules, student internship, summer term, makeup classes, make up examinations, remedial classes.
- vii) The curriculum shall be typically delivered in two semesters in an academic year. Each semester shall be 20 weeks, including evaluation, grade moderation, and result declaration. The academic session in each semester shall provide at least 90 teaching days.
- viii) All co-curricular and extra-curricular activities shall be scheduled so as not to interfere with the academic activities as stipulated in the academic calendar.
- ix) The non-conduct of academics on any particular teaching day for whatever reason shall be made up by having the class/lab/teaching sessions conducted on a suitable day by following the particular class timetable of that teaching day, which was so lost.

6. SEMESTER REGISTRATION, ATTENDANCE, & TERMINATION

6.1 Semester Registration:

- i) Every student has to register for courses at the beginning of every semester as per the notification issued by the Institute and prescribed dates in the academic



calendar. The Institute shall notify the process of registration well in advance to the stakeholders.

- ii) On joining the Institute, each student is assigned to a Parents Teachers Guardian (PTG). The students are advised to discuss with the PTG about the nature of courses for which he/she can register during the semester, as given in the curriculum, within the framework of guidelines approved by the AC.
- iii) In case of any delay in registration of courses due to unforeseen reasons, the student and parent shall get prior approval from the concerned authorities well in advance, indicating the reason for the delay in registration. However, for such students, the attendance shall be calculated from the commencement date of the semester and not from the date of joining.
- iv) Only those students shall be permitted to register for a course who have:
 - a) Cleared all dues of the Institute, Hostel, and Library, including fines, if any, for the previous semester.
 - b) Sufficient credits were earned during the last academic year.
 - c) Not been debarred from registration of courses on any other specific ground.
- v) If a student does not register in a prescribed schedule, notified by the institute, his / her admission shall stand canceled in the respective semester. Parents are advised to take note.
- vi) Students are not permitted to re-register for courses(s) which they have already passed.

6.2 Attendance Requirement:

The Institute expects all PG students to attend 100% of the lectures. However, a shortfall of not more than 25% of lectures may be condoned if the shortfall is caused by valid reasons and supported by appropriate evidence, such as personal illness or death in the family. Students shall note that no lectures can be missed without valid reasons, and the number of lectures missed due to valid reasons cannot exceed 25%.

- i) Each semester is considered as a unit. The candidate has to put in a minimum attendance of 75% in each course with a provision for consideration of 15% of the attendance by the Director for reasons such as serious medical condition or representing the Institute / University / State / Nation in sports, cultural, technical or academic activity with the permission of the Institute authorities.
- ii) The students representing the institution at the University, National, and International levels then their attendance will be marked as present for such cases. However, prior permission must be obtained from the HOD, and relevant documents must be submitted upon activity completion.



- iii) The student who has not attended at least 75% of all conducted classes like Lectures, Tutorials, Curriculum activities, Laboratories, Workshops, etc., shall not be permitted to attend the Summative Assessment (SA).
- iv) The basis for the attendance calculation shall be the period prescribed by the Institution through its Academic calendar.
- v) The students will be informed about the attendance status periodically by the Institute, notifying them of the course-wise attendance percentage on the notice board before each Formative Assessments (FAs) and during the multiple counseling sessions.
- vi) Attendance at all examinations, FAs, Practical Examinations (Practical and Oral), Term Works, Project Reviews, and SAs of each course registered shall be necessary for the students.

6.3 Termination from the Programme:

A student shall be terminated from the MCA programme in the following cases:

- i) Involved in ragging and not obeying discipline stipulated by the Institute.
- ii) Not completing the program in the prescribed period: Students shall have to complete the MCA program in a maximum period of 4 years (8 semesters) from the date of Admission in MCA First Year. However, genuine cases with proper justification may be referred to AC to extend the program completion period, and a decision will be made based on the rules and guidelines of professional statutory bodies. Students who cannot complete the program in the stipulated period will be declared as Failed to Complete Technical Education (FCTE).
- iii) Under the following circumstances, student admission may be terminated from the program if;
 - a) Student misbehaves with faculty or staff.
 - b) Remain absent without any information for a period of one year.
 - c) Could not complete the program in the maximum stipulated time period.
- iv) In case of termination, the student has to pay any dues applicable for availing of a leaving certificate.

7. CURRICULUM

There shall be a prescribed course structure for each of the academic programmes and in general terms it shall be known as the Curriculum. The Curriculum prescribes all the Courses of study semester-wise with credits assigned, teaching/contact hours, evaluation scheme and minimum requirements for the award of degree. The curriculum revisions/reforms/revamping shall be a continuous process governed by outcome-based education, choice-based credit system and AICTE model curriculum.

