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## A General

### 1. Preamble

Government Polytechnic, Pune established in 1957. It is located on Pune University road over an area of 26 acres. It has a built up area of 23647 sq meter spread over several buildings. It has well equipped laboratories, qualified and experienced faculty, amenities like Canteen, Post Office, Gymkhana Hall, Hostel for Boys and Girls, Trainee Hostel and play ground.

At present the institute is offering following Diploma Programmes –

Sr.	Programmes	3 Year Full Time Diploma Programmes		4 Year Part Time Diploma Programmes
		First Shift	Second Shift	
1	Civil Engineering	✓	✓	✓
2	Electrical Engineering	✓	✓ *	✓
3	Electronics and Telecommunication	✓	✓ *	✓
4	Mechanical Engineering	✓	✓	✓
5	Metallurgical Engineering	✓		✓
6	Computer Engineering	✓	✓	
7	Information Technology	✓		
8	Dress Designing and Garment Manufacturing	✓		

( \* - Under Minority )

At present the Institute is offering eight Full Time Diploma Programme in Civil Engineering, Electrical Engineering, Electronics and Tele-Communication Engineering, Mechanical Engineering, Metallurgical Engineering, Computer Engineering, Information Technology and Dress Designing & Garment Manufacturing.

The Institute aims to produce technicians through carefully designed diploma programmes in closer contact with industries. Looking at its consistent high performance over the year, Government of Maharashtra awarded academic autonomy in May 1994 to this institute vide G.R. No. WBP-1093/(2640) (69)/VE-5, dt. 30.05.1994

This institute started implementing the diploma programmes with revised curricula having flexibility within programmes in the form of "Multipoint Entry and Credit System ( MPECS )", from the academic year 1994-95.

Competitiveness in trade and industry has always posed challenges to human resource development activities. So far it has been possible to fulfill the technical manpower needs of the industry through standardized conventional courses. The product of technical education system was accepted and then suitably adapted by the industry according to their needs. There were very few problems in this kind of arrangement because the technologies utilized by the industry were fairly established and they did not change over a long period of time. It was therefore possible to design generalized educational programmes that would cater to the needs of majority of industries.

All this has changed now, in globalised economy, change in the licensing and patenting policies and multinational organizations entering in the Indian market. The country is now facing a major economic change.

This means that Indian industry will have to adopt new strategies in order to survive in the changed environment. This further implies that technical education system must now not only expand quantitatively and qualitatively but also change its internal structures, so that it can meet the varied and rapidly changing demands of the industry.

After acquiring academic autonomy Government Polytechnic, Pune has established various bodies as envisaged in the said G. R. for implementing MPEC system.

With this academic autonomy it is possible to design and implement their own educational programs in these autonomous institutes with active participation of industries and the community, so that the product coming out of the system are more acceptable to the industry. The freedom to decide and act would certainly bring about desirable changes and reforms more quickly. Though a high degree of autonomy would be related with academic as well as financial, administrative and managerial freedom, the academic autonomy which has been granted at this point of time is no less important. After all the academic sphere is the most vital component of any educational system and it is the immediate concern of the teacher, student and community.

Some important benefits of autonomy are listed below –

- a) Intensified curricular activities.
- b) Frequent review and alterations in existing programmes.
- c) Devising new need based programme.
- d) Progressive designs for students' evaluation.
- e) Academic reforms like Multi Point Entry and Credit System (MPECS)
- f) Innovative instructional methods in teaching.
- g) Greater industrial exposure to students by introducing Sandwich Pattern (i.e. In plant Training)
- h) Enhanced industry institute interaction through continuing Educational programs, consultancy services, extension services and industry oriented projects.
- i) Career counseling and placement of students.
- j) Resource generation for the institute.
- k) Faculty and Staff training.

## **2. Flexible System**

The Technical Education system is expected to meet the needs of the industry by supplying highly 'employable' technical personnel, with the required level of knowledge, skills and behavior. Due to present age technological changes, the system should be flexible enough to quickly adapt and take up new challenges. Each student should be able to choose his path more freely in a more flexible framework.

