

Pimpri Chinchwad Education Trust's
Pimpri Chinchwad University
Sathe, Pune - 412106



PCET's
**Pimpri
Chinchwad
University**

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Rules and Regulations

B. Sc Clinical Psychology

School of Sciences



Effective from Academic Year 2023-24

Preamble:

We at Pimpri Chinchwad University offers- Bachelor of Science (BSc) in Clinical Psychology is an undergraduate program that aims to provide students with a comprehensive understanding of the scientific study of human behavior and mental processes, with a specific focus on the assessment, diagnosis, and treatment of psychological disorders. The program is designed to prepare students for careers in the field of clinical psychology, as well as for graduate study in clinical psychology or related fields. The curriculum of a BSc in Clinical Psychology typically includes courses in general psychology, abnormal psychology, developmental psychology, social psychology, and cognitive psychology, as well as coursework in research methods, statistics, and ethics. Students may also have the opportunity to gain practical experience through internships or other supervised clinical experiences, where they can apply their knowledge and skills in real-world settings.

The overarching goal of a BSc in Clinical Psychology is to provide students with a strong foundation in the theories, concepts, and methods of clinical psychology, as well as the critical thinking and problem-solving skills necessary to work effectively with individuals and groups in a variety of settings. Upon completion of the program, graduates should be able to apply their knowledge and skills to assess, diagnose, and treat psychological disorders, as well as to develop and implement evidence-based interventions to promote mental health and wellbeing.

Vision and Mission of Program:

Vision:

To be a leading program in clinical psychology that produces competent and compassionate professionals who contribute to the betterment of society through the provision of high-quality mental health services.

Mission:

- Our mission is to provide students with a rigorous education in the scientific study of human behavior and mental processes, with a specific focus on the assessment, diagnosis, and treatment of psychological disorders.
- We strive to foster a learning environment that promotes critical thinking, ethical behavior, cultural sensitivity, and a commitment to lifelong learning.
- We aim to prepare our graduates to be competent and compassionate professionals who can apply their knowledge and skills to promote the mental health and wellbeing of individuals, families, and communities.

Program Educational Objectives:

Here are some possible Program Educational Objectives (PEOs) for a BSc in Clinical Psychology program:

1. To provide students with knowledge and skills to become leading experts in the field of Clinical Psychology
2. To provide an innovative and comprehensive curriculum that integrates theoretical knowledge with practical experience, research opportunities, and professional development
3. To groom the student's overall personality for professional growth.
4. To inculcate values and ethics among the students and making them aware about their social commitments.

Program Outcomes

Here are some possible Program Outcomes (POs) for a BSc in Clinical Psychology program:

1. Knowledge Base - Students will demonstrate a comprehensive understanding of the scientific principles and theories that underlie the field of clinical psychology, including the assessment, diagnosis, and treatment of psychological disorders.
2. Clinical Skills - Students will demonstrate proficiency in the practical skills and competencies necessary to assess, diagnose, and treat psychological disorders, as well as to develop and implement evidence-based interventions to promote mental health and wellbeing.
3. Ethical and Professional Behavior - Students will demonstrate adherence to the highest ethical and professional standards, including maintaining confidentiality, respecting cultural and individual differences, and advocating for the rights and needs of their clients.
4. Communication and Collaboration - Students will demonstrate effective communication skills and the ability to work collaboratively with other healthcare professionals, researchers, and community stakeholders.
5. Lifelong Learning - Students will demonstrate the ability to engage in ongoing professional development and pursue advanced training in clinical psychology or related fields.
6. Research and Critical Thinking - Students will demonstrate the ability to critically evaluate research literature, design and conduct research studies, and analyze and interpret data to contribute to the advancement of the field.
7. Cultural Sensitivity - Students will demonstrate an appreciation for the role of culture and diversity in shaping psychological processes and behaviors, and will be able to apply this knowledge to effectively work with individuals from diverse backgrounds.
8. Self-awareness and Personal Growth - Students will demonstrate the ability to engage in self-reflection and self-awareness activities, and use these insights to promote personal growth and enhance their effectiveness as clinical psychologists.

9. Professional Leadership and Advocacy - Students will demonstrate the ability to advocate for the needs and rights of individuals with psychological disorders, as well as to provide leadership in advancing the field of clinical psychology through research, education, and community engagement.

Program Specific Outcomes:

Here are some possible Program Specific Outcomes (PSOs) for a BSc in Clinical Psychology program:

1. Students will demonstrate comprehension of foundational psychological theories and concepts relevant to clinical psychology
2. Students will understand and adhere to ethical guidelines and legal standards governing the practice of clinical psychology, demonstrating professionalism, cultural sensitivity, and respect for diversity in all interactions with clients and colleagues.
3. Students will develop skills in designing and implementing prevention programs and wellness initiatives aimed at promoting mental health and well-being at the individual, group, and community levels, with an emphasis on resilience-building and stress management strategy.

Notice

1. Amendments made by the University in Rules/ Regulations of the courses shall automatically apply.
2. The University reserves the right to make changes in the syllabus/ books/ guidelines, fee-structure or any other information at any time without prior notice.
3. The decision of the University shall be binding on all.

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This document supplements the University's rules and regulations to provide assistance to BSc. Clinical Psychology Program offered by the School of Sciences. It is mandatory that every student shall abide by these academic regulations.

1. TERMINOLOGY

Academic Council: The Academic Council is the highest academic body of the University and is responsible for the maintenance of standards of instruction, education and examination within the University. Academic Council is an authority as per UGC regulations and it has the right to take decisions on all academic matters including academic research.

Academic Year: It is the period necessary to complete an actual course of study within a year. It comprises of two consecutive semesters i.e., Even and Odd semester.

Audited Course: It is a course of study which has neither evaluation component nor grade.

Assignments: Assignments are given to students to continuously evaluate their learning effectiveness and to provide direction for their improvements.

Backlog Course: A course is considered to be a backlog course if the student has obtained a failure grade (F).

Betterment: Betterment is a way that contributes towards improving the student's grade in any course(s). It can be done by either (a) re-appearing or (b) re-registering for the course.

Board of Studies: Board of Studies (BOS) is an authority as defined in UGC regulations, constituted by Vice Chancellor for each department separately. They are responsible for curriculum design and update in respect of all the programs offered by a department.

Branch of Study: It is a branch of knowledge, an area of study or a specific program.

Case-Based Learning: Case study method is important learning and evaluation tool, through which simulated or real world business problems are analyzed. The students are tested for case studies in each subject. This reinforces their understanding of the concepts and their ability to apply the same in real-life situations

Certificate course: It is a course that makes a student gain hands-on expertise and skills required for holistic development. It is a mandatory course (as reflected in the program's curriculum structure) or optional course (as reflected in the program's curriculum structure) for the award of degree.

Change of Branch: Change of branch means transfer from one's branch of study to other.

Course: A course is a subject offered by the University for learning in a particular semester.

Course Outcomes: The essential skills that need to be acquired by every student through a course.

Credit: A credit is a unit that gives weight to the value, level or time requirements of an academic course. The number of 'Contact Hours' in a week of a particular course determines its credit value. One credit is equivalent to one lecture hour per week or two hours per week of tutorials/ self-learning/ practical/ field work during a semester.

Credit point: It is the product of grade point and number of credits for a course.

