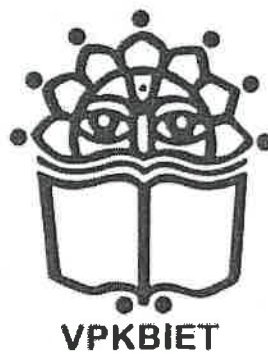


Vidya Pratishthan's Kamalnayan Bajaj Institute of Engineering and Technology, Baramati

*(An Autonomous Institute, NAAC 'A+' Grade,
Affiliated Savitribai Phule Pune University, Pune)*

Examination Rules and Regulations (Draft)



August 2023



Abbreviation

| | |
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| AC | Academic Council |
| ACOE | Assistant Controller of Examination |
| BOE | Board of Examination |
| BOG | Board of Governance |
| BOS | Board of Studies |
| BTL | Bloom's Taxonomy Levels |
| CAA | Continuous Activity Assessment |
| CGPA | Cumulative Grade Point Average |
| COE | Controller of Examination |
| DEC | Departmental Examination Coordinator |
| ECRC | Examination Complaint Redressal Committee |
| EDP | Electronic Data Processing |
| ESE | End Semester Examination |
| HOD | Head of the Department |
| ISE | In Semester Evaluation |
| NAAC | National Assessment and Accreditation Council |
| NBA | National Board of Accreditation |
| NEP-2020 | National Education Policy 2020 |
| SGPA | Semester Grade Point Average |
| SPPU | Savitribai Phule Pune University |
| VPKBIET | Vidya Pratishthan's Kamalnayan Bajaj Institute of Engineering and Technology |



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1. Introduction

1.1 About VPKBIET

Journey of Vidya Pratishthan's Kamalnayan Bajaj Institute of Engineering and Technology (VPKBIET) started in 2000 to achieve the status of a leading Engineering Institute in India with the motto of "Rural Development" through quality technical education at an affordable cost. Today, we have the distinction of NAAC Accreditation with "A+" Grade, NBA Accreditation of three departments namely Computer Engineering, Mechanical Engineering and Civil Engineering.

In this era of globalization of education, our obvious focus is on providing quality education. We firmly believe that if a student is given an opportunity and guided properly, he or she will develop the competencies required to face the challenges in the outside world. We strive continuously for academic excellence and continual improvement to ensure students' holistic development.

VPKBIET has a tradition of imparting knowledge through multifaceted learning processes. Our motivated faculty brings with them a wide experience that they have gained from the reputed institutes to empower students. Eminent experts from IITs, premier institutes and industry are also invited to deliver knowledge sessions and conduct workshops. Learning through online forums such as SWAYAM, NPTEL, Coursera, edx, udemy, NASSCOM, IIT Bombay Spoken Tutorials, Career Katta etc. are an integral part of VPKBIET study culture.

To increase employability of students, we are training them to improve their soft skills, communication skills, group discussion skills, team leadership and work ethics. We encourage students to be involved in innovative, product-development as well as start-ups and entrepreneurship activities. Co-curricular and extracurricular activities are always emphasized to ensure holistic development of students. VPKBIET works diligently to realize its mission of facilitating students to become problem solvers and respectable professionals. VPKBIET has consistently endeavored to produce proficient engineers who can shine with their technical and professional capabilities. We look forward to a long association and synergy with all the stakeholders who are associated with us directly or indirectly.

1.2 Overview of Examination Cell and Activities

The institute academic council frames the rules and regulations for academic activities. Council decides the methodology of conduction and evaluation of examination of the programs in the institute. For implementation and governing of academic activities various committees are constituted. The examination cell, governed by Board of Examination, is established for conducting fair, impartial and transparent examinations as an autonomous institute. Examination cell is headed by Controller of examination and assisted by Assistant Controller of Examination & staff. The prime duties of examination cell are conduction of examination, coordinate the evaluation process, result declaration, and to issue the grade cards to the students as per rules and regulations of institute and guidelines from BOE.

1.3 About this Document

VPKBIET got autonomous status from academic year 2023-24. This document provides the details about the examination and evaluation system for the autonomous UG and PG engineering programmes leading to BTech and MTech degrees respectively for the students



admitted to these programs FY BTech and FY MTech courses from 2023-24. These rule and regulations will be applicable to these students till they pass out the course to which they are admitted.

2 Committees and Coordinators: Roles and Responsibilities

2.1 Board of Examination (BOE)

Board of examination (BOE) is one of the committees appointed by the head of the institute as per the guidelines of Maharashtra University Act 1994. The composition of BOE is as follows.

- a. Head of the Institute (Director/Principal)- Chairman
- b. University Nominee (Director, Board of Examinations and Evaluation of Savitribai Phule Pune University, Pune, or his nominee)
- c. Dean Academics
- d. Heads of all the Departments
- e. Head, Autonomy
- f. Four senior faculties from different departments nominated by the Chairman
- g. Controller of Examination (COE) -Member Secretary

The Functions of BoE are as follows

- a. To govern and ensure proper execution of the various activities in conducting examinations viz. paper setting, time table preparation, evaluation, result declaration and maintaining the records.
- b. To recommend examination reforms to maintain quality of examination and evaluation processes and shall implement them after approval of the academic council.
- c. To prepare detailed timetable of examinations as per the schedule approved by the academic council.
- d. To arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, examiners and invigilators.
- e. Chairman should nominate various Heads and Senior faculty as member of Board of Examinations
- f. To constitute the Examination Complaint Redressal Committee (ECRC) consisting of three members as and when required to deal with the complaints related to the conduct of examinations.
- g. The recommendations of the ECRC shall be forwarded to the head of the institute for appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the BOE.
- h. To prepare the various formats for record keeping and monitoring all examination related activities. Refer Appendix-A for the list of such formats.
- i. To implement the examination reforms recommended by various the subject board of studies and approved by Board of Governors of the institute.
- j. To perform such other duties and responsibilities assigned and decided by the Academic



Council of the Institute from time to time.

- k. To conduct minimum two meetings during the academic year and such other times as may be required. Two-Third members shall constitute the quorum. If the meeting is adjourned for want of quorum, then no quorum shall be required for such a meeting.
- l. COE shall be assisted by assistant controller of examination (ACOE), the coordinators (Department Examination Coordinators (DECs) or competent faculty nominated by COE) and examination office staff for carrying out the following activities during In Semester examination (ISE) and End Semester examinations (ESE).
 1. Issuing Appointment Letters for Paper Setting, Assessment of paper setting and Printing,
 2. Conduct of Examinations (Theory),
 3. Conduct of Examinations (Oral, Practical, Project/Dissertation, Seminar, Online Examinations),
 4. Evaluation of answer books,
 5. Preparation and declaration of provisional grades,

2.2 Controller of Examinations (COE)

- a) The COE shall be the principal officer Incharge of the conduct of examinations and declaration of results. COE shall discharge his/her functions under the superintendence, direction, and guidance of the BOE.
- b) The COE shall be appointed by the Director/Head of the Institute. He/She is Incharge of all Autonomous Examination processes for smooth functioning.
- c) His/Her appointment shall be for a term of three years. The qualifications and experience for the purpose of selection of the COE shall be such as may be prescribed.
- d) The COE shall be the Member-Secretary of the BOE and of the committees appointed by the board except the committees constituted under section 32(5)(a) for appointment of paper-setters, examiners for paper checking and revaluation. He/She shall be responsible for prompt and proper implementation of their decisions.
- e) The COE shall be responsible for making all arrangements necessary for holding examinations and declaration of results. It shall be his/her responsibility
 - i. To announce in advance the calendar of examinations;
 - ii. To take follow up of printing of question papers;
 - iii. To arrange to get performance of the candidates at the examinations properly assessed/evaluated, and process the results.
 - iv. To arrange for the timely publication of results of examinations and other tests.
 - v. To postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or recommend to the head of the institute for initiating any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices.
 - vi. To take disciplinary action where necessary against the candidates, paper-setters, examiners, or any other persons connected with examinations and found guilty of



malpractices in relation to the examinations with permission of the head of the Institute.

- vii. To review from time to time, the results of examinations and forward reports to the Academic Council
- f. The COE shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the BOE and Head of Institution.
- g. The COE is an authorized signatory for grade cards and results.
- h. The COE is an authorized person to appoint the squad for prevention of malpractices during Examination.
- i. The COE is an authorized person to implement all examination rules and regulations laid by BOE/ Head of Institution.
- j. The COE shall monitor and supervise the function and duties of examination office staff.