The diploma programmes are designed on a flexible modular pattern based on credits with provision of Multipoint Entry. The student shall be at liberty to choose the courses of his / her choice among a large number of options. The student may earn credits depending on his entry level qualification.

## **3. Multipoint Entry**

The eligibility for admission to the Polytechnic system is S.S.C. passed or equivalent. The students who seek admission may possess additional qualifications. Thus the entrant group may consist of: 10+, 10 + Technical, 10 + ITI, 12 + Science, 12 + Vocational / Technical / MCVC.

In MPEC System depending on the additional qualifications of a candidate at entry level, appropriate number of credits would be granted. (E.g. partial / completed diploma / graduate)

#### **4. Credit System**

The diploma is awarded after acquiring 180 credits by a student. The credits are counted as one credit for one contact hour of theory or practical per week for one semester. The number of credits for each course is shown in appendix I for various programmes.

The credits are awarded for each course only after passing all heads of that course i.e. Theory, practical, term work and oral as applicable.

The student who enters diploma programme with additional qualifications shall be granted credits as shown in Appendix II. In case of students having additional qualifications other than that shown in Appendix II or in case of transfer from other institutes the decision of equivalence committee to grant credits is final.

#### **5. Levels of Courses**

Under the MPEC System curricula were designed initially in August 1994 and implemented for 6 years. After various revisions the different levels of courses are as shown below –

##### **5.1 Foundation Courses – (Level I & II)**

Foundation courses consist of science and mathematics, communication skills and basics of computer. Study of science develops an insight to engineering and technology. Communication Skill is required for comprehension and transmit of knowledge. Computer literacy is must for all which helps to analyze information and see new patterns.

##### **5.2 Core Technology Courses – (Level III)**

These courses impart knowledge and develop skills in some engineering areas, which cut across disciplines and must be acquired by all prospective engineers; e.g. Graphic Skills, Workshop Practice, Engineering Mechanics, Introduction to Computers and Basic Electronics.

##### **5.3 Auxiliary Courses – (Level III & IV)**

This is a miscellaneous collection of courses administered with a view to provide an opportunity for all-round development of personality. These courses encompass aspects like utility, social consciousness, aesthetics and ethics. The courses are

Community Development, Non Conventional Sources of Energy, Interior Decoration, Hobby Electronics.

For the overall development of the student, some non-credit courses are included in the curriculum.

#### 5.4 Applied Technology (IV & V)

These courses are expected to develop professional abilities in desired areas among the students so that they can perform their job functions efficiently in chosen fields of engineering.

#### 5.5 Diversified Courses (V)

These courses provide for diversified interests and needs. They give knowledge in specific and newly emerging technologies in the concerned disciplines.

### **6. Semester Pattern**

MPEC System requires that there should be more opportunities for students to exercise options for selecting, and studying courses according to individual needs. In the semester pattern, examinations are conducted twice a year, which means that students have two opportunities in a year to exercise options.

Secondly, in the Semester pattern, courses can be conveniently divided in smaller modules. In semester pattern one can control the quantum of curricular inputs both by reducing / increasing credits or number of courses.

Each semester has sixteen weeks duration for exclusively teaching learning processes. In addition to this, approximately eight weeks are allowed in a semester for theory and practical examinations, sports and cultural activities. Students get one week Diwali Vacation and four weeks Summer Vacation in one academic year. The semester starting from June is termed as Odd Term. The semester starting from December is termed as Even Term.

### **7. Governing Board (GB)**

Governing Board is an apex body taking care of all activities of the institute. Joint Director of Technical Education is the Ex-officio Chairman of Governing Board. The members of GB are from industry, HRD, MSBTE. Principal of the institute is the member secretary.