Cumulative Grade Point Average (CGPA): It is a measure of cumulative performance of a student over all the completed semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

Elective Course: A course that can be chosen from a set of courses. An elective can be Professional Elective, Open Elective, Management Elective, Sectoral Elective, Humanities Elective, Modular Elective etc.

Grade: It is an index of the performance of the students in a said course. Grades are denoted by alphabets.

Grade Point: It is a numerical weight allotted to each letter grade on a 10 - point scale.

Honors Degree: A student who fulfills all the Program requirements of her/his discipline and successfully completes a specified set of additional courses within the same program is eligible to receive an Honors degree.

Minor Degree: A student who fulfills all the Program requirements of her/his discipline and successfully completes a specified set of courses from another discipline is eligible to receive a minor degree in that discipline.

Open Elective: This is a course of interdisciplinary nature. It is offered across the University for all Programs.

Pre-requisite: A course, the knowledge of which is required for registration into higher level course.

Program: A set of courses offered by the Department. A student can opt and complete the stipulated minimum credits to qualify for the award of a degree in that Program.

Program Educational Objectives: The broad career, professional, personal goals that every student will achieve through a strategic and sequential action plan.

Project: Course that a student has to undergo during his/her final year which involves the student to undertake a research or design, which is carefully planned to achieve a particular aim. It is a credit based course.

2.ORGANIZATION STRUCTURE & ACADEMIC DEPARTMENTS

The organization structure and academic departments are well-established to ensure the proper execution of Bachelor of Arts programs in a qualitative way. Following are details about the various committees and undergraduate programs:

i.The academic administration of the Institute consists of committees and functionaries as below:

- The Academic Council (AC) is a statutory and supreme body that governs all academic matters of the Institute. The AC is chaired by the AC Chairman (Vice-chancellor) and the decisions made by the Chairman of AC regarding all academic issues shall be final and binding to all the stakeholders. The AC may also form various sub-committees from time to time for specific purposes.
- The Academic Committee (AC) shall continuously assess the academic activities and make appropriate revisions/modifications/improvements as and when required. All educational activities shall be scheduled through an approved ‘Academic Calendar’ notified at the beginning of each Academic Year.
- The Board of Examination (BOE) is constituted as per the statutes of the Pimpri Chinchwad University to ensure proper organization and conduction of examinations and related processes including moderation, tabulation and declaration of the results.
- At the department level, the Board of Studies (BOS) is responsible for framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners etc.
- The Course Development and Review Committee (CDRC) and Program Review Committee (PRC) are responsible for evaluating, assessing and monitoring the academic practices of the Department.



ii. The functionaries of the Institutes related to Academics and Examination shall be the Vice-chancellor, Pro- Vice-chancellor, Dean of Academics, Controller of Examinations and Heads of the Departments.

3. INTRODUCTION

3.1 TITLE OF THE PROGRAM

The title of the program shall be “B.Sc. Clinical Psychology”

3.2. DURATION OF PROGRAM

The Program shall be of Four years duration from the date of commencement of academic session.

3.3. MEDIUM OF INSTRUCTION

English shall be the medium of instruction.

3.5. YEARLY INTAKE CAPACITY: 40 students

4. ADMISSIONS

4.1 ELIGIBILITY FOR ADMISSION:

- a) For admission a candidate should have passed the 10+2 (PCB) with 45% marks in the aggregate for the General Category and 40% for SC/ST/OBC/MBC candidates or as per Govt. Guidelines from a recognized Board.
- b) Candidate should have completed the minimum age of 17 years as on 31st December of the year of admission.
- c) Selection shall be done on the basis of eligibility criteria listed above and Personal Interview (PI) conducted by relevant authority.

4.2. ENROLMENT

Every candidate who is admitted to the Course in Pimpri Chinchwad University Pune shall be required to get himself/herself enrolled with the Pimpri Chinchwad University , Pune after paying the prescribed eligibility and enrolment fees.

A candidate shall deposit enrolment fees along with tuition fees at the time of his/her admission to the course. Such a candidate who fails to submit, through the college Principal, duly filled enrolment form along with original documents including migration certificate required for enrolment within two months of his/her admission.

5. ACADEMIC CALENDAR

The academic activities of the Institute are regulated by the Academic Calendar approved by the AC and are released at the beginning of each Academic Year. It is mandatory for Students and Faculty to strictly adhere to the academic calendar for completion of academic and related activities.

- a) The Academic Calendar shall be prepared by the Dean of Academics and approved by the AC.
- b) The AC sets a definite schedule for various academic activities, through an Academic Calendar issued and notified to all stakeholders at the beginning of each Academic Year.
- c) The Academic Calendar shall be disseminated on the notice boards and website of the Institute.
- d) The academic activities of the institute shall be monitored as per the Academic Calendar
- e) Academic Calendar shall incorporate a schedule of admissions, course registration, course delivery, examination/evaluation, course feedback, course/graduate exit survey, co-curricular activities, extra-curricular activities, holidays, meeting schedules, student internship, summer term, makeup classes, make-up examinations, remedial classes etc.
- f) The curriculum shall be typically delivered in two semesters in an Academic Year. Each semester shall be 20 weeks in duration, including evaluation, grade moderation and result declaration. The Academic semester shall provide at least 90 teaching days.
- g) All co-curricular and extra-curricular activities shall be scheduled so as not to interfere with the academic activities as stipulated in the academic calendar.

h) The non-conduct of academics on any particular teaching day for whatever reason shall be made up on a suitable day.

6.1 PROGRAM STRUCTURE:

a) BSc.Clinical Psychology program is spread over a span of 4 semesters.

b) Each semester is of, approximately 16 - 18 weeks duration and each semester is classified as:

- Odd Semester (July/August – December)
- Even Semester (December/January – April/May).

c) In addition to the above-mentioned semesters, the university may offer summer term during May and June.

6.2 COURSE STRUCTURE

a) Every course has a Theory (Th) , Tutorial (Tut) , Practical (Pr) component attached to it.

b) Based upon the structure the credits are allotted to a course using the following criteria.

- Every Theory hour is equivalent to one credit.
- Every Tutorial hour is equivalent to one credit.
- Two practical hours are equivalent to one credit.

c) One credit is equivalent to 15 hours.

6.3. COURSE CLASSIFICATION

Any course offered under post graduate program is classified as:

Sr. No.	Type of course	Abbreviations
1	Major	MAJ
2	Minor	MIN

6.4.	3	Open Electives	OE
	4	Ability Enhancement Courses	AEC
	5	Skill Enhancement Courses	SEC
	6	Vocational Skill Course	VSC
	7	Summer Internship/ On Job Training	OJT
	8	Project	PROJ
	9	Field Project	FP
	10	Indian Knowledge System	IKS
	11	Community Engagement Program	CEP
	12	Value Education Course	VEC

REQUIREMENT TO COMPLETE THE COURSE:

Training, Teaching and Learning Activities: A candidate pursuing the course shall work in the Department as a full-time candidate. No candidate shall join any other course of study or appear for any other examination conducted by this university or any other university in India or abroad during the period of study.

Every candidate shall take part in seminars, group discussions etc. Every candidate shall attend teaching and learning activities during each semester as prescribed by the Department and not absent himself /herself without valid reasons.

