BIRLA VISHVAKARMA MAHAVIDYALAYA
(ENGINEERING COLLEGE)
(AN AUTONOMOUS INSTITUTION)

Academic Regulations – PT.19

UNDER GRADUATE PROGRAMME
(PART TIME POST DIPLOMA DEGREE COURSE - **PDDC**)

These rules shall be applicable to the students who are admitted to Part Time Post Diploma (PDDC) undergraduate degree program since Academic Year 2019-2020. They are prepared in line with AICTE Model Curriculum – 2018. These regulations may be called "Academic Regulations – PT.19".

PT.19.1 ADMISSION

PT.19.1.1 A candidate seeking admission to the four year degree programme for Bachelor of Technology must have eligibility as per the Gujarat Government/ACPC/GTU/CVM rules.

PT.19.1.2 Admission granted to an applicant is to be considered provisional until all the fees are paid and all the prescribed documents are in order. BVM Engineering College DISCLAIMS ALL RESPONSIBILITIES if any of the documents required as per ACPC/ Gujarat Technological University norms, which are not submitted or found unacceptable by it. The college will not accept responsibility for students who do not submit the expected examination/ registration forms in time.

PT.19.2 PROGRAMMES OF STUDY

PT.19.2.1 A student shall undergo the prescribed courses as given in the programme of studies to obtain his/her degree in which he/she is admitted. These courses for various programmes are listed in Annexure – I.

The syllabi for these courses are given in Annexure – II.

PT.19.3 COURSE LEVELS

PT.19.3.1 At the commencement of each semester a student shall register for the set of courses offered during the semester. For the registration process, refer PT.19.9.

PT.19.3.2 All courses offered are divided into four levels: Level 1 to Level 4. The levels correspond to successive years of study of a typical B. Tech. student, i.e. a regular student will complete his/her Level-1 courses during his/her first year, Level-2 courses during his/her second year, and so on.

PT.19.4 COURSE CATEGORIES

Courses taken by a student to complete his/her degree programme are divided into Humanities and Social Science, Basic Science, Engineering Science, Mandatory Courses, Professional Core Courses, Program Elective Courses, Project Work/Seminar/ Internship.

PT.19.4.1 **PROGRAMME ELECTIVE COURSES**

Each programme of studies contains a certain number of programme elective courses. Programme elective courses will be offered under each discipline at corresponding level from which a student may choose course(s).

PT.19.5 DEFINATION OF STATUS OF COURSES

PT.19.5.1 **REGULAR COURSES**

Each programme of studies contains a certain number of courses (including elective courses and mandatory non-credit courses) to be studied in respective semester decided by respective Board of Studies.

PT.19.5.2 **BACKLOG COURSES**

The courses in which student has not obtained letter grade DD or above / PP at first attempt (Refer PT.19.13).

PT.19.6 PRE-REQUISITES

PT.19.6.1 A student shall not be allowed to enroll for any course at Level-4 unless he/she has completed all his/her course requirements at Level-1 with acceptable grades (Refer PT.19.13).

PT.19.7 COURSE CREDITS

PT.19.7.1 Each course offered has **L-T-P** structure, where "**L"** means number of theory lecture hours per week, **T** means number of tutorial hours per week and "**P"** means number of practical hours per week.

PT.19.7.2 Total course credits for a course are obtained by adding credits of theory lectures, tutorials and practical together. e.g. 1 hr. Lecture = 1 credit, 1 hr. Tutorial = 1 credit & 1 hr. Practical = 0.5 credit.

PT.19.8 FACULTY COUNSELOR

PT.19.8.1 Each student is assigned to a Faculty Counselor who will advise and counsel him/her regarding the selection of courses to be registered in a given semester as well as monitor his/ her holistic growth.

PT.19.8.2 Each student must obtain approval for "Backlog" courses (Refer PT.19.5.2) from the Faculty Counselor.

PT.19.9 REGISTRATION

PT.19.9.1 To earn course credits in a semester a student must register for the courses at the commencement of the semester.

PT.19.9.2 At the commencement of each semester the first working day is designated as the Registration Day. A student must complete his/her registration formalities on that day as per the procedure laid down by the institute.

