



Shree Warana Vibhag Shikshan Mandal's
**Tatyasaheb Kore Institute of
Engineering And Technology,
Warananagar**
An Autonomous Institute

Rules and Regulations For Examinations and Evaluation System

Version 2.0

2020-21

Shree Warana Vibhag Shikshan Mandal's

Tatyasaheb Kore Institute of Engineering & Technology
Warananagar, Kolhapur 416113

AICTE Approved and Permanently Affiliated to Shivaji University, Kolhapur



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TKIET HANDBOOK
Examination Conduction under Autonomy

Version 2.0

Contact Details

Tel.: 02328-224012/224013/223506(O), 02328-223502(R).

Email-id: principal@tkietwarana.ac.in



Date 28/9/2020

**Permission to publish 'TKIET – HANDBOOK on Examination Conduction under
Autonomy (Version 1.0)' as guideline for all staff of the Institute**

Dear sir / Madam,

Institute has applied to confer the autonomous status from UGC, New Delhi on 19th February 2020. The peer team committee will visit to the institute in coming days. BoG has given the guideline to create the awareness and to provide the guideline to all faculty autonomy process in the institute,. As per the instructions and guidelines from the Hon. Board of Governors of TKIET, Warananagar, the Internal Quality Assurance Cell (IQAC) of the institute has prepared a third Handbook named TKIET HANDBOOK on **Examination Conduction under Autonomy** (Version 1.0) by taking expertise/inputs from the all head of departments and other senior faculty members. It provides the detail information about steps involve in the examination conduction process under autonomy status. It is integral to have proper strategy about examination process as this process is sensitive part.

The prepared HANDBOOK was approved in the Board of Governors meeting with necessary recommendations. Accordingly, considering the recommendations; all the corrections are made by the IQAC in the Handbook. Now, final draft is approved by Board of Governors and has given permission to circulate amongst all staff members.

Hence, IQAC is writing this letter to inform all teaching and non-teaching staff to use this TKIET - HANDBOOK on Examination Conduction under Autonomy to know about Exam.

Dr. S. S. Desai
Handbook Editor

Prof. G. S. Kamble
IQAC, Co-ordinator

Dr. S. V. Anekar
Principal



Handbook Preparation Committee

Academic Year 2020-21



Hon. Dr. Vasanti Rasam
Administrative Officer,
SWVSM, Warananagar



Hon. Dr. Vinayraoji Kore
President, SWVSM,
Warananagar



Dr. Sunil V. Anekar
Principal
TKIET, Warananagar

Editorial Committee

Prof. G. S. Kamble
IQAC, Co-ordinator

Prof. M. B. Kulkarni
Department of Civil Engineering

Dr. S. S. Desai
Handbook Committee Co-ordinator

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Department of Mechanical Engineering

Prof. G. B. Kamble
Department of Applied Science

Dr. Marku Monis
Department of Applied Science

Prof. S. A. Desai
Department of Chemical Engineering

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Head, Department of Chemical Engineering

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Head, Department of Civil Engineering

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Telecommunication Engineering

Dr. A. S. Todkar
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Prof. A. G. Patil
Head, Department of Computer Science
and Engineering

Dr. D. N. Mane
Head, Department of Applied Science

Shri. D. S. Thombare
Registrar, TKIET, Warananagar

Tatyasaheb Kore Institute of Engineering and Technology, Warananagar

(An Autonomous Institute, Affiliated To Shivaji University, Kolhapur)

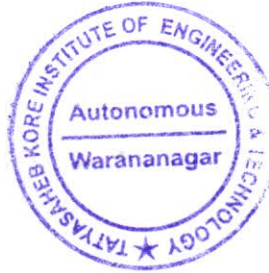


Rules and Regulations for Examinations and Evaluation System of U.G. and P.G. Programs (w.e.f. Academic Year 2020-21)

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Controller of Examination




Principal

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1 Preamble

Tatyasaheb Kore Institute of Engineering and Technology (TKIET) is approved by AICTE, New Delhi and affiliated to Shivaji University, Kolhapur; was founded in 1983 and managed by Shree Warana Vibhag Shikshan Mandal (SWVSM); Warananagar. The institution is the realization of the vision of our leader Late Shri Tatyasaheb Kore to cater quality engineering education to students from rural area. The institute offers Under Graduate and Post Graduate programmes in engineering. The institute is committed to produce all round engineers to drive the country through the 21st century.

The institute has been awarded an autonomous status vide order No. F.22-1/2017/(AC) dated 22 December 2020. The academic council vides UGC guidelines for Autonomous college has been conferred with certain powers and duties; one of them is to decide the methodology for examination and evaluation. The Board of Examinations committee as per UGC guidelines shall consist of the following members.

