# ME/Ph.D. Quality Guidelines ver 2.0

The objective of any activity taken-up by BoS Computer Engineering is for imparting the quality education. With reference to the ME 2013 syllabus (Computer and Networking) it is clearly stated regarding the quality expectations from the students. The PG-Guides are expected to take the up-most efforts to maintain the quality of the dissertation work.

As per the syllabus the BoS has announced the cPGCON conference where students are expected to publish/present their progress of dissertation work in the form of a paper (4 to 12 pages). The presentation is assessed for the quality as per the expectation of the syllabus i.e. as per the cPGCON assessment sheet. Also, another purpose of the cPGCON is to inculcate professional discipline among the students to actively participate in the conference for full schedule of the conference, patiently listen to the presenter and listen to the experts questions thereby understand the quality improvements suggested by the experts, gain knowledge and ask question to clarify the understanding regarding the presentation. The cPGCON schedule is announced well in advance and adequate time is given to the students. Papers submitted are reviewed for the plagiarism and modifications suggested. Based on the domain the experts from academia and industry are invited for the assessment as per the assessment sheet published by the BoS. It is not expected to modify the assessment template for any reasons. Also expenses heads, transfer of balance funds to next cPGCON to reduce the registration fees and other rules are supplied to the organizers. All the three cPGCON's did very well in organization with following observations and code of the conduct:

Students:
- cPGCON and other requirements are as per the syllabus requirements and remaining absent will be treated as incomplete term work.
- Some of the students are not doing their dissertation work and publications by there own.
- Very few are giving stress on Mathematical modeling, NP-Hard analysis or other such points / methodology suggested by the syllabus.
- Most of the Journal papers are presented in extremely sub-standard/ very poor Journals or in the conferences under the International/National banners/chapters of technical societies, organized in the colleges which are then linked with the Journals. It is not expected that the students shall publish and the present the paper in the conference organized by any college or Engineering Colleges with or without International/national banners/chapters of the technical

societies. Such papers will not be accepted. Those students who have done such extremely sub-standard or poor publications shall get it(these papers) pear reviewed (from the PhD holder in computer Engineering(and approved), working in SFUoP affiliated computer engineering departments, the list of Ph.D. holders is already published on the group) for the mistakes and the quality of the content (points as per Dissertation Syllabus) and then submit the same in original copy (this is not re-submission of updated copy) with corrections to the chairman BoS for validation/acceptance.

- The guides claiming as the first author and others who are not related to the publication; their name as authors be removed. There should be only two names i.e. Student as First author and the guide as second author. Guides can not present these publications as Ph.D. publications elsewhere nor can it can be claimed as guides contribution as a first author. If the guides feels that it is their contribution then they can publish first paper as a first single author or joint authors and students can add it as the first reference. The content presented in such papers can be sited in the survey in two/four lines but can not be part of students publication. Such cases, if found, will be reported to the Ph.D. centers of the guides appropriately.

- Student's submitted work can not be partially or fully or any part thereof be republished in the Ph.D./ Masters or equivalent degrees of the guide obtained after the cPGCON. If found such cases will be reported to the concerned University for further action.

- Students remaining absent for any day or full conference have to re-appear for the same in next cPGCON and must attend the full conference schedule. The dissertation will only after appropriate fulfillment of the term-work requirements.

- It is also observed that some of the dissertation work is a BE Project/ME dissertation earlier conducted; appropriate actions will be taken through proper channels.

Guides:
- Guides are required to maintain the progressive assessment records as per the Syllabus.
- It is the responsibility of the guides that the comments of the reviewers and cPGCON judges/Experts must be implemented by the students and such record must be made available to the chairman BoS before finalization of the schedules. If students scoring marks less than 50% in any subtopic of the cPGCON evaluation; the guides musk create elaborate note to be forwarded to BoS chairman explaining how the deficiencies are removed.
- A Guide must be an approved Full-time teacher in computer/IT engineering having approval

as Professor in PG or Associate Professor in PG with Ph.D. degree in Computer/IT Engineering or appropriately approved full time Professor in UG or Associate Professor in UG or Assistant professor in UG in computer engineering along with 16 years of experience and having Ph.D. degree in computer engineering and Recognition as PG Teacher or a Ph.D. guide in Computer Engineering. This is adhering to the AICTE qualification norms and Teachers definition in the SFUoP Statutes.

If the college does not have such qualified teachers then they must take necessary written permissions from appropriate designated authority of Savitribai Phule University of Pune(SFUoP) and submit such attested copy of being permitted to invite from other colleges having SFUoP recognized PG center and such approved (as above) teachers as internal examiners or guides.

