



ARMY INSTITUTE OF TECHNOLOGY, PUNE

An Autonomous Institute, Affiliated to
Savitribai Phule Pune University, Maharashtra, India



RULES AND REGULATIONS FOR POST GRADUATE PROGRAMMES

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With effect from Academic Year 2025-2026



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1. INTRODUCTION:

The general regulations of PG Programmes at AIT, Pune are presented here. The provisions contained in this set of regulations govern the policies and procedures regarding registration, imparting instructions of the courses, conducting examination and its evaluation and certification of student's performance. This set of regulations, shall be binding on all the students undergoing the PG Programmes at AIT, Pune.

This set of regulations may evolve and get revised/refined or updated or amended or modified or changed through appropriate approvals from the Academic Council, from time to time, and shall be binding on all parties concerned, including the Students, Faculty, Staff, Departments and Institute Authorities.

In order to guarantee fairness and justice to all the parties concerned, in view of the periodic evolutionary refinements, any specific issues or matters of concern shall be addressed to Academic Council, as and when found necessary through appropriate authorities.

The Academic Council may consider any issues or matters of concern relating to any or all the academic activities of the institute, for appropriate action, irrespective of whether a reference is made (or the nature and extent of any reference if so present) here in this set of regulations or otherwise.

All disputes arising from this set of regulations must be addressed to the Academic Council. The decision of the Academic Council is final and binding on all the parties concerned. Further, any legal disputes arising from this set of regulations shall be limited to the legal jurisdiction of Pune and not that of any other parties.

2. ACADEMIC CALENDAR:

The normal duration of the course leading to PG degree programme will be FOUR semesters (2 years).

Each academic year shall be divided into 2 semesters, each of minimum 90 working days' duration (Including Examination).

The schedule of academic activities for a semester, including the dates of registration, in-semester evaluations, end-semester examination, inter- semester vacation, etc. shall be referred to as the Academic Calendar of the semester, which shall be prepared by the Dean (Academic), approved



by the Academic Council, and announced at least two weeks before the closing date of the previous semester.

The Academic Calendar must be strictly adhered to all other activities including co-curricular and/or extra-curricular activities. These activities must be scheduled in such a way that they will not interfere with the Curricular Activities as stipulated in the Academic Calendar.

3. REGISTRATION:

Every Student after consulting the PG coordinator is required to register for the approved courses at the commencement of each academic year on the days fixed for such registration and notified in the academic calendar.

PG coordinator will monitor and appoint class counselors in order to properly facilitate course registration. All students must personally be present on these dates.

Minimum 50% of total admitted students are required for starting the elective course of programme. In exceptional cases PG coordinator will finalize number of elective courses to be offered.

Students who do not register on the day announced for the purpose may be permitted late registration up to the notified day in academic calendar on payment of late fee.

Registration in absentia will be allowed only in exceptional cases to the authorized representatives of the student with the approval of the Principal, HoD and PG coordinator.

A student will be permitted to register in the next academic year only if he/she fulfills the following conditions:

- (a) Satisfied all the Academic Requirements to continue with the programme of study.
- (b) Cleared all Institute, Hostel and Library dues and fines (if any) of the previous semesters;
- (c) Paid all required advance payments of the Institute and hostel for the current academic year
- (d) Not been debarred from registering on any specific ground by the Institute.

4. ASSESSMENT AND GRADE POINT AVERAGE:

4.1 Marks/Grade/Grade Point

A grade is assigned based on the total marks obtained by a student in all the heads of examination of the course. These grades, their equivalent grade points are given in the following table. The guidelines for conversion of marks to grades are given below.

Table 1: Grade Points Scales for Absolute Grading

Sr No	Percentage of Marks	Grade Points	Grade	Remark
1.	$90 \leq \text{Marks} \leq 100$	10	O	Outstanding
2.	$80 \leq \text{Marks} < 90$	9	A+	Excellent
3.	$70 \leq \text{Marks} < 80$	8	A	Very Good
4.	$60 \leq \text{Marks} < 70$	7	B+	Good
5.	$50 \leq \text{Marks} < 60$	6	B	Above Average
6.	$45 \leq \text{Marks} < 50$	5	C	Average
7.	$40 \leq \text{Marks} < 45$	4	P	Pass
8.	Marks < 40	0	F	Fail
9.	-	0	FF	Failed in CIE and Hence Not eligible for ESE
10.	-	0	AB	Absent
11.	-	0	DR	Detained, Repeat the Course
12.	-	0	AC	Audit Course Completed
13.	-	-	ACN	Audit Course Not Completed
14.	-	-	II	Satisfactory performance in CIE (Pass) but absent in ESE due to valid reason (Incomplete due to Illness)
15.	-	-	XX	Very good performance in CIE ($\geq 80\%$) but poor performance in ESE leading to fail (F) overall grade
16.	-	-	CT	Transitional Grade for students who are permitted under semester exchange/Credit Transfer scheme