PT.19.9.3 A further period of 12 working days is designated as late registration period. During this period a student shall require to pay late registration fees, as decided by the institute from time to time to complete his/her registration. Late

registration will only be permitted on genuine reasons, (Refer PT.19.12.3) subject to the approval of the Principal.

PT.19.9.4 Student shall not be permitted to attend classes without registration.

PT.19.9.5 The registration must be completed by the student in person.

PT.19.9.6 A student who has completed all the requirements for his/her B.Tech. degree (Refer PT.19.18) will not be allowed to register in any further courses.

PT.19.9.7 All registrations in every semester must be duly approved by the Principal.

PT.19.9.8 Student should obtain approval from Faculty Counsellor to register any Backlog courses within 10 days of declaration of results of the previous semester or first 10 days of the commencement of semester, whichever is later.

PT.19.9.9 Total number of credits for Backlog courses should not be more than sixteen.

PT.19.10 WITHDRAWAL

PT.19.10.1 Student may withdraw all the courses registered in a semester before four weeks of commencement of End Semester examination. Further, on genuine reasons (Refer PT.19.12.3) a student can withdraw at any time during the entire semester. In such cases NO FEES will be refunded. The letter grade "WD" will be awarded (Ref. 19.12.1).

PT.19.11 ASSESSMENT OF STUDENT PERFORMANCE IN A COURSE

PT.19.11.1 The performance of a student in a course will be evaluated based on (i) continuous assessment of theory and tutorial/practical work and (ii) end-semester theory and tutorial / practical examinations.

PT.19.11.2 The end- semester theory examination in a course has a weightage of 60 % of total theory marks. Out of the remaining 40 % of theory marks, 30 % of marks will be evaluated based on mid semester examination and remaining 10 % based on continuous assessment carried out during the semester as declared by the course coordinator in first week of beginning of the semester.

PT.19.11.3 The end-semester tutorial/practical examination in a course has a weightage of 40 percent of total tutorial/practical marks and continuous assessment of the same carries the remaining 60 % of total tutorial/practical marks. Tutorial/practical work (both end-semester and continuous) shall be evaluated on the basis of the following instruments of assessment: observation of experimental skills, reports, oral examination, quizzes, end-semester practical examination and attendance.

Continuous assessment (tutorial/practical) scheme is given below:

Term work	30 % (Equal weightage for every practical. At least 10 practical/tutorial need to be performed or mini project)
Quiz/Assignment/ Viva/ active learning component	30 %
Total	**60 %**

The respective Board of Studies shall decide the list of the courses in which end semester practical evaluation is feasible. In such courses evaluation shall be based on practical as well as viva for 40 % marks of end semester tutorial/practical. If practical performance is not feasible then 40 % of marks as end semester tutorial/practical evaluation will be based only on viva**.**

PT.19.11.4 The overall performance of a student in a course is assessed on the principle of "single head of passing", i.e., there will be a single grade for a course based upon the aggregate of marks obtained by the student in theory and tutorial/practical components in continuous assessment as well as end semester examination. However, a student must score minimum 35% marks in end semester theory and tutorial/practical examination to make himself/ herself gradable.

PT.19.12 EXAMINATIONS

PT.19.12.1 The end-semester examination for all courses offered in an academic year will be conducted by the institute for awarding 60 % of marks out of the total theory marks.

PT.19.12.2 No student shall be allowed to appear in the end semester examination unless he/she has attended 100% of theory and tutorial/practical classes of each course and will be awarded letter grade FA (Refer PT.19.13) in all the courses he/she has registered in the corresponding semester, except backlog courses.

However, a maximum 25 % relaxation in attendance is permissible with prior intimation along with required documents from concerned authorities. The relaxation includes medical, co-curricular and extra-curricular activities, genuine social engagements etc.

PT.19.12.3 The institute will conduct two continuous assessment of theory (mid semester examination) in a semester for each course for the evaluation of 30 % of total theory marks. The average marks of two mid semester examinations shall be considered as the final marks for mid semester examination.

A student who remains absent in any of the two mid semester examination for whatsoever reason(s) shall be awarded with zero marks in the respective mid semester examination.

However, if a student remains absent due to any of the following genuine reasons, for such students a special examination may be conducted by the department and marks obtained in the special examination will be considered as marks of the mid semester examination in which he/she has remained absent. Such student should obtain prior approval from the Principal.

a) A student is critically ill or injured and certified by Civil Surgeon.
b) Death of direct blood relation relative.
c) A student representing Gujarat state in national level events and/or India in International events organized by official boards.