This board has got powers to make necessary policy decisions in academic and other related activities of the institute. A few functions of GB are listed below -

1. To decide the policy of the institute and give guidelines for proper functioning of the institutes.
2. To analyze all issues related to academic activities and to decide &e policy.
3. To approve new programmes of studies leading to Diploma / Post Diploma.
4. To consider and approve the recommendations forwarded by BOS.
5. To approve modifications in the present curriculum in order to meet the changing demands of the industry / society in time to time.
6. To approve proposals for programs under Continuing Education Programs (CEP).
7. To approve revision in MPECS, Examination & remuneration rules

The GB meets are normally twice in a year.

#### **8. Board of Studies (BOS)**

Board of Studies is a committee of experts from industry and academic field, guidelines to design, develop, implement and maintain the curriculum. The committee also suggests methodologies for innovative teaching and evaluation techniques

The Chairman of BOS is from industry. The members are from industry, academic field and heads of departments from the institute. The curriculum development cell in-charge is the member secretary of BOS.

The BOS meets whenever the recommendations received from PBOS are to be approved.

#### **9. Programme-wise Committees of Board of Studies (PBOS)**

Chairman of PBOS is the respective Head of Department. The members are from industry (minimum two) and academic field (At least one senior. faculty from neighboring autonomous institute )The theory and practical contents in each course is decided by PBOS, and will be forward to BOS for approval.

The PBOS meets whenever a change / modification in curriculum is required.

The members of PBOS include maximum three teaching staff of the respective department. Academic Coordinator, Controller of Examination and CDC In-Charge are the ex-officio members of PBOS. Rest of faculty members may be invitee for PBOS meeting.

## 10. Guidance & Counselling Cell

This committee should be formed at program level. Its structure is as follows

Program Head	Chairman
Academic Coordinator	Member
Training & placement Officer	Member
Sr. Faculty (02 numbers of which one is lady member)	Member

This committee is formed to provide information & guidance on following points

- 1) Selection & sequencing of courses
- 2) Selection of path of studies
- 3) Career opportunities
- 4) Needs of Industry & skill component
- 5) Employment Profiles

## 11. Examination Cell

Examination cell is established at the inception of autonomy in 1994-95.

This cell is responsible for carrying out all evaluation activities of the institute.

Controller of examination is the head of this cell. He will function as per the instructions given by the head of institute.

## 12. Curriculum Development Cell(CDC)

CDC cell is established at the inception of autonomy in 1994-95. This cell is headed by a senior faculty and he/she is the member secretary of Board Of Studies(BOS). This cell is responsible for the overall activity of curriculum development , implementation and granting of exemptions .

## 13. Examination Committee :-

This committee is responsible for pre validation of result , punishment in malpractice cases and examination related issues.

Structure of Examination Committee -

Director Maharashtra State Board of Technical Education, Mumbai ( Ex-Officio Member)	Chairman
Principal,	Member



Other Autonomous Polytechnic under D.T.E. M.S. ( Ex-Officio Member)	
Principal, Government Polytechnic, Pune	Member
Head of Department , Government Polytechnic, Pune	Member
Head of Department , Government Polytechnic, Pune	Member
Controller of Examinations, Government Polytechnic, Pune	Member Secretary

## A. Rules for Diploma Programmes

### 1. Admission

- 1.1. Admission will be made strictly on merit and according to the rules framed by Government of Maharashtra from time to time and the provisions of AICTE from time to time.
- 1.2. Reservation quotas will remain operative as per the Government of Maharashtra rules.
- 1.3. On admission of students possessing additional qualifications than the minimum prescribed will be granted credits as may be decided and notified by the equivalence committee. The list of courses in which student is eligible for exemption / grant of credit as per his entry qualification as given in equivalence table of the concerned program.

### 2. Transfers

- 2.1 Transfers from other Government and Aided Polytechnics are allowed as per the existing rules of Government of Maharashtra.
- 2.2 Permission for any type of transfer is subject to the availability of vacancy seats.
- 2.3 In the above transfer cases, credits to be granted to students will be decided by the equivalence committee.