- 1) Director / Principal (Chairman)
- 2) Dean Academics
- 3) Heads of various Departments
- 4) University Nominees (Controller of Examination of Shivaji University (SU) or his nominee not below the rank of Deputy Registrar)
- 5) Expert possessing ten years of industrial / field experience nominated by the Chairman.
- 6) Controller of Examinations (CoE) Member Secretary

2 Important Provisions

2.1 Governing Council

The Governing Council of the institute under its management is the chief body of the institute. The Governing Council will have the power to outline rules or issue headings or directions for the effective conduction of the examination and to keep up the respectability of the examination. The Council's powers include:-

- 2.1.1 The conduct of examinations for each programmes and publishes results.
- 2.1.2 Recommend and forward the results of examinations, to the University for the award of degree, diploma as the case may be.
- 2.1.3 Approve the issue of mark lists/grade sheets of the students
- 2.1.4 Fix fees and other charges payable by the students to the college with the concurrence of the Government.

2.2 Academic Council

The Academic Council of the College will be the primary scholastic body of the Autonomous College. It shall coordinate and exercise general supervision of the academic programmes and policies of the College. It shall also be responsible for the maintenance of standards of instruction, research, education and examinations within the college, and shall exercise such powers and perform such other duties as may be

conferred on it by the rules and regulations in accordance with the directions of the Governing Council.

2.3 The Powers and Duties of BOE

- 2.3.1 The BOE shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
- 2.3.2 The BOE shall recommend examination reforms and shall implement them after approval of academic council.
- 2.3.3 The BOE shall prepare the detailed time table of examinations as per the schedule approved by academic council.
- 2.3.4 The BOE shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, and invigilators.
- 2.3.5 Complaint Redressal Committee (CRC) shall be an independent committee consisting of three members appointed by Chairman, BOE as and when required to deal with the complaints related to the conduct of examinations
- 2.3.6 The recommendations of the CRC shall be approved by Chairman, BOE to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the BOE.
- 2.3.7 The members of BOE shall meet at least twice during the academic year and at other times as and when necessary.
- 2.3.8 For any meeting of BOE, one-third members shall constitute a quorum. However, the same meeting shall be held after 30 minutes of the scheduled time, for which, no quorum shall be applicable.
- 2.3.9 The various formats shall be prepared by BOE for record keeping and monitoring all examination related activities. (Refer Appendix-A for the list of such formats.)
- 2.3.10 Appoint of examiners, moderators and paper- setters from amongst the persons included in the panels prepared by the respective Board of Studies (BoS).
- 2.3.11 The BOE shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.

2.4 Board of Studies

The Board of the studies for each subject involves the Head of the Department, faculty members, alumni, invited members which includes one representative from industry and a senior faculty from other institution. The functions of BOS are

- 2.4.1 Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- 2.4.2 Suggest methodologies for innovative teaching and evaluation techniques;
- 2.4.3 Suggest panel of names to the Academic Council for appointment of examiners
- 2.4.4 Coordinate research, teaching, extension and other academic activities in the department/college.

2.5 Principal/Director

The College Principal shall be the Chief Academic and Executive Officer of the Autonomous College. Principal shall be the Chairperson of the Academic Council. The Principal shall have the power to convene meetings of the Academic Council, Boards of Studies and examination committee or any other authority of the college to discuss the matters related to the conduct of examinations and publication of results.

2.5.1 He/she shall be responsible for the preparation, scheduling and conduct of all examinations of the College. The execution of the same may be entrusted to the Controller of Examinations appointed by the Principal from among permanent faculty members on the basis of potential of the person.

2.5.2 It shall be the duty of the Principal to ensure that the provisions of the Acts, statutes, ordinance and regulations as and when issued by the Government are observed and he/she shall have all powers necessary for this purpose.

2.5.3 The Principal shall have the right of visiting and inspecting the examination section at any time.

2.5.4 He / she shall have the responsibility and power to provide enough manpower for the timely completion of work related to the conduct of examinations and publication of results.

3 Examination Cell, Powers and Duties

The Examination cell is backbone of the examination system. It plays a key role in the conducting examination and evaluation. The Examination Cell headed by the Controller of Examinations (CoE) with supporting staff. The Prime duty of the Examination Cell is conducting all assessments (Both Internal and External Exams) in a fair and systematic way under the directions of the Chief Superintendent of Examinations.

3.1 Controller of Examination (CoE)

The Controller of Examinations shall be the principal officer-in-charge of the conduct of examinations of the college and declaration of the results. Further, responsible for all other contingent matters connected with the examinations. The Controller of Examinations shall report to the Principal periodically on the performance of his/her duties. The Controller of Examination ought to take sincere endeavors to see that all scheduled examinations are conducted according to the planned schedule and results are declared on schedule.