However, such re-arrangement should be confined within the Academic Calendar of the respective semester.

PT.19.12.4 The institute will conduct only one continuous assessment of theory (mid semester examination) for all courses of the semester in the following cases.

a) First Semester of PDDC programme.
b) Corresponding semester of the year of transfer for transferred students or international students, if the admission of such students is five weeks later than commencement of academic calendar.

PT.19.12.5 No student shall be allowed to appear in the end semester examination of a course unless he/she has scored at least 35% marks in mid semester examination and will be considered in "NOT PERMITTED TO APPEAR (NPTA)" status for the respective course and letter grade "NA" will be awarded (Refer PT.19.13).

The NPTA student(s) shall appear in mid semester remedial examination of the next semester.

PT.19.12.6 The End Semester tutorial/practical examination shall be re-arranged for a student who is not able to appear in the regular schedule due to genuine reason(s) (Refer PT.19.12.3). Such student should obtain prior approval from the Principal.

However, such re-arrangement should be confined within the Academic Calendar of the respective semester.

PT.19.13 LETTER GRADES

PT.19.13.1 The overall performance of a student in credit courses is represented by a letter grade from AA to FP, FA, NA and WD with the following meaning and equivalent grade points:

LETTER GRADE	EQUIVALENT GRADE POINTS	REMARK
AA	10	Outstanding
AB	9	Excellent
BB	8	Very Good
BC	7	Good
CC	6	Average
CD	5	Satisfactory
DD	4	Pass
FP	0	Failure due to Performance
FA	0	Failure due to Attendance
NA	0	Not Permitted To Appear
WD	0	Withdrawal

PT.19.13.2 A credit course is said to be completed successfully, only if a letter grade DD or better (in grade points) is obtained in that course.

PT.19.13.3 The scheme of awarding letter grades and the letter grades awarded in each course are subjected to scrutiny and approval by the Academic Council.

PT.19.14 FAILURE IN A COURSE

PT.19.14.1 A student earns **zero** credit for a course when he/she gets letter grade FP, NA, FA or WD in that credit course.

PT.19.14.2 If letter grade FA is obtained in an elective course, the student may change the elective.

PT.19.14.3 A student with letter grade FA and WD in course(s) should re-register the courses in subsequent semester when offered.

PT.19.14.4 A student with letter grade FP should appear, at the earliest, in the end semester theory as well as practical/ viva exam and should obtain a letter grade DD or better (in grade points) in credit courses.

PT.19.15 SEMESTER PERFORMANCE INDEX (SPI)

PT.19.15.1 The performance of a student in a semester is expressed in terms of the semester Performance Index (SPI).

PT.19.15.2 The semester Performance Index is the weighted average of course grade points obtained by the student in the regular courses (Refer PT.19.6.1) registered in the semester. The weights assigned to course grade points are the credits carried by the respective courses.

That is,

$$SPI = \frac{\sum_{i=1}^{n} g_i c_i}{\sum_{i=1}^{n} c_i}$$

where, g_i is the equivalent grade point of i^{th} course,
c_i is the credit of the course
n is total number of regular courses registered by the student in a semester

PT.19.16 CUMULATIVE PERFORMANCE INDEX (CPI)

PT.19.16.1 The cumulative performance of student is expressed in terms of the Cumulative Performance Index (CPI). This index is defined as the weighted average of course grade points obtained by the student for all courses taken since his/her entry to the programme. The weights are defined in same way as in PT.19.15.2.

PT.19.16.2 If a student repeats a course, only the grade points obtained in the latest attempt are counted towards the Cumulative Performance Index (CPI).

PT.19.17 ADMISSION BY TRANSFER

PT.19.17.1 For a student admitted by transfer to the PDDC programme after completing part of his/her degree requirements elsewhere or under the previous academic regulations of BVM, he/she will be allowed to continue in subsequent level after completing all the requirements of previous levels of the respective institute or previous academic regulation. He/She will be exempted from all courses upto the completed levels. For these courses “EXEMPTED” status will be shown in the Transcript.

PT.19.17.2 The remaining requirements must be completed by the student as per PT.19.18.

PT.19.17.3 The CPI of such a student will be calculated only on the basis of the courses taken after transfer.

