



GOVERNMENT OF WEST BENGAL
Government College of Engineering & Ceramic Technology
AN AUTONOMOUS INSTITUTE UNDER M.A.K.A.U.T.
73, Abinash Chandra Banerjee Lane, Kolkata-700010
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Order No.GCECT/AC/1293 /18-19

Dated: 17th November, 2018

As approved by the Academic Council in its meeting dated 16th November, 2018, the revised Academic Regulations, separately for B.Tech. and M.Tech degree programs, effective from the academic session 2018-19, of the Government College of Engineering & Ceramic Technology are hereby published.

K. Chakrabarty

Prof. Krishnendu Chakrabarty
Chairman, Academic Council
Govt. College of Engg. & Ceramic Technology

Principal
Govt. College of Engg. & Ceramic Technology
Govt. of West Bengal

Government College of Engineering & Ceramic Technology

73, A. C. Banerjee Lane, Kolkata – 700010

An Autonomous Govt. College Affiliated to
MAKAUT (Formerly WBUT)

Norms and Regulations regarding Evaluation System to be followed by the Autonomous Institute Government College of Engineering & Ceramic Technology, 73, A. C. Banerjee Lane, Beliaghata, Kolkata – 700010.

ACADEMIC REGULATION EFFECTIVE FROM

ACADEMIC SESSION 2018-19

1. Course Planning / Academic Calendar:

1.1. PG Course:

Semester	Commencement of course	Mid Term Examination I	Mid Term Examination II	Semester End Exam.	Tentative Publication of Results
1.	1 st wk. of August	2 nd wk. of Sept.	1 st wk. of Nov. (May vary due to Puja & Id Fest)	December	Feb.
2.	1 st wk. of Jan.	1 st wk. of March	2 nd wk. of April	April-May	July
3.	1 st wk. of July	2 nd wk. of Sept.	1 st wk. of Nov. (May vary due to Puja & Id Fest)	December	Feb.
4.	1 st wk. of Jan.	1 st wk. of March	2 nd wk. of April	April-May	July

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Academic Council
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2. Rules of Examinations:

2.1. Each discipline of the M. Tech programme consists of the following two types of items:

- Theory items
- Sessional items

2.2. Two Mid term tests would be conducted centrally

2.3. At the end of each semester, there shall be an examination (here-in-after called Semester end examination) conducted by the College as per programme announced by the Controller of Examinations.

2.4 Back-paper (Supplementary) examinations, if any, shall be held with the normal Semester end examinations.

3. Evaluation of Course Items:

The evaluation of course items listed in para 2.1 shall be done as per the following guidelines:

(A) THEORY ITEMS: (100 percentage points):

Continuous Internal Evaluation (CIE)

Operational Guidelines:

Every subject is to get 50% weightage for the internal assessment. The internal assessment comprises of mid-term tests / weekly or fortnightly class tests / home work or assignments / seminars / problem solving / hands on training / group discussions / quizzes etc.

Each item **under theory items** shall be evaluated on the basis of 100 percentage points/marks, sub-divided into the following 2 categories:

- Continuous Internal Evaluation (CIE): 50 percent weightage**
- Semester End Examination (SEE): 50 percent weightage (2/3rd of 75 marks paper set in Semester End Exam)**

- Both CIE and SEE shall have equal (50:50) weightage.
- A student's performance in a subject shall be judged by taking into account the results of CIE and SEE put together.
- Mid-term tests would be conducted centrally similar to the manner semester end examinations would be held.

- If a student fails to appear in a Mid Term examination, he/she would be given a chance to sit for special test before the semester end examination provided the examination committee is satisfied with his/her plea for such prayer.