The responsibilities of the Controller of Examinations shall include:-

3.1.1 He/she shall be responsible for the conduct of all examinations and it shall be his/her duty to arrange for the preparation, scheduling, evaluation and reporting of all examinations

3.1.2 Prepare guidelines for teachers to prepare question paper for different examination

3.1.3 He/she shall make necessary arrangements for the safe custody of office files connected with the conduct of examinations of the college, documents,

certificates etc. by the officers under whom such documents are kept.

- 3.1.4 He/ She shall be responsible for the proper custody and maintenance of marks registers and other valuable and permanent records of the section.
- 3.1.5 He/she shall keep the minutes of the various meetings.
- 3.1.6 He/ She shall draw up and notify a Calendar of events for various examinations in the beginning of each Academic year.
- 3.1.7 He/ She shall pass the DA and TA bills and other remuneration bills of the staff drafted for the examination work subject to rules.
- 3.1.8 He/ She shall arrange to make enquiries into all types of malpractices committed during examination, valuation, revaluation and processing of results etc. through appropriate committees.
- 3.1.9 He/ She shall take disciplinary action wherever necessary against the candidates, paper setters, examiners, scrutinizers, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations.
- 3.1.10 He/ She shall keep a record of those persons who have committed lapses in discharging the examination related responsibilities entrusted to them and refer them to the Principal for appropriate action.
- 3.1.11 He/ She shall issue marks statement, duplicate marks statement, consolidated marks statement, Transcripts, rank certificates, duplicate Degree Certificates.
- 3.1.12 He/she shall take control over the space allotted for the examination wing including that for centralized evaluation. Further he/she should ensure that the rooms, building, laboratories, stores etc. are well in order / prepared to conduct the examinations.
- 3.1.13 He/ She may make any structural changes in the examination administration as and when required

3.2 Deputy Controller of Examination

The deputy Controller/s of Examinations shall manage the sections allotted to him/her by the Controller of Examinations / Principal. His / her duties shall include:–

- 3.2.1 Preparation of examination schedules and examination calendar in consultation with the Controller of Examinations.
- 3.2.2 Preparation and printing of answer booklets for various examinations.
- 3.2.3 Make sure that the question papers are ready before the examinations are scheduled.
- 3.2.4 Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution.
- 3.2.5 Announcement of selection and issue of appointment orders to the Chairperson, members and internal and external examiners, Paper setters, moderators etc.,
- 3.2.6 All other tasks required for the conduct of evaluation process.

3.3 Examination Cell Members

The prime duty of the individuals to do all the works allocated to them by the senior officials of the examination cell. Moreover, they are responsible for

- 3.3.1 Assist in the preparation for answer booklets, question papers for various examinations
- 3.3.2 Guaranteeing that the question paper packets are ready for assessments.
- 3.3.3 Keeping examination related records safe and maintaining their confidentiality.
- 3.3.4 Scrutiny of examination application forms of candidates before the commencement of Practical/ Theory examinations.
- 3.3.5 Printing of candidates' lists and issue of the same to the centre of examinations and posting on the college website.

4 Pre-Examination Process

4.1 Examination Notification

- 4.1.1 The schedule for the In-semester examination shall be displayed on departmental notice board before two week of commencement of examination.
- 4.1.2 The schedule for End Semester Examination (Theory and Practical and Oral) shall be displaced on departmental notice board and institute website before one month of date of commencement of examination.

4.2 Student Registration and Examination Application

- 4.2.1 Examination application supplied by the exam cell will be filled by the students giving details about the course and courses for which they are appearing. And the same will be forwarded to the exam cell by the concerned department. The procedure and format of Student Registration and Examination Applications offline and online will be displayed time to time.

4.3 Examination Time Table

- 4.3.1 In-semester and end semester examination shall commence on the date of commencement of examination as indicated in the Annual Academic Calendar of the events. A draft time table shall be prepared by the CoE and sent to all departments for their kind perusal and also suggesting changes, if any incorporated into the draft time table. Thereafter, a final time table will be displayed on the college website and copies of the same will be sent to each department for displaying on the college notice boards or bringing it to the notice of the students.

4.4 Appointment of Paper setter / Examiner / Re-assessor / Practical Examiner

- 4.4.1 The paper setter / Examiner /Re-assessor/Practical examiner shall be appointed by CoE. It is mandatory for internal member to accept order as a paper setter.
- 4.4.2 The paper setting for the In-semester examination shall be done by the course coordinator in consultation with course teacher, If multiple faculty members are teaching a single course.
- 4.4.3 The paper setter appointed for the UG course shall have a PG degree in

concerned/allied branch of engineering or PG degree in concerned/allied branch of non engineering subjects.

4.4.4 The paper setter appointed for PG course shall have at least PG degree in concerned/allied branch of engineering or Ph.D degree in concerned/allied branch of non engineering subjects.

4.4.5 He/She shall have at least three years of teaching experience and at least one-year experience of teaching the course for which an appointment is to be made.