PT.19.18 REQUIREMENTS FOR THE AWARD OF B. Tech. DEGREE

PT.19.18.1 To be eligible for the award of the degree of Bachelor of Technology a student must earn total credits as prescribed by respective Board of Studies

PT.19.18.2 The total credits requirements for the degree of B. Tech. must be completed in not more than 16 semesters from the date of admission. However, for a student admitted by transfer the maximum permissible duration shall be 100 % more than the period prescribed for completion of the programme at the time of admission.

PT.19.19 AWARD OF CLASS

PT.19.19.1 The class awarded to a student with his B. Tech. degree is decided by his final CPI as per the following table:

FIRST CLASS WITH DISTINCTION	- CPI not less than 7.10
FIRST CLASS	- CPI less than 7.10 but not less than 6.50
SECOND CLASS	- CPI less than 6.50 but not less than 5.50
PASS CLASS	- CPI less than 5.50

A candidate who passes in all courses and all heads of passing in the examination shall be given a gracing of the required CPI subject to a maximum of CPI 0.10,for awarding second class/first class/first class with distinction, in concurrence with rules and guidelines of AICTE/ GTU.

PT.19.20 TRANSCRIPT

PT.19.20.1 The Transcript will be issued to the student as and when required and will contain a consolidated record of all the courses undergone by him/her, grades obtained and CPI upto the date of issue of transcript.

PT.19.20.2 Only last letter grade obtained in a course by the student upto the date of issue of transcript will be shown in the Transcript.

PT.19.21 EXAMINERS

PT.19.21.1 The respective board of studies shall appoint at least two examiners for end semester theory as well as practical/viva examination. For each end semester theory examination, there shall be two paper setters. One paper setter out of the two shall be from outside the institute (external examiner). The end semester practical examination of each subject shall be conducted by an internal (Examiner from the institute) and an external examiner. For 4^{th} level courses, each end semester theory examination evaluation shall be made by an internal and an external examiner. One of the internal examiner/s shall be appointed as convener who shall co-ordinate the examination procedure for end semester examinations of the respective subject.

PT.19.22 REVIEW OF ESE THEORY ANSWER BOOKS

PT.19.22.1 A student shall apply for review of end semester theory answer book(s) within 7 working days after declaration of semester results. The student will have to pay the fees for the same as decided from time to time.
The answer book(s) of the student(s) who has applied for the review will be shown to him/her.

If student is satisfied with the assessment then he/she shall sign the answer book with a remark "Seen and Satisfied".

If student is not satisfied with the assessment, then the respective Board of Studies shall appoint two examiners (Convener of original exam and a new examiner) for the review of the end semester examination (theory) both sections. Both examiners shall jointly review both the sections and marks awarded in the previous assessment shall be kept open.

The marks obtained by the candidate after the review shall be considered for grading, only if, the change in mark is more than or equal to 10% of total mark of End Semester (Theory) Examination.

If change in grade is found after review, the review fees shall be refunded.

PT.19.23 GRADING

PT.19.23.1 The office of Controller of Examinations shall prepare the histogram of each course for the purpose of grading after the completion of assessment of the course.

PT.19.23.2 The convener of the respective course shall grade the students based on the histogram provided by the Controller of Examinations.

PT.19.24 GRADE REVIEW

PT.19.24.1 The Academic Council shall appoint a Grade Review Committee for each semester. The Grade Review Committee shall comprise of following members:

(a) Principal
(b) All Board of Studies Chairman
(c) University Nominee
(d) Dean, Academics
(e) Associate Dean, Academics
(f) Controller of Examinations
(g) Joint Controller of Examinations
(h) Member Secretary, Academic Council
(i) Officer-in-Charge of Credit System

PT.19.24.2 The Grade Review Committee shall meet immediately after results of all courses are completed and review the grades awarded by the convener of respective course. The revision of the grade suggested by the Grade Review committee shall be considered as final grade and binding.

PT.19.24.3 The Grade Review Committee can grace upto 10 % of total marks of theory examination in marks of end semester theory exam to make a student gradable. However grace marks shall not be counted in the aggregate marks obtained by the student for the grade.