A list of teaching and learning activities designed to facilitate acquiring of essential knowledge and skills outlined is given below. Books are the best teachers but experience makes man perfect. The proficient and lively theory classes shall be equally blended with various practical applications and group activities such as:

- Assignment
- Group Discussions
- Role Plays
- Workshops
- Hospital /Industry Visits (Case Studies)

All these are aimed for the overall development of the emerging health workers, critical analysis and assessment of situations, creative thinking and proactive measures towards system management

7.1 SEMESTER-REGISTRATION

For every course, the student has to undertake the registration process prior to commencement of the course-work, based on the following conditions;

- a) Registration into a course will be permitted only for such courses, which are offered by the program in that particular semester.
- b) In case a course has pre-requisites, all of them must be fulfilled.
- c) The University has the right to refuse registration process if a student does not turn up on the day of registration.
- d) Registration shall not be permitted after the fifth working day from the scheduled date of commencement of classes.
- e) Students can register for a maximum number of courses of the semester as prescribed by BOS of the program.
- f) The University reserves the right to withdraw any elective course offered within one week of the commencement of the semester if sufficient numbers of students have not registered or for any other reasons. In such cases, the students are permitted to register for any other elective course of their choice provided they have fulfilled the eligibility conditions. In case of electives 30% of total strength shall opt to offer that elective in that semester.
- g) The University reserves the right to cancel the registration of a student from a course or a semester or debar from the degree on disciplinary grounds.
- i) Within one week of the commencement of the semester, a student is permitted to substitute an elective course subject to availability with prior approval from Head/ Dean-Academics. However, a student is not permitted to withdraw from compulsory course and substitute the same with an elective course

7.2 ATTENDANCE

Minimum 75% attendance in theory and 100% in practical per course. Students with deficient attendance will not be permitted to appear in End Semester Assessment - University examination.

7.3 TEMPORARY SEMESTER BREAK:

A candidate is normally not permitted to break the study. However, if a candidate intends to temporarily discontinue the program in the middle for valid reasons such as entrepreneurship, incubation, start-ups, internships leading to placement, foreign university opportunities, research opportunities etc. and wants to rejoin the program later in the respective semester, he/she shall apply to the Vice-chancellor, well in advance.

i. Such application shall be submitted within at least 6 weeks of the commencement of the semester or from the date he/she has attended the classes, whichever is later, stating fully the reason for such a withdrawal, together with supporting documents and endorsement of his/her parents/guardians through the Head of the Department.

ii. The school shall examine such an application and if it finds the case to be genuine, it may permit the student to temporarily withdraw from the program.

Such permission is accorded only to those

a) who can complete the prescribed program requirements within the time limits specified by the program.

b) who do not have any outstanding dues /demand at the Institute / University level including tuition fees, any other fees library materials etc.

iii. Such students are expected to pay 100% of fees for the year in which they are taking semester breaks. The candidate has to rejoin the semester after the break from the commencement of the respective semester as and when it is offered by paying applicable course re-registration and examination fees. If the break is in an odd semester fee is applicable for both semesters and if a break in an even semester fee is applicable for one semester.

iv. The total period for completion of the program is considered from the commencement of the semester to which the candidate was first admitted and shall not exceed the maximum period prescribed for the respective program. The maximum period includes the break period.

v. If any candidate is detained for any reason, the period of detention shall not be considered a “break of study”.

vi. It may be noted that the fees/charges once paid shall not be refunded.

vii. Normally, a student will be entitled to avail of the temporary break facility only once for a maximum period of two years during his/her studentship of the program. Hence, the student shall take the advice of the HOI to use the above provision only in exceptional cases.

7.4. DETENTION POLICY

a) In any course, a student has to maintain a minimum of 75% attendance and must secure a minimum of 40% marks in In-Semester Examinations to be eligible for appearing to the End Semester Assessment, failing to fulfill these conditions will deem such student to have been detained in that course.

b) However the following are the special cases where the lack of attendance can be condoned:

- i. Up to a maximum of 10% on medical grounds, in which case the student must submit the medical certificate from any recognized medical practitioner.
- ii. Up to a maximum of 10% if the student represents the University / State / Country in any extra / co-curricular activities
- iii. The maximum extent to which a student can be condoned is 10%, and any student with less than 65% is deemed to be detained.

8.CREDIT DISTRIBUTION

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Sr. No.	Type of course	No. of Courses	BSc Clinical Psychology		BSc Honor's Clinical Psychology		
			No	%	No	%	
1	Major	31	89	74.16	38	109	68.12
2	Minor	5	10	6.25	5	10	6.25
3	Open Electives	3	6	3.75	3	6	3.75
4	Ability Enhancement Courses (Audit Courses)	6	-		6	-	
5	Skill Enhancement Courses	2	2	1.25	2	2	1.25
6	Vocational Skill Course	2	3	2.5	4	8	5
7	Summer Internship/On Job Training	1	6	5	2	18	11.25
8	Field Project	2	8	5	2	8	5
9	Indian Knowledge System (Audit Courses)	2	-		2	-	
10	Value Education Course (Audit Courses)	1	-		1	-	
	Total	55	120	100.0	64	161	100.0

9.EXAMINATIONS AND EVALUATIONS:

University examination shall be conducted twice in a year; that is Main and Supplementary Examination. Supplementary examination shall be conducted after 2-4 months of the main examination.

9.1 EXAMINATION ELIGIBILITY

A student whose attendance is less than 75%, will not be permitted to appear in the End Semester Assessment (ESA). If a student is not allowed to appear for the End Semester Assessment due to attendance shortage (detention) then the student will have to re-register for that course and fulfill the attendance criteria.

9.2PASSING CRITERIA

The weightage of End Semester Assessment (ESA) to Continuous Internal Assessment (CIA) is 60% to 40%. The condition for qualifying separately in CIA is waived off. A student is required to secure minimum 40% marks to pass in ESA and minimum aggregate marks of 40% to be considered ‘PASS’ in each course unit.

The internal assessment will be completed within the semester and the result will be forwarded to Examination Branch latest by three days prior to the last day of class. Students who have missed the CIA will be awarded ‘0’ marks.

There will be no provision for re-appearing in any component of Internal Assessment in subsequent semesters.

The students who are already qualified in internal assessment of all components as prescribed in the Scheme of Teaching and Evaluation, will not be eligible to re-appear for improvement of qualifying score of internal assessment.

A student who has reappeared/repeated the examination of course unit(s), the best of the two scores obtained shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree

9.3RE-EXAMINATION: Re-examination shall be conducted after declaration of result of main ESA examination for students with failed/acquired transitional grade as per rules and regulations. Student needs to pay additional examination fees for such re-examination. Re-ESA examination shall be provided for those students who have satisfactory attendance (Minimum 75%), course-wise, but remained absent for the End Semester Examination due to a valid/unavoidable circumstance, like:

i. Students, who have sought due prior permission from the concerned Head of School through proper channels, and thereafter permitted by the institute to take part in important curricular/ co-

curricular/ extra-curricular activities like NSS/Sports/Cultural/Project Competitions/Paper presentations, etc. at University/ State/ National/ International levels (the students/ authorities should exercise enough care that a student shall not remain absent for the makeup examination) After such an event, at the time of reporting to the Institute, the student must submit the proof of participation/ certificate from the competent authority for approval of the prior leave request. The prior leave request shall be converted to official Pimpri Chinchwad University Examination Rules and Regulations, based on which the student shall be eligible for the makeup examination.

ii. Students seeking prior leave on account of -

- Accident or severe illness leading to hospitalization, which disables the student from writing the examination.
- A calamity in the family (first relation only parents, Grandparents, and Siblings) barring the student from writing the examination.