Theory Items	
Continuous Internal Evaluation (CIE)	
<i>Mid Term Examination (MTE) 1</i>	<i>15 Marks weightage</i>
<i>Mid Term Examination (MTE) 2</i>	<i>15 Marks weightage</i>
<i>Assignment, Test based on assignment, Surprise tests, Quizzes, Presentations, Attendance Flip Teaching etc.</i>	<i>20 Marks weightage</i>
Semester End Examination (SEE)	50 Marks weightage
TOTAL	100 Marks

Evaluation in Laboratory/Sessional Papers for Continuous Internal Evaluation (CIE)	
<i>Laboratory journal book and Results</i>	<i>40 marks</i>
<i>Viva Voce conducted during semester</i>	<i>40 marks</i>
<i>Attendance, Overall conduct, Discipline, Manners, Skills etc.</i>	<i>20 marks</i>
TOTAL	100 Marks

Semester End Examination (SEE) – 75 Marks paper (2/3rd weightage is to be given for final reckoning i.e., 50 marks):

Operational Guidelines:

- Paper setters are necessarily the subject teachers engaged in teaching the subjects in the College.
- The teachers would be required to submit 2 sets of question papers (differently set) to the COE, from which, the COE would arbitrarily select any one set for the examination for that semester.
- There shall be examiners engaged in teaching the respective subjects for checking and scrutinizing answer scripts of each theory subject.

Pass Marks:

A student has to secure at least 50% in total combining CIE and SEE. A candidate not appearing in the SEE would however be considered unsuccessful in the concerned subject.

SESSIONAL ITEMS: 100 percentage points

Continuous Internal Evaluation (CIE)

Sessional items are all laboratory courses, training, seminars, designs, Comprehensive Viva Voce, Project, Industrial visits & other co-curricular activities, if there be any.

Every item in this category shall be evaluated on 100 percentage points as detailed below:

Operational Guidelines:

- i) There shall be continuous assessment in each Laboratory item, throughout the academic session and / or each semester.
- ii) The course teacher(s) would be finalizing award of marks under this item.
- iii) The course teacher shall assess the students on the basis of Attendance & Regularity, Preparedness for Conduct of Experiment, Initiative to Learn and Interact and presentation of Laboratory Report, its Regularity in Submission and Conduct etc. (as detailed in (ii) also).
- iv) The course teacher shall finalize the award (out of 100 marks) well before the Semester-End Examination and submit the same under sealed cover to the Controller of Examinations.
- v) **A student has to secure at least 50% marks in each laboratory sessional, failing which he / she would be debarred from sitting in the Semester-End Examination.**
- vi) **The pass marks of each sessional item would be 50%, with grading system appended in the appropriate column 5.3. (i).**
- vii) If a student fails in any of the sessional paper (s) in the odd semester (1st or 3rd), he / she will have to complete all courses of both relevant odd and even semesters **in the next academic session.**
- viii) If a student fails in any of the sessional paper (s) in the even semester (2nd or 4th), then also he / she will have to **repeat all the courses of the relevant odd and even semester in the next academic session.**

ix) For Grand Viva, Project Viva & Seminar there will be provision for External Examiner. Internal Examiner will award 60% marks and rest will be awarded by external examiner in 100 marks sessional papers mentioned above.

4. Promotion & Grading System:

The promotional status shall be indicated on the even semester grade card / sheet with either P or XP or X notation as detailed below:

P: Promoted to next level without any Backlog

XP: Promoted to next level with Backlog in subject(s) of examination

X: Not promoted (Being debarred in SEE due to failure in Sessional item(s))

4.2.1.

i) A candidate shall be eligible for promotion to the next higher level if he/she passes in all sessional items of both odd and even semesters of the current level of study.

ii) He / She shall be eligible for promotion with Backlog (s) with **XP** to the next higher level if he / she fails to clear any course item (s) of earlier semester individually.

iii) Has been a bona fide Regular student and is duly registered as such in the University and Institution under permission of the Head of the Institution concerned.

iv) Has not been involved in breach of discipline or has not been time barred due to non-completion of the course within the time limit fixed for the purpose.

v) Has not been temporarily suspended/suspended for a specified period by the Institution and has not been denied the privileges of a regular student/Ex-student at the time when admissions to higher levels are in progress.

4.3. Range of Credits:

A student would be offered a M. Tech degree if he/she passes all the items (subjects of examinations and sessionals).