7.1 Credit System:

- i) The primary purpose of the credit system is continuous evaluation of student's performance which is measured by the number of credits the students has earned. Typically, credit measures the quantum of work involved in a course.
- ii) Credit structures for various courses with various combinations of theory/tutorial and Laboratory/Project/Seminar/Mini Project hours are given in Table 7.1.
- iii) A student can earn credits for a particular course by fulfilling the minimum academic requirements of attendance, assessment and evaluation. No credits shall be awarded if a student satisfies the minimum attendance requirements but fails to meet minimum assessment & evaluation requirements.

Table 7.1: Assigned credits for various types of courses

Hours per week per student for engagement for			Credits Assigned
Theory	Tutorial/Seminar	Laboratory/Project	
1	0	0	1
0	1	0	1
0	0	2	1
0	0	4	2
1	1	0	2
1	0	2	2
3	0	0	3
2	0	2	3
2	1	0	3
3	1	0	4
3	0	2	4
4	0	0	4
2	0	4	4
Credit = Theory hours + Tutorial hours + 0.5 (Laboratory hours)			

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

7.2 Components of Curriculum:

The curriculum offerings include various course types as mentioned in Table 7.2. The Proficiency Courses are aimed at making students employable, future workforce leaders, and successful entrepreneurs. The curriculum design shall align with the outcome-based education and model post-graduate curriculum proposed by NEP and AICTE, New Delhi. The components of the curriculum are given in Table 7.2.

Table 7.2: Curriculum Components

Sr. No.	Course Code	*Component of Curriculum
1	PCC	Professional Core Course
2	BSC	Basic Science Course
3	MGT	Management Course
4	PEC	Professional Elective Course
5	RM	Research Methodologies and IPR Course
6	Project	Research Project & Mini Project
7	OE	Open Elective (MOOC)
8	OJT / Internship	On Job Training / Internship
9	AEC	Ability Enhancement Courses
10	VSEC	Vocational and Skill Enhancement Courses

*Applicable as per Regulations

- i) The curriculum shall have courses as per Table 7.2. AC shall approve the curriculum structure for a program and course syllabi upon recommendation from the respective BOS.
- ii) The MCA curriculum spans four semesters and has thoughtfully designed content and evaluation methods. Total credits are 80. The total number of credits in a semester in which a student shall register is generally 20.
- iii) Normally number of courses in a semester shall not be more than seven for theory and five for laboratory courses.
- iv) Courses in the curriculum shall offer students to understand the way their expertise / domain knowledge can be utilized for developing computer application knowledge.

- v) A typical description of the programme curriculum shall consist of course title, course code, teaching hours per week for lecture/ tutorial/practical's, credit allotment, pre-requisites, text books, reference books, Course Objectives and Course Outcomes (CO's) with relevant Blooms taxonomy levels, Programme Outcomes (PO's), Programme Specific Outcomes (PSO's), mapping of the COs with PO's and PSO's and assessment scheme, etc.
- vi) The details of the programme structure and course details shall be published on institute website <https://www.pccoepune.com>

7.3 Research Project and Mini-Project:

A student will have a Research Project in semester-2 and a Mini-Project in semester-3 each for 2 credits. The department will allocate project guides for the Research Project and Mini-Projects. The reviews and the evaluation of Projects will be done as per the guidelines given in Table 8.1 and the evaluation rules in points 8.1.3.

7.4 Professional Elective Course (PEC):

A PEC will be offered as per the following guidelines:

- i) The MCA department will offer PEC Courses in the 2nd, 3rd, and 4th semesters.
- ii) The MCA department will give guidelines and instructions for the PEC courses at the beginning of the respective semester.

7.5 Open Elective (OE) Course:

Open Elective Courses in the form of a Massive Open Online Course (MOOC) are part of semester-4 of the MCA Program. It is for 02 credit and 50 marks. Students can select MOOC courses depending on their interests with the department's prior permission. The total duration of the MOOC Course(s) opted by students shall be of a minimum of 08 weeks or a minimum of 30 hours.

7.6 Ability Enhancement Courses (AEC):

The AEC in the form of a Seminar is part of semester-4 of the MCA Program for 02 credits and 50 marks. The seminar allows students to discuss and analyze a range of new technology and management ideas and concepts together. Seminars are intense studies relating to improving students' technical and management knowledge.