- Any unapproved teacher can not be guide or examiner.
- Any teacher resigns or leaves the colleges need to apply for fresh approval/ recognition.
- Superannuated teacher shall not be appointed; but Professors in computer engineering from the approved PG/Ph.D. centers may be called as adjunct Professors by giving them appropriate salary/honorarium and TA/DA as per statues/aicte norms, if any. This arrangement is purely temporary and appointment of full-time qualified approved teachers is a must.
- The panel of examiners must mention the Qualifications i.e. BE and ME/Ph.D. and the respective subject. The external examiners must posses Basic qualification BE/B.Ttech and ME/M. Tech. in Computer/IT engineering along with Ph.D. (preferably) or with 5 years of Industrial technical projects experience after ME/M.Tech. with appropriate Research experience equivalent to Ph.D. i.e technical contributions in Papers and patents/copyrights/ technical Books.
- No relatives of examiners be appearing examinations in SFUoP., this is as per the rules or members of 32(5).

Reviewers/ Experts of cPGCON:

- The cPGCON is heavily relied on the quality assessment done by the experts/reviewers invited. The experts must assess it for all the sub-points listed in the assessment sheet of cPGCON. It is observed that some of the reviewers are modifying or miss-interpreting the sub-heads of assessment marks or skipping it with own decisions, such cases will be considered as zero marks and inability of the expert to judge the student for such points will

be registered.

- The experts shall not accept any request made by the individuals or organizers or friends which will affect the true evaluation. This is not good for the future of the student who is probably a next generation teacher.

Organizers:

- The organizers who have accepted the call for organizing the cPGCON shall adhere to the guidelines supplied by the BoS.
- They shall give appropriate feedback to BoS Chairman and always consult with the chairman BoS and the BoS members for any advice if required.
- Advisory board shall be BoS Computer Engineering(BoS) members and any other name must come with prior approval from the BoS Computer Engineering or by recommendation from the BoS members.
- The organizers must use BoS Group as the only authorized forum to display notices or any other activity otherwise. Any matters not approved by the BoS Computer Engineering should not come on the conference website if any. Any notices to be published must go through the BoS group first and then may be displayed on such web site.
- The organizers must give the feed back of registration and plagiarism reported per publication to the BoS.
- Organizer should see that all students attend full sessions for all days of the conference and need not issue participation of paper presentation certificates or assessment/evaluation sheet reports in such partial attendance.
- Maintaining discipline is the responsibility of the organizers. In each session students attendance signature is a must and scanned copy of such attendance must reach to the BoS chairman's email at the end of the day. Such attendance collected in original along with the duplicate copy of the original cPGCON assessment sheet shall reach to the chairman within 15 days after the conference.
- Any absentee due to genuine medical reason, with prior submission of the certificates, may be accepted (problems like pregnancy/delivery or such woman's problems) and scanned copy be sent immediately to the chairman BoS. Any other absentee shall be at the discretion of the organizers provided the Principal shall issue a letter to BoS that S/he has assessed the reasons of such absentee.

Following are the guidelines published by the BoS time to time to maintain the expected quality of ME Courses. These guidelines are applicable in as is form in addition to this document.

1. ME/Ph.D. Computer Quality Guidelines.
2. cPGCON requirements and Evaluation/Assessment sheet.
3. ME Dissertation Format
4. ME equipment and Tools
5. Teaching, Learning and assessment Guidelines
6. Guidelines for Computer Engineering 2012 and 2013 courses.
7. Theory Question bank guidelines.
8. Rules/regulations published by the Faculty of Engineering/ Academic Council.
9. Requirements of necessary qualifications and approvals based on AICTE and decisions of BoS reflected in a stamp form which is printed/stamped on the PG Panels.

Documents to be submitted for verification of the quality and smooth conduct of the term-work as per the syllabus are as follows to prepare the schedules of dissertations:

- Abstract. of the dissertation
- Mark-sheet showing no backlog.
- cPGCON assessment sheet photocopy which will be verified with the duplicate original received to the BoS.
- cPGCON Participation/ Paper presentation certificate.
- Statement of guide regarding s/he has tested the dissertation and papers published for the plagiarism( this is also to be included in the guides certificate in the dissertation).
- Progressive record of the guide (refer syllabus) regarding under-performing points of cpGCON assessment sheet and reviewer comments and how these short-comings were solved. For example, in the cPGCON assessment the assessment point regarding Mathematical modeling/ NP-Hard etc scored below the passing standard of PG (50%).
- Papers Published (One cPGCON and One in Journal as per the Syllabus).[Note: The publications in the conferences organized by the colleges under the International/National banner/chapters of technical societies or such other ways and then such paper is included in the Journal such pear reviewed publication is not accepted.]

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