4.2 Passing Grade

The grades O, A+, A, B+, B, P are passing grades. A candidate acquiring any one of these grades in a course shall be declared as pass. And student shall earn the credits for a course only if the student gets passing grade in that course.

4.3 F Grade

The grade F shall be treated as a failure grade. The student with F grade will have to pass the concerned course by re-appearing for the examination. The student with F grade for any stage of the Project Work will have to carry out additional work/ improvement as suggested by the examiners and re-appear for the examination.

4.4 DR Grade

The grade DR in a course is awarded, if a student does not maintain the minimum attendance in the Lecture class and/or his performance during the semester is not satisfactory. The student with FX grade in a given course is not permitted to take the end of semester examination in that course. Such a student will have to re-register for the course.



4.5 Grade AB

Grade AB shall be awarded to a candidate in a course in which he has the minimum attendance as prescribed by the institute, but could not appear for the CIE or ESE. Such a student will have to appear in the subsequent CIE or ESE.

5. PERFORMANCE INDICES:

5.1 SGPA

The performance of a student in a semester is indicated by a number called the Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester.

$$SGPA = \frac{\sum_{i=1}^p C_i G_i}{\sum_{i=1}^p C_i}$$

$$SGPA = \frac{\sum \text{Grade Points Earned} \times \text{Credits for each course}}{\text{Total Credits}}$$

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

$$SGPA = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + C_4 G_4 + C_5 G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

SGPA is calculated up to two decimal places by rounding off.

5.2 CGPA

The CGPA is the weighted average of the grade points obtained in all the courses registered by the student since student is admitted to the college. It is calculated in the same manner as the SGPA.

5.3 In case of a student clearing a failed course or improvement, the earlier grade would be replaced by the new grade in calculation of the SGPA and CGPA.

6. RESULT:

6.1 Based on the performance of the student in the semester examinations, the institute will



declare the results and issue the Semester Grade sheets. The University (SPPU) will issue the Final Degree Certificate of Master of Technology after successful completion of the 2-year programme. Students who exit at the end of 1st year after successful completion of all 1st year courses (Semester –I and II) shall be awarded a Postgraduate Diploma by the institute.

6.2 Award of Class: Sometimes, it is necessary to provide equivalence of these averages, viz., SGPA and CGPA with the percentages and/or Class awarded as in the conventional system of declaring the results of University examinations. This shall be done by Autonomous Colleges under the University only at one stage by prescribing certain specific thresholds in these averages for First Class with Distinction, First Class, Higher Second Class and Second Class, at the time of Degree Award. The following Formula for Conversion of CGPA to percentage of marks to be used only after a student has successfully completed the programme:’

$$\text{Percentage of Marks} = (\text{CGPA} - 0.5) \times 10$$

Class designation:

- a. $\text{CGPA} \geq 7.75$ - First class with distinction
- b. $6.75 \leq \text{CGPA} < 7.75$ - First class
- c. $6.25 \leq \text{CGPA} < 6.75$ - Higher second class
- d. $5.50 \leq \text{CGPA} < 6.25$ - Second class
- e. $4.00 \leq \text{CGPA} < 5.50$ - Pass Class

7. DISSERTATION STAGE-I AND II

Dissertation Stage – I is an integral part of the final year project work. In this, the student shall complete the partial work of the project which will consist of problem statement, literature review, project overview, scheme of implementation and layout & design of the set-up. As a part of the progress report of Dissertation Stage – I, the candidate shall deliver a presentation on the advancement in Technology pertaining to the selected dissertation topic. The student shall submit the duly certified progress report of Dissertation Stage – I in standard format for satisfactory completion of the work by the concerned guide, PG Coordinator and HoD.

Dissertation Stage – II, the student shall complete the remaining part of the project which will consist of the fabrication of set up required for the project, work station, conducting experiments and taking results, analysis & validation of results and conclusions. The student shall present the dissertation work before a departmental committee comprising of guide, PG Coordinator and HoD. The student shall prepare the duly certified final report of project work in standard format



for satisfactory completion of the work by the concerned guide, PG Coordinator and HoD.