5.3. The Grading System:

RULES GOVERNING THE GRADING SYSTEM:

- i) A Grading System on a base of 10 points shall be followed in the College. Categorization of these grades and their correlation shall be as under:

FOR THEORY, SESSIONAL

Qualification	Grade	Score on 100 marks	Point
Outstanding	'O'	100 to 90	10
Excellent	'E'	89 to 80	9
Very Good	'A'	79 to 70	8
Good	'B'	69 to 60	7
Pass	'C'	59 to 50	6
Failed	'F'	Below 50	2

- ii) The College shall declare SGPA and CGPA after each semester. The SGPA and CGPA are defined as under:

5.3.1. A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA – Semester Grade Point Average

CGPA – Cumulative Grade Point Average

5.3.2. Definition of terms:

- a) POINT – Integer qualifying each letter grade.
- b) CREDIT – Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the course structure and detailed syllabus
- c) CREDIT POINT = (b) × (a) for each course item.
- d) CREDIT INDEX = \sum Credit Point of course items in a semester.
- e) GRADE POINT AVERAGE, in general terms, is defined as:

$$\frac{\text{Credit Index}}{\sum \text{Credits}}$$

It is always qualified by the specified period of reference, as detailed below:

1. SEMESTER GRADE POINT AVERAGE (SGPA)

$$= \frac{\text{Credit Index}}{\sum \text{Credit}} \text{ for a semester}$$

2. CUMULATIVE GRADE POINT AVERAGE (CGPA)

$$= \frac{\sum_{i=1}^{i=n} \text{Credit Index of } i\text{-th Semester}}{\sum_{i=1}^{i=n} \text{Credit of } i\text{-th Semester}}, \text{ where, } n = 4 \text{ for 2 year programme,}$$

The above are specified for each course separately under respective rules as detailed below:

5.3.3.1. a) In order to pass the M. Tech course a candidate must secure at least Pass Grade in each of the Theory and Sessional items.

5.3.3.1. b) Unless otherwise stated in the rules governing promotion, the promotional status between two consecutive semesters and/or two consecutive levels/years shall be indicated on the semester grade card as per details below:

5.3.3.1.c) Eligible for promotion with backlogs (denoted by XP) indicating that,

- The candidate is eligible for promotion with backlog of course items of the just completed lower level, subject to his applying for the same to the Head of the Institution where he/she is a regular student.

5.3.3.1.d) A candidate shall be eligible for promotion to the next higher level/year if he/she satisfies the conditions laid down under the rules formulated by the Academic Council discussed earlier.

5.3.3.1.e) Candidates declared as eligible for promotion to the next level **without clearing all course items of earlier semesters**, individually, shall have to apply for permission for admission to the higher level and obtain the same from the Head of the Institute.

5.3.3.1.f) The Institute/College shall publish a list of all successful candidates of each of the semester examinations within a reasonable time from the date of the last examination held.

5.3.3.1.g) The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the concerned programme.

5.3.3.1.h) Each discipline consists of the following three types of items viz.

- Theory items
- Sessional items

The schedule of these items along with their credit points for each semester shall be as per rules formulated by the BOS and Academic Council from time to time.

5.3.3.1.i) At the end of each semester, there shall be an examination (here-in-after called semester end examination) conducted by the Institute as per programme announced by the Controller of Examinations.

5.3.3.1.j) Separate supplementary examination for both Odd and Even semesters at the final year level shall be held within one month of the publication of the results of the eighth semester.

5.3.3.1.k) All the requirements of M.Tech examinations will have to be completed by the students within 5(five) years for obtaining M.Tech degree.

5.3.3.1. l) For backlog students, total marks in a paper would be computed on the following basis :

- A) Unaltered Continuous Evaluation (CIE) marks as obtained by the candidate as a regular student (out of 50) + marks obtained in supplementary examination (out of two third of 75).
- B) Marks obtained only in supplementary examination out of total 50(two third of 75) proportionally raised to the equivalent marks out of total marks of 100.

Whichever is greater between the above two (A) and (B) will be awarded to the backlog candidate (s).