2.3 Assistant Controller of Examinations (ACOE)

- a. The ACOE shall be responsible for various examination forms and its processing, time scheduling, preparing name list, preparing examinee summary list.
- b. The ACOE shall look into the process of mapping of an examinee in the selected software platform of examination.
- c. The ACOE shall assist in Electronic Data Processing at COE office viz. Ledger, result preparation and Grade Card printing, Scanning of Answer Scripts, QR Code generation, etc.
- d. The ACOE shall supervise proof reading of Question Papers, Selection of QP set. Printing of question papers.
- e. The ACOE shall perform such other duties assigned to him, from time to time, by the COE.
- f. The ACOE shall assist COE to supervise the function and duties of examination office staff.

2.4 Examination Cell

In addition to the duties mentioned above, COE and ACOE shall accomplish the following tasks with the assistance of examination office staff and coordinators.

- a. To collect the programme wise structure from the respective Board of Studies (BOS) chairman in prescribed format.
- b. To collect the course wise Examination Panel from the respective BOS chairman in prescribed format.
- c. To prepare the instructions, circulars, guidelines of examinations and publish.
- d. To prepare and release paper settings orders. In case of non-acceptance, make alternate arrangements.
- e. To collect question papers, select QP for examination on a random basis as per the template and print number of copies considering examinee count.
- f. To collect the paper settings bills from the paper setter, verify and forward it for approval.



- g. To provide an attendance certificate to the paper setter.
- h. To prepare the draft time table of examination considering suggestions from BOS chairman, get approval from BOE and publish it for the examinee.
- i. To prepare & print the hall tickets of the Examinee and forward to the concerned BOS chairman for distribution.
- j. To make the applicable daily seating arrangements and display them on the appropriate platform.
- k. To prepare orders of Junior and senior supervisor for Examination and supporting faculty, staff, and peons as and when required. The printed orders to be forwarded to the concerned department for distribution.
- l. To supervise and guide Sr supervisor for exam preparation collect and maintain various reports like answer book/question paper utilization, student attendance etc.
- m. To supervise and generate QR code and hand over to Sr. Supervisor for further process
- n. To handle Lapses cases reported by Jr/ Sr supervisor. Letters to students, Prepare Minutes of meeting.
- o. To prepare the various bills of staff/faculty involved in the conduction of examination.
- p. To keep the records of Answer books and preserve them in the store for at least 12 months after declaration of the said result.
- q. To prepare and send evaluation order to concerned course faculty.
- r. To assign answer book bundles in hard/soft copy to evaluators and receive them back.
- s. To look into runtime errors reported by evaluators and correct them as and when required.
- t. To prepare late evaluator list
- u. To prepare a paper showing the schedule of the student's program wise and solve grievances if any.
- v. To process the result processing and prepare the ledger
- w. To execute the reevaluation process of answer sheets if any.
- x. To prepare the various bills of staff/faculty involved in the evaluation of examination.
- y. To follow the other guidelines related to conduct of examination as listed and mentioned in the rule book.

2.5 Head of Department (HoD)

Head of the Department shall –

- a. To prepare course wise structure and examination panel and obtain the approval from BoS and Academic Council (AC). Report the changes made as per the suggestions received from BoS and / or AC to the exam section.
- b. To maintain the coordination, follow up of examination related activities with COE, DEC and Course Coordinator, and take necessary actions if required.
- c. To coordinate with COE and faculty members to follow the deadlines for timely submission of necessary information/reports required by the Examination Cell,



- d. To submit one copy of the detained students list to the exam section at the end of term through proper channels.
- e. To instruct the respective faculties/staff to distribute hall tickets to the examinee provided by the exam cell.
- f. To prepare the result analysis subject wise, faculty wise etc. and submit it to the exam cell.
- g. To submit the hard copy, plagiarism report, soft copy of thesis of the M Tech students after the final viva-voce.

2.6 Senior Supervisor

COE shall appoint an appropriate number of faculties, who are having a minimum of five years of experience of teaching in the college, as senior supervisor and/or Assistant Senior Supervisor with consultation of Head of the Institute. Following are some of the responsibilities of a senior supervisor to be executed during the conduct of examination.

- a. To prepare block wise seating arrangement and invigilation charts in consultation with COE.
- b. To prepare and distribute the block wise question paper packets, answer scripts, make available standard material required and / or suggested by the paper setter after getting approval from COE /ACOE.
- c. To deliver the instructions to the junior invigilators to be read and followed in the examination hall and communicate the appropriate instructions to the examinees (Refer Appendix B).
- d. To handle the grievances, malpractices if any during examination and report to COE /ACOE and attend related ECRC meetings.
- e. To maintain record and submit all examination related documents to the examination Cell.

2.7 Departmental Examination Coordinator (DEC)

Every department may have a faculty/ staff (working as DEC) for communication purposes with the exam cell who will be working under HoD. Some of the responsibilities are –

- a. To coordinate the department level examination activities (Insem/Practical/Oral/Term work) and communicate to COE through HoD.
- b. To submit of papers setter/examiner/evaluator panel approved by respective Chairman of BOS.
- c. To coordinate the assessment of the answer sheets of ISE with examination cell respective course coordinators for evaluations.
- d. To submit of results of ISE in the prescribed format duly signed by course teacher and HOD.
- e. To prepare of schedule of ESE for laboratory, seminar, and dissertation phases in coordination with HOD and examination cell.
- f. To coordinate of ESE for laboratory, seminar, and dissertation phases.
- g. To prepare and submit examination related bills in prescribed format to the account section.



- h. To coordinate of question paper setting, marks entry in software and answer sheet showing work of the department.
- i. To record and maintaining all examination related documents of the respective departments.

2.8 Course Coordinator

There shall be a course coordinator per course. In case of single division, by default the course teacher shall be the course coordinator. If there are multiple divisions then the BOS chairman will decide the appropriate course coordinator for the respective course. The course coordinator shall –

- a. To prepare the course content delivery plan and coordinate the execution of the same. Be responsible for the quality of the question paper.
- b. To make necessary arrangements for timely evaluation /revaluation in consultation with DEC and COE.
- c. To work in coordination with the DEC for the answer sheet showing.
- d. Ensure the timely marks entry of ISE, ESE, oral/practical, activities etc. in the software

2.9 Examination Complaint Redressal Committee (ECRC)

The composition of Examination Complaint Redressal Committee (ECRC) is as follows

- a. Head of the Institute (Director/Principal)- Chairman
- b. Dean Academics
- c. Registrar
- d. Controller of Examination
- e. Two senior faculties nominated by Chairman

ECRC shall-

- a. Take primary disciplinary action for malpractices and lapses on part of the examinee/faculty/staff.
- b. Arbitrate the grievances of the examinee regarding paper-setting, evaluation, revaluation, supervision and conduct of examinations.
- c. Take necessary action in the event of malpractices noticed/observed through any unknown source/entity connected with the examinations (Refer Appendix E).
- d. Submit the report of the actions taken to the BOE.

3 Appointment of Paper setters, Examiners and Supervisors

COE will appoint eligible and appropriate persons to perform the examination duties as per recommendations from Head of the Institute, respective BOS and BOE. The person who is in the blood relation of the student appearing for the examination shall not be allotted for



examination duties like invigilator, paper setter, or examiner etc.

3.1 Appointment of Paper Setters

- a. Appointments of Paper setters shall be made by COE from the panel of paper setters/examiners prepared by respective Board of studies (BOS). Chairman, BOS shall recommend the names of the paper setters/examiners considering eligibility for ESE/Make up examinations as
 - i. Paper setter must have 5 Years teaching experience.
 - ii. Must have taught the course in relevant domain minimum 3 times / subject expert (to be decided by Chairman BOS).
- b. Chairman of BOS shall recommend course teacher/ course coordinator as an internal paper setter for the ISE and should consider an external faculty member for the paper setting of the ESE/Make up examination in addition to the internal paper setters.
- c. The faculty members of VPKBIET, Baramati shall not refuse to do examination work as paper setter/examiner /invigilators with exception of if he/she has a blood relation with any student at the same examination.
- d. The acceptance of appointment by an external paper setter/examiner is expected within eight days from the dispatch of the appointment order. However, if no written or verbal communication is received from the paper setter/examiner within the prescribed time period, then his/her appointment is treated as canceled and a new appointment order shall be issued to another paper setter/examiner from the panel submitted by Chairman, Board of Studies (BOS).
- e. If the paper setter/examiner other than course faculty is appointed, he/she should not disclose his/her appointment. He/She shall make correspondence regarding any matter connected with the examination with COE only.
- f. The paper setter/examiner should follow all the directions given by the BOE from time to time regarding the pattern of question papers, setting of question papers, submission of model answers, scheme of marking, and evaluation.