In view of maintaining the quality of dissertation, publication of the work carried out must be under SCI, web of Science, Scopus, UGC, AICTE and Indian Citation Index Journals. The student may also be encouraged to attend recognized conferences. The proof of submitting paper to these journals / presentation certificate for Conference or filing of patent /copyright should be considered as a mandatory requirement for submission of the final Dissertation Report at the end of Semester-IV. If the project work is confidential in nature (sponsored by any company /organization/ research agency), the uploading of paper /filing a patent shall not be mandatory but desirable.

After final viva–voce the suggestions/ modifications suggested by external examiner at the time of viva- voce should be incorporated and then three hard bound copies shall be submitted. The result shall be declared only after submission of hard bound copy.

Note: A student will become eligible to register for Dissertation Stage II only after he/she secures passing grade in Dissertation Stage I.

8. EXAMINATION RULES

Assessment shall consist of

- (a) Continuous Internal Evaluation (CIE)
- (b) End-semester Examination (ESE)
- (c) Term work
- (d) Oral/presentation
- (e) Practical Examination

8.1 Continuous Internal Evaluation (CIE) should be continuous and at least one test should be conducted for a full course and a teacher must select a variety of procedures for examination such as:

- (a) Written Test and/or Mid Term Test (not more than one for each course)
- (b) Assignments
- (c) An Open Book Test (with the concerned teacher deciding which books are to be allowed for this purpose) **or**
- (d) Mini Project by an individual student or a group of students



(e) Quiz

(f) Presentation, etc.

At the end of the semester, the final marks for the CIE shall be assigned based on the performance of the student.

8.2 Term Work assessment shall be conducted for the Lab Practice, Project and Seminar. Term work is continuous assessment based on work done, submission of work in the form of report, timely completion, attendance, and understanding. At the end of the semester, the final grade for a Term Work shall be assigned based on the performance of the student. A student who fails in the Term Work on account of unsatisfactory performance shall be given F grade and on the account of inadequate attendance shall be given FX grade.

8.3 Oral/Presentation Examination for project/seminar: Oral/presentation is to be conducted and assessed jointly by internal and external examiners. The examiner would be assessing the work carried out based on these Parameters: Topic, Contents and Presentation, regularity, Punctuality and Timely Completion, Question and Answers, Report, Paper presentation/Publication, Attendance and Active Participation.

8.4 Guidelines for Practical Examination: Problem statements must be decided jointly by the internal examiner and external examiner. During practical assessment, maximum weightage should be given to satisfactory implementation of the problem statement. Relevant questions may be asked at the time of evaluation to test the student's understanding of the fundamentals, effective and efficient implementation.

8.5 For passing course, the student has to obtain at least 40 % marks in both CIE and ESE

8.6 For passing a course, the student has to obtain at least 40 % marks in term work, oral/presentation and practical assessments.

8.7 In order to qualify for obtaining the degree, a student shall have a minimum aggregate 40% marks (E and above on grade point scale) in each course.

8.8 A student cannot register for the third semester, if he/she fails to earn 50% credits of the total of first and second semesters.

8.9 To earn credits of a course (Theory/term work/practical/oral/presentation) student must pass the course with minimum passing marks/grade.



9. ATTENDANCE REQUIREMENTS:

9.1 To account for approved leave of absence (eg. representing the Institute in sports, games or athletics; placement activities; NCC/NSS activities; etc.) and/or any other such contingencies like medical emergencies, etc., the attendance requirement shall be a minimum of 75% of the classes actually conducted.

9.2 A student with less than 75% attendance in a course during a semester, in lectures and practical taken together as applicable, will not be permitted to appear in the End Semester Examinations of the course in which the shortfall exists, irrespective of his academic performance, and irrespective of nature of his absence. The student will have to reregister in the same course as and when offered in the institute.

9.3 The Class Coordinators shall communicate periodically the attendance of the concerned students and shall publish list of provisionally detained student with the reason there of at least one week before the last day of instruction in the current semester.

9.4 Students who do not satisfy the criteria for final grant of term shall be finally detained by the subject teacher on the last day of instruction and shall be communicated in writing to the concerned students, programme coordinator and controller of examination.

9.5 The attendance records are to be maintained by the subject teacher and he/she shall show it to the student, if and when required and to be published on website.