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

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

9.4 PROMOTION TO NEXT YEAR

A student can register for the (N+1)th year of study if he/she earns a minimum of 60% credits of the total of the Nth year of study and has completed all credits of 1 to (N-1) years of study.

9.5 PERFORMANCE INDICES SGPA & CGPA

9.5.1 Grading system

Each student's performance will be evaluated based on the marks obtained in both Continuous Internal Assessment and the end-semester assessment for each course. The cumulative marks will determine the corresponding letter grade for the course. These grades, their equivalent grade points are given in Table.

Marks Out of 100	Letter Grade	Description	Grade Point
90-100	O	Outstanding	10
80-89	A+	Excellent	9
70-79	A	Very Good	8
60-69	B+	Good	7
50-59	B	Above Average	6
45-49	C	Average	5
40-44	P	Pass	4
0-39	F	Fail	0
-	AB	Absent	0
-	I	Incomplete	0
-	(F) DE	Debarred	0

Apart from credit courses, Non-credit courses will be awarded with letter grades based on quantitative and qualitative Evaluations as PP (Pass) and NP (Not Passed).

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

Reason	Letter Grade
Detained due to insufficient attendance or incomplete term work (Detained and Repeat)	DR

Withdrawal of course with satisfactory attendance (Willful Withdrawal)	WW
Satisfactory performance in CIA (Pass) but absent in ESA due to valid reason (Incomplete due to Illness)	II
Transitional Grade for students who are permitted under semester exchange/Credit Transfer scheme	CT

9.5.2 Calculation of SGPA and CGPA

The SGPA will be weighted average of Grade Points of all letter grades received by a student for all the Course units in the semester. The formula for Computing SGPA is given below:

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

At the end of each academic year cumulative grade point average will be calculated based on the grade points obtained in all the courses (Theory/term work/practical/oral) of first semester to eighth semester for the students admitted in the First year and third to eighth semesters for the students directly admitted at Second year. CGPA is also calculated in the same manner as the SGPA.

$$\text{CGPA} = \frac{\text{Grade Points Earned} \times \text{Credits for each Course}}{\text{Total Credits}}$$

The SGPA and CGPA shall be rounded off to two decimal points and reported in the transcripts.

The class shall be awarded to a student on the CGPA calculated as mentioned in below Table:

Sr. No.	CGPA	Class of the Degree Awarded
1	7.75 and more than 7.75	First Class with Distinction
2	6.75 or more but less than 7.75	First class
3	6.25 or more but less than 6.75	Higher Second Class
4	5.5 or more but less than 6.25	Second Class
5	4.00 or more but less than 5.50	Pass Class

9.6 RE-EVALUATION

A candidate at the University Examination may be eligible to apply for re-evaluation of his/her answer-book/s of the theory papers of the University examination, subject to the following conditions:

- a) The candidate may apply to the Controller of Examination for revaluation of his/her answer script for any three theory subjects.
- b) Such application must be made on the prescribed form along with the requisite fee within 14 days from the date of declaration of the result.
- c) The revaluation includes the process of verification. If on verification of marks, it is found that the marks originally shown in the mark list issued to a candidate have changed as a result of verification, the Changed marks shall be considered original marks for revaluation.
- d) The revaluation of the answer books, however, shall not be permitted in respect of scripts of practical examination/ Term Work/Internal. Assessment Sessional Marks/ Dissertation/ Thesis/ MCQ (Multiple choices question in practical examination) and Viva-Voce etc.
- e) A candidate applying for revaluation shall note that the result of the revaluation of his/her answer-book/s of the theory paper/s shall be binding on him/her and that he/she shall accept the revised marks obtained in his/her theory paper/s after revaluation.
- f) The benefit of the revaluation shall be given to a candidate if the difference between the original marks and the marks obtained after revaluation exceed 10% or more of the maximum marks of the theory paper/s and only these marks will be accepted by the University and will be binding on the candidate.
- g) The Revised marks obtained by the candidate after revaluation as accepted by the University shall be taken into account for amendment of his/her result in accordance with the rules of the University made on that behalf.
- h) The answer books shall be re-examined by a separate examiner of the choice of the CoE.

9.7 APPOINTMENT OF AMANUENSIS FOR WRITING EXAMINATION

- a) Amanuensis shall be provided on request made by the student to the Head of Department/Constituent Unit on the recommendations of the Examination Sub Committee well in advance duly supported by a Medical Certificate from an authorized Medical Officer under the following cases:

- b) Candidates having impairment of movement in arms and hands, can read independently but have problems in writing.
 - i locomotors impaired and cerebral palsy students
 - ii Sudden illness rendering the candidate unable to write.
 - iii an accident involving injury rendering the candidate unable to write
- c) The amanuensis must be a student of at least one lower grade of education than that of the candidate.
- d) The Examination Sub-Committee shall select suitable amanuensis from an Institution as far as possible and forward to the Controller of Examinations, the details of the person appointed as amanuensis and of the candidate for whom amanuensis has been appointed.
- e) A separate room for such specially abled candidate and one separate Invigilator to supervise his examination shall be provided.
- f) No extra fee shall be charged from the student for providing the facility of amanuensis.
- g) For a written examination of a duration of one hour, twenty minutes extra time shall be provided. Similarly, for a written examination involving more than one or less than one hour, extra time shall be worked out based on twenty minutes per one-hour criteria.
- h) All the candidates with benchmark disability not availing the facility of Amanuensis may be allowed additional time of a minimum of one hour for an examination of 3 Hours duration.
- i) A list of such candidates will be provided to the Sr. Superintendent appointed for the examination by the examination department.

9.8 DISCIPLINARY CONTROL OF STUDENTS IN RELATION TO UNIVERSITY EXAMINATIONS

- 9.8.1 During examinations, the candidates shall be under the disciplinary control of the Examination Centre Superintendent who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the Centre, he may be expelled from the examination for that session. The Examination Centre Superintendent shall immediately

report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice Chancellor.

9.8.2 The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

9.8.3 Acts of disorderly conduct in the examination

Acts of disorderly conduct in a practical or oral examination include:

- a) Misbehavior in the examination hall with the Centre Superintendent, the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers, the representatives of the University or the other staff working at the Examination Centre, or with any other Candidate, in or around the examination centre, or threat to life of these examination staff, observers, members of flying squads etc. before, during or after the examination hour.
- b) Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination.
- c) Causing damage to laboratory equipment, books in library and other properties.
- d) Disturbing or disrupting or instigating others to disturb/disrupt the examination.
- e) Instigating others to leave the examination room.
- f) Carrying any weapons into the examination centre.
- g) Any act not specified above as determined by the Academic Council.