3.2 Appointment of Evaluators

- a. Appointments shall be made by COE to the faculty from a pre-approved examination panel of respective courses.
- b. COE shall appoint internal faculty for evaluation of ISE and internal & external faculty for evaluation of ESE/Make up examination/oral-practical examination.
- c. In case of unavailability of an appointed evaluator, the course coordinator in consultation with BOS chairman/COE/ACOE shall make alternative arrangements.
- d. Refer to the guidelines provided in Appendix C for the evaluation purpose.
- e. If any anomalies are observed in evaluation, the evaluator is liable for disciplinary action as per the decision of ECRC.



3.3 Question Paper Setting and Printing

Guidelines/instructions to the paper setters are given Appendix-D.

- a. As per the examination schedule, the appointed paper setter shall prepare the question papers.
- b. COE and ACOE shall take care of question paper printing/photocopying the required number of copies (with 10 extra copies for record purpose).
- c. Persons involved with paper setting and printing shall maintain secrecy of the question paper and shall be responsible for the same.
- d. The printed question papers shall be organized in a packet with proper seal and signature. COE shall handover the sealed packet to the Senior Supervisor well in advance of the scheduled time of examination of respective course. The Senior Supervisor shall keep all packets in the exam cell and use each packet as per the examination schedule.
- e. For all examinations, the faculty who has set the question paper should submit the model answer / synoptic answers.
- f. Each question shall be mapped with Course Outcome (CO) and Bloom's Level (BL).
- g. If any anomalies are reported by the question paper quality review committee, the paper setter is liable for disciplinary action as per the decision of ECRC.

4 Examination Conduction

4.1 General Guidelines

- a. Various examinations shall be conducted in accordance with the Academic rules and regulations for all the courses listed in Programme structure, approved by BOS of respective programmes and Academic Council.
- b. The evaluation of a student for each semester shall be based on his/her performance in Continuous Activity Assessment (CAA), In Semester Examination (ISE) and End Semester Examination (ESE). The weightage for each evaluation shall be followed as per programme structure.
- c. The ISE and ESE are conducted at the central level by examination cell. Evaluation of ESE and ISE is done centrally at the examination cell
- d. After In semester examinations the answer books shall be handed over to Coordinator, Central Assessment for evaluation by COE/ACOE.
- e. Course coordinator along with other appointed evaluators shall prepare the detail question wise mark sheets for the respective bundle of answer sheets.
- f. The answer sheets of descriptive ISE of theory courses shall be shown to students as per the declared schedule at department level by Course coordinators. DEC shall forward these marksheets along with the paper showing a report duly signed by HOD to examination cell within one week.
- g. The courses such as seminar, project and dissertation phases etc., shall be evaluated for



the weightage provided as per the structure of the concerned programme.

4.2 Continuous Activity Assessment (CAA)

- a. CAA evaluation for a course shall be carried out using evaluation tools such as assignments, poster presentation, model presentation, group discussions, seminar, Report/Leaflet/Brochure Preparation, Mini Project, Survey Paper, Participation in Competition and test (surprise/declared/quiz/open book), etc. The evaluation tool(s) for CAA shall be decided and announced by the course coordinator with consultation and approval from respective BoS at the beginning of the semester as per the academic calendar. The record of evaluation shall be maintained by the course teacher and shall be submitted to the academic coordinator.
- b. Student's performance shall be continuously monitored and record of evaluation(s) shall be maintained in the prescribed proforma by course teacher.
- c. The CAA evaluations shall be updated in the software and freeze by the course coordinators and HODs before the end of the term with sufficient time margin before the commencement of ESE.
- d. The BOS chairman shall collect the list of students with unsatisfactory performances in all relevant courses from course teachers and report them to the exam cell through Dean Academics.

4.3 In Sem and End Sem Examinations (ISE and ESE)

- a. There shall be ISE and ESE as per prescribed in Academic rules and regulations for all the courses listed in programme structure.
- b. ISE and ESE for theory courses shall be conducted centrally as per the schedule declared by COE.
- c. The modalities for the conduct of examinations will be decided by the BOE as and when required. The same will be communicated to the students in advance.
- d. ISE shall be based on 40% (i.e., two units of each course) of the syllabus. There shall not be a make-up examination for ISE.
- e. ESE shall be based on 60% syllabus which is not considered for ISE (i.e. 4 units of each course). Make up examination shall be conducted for failed students in ESE. Absent students shall be awarded with 'F' grade. Such students shall be allowed to appear for summer term examinations.
- f. All the questions of ESE/ISE shall be mapped to Course Outcome (CO) and Bloom's Taxonomy Levels (BTL).
- g. ISE question paper shall be of 30 marks and of 1 hour duration. Any exceptions to this rule, shall be informed to the COE/ACOE in appropriate mode well in advance.
- h. ESE question paper shall be of 60 marks and of 2 hours duration. Any exceptions to this rule, shall be informed to the COE/ACOE in proper mode well in advance.
- i. The weightage for difficulty level of questions shall be: Difficult-20%, Moderate-40%, Easy-40%.
- j. All examinations for theory courses shall commence as per the schedule approved by the BoE. However, in case of any emergency, the BOE Chairman is empowered to reschedule



any examination.

- k. The appointment of the required number of invigilators shall be done by CEO/ACEO/Senior Supervisor centrally as per the examination schedule. Invigilation duty shall be mandatory for faculty as per the schedule communicated to them prior to the exam.
- l. It is mandatory for the course coordinator to be available for any clarifications needed during the exam of the concerned course. On the day of examination, the Senior supervisor shall collect the sealed packets of question papers from CEO/ACEO, open them 30 minutes before examination and distribute it to the invigilators 20 minutes before the beginning of the examination.
- m. Invigilators shall distribute the answer scripts to the examinee 10 minutes before the start of the examination and question paper at scheduled time. He/she shall check the identity cards and hall ticket of the examinee; check whether the students have occupied their right seats as per the seating arrangement, check whether students have correctly filled the details on the front page of answer scripts and then shall sign on the answer scripts of the students. He shall then obtain the signature of the students on the attendance proforma and maintain the attendance record of the students of his/her block.
- n. Invigilators shall monitor general discipline in the block during the conduct of examination and report the cases of indiscipline, misbehavior, and copy cases to the senior supervisor for further necessary action.
- o. Generated Barcode/QR codes shall be affixed by the invigilators as per made available to him prior to handover of answer-scripts.
- p. At the end of the examination, the invigilator shall collect the answer scripts from the students and arrange them sequentially, separately for each course, and handover it to the senior supervisor.
- q. The senior supervisor shall submit the answer scripts to the ACOE for further process.
- r. Seating arrangements shall be made centrally for ISE/ESE/Summer Term Examination.
- s. COE shall appoint staff for examination as per following structure –
 - i. Senior Supervisor and Assistant Senior Supervisors: If the number of students on any examination is more than 800 in a day, then in place of one Internal Senior Supervisor, two Internal Senior Supervisors and two Assistant Senior Supervisors are allowed on that day.
 - ii. Invigilator: one invigilator for a block of 25-35 students, additional invigilators shall be appointed as reliever depending upon the number of blocks.
 - iii. Peon: two at the Examination Cell, and one peon per two blocks.
 - iv. Invigilators shall be appointed centrally among the faculty of all departments. Depending on the need and availability, COE/ACOE may change the number of staff for conducting examinations.
- t. The senior supervisor shall receive the sealed packets of printed question papers for each course from the COE prior to the conduction of all examinations.
- u. On each day of examination, the senior supervisor shall open the required number of packets of question papers 30 minutes before the start of examination. Prior to opening, however, he/she shall sign on all the packets indicating the date and time of opening the