4.4.6 If experts are not available as per the norms mentioned above, then CoE shall appoint the experienced teachers as a special case.

4.4.7 The external paper setter should be from amongst the persons included in the panels prepared by the respective BoS. However; CoE can appoint out of the panel in exceptional cases when the persons included in the panels prepared and approved by the respective Board of Studies (BoS) are not available.

4.4.8 The appointment of i) question paper setters shall be made in the first month of each semester, ii) assessor shall be made fifteen days before the end semester examination (ESE) and iii) practical examiner shall be made fifteen days before the scheduled practical examination.

4.4.9 In case the practical examiner is appointed from outside (Industry / Organization / Field) he / she shall have at least two years of professional experience in the related field.

4.4.10 The paper setter / Examiner /Re-assessor shall follow all the directions given by the board of examination from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.

4.4.11 The period of appointment of all paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.

4.4.12 No person can claim appointment as paper setter work as a matter of right.

4.5 Instructions to the Question Paper Setter

4.5.1 The question paper for End Semester Examination shall be of 70 marks and maximum duration shall be 2.5 hrs. However, for design and drawing subjects the duration maybe 03 hrs. as mentioned in the curriculum.

4.5.2 The paper setter shall not disclose his/her appointment and shall not make any correspondence with anyone other than the Office of Controller of Examinations, TKIET.

4.5.3 The paper setter shall submit two / three paper sets as per appointment order. The nature of question paper should be precise. Paper setter should design question paper such that the questions are unambiguous, written in

- simple and meaningful words.
- 4.5.4 The question paper shall be set covering all the chapters/units in the syllabus. Grammatical errors and wrong spelling, etc. shall be avoided. Numeric examples should be correct and moreover solvable.
- 4.5.5 The question should be constructed in such a way that it examines the ability to apply what they have learned rather than their memory. The questions should assess the student's analytical capacity, with at least 40% of them being analytical.
- 4.5.6 Every question of question paper should address one of the COs and Blooms levels.
- 4.5.7 There will be a maximum of six questions based on six units, with an internal choice ratio of 30-35 percent.
- 4.5.8 The questions should be serially numbered as 01, 02, 03, 04, 05 & 06. The number of sub-questions, if any, shall be restricted to five and numbered as a, b, c, d, e and f.
- 4.5.9 Marks allotted to a question or sub-question shall and indicated on the right side of that question or sub-question.
- 4.5.10 The question paper must include a Course Outcome mapped and Blooms Taxonomy Level domain attained by specific questions.
- 4.5.11 Diagrams or sketches, if any, should be drawn in black ink or with black ball pen and should be attached separately (to the question paper) with question number mentioned below the sketch.
- 4.5.12 If there are any diagrams or sketches, they must be drawn in black ink or with a black ball pen and added separately (to the question paper) with the question number written below the drawing.
- 4.5.13 The paper setter must prepare a synoptic model answers and marking scheme that specifies the distribution of marks for various points in the question for the guidance of examiners assessing the answer books. In the case of numerical problems, solutions to problems involving mark distribution for various stages must be included in the marking scheme.
- 4.5.14 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 datasheets may be provided as per need, to be used by students during the examinations.
- 4.5.15 The Faculty members are not allowed to write any instructions in the question paper that would be in violation of the examination rules.
- 4.5.16 In the format given to the setter, common "instructions to candidates" are already listed. However, the paper setter is asked to remove any unnecessary instructions or add any if necessary.
- 4.5.17 Each External Paper Setter receives a copy of the course's curriculum as well as a teaching scheme from a course teacher who has taught the course. This teaching scheme may be used by the paper setter while designing

question papers in order to obtain a better understanding of the depth of a particular topic of the syllabus covered by the course coordinator.

- 4.5.18 Printing will be done on both sides of the A4 paper. If the contents of the question paper exceed two A4 size papers, additional sheets can be used for printing. The extra sheets must be stapled to the main sheet.
- 4.5.19 Since there is no proof-reading of the question paper, the chairman is responsible for any mistake in the question paper and the consequences arising there from. Keeping this in view, the chairman shall pay attention
- 4.5.20 The chairman (Internal examiner) should contact with their external examiner for paper setting meeting.
- 4.5.21 The hard copy of the question paper shall be placed in the Blue envelope (Cover – A) and the scheme of marking shall be placed in White envelope (Cover – B). These two envelopes shall then be placed, along with the declaration (Form:___), in the White envelope.