8. EXAMINATION AND EVALUATION:

There shall be continuous evaluation of students. This system will have following objectives:

- i) To get insights regarding student performance/abilities which helps to identify learning needs and take necessary actions for possible improvement.
- ii) To give feedback to the student about his level of understanding and abilities as per required Graduate Attributes (GAs).
- iii) To allow student to demonstrate their competence which they will practice in their professional career.
- iv) To award students grades based on their performance and abilities.
 - a) Evaluation processes shall ensure outcome-based education adopted by the institute. All assessment methods will ensure constructive alignment of curriculum with intended outcomes.
 - b) There shall be internal and external evaluation of students as a part of evaluation to award grades. All assessment of Theory, Practical, Project, Seminar and internship shall be conducted to evaluate GAs essential to meet need of engineering graduates at national as well as international level. Appropriate weightages given to these evaluation methods will ensure quality of assessment and evaluation.
 - c) Evaluation scheme based on type of course with weightage is mentioned in table 8.1.

Table 8.1: Scheme of evaluation for courses prescribed in curriculum with weightages

Sr. No.	Type of course [Total Marks]	Method of Internal Evaluation	Internal Evaluation Weightage (%)	Method of External Evaluation	External Evaluation Weightage (%)	Total %
1	PCC / PEC / BSC [100 Marks]	Formative Assessment-1 (FA1): Assignment / Case Study / Quiz / Presentation / Open Book Test / Field Visit, etc.	20	Summative Assessment (SA) of 60 marks based on 100% syllabus.	60	100
		Formative Assessment-2 (FA2): Assignment / Case Study / Quiz / Presentation / Open Book Test / Field Visit, etc.	20			



2	PCC / PEC / EEM [50 Marks]	Formative Assessment-1 (FA1): Assignment / Case Study / Quiz / Presentation / Open Book Test / Field Visit, etc.	20	Summative Assessment (SA) of 30 marks based on 100% syllabus.	60	100
		Formative Assessment-2 (FA2): Assignment / Case Study / Quiz / Presentation / Open Book Test / Field Visit, etc.	20			
3	EEM [50 Marks]	Term Work (TW): Based on Course Specific Internal Reviews / Assignments / Activities, etc.	100	NA	NA	100
4	PCC / PEC: Laboratory Courses [50 Marks]	Hands-on Practical / Assignment / Case Study / Submissions, etc.	60	Oral (Viva-voce) Examination	40	100
5	ELC: Research Project [50 Marks]	Project Reviews: Minimum 02 Rubric based Evaluation	100	NA	NA	100
6	ELC: Mini Project [50 Marks]	Project Reviews: Minimum 02 Rubric based Evaluation	100	NA	NA	100
7	ELC: OJT / Internship Project [300 Marks]	OJT / Internship Project Reviews: Minimum 03 Rubric based Evaluation	60	Oral (Viva-voce) Examination	40	100
8	Open Elective (OE) [50 Marks]	MOOC Course: Minimum 02 Reviews	100	NA	NA	100
9	Ability Enhancement Course (AEC) [50 Marks]	Professional Development Training: Assignment / Quiz / Presentation, etc.	100	NA	NA	100
		Seminar Reviews: Minimum 02 Rubric based Evaluation				



10	Vocational and Skills Enhancement Course (VSEC) [50 Marks]	Live Task/ Assignment/ Hands-on/Case Study /Quiz/ Presentation, etc.	100	NA	NA	100
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8.1 Formative Assessments (FAs):

Formative Assessments (FAs) shall be done continuously by faculty throughout the semester. Structured Evaluation is proposed with the appropriate schedule in the academic calendar as follows:

8.1.1 Formative Assessments (FA) of Theory courses:

- i) The FA1 & FA2 for PCC/PEC/BSC/EEM shall consist of Assignment / Case Study / Quiz / Presentation / Open Book Test / Field Visit, etc.
- ii) Term Work (TW): The TW of EEM shall be based on Course Specific Internal Reviews / Assignments / Activities, etc.
- iii) Re-FAs: A Re-FAs shall be provided for those students who have satisfactory attendance (Minimum 75%), course-wise, but remained absent for the FAs due to a valid/unavoidable circumstance, like
 - a) Students, who have sought due prior permission from concerned HOD and Director through proper channel, and there after permitted by the institute for taking part in important curricular/ co-curricular/ extra-curricular activities like NSS/Sports/Cultural/Project Competitions/Paper presentation etc. at University/ State/ National/ International levels. After such an event, at the time of reporting to the institute, the student must submit the proof of participation/ certificate from the competent authority for approval of the prior leave request. The prior leave request shall be converted to official leave and an endorsement will be issued by the institute, based on which the student shall allow to complete his/her Re-FAs.
 - b) Students seeking prior leave on account of:
 - 1) Accident or severe illness leading to hospitalization, which disables the student from appearing in IE.
 - 2) A calamity in the family (first relation Only-Parents, Grandparents and Siblings) barring the student from appearing in FAs.