- packets. He/She shall then take out the required number of question papers from the packets and arrange to distribute them in required quantity to the invigilators.
- v. The senior supervisor shall handover the required examination related material to the invigilators 30 minutes before the start of the examination.
 - w. The invigilators shall follow the instructions given in Appendix-B.
 - x. The senior supervisor shall monitor the smooth conduction and discipline during the examination.
 - y. The senior supervisor shall forward the cases of misbehavior, indiscipline, malpractices to COE and attend the ECRC meeting as and when required.
 - z. If any examinee is not able to write at all, or write as a normal student, on account of physical disability or injury due to accident just before the examination and produces a medical certificate from the Civil Surgeon to that effect, then Writer shall be allowed to such examinee. Such a writer shall neither be a student or a degree holder of any technical programme (Diploma, B.E. /B. Tech., M.E. /M. Tech., Ph. D., etc.). The examinee shall, however, apply in a prescribed proforma to the Director/Head of the Institute asking for permission to allow for such a writer. Director/Head of the Institute shall then verify the medical certificate and give a permission letter to the examinee for using the writer. COE shall then take the undertaking from the writer in a prescribed proforma. Such examinee shall produce the permission letter from COE for using writer to the invigilator.
 - aa. In case of physically disabled examinee, who can write but at much slower speed as compared to normal student, he/she may be allowed an extra time (at most 20% more time) for writing the examination for all the courses, provided he/she seeks permission from Director/Head of the Institute for extra writing time on account of his/her disability by producing medical certificate from Civil Surgeon to this effect.
 - bb. After receiving the answers scripts from invigilators, the senior supervisor shall verify the details on the first page of the answer script, and cross check the count as per the attendance record submitted by the invigilators and then sort the answer scripts course/programme wise.
 - cc. The senior supervisor shall direct the sealing assistant to tie the bundles of answer scripts of each course separately along with two copies of question paper, copy of attendance sheet, record of supplements issued etc and pack them. Thereafter the senior supervisor shall handover all packets to the ACOE on the same day or latest on the next day. The senior supervisor shall maintain the record of all such packets of answer scripts handed over to ACOE.
 - dd. Office-clerk (examination) shall maintain the account of answer scripts and supplements received and consumed for the examination in a register. He/She shall also prepare the bills of remuneration of all staff involved in the examination work and submit those to COE for further action.
 - ee. COE shall verify the bill for remunerations of staff involved in ESE/Make up Examination/ Summer term examination as per rules. Remuneration shall be paid to the staff involved in conduct of examination after the examination is over and summary of payment shall be submitted to the office.
 - ff. In case of any natural calamity, pandemic situation, government guidelines etc, COE shall discuss and finalize examination modalities (Online/offline-



Descriptive/Objective/Blended) in the BOE meeting and implement accordingly.

4.4 Digital Evaluation

Institute has adopted a digital on-screen evaluation system. Primary requirements of this process are answer-script cutting machine, scanning machine, computers, LAN connectivity, etc. After the exam, the answer scripts will be sealed and transferred to the cutting and scanning facility. Unique QR code is affixed on every answer script at the time of examination. The answer scripts are prepared for the scanner. The two-way scanner reads the QR code and generates a separate pdf file for every answer script. These pdf files are uploaded course wise to the software for onscreen evaluation.

To hide the identity of the examinee to the evaluator, the first page will be masked. Then the bundle with maximum upto 20 answer sheets will be generated on random basis for assignment to evaluator.

To maintain confidentiality of the process, a separate on-screen evaluation center is facilitated to the evaluators where the evaluation would be done and the marks will be entered online in the given software. However, to speed up the process and to maintain quality, the examination cell shall invite the evaluators from industries and other premier institutes for external evaluation. Every evaluator will be given a separate username and password for login into the software to do evaluation. When the bundle is completely evaluated, the evaluator will take the print out of the marks slip and submit it to the examination cell. After evaluation is complete, various reports will be generated. During the on-screen evaluation process live updates of pending evaluations, and evaluation completed courses are available on dashboard. The format of submission of marks is decided by the Board of Examination/Academic Council. Finally, results will be generated and declared by the Examination Cell.

4.5 Conduction Practical/Oral Examination

- h. Practical/Oral Examinations for the courses having labs shall be conducted before the theory course(s) as per the examination schedule. However, in case of any emergency, the examination may be rescheduled with the prior approval of the Director/Head of the Institute.
- i. DEC/HOD shall act as coordinator for conducting POE/OE/dissertation phase examinations. HOD/DEC of the concerned department shall be responsible for proper and smooth conduct of such examinations and various examination related activities of the department. He/She shall take the services of staff from the department for this purpose.
- j. DEC in consultation with HOD and COE shall prepare a detailed timetable (batch wise/course wise) for the lab examination. The competent faculty from other institutes/industry shall be appointed as external examiner for the oral/practical (OR/PR) examinations (UG and PG). The list of subject experts from industry and other reputed institutes with minimum 5 years of experience should be prepared by HOD. The COE shall select the examiners from the list and issue the appointment orders. In case of need for substitute appointment, the internal examiner/chairman shall convey the same to COE through HOD/DEC. COE/ACOE shall prepare the substitute appointment order and issue it. The HOD and DEC shall submit the schedule and final list of examiners for all OR/PR examinations to the exam cell.



- k. For PG dissertation ESE examinations, the HOD and DEC shall send the panel of examiners to the exam cell. The appointment orders of chairman, internal and external examiner shall be issued by COE/ACOE. In case of need for substitute appointment for PG dissertation, the chairman shall convey the same to COE/ACOE through DEC. COE/ACOE shall prepare the substitute appointment order and issue it.
- l. HOD and DEC shall appoint staff for lab examination as per following structure and forward the copy of the same to the examination cell –
1. Faculty Expert: Two (Practical Examinations only)
 2. Laboratory Assistant: one for oral examination and two for practical examination
 3. Laboratory Peon: one for oral examination and two for practical examination
- m. In case of multiple divisions, for each division separate internal and external examiners may be appointed. In case an external examiner does not report for the examination due to an emergency, the DEC shall make alternative arrangements in consultation with HOD from the list of examiners. The same shall be communicated to the examination cell.
- n. Internal examiner/faculty expert along with laboratory assistant and laboratory peon shall make all the necessary arrangements of equipment/laboratory set-up required for conduction of lab examination of the courses for which their appointment is made.
- o. Lab examination shall be conducted in any one of the following manners:
1. Oral Examination (viva voce) only (OE): Both internal and external examiners shall assess examinee knowledge of the course. The maximum number of students to assess is up to 40 students per day.
 2. Practical and Oral Examination (PoE): The students are required to perform the given task as a lab work. The performance of the students shall be assessed jointly by both the examiners considering the lab work and knowledge of the course. The maximum number of students to assess is up to 40 students per day.
- p. After the lab examination of the course is over, the internal examiner along with the external examiner shall prepare the mark list, and enter in the software. The internal examiner shall submit the sealed hard copy of the mark list to DEC/HOD for future verification. These marks are not to be disclosed to the students. DEC/HOD shall prepare a consolidated summary report of collected hard copies to the examination cell.
- q. DEC in concern with HOD shall compile and forward the bills (T.A./D.A., remuneration) of support staff at the end of examination-to-examination cell.

5 Central Assessments/Evaluations

5.1 General

- a. The following officials shall be appointed for the Central valuation work by the Controller of Examinations.



1. **Coordinator of Central Assessment (CCA):** Any one or two Additional Controllers shall be nominated as in-charge of central assessment on the basis of rotation and shall be responsible for conduct of the assessment of the answers sheets of ISE, ESE and Summer Term examinations.
 2. **Examiners:** The Examiners shall be appointed by the COE from the panel of the experts submitted by HOD who are having at least three years of teaching experience and taught the subject concerned at least once.
 3. **Moderators:** Any faculty member having at least 5 years of total teaching experience and must have taught the course in relevant domain minimum 3 times shall be appointed as Moderators by the COE.
- b. It shall be mandatory for every faculty of the institute to assess the ISE, ESE and Summer Term Examination answer scripts of his/her course or answer scripts of other courses as instructed by the BOS Chairman or BOE, within stipulated time.
 - c. Evaluation for ESE and Summer Term Examination (theory) shall be done centrally at the Examination Cell.
 - d. The Paper setter (Internal Examiner) shall prepare a scheme of valuation.
 - e. The concerned Examiner of each subject shall convene a pre-evaluation meeting of all the examiners associated and provide the scheme, solutions and discuss in detail the various aspects of the evaluation process. Examiners with consultation of other examiners shall finalize the scheme.
 - f. In case of any discrepancies in the question paper that may affect the evaluation, a committee consisting of COE, ACOE, HoD and Dean Academics shall decide the course of action and shall give the guidelines for evaluation.
 - g. In case of any natural calamity, pandemic situation, government guidelines etc, COE/Head of Institute shall discuss and finalize examination and evaluation modalities (Online/offline- Descriptive/Objective/Blended) in the BOE meeting and implement accordingly.