10 ABSENCES DURING THE SEMESTER:

10.1 Leave of Absence:

The leave of absence for the student for valid and genuine reason shall be required to be approved by faculty advisor and the programme coordinator at appropriate time with supporting documents. The faculty advisor/programme coordinator not in receipt of such request in writing shall grant leave under genuine circumstances or shall reject if found not satisfactory.

10.2 Absence during CIE:

Leave of absence during class test shall be permitted if

- (a) Hospitalized
- (b) Death of siblings/ parents/grandparents
- (c) Deputed by the institute.

Re-class test may be arranged for such cases.



11. TRANSFER OF CREDITS

The courses for which credit obtained elsewhere, in Indian or foreign University/Institutions/ Colleges by students during their study period at AIT, may count towards the credit requirements for the award of post graduate degree. Such credit transfer will be based upon Academic Bank of Credits (ABC).

Since Credits awarded to a student for one programmes from an institution may be transferred/redeemed by another institution upon the student's consent through ABC, it is essential that all students should get enrolled on ABC, create ABC ID, and share these ABC IDs with Academic Institutions where they are enrolled. Credits Earned by the student will reflect in the student's ABC account. The credits transferred will reduce the number of courses to be registered by the student at AIT. The guidelines for such transfer of credits are as follows:

The guidelines for such transfer of credits are as follows:

- (a) Postgraduate students can register up to 40% of the total courses being offered in a particular programme in a semester through the Online Learning Courses offered through the SWAYAM/NPTEL platform and/or other State Level Common Platforms which can be developed in due course with the participation of different Universities/ Higher and Technical Education Institutions.
- (b) Courses which are not covered in (a) may be considered with approval of academic council.
- (c) Multi-institutional learning permission: The student shall be allowed to earn some credits from NEP compliant institutions/colleges other than the Main/ Parent College i.e. a college where students earn all their major credits (more than 50%) including credits for the core subject.
- (d) Students can earn external credits only from IISC/IITs/NITs/IIMs and other Indian or foreign Universities/Institutes /Colleges with which AIT has prior approval of transfer of credits.
- (e) A student must provide all details including the approval or acceptance letter from the other side. These details will be evaluated by the concerned departmental academic bodies (BoS) before giving approval. These academic bodies will then decide the number of equivalent credits the student will get for such course(s) in AIT.
- (f) A student has to secure minimum passing grades/ marks for such courses for which the credit transfer is to be implemented.
- (g) Credit transfer availed by a student shall be properly recorded on academic record(s) ABC



card of the student.

12. WITHDRAWAL FROM THE PROGRAMME:

12.1 Temporary Withdrawal:

A student who has been admitted to a Post Graduate degree programme of the Institute may be permitted to withdraw temporarily, for a period of one semester or more, on the grounds of prolonged illness or grave calamity in the family, employment elsewhere etc., provided:

He applies to the Institute stating fully the reasons for withdrawal together with supporting documents and endorsement from his parent/guardian;

The Institute is satisfied that, without counting the period of withdrawal, the student is likely to complete his requirements of the degree within the time specified.

There are no outstanding dues with the Departments / Institute / Hostels / Library / etc.

- (a) Scholarship holders are bound by the appropriate Rules applicable to them.
- (b) The decision of the Principal of the Institute regarding withdrawal of a student is final and binding.

Normally, a student will be permitted only one such temporary withdrawal during his tenure as a student and this withdrawal will not be counted for computing the duration of study.

In case of the student discontinued the programme due to employment, He / She may continue the programme after obtaining N.O.C. and appropriate study leave from the competent authority.

12.2 Permanent Withdrawal:

Any student who withdraws admission before the closing date of admission for the Academic Session is eligible for the refund of the all the fees and deposits, after a deduction of a processing fee. For the first year admitted student permanent withdrawal is defined as per the norms of admission by AIT/ AWES Policy. Once the admission for the year is closed, the following conditions govern withdrawal of admissions:

A student who wants to leave the Institute, will be permitted to do so (and take Transfer Certificate from the Institute, if needed), only after clearing all the dues, if any. Also, all the fees and charges already paid will not be refunded on any account.

Those Students who have received any scholarship, stipend or other forms of assistance from the Institute shall repay all such.

The decision of the Principal of the Institute regarding all aspects of withdrawal of a student shall



be final and binding.

13. CONDUCT AND DISCIPLINE:

Students shall conduct themselves within and outside the premises of the Institute in a manner befitting the students of a reputed Institution.

As per the order of Honorable Supreme Court of India, ragging in any form is considered as a criminal offence and is banned. Any form of ragging will be severely dealt with.