In the event of (b)(1) and (b)(2) above, it is mandatory on the part of student/parent to inform the respective departmental authorities (Class Teacher/HOD) immediately through email or mobile message and submit a prior leave request. If the information reaches the class teacher first, it is the responsibility of the class teacher to immediately intimate the HOD and record the same in the FA report without fail. After such an event at the time of reporting to the institute, the student must submit all the relevant reports/certificates from the competent authority for approval of the prior leave request. The prior leave request will then be converted



to official leave and an endorsement will be issued by the institute, based on which the student becomes eligible for the Re-FAs. Any intimation after the completion of regular examination and/or non-submission of report/certificate will be construed as absent for the CIE, and the student will be awarded ZERO marks in the respective CIE. No further requests will be entertained in this regard.

- iv) The Re-FAs shall not be treated as an improvement in internal evaluations.
- v) FAs methodology shall be proposed by course faculty and approved by the Department.

8.1.2 Internal Evaluation of Practical (PR):

Continuous evaluation of each practical assignment shall be done throughout the semester and will be collated as the internal evaluation at the end of each semester. The Internal Evaluation in a laboratory course will be based on a number of practical/assignments/activities, etc.

- a) Attendance and participation in laboratory work
- b) Performance in Evaluation of understanding through viva-voce, group discussions, quiz, activities etc.
- c) The quality of work as prescribed by the course instructor.
- d) Report through laboratory submissions. It is obligatory to maintain and submit laboratory submissions as prescribed by the course instructor before term end.
 - 1) Practical Internal Evaluation (PR): The marks shall carry weightage as follows: Continuous Evaluation: (based on above points 8.1.2 (a) to 8.1.2 (d) (60%)
 - 2) Evaluation for Oral Examination (OR): The marks shall carry weightage as follows: Practical Oral Examination (Viva-voce) (40%)

It is mandatory for the student to complete all internal/external evaluation activities as specified in the course curriculum for the grant of marks/credits.

8.1.3 Internal Evaluation of Project:

Minimum two internal reviews for Research Project and Mini Project shall be conducted. Student shall be evaluated as per the rubric defined for these reviews. The marks of these reviews will be collated as a Term Work with 100% weightage for Research Project and Mini Project in total evaluation respectively.

8.1.4 Internal Evaluation of Open Elective (MOOC) Course:

A minimum of two internal reviews for the Open Elective (MOOC) Course shall be conducted. Students shall be evaluated for these reviews. The marks of these reviews will be collated as a term work with 100% weightage.



8.1.5 Internal Evaluation of Ability Enhancement Courses:

- i) Seminar: A minimum of two internal reviews of the seminar shall be conducted. Students shall be evaluated as per the rubric defined for these two reviews. The marks of these reviews will be collated as a Term Work with 100% weightage.
- ii) Professional Development Training: Evaluation will be based on Assignment / Quiz / Presentation, etc. as a Term Work with 100% weightage.

8.1.6 Internal Evaluation of Vocational and Skills Enhancement Course:

Evaluation will be based on Live Task / Assignment / Hands-on / Case Study / Quiz / Presentation, etc. as a Term Work with 100% weightage.

8.1.7 Internal Evaluation of On Job Training (OJT) / Internship:

A minimum of three internal reviews for the OJT / internship shall be conducted. Students shall be evaluated as per the rubric defined for these reviews. The marks of these reviews will be collated as a Term Work with 50% weightage.

8.2 External Evaluation:

8.2.1. Theory Evaluation:

Summative Assessment (SA): Summative examination at the end of semester shall be conducted for external evaluation. This Summative Assessment (SA) of 60% for PCC/PEC/BSC/EEM shall be conducted at the Institute Level.

Re-examination: Re-examination shall be conducted after declaration of result of main SA examination for students with failed/acquired transitional grade as per rules and regulations. Student needs to pay additional examination fees for such re-examination.

Re-SA examination shall be provided for those students who are having satisfactory attendance (Minimum 75%), course-wise, but remained absent for the Summative Assessment Examination due to a valid/unavoidable circumstance, like.

- a) Students, who have sought due prior permission from concerned HOD and Director through proper channel, and there after permitted by the institute for taking part in important curricular/ co-curricular/ extra-curricular activities like NSS/Sports/Cultural/Project Competitions/Paper presentation etc. at University/ State/ National/ International levels (the students/ authorities should exercise enough care that a student shall not remain absent for the makeup examination) After such an event, at the time of reporting to the Institute, the student must submit the proof of participation/ certificate from the competent authority for approval of the prior leave request. The prior leave request shall be converted to official leave

and an endorsement will be issued by the Institute, based on which the student shall be eligible for the makeup examination.