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Amendment to AR PT.19 with effect from 10.05.2025

1. **Change in AR PT.19.11.4** (Ref. Item number 13 in the MoM AC.2425.1)**:**

   - **Existing AR PT.19.11.4:**

     The overall performance of a student in a course is assessed on the principle of "single head of passing", i.e., there will be a single grade for a course based upon the aggregate of marks obtained by the student in theory and tutorial/practical components in continuous assessment as well as end semester examination. However, a student must score minimum 35% marks in end semester theory and tutorial/practical examination to make himself/ herself gradable.

   - **The above AR PT.19.11.4 will now be read as follows:**

     The overall performance of a student in a course shall be assessed on the principle of "single head of passing", i.e., there shall be a single grade for a course based on the aggregate of marks obtained in continuous evaluation and end semester examination evaluation covering theory and tutorial/practical components. A student shall be considered gradable upon securing a minimum of 35% of the total maximum marks of the course. However, the student must remain present in all components of the end semester theory and/or practical examination, failing which the student shall be awarded letter grade 'FP'.

2. **Change in AR PT.19.12.2 and PT.19.14.3** (Ref. Item number 13 in the MoM AC.2425.1)**:**

   - **Existing AR PT.19.12.2 and PT.19.14.3:**

     No student shall be allowed to appear in the end semester examination unless he/she has attended 100% of theory and tutorial/practical classes of each course and will be awarded letter grade FA (Refer PT.19.13) in all the courses he/she has registered in the corresponding semester, except backlog courses.

     However, a maximum 25 % relaxation in attendance is permissible with prior intimation along with required documents from concerned authorities. The relaxation includes medical, co-curricular and extra-curricular activities, genuine social engagements etc.

     A student with letter grade FA and WD in course(s) should re-register the courses in subsequent semester when offered.

   - **The above AR PT.19.12.2 and PT.19.14.3 will now be read as follows:**

     No student shall be allowed to appear in the End Semester Examination of a course unless he/she has attended a minimum of 75% of Theory Lectures / Tutorials / Practical classes of that particular course. The remaining 25% relaxation includes medical, co-curricular and extra-curricular activities, genuine social engagements etc.

A student who does not fulfill the minimum attendance requirement in any specific course shall be awarded FA (Failure due to Attendance) grade only in that course in which low attendance is reported. Attendance shortage in a course shall not affect eligibility or grading in other courses registered in the same semester, provided the attendance requirements of those courses are satisfied. A student awarded FA grade in a course shall be required to reappear in the Mid Semester Examinations and End Semester Examination (Theory and/or Practical, as applicable) of that course whenever it is offered in subsequent semester(s) and/or academic year(s). While evaluating the final score for grading in such course, the higher of the following shall be considered for Mid Semester Examination marks: the average marks obtained during the regular attempt, and the average marks obtained during the subsequent Mid Semester Examination attempt.

3. Change in AR PT.19.14.4 (Ref. Item number 13 in the MoM AC.2425.1):

- **Existing AR PT.19.14.4:**

  A student with letter grade FP should appear, at the earliest, in the end semester theory as well as practical/ viva exam and should obtain a letter grade DD or better (in grade points) in credit courses.

- **The above AR PT.19.14.4 will now be read as follows:**

  A student awarded FP grade shall appear, at the earliest, in the End Semester Theory and Practical/Viva Examination of the corresponding course and shall obtain a letter grade DD or better (in grade points) in credit courses and PP in non-credit courses. The Continuous Evaluation (CE) component marks obtained during the regular attempt shall be carried forward. However with a view to offer opportunity of improvement in the CE components' marks, such a student may appear in the remedial mid semester examination in the subsequent semester. While evaluating her / his final score for grading, so far as the marks in Mid Semester Examinations are concerned, the maximum of her / his average marks, obtained during regular attempt, and subsequent attempt of remedial mid semester examination will be considered.

4. Change in AR PT.19.12.5 (Ref. Item number 13 in the MoM AC.2425.1):

- **Existing AR PT.19.12.5:**

  No student shall be allowed to appear in the end semester examination of a course unless he/she has scored at least 35% marks in mid semester examination and will be considered in "NOT PERMITTED TO APPEAR (NPTA)" status for the respective course and letter grade "NA" will be awarded (Refer PT.19.13).
  The NPTA student(s) shall appear in mid semester remedial examination of the next semester.

- **The above AR PT.19.12.5 is now considered removed.**