9.8.4 Acts of unfair means

The following shall be deemed to be the act of unfair means:

- a) Talking to another candidate or any person, inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff;



- b) Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the Invigilator or Supervisor concerned or Centre Superintendent or the concerned authorized officer of the University deputed to the examination center, and taking away, tearing off or otherwise disposing off the same or any part thereof;
- c) Writing matter connected with or relating to a question or solving a question on anything (such as a piece of paper or cloth, scribbling pad), other than the answer book, the continuation sheet, or any other response sheet specifically provided by the University to the candidate.
- d) Writing or sketching abusive or obscene expressions on the answer book the continuation sheet or any other response sheet.
- e) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- f) Appealing to the Examiner/Evaluator soliciting a favor through the answer book or any other mode.
- g) Possession by a Candidate or having access to books, notes, paper, or any other material, whether written, inscribed, or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper. Possession of a mobile phone, laptop, or any electronic device that can be of help or assistance to the student in answering any part of the question paper.
- h) Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of, or attempting to do any of these things in respect of any book, notes, paper, or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.
- i) Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other Candidate or any person;
- j) Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to a question paper or a part thereof or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet

during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.

k) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favorably evaluate, or to change the award in favor of the candidate.

l) Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who;

- abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so.
- abuses, insults, intimidates, assaults any other candidate or threatens to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the Supervisory and the inspecting staff within the meaning of this para.

m) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things;

n) Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for other candidate at the examination.

o) Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.

p) Any other act of omission or commission declared by the Academic Council to be unfair means in respect of any or all the examinations.

9.8.5 Reporting of cases of unfair means, misbehaviour, misconduct or disorderly conduct of examinations

a) A candidate who is suspected to have used unfair means or misbehaved or commits any of the acts mentioned in Paras 21(3) & 21(4) above during the course of the examinations is expected to give a statement about the facts of the incident.

He shall, however, not be forced to give a statement, but the fact of his having refused to make a statement shall be recorded by the Invigilator and the Centre Superintendent which shall be witnessed in writing by two other members of the supervisory staff on duty at the time of occurrence of the incident

b) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, on a separate answer book in the remaining duration of the examination. The answer book in which the use of unfair means is suspected shall be seized by the Invigilator or Centre Superintendent, who shall send both the answer books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.

c) All the cases relating to disorderly conduct of examinations, misbehavior/ misconduct of students and their use of unfair means in the examinations and mass copying shall be reported by the concerned invigilator through the Centre Superintendent/ Examination Sub Committee or by the examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examinations as the case may be, with all the relevant material. The Controller of Examinations shall place before the Examination Discipline Committee all those cases for consideration and decision in each case. The Committee shall recommend penalties, if any.

d) Acts of Misbehavior or misconduct of a serious nature will be forwarded to the University Discipline Committee with the recommendation of the Examination Discipline Committee.

e) Action in case of possession of mobile phone, laptop, and smartwatch/any electronic device or otherwise as allowed in question paper - The mobile phone, laptop, and smartwatch/any electronic device will be confiscated by the Invigilator or Centre Superintendent. After examining the case, confiscated mobile phones/laptops/smart watches/or any electronic device of the students will be released by the Examination Department in the presence of authorized officials of the concerned institution on the same day for the Morning Shift examination and

on next working day for Evening Shift examination as per the time given by the Examination Department.

9.8.6 Disciplinary proceedings

- a) The Controller of Examinations or any person authorized by him in this behalf shall communicate to the candidate, in respect of whom a report has been received pursuant to Para 21(5), the precise nature of allegations against him and shall require him to furnish his written explanation within a stipulated period under intimation to the Head of Department/Constituent Unit.
- b) On receipt of the explanation from the candidate through the Head of Department/ Constituent Unit or on the expiry of the period stipulated for submitting explanation, if no explanation is received from the candidate, the Controller of Examinations shall submit the case before the Examination Discipline Committee for consideration and make recommendations to the Vice Chancellor.
- c) After considering all the material on record including the explanation, if any, submitted by the candidate, the Examination Discipline Committee, if satisfied that the candidate is guilty of the use of dishonest or unfair means or disorderly conduct in the examination, will take a decision in each case and recommend to the Vice-chancellor the punishment that may be imposed on the candidate according to the nature of the offence.
- d) Ordinarily, all decisions shall be taken by the Examination Discipline Committee by simple majority. If the members are equally divided, the case shall be referred to the Vice Chancellor, whose decision shall be final
- e) All decisions of the Examination Discipline Committee as approved by the Vice-chancellor shall be communicated to the student through the Head of Department/Constituent Unit by the Controller of Examinations.
- f) Notwithstanding anything contained expressly or impliedly in these Regulations, the Vice-chancellor may, on being satisfied after such enquiry as he may deem fit for the following contingencies, withdraw retrospectively, prior to the publication of the final results of a student in a course, the permission granted to such candidate to pursue that course or to appear at a University examination in relation thereto:

- i* the student was ineligible for admission to the course but was wrongly admitted, or
- ii* the student was ineligible to take the examination on account of shortage of attendance but was permitted to do so by some mistake or some other unavoidable reason, or
- iii* a discrepancy was found in the attendance record on account of which the candidate who had taken the examination was in fact ineligible, or
- iv* a discrepancy was discovered in the award of marks etc. which rendered that result of the student liable to be cancelled to his disadvantage.

Provided, that no such action shall be taken by the Vice-chancellor without allowing the concerned student to show cause against the proposed action and provided further that such action shall require the confirmation of the Academic Council.

g) If a student is found guilty of having impersonated for any candidate not otherwise covered by these provisions or of having got the answer book written by anyone outside the examination hall and his answer book is smuggled into the examination hall for his benefit, or of having managed otherwise to replace the answer book or its any page of the candidate after the examination, disciplinary proceedings shall be instituted against the student and the candidate in the manner prescribed.

Mass scale copying or use of unfair means

a) If the Invigilator in charge is satisfied that 33% or more students were involved in using unfair means or copying in a particular examination/hall, it shall be deemed to be a case of mass copying. A report to this effect shall be sent to the Controller of Examinations by the Superintendent of the examination centre without any delay and on the day of the occurrence, if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate(s) concerned, if any, on the prescribed form supplied by the University for the purpose;

b) Where the Evaluator/Examiner is satisfied that 33% or more of the answer books evaluated by him have identical responses in a particular Examination, it shall be deemed to be a case of mass copying and a detailed report to this effect with documentary evidence shall be prepared by the concerned Evaluator/Examiner and sent to the Controller of Examinations separately in sealed

cover. The answer books of copying cases shall be separately sealed before transmission to the Controller of Examinations;

c) If the Vice-Chancellor is satisfied that there has been mass-scale copying or use of unfair means at a particular center (s), he may cancel the examination of all the candidates concerned and order re-examination.

9.8.7 Penalties

a) The Examination Discipline Committee may recommend penalties as under:

Sr. No.	Sub-para of Regulations 21(3), 21(4) & 21(5) for Acts of Students	Penalties to be recommended by Examination Discipline Committee
1	21(3)	Rustication for a semester/expulsion from the program/cancellation of entire examinations based on the gravity of the offense.
2	21(4)(a) & (b)	The examination for the session or course unit in respect of which a candidate is found to have used unfair means be canceled.
3	21(4)(c),(d),(e) &(f)	The examination for the session or course unit or the entire examination of a candidate in respect of which he is found to have used unfair means be canceled
4	21(4)(g), (h), (i), (j), (k), (l), (m), (n), (o), &(p)	The entire examination of the candidate in respect of which he is found to have used unfair means be cancelled and he shall further be disqualified from appearing at any University examination for a period to be specified by the Committee.