- b) Students seeking prior leave on account of
- 1) Accident or severe illness leading to hospitalization, which disables the student from writing the examination.
 - 2) A calamity in the family (first relation Only-Parents, Grandparents and Siblings) barring the student from writing the examination.

In the event of b(1) and b(2) above, it is mandatory on the part of student/parent to inform the respective departmental authorities (Class Teacher/HOD) immediately through email or mobile message and submit a prior leave request. If the information reaches the Class Teacher first, it is the responsibility of the Class Teacher to immediately intimate the HOD and record the same in the examination report without fail. After such an event at the time of reporting to the Institute, the student must submit all the relevant reports/certificates from the competent authority for approval of the prior leave request. The prior leave request will then be converted to official leave and an endorsement will be issued by the Institute, based on which the student becomes eligible for the Re-SA examination. Any intimation after the completion of regular examination and/or non-submission of report/certificate will be construed as absent for the examination and the student will be awarded ZERO marks in the respective examination. No further request will be entertained in this regard.

The Re-SA examination shall not to be treated as an improvement examination

8.2.2 External Evaluation of Practical Courses:

Practical/Oral examinations by the internal and external examiners will be conducted for Practical at the end of each semester as per the schedule in Academic Calendar.

- i) Final examination for laboratory courses will normally be held in last week of conclusion of teaching as per Academic Calendar.
- ii) These oral/practical examinations will be conducted in the presence of External Examiner appointed by competent authority.
- iii) Weightage of 60% for evaluation by internal and 40% for evaluation by external examiner shall be considered. In case of absence from oral/practical examination, the same rules as those for theory courses are applicable.
- iv) Re-examination for practical/oral examinations shall be conducted before re-examination of theory courses.

8.2.3 External Evaluation of OJT / Internship:

A total of 40% weightage is given to External Evaluation of OJT / Internship for Oral (Viva-Voce) Examination.

9. EXAMINATION RULES AND REGULATION

9.1 Credit courses:

Based on the Evaluation, the student will be awarded letter grades after combining the performance of all Internal and External Evaluations for the respective courses. These letter grades will be derived from quantitative and qualitative evaluation converted into 10- a 10-point scale called grade points for credit courses.

9.2. Dual Letter Grades:

The dual letter grades will be awarded dual letter grades in specific circumstances mentioned in the rules and regulations for passing the A.T.K.T award of class.

9.3 Passing, A.T.K.T.

9.3.1 Rules of Passing

- i) Termwork/Practical/Oral
To pass the Termwork/Practical/Oral the student has to earn minimum of 40% marks in each head.
- ii) Theory subject head
 - a) To pass the Theory Subject heads the student must earn minimum of 40 percent marks in SA Examination and 40 percent average marks (FA1 + FA2 + SA).
 - b) The failing student can repeat the SA examination to pass the head in same semester and the FAs marks will be retained as it is. However, grades earned in re-examination shall be marked with *(asterisk) except for transitional grades II and XX.

Students failed in re-examination can:

- 1) Continue their FAs just by appearing for SAs (Reappear)
- 2) Apply for FAs betterment (Reregister)

Students need to attend classes and either continue their FAs by appearing for the SAs. They may also apply for the FAs betterment if required. Student must earn minimum of 40 percent marks in SA examination and 40 percent average marks (FA1 + FA2 + SA) subject for passing. Student failed in Re-examination need to re-register/reappear for the course/s by paying applicable fees in respective semester (Odd and Even) of next academic year.

- iii) To earn credits of a course (Theory/term work/practical/oral/presentation) student must pass the course with minimum passing marks/grade.
- iv) A student will be awarded the Master's Degree (MCA) if he/she earns 80 credits as per the structure defined by the MCA programme.

9.3.2 Rules of A.T.K.T.:

A student can register for the third semester if he/she earns minimum 60% credits of the total of first and second semesters.

10. PERFORMANCE INDICES SGPA & CGPA

10.1 Grading and Evaluation:

Based on the Examination and Evaluation, student will be awarded letter grades after combining performance of all Evaluations for the respective courses. These letter grades will be derived from quantitative and qualitative Evaluation converted into 10-point scale called as grade point for credit courses. The performance with relative grade points and equivalent letter grades will be as mentioned below.