Notwithstanding anything contained in para 5 above, a student of M. tech (2 year) programme shall, at the end of his programme, receive his grade card for the programme only in the form of a CGPA according to:

CUMULATIVE GRADE POINT AVERAGE (CGPA)

$$= \frac{\sum_{i=1}^{i=n} \text{Credit Index of } i\text{-th Semester}}{\sum_{i=1}^{i=n} \text{Credit of } i\text{-th Semester}}, \text{ where } n = 4 \text{ for 2 year programme,}$$

6.0. Pre Publication Scrutiny and Viewing of Answer Scripts by Students:

6.1 a) The students are entitled to view all Mid Term and Semester-End examination scripts after evaluation, within a specified time as notified by the COE. Any mistake with regard to recording of marks or unchecked answer would have to be brought to the notice of the concerned teacher immediately for rectification.

b) However, if any student is not satisfied with the evaluation of the answer scripts, he / she would have to apply for re-evaluation in the prescribed format as provided by the COE against a fee as specified by the COE within the specified period.

Only those students, who physically view their answer scripts after evaluation, are eligible for making application for review.

6.2. After this students' viewing the answer scripts are complete, the teachers would submit those to the COE for tabulation of marks and final declaration of results.

6.3. Cases not covered by the foregoing rules, reference shall be made to the Controller of Examinations for a special direction, and his decision shall be accepted as final.

6.4. An examination committee, headed by the Principal, who is also the Chief Controller of Examinations by virtue of his position as Academic & Administrative Head of the institution, would take decisions on all matters not covered by the above regulations whenever any anomaly or discrepancy beyond the jurisdiction of the Controller of examinations related to results is detected.

7.0. Attendance of Students:

7.1. A candidate shall be deemed to have prosecuted a regular course of study in the College if he/she has attended at least 75% of the Theory classes and 75% of the practical classes separately held in each of his/her subject(s) of the UG.

8.0. Eligibility for appearing in Examinations:

8.1. A student shall be eligible to appear in an examination provided he/she pursues a regular course of study in respective department and attends classes as per regulations appended in Para 5 above and has passed in the sessionals as per para 4.2.2 discussed earlier.

8.2. A student who has been absent for short periods due to participation in cultural, sports, other academic/official assignments in the interest of the College/Government/Affiliating University, with prior written permission of the Head of the Institute/College shall be permitted for a special relaxation in attendance criteria.

8.3. A student shall be admitted to any examination of the Institute only if he/she has paid the prescribed fee by the date specified by the Controller of Examinations. A student may, however, deposit the examination fee with prescribed additional fee for late submission of application after the expiry of the specified date, provided that no such period of grace shall apply to a candidate for an examination for clearing his/her backlog or special examination(s), if any.

8.4 A candidate shall be allowed in an examination only after he is issued an Admit Card for the relevant examination by the Institute, after obtaining eligibility from the Head of the Institute.

9.0 Cancellation of Appointment:

The Institute reserves all the rights to cancel or withdraw any appointment relating to Examination at any time in the interest of smooth conduct of Examination and Publication of results without showing any reason whatsoever.

10.0 Attendance & Signature Rolls:

a) The Registration number, roll no., and signature of all the students appearing in the examination shall be recorded in the daily attendance sheet provided by the Controller of Examinations. This statement duly signed by the invigilator and the Center-in-Charge should be forwarded to the Controller of Examinations as soon as the examination is over.

b) The Attendance Roll should be carried round for the purpose to the candidates when they are seated at their assigned places. Their names in the Admit cards should be checked at the same time. This roll duly countersigned by the invigilator and the Center-in-Charge should be returned to the COE.

11.0 Misconduct/Malpractice:

An invigilator is required to be alert at every moment so that no student can adopt malpractice during the examination.