### 3. Time Limit

- 3.1 Students who have taken admission to any regular and part time diploma programme must get the terms granted for all the courses pertaining to corresponding programme within a maximum period of 6 years (Regular Diploma Programme) and 7 Years (For Part Time Diploma Programme) from the date of

admission to this Institution, failing which they will be discontinued from further studies at this Institute. Any breaks voluntarily from student side or due to medical reasons or period of suspension due to unfair means (UFM) in the examinations or due to disciplinary action or detention due to non performance or break due to any reason what so ever shall be counted in calculating the above 6/7 years period. ( BOS resolution no.GPP/GB/2015/79 dated 29/04/2015 as per 31<sup>st</sup> BOG meeting held on 29/04/2015)

- 3.2 Students may clear individual courses in several attempts, subject to the conditions mentioned in 3.1 above.
- 3.3 Students leaving the Polytechnic before awarding Diploma will be allowed re-admission as per the admission rules of Govt. of Maharashtra. He/she will not be entitled for any claim of exemption on the basis of incomplete diploma.

#### **4. Registration for Courses**

- 4.1 All students must register for courses they propose to complete in a semester as per academic calendar.
- 4.2 Courses offered by the institute in each term will be notified and students will have to select courses from the available options.
- 4.3 Students are advised to choose courses in consultation with the counseling Cell. The counseling cell should
- a) Offer the registration by verifying the number of backlog of the student if any.
  - b) See that the student should register the courses as per the semester wise path structure of the concerned program.
- 4.4 For a given semester student can register maximum 36 credits, high achiever student can register maximum 39 credits and part-time student can register maximum 24 credits.

The students who register and pass all the courses of level 1 and 2 within one academic year from the date of admission in the institute, in first attempt, with aggregate marks equal to 75% or more are treated as high achievers.

Such high achievers are allowed to register for 39 credits in the successive terms, so that a high achiever can complete diploma programme in 2½ years as compared to a normal student who requires 3 years period.

Students having additional qualifications (12+) at entry level and who claim exemptions / credits are not eligible to claim high achiever status. However such students are able to complete the diploma in 2½ years as they are allowed to register level 3 courses during their second term. Further such students may opt for in plant training in industries for a period of 4 months. In such cases in plant training will be treated equivalent to the course "Project and Seminar".

4.5 Students will not be allowed to register for Class Declaration (C. D.) Courses unless they have passed level 1 courses.

4.6 Students will not be allowed to register for courses having pre-requisites, unless they have kept terms for the pre-requisite courses.

4.7 In order to register for project students must have acquired at least 90 credits. The registration for project will have to be approved from programme head.

4.8 Students will be permitted to cancel registration for courses provided the Principal considers it justified and provided further that such cancellations are made within 15 days from the date of first registration. The exception is permitted with permission of Head of institute.

4.9 Registration rules for Direct Second Year admissions are given separately.

## 5. Registration for Direct Second Year students(DSY).

5.1 The registration rules mentioned in Registration for courses above are applicable to DSY students. However for a given semester DSY student can register maximum 39 credits.

5.2 For all direct second year admitted students (from academic year 2018-19) the exemption to **first and second level courses will be granted as per the prevailing programme-wise path**. The induction programme (For identified important & essential courses termed as Audit courses) will be conducted by separate program wise timetable.

5.3 No separate mark sheet will be created for these exempted courses.

5.4 While allocating Enrollment no. to these (DSY) students a serial number will be from 501 operated for numbering by (MIS). For ex. 1801501 and 1821501 etc.

5.5 The equivalence table for granting of exemption will be prepared by the chairman

PBOS of respective program in consultation with CDC & course expert .The signed copy of above three members will be kept as exemption rule document with concerned program head & CDC.

## 6 Re-registration for Courses

5.1 Students who had registered for a course but were detained on account of the non-performance in Theory classes / Practical hours / submission of Term-work are allowed to re-register for the course in the subsequent term without prejudice to rule 3.1 above.