Table 10.1 Performance with relative grade points and equivalent letter grades

Performance (%)	Grade Point	Letter Grade
$90 \leq (\text{Performance}) \leq 100$	10	O (Outstanding)
$80 \leq (\text{Performance}) \leq 89$	9	A+ (Excellent)
$70 \leq (\text{Performance}) \leq 79$	8	A (Very Good)
$60 \leq (\text{Performance}) \leq 69$	7	B+ (Good)
$50 \leq (\text{Performance}) \leq 59$	6	B (Above Average)
$45 \leq (\text{Performance}) \leq 49$	5	C (Average)
$40 \leq (\text{Performance}) \leq 44$	4	P (Pass)
$(\text{Performance}) < 40$	0	F (Fail)
Nil	0	Ab (Absent)

Grades in special circumstances: In addition to the above letter grades, students will be awarded dual letter grades in specific circumstances as mentioned in the table below.

Table 10.2 Grades in Special Circumstances

Reason	Letter Grade
Satisfactory performance in FAs (Pass) but absent in SA_due to valid reason (Incomplete due to Illness)	II
Very good performance in FAs (more than 80%) but poor performance in SA_leading to fail (FF) overall grade	XX

Note: 'II' and 'XX' are transitional grades awarded which will be converted to actual grades earned in re-examination else will automatically get converted in to 'F' grade. Student can avail benefit of these grades only once during the whole span of programme.

10.2 Calculation of SGPA and CGPA:

Based on the grade points earned by the students, the performance of students in each semester will be calculated as semester grade point average (SGPA) as follows

$$SGPA = \frac{\sum_{i=1}^n \text{Grade points earned} \times \text{Credits of each course}}{\text{Total credits in a semester}}$$

For Example: suppose in a given semester a student has registered for five courses having credits C1, C2, C3, C4, C5 and his / her grade points in those courses are G1, G2, G3, G4, G5 respectively. Then students SGPA will be:

$$SGPA = \frac{C1G1 + C2G2 + C3G3 + C4G4 + C5G5}{C1 + C2 + C3 + C4 + C5}$$

At the end of each academic year Cumulative Grade Point Average will be calculated based on the grade points obtained in all the courses (Theory/term work/practical) of first semester to forth semester for the students admitted in the First year and Second Year. It is calculated in the same manner as the SGPA. The class shall be awarded to a student on the CGPA calculated as mentioned below:

Table 10.3 Class of Degree

Sr. No.	CGPA	Class of the degree awarded
1	7.75 or More than 7.75	First class with distinction
2	6.75 or more but less than 7.75	First class
3	6.25 or more but less than 6.75	Higher second class
4	5.50 or more but less than 6.25	Second class
5	4.00 or more but less than 5.50	Pass class



11. SEMESTER GRADE REPORT:

A grade report in the form of a grade card shall be issued to students at the end of each semester after the declaration of re-examination results.

The grade card shall include the following;

- i) The list of courses registered for an academic year along with credits.
- ii) The letter grade obtained in each course.
- iii) The total number of credits earned by the student.
- iv) SGPA, CGPA Details
- v) Examination details
 - a) Grading System, calculation of performance indices and conversion of CGPA to equivalent percentages shall be provided on the back page of grade card.
 - b) Grade cards shall be used to prepare transcripts of the student.

12. AWARD OF THE DEGREE

A student shall be eligible for the award of MCA Degree from the institute & Savitribai Phule University (SPPU) if the student has:

- i) Obtained eligibility certificate from university.
- ii) Registered & passed all the prescribed courses & earned minimum credit requirement for the said degree.
- iii) Obtained CGPA ≥ 4.00
- iv) Paid all the institute dues and satisfied all the requirements prescribed
- v) No case of indiscipline pending against him/her.

The Academic Council (AC) shall recommend the list of all eligible students to SPPU for award of MCA Degree.

13. DISCIPLINE & CONDUCT:

- i) Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at PCCoE. The student must have valid ID card with him/her while in the Institute.
- ii) Discipline & Conduct: Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the institute. Violations of the discipline shall include:
 - a) Disruption of teaching, examination, administrative work, curricular or extra-curricular activity, and any act likely to cause such disruption.



- b) Refusing to provide an identity card when demanded by any institute authority.
 - c) Damaging or defacing the property inside or outside the institute campus.
 - d) Engaging in any attempt at wrongful confinement of teachers, offices, employees and students of the institute.
 - e) Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence.
 - f) Ragging in any form (“Ragging” means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or to forbear from doing any lawful act, by intimidating, wrongfully re-straining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal offence. Supreme Court of India has defined ragging as a criminal offence.)
 - g) Eve teasing or disrespectful behavior to women or girls students.
 - h) An assault upon, or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.
 - i) Getting enrolled in more than one programme course of study simultaneously.
 - j) Committing forgery, tampering with documents or records, identity cards, furnishing false certificate or false information.
 - k) Organizing instant agitation/meetings without prior permission in the campus.
 - l) Viewing/downloading obscene information/data, images and executable files, sending obscene mails/ messages via Facebook / Tweeter / other social sites using institute servers.
 - m) Sharing the login and passwords & other details of IT facilities provided to other students/outsideers.
 - n) Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the institute campus.
 - o) Possessing or using any weapons and fire arms in the institute campus.
 - p) Unauthorized occupation of hostel, Accommodating guests or other persons in hostels without permission.
 - q) Malpractice in examination.
 - r) Indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government.
 - s) Any other act which may be considered by the Director or the Discipline Committee to be an act of violation of discipline.
- iii)** Any act of indiscipline of a student reported to Director/concerned authority shall be referred to Grievance Redressal and Disciplinary Committee (GRDC) of the institute.



