DAIP, IAIP and PG EVALUATION POLICY

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Document Name		Policy & Standard Operating Procedure for DAIP, IAIP and PG Seminar & Dissertation Evaluation
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Applicable to	:	All relevant departments, PG students, research scholars, guides, examiners and concerned institutional authorities of AMGOI
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Approved By	:	Director & Campus Director, AMGOI

1. Purpose

The purpose of this Policy is to establish a systematic institutional framework for the evaluation of postgraduate (PG) seminars and dissertation work, and for the prevention, detection, investigation and resolution of plagiarism and academic misconduct in accordance with applicable UGC regulations and institutional academic requirements.

This Policy defines the constitution, roles, responsibilities, powers and functions of the Departmental Academic Integrity Panel (DAIP) and Institutional Academic Integrity Panel (IAIP). It also specifies procedures for Internal Semester Evaluation (ISE), End Semester Examination (ESE), plagiarism verification, dissertation submission and evaluation documentation to ensure transparency, fairness, academic integrity and consistency in postgraduate assessment..

2. Objectives

The objectives of this Policy are to:

1. Establish a uniform procedure for the evaluation of PG seminars and dissertation work.
2. Define the phases, assessment criteria and responsibilities associated with ISE and ESE.
3. Ensure systematic monitoring of dissertation progress throughout the prescribed programme duration.
4. Prevent plagiarism and promote academic integrity in postgraduate research.
5. Establish DAIP and IAIP for assessment and investigation of academic integrity violations.
6. Ensure compliance with applicable UGC regulations concerning plagiarism and academic integrity.
7. Develop and implement common evaluation rubrics for PG seminars and dissertations.
8. Ensure timely submission, evaluation, correction and final approval of dissertation reports.
9. Maintain appropriate records and supporting evidence for academic evaluation, research quality and institutional audits.

3. Scope

This Policy applies to all postgraduate programmes offered by AMGOI wherever applicable

4. Policy Guidelines

A. Evaluation of PG Seminars and Dissertation Work

Evaluation shall be conducted in accordance with the approved curriculum, examination scheme, academic regulations and academic calendar of AMGOI (Autonomous). The concerned department shall ensure that evaluation is transparent, systematic and supported by appropriate documentation.

B. Internal Semester Evaluation (ISE) of Dissertation Work

There shall be four phases of ISE, designated Dissertation Phase I, II, III and IV. The Dissertation Evaluation Committee (DEC) shall be constituted by the HoD for a batch of students, normally comprising students working under the concerned guides. The DEC shall consist of guide(s) and two subject experts nominated by the HoD, with expertise relevant to the dissertation work.

ISE Phase I and Phase II shall be conducted in Semester III, while ISE Phase III and Phase IV shall be conducted in Semester IV.

ISE Phase I – Topic Selection and Synopsis Approval

- Selection and relevance of the dissertation topic.
- Review of relevant literature.
- Identification of the research problem and scope of work.
- Formulation of objectives.
- Preparation, presentation and approval of the dissertation synopsis.

ISE Phase II – Methodology and Initial Progress

- Problem formulation.
- Research methodology and proposed approach.
- Experimental work, modelling, simulation or development activities, as applicable.
- Preliminary results and progress achieved.

ISE Phase III – Results and Analysis

- Progress of dissertation work.
- Presentation and validation of results.
- Analysis and interpretation of findings.
- Discussion of results and comparison with relevant literature or established methods, wherever applicable.

ISE Phase IV – Completion and Readiness for Submission

- Completion of work against defined objectives.
- Presentation and analysis of final results.
- Discussion and conclusions.
- Overall quality and completeness of the dissertation.
- Readiness for submission and final evaluation.

All ISE phases shall be conducted strictly as per the approved academic calendar. If a student's performance in any ISE phase is unsatisfactory, the student shall be given four weeks to improve the work, subject to applicable academic regulations and examination schedules.

C. End Semester Examination (ESE) of Dissertation Work

There shall be two phases of ESE for dissertation work, designated ESE Dissertation Phase II and ESE Dissertation Phase IV.

Role	Composition
Chairman	Head of the Department
Internal Examiner	Dissertation Guide
External Examiner	Subject expert from another college,

	institute or industry

The same internal and external examiners shall evaluate both ESE phases. If an examiner is unavailable, prior approval of the competent authority shall be obtained for a substitute in accordance with institutional regulations. The Guide and External Examiner shall evaluate the dissertation jointly using approved rubrics. Completed evaluation reports shall be submitted to the Examination Cell with the required dissertation documentation.