4.6 Scrutiny of question papers

There shall be a Question Paper Scrutiny Board for all programmes constituted by the Principal/Director as under:

- a) Head of Department-Chairperson
- b) Two/three expert in the discipline/ specialization
- c) Controller of Examinations-Member Secretary

- 4.6.1 The scrutiny of the ESE question paper sets received shall be carried out by respective question paper scrutiny board at least one hour in advance to the commencement of examination. For this purpose Head and CoE shall contact each other.
- 4.6.2 The scrutiny will be carried out in the CoE office and information shall be given to Director / Dean (Academic).
- 4.6.3 The Chairman, First year B.Tech board of studies will scrutiny all of the first year course question paper sets. He can seek assistance from a subject expert, apart from paper setter, if required.
- 4.6.4 The board of question paper scrutiny shall ensure that question papers are strictly in accordance with the course contents and the instructions. Also, remove ambiguity in questions, if any. The board shall check the repetition of questions, format and readability of the figures
- 4.6.5 The board of question paper scrutiny shall ensure the proper coverage of course contents, the weightage/ marks for each question or part/ parts thereof, the time prescribed, course outcome and Bloom's Taxonomy.
- 4.6.6 The board of question paper scrutiny shall Check total number of questions (maximum 06) and, wherever possible, check and correct marks allotted per question, internal choice and total option given (max. 30%).
- 4.6.7 The board of question paper scrutiny shall not have any communication with the paper setter(s).

4.7 Evaluation of ESE question papers

Question papers will be reviewed by various academic/industrial subject experts in order to maintain the quality and standard of ESE question papers. The Evaluation Format is specified below.

AY:	Program:	Semester:
Class:	Course Code:	Course Name:

Sr.No	Criteria	Remarks		
1	Does the question paper cover the whole course syllabus in a consistent manner?	Yes	No	
2	Whether the optional are 30 percent?	Yes	No	
3	Whether the time allocated for the paper was sufficient?	Yes	No	
4	Was the paper well-written and easy to follow?	Yes	No	
5	Is the paper grammatically correct?	Yes	No	
6	What is the paper quality for assessing a student's knowledge and analytical skills?	Poor	Moderate	Good
7	What was the paper's level of difficulty?	Easy	Moderate	Difficult
8	Any innovative ideas seen in the paper?	Yes		No
9	Whether the scheme of marking is appropriate?			
10	What is the paper's overall quality?	Poor	Good	Excellent
Name of Evaluator		Address:		
Signature				

4.8 Question Paper Printing

4.8.1 In general A4 size paper should be used for printing of ISE and ESE question papers. The question paper may be printed on both sides, if required. A3 size paper may be used if the matter couldn't be accommodated on one sheet of A4 paper. After printing, the question paper shall be folded.

4.8.2 ISE question paper shall be printed at departmental level or at central zerox facility by the departmental exam coordinator using the facilities available in the department. The ESE question papers shall be printed at institute

- level.
- 4.8.3 Printing of the ISE and ESE question papers shall be done one working day before the examination.
 - 4.8.4 Deputy CoE (Pre-Examination) shall get one sealed envelope per course from the CoE and obtain his/her signature on selected sealed envelope.
 - 4.8.5 The CoE and Assistant CoE (Pre- Examination) shall certify the sealed status of envelope.
 - 4.8.6 Printing officer in-charge shall receive one sealed envelope per course offered during the semester from the exam cell for printing and the acknowledgement in the prescribed format shall be issued.
 - 4.8.7 Total number of question paper to be printed shall be rounded off to the next number that is multiple of 5 and No. of copies to be printed will be additional 20% of the number of students appearing for examination, subject to a minimum of 5 and a maximum of 20 question papers.
 - 4.8.8 Soft copy of the question paper provided by the paper setter shall be used for the printing. However, in case the non availability of the soft copy, officer in-charge, (printing) shall use hard copy, get it scanned and use it for printing and destroy the stencil.
 - 4.8.9 Settling up the format, of the question paper if required, would be done and the printing command shall be given without creating any file on any of the storage device. However, the care shall be taken to eliminate changes in the original paper due to setting up the format.
 - 4.8.10 No part of the question paper shall be saved on the hard disk during the entire process of printing.
 - 4.8.11 The original manuscript shall be placed in original envelope shall be sealed by assistant CoE (pre-examination).
 - 4.8.12 Damaged question papers, extra copies of question paper, part of the question paper etc. shall be taken in possession by the Assistant CoE (Pre-Examination) immediately after they are created and shall be destroyed by crushing it at the end of the printing work every day.
 - 4.8.13 Pending commands given to the printing machine if any shall be erased before closing the room.
 - 4.8.14 Nobody will leave the room until the printing work is completed.
 - 4.8.15 No member shall carry any communication or storage device, such as mobile, blue tooth, pen drive, floppy disk or any such device that may be used for transferring or storing the data from the computer.
 - 4.8.16 All types of devices used for transfer or save the data shall be removed or disabled, if not possible to remove it physically from the computer used for printing.