5	21(5) (e)	Examination for the paper or the entire examination of a candidate in respect of which he is found to have used unfair means be canceled.
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b) A candidate against whom an inquiry is pending about his allegedly having resorted to the use of dishonest or unfair means, or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That subsequent examination will stand cancelled and his result thereof shall not be declared if on account of the punishment imposed on him as a result of the said inquiry or action, he would not have been entitled to take that examination but for his provisional admission thereto.

9.8.8 Appeals and review

a) A student on whom any punishment has been imposed may, within 30 days from the date of the receipt of the communication on that behalf, make a representation to the Vice-Chancellor for review of his case. The Vice-Chancellor, if he/she deems it necessary, refers it back to the Examination Discipline Committee for review. The recommendations of the Examination Discipline Committee on the Appeal shall be placed before the Vice-chancellor who will thereupon review the case and pass such orders as he may consider fit or refer it to the Academic Council for advice.

b) In the case of a candidate who has been expelled from the University in terms of provisions of these Regulations, the Academic Council on the recommendation of the Vice Chancellor/Pro Vice-Chancellor, on the expiry of three years or such period as specified after such expulsion exempt a candidate from further operation of the punishment awarded.

If within four months of the publication of the results, it is brought to the notice of the Controller of Examinations that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of these Regulations shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty

including the penalty of cancellation of his result, he shall be given another opportunity to show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic Council.

9.9 EXAMINATION RELATED GRIEVANCES

The Examinations Department has a well-organized mechanism for Redressing of examination-related grievances. The student can approach the Examination Department of PCU, Pune via the Student Section of the respective School to redress the Examination-related grievances.

To address all examination-related grievances, the Examinations Department, PCU has a two-stage Grievance Redressal Mechanism (GRM).

- a) At the level of Assistant Registrar/ Section Officer, Examinations Department.
- b) To the Controller of Examinations (if doesn't get resolved at 1st stage or the student is not satisfied with the solution provided by Assistant Registrar.

9.9.1 Mechanism for redressal of grievances regarding examinations:

A Written signed application from a student addressing the Examinations Department via the student section or concerned authority, clearly mentioning the grievance shall be submitted to the Examinations Department of, PCU.

9.9.2 Classifications of grievances:

- A. Before examinations:** Common grievances of students before the examination are generally:
 - i. Late application form filling
 - ii. Non-receipt of admit card
 - iii. Wrong entries in the admit Card etc.

In all cases, grievances that are communicated to the Examinations Department, PCU are resolved at the earliest.

- B. During examinations:** During Examinations, if any student finds a discrepancy in the question paper, e.g. data given in the question paper is insufficient or options are repeated, out-of-syllabus questions, typing errors, etc. Students may report about the same.

In such cases, the Controller of the Examinations forms an Expert Committee with the kind approval of the Vice-Chancellor and the committee takes cognizance and submits its report. Grievance shall be resolved in due course of time.

C. After Examination: After examinations, there are commonly three types of grievances that can be observed;

- i. Evaluation of Answer Book/s
- ii. Result Declaration
- iii. Detailed marks sheet (DMC)/ Degree/ Certificates correction

If any student has an objection to the mentioned types of grievances or any other, he/ she can apply to the Examinations Department via the student Section of respective School the for the same. After receiving the application, the Examinations Department resolves the grievance as per the requirement and jurisdiction of the grievances.

SCHEME OF EXAMINATION

Evaluation Structure:

- 40% of the total evaluation is based on Continuous Internal Assessment (CIA).
- 60% of the total evaluation is allocated to the End Semester Assessment (ESA).

Continuous Internal Assessment	40%
End Semester Assessment	60%

Continuous Internal Assessment (CIA):

- CIA comprises various components, each contributing to the overall assessment.
- Assignment:
 - Students are required to submit assignments, contributing to 10% of the total assessment.
 - Marks will be allocated based on the quality, content, and timely submission of assignments.
- Quiz:

- Regular quizzes will be conducted, and performance will be evaluated, contributing to 5% of the total assessment.
- Marks will be awarded based on correctness, depth of understanding, and timely participation.
- Academic Sincerity (5 Marks):
 - Regular attendance is mandatory, and 5 marks will be awarded based on the student's presence in classes.
 - Failure to attend classes will result in a proportional deduction of marks.
- Mid Term Examinations (20 Marks):
 - Mid term examinations will be conducted, contributing to 20% of the total assessment.
 - The performance in these examinations will be a significant factor in the internal assessment.

S. No.	Continuous Internal Assessment Scheme	Total Marks
1.	Assignment *Marking Criteria: <ol style="list-style-type: none"> 1. Creativity/ Originality: 02 marks 2. Conceptual Understanding: 02 marks 3. Viva/ Presentation: 03 marks 4. Format: 03 marks 	10 marks
2.	Class Quiz	05 marks
3.	Academic Sincerity	05 marks
4.	Mid-Term Exam	20 marks
	Total Marks	40 marks

The CIA for 2-credit courses with only 20 marks accounting for CIA and 30 for ESA will be as such:

	Continuous Internal Assessment Scheme	Total Marks
1.	Assignment *Marking Criteria: <ol style="list-style-type: none"> 1. Creativity/ Originality: 02 marks 2. Conceptual Understanding: 02 marks 3. Viva/ Presentation: 03 marks 4. Format: 03 marks 	05marks
2.	Academic Sincerity	05marks
3.	Mid-Term Exam	10 marks
	Total Marks	20 marks

Examination:

- a. Candidates who do not appear for the MTE will be marked absent for this component.
- b. The duration of MTE is two hours.
- c. Parents of students who did not attend the examinations will be informed over email.
- d. Dress code of the University shall be followed during the examination days.
- e. Mid Term Examinations of each course will be conducted for 20 marks.

End Semester Assessment (ESA)

The end semester assessment will contribute 60% to the total evaluation.



The examination will cover the entire syllabus and assess the comprehensive understanding of the subject matter.

The ETE for the theory as well as practical courses are held at the end of the semester of the programme.

a. Eligibility for admission to the ETE:

i. A student must have at least 75% of the attendance in aggregate at the end of the semester.

ii. The Vice Chancellor is satisfied with the character and conduct of the student.

b. The ETE for the theory courses will be conducted for 60 marks. The duration of an ETE is generally, 2.5 hours but it may vary for certain courses.

c. Possession of Hall ticket during the examination with timetable and room allotment is compulsory for ESA which can be downloaded from the Student Login.

d. The Registration number of the students is bar-coded which should be pasted by the students on the facing sheet of the answer booklet at the beginning of an examination.

e. Dress code of the University shall be followed during the examination days.

Assessment for Practical Courses :

a. The assessment for practical courses will be continuous and comprehensive, aiming to gauge students' understanding and application of practical skills throughout the course duration.