The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:

- (a) Ragging
- (b) Lack of courtesy and decorum; indecent behavior anywhere within or outside the campus.
- (c) Willful damage or stealthy removal of any property/belongings of the Institute /Hostel or of fellow students/citizens.
- (d) Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.
- (e) Mutilation or unauthorized possession of library books.
- (f) Noisy and unseemly behavior, disturbing studies of fellow students.
- (g) Hacking in computer systems (such as entering into other person's area without prior permission, manipulation and/or damage of computer hardware and software or any other cybercrime etc.)
- (h) Plagiarism of any nature.
- (i) Any other act of gross indiscipline as decided by the Academic Council from time to time.

Commensurate with the gravity of offense, the punishment may be: reprimand, fine, expulsion from the hostel, debarring from an examination, disallowing the use of certain facilities of the Institute, rustication for a specified period or even outright expulsion from the Institute, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.

For an offence committed in (i) a hostel (ii) a department or in a class room and (iii) elsewhere, the Chief Warden, the Head of the Department and the Dean (Students Activities), respectively, shall have the authority to reprimand or impose fine.

Cases of adoption of unfair means and/or any malpractice in an examination shall be reported to



the Controller of Examination for taking appropriate action.

All cases of serious offence, possibly requiring punishment other than reprimand, shall be reported to the Principal.

The Institute Level Standing Disciplinary Action Committee constituted by the Principal shall be the authority to investigate the details of the offence, and recommend disciplinary action based on the nature and extent of the offence committed.

14. REQUIREMENTS FOR AWARD OF DEGREE AND CONVOCATION:

A student shall be declared to be eligible for the award of the Post Graduate degree if he/she has:

- (a) Fulfilled the requirements of Post Graduate Degree
- (b) No dues to the Institute, Departments, Hostels, Library, and No disciplinary action is pending against him/her.

14.1 Convocation:

Students are required to apply for the Convocation along with the prescribed fee, after having satisfactorily completed all the degree requirements within the specified date in order to arrange for the award of the degree during convocation.

15. COMMITTEES / FUNCTIONARIES:

The following committees shall be constituted for the departmental Post Graduate degree Programmes. However, the corresponding committees constituted for UG programmes may also function for the PG Programmes.

15.1 Class/Course Committee:

Every Class (group of students registered for a course) of the Post Graduate Degree Programme shall have a Class/Course Committee, consisting of Faculty and Students.

Constitution:

- (a) One Faculty of Department, nominated by the PG Coordinator preferably not associated with the class;
- (b) Faculty Advisor(s) for the Class ...Member Secretary
- (c) Course Coordinator(s)...Member(s)
- (d) Two to four students from the... Members Class/Course to be chosen by the students



amongst themselves.

Functions:

- (a) The basic responsibilities of the Class/Course Committees are to review periodically the progress of the classes, to discuss problems concerning curriculum and syllabi and the conduct of the classes.
- (b) Each class/course committee will communicate its recommendations to the Programme Coordinator.
- (c) There shall be minimum one class committee meeting at the middle of every semester as indicated in the academic calendar. However additional class committee meetings may be convened as decided by Course Coordinator.
- (d) During beginning of the semester, the Course Coordinators shall present the method of evaluation and distribution of weightages for the various components.
- (e) The minutes of each class/course committee meeting shall be recorded in a separate minute's register maintained in the Parent/Teaching Department.

15.2 Faculty Advisor(s):

The Faculty Advisor(s), appointed by the PG Coordinator, will be assigned a specific group (admission-batch) of students, and will be valid throughout their duration of study.

Functions:

- (a) To help the students in planning their courses and related activities during their study period
- (b) To monitor, guide, advice and counsel the students on all academic matters.
- (c) To coordinate the activities regarding mandatory learning courses

15.3 Course Co-coordinator:

The subject teacher assigned by the PG coordinator will act as the course coordinator.

Functions:

- (a) He / She shall follow all the Regulations related to teaching of a course and evaluation of students.
- (b) He / She shall be responsible for all the records of the students registered for the course.
- (c) He / She shall conduct classes as prescribed in the Academic Calendar and as per the time table issued by the department.



- (d) He / She will arrange to distribute a course plan and the evaluation plan together with the course objectives, background materials to all the students within the first week of each semester.
- (e) He / She will prepare an evaluation plan showing details of how the student's performance will be evaluated in the course.
- (f) He / She will properly document the students' performance and announce to the students (including on the notice board) as stipulated in the Regulations.
- (g) He / She will report to the Programme Coordinator on a periodic (monthly) basis, the potential cases of very poor academic performance as well as those of low attendance.