4.9 Sealing of question papers packets:

- 4.9.1 ISE question papers shall be sealed by departmental exam coordinator as soon as the printing work is over and put his/her dated signature on sealed packet.
- 4.9.2 After printing the requisite number of ESE question papers, they would be counted and placed in the packets and Open end of the packet shall be pasted with gum.
- 4.9.3 The matter printed on the top of the ESE question paper would be cut and pasted on the packet so that all the three joints of the packet would be covered
- 4.9.4 Packets shall be sealed using sealing wax and Assistant CoE (Pre-Examination) shall put his/her signatures on the four corners.
- 4.9.5 Sealed packet of ESE question paper shall be issued to CoE and the acknowledgement shall be taken in the prescribed format.

4.1 Custody of Question Papers

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- 4.10.1 Departmental exam coordinator and Head of department shall be responsible for the safe custody of ISE question papers and CoE shall be responsible for the safe custody of ESE question papers.
- 4.10.2 Departmental exam coordinator/HoD and CoE shall take special care that the keys of the box and the room containing question papers are always kept in his/her personal custody and no one else possesses duplicate keys of the same.
- 4.10.3 At the time of delivery of question papers, he/she shall check that all the question paper packets are sealed and are intact.
- 4.10.4 Departmental exam coordinator and CoE have to be paste paper seals duly signed with date and time on all the cupboards in the printing section, all the doors of the printing section

5 Conduct of Examination

5.1 General

- 5.1.1 The various examinations for UG and PG Programmes shall be conducted according to the **Rule No. (Grading system)** and **Rule No. (Examination system)** respectively of Academic Rules and Regulations for UG and PG programme and as per the Examination schemes approved by Board of Studies for the various Programmes.
- 5.1.2 The evaluation of a student for each semester shall be based on his/her performance in In-Semester Evaluation (ISE), In-Semester Assessment (ISA) and End Semester Examination (ESE), Practical and Oral Examination (POE).

5.2 In-Semester Examination (ISE)

- 5.2.1 ISE shall be conducted at the departmental level under the guidance of Head of department/First Year Chief coordinator.

- 5.2.2 There shall be two In-semester tests in each semester for every theory course. Each test shall be of 40 marks and duration of each test will be 1 hour and 30 minutes. Total In-semester exam marks are calculated as the average of all In-semester exams conducted.
- 5.2.3 If student failed to score minimum 40% marks i.e. 16, then he/she shall attend Make-up examination. The makeup examination shall be conducted according to the Rule 5.5 (Makeup Examination).
- 5.2.4 ISE–I will be conducted on Unit-I and Unit-II whereas ISE–II will be conducted on Unit-III and Unit-IV. The course coordinator (Subject Mentor) shall declare the syllabus for each ISE at least prior to two weeks..
- 5.2.5 HoD/F.Y.Chief coordinator shall appoint departmental examination coordinator and he/she shall work as departmental CoE for ISE.
- 5.2.6 Departmental exam coordinator is responsible for smooth and proper conduct of the ISE.
- 5.2.7 Departmental exam coordinator shall prepare detailed time table of ISE in consultation with HoD, display its copy on notice boards of their departments, circulate it among the course coordinator/course teachers and submit its one copy to CoE. Every day one paper should be conducted.
- 5.2.8 Departmental exam coordinator shall send the requirement of answer books and other stationery required for conducting the ISE to CoE and obtain the same well in advance from AEC office and keep it in his/her custody.
- 5.2.9 Departmental exam coordinator shall appoint invigilators for ISE in consultation with HoD/F.Y. Chief coordinator and inform concerned faculty one week before the commencement of examination.
- 5.2.10 Seating arrangement shall be made for ISE in the department in the class rooms allotted to respective department.
- 5.2.11 The course coordinator (subject mentor) of respective courses shall set the question papers for ISE-I and ISE-II of his/her respective course in consultation with course teacher(s).
- 5.2.12 On the day of examination, the departmental exam coordinator shall bring the sealed packets of question papers in front of HoD./First year Co-coordinator at least 20 minutes before the beginning of the test. The course coordinator (paper setter) and departmental exam coordinator shall be responsible for maintaining secrecy of question paper.
- 5.2.13 Invigilators shall report departmental exam center 15 minutes before the start of the exam. Invigilators shall distribute the answer books to the students at least 10 minutes before the start of the test, and question papers at beginning of the test.
- 5.2.14 Invigilators have to sign on the answer books of a student after verifying details on front page of answer books. He/ She shall then obtain the signature of the students on the attendance sheet and maintain the attendance record of

the students of his class/hall.

- 5.2.15 At the end of the test, invigilator shall collect the answer books from the students and arrange them sequentially as per the class roll numbers of the students, separately for each course, and hand over the same to the departmental ISE coordinator.
- 5.2.16 Invigilator shall observe the general discipline in the class/hall during the test and report the cases of indiscipline, misbehavior and copying cases to the Head of Department for further necessary action.
- 5.2.17 The concerned faculty shall collect the answer books from departmental exam centre and submit the assessed answer books along with marks sheet to departmental Exam coordinator. Exam coordinator shall maintain the record of answer books and other stationary used for the examination.