5.2 Evaluation Procedure

- a. COE/ACOE/Incharge Evaluation shall issue/assign a packet of answer scripts to the concerned evaluator.
- b. The evaluator shall assess and submit/return the assessed packet of answer scripts to the ACOE. Assessment should be completed within stipulated time.
- c. The examiners shall follow the instruction given in Appendix C.
- d. In case of any discrepancies observed or reported by the student in evaluation. Head of the Institute/COE is authorized to get the answer scripts evaluated from any other competent internal or external evaluator and update the results accordingly. The COE shall report the same to BOE for further necessary action, if any.



5.3 Procedure to show ISE/ESE answers books to students

- a. To resolve the examinee queries related to answer script evaluation and to provide a transparent evaluation process, paper showing activity shall be carried out after ISE/ESE.
- b. The DEC in consultation with COE and HoD shall prepare a timetable for showing the answer scripts to the concerned students. The time table shall be displayed on the department notice board.
- c. The concerned course faculty shall show the answer scripts to the students as per the schedule declared.
- d. The course faculty shall review the answer scripts based on the queries from students. He/She shall keep record of student's attendance in this process
- e. The students should apply in prescribed format for revaluation/recounting if any modifications in marks are possible.
- f. The faculty shall submit the mark list of Change in ISE/ESE marks, student attendance sheet along to the exam cell on the same day.
- g. The updated marks of ISE/ESE/Summer Term examination shall be used by the faculty for result declaration. The guidelines/instructions for the examiners are given in Appendix-C.

5.4 Revaluation and Recounting

Revaluation /recounting is allowed on the request of the examinee on payment of specified fee.

- a. The request for revaluation/recounting must be made in the prescribed format along with the prescribed fees.
- b. After the completion of revaluation/recounting, if the grade is improved or when there is a change in the status i.e., fail to pass or vice versa the grade obtained in the revaluation shall be notified as final.
- c. The fees paid for revaluation/recounting shall be refunded, if the difference in the grade obtained in the revaluation has a change of more than 5% marks as compared with the grade secured in the first valuation and otherwise, the fee paid shall be forfeited.

5.5 Preservation of Answer Books

All evaluated answer books shall be preserved for at least for one year in the examination cell from the date of examination.

6 Grading System and Declaration of Results

6.1 Grading System

- a. For every credit course taken by a student, he/she is assigned a grade point based on



his/her combined performance in all the evaluation schemes as per the table 1. The grade indicates the quality of a student's performance and is associated with an equivalent number called a grade point.

- b. The academic performance shall be graded on a ten-point scale as per guidelines given below. The letter grades and their equivalent grade points are listed in the table 1.

Table 1 The Scheme for Grading

| Marks Obtained in % | Letter Grade | Assigned Grade point | Performance |
|---------------------|--------------|----------------------|---|
| 90 to 100 | O | 10 | Outstanding |
| 80 to 89.9 | A+ | 09 | Excellent |
| 70 to 79.9 | A | 08 | Very Good |
| 60 to 69.9 | B+ | 07 | Good |
| 50 to 59.9 | B | 06 | Above Average |
| 45 to 49.9 | C | 05 | Average |
| 40 to 44.9 | P | 04 | Pass |
| <40 | FF | 00 | Fail due to poor performance |
| - | FX | 00 | Fail due to poor attendance |
| - | XX | 00 | Fail due to disciplinary action |
| - | AC | - | Non-credit course Assignment Completed |
| - | NC | - | Non-credit course Assignment Not Completed |

- c. The letter Grades awarded to a student in all the courses shall be converted into performance indices called Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA), Procedure for calculating the grade points is given below. An 'O' grade stands for outstanding achievement relative to the class. The 'C' grade stands for average performance and it refers to 'average' as per course teacher's expectations in a holistic sense and is not based on the class average. The 'P' grade stands for marginal performance and is the minimum passing grade.
- d. The 'FF' grade denotes poor performance. A student who obtains FF grade in any course shall either appear for summer Term examination or re-register for the course/s, till a passing grade is obtained. The 'FX' grade denotes failure of students due to shortage of minimum attendance and not satisfactory performance in laboratory courses. The 'XX' grade denotes failure of students due to disciplinary action. A student who obtains 'FX or XX' grade in any course must necessarily reregister for the course in the subsequent semesters until a passing grade is obtained. Such students shall not be allowed to appear for make up examinations.
- e. The concerned faculty shall use Continues Activity Assessment, ISE and ESE marks to decide the total marks. The marks obtained shall be up-to two decimal places and shall not be rounded. The total of CAA, ISE, and ESE will be computed and rounded to the nearest higher integer.
- f. **Grace Marks:** The examinee shall be given the benefit of grace marks only for passing in each head of passing, (Theory/Practical/Oral) in External or Internal examinations as follows:



| Total Marks of Head of Passing | Grace Marks Upto | Total Marks of Head of Passing | Grace Marks Upto |
|--------------------------------|------------------|--------------------------------|------------------|
| 0-50 | 2 | 150-200 | 5 |
| 51-100 | 3 | 200-250 | 6 |
| 101-150 | 4 | 251-300 | 7 |

- g. The benefit of such gracing marks given in different heads of passing shall not exceed 1% of the aggregate marks in that examination.
- h. Grace marks will be given to obtain passing grade in maximum of three head of passing.
- i. If a student has failed in more than three heads of passing, no grace marks will be applicable in any course.
- j. The grace marks shall be applicable only to regular students and shall not be applicable to any re-registered or backlog student in a course.
- k. FF grade shall be assigned to a student in a theory course in the following cases;
1. Sum of marks obtained by the student in CAA, ISE, ESE and grace (if any) is less than 40%.
 2. Marks obtained in ESE are less than 40%.
- i. FF grade shall be assigned in a laboratory course to a student who shall get less than 40% marks in laboratory ESE. FX grade shall be assigned in a laboratory course to a student having attendance less than minimum attendance required.
- j. If a student gets FX or XX grade in any of the course/s, he/she will be detained in that course/s and he/she is not allowed to appear for ESE for that course/s. The student is required to re-register for the course by paying fees in the subsequent semesters until a passing grade is obtained.

6.2 Compilation of Grades

a. Calculation of Semester Grade Point Average (SGPA)

1. The Semester Grade Point Average (SGPA) for each semester will be calculated only for those students who have passed all the subjects of that semester.
2. SGPA is the ratio of the sum of the products of the number of credits of a course (C_i) and the grade points scored in that course (GP_i), taken for all the courses, to the sum of the number of credits of all the courses (n) in the semester.

$$SGPA = \frac{\sum_i^n C_i * GP_i}{\sum_i^n C_i}$$

Where n is the number of courses in that semester.



b. Calculation of Cumulative Grade Point Average (CGPA)

1. Cumulative Grade Point Average (CGPA) up to any semester will be calculated only for those students who have passed all the subjects up to that semester.
2. The CGPA will be calculated as follows:

$$CGPA = \frac{\sum_i^n C_i * GP_i}{\sum_i^n C_i}$$

Where C_i is the credit for the i^{th} course and GP_i is the grade point obtained by the student for the i^{th} course and n is the total number of courses up to that semester.

As seen from the above formula CGPA is not average of SGPA.

6.3 Declaration of Results

- a. The examination cell shall prepare the grade cards, tabulation register (ledger) and statistics of the result.
- b. The final results shall be declared after obtaining endorsement from BOE and copies of the ledger shall be sent to the department.
- c. In case of any discrepancies observed or reported in the evaluation and grade moderation process, COE is authorized to get the answer scripts evaluated from any other competent internal or external examiner and update the results accordingly. The COE shall report the same to the head of institution for further necessary action if any.
- d. After the results are declared, the grade card is issued at the end of even semester / summer term to each student and shall contain the following.
 1. The credits and letter grade obtained for each course registered in that academic year.
 2. Any non-credit course(s) undertaken by a student in that academic year.
 3. CGPA up to that semester, if the student has passed all courses up to that semester.
- e. Semester wise grade cards will be issued as per student demand after application in prescribed format.
- f. The student must earn 50% credit for promotion to the higher class.
- g. The SGPA & CGPA are calculated only after ESE & Make up Examination and will be rounded up to second decimal place.
- h. Result and class obtained shall be indicated only in the grade report of Final Year.