A candidate shall be held guilty of misconduct or malpractice if:

- a) He/She is found to be in possession inside the Examination Hall of any book, page of any book, scribbling, typed sheet or written note that may have a bearing on the subject in which he/she is appearing, irrespective of whether such book or scribbling or written note or typed sheet is used or not, or
- b) He/She writes answer on another candidate's answer script or helps another candidate to write answer on his/her answer script or helps him/her in any other manner in writing answer or tries to obtain from, or to render to, any other candidate or any other person inside or outside the Examination Hall, any help in any manner, or
- c) Any inappropriate writing or indecent drawing are found in his/her answer script or in his/her possession related to examination or if he/she is found at any stage, whether during examination or thereafter, to have submitted answer script or answer not written by him/her, or he/she leaves examination hall without submitting answer script, or
- d) He/She leaves the Examination Hall before expiry of one hour, taking with him/her answer script or carries from the Hall, question paper during the hours of examination without submitting the answer script or gets possession of question papers outside the Examination Hall during the hours of examination or is not found in possession of complete question paper after its distribution in the Examination Hall or passes or tries to pass the question paper out of the Examination Hall taking with him/her blank answer script or loose sheet, or
- e) The candidate allows somebody else to be present in the Examination hall and to write answers on his/her behalf during examination, or
- f) He/She leaves the Examination Hall without recording his/her attendance on the attendance roll, or
- g) He/She encloses currency note(s) with an answer script or offers illegal gratification or inducements to the Invigilators or any other person(s)

- connected with the examination or, in anyway, tries to take illegal or unfair advantages, or
- h) He/She distorts his name, roll no. or registration no. in his/her answer script, or
 - i) He/She is found to be in possession of any question paper or any other paper containing relevant answer or answers written on it, or
 - j) He/She indulges in any kind of misbehavior, or intimidates, or assaults, or attempts to assault, or intimidates an invigilator or any other person connected with the conduct of the examination, either inside or outside the Examination hall, or damages, or attempts to
 - k) damage articles or furniture, equipment, stationary or any other property or the venue or creates disturbances in the venue or refuses to comply with the instruction of the center-in-charge or invigilator regarding seating arrangements or with any other requirements in the Examination hall, or
 - l) Any page(s) of the written answer script(s) of a candidate is/are found to have been replaced/torn/mutilated or found to contain handwriting different from that of the candidate, or
 - m) He/She attempts to violate any other provisions of these regulations, or
 - n) He discloses his identity in any manner other than that provided in the answer scripts.

12.0 Nature of Malpractice:

Category I:

- A. Writing erratic/irrelevant matters
- B. Writing obscene language/sketches
- C. Disclosing the identity in the answer scripts and/or requesting for specific marks
- D. Writing wrong Roll Number
- E. Leaving examination Hall without permission
- F. Leaving Hall without signing the attendance sheet

Category II:

- A. Possessing Printed/Handwritten Notes
- B. Copying or helping in copying
- C. Individual/Group copying / Possessing text book/sizeable handwritten material/printed text
- D. Attempting to bribe/writing letter hinting at illegal gratification
- E. Mutilating the answer booklet issued

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12-11-18

Category III:

- A. Misbehaving/Threatening Examination officials or other examinees/Smuggling out Question papers
- B. Receiving outside help
- C. Assaulting Examination officials
- D. Indulging in/Inciting anything other than normal
- E. Smuggling in/out answer script or attempting to do so
- F. Tampering with answer book issued and replacement of pages
- G. Impersonation or helping others to impersonate

Note: The Center-in-Charge shall take steps in case of any other type of malpractice not mentioned above.

13.0 Recommended Punishment:

Category I: Cancellation of paper

Category II: i) Cancellation of paper for A, B, C, D
ii) Cancellation of entire examination of the semester for E

Category III: Cancellation of entire semester examination with debarment from appearing in any examination for 1 or 2 years excluding the current examination

OR Rustication from the Institute for 1, 2 or 3 years

14.0. Steps to be followed for a student who is detected while indulging in malpractice:

- a) The answer script, together with support material used in the act of malpractice, if any, is to be seized by the Invigilator/center-in-Charge and submit a written statement of the same.
- b) The student should be asked to give a written statement about his / her involvement in mal-practice and sign the same before the Invigilator/Center-in-charge. No verbal argument etc. shall be entertained.
- c) A fresh answer script is to be issued to the errant student after writing on the first inside page, the time of issuance of the said script by the Invigilator. No signature on the page shall be made. The student shall be allowed to continue with the examination.
- d) The first answer book, along with the undertaking from the student and the offending materials ceased at the hall, are to be packed in a sealed envelope and submitted to the Controller of Examinations.