In such cases, the students shall come along with parents / guardian, at the time of re-registration and submit an undertaking to HOD to the effect that the student will be regular and punctual in attending the theory and practical classes.

## 7 Award of Credits for higher qualified Entrants

Each department should collect and submit exemption forms of admitted students having higher qualification, to curriculum development cell of the institute.(C.D.C.)

7.3 Students who have higher qualifications at the time of admission to first year may apply in prescribed proforma to claim exemption/credits while registering for courses of first semester. The claims after completion of first semester term end examination will not be considered.

7.4 The decision regarding claims for exemption in courses / grant of credits shall be taken by the program wise equivalence committee. The students who are granted exemption in courses need not register for those courses and need not appear for examination in those courses.

7.5 If a student claims exemption for any class declaration courses then the student will be eligible to be declared as pass class only. Students who do not claim exemption for class declaration courses are eligible to be declared as First /second class as the case may be.

7.6 Students who have passed HSC, MCVC, ITI at the time of admission to first year are eligible to get exemption / credit as under, provided She/he has secured minimum 40% marks in the subject for which exemption is claimed.

Examination passed	Subject passed	Course in which exemption is allowed
i) HSC without science subjects, MCVC	English	Communication Skills

ii) HSC Science	Physics	Applied Physics
	English	Communication Skill
	Maths	Applied Mathematics -I & II
iii) HSC Technical	As per (ii) above Technical subjects	as per Appendix -III
iv) ITI	see Appendix – III	

7.7 The claims for exemption/ credit of students entering at higher level due to transfer from other institutes or cases not covered above in 6.4 will be decided by the program wise equivalence committee on individual basis.

7.8 No credits will be granted to S.S.C.(Technical) passed and M.C.V.C.

Student shall not be eligible for claiming exemptions later, on the strength of having passed the subjects after his date of admission to the Institute.

In any other cases claims for credits will be considered by program wise Equivalence Committee

## 8 Eligibility for Granting of Term

8.1 Student shall be granted term for a course/s only if he/she fulfills all the following conditions for registered course/s -

- i) The student has put in at list 75% attendance in both Theory and practical hours prescribed for the course.
- ii) The student has satisfactorily completed all the prescribed Term-work / Laboratory work / Practical work / Work shop practicals / Field work / Industrial visits / Training.
- iii) The student must have good conduct and character throughout the term.

8.2 The student not fulfilling conditions mentioned above will have to re-register for the course / courses in which his / her term / terms is / are not granted.

## 9 Registration for Examination

9.1 In order to register for the examination of any course, the student must have been granted terms for the courses as per rule no 7.0 (Eligibility for Granting of Term) as above.

9.2 The candidates who are punished for malpractice in the examination / his behavior are not eligible to register till such time as mentioned in the punishment order.

- 9.3 Eligible candidates are required to register for end examination in prescribed form on the dates notified by the examination section, along with requisite fees.
- 9.4 No candidates will be allowed to register for more than 10 (TEN) courses in theory examination at a time. Other heads of examinations like practical / oral / term-work shall not be counted for the above purpose.
- 9.5 If a candidate otherwise eligible does not register for examination, he will be eligible to register at the subsequent examinations. However the marks in term work / progressive assessment will be carried forward.
- 9.6 The candidate should make him / her certain that he/she is eligible for registration of Examination. If it is found at any stage that the candidate doesn't fulfill the eligibility conditions for registration for examination, the candidate shall be disallowed for appearing in the examination or the candidate's result may be canceled.
- 9.7 A candidate may be debarred by head of institute at any stage on account of misconduct committed inside campus or outside the campus.
- 9.8 The examination rules except mentioned above, will have parity with the existing MSBTE rules.