The Committee shall enquire into the charges and recommend suitable punishment if the charges are substantiated. The penalties/punishment/actions may include:

- a) Written warning and information to the parents/guardian.
 - b) Imposition of fine ranging from Rs.500/- up to Rs.5000/-
 - c) Suspension from the Institute/Hostel/Mess/Library/ or availing of any other facility.
 - d) Suspension or cancellation of scholarships /fellowship or any financial assistance from any source.
 - e) Recover of loss caused to Institute property.
 - f) Debarring from participation in sports/NSS/student club.
 - g) Disqualifying from holding any representative position in the Class / Institute / Hostel / Mess / Sports / Clubs and in similar other bodies.
 - h) Disqualifying from appearing in placement and receiving any awards.
 - i) Expulsion from the Hostel/Mess/Library/Club/institute for a specified period by forfeiting fees.
 - j) Debarring from an examination.
 - k) Action as per Maharashtra Anti-ragging Act 1999.
- iv)** If a student is found guilty of malpractice in examinations, then he/she shall be punished as per the recommendations of the Complaint Redressal Committee (CRC) constituted by BOE. The CRC committee shall inquire and decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means. However, depending on the situation, committee may quantify the severity of the punishment which may include:
- a) Cancellation of the performance of the student in the course/s in which he/she was involved in malpractice.
 - b) Cancellation of the performance in that examination for all the courses.
 - c) Expulsion/termination from the institute if repeatedly involved.
 - d) Stoppage of scholarships/stipend.
 - e) Issuing warning.
 - f) Debarring from the examinations for a specified period.

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



13.1 Conduct during Examination:

i) Timing:

- a) The students are required to be present outside the examination hall exactly 20 minutes before the start of the examination.
- b) Students will only be allowed to enter the examination hall 15 minutes prior to commencing the examination.
- c) The students will not be allowed to appear in the examination if they reach the examination Centre 30 minutes after commencement of examination.
- d) No student can leave for 30 minutes after the commencement of the examination.
- e) Students are not permitted to leave the examination hall during the last 10 minutes.
- f) Students are responsible for keeping themselves informed about exam dates, as well as the time and place of the examination.
- g) Differently abled students will be given additional time of 20 minutes/ hour of examination.

ii) Identity check-up:

- a) Students will not be allowed into the examination hall without presenting an appropriate photo identity card, Hall ticket issued by the Institute.
- b) Invigilators are responsible to ensure full compliance with such requirement.
- c) If, a student forgets his/her Institute Identity Card, the driving license/ other photo identity card will be accepted in place subject to verification by the concerned teacher/ examination coordinator/ head of department concerned.

iii) Breaks:

- a) Breaks for visits to bathroom may be taken only after permission from the invigilator and under the condition that the invigilator's instructions given on the occasion are followed.
- b) If a student falls ill during the examination and is unable to complete the examination, the concerned student should alert the invigilator and senior supervisor in consultation with concerned head of department may make suitable arrangement for proper medical attention.
- c) No student shall re-enter the examination hall after leaving it unless he/she was under approved supervision during the full period of absence.

iv) Question papers and answer sheets:

- a) During an ongoing examination student are not allowed to take the examination question paper outside the examination hall. After the examination, the student should personally submit his/her examination answer sheet to the invigilator.
- b) Even a blank answer sheet shall be handover to the invigilator.
- c) Each answer sheet should contain details as mentioned on front page.