15.0 Board of Discipline:

15.1 Preamble:

There shall be an Advisory board of the institute concerned with the discipline of students, called Board of Discipline. All cases of breaches of discipline in connection with the Government College of Engineering & Ceramic Technology examinations shall forthwith be reported with relevant documents and detail the Board of Discipline by the Center-in-charge of the examination. The functions and responsibilities of the Board of Discipline shall be decided by the Academic council of the Institute. All decisions of the said Board of Discipline shall be taken at a meeting and the decisions of such meeting shall be final.

15.2 Composition of the Board of Discipline:

The Board of Discipline shall consist of the following members:

- a) The Head of the Institute – Chairperson, Ex-officio
- b) The Registrar, Ex-officio member
- c) All Heads of Departments, Ex-officio members
- d) Nominated faculty from each department
- e) The Controller of Examinations, Ex-officio, Member Secretary

For all members other than Ex-officio members the term of office of Board of Discipline shall be two years. Six members of the Board shall be a quorum.

15.3 Meeting of the Board of Discipline:

Meetings of the Board of Discipline shall be convened by the Secretary of the Board on such dates as such times as may be fixed by the Chairman and at least three days' notice shall be given for a meeting of the Board. The secretary of the Board shall keep a record of the proceedings of the meeting of the Board.

15.4 Functions and Responsibilities of the Board of Discipline:

The functions and responsibilities of the Board of discipline shall be such as may be determined by the Academic Council of the Institute.

All cases of breaches of discipline in connection with the Examination shall forthwith be reported with relevant documents to the Secretary of the Board of discipline by the Center-in-Charge together with circumstances of the case.

On receipt of reports of cases of breaches of discipline, the Secretary of the Board shall inform the student concerned of the charges against him and ask him to appear before the Board and furnish explanation, verbally and in writing, with regard to the charge made against him.

The student shall also be informed that in case he fails to appear before the Board and explain his conduct on the date fixed for the purpose of his case may be decided ex parte without further reference to him.

If the Board holds that the charges referred to in the above paragraph have been proved, it may recommend cancellation of the examination of the candidate concerned, or his/her debarment from appearing at a University examination for such period as it may deem fit, or both.

All matters to be decided by the Board of Discipline shall be decided at a meeting of the Board.

Provided that the Board may appoint one or more sub committees consisting of three members who may not necessarily be the members of the Board. The sub committee or sub committees shall at the first instance scrutinize all the cases of breach of discipline and exonerate from the charges those students whom they consider eligible for such exoneration after preliminary enquiry and recommend suitable disciplinary measures including cancellation of examination or debarment from appearing at any Examination of the Institute for such period as it deems fit or both against whom there are prima-facie cases.

Such students against whom disciplinary measures have been recommended, shall be given an opportunity to defend their cases, if they so desire, after they are intimated about the punishment imposed on them.

In such cases the sub-committee shall further investigate, interrogate and give them an opportunity to place their grievances before the sub-committee. In case such students fail to appear before the sub-committee on the fixed date and furnish any explanation, in writing with regard to the charges made against them, their cases shall be decided ex-parte by the sub-committee concerned without further reference to them. Any such decision relating to disciplinary action so recommended by the sub-committee concerned shall be referred to the Board of Discipline for approval provided that further two members shall form the quorum for a meeting of the sub-committee.

15.5 Nominated Members of the Board of Discipline:

Nomination of faculties from each department as members of the Board of Discipline shall be decided by the Head of the Institute, Ex-officio chairman of the Academic Council

15.6: Members of the Sub-Committee for Investigation:

To be decided by the Governing Body of the Institute on the basis of recommendation of the Head of the Institute.

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