Each practical course can be conducted out of 50 marks with 25 marks for CIA and 30 marks for PR/OR. Practical/Oral/presentation is to be conducted and assessed jointly by internal and external examiners.

b. Continuous Practical Examinations will include four laboratory practicals which is evaluated from 5 marks each as shown in the table below:

S. No.	Components of CPE / TW	Total Marks	
1.	Lab Practical Exercises: a. LP 01 b. LP 02 c. LP 03 d. LP04	05 marks 05 marks 05 marks 05 marks	20 marks
3.	Attendance		05 marks
	Total Marks		25 marks

c. The second component of practical examination involves external practical examination of a total 25 marks with the following evaluative criteria:

Practical Examination (PR/OR)			
File	Problem Statement 1	Viva	Total Marks
5	15	5	25

Assessment Criteria for Practical

a. The assessment criteria for practical examinations will include, but not be limited to:

- Accuracy in performing practical tasks
- Understanding of underlying theoretical concepts
- Application of safety protocols
- Analytical and problem-solving skills
- Presentation and organization of results

Laboratory Rules and Regulations:

a. Students are required to adhere strictly to laboratory rules and regulations during practical assessments.

b. Non-compliance with laboratory safety protocols may result in disciplinary action.

Absence and Non-Submission Policy:

- If a student fails to attend classes without a valid reason, 5 marks from the attendance component will be deducted for each absence.
- In case of non-submission of assignments or failure to participate in quizzes, the student will be marked absent for the respective components, leading to a deduction of marks.
- The overall continuous internal assessment will be affected by the absence or non-submission in any of the components.

10. EXIT POLICY:

a.UG Certificate: Students who opt to exit after completion of the first year and have scored required credits offered by the school in the program structure will be awarded a UG certificate in---, provided they must earn additional credits during the summer vacation of the first year.

First Year											
Course Code	Course Name	Course Type	Teaching Scheme					Assessment Scheme			
								Theory	OR/PR		Total
			Th	Pr	Tut	Credit	Hrs	CIA	ESA	CIA	ESA
UCEX--101	Prog. Spec. Sub/MOOCs	VSC	-	2		2	4	-	-	50	50
UCEX--102	UG Certificate Project	VSC	-	2		2	4	-	-	50	50

***Project- In-house/ Sponsored/ Case Study/ Fieldwork**

b.UG Diploma: Students who opt to exit after completion of the second year and have scored the required credits offered by the school in the program structure will be awarded a UG diploma in--, provided they must earn additional credits during the summer vacation of second year.

Second Year											
Course Code	Course Name	Course Type	Teaching Scheme					Assessment Scheme			
								Theory	OR/PR		Total
			Th	Pr	Tut	Credit	Hrs	CIA	ESA	CIA	ESA
UCEX--201	Prog. Spec. Sub/MOOCs	VSC	-	2		2	4	-	-	50	50
UCEX--202	UG Diploma Project/ Internship	VSC	-	4		4	8	-	-	50	50

***Project- In-house/ Sponsored/ Case Study/ Fieldwork**

a. 3-year UG Degree (Applicable for 4 Year UG Program only): Students who opt to exit after completion of the third year and have scored required credits offered by the school in

the program structure will be awarded a UG degree in---, provided they must earn additional credits during the summer vacation of the third year

Third Year											Total
Course Code	Course Name	Course Type	Teaching Scheme				Assessment Scheme				Total
			P L u r	T u t	Cr edi t	H r s	CI A	ES A	CIA	ESA	
UCEX--- 201	Prog. Spec. Sub/MOOCs	VSC	2		2	4	-	-	50		50
UCEX--- 202	UG Degree Project /Internship	VSC	4		4	8	-	-	50	50	100

*Project- In-house/ Sponsored/ Case Study/ Fieldwork

b. **For postgraduate programs:** There shall only be one exit point for those who join the two-year Master's program, that is, at the end of the first year of the Master's program. Students who exit after the first year shall be awarded the Post-Graduate Diploma.

11.CONDUCT AND DISCIPLINE

1. All the students enrolled into Pimpri Chinchwad University will have to observe and abide by the disciplinary rules and regulations prescribed by the University.
2. It is mandatory for every student of PCU to submit to the disciplinary jurisdiction of the Director/Head of the Institute and other competent Authorities or bodies or authorized officers of the University.

3. Students must recognize their responsibilities towards the faculty, office staff and fellow students. They are expected to be polite in their behaviour – individually or in groups and show respect to the University authorities, colleagues, faculty and staff in the University premises.
4. Failure to maintain appropriate standards of conduct or adherence to / compliance with the prescribed rules and regulations by any student or a group of students – irrespective of their gender will attract strict disciplinary action by the University Authorities as they deem fit to the nature of indiscipline.
5. Each student must possess Student Identity Card with his/her photograph affixed on it, duly attested by the Registrar. He/She shall come to University clean, tidy and modestly dressed. The students must compulsorily wear the Student Identity Card inside the Campus, which should be produced when demanded.
6. It is mandatory for the students to: attend the classes, sessions, co-curricular activities etc. on all working days from the start to the end of the term/ semester. Absence due to illness or unavoidable circumstances shall be considered only if the application is supported with medical certificate in case of illness and / or leave application form from the parent is submitted to the Head of the Department / Director or Head of the Institution.
7. Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should abstain themselves from violence.
8. Students shall not talk or act in any manner outside the institution in a way that would bring disrepute to the University.
9. Any indiscipline or misbehaviour in classroom or in the campus or in the bus or even outside the campus would warrant disciplinary action against the student(s).



10. Representation of complaints and grievances may be made individually to the Registrar / Director/Head of the Institute through the concerned HOD or Discipline-cum-Grievance Committee.
11. No meeting/function of any kind shall be held in the Institute/University premises without the written permission of the Principal.
12. No notice of any kind shall be circulated among students or displayed on black boards or on notice board without the written permission of the Director or Head of the Institute. No information or report should be sent to press or broadcasting agencies without the permission and approval of the Head of the Institute.
13. The Director or Head of the Institute will deal strictly with students who play a leading part, by organizing or assisting, in strikes.
14. Any action of any individual, group or a wing, which amounts to interference in the regular administration of institute, is strictly prohibited. Strict disciplinary actions will be initiated against such student(s).
15. Causing disfiguration or damage to the property of the Institute/University or belongings of staff members or students is strictly prohibited.
16. No student shall indulge in any activity that might be illegal or may lead to disorderliness.
17. No student shall be in possession of liquor, intoxicants or illicit drugs or weapons in the campus drugs, nor would consume/preserve/carry such things. Erring students should be subjected to the strictest punishments as per the University rules and regulations.
18. Smoking cigarettes/ chewing pan or tobacco or gutkha is strictly prohibited in the University premises.

19. Indecent behaviour by any student or group of students in any form cannot be tolerated and erring student(s)/groups would be subjected to strict disciplinary action by the University Authorities as they deem fit at that point of time.
20. Use of mobile phone is strictly prohibited in the classrooms.
21. Activities like video shooting, photography, playing musical instruments and listening to radio, tape recorder, etc. are prohibited during the working hours/study hours on the Campus except with the permission of the Head of the Institution.
22. Students should not involve themselves either directly or indirectly in any form of politics inside the Campus during their period of study. If a student fails to comply with this regulation, strict disciplinary action will be initiated against the student which may even result in the rustication of the student from the Institute.
23. All the students are expected to be in the class rooms/ Laboratory or any place of study on time prior to the commencement of the study.
24. Use of helmets is compulsory for everyone who rides a two-wheeler to and from the campus.
25. Students should follow a decent dress code when they come to the University.
26. Any kind of misuse of Internet, intranet or computer software, mobile etc. is strictly prohibited.
27. Disobeying any instructions of any kind issued by the Head of the Department or Head of the Institution will be considered as indiscipline action on the part of the student.
30. Misconduct during examination, production of false information or documents for admission purpose and the failure to return loaned materials or settle debts with the college, would attract strictest against the student by the University authorities.