## **10 Student's Evaluation**

- 10.1 There are five heads under which students will be evaluated namely progressive assessment (P.A.) theory (Th), Practical examination (PR), Term work ( TW), Oral exam (OR).
- 10.2 Each theory examination paper will carry 80 marks.
- 10.3 Progressive assessment in each course will be based on 2 tests of twenty marks each. The average of two tests marks will be added to the corresponding theory marks. Absent in any test /tests will be taken as zero marks.
- 10.4 The record of laboratory work / drawing sheets / design reports / workshop reports / field work / field visits / industrial visits / projects / assignments / micro project / mini project etc. wherever prescribed in a course will be counted as term-work.
- 10.5 Term-work will be assessed progressively for all courses including class declaration (CD) courses during the term by internal examiner only. The oral examination of class declaration (CD) courses where ever applicable shall be based on term-work and will be conducted by both, internal as well as external examiners.

10.6 Oral / Practical examination wherever applicable as per the examination scheme in course structure will be based on certified term work.

10.7 The student should bring the certified term work at the time of oral/ Practical examination as oral / Practical is based on the term work.

## 11 Passing Standards

11.1 The candidate must secure 40% aggregate marks in theory examination and progressive Assessment Tests taken together to pass in theory provided that he/she secures minimum 35% marks in Theory examination (28 marks out of 80 or 14 marks out of 40).

11.2 The candidate must secure 40% marks to pass in each head of practical / oral / term-work examinations as applicable.

11.3 The credits are awarded to the student for each course only after passing all heads in that course i.e. Theory, Practical, Term-work or oral as applicable.

11.4 If the aggregate of theory and progressive-assessment falls short by one to three marks to pass i.e. 40 marks then the candidate will be given maximum three marks as grace marks as per the following -

a) If the candidate falls short by one to three marks for a minimum 28 marks in theory examination OR

b) If a candidate secures 28 or more in theory but falls short by one to three marks in aggregate of theory and progressive assessment. OR

c) The benefits of a) and b) can be given simultaneously to a candidate provided the maximum grace marks taken together does not exceed three marks.

## 12 Declaration of Results

12.1 After the conclusion of examinations, the results of the examination shall be declared approximately within a month's time.

12.2 The candidates shall be provided with certified statement of marks secured by him / her in each head of passing.

12.3 In case original mark sheet is lost a duplicate mark sheet can be obtained on payment of requisite fees along with application for issue of duplicate mark sheet, affidavit for loss of mark sheet and copy of police complaint for loss of mark sheet

12.4 The cases of misconduct / using unfair means in the examination hall shall be enquired into and will be referred to examination committee for appropriate action.

The action may be canceling the performance in that examination and / or disallowing for further registration/s and examination/s as per the prevailing rules.

12.5 The examination committee is empowered to moderate the results of any course(s) at its discretion, before the declaration of the result, if felt necessary. This will be done only after full justification based on valid reasons.

12.6 The candidate will be entitled to apply for verification of marks to the Controller of Examinations as per the schedule provided he,/she pays the requisite fee for verification. In no case late applications shall be entertained.

12.7 The application for re-assessment will be available as per the rules.

12.8 Unless otherwise specified in this document all rules regarding examination will have parity with existing MSBTE rules.

12.9 The punishment rules for unfair means will be considered at par with MSBTE punishment rules for unfair means.

### **13 Award of Diploma**

13.1 The diploma will be awarded to the eligible candidates in convocation ceremony which will be held once in a year.

13.2 The candidates must acquire 180 credits as prescribed in the teaching scheme and in addition must complete two non-exam credit courses as per the programme structure for award of diploma provided no disciplinary action is pending against the candidate for misconduct / using unfair means.

13.3 Award of diploma in distinction, first class or second class shall be decided on the basis of combined aggregate percentage of marks obtained for all heads of passing for all courses specified as Class Declaration (CD) Courses

The respective percentage of marks and the class is as under.