D. Dissertation Submission and Documentation

Students who successfully complete ISE Phase IV and satisfy applicable institutional requirements shall submit the following to the Examination Cell:

1. Soft copy of the dissertation report.
2. Evidence of one international conference publication/presentation and one Scopus-indexed journal publication, as prescribed by the approved programme requirements.
3. Draft spiral-bound copy of the dissertation report.
4. Plagiarism similarity report generated using UGC-approved plagiarism detection software.

The soft copy of the dissertation report, along with the prescribed evaluation sheet, shall be forwarded to the External Examiner at least ten (10) days before the scheduled ESE date. The ESE Chairman shall ensure that the report and evaluation sheet are forwarded within the prescribed period.

The final hard-bound dissertation report, prepared in the prescribed institutional format and incorporating corrections suggested during ESE Semester IV, shall be submitted to the concerned department and Examination Cell within the stipulated time.

E. Extension for Dissertation Submission

A maximum extension of one month beyond the prescribed programme duration of two years may be granted for submission of the draft spiral-bound dissertation report on valid medical or other genuine grounds, subject to approval by the competent authority and applicable institutional regulations. The student shall pay the prescribed late submission fee in addition to examination fees already paid, wherever applicable.

If the dissertation is not completed within the approved extension period, the student shall register for the subsequent semester and pay the prescribed fees to continue and complete the work, in accordance with applicable academic regulations.

F. Plagiarism Verification and Academic Integrity

The Institute shall implement plagiarism verification in accordance with applicable provisions of the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, and subsequent amendments or applicable regulatory directions. Verification using approved detection software shall be undertaken at appropriate stages, including synopsis preparation, draft dissertation submission and final dissertation submission, as prescribed by the Institute.

The DAIP shall scrutinise plagiarism reports and make recommendations in accordance with applicable regulations. Cases requiring institutional-level consideration shall be forwarded to the IAIP. Both panels shall discharge their responsibilities within their respective jurisdictions, and decisions and approvals shall be recorded in writing.

Similarity Levels and Penalties

- Level 0: Similarity up to and including 10% — no penalty.

- Level 1: Similarity above 10% and up to 40% — revision and resubmission within the stipulated time, as applicable.
- Level 2: Similarity above 40% and up to 60% — debarment from resubmission for one year, as applicable.
- Level 3: Similarity above 60% — cancellation of registration, as applicable.

Consequences shall be imposed only after the prescribed inquiry and due process. Applicable UGC regulations and subsequent amendments shall prevail wherever this policy differs from statutory provisions.

Exclusions from Similarity Calculation

References, bibliography, table of contents, preface, acknowledgements, standard equations, laws and symbols may be excluded where permitted by applicable UGC regulations and the approved plagiarism detection procedure.

Academic Misconduct by Researchers and Faculty

Allegations involving research publications, manuscripts, supervision or other academic work shall be examined in accordance with applicable UGC regulations. Any penalty, including manuscript withdrawal or restriction on supervision, shall be imposed only where authorised by applicable regulations and following the prescribed procedure.

G. Constitution of the Institutional Academic Integrity Panel (IAIP)

The Institute shall constitute the IAIP in accordance with applicable UGC regulations and institutional requirements. The proposed composition is:

- Chairman – Pro-Vice-Chancellor, Dean or Senior Academician of the Higher Educational Institution, as applicable.
- Member – Senior Academician other than the Chairman, nominated by the Head of the Institution.
- Member – One external member nominated by the Head of the Institution.
- Member – A person well-versed in anti-plagiarism tools, nominated by the Head of the Institution.

The Chairman of the DAIP and the Chairman of the IAIP shall not be the same person. The tenure of committee members, including the Chairman, shall be three years, subject to applicable regulations and institutional approval. The quorum shall be three out of four members, including the Chairman, wherever consistent with applicable regulatory requirements.

Powers and Functions of IAIP

5. Consider recommendations received from the DAIP.
6. Investigate plagiarism cases within its jurisdiction in accordance with applicable UGC regulations.
7. Follow principles of natural justice while examining allegations involving students, faculty, researchers and staff.
8. Review DAIP recommendations, including proposed penalties, and record reasons for decisions.
9. Submit its investigation report and penalty recommendations to the Head of the Institution within the applicable prescribed period, including the 45-day period where mandated by relevant regulations.
10. Provide a copy of the inquiry report to concerned persons as required by the applicable procedure.
11. Maintain appropriate records of proceedings, decisions and recommendations.