6.4 Amendment of Results due to errors

In case of errors observed in the result, it shall be corrected and amended in results with concern of the Head of Institute. A report listing such amendments shall be submitted by the COE to BOE. The amended result shall be endorsed by BOE before its declaration. The error means -

1. Error in computer/data entry, printing, or programming;
2. Clerical error, manual or machine error, in totaling or entering of marks on ledger / register;
3. Error due to negligence or oversight of the examiner or any other person connected with evaluation, and result tabulation.
- 4.



7 Makeup/Summer Term Examination and CGPA improvement

7.1 Make up Examinations

There shall be a make-up /Re-examination per semester for all courses (theory and laboratory) for the students who are representing institutes in Sports/Extra Curricular activities in prestigious/recognized competitions with prior permission and recommendation from concerned authority. The application should be submitted before start of examination duly certified by faculty activity coordinator, Head of the Department, and the Head of the Institute

7.2 Summer Term Examination (STE) for Theory, Practical Exam, Oral Exam, and Project

- a. There shall be a Summer Term Examination cum improvement examination for each academic year of all courses (theory and laboratory) after summer term and before the commencement of next academic year.
- b. The students with FF grade in an odd semester and/or even semester in theory/laboratory credit course in an academic year shall be allowed to appear for a STE. A student failing in an Audit course shall have to re-register for the course/equivalent course, whenever it is offered in subsequent semester/s.
- c. The students, who have secured P or C grade in a course in an odd/even semester in an academic year and applied for CGPA improvement, can appear for such summer term examinations for the same academic year.
- d. Students with FX/XX grades in a course shall be allowed to appear for summer term examination of that course in that semester/year only if he/she registers the summer terms and completes the internal assessment of that course successfully.
- e. If a student applies for appearing in such summer term examination /improvement examination for a theory or Practical/Oral examination or project, the ESE marks of the course and grade obtained in the course during regular semester examination shall be null and void. However, marks of ISE, and Insem Activity marks shall be carried out and considered for calculation of total marks of summer term examination on the demand of the student.
- f. The summer term examination shall be of 30 + 60 marks as per curriculum structure of that course and shall be based on all units in the syllabus with appropriate weightage to each unit.
- g. Summer term examination is mandatory for all failure courses
- h. Grace marks shall not be awarded in summer term examination.
- i. If the student fails to clear the course, even in summer term examination, he/she shall have to re-register for the course during next academic year.
- j. Summer Term examination shall be conducted after summer term.
- k. Summer term examination shall be for ISE and ESE (30+60 marks).

l. Award of Grade for Summer Term Examination

For every course taken by a student in the Summer Examination, students shall be assigned a grade based on his/her performance in theory and laboratory courses. The letter grade will be awarded for each course similar to the odd/even semester examinations. However, the remarks shall be mentioned in the grade card for more than one attempts for those courses.



7.3 CGPA Improvement

- a. A student shall be permitted to apply for CGPA improvement provided his/her CGPA is less than 6.50 after the declaration of result of that semester.
- b. Students shall apply for the summer term examination during the given schedule usually within 7 days of result declaration of second term ESE.
- c. Applicant should return his/her original result document/s at the time of applying. CGPA improvement procedure shall include result verification by examination cell, recommendation by HoD of respective department, payment of prescribed fee and final approval by Head of Institute.
- d. If the grade obtained by the student at the improvement examination is improved, it shall be considered as the final grade. For such students a new grade card shall be issued with a remark "grade after improvement" for that course(s) in which grade is improved.
- e. A student in third and final year, and student who has passed final year B. Tech. shall be permitted to apply for CGPA improvement provided his/her CGPA is less than 6.50 by the end of third/final year. Such students may apply for CGPA improvement by re-registering for the course(s) of the current academic year in which the student has obtained P or C grade.
- f. Re-registration should be done as per schedule in the Academic Calendar.
- g. A student who has passed final year B.Tech. shall apply for CGPA improvement within 15 days after declaration of second term ESE examination result. He/she shall re-register for the course(s) of final and third year in which the student wants to apply for grade improvement. Such students shall return all the concerned original grade cards to the COE.
- h. If the grade obtained by the student at the STE examination is improved, it shall be considered as the final grade. For such students a new grade card shall be issued with a remark 'grade after improvement' for that course(s) in which grade is improved.
- i. No student shall be permitted to improve grades in courses like laboratory / seminar / mini-project / project.
- j. A student shall be permitted to apply for CGPA improvement by re-registering for a maximum of five courses in an academic year.

8 Unfair Means/Malpractice at Examination

Government of Maharashtra enacted the Maharashtra Act No. XXXI of 1982, (Refer Appendix- E) providing prevention against Malpractices at the University/College/Board Examinations. Under the section of this act, use of unfair means of any kind by an examinee/ any person/person related to examination during the conduct of examination is a cognizable and non-bailable offence. For implementation of the act following procedure shall be adopted

8.1 Competent Authority

On receipt of a report regarding unfair means at examination, including breach of any rules laid down by institute authorities for proper conduct of examination, Examination Complaints Redressal Committee (ECRC) shall be the competent authority to investigate and recommend appropriate disciplinary action against the person involved. ECRC shall forward the facts and findings of inquiry to BOE along with recommendation. BOE shall take appropriate disciplinary action against the concerned teacher/staff with consultation of Head of the Institute.



8.2 Unfair Means in Examination Hall

In case of unfair means at the examination hall, Jr. Supervisor/Sr. Supervisor/squad /COE/ACOE shall adhere to the following procedure -

- a. The student shall be called upon to surrender the objectionable material, if any, and his/her answer script to Jr. Supervisor/Sr. Supervisor/squad/ COE/ACOE examination found in his /her possession.
- b. Signature of the concerned examinee/Jr. Supervisor/Sr. Supervisor/squad examination/ COE/ACOE shall be obtained on the objectionable materials and/ or list thereof.
- c. The answer script of the concerned examinee shall be confiscated along with unfair means material. This shall be marked as 'Suspected Unfair Means Case.' A Statement of the examinee in prescribed form shall be obtained and he/she shall be issued a fresh answer script, if necessary, duly marked as "Second answer script."
- d. An undertaking shall be obtained in prescribed form from the concerned examinee stating that the decision of the concerned competent authority in his/her case shall be final and binding on him/her. He/She may then be allowed to continue with his/her examinations.
- e. Statement of the concerned invigilator in prescribed form, shall be obtained by Sr. Supervisor who subsequently shall make forwarding remarks in the same format. If the examinee refuses to make a statement or to give undertaking, the concerned invigilator and Jr. Supervisor/Sr. Supervisor/ squad examination/ COE/ACOE shall record accordingly on the same form.
- f. Show-cause notice/mail shall be issued/send to the examinee in prescribed form instructing him/her to appear before ECRC.
- g. In the case of impersonation or violence, the concerned examinee shall be expelled by Jr. Supervisor/Sr. Supervisor/ COE/ACOE /squad from the examination and shall not be allowed to appear for remaining examinations of that semester. A report of the action taken shall be sent to the Head of the Institute.
- h. All the materials, statement and/or undertaking of the examinee and the prepared report of Jr. Supervisor/Sr. Supervisor/ COE/ACOE /squad along with the forwarding remarks shall be forwarded by Jr. supervisor to COE/ACOE in a separate and confidential sealed envelope marked with 'Unfair Means Case'.
- i. In case of unfair means of oral communication, the invigilator and/or concerned authorized person shall record the facts in writing and report the same through Jr. supervisor to the COE/ACOE.
- j. COE after finding the prima-facie of the case of malpractice received from Jr. Supervisor shall send it to ECRC. COE or his/her representative shall present the case of malpractice before ECRC and shall deal with the case till it is finally disposed of.

8.3 Unfair Means at Evaluation Centre

- a. During the evaluation of answer scripts, if examiner suspects that there is prima-facie evidence that the examinee/s, whose answer script/s the examiner is assessing, appears



to have resorted to unfair means in the examination. examiner shall forward his/her report along with the evidence and his/her opinion to the exam cell. COE/ACOE who shall then present the case in a separate sealed envelope marked with 'Suspected Unfair Means Case' to ECRC.

- b. If any staff/faculty is found involved in any type of malpractice/unfair means/negligence during the assessment, COE/ACOE shall report the case to ECRC for further action.
- c. COE or his/her nominated representative shall present the case of malpractice before ECRC and shall deal with the case till it is finally disposed of.