31. The items which are not covered above and which the Director of Institution considers as indiscipline action will be dealt with strict actions as per the University rules.

B) PROHIBITION OF RAGGING

Ragging in any form is strictly prohibited. If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the University.

The Institute will not show any mercy to a misbehaving student and would initiate disciplinary action whenever occasion demands.

At the time of admission, every student and his/her parent/guardian shall be required to sign a declaration to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the PVC, VC and the other authorities of the University .

All powers relating to discipline among the students are vested in the Registrar, Pro-Vice Chancellor and Vice Chancellor. They may delegate all or any of his/her powers as he/she deems proper to any of the Officers of the University specified by him/her. The PVC's and VC's decision shall be the final in all matters of punishment of the students for violation of any of the rules and regulations of the University.

C) HOSTEL RULES

The disciplinary rules to be observed in the hostels of the University or the hostels recognized by the University: -

1. The students must observe complete discipline inside the hostel premises and see that no wasteful improper and destructive use is made of amenities such as water, electricity, furniture, etc. The students shall be responsible for any damage done in the building or any other articles in the hostel, and will be required to pay the damages as decided by the management.



2. Each student will see that his / her action does not lead to breach of privacy or cause inconvenience to other residents of the hostel.
3. The student will observe decent behavior in such a way that it will not cause disturbance of any kind to his / her fellow residents.
4. Students shall be in the Campus / Hostel premises by the designated time as decided by the competent authority.
5. No waste paper or rubbish would be thrown around / in the hostel. When the student(s) goes out of the room, he / she should see that the lights are also switched off.
6. A student shall only occupy the room when seat is allotted to him/ her in the hostel and shall not change the same.
7. Hostel student shall not stay overnight out of the hostel without the permission of official designated by the Head of the Institution. Permission for such requirement should be sought in writing, indicating the address with the telephone number at which the student will be spending night.
8. Boys and Girls can interact with each other in the designated areas as decided by the Competent Authority. Under no circumstances the boys and girls will enter the rooms of each other.
9. Ragging in the hostel and on the campus is strictly prohibited. Any student indulging in this will be liable to be expelled not only from the hostel but also from the institute / university.
10. Gambling, possession and usage of alcoholic drink and narcotics anywhere within the hostel premises is strictly prohibited. This is in accordance with the legal requirements of the state, and breach of this clause under state laws will be dealt with according to law.
11. No celebrations-or social gatherings shall be held in the hostel premises without the prior permission of the Head of the Institution.



12. All complaints about the staff working in the hostel shall be made to the warden and under no circumstances the students will abuse or assault the staff.
13. No visitor will be invited to take part in meeting or a function without prior permission of Head of the Institution.
14. In case student desires to stay out of the hostel for the night or leave the station, he/she should apply to the officials designated by the Head of the Institution in writing along with recommendation of local guardian or parents and obtain necessary permission.
15. No other person(s) will be allowed to enter the premises of the hostel without the permission of the warden except the local guardian and the parents during the prescribed time.
16. No student will be permitted to enter after the roll call unless she produces a written permission obtained from the warden, which will not be on the basis of the request made either by the local guardian or parent.
17. Even during prescribed time for visit, the concerned visitors have to make entry in the register kept for the same.
18. All cases of sickness must be reported immediately to the warden/ institute authority. This is a joint responsibility of the sick student and his/ her roommate and those in the adjoining rooms. Emergencies or accidents should also be immediately reported to Warden and Director of Institution.
19. The University has right to change the allocation of rooms or get the rooms vacated anytime if exigency demands.

12.1 .ISSUING THE PROVISIONAL DEGREES/CERTIFICATES AND MIGRATION CERTIFICATES

- a) The student should fill the prescribed Form and attach supporting documents and deposit the required fee.
- b) Head of the School/Dean should verify the details of the students and forward the Form to the Office of the Controller of Examinations.
- c) Received Application form shall be thoroughly checked with signed Result Gazette and Confidential Tabulation Record. After verification, Provisional Degree is prepared and printed.

A copy of Provisional Degree shall be retained by the Examinations Department for record.

12.2 .ISSUING THE DEGREE BEFORE CONVOCATION

Degree before convocation may be issued to the students for higher study abroad or with in country. Self – attested copy of Final Year Mark – sheet, VISA/ Passport, Notarized Affidavit on a Non – Judicial Stamp Paper of minimum Rs.100/-, declaration by student in prescribed format, Admission Letter from foreign Institution/ College/ University are required.

- a) The student should fill the prescribed Form and attach relevant document in support and deposit the required fee.
- b) The Head of the respective department shall verify the details of the students and forward the Application for kind approval of Vice-chancellor of the University.
- c) After approval of the Vice Chancellor, application shall be forwarded to the Office of the Controller of Examinations. The Examinations Department prepares the Degree.
- d) Degree is sealed and signed by the authorized Officials and dispatched to the concerned School/ Department from where the applicant may collect it.

13.CONVOCATION

- a) A list of eligible students for Degree/ Diploma is prepared with the help of Result Gazette/ Confidential Tabulation Report (CTR).
- b) List of Degree or Diploma Data shall be sent to concern Head of the School/Dean for name and other details verification.

- c) The verified list is signed and stamped by the concerned Head of the respective School/Dean and soft copy of the same along with signed hard copy is sent to the Examinations Department.
- d) The approved list is mailed by Certificate Section to Printing Cell in the required format along with the sample format of Degree/ Diploma.
- e) The Printing Cell prepares the pdf file of the Degree/ Diploma and mails it to the Certificate Section, the Examinations Department, PCU.
- f) The pdf file is thoroughly checked with a verified list and vetted for printing.
- g) The printed Degrees/ Diplomas are dispatched by Printing Cell to the Certificate Section.
- h) The signed Degrees/ Diplomas are scanned in a jpg file and renamed according to Enrolment and Degrees/ Diploma Numbers.
- i) Degrees/ Diplomas are arranged according to Schools/ Departments, Courses, Semesters, or Year/ session and accordingly forwarded to the Director IQAC with a covering letter.
- j) Degrees/ Diplomas are conferred to the Students in the Convocations.

14. AWARDS AND MEDALS

- a) The student enrolled in various certificate, diploma, or degree programs at the Pimpri Chinchwad University, Pune on successful completion and passing of prescribed examinations, shall become entitled to the award of the corresponding certificate, diploma, or degree for that program.
- b) Student awards and medals are awarded on the recommendation of The a Standing Committee. The recommendations of the committee are considered by the Academic Council and Board of Management for ratification.
- c) Scholarships, medals, and prizes are awarded on the basis of academic/ other achievements as decided by the Board of Management/ Standing Committee.



- d) The number of scholarships, medals, and prizes to be awarded is determined by the Board of Management of the Pimpri Chinchwad University, Pune either on its initiative or on the recommendation of the standing committee.