H. Institutional Academic Integrity Panel (IAIP)

Sr. No.	Name	Position	Designation
1	Dr. S. R.	Chairman	Director, AMGOI

	Chougule		
2	Prof. P. B. Ghewari	Member	Campus Director, AMGOI
3	Dr. V. K. Thombare	Member	Dean, Research & Development
4	Dr. Kanase Yuvraj K.	Member	Professor, Karmaveer Bhaurao Patil College of Engineering (KBPCOE), Satara
5	Dr. S. B. Kemdarne	Member	Librarian

Table 1. Proposed Institutional Academic Integrity Panel (IAIP).

Note: The proposed list contains five members, whereas the composition described above specifies four members. Final composition, quorum and member eligibility must be verified and formally approved in accordance with applicable UGC regulations before notification.

I. Constitution and Functions of Departmental Academic Integrity Panels (DAIP)

Each department offering PG programmes shall constitute a DAIP to examine plagiarism reports and academic integrity concerns at departmental level. The DAIP shall assess similarity reports, verify relevant documentation, seek clarification where necessary, and forward recommendations to the IAIP in cases requiring institutional-level review. The DAIP shall maintain confidentiality and ensure a fair opportunity for concerned individuals to present their explanations.

Sr. No.	Name	Position	Designation
1	Dr. D. J. Pawar	Chairman	HoD, E&TC
2	Dr. V. K. Thombare	Member	Dean, Research & Development
3	Mrs. S. V. Sagavkar	Member	PG Coordinator

Table 2. DAIP – Electronics and Telecommunication Engineering

Sr. No.	Name	Position	Designation
1	Mr. S. S. Redekar	Chairman	HoD
2	Dr. A. S. Shelake	Member	Dean, IQAC
3	Mrs. S. R. Patil	Member	PG Coordinator

Table 3. DAIP – Computer Science & Engineering

Sr. No.	Name	Position	Designation
1	Mr. M. A. Sutar	Chairman	HoD, Mechanical
2	Dr. A. A. Suryawanshi	Member	HoD, ASH
3	Mr. S. S. Pethakar	Member	PG Coordinator

Table 4. DAIP – Mechanical Production Engineering

Sr. No.	Name	Position	Designation
1	Mr. M. A. Sutar	Chairman	HoD, Mechanical
2	Dr. A. A. Suryawanshi	Member	HoD, ASH
3	Mr. P. S. Ladgavkar	Member	PG Coordinator

Table 5. DAIP – Mechanical Design Engineering

Sr. No.	Name	Position	Designation
1	Dr. J. M. Shinde	Chairman	HoD, Civil
2	Dr. C. R. Dongarsane	Member	HoD, EC
3	Mr. J. A. Patil	Member	PG Coordinator

Table 6. DAIP – Construction Management

Note: Department-wise composition and designations shall be verified and approved by the competent authority before formal notification. The DAIP Chairman shall be distinct from the IAIP Chairman.

J. Common Evaluation Rubrics

Common evaluation rubrics shall be developed and implemented for PG seminar and dissertation assessment for each programme. The rubrics shall specify assessment parameters, marks allocation, performance levels and evaluation procedures, consistent with the approved curriculum and examination scheme. Departments, in consultation with Dean, R&D and the Examination Cell, shall communicate the rubrics to students and examiners before evaluation.

5. Roles and Responsibilities

A. Director / Campus Director

- Approve the constitution of the IAIP and departmental DAIPs.
- Provide administrative support for implementation of the Policy.
- Ensure institutional decisions are consistent with applicable UGC regulations.
- Approve committee notifications and matters within their authority.
- Review significant academic integrity concerns and recommendations from competent panels.

B. Dean, Research & Development

- Coordinate institutional initiatives related to research quality and academic integrity.
- Facilitate implementation of plagiarism verification procedures.
- Coordinate with IAIP, DAIPs, departments and research guides.
- Promote awareness of research ethics, plagiarism prevention and responsible research practices.
- Maintain or coordinate relevant institutional research records, as assigned.

C. Dean, IQAC

- Monitor implementation from the institutional quality assurance perspective.
- Ensure appropriate documentation and supporting evidence are maintained.
- Review compliance with institutional procedures and quality requirements.
- Include relevant outcomes in institutional quality reports, wherever applicable.