8.4 Unfair Means in Paper Setting/Printing/Examination/Evaluation

- a. If any staff/faculty/any person/s related with paper setting and/or printing, is found involved in any type of malpractice/unfair means, such cases shall be reported to the exam cell. The exam cell shall report to COE and the same shall be presented to ECRC for further action.
- b. If any student/person is found involved with any type of malpractices related to examination in and out of the campus before the commencement of examination, such cases shall be reported to the exam cell. The exam cell shall report to COE and the same shall be presented to ECRC for further action.
- c. COE or his/her representative shall present the case of malpractice before ECRC and shall deal with the case till it is finally disposed of.

8.5 Examination Complaint Redressal Committee (ECRC)

- a. For the purpose of investigating unfair means by examinee/staff/faculty/person at the examination, ECRC shall decide the punishment on the basis of facts and findings of the case after ensuring that reasonable opportunity has been given to the concerned implicated student/examinee/person in his/her defense. The same shall be reported to BOE.
- b. The ECRC shall inquire and decide the punishment by following the guidelines for imposing punishment on examinee(s)/staff/faculty/persons involved in unfair means as prescribed in section 6 to 10 of the Maharashtra Act No. XXXI of 1982, for preventing Malpractice at University and other examination (Appendix- E). However, depending on the situation, the committee may quantify the severity of the punishment.
- c. The ECRC shall then issue final order/s with regard to the penalty action to be taken against the implicated examinee/staff/faculty/persons.
- d. As the examinee/staff/faculty/persons is asked to appear physically before the committee, he/she shall give a written reply/explanation to the charges levelled against him/her. Reasonable opportunity, including written/oral hearing, shall be given to the examinee in his/her defense. The committee shall also consider the reply/explanation given by the examinee/staff/faculty/persons before making the final decision.
- e. After issuing show cause notice if the implicated examinee fails to appear before committee on the day at specified time and venue fixed for the meeting, the committee shall take decision in his/her case in absentia. based on available evidence/documents, which shall be binding on the examinee concerned.
- f. In disciplinary action against a concerned implicated student/examinee/Staff/Faculty/person, the committee shall have rights to cancel institution scholarship/s or awards or prizes or medals/ etc. achieved by him/her in that examination.
- g. The penalties/punishment/actions may include imposition of fine ranging from Rs.500 upto Rs.10,000/- also the candidate may debar for one to two year.



- h. The committee shall dispose of the case within one month from the examination end date and in no case later than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee shall be issued to the respective examinee and same shall be informed to all the concerned authorities.
- i. If a Paper Setter/Examiner/Faculty member or any other person related with conduct/evaluation of examination is suspected to be involved with unfair means or practices by a complaint launched by anybody either in written or oral or by any other means, the concerned coordinator shall submit the report to COE who shall forward it to ECRC. The concerned person through whom the case originated shall present the case before ECRC and shall deal with the case till it is finally disposed of.
- j. For unfair means in conduct of examination:**
 - 1 The documents pertaining to malpractices, for which the person is implicated, shall be shown to him/her and reasonable opportunity including oral hearing shall be given to the concerned person in his/her defense before the committee. The reply/explanation given by the concerned person shall also be considered by the committee before making the final report/ recommendation.
 - 2 The committee shall follow the procedure in the spirit of natural justice.
 - 3 If the concerned person fails to appear before committee on the specified day at the time and venue fixed for meeting, the committee shall take the decision in his/her case in absentia based on whatever evidence/documents available to the committee. The same shall be binding on concerned implicated persons.
 - 4 The committee shall submit the report to the BOE along with recommendations regarding punishment to be inflicted on the concerned person or otherwise, after taking into consideration the categories prescribed in Appendix-E.
 - 5 After receiving the report along with the recommendations from ECRC, the BOE shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning, or exonerating him/her from charges and shall impose any one or more of punishment taking into consideration the categories mentioned in Appendix-E.
- k. For Unfair Means in Conduct of ISE:** If the student is involved in any type of malpractice in ISE, DEC shall obtain the statement of such student in the prescribed form and the statement of invigilator with forwarding remarks of the HOD and take necessary action. In cases such as violence or any other serious matter where it is felt necessary to take severe action, CEO/HOD shall refer the case to the ECRC.

9 Award of Degree and Medals

- a. A student shall be eligible for the award of B.Tech./M.Tech. degree from the College and the University provided the student has:
 - 1. Registered and passed all the prescribed courses and earned minimum credit requirement for the degree.
 - 2. Obtained CGPA \geq 5.0
 - 3. Paid all the institute dues and satisfied all the requirements prescribed.
 - 4. No case of indiscipline pending against him/her.
 - 5. Obtained eligibility certificate from university.
- b. Produces institute level No Dues Certificate at the time of collecting final grade report.
- c. Head of the Institute shall recommend the list of students to SPPU, Pune for award of B. Tech. / M.Tech. Degree.
- d. Awards shall be given to the students for excellent performance in academics, sports/extra- curricular/co-curricular activities, and overall performance.



- e. Gold, Silver and Bronze medals shall be awarded to students with excellent Academic performance based on CGPA in each programme.
- f. Students shall be awarded with academically best performing students amongst all the programmes based on CGPA.
- g. An overall best student award shall be given for a student considering all-round performance in academics, extra-curricular and co-curricular activities.
- h. The award of scholarships/free-ships and other benefits shall be in accordance with rules of Government of Maharashtra and Government of India.

Appendix A List of the Formats Used in Examination Cell

| Form No | Description |
|---------|---|
| E01 | Appointment as question paper setter |
| E02 | Acceptance and Declaration by paper setter |
| E03 | Acceptance and declaration by chairman |
| E04 | Instructions to candidates |
| E05 | Remuneration bill form for examiners and paper setters |
| E06 | Invigilator report of ISE/ESE |
| E07 | Schedule of Practical/Oral Examination |
| E08 | Bill form for invigilators |
| E09 | Appointment as Invigilators for ISE/ESE |
| E010 | Appointment of external/internal examiner for practical examination |
| E011 | Statement of answer books handed over for evaluation |
| E012 | Record of question papers of ISE/ESE |
| E013 | Appointment of examiner for ESE |
| E014 | Declaration by examiner |
| E015 | Application for a writer/extension of time in ESE |
| E016 | Invigilator report regarding unfair means and malpractice by examinee in ISE/ ESE |
| E017 | Statement of Examinee involved in unfair means in ISE/ESE |
| E018 | ISE marks sheet |
| E019 | ESE marks sheet |

Appendix B Guidelines/Instructions to the Invigilators / Jr. Supervisor

The invigilators shall enter the examination hall at least 15 minutes before the start of examination. He/She shall,

1. Instruct the students to keep their books, note books, mobile phones and their written materials at the front of the hall/outside the hall. Enter correct seat numbers, use only blue ink for writing.
2. Check whether the students have occupied their seats as per the seating arrangement.
3. Distribute answer books to the students latest by 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
4. Distribute the question papers to the students at the beginning of the examination,
5. Check the identity cards and hall tickets of the students and sign on their answer books, if all details are correct.



6. Take the signature of students on the attendance proforma, mark “AB” for absent students and maintain the attendance record of his/her examination hall.
7. Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma,
8. Maintain general discipline in the classroom by frequently moving in the examination hall and preventing any malpractices or attempt of copying by students.
9. Report cases of misbehavior, indiscipline, malpractices and copying cases of students to the Sr. Supervisor for further necessary action,
10. Collect the answer books from the students at the end of examination and arrange them sequentially as per the examination seat numbers /PRN of students for each course separately, Hand over the answer books to Sr. Supervisor.

Appendix C Guidelines/Instructions for Evaluation

After receiving the order for evaluation of answer books, the examiner shall -

1. Not disclose the order as it is confidential (Applicable only for examiners other than course faculty, if appointed).
2. Report at the Examination Cell.
3. Submit the ‘Examiners Declaration’ Form given by Examination Cell.
4. Collect packets of answer books from office in-charge (evaluation); count all the answer books in the packet. If any difference in number of answer books is found, the examiner shall get it clarified immediately from ACOE/office in-charge (evaluation).
5. Collect question paper and solution/scheme of marking of the course from office in-charge(evaluation). If a copy of solutions/scheme of marking is not available, he/she shall prepare solutions/model answers and claim the bill for that.
6. Award step-wise marks for each answer.
7. Transfer marks carefully on the front page of the answer book and carry out total of marks correctly.
8. Write marks in double digits (e.g. 01, 02, 12 etc) in the space provided on the front page of the answer book. Write 00 marks for the question to which answer/s written by the examinee is/are completely wrong. Also write the obtained marks in words. Write - (single dash) for the question which is not attempted (completely ignored) by the examinee.
9. Put signature with his/her name in the space provided on the front page of the answer book.
10. Handover the bundle and report immediately to office in-charge (evaluation) for further action if he/she comes across any of the following cases while assessing the answer books-
 - a. Answer book found with a written request stating cancellation of previously written answer.
 - b. Answer book found with multiple-writings. or with multiple use of inks or use of ink other than blue/black color.