- d) If there are any queries regarding the exam questions the students must ask the invigilators who will contact the course teacher through proper channel.
- v) **Other materials:**
- a) Students should bring their own pencils, pens, erasers, rulers, non-programmable calculators, and any other tools required for the examination.
 - b) Students are advised not to bring valuables for examination. Student shall keep their handbags, cases, outdoor clothes, etc. at identified location for the same. Students are responsible for the safe keeping of all personal belongings they bring to the examination hall. The Institute takes no responsibility for the loss or damage of such belongings.
 - c) Pencil cases, mobile phones, dictionaries, electronic dictionaries, written or electronic media, digital media, or any other materials are not permitted/ allowed into the examination hall, with the exception of devices used for assisting students with hearing visual or other physical difficulties.
 - d) Exchange of pens, pencils, calculators, study material, etc. is not permitted.
 - e) Calculators with more than one-line display or with alphanumeric display (programmable calculators) are not permitted into the examination hall unless specified in advance by the examiner. If the invigilator reasonably believes that a student is using a calculator that does not conform to the rules, he/she has the discretion to replace the calculator and a report on the matter will be made on the invigilator's declaration form.
- vi) **Disturbance:**
- a) During the examination period, there must be no communications among students or between a student and an outsider via any means, such as phones. This rule applies to students in the examination hall and those on supervised breaks for visits to bathroom/s.
 - b) No student shall leave his/her assigned seat without the permission of the invigilator. It is the invigilator's discretion to decide whether, there is enough reason to remove a student from the examination hall owing to disorderly conduct.
- vii) **Miscellaneous:**
- a) The students must ensure before they leave the examination hall that they have signed the attendance sheet.
 - b) The students with medical problems will be provided Writer in the Examinations only subject to prior permission from the Dean (Academics). The documentary proof along with recommendations of concerned HOD will be required. All such cases will be dealt as per academic rules.



- c) If you suffer from language difficulties or any disabilities you can apply for an extension of the test time.
- d) Students are not allowed to wear a watch during the examination. All rooms will be fitted with clearly visible clocks on the wall.
- e) Cheating, and attempts at cheating, will immediately be reported to the Examination Office. Consequences of proven cheating or attempts at cheating will be dealt with separately by the malpractice and grievance handling committee.

14. CONCLUSIONS

- i) The Academic, Examination & evaluation policies/regulations regarding the conduct of postgraduate (MCA) programs in PCCoE are published in this document. The academic council reserves the right to modify these policies/ regulations as & when required from the point of achieving academic excellence.
- ii) The rules for extracurriculars, grace marks, condonation, amendment of results, unfair means resorted to by the students and punishments, and physically challenged students will be governed by the ordinance approved in the academic council. Provided further that this is concurrent with the rules and guidelines of professional statutory bodies such as AICTE, UGC and affiliating university SPPU, etc.
- iii) Interpretation: Any question as to the interpretation of these Guidelines shall be decided by the institute head, whose decision shall be final and binding in the matter. The institute head shall also have the power to issue clarifications to remove any doubt, difficulty or anomaly, which may arise regarding the implementation of these Guidelines.
- iv) The decision of Director (Chairman, Academic council) shall be final and binding on all concerned i) for the cases not covered through this document; ii) in case of dispute, difference of opinion in interpretation of this regulation; and iii) emergent cases.

These Academics, Examinations and Evaluation Guidelines are applicable for all years and all batches under autonomy, Regulations 2024 (aligned with NEP 2020), 2023 and 2020 commencing from the Academic Year 2024-25.

Dr. Govind. N. Kulkarni
Director



Vision:

To be one of the top 100 Engineering Institutes of India in coming five years by offering exemplarily Ethical, Sustainable and Value-Added Quality Education through a matching ecosystem for building successful careers.

Mission:

- 1) Serving the needs of the society at large through establishment of a state-of-art Engineering Institute.
- 2) Imparting right Attitude, Skills, Knowledge for self-sustenance through Quality Education.
- 3) Creating globally competent and Sensible engineers, researchers and entrepreneurs.

Quality Policy:

We at PCCOE are committed to offer exemplarily Ethical, Sustainable and Value-Added Quality Education to satisfy the applicable requirements, needs and expectations of the Students and Stakeholders. We shall strive for technical development of students by creating globally competent and sensible engineers, researchers and entrepreneurs through Quality Education. We are committed for Institutes' social responsibilities and managing Intellectual property. We shall achieve this by establishing and strengthening state-of-the-art Engineering Institute through continual improvement in effective implementation of Educational Organizations Management Systems (EOMS).

Quality Objectives:

- To create state-of-the-art infrastructure for imparting Quality Engineering and Management Education.
- To provide a healthy environment for Physical, Intellectual, Emotional and Spiritual growth of Students and Staff.
- To groom aesthetically sensitive, socially committed and technologically competent Engineers and Management Professionals.
- To inculcate the problem-solving research attitude among Students.

For any difficulty in understanding rules and regulations, please write to:

- mcapccoe@pccoepune.org
- deanacademics@pccoepune.org
- director@pccoepune.org
- pccoeadmin@gmail.com