- |                                 |                                 |
|---------------------------------|---------------------------------|
| a) First class with distinction | - 75% or more                   |
| b) First class                  | - 60% or more but less than 75% |
| c) Second class                 | - 45% or more but less than 60% |
| d) Pass class                   | - 40% or more but less than 45% |

13.4 Deficiency to the extent of maximum 5 grace marks shall be granted to a candidate, if the total marks falls short of 5 marks or less, to declare the class.

13.5 The candidate declared to have passed the final examination comprising of qualifying class declaration (CD) courses leading to award of diploma will be at his/her option be permitted to reregister for the examination to improve his/her class,



Provided that:

- a) He/She applies for such re-registration, in the prescribed proforma through Head of Department within 30 days from the date of declaration of result.
- b) He/She is eligible to reappear either in immediate examination or next successive examination in theory papers only.
- c) He/She will reregister for examination of all class declaration courses at a time.
- d) His/her practical / term-work / oral / project / progressive assessment marks wherever applicable shall be carried forward.
- e) He/She will forfeit his/her final result of class declaration (CD) courses declared earlier.

13.6 In case the candidate fails to appear for the reregistered examination OR fails to improve his/her class then his/her previous result will hold good.

13.7 A candidate after obtaining diploma in any programme, if seeks admission to other diploma programme will have to apply in the prescribed proforma. The number of courses in which he/she may get exemption will be decided by the program wise equivalence committee. Such cases will be considered provided vacancies exist at that particular level.

13.8 In case of loss of diploma certificate / mutilated certificate a duplicate certificate will be issued provided the candidate applies in prescribed proforma, pay the requisite fees and submit an affidavit in case of loss, stating the circumstances of loss of original certificate. If the certificate is mutilated it should be returned to the institute along with the application form.

13.9 The candidate should make himself certain that he/she is eligible for award of diploma. If after award of diploma it is found that candidate has not fulfilled the condition and violated the rules stipulated in this document, the diploma awarded shall be withdrawn and may notify the fact as deemed fit.

Common for all programmes

Sr.	Examination Passed	Course Code	Course in which exemption is allowed
1	HSC (Arts) or HSC (Commerce) or	HU 181	English

	MVCV with English		
2	HSC (Science)	HU 181	English
		SC 181	Applied Maths I
		SC 182	Applied Maths II
		SC 183	Engineering Physics
		SC 184	Engineering Chemistry
3	MSCIT or DOEACC Course on Computer Concepts	CM 286	Computer Fundamentals
		CM 281	Computer Essentials
		IT 281	Basics of I. T.

## 14 .Summary of Rules

These rules will be applicable for all Regular Diploma programmes and all Part Time Diploma Programmes.

Sr.No	Particulars	Criterion
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1	Maximum Period to complete the Course registration for Regular Diploma	6 Years
2	Maximum Period to complete the Course registration for Part Time Diploma	7 Years
3	Maximum No. of courses that can be registered for Course registration per Term (Regular Diploma) (subject to condition 6 & 7 below)	7 Nos.
4	Maximum No. of courses that can be registered for course registration per Term (Part Time Diploma) (subject to condition 8 below)	6 Nos.
5	Maximum No. of (Theory) courses that can be registered for - Examination registration per Term (Regular and Part Time Diploma)	10 Nos.
6	Maximum No. of Credits that can be registered for Course registration (Regular Diploma)	36 Credits
7	Maximum No. of Credits that can be registered for Course registration (Direct Second Year Students Diploma)	39 Credits
8	Maximum No. of Credits that can be registered for Course registration (Part Time Diploma) (Excluding Civil Engineering Programme when Surveying I and Surveying II are offered.)	24 Credits
9	Theory Grace Marks per Course	Maximum Three Marks
10	Grace Marks for Class declaration	Maximum Five Marks
11.	Condition for class declaration course registration	'Class declaration courses' will be registered only

		after <b>passing</b> of all level <b>one</b> Courses
12.	Declaration of Diploma Class	
	First Class With Distinction	75 % and above
	First Class	60 % to 74.99 %
	Second Class	50% to 59.99 %
	Pass Class	Below 50%