- c. Answer book found attached with any currency note and/or found requesting examiner to assess answer book favorably.
 - d. Answer book found disclosing identity of the examinee in any form with an intent to get clear-cut illegal benefit.
 - e. Answer book found with abusive and threatening language of writing.
 - f. Question paper with missing data, misprint of any nature.
 - g. Evidence of mass copying.
 - h. Any other case, in which examiner feels that, the examinee has shown intent of seeking favoritism.
11. Submit assessed answer books to office in-charge (evaluation) along with mark sheet in prescribed format.

Appendix D Guidelines/Instructions to the Question Paper Setter

1. The question paper format with common instructions printed on it shall be provided to the paper setter by examination cell
2. The question paper for ISE shall normally be of 30 marks of 1 hour's durations. For ESE, it shall be shall normally be of 60 marks of 2 hour's durations. Any exceptions to this rule, shall be informed to the BOE well in advance.
3. Three sets of paper for a course should be submitted to DEC within 7 days after receiving appointment letter. There should not be more than 20% duplication of questions among the three question papers.
4. Paper setter should design question paper such that the questions:
 - a. are unambiguous, are written in simple, and meaningful words.
 - b. are asked for appropriate marks
 - c. cover the appropriate syllabus for ISE and ESE stated in course structure.
5. The nature of question paper should be precise. Question should be set in such a way that it shall test the skill of applying the knowledge acquired, rather than testing the memory.
6. Questions shall not be based on merely book information. The questions should check the student's analytical ability.
7. There shall be number of questions as per the format provided by examination cell. Every question should address one of the COs. The questions shall address appropriate Bloom Taxonomy Level.
8. The questions shall be serially numbered as 01, 02 & 03. The number of sub-questions, if any, shall be restricted to four and numbered as a, b, c and d.
9. Marks allotted to a question or sub-question shall and indicated on the right side of that question or sub-question.
10. A scheme of marking, giving distribution of marks for different points in the question, shall be prepared by the paper setter for the guidance of examiners assessing the answer books. In case of numerical problems, solutions of the problems with distribution of marks for different stages shall be given in the scheme of marking.
11. The paper setter shall specifically mention the Charts, Tables, other documents/standards/ coded data books etc. The use of which shall be permitted during the actual conduct of the examination. Preprinted data-sheets may be provided as per need, to be used by students during the examinations.
12. The faculty members shall not write any instruction/s in the question paper which will violate the examination rules.



Appendix E Guidelines for Imposing Punishment for Malpractices and Lapses in Examinations

A) Guidelines for Imposing Punishment for Copy Cases/ Misconduct

| Sr. No | Nature of Malpractice | Quantum of Punishment |
|--------|---|---|
| 1. | Examinee found communicating or talking with other examinees during examination | Cancellation of examination of examinee in that course |
| 2. | Examinee found with Mobile phone/ smart watch/programable gadgets while exam whether in on or off condition | Cancellation of examination of examinee in that course. Gadgets is confiscated and will be returned after last date of scheduled exams in the timetable |
| 3. | Examinee found with copying material related to the paper but having not used the material | Cancellation of performance of examinee in that course |
| 4. | Revealing identity in any form in the answer written or in any other part of the answer book by the examinee with clear intent of getting illegal benefits | Cancellation of performance of entire examination of that semester |
| 5. | Examinee found marking an appeal to the examiner revealing both i.e. name and address | Cancellation of performance of entire examination of that semester |
| 6. | Examinee found writing provocation, abusive or threatening language in the answer book | Cancellation of performance of entire examination of that semester |
| 7. | Examinee found having written on palm or on his/her body or on clothing in the examination | Cancellation of performance of entire examination of that semester |
| 8. | Examinee caught copying from the copying material or Mobile phone/ smart watch/programable gadgets, whether examinee accepts or denies of the same | Cancellation of performance of entire examination of that semester and not allowed for Make up examination for that semester |
| 9. | Cases of mass copying/ individual copying reported in evaluation center reported during the examination | Cancellation of performance of entire examination of that semester |
| 10. | Examinee found exchanging answer books/ slip of papers with other examinees/ writing from others answer book/ allowing another examinee to copy from his/her | Cancellation of performance of entire examination of that semester and not allowed for Make-up examination for that semester |
| 11. | Examinee found influencing the examiner/ any other person connected with the examination | Cancellation of performance of entire examination of that semester and not allowed for Make-up examination for that semester |
| 12. | Examinee possessing copying material and having copied from the same, but denial of its use, refusal to give statement to that effect. Misbehavior with invigilator and officers related to examination | Cancellation of performance of entire examination of that semester and not allowed for Make-up examination for that semester |
| 13. | Examinee found smuggling in or smuggling out answer book as copying material | Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examinations |
| 14. | Examinee found destroying his own answer book/ taking away his own answer book and/or removing blank/ writ- ten pages from the main answer book | Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examinations |



| | | |
|-----|---|---|
| 15. | Examinee possessing copying material and attempts to destroy the evidence/runs away with copying material. Misbehavior with invigilator and officers related to exam | Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examinations |
| 16. | Examinee found smuggling in previously written answer book and inserting it in present answer book | Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examinations |
| 17. | Insertion of currency note to bribe or attempting to bribe any of the person/s connected with examination | Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examinations |
| 18. | Examinee found sending out or taking in question paper from outside | Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examinations |
| 19. | Examinee found tempering with mark sheet/ certificate issued by the institute | Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examinations |
| 20. | Examinee found bringing or in possession of any weapon in examination room/ hall and making any kind of violence among examinees/ staff of examination | Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examinations (1+3), plus handing over the examinee to police authorities. |
| 21. | Cases of mass copying reported during the examination | Result shall be held up. Punishment shall be based upon the actual investigation report. |
| 22. | If on previous occasion a disciplinary action was taken against a examinee for malpractice used at exam and he/she caught second time for malpractice used at examination | Enhanced punishment can be imposed on the examinee. This enhanced punishment may extend to double the punishment provided for the punishment for the earlier offence of malpractice. |
| 23. | Examinee involved in malpractices at Practical/ dissertation/ project report examination | Case shall be dealt with by appropriate inquiry committee and recommend the punishment to competent authority |
| 24. | All other cases not covered Above | Punishment shall be decided by inquiry/ECRC Committee based on above mentioned Punishment and imposes a fine not exceeding Rs. 10,000/- |

B) Guidelines for imposing punishment for Malpractices and lapses on the part of the paper Setter, Examiner, Referee, Faculty, or any other person connected with the conduct of the examination

The complaint received to examination cell, COE and ECRC are investigated by ECRC. The fact-finding report should be submitted to the Head of the institute who shall take disciplinary actions against the person who is responsible for misconduct or malpractices during examination work as per the rules applicable. COE shall disqualify the paper Setter, Examiner, Referee, Faculty, or any other person connected, from any examination work for appropriate duration, who found guilty in following acts.



1. Paper-setter found responsible for leakage of the question set in the end semester examination whether intentionally or due to the negligence before the time of examination.
2. Leakage of the question/question paper set before the time of examination by any person /s connected with the conducts of examination.
3. Favoring a student (examinee) by examiner, referee in evaluation of answer books / dissertation / project report /thesis by assigning the examinee marks to which the examinee is not entitled at the examination.
4. Examiner/ referee intentionally/ negligently not assigning the marks to the student to which he/she is entitled, in evaluation of his /her answer books/ dissertation /project work.
5. Paper-setter not setting prescribed number of questions in ESE question paper set.
6. Paper-setter repeating question in same/different section/s in a question paper. Paper setter repeating questions more than 25% in the different sets of question paper submitted for same examination.
7. Paper-setter setting question outside the scope of the syllabus.
8. While assessing answer books examiner showing negligence in detecting malpractices used by the student/s.
9. Invigilator helping student in copying answers during the actual conduct of examination or showing negligence in reporting cases of copying when on supervision duty.
10. Invigilator /faculty helping students (examinees) in mass copying while on examination duty.
11. Any other act /case which is not mentioned above but
Depending upon the severity of case, the competent authority may report the case of the concerned implicated person to the appropriate police Authorities as per the provision of Maharashtra Act No. XXXI of 1982.

Controller of Examination
Vidya Pratishthan's
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