**ANNEXURE-A REGULATIONS SPECIFIC TO
POSTGRADUATE PROGRAMME**

(M. Tech. Data Science)

CONTENTS

- A1 Post Graduate Degree Programmes
- A2 Admission
- A3 Course Structure
- A4 Re-Registration
- A5 Committees and Functionaries

A1. POST GRADUATE DEGREE PROGRAMMES:

A 1.1 The Post Graduate M. Tech. Degree Programme offered by AIT is Data Science on Full Time (FT) basis along with the intake capacity of 24.

A 1.2 The provisions of these Regulations shall be applicable to any new disciplines that may be introduced from time to time.

A 2. ADMISSION:

A 2.1 Admission to AIT, Pune for Post Graduate Degree Programmes will be made in accordance with the instructions and guidelines received from AWES from time to time.

A 2.2 Student Exchange Programs and the Transfer of Credits, shall be as per the corresponding MOUs.

A 2.3 The Institute reserves the right to cancel the admissions of any student and ask him to discontinue his studies at any stage of his career on the grounds of unsatisfactory academic performance or indiscipline or any misconduct.

A 2.4 The decision of the Academic Council regarding the admissions is final and binding.

A 2.5 Every Post Graduate student of the Institute shall be associated with the Department offering the Post Graduate degree programme that the student undergoes, throughout his study period, right from the very first day of admission into the programme.



A 3. COURSE STRUCTURE:

A 3.1 The curriculum structure of M. Tech. Data Science programme shall typically consist of the following components.

Table 2: M. Tech Data Science programme components

Acronym	Title	No of courses	Credits
PCC	Program Core Course	08	23
PEC	Program Elective Course	03	09
VSEC	Vocational and Skill Enhancement Course	04	12
HSS	Humanities and Social Science	05	09
AEC	Ability Enhancement Course	05	27
	Total	25	80

The semester wise credit distributions will be as below:

Table 3: M. Tech Data Science programme components

Semester	Credits		Minimum Requirement [NEP-2020]
I	20	40	40
II	20		
III	20	40	40
IV	20		
Total	80		80

A4. Re-registration

A4.1 M. Tech. Full Time student shall be required to reregister for required Courses, under the following conditions:

- If a student is absent for more than 8 (Eight) weeks at a stretch in a semester without sanctioned leave
- Based on disciplinary action suggested by the Academic Council, on the recommendation of the appropriate committee
- Student will be terminated from the programme as per UGC/University rules and regulation

A5. COMMITTEES / FUNCTIONARIES:

The following committees shall be constituted specifically for the Post Graduate degree programme:



A5.1 Board of Studies (BOS-PG):

Constitution: as per UGC/AICTE Guidelines for autonomous institutes

A5.2 Departmental Faculty Board (DFB):

Constitution:

Programme Coordinator... Chairman

All faculties... Members

Note:

- There shall be one DFB for every department that is involved in the teaching P.G. degree programme.
- The Secretary (DFB) shall be nominated by the Chairman on rotation basis for a period of one year from faculties.
- The Chairman may co-opt and/or invite more members including at the most three outside experts.
- The quorum for each meeting shall be five.

Functions:

- (a) To monitor the conduct of all Post Graduate courses of the department.
- (b) To ensure academic standard and excellence of the courses offered by the department.
- (c) To develop/revise the curriculum for Post graduate courses offered by the department, and recommend the same to the BOS
- (d) Moderation (only if and when found necessary) in consultation with the Course Co-coordinator, and approval of the finalized grades, before submission to CoE.
- (e) To consolidate the registration of the student and communicate to Course Co-coordinators, and also to the Dean (Academic).
- (f) To conduct performance appraisal of Course coordinators and concerned authorities.
- (g) To provide feedback of the performance appraisal to the Course Coordinator and concerned authorities.
- (h) To consider any matter related to the Post Graduate programme of the department.
- (i) In cases where a course is taught by more than one faculty member, or by different faculty



members for different sections of students, shall coordinate (only in case of need) among all such faculty members regarding the teaching and evaluation of such courses.

(j) To conduct at least two meetings each semester and send the Resolutions of the meeting to the Board of Studies and also to maintain a record of the same in the department.

(k) Any appropriate responsibility or function assigned by the Academic Council or the Chairman of the Academic Council or the BOS.