D. Head of Department (HoD)

- Constitute the DEC and departmental DAIP, subject to institutional approval.
- Ensure ISE and ESE activities follow the academic calendar.
- Nominate suitable subject experts for dissertation evaluation.
- Monitor dissertation progress and timely completion of evaluation documentation.
- Forward academic integrity cases to the appropriate authority.

E. PG Coordinator

- Coordinate PG seminars, dissertation evaluations and schedules.
- Maintain student-wise progress records, attendance, evaluation sheets and submission records.
- Communicate deadlines and evaluation requirements to students and guides.
- Assist the HoD in consolidating departmental reports.

F. Dissertation Guide and Examiners

- Guide students in defining objectives, selecting methodologies, conducting research, analysing results and preparing reports.
- Assess dissertation work objectively using approved rubrics.
- Verify research quality and ensure appropriate citation and academic integrity practices.
- Submit completed evaluation reports within the prescribed time.
- Maintain confidentiality and disclose relevant conflicts of interest.

G. Students

- Complete dissertation work according to approved objectives and the academic calendar.
- Attend prescribed ISE and ESE evaluations.
- Submit required documents, reports, publication evidence and similarity reports on time.
- Follow appropriate citation, referencing and research ethics practices.
- Incorporate evaluation corrections and submit the final dissertation in the prescribed format.
- Respond to academic integrity inquiries and comply with applicable procedures.

H. Examination Cell

- Coordinate ESE procedures and maintain examination records.
- Ensure receipt of evaluation reports and dissertation documents.
- Maintain records of final dissertation submissions and approved evaluation outcomes.
- Process examination and submission requirements in accordance with institutional regulations.

6. Review and Revision of Policy

This Policy shall be reviewed once every three years, or earlier if required due to changes in UGC regulations, academic regulations, institutional requirements or recommendations arising from IQAC review. Amendments shall be processed through the appropriate institutional mechanism and become effective only after formal approval by the competent authority. In case of inconsistency, applicable statutory regulations and duly approved institutional academic regulations shall prevail.

7. Annexures/Supporting Documents

1. All activities should be strictly carried out as per the Policy and SOP for Organization of Activities (Institute Level / Department Level) IQAC/120/11 wherein all activities should be mapped with SDGs.
2. The IQAC shall issue additional guidelines, formats, templates, checklists, reporting formats, and other relevant documents from time to time, as required.

8. Standard Operating Procedure (SOP)

1. The HoD shall constitute the Dissertation Evaluation Committee for the concerned PG batch and communicate the evaluation schedule.
2. The PG Coordinator shall inform students and guides about dissertation phases, evaluation criteria, submission requirements and deadlines.
3. Students shall submit the synopsis and present proposed work for ISE Phase I assessment.
4. Students shall undertake dissertation work according to approved objectives and methodology and present progress during ISE Phase II.
5. The department shall conduct ISE Phase III to assess results, analysis, interpretation and progress towards completion.
6. ISE Phase IV shall assess the completed dissertation, conclusions and readiness for final submission.
7. Students whose performance is unsatisfactory shall receive the prescribed four-week improvement period, subject to applicable academic regulations.
8. The department shall arrange ESE Dissertation Phase II and Phase IV as per the approved academic calendar and examination scheme.
9. The ESE Chairman shall ensure that the dissertation soft copy and prescribed evaluation sheet are sent to the External Examiner at least ten days before ESE.
10. The Guide and External Examiner shall evaluate the dissertation jointly using approved rubrics and submit completed evaluation reports to the Examination Cell.
11. Students shall submit the required soft copy, draft spiral-bound report, plagiarism report and prescribed publication evidence after completing applicable evaluation requirements.
12. The DAIP shall examine plagiarism reports and academic integrity concerns and forward recommendations to the IAIP wherever required.
13. The IAIP shall consider referred cases, conduct inquiries where necessary, follow natural justice and submit recommendations within the applicable regulatory timeline.
14. Students shall incorporate ESE Semester IV corrections and submit the final hard-bound dissertation to the department and Examination Cell within the prescribed period.
15. Where an extension is permitted, the student shall obtain competent-authority approval and complete submission formalities, including applicable fees.
16. The PG Coordinator and Examination Cell shall maintain evaluation sheets, examiner reports, dissertation copies, submission records and approved outcomes.
17. The Dean, R&D, concerned HoDs and Dean, IQAC shall periodically review implementation and recommend improvements where required.
18. The Institute shall revise the Policy and supporting formats whenever necessary to maintain compliance with applicable statutory and institutional requirements.

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