5.3 End Semester Examination (ESE)

- 5.3.1 End Semester Examinations (written or online) shall be conducted centrally for all programmes and shall commence on the same day as per the schedule. However, in case of any emergency, the Chairman, BOE is empowered to reschedule any examination.
- 5.3.2 ESE will be based on the entire syllabus and will be conducted for 100 marks. The weight of the units will be as follows
 - a) Units not covered under ISE-I or ISE-II will be given 30% weightage each.
 - b) 10% weightage will be given to each unit included in ISE-I and ISE-II.
- 5.3.3 CoE shall be responsible for smooth and proper conduct of examination in the Institute with the help of Dean Academics, examination cell.
- 5.3.4 CoE Shall Communicate with the Police Station, Kodoli, for keeping the Police 'Bandobast' during the Examination.
- 5.3.5 Seating arrangement for ESE shall be made at the Institute level. CoE shall prepare a master seating plan, taking into account the total number of students who will be taking the test and the seating arrangements available in each Department.
- 5.3.6 CoE shall prepare detailed time table of ESE and circulate among all departments for display on their departmental notice boards
- 5.3.7 CoE shall receive the requirements of answer books, supplements, drawing sheets, graph paper and other material from various departments and distribute the same to respective Departments, and keep the record of the same.
- 5.3.8 CoE shall receive cases of misbehaviour and malpractices from the Supervisor and forward them to the complaint redresser committee for further action.

- 5.3.9 CoE shall Obtain from the Board of Studies (BoS) a list of external examiners for different courses and make it available to various Heads of Departments.
- 5.3.10 There shall be ESE for maximum one course of the same class in a day (This rule is not applicable for make-up examination).
- 5.3.11 CoE shall appoint staff for examination, invigilator and vigilance squad for ESE as per the following. CoE may change the number of staff for conducting examination.
 - a) In general one invigilator per 30 – 35 students (maximum 40) shall be appointed. Full time or visiting faculty member can be appointed as invigilator.
 - b) Number of relievers shall be appointed as per following:

No. of Exam halls	1-3	4-6	7-13	More than 13
Required number of relievers	0	1	2	3

- c) The vigilance squad members shall relieve the invigilators when relievers are not appointed.
- 5.3.12 Vigilance squad shall consist of 2-3 senior faculty members including at least one lady faculty. Two vigilance shall be appointed for 1 – 6 rooms/halls and three if number of rooms/halls are more than six.
- 5.3.13 Administrative staff and peons for examination control room may be appointed as per the requirement
 - a) One waterman per three class rooms and one per drawing hall
 - b) One sweeper shall be appointed for 1 to 5 class rooms, two for 6 to 10 class rooms, three for 11 to 15 class rooms and so on
 - c) One bellman
- 5.3.14 Invigilators, additional invigilator, and relievers shall be appointed centrally among the faculty of all departments. Depending on the need and availability, CoE may change the number of staff for conducting examination.
- 5.3.15 CoE shall prepare bell schedule and inform to bellman, students, invigilators and vigilance squad etc.

5.4 Practical Examination

- 5.4.1 Practical examination shall be conducted as per the examination schedule approved by BOE. However in case of any emergency, the examination may be rescheduled with the prior approval of COE.
- 5.4.2 Practical examination of lab courses shall be conducted immediately after the semester is over. Duration for practical examination shall be three hours or as specified in curriculum structure.

- 5.4.3 Departmental exam coordinator shall act as coordinator for conducting practical examinations. He/She can take the services of staff of their Departments for this purpose.
- 5.4.4 The BoS shall recommend the list of external/internal examiners for practical examination of each course to examination committee. Based on the list of examiners received, CoE shall issue the appointment orders.
- 5.4.5 Respective Heads of Departments shall prepare detailed timetable (batch-wise) for the practical examination. A consent of Heads of other departments shall be taken, if necessary, to avoid overlapping of schedule or any other problem
- 5.4.6 In case of need for substitute appointment, the internal examiner/chairman shall convey the same to departmental exam coordinator. The departmental exam coordinator shall prepare the substitute appointment order, get it approved from head of department and issue it and copy send of the same to CoE.
- 5.4.7 For UG project and PG dissertation ESE examinations, external examiner is mandatory.
- 5.4.8 Board of Studies (BoS) shall recommend the list of external/internal examiners for practical examination of each course to examination committee. Examination Committee shall finalize the names of external examiners, from among the list recommended by BoS.
- 5.4.9 The appointment orders of chairman, internal and external examiner shall be issued by CoE. In case of need for substitute appointment for PG dissertation ESE, the chairman shall convey the same to CoE through departmental exam coordinator. COE shall prepare the substitute appointment order and issue it.
- 5.4.10 If external examiner does not report for the examination due to emergency, the concerned departmental exam coordinator shall make alternative arrangement. In case no examiner is available, departmental exam coordinator of the concerned department is empowered to make suitable arrangement with the consent of the concerned course faculty and convey the same to CoE.
- 5.4.11 The head of department shall appoint laboratory expert, laboratory assistant, laboratory peon as per requirement and forward the copy of the same to the CoE through departmental exam coordinator.
- 5.4.12 An internal examiners along with laboratory experts and laboratory peons shall make all the necessary arrangements of equipment/laboratory setup required for conducting lab examination of the courses for which their appointment is made
- 5.4.13 Lab examination shall be conducted in any one of the following manners:

- a) Oral Examination only: Both internal and external examiners shall ask questions to the students based on the practical content of the course, so as to assess his practical knowledge of the course.
 - b) Practical and oral Examination: The students are required to perform the given experiment/do the given job in the workshop/prepare a drawing / develop a computer program. The performance of the students then shall be judged by External examiner only.
 - c) Practical examination, in which student is required to perform a given practical, followed by the oral examination (viva voce) based on the practical content of the course. The performance of the students then shall be judged by both Internal and External examiner.
- 5.4.14 After the completion of lab examination, internal examiner along with the other examiner shall prepare the mark list as per the format, and submit it in sealed envelope to departmental exam coordinator on the same day, or latest by the next working day.
- 5.4.15 Departmental exam coordinator shall compile and forward the bills (T.A. / D.A., remuneration) of external examiner at the end of examination to CoE.

5.5 Makeup Examination

- 5.5.1 Makeup examination for In-semester examination would be conducted in the same semester for the students who will fail to score minimum marks required to pass in In-semester examinations.
- 5.5.2 In-semester examination for absent students will be conducted after the verification of absentee and recommendation from HoD.
- 5.5.3 However, if a failed student scores more than 16 marks by taking average of maximum of two out of three tests; he/she will be given minimum marks i.e. 16 only.
- 5.5.4 In case of absent students with valid reasons a makeup examination marks would be considered. (If absent in one test; average of attempted test and makeup examination will be considered. For absentee in two tests a decision will be taken after considering the reasons and HoD's recommendations)
- 5.5.5 A make-up examination for all courses (UG and PG) for theory as well as lab courses shall be conducted once in a year before the commencement of an odd semester of the next academic year.
- 5.5.6 The students failed in an odd semester as well as even semester in an academic year shall be allowed to appear for a makeup examination for the same academic year.
- 5.5.7 If a student applies for makeup examination for a course, the ISE marks and grade obtained in the course during regular odd or even semester examination of the course shall be null and void.

- 5.5.8 The makeup examination shall be of 100 marks and shall be based on all modules in the syllabus with equal weight-age to each module.
- 5.5.9 For makeup examination absolute grading shall be used and following grade table shall be applied for deciding grades.

Marks	Grade
0 – 39	F
40 – 54	C
55 – 69	B
70 – 100	B+

- 5.5.10 Grace marks shall not be awarded for makeup examination
- 5.5.11 If the student fails to clear the course, even in make-up examination, he/she has to re-register for the course whenever it is offered and undergo all the modes of evaluations afresh
- 5.5.12 There shall not be any other re-examination other than makeup examination for what so ever reason.

5.6 Instructions to senior supervisors

- 5.6.1 Senior supervisor shall ensure proper organization and execution of all types of examinations.
- 5.6.2 Senior supervisor shall ensure that the list of candidates appearing for the examination, required number of answer books and the stationery required for packing answer books are available at the venue at least 10 days prior to the commencement of examinations.
- 5.6.3 Senior supervisor shall ensure that the examination room should have proper ventilation and cleanliness.
- 5.6.4 Senior supervisor ensure that room/ hall wise seating plan for candidates are displayed at a prominent place
- 5.6.5 Senior supervisor should ensure that the question papers are ready at least a day before the examination
- 5.6.6 Senior supervisor shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, teachers and supervisors etc.
- 5.6.7 See that the examination hall is opened only 20 minutes before the commencement of the examination. The students are to be instructed to occupy their seats at least 15 minutes before the commencement of the examination.
- 5.6.8 If copy case is found, Sr. Supervisor gets the respective form filled from the student and the respective block supervisor. New answer paper is given to

that student. Unfair Means Committee is informed about the same. At the end of the examination, old answer paper and new answer paper along with the reports is sealed and handed over to the Unfair Means Convener.

- 5.6.9 If any student arriving late for the examinations, they should take the decision of allowing the student for the same.
- 5.6.10 After receiving question papers, they should ensure that proper bundles of papers are made block/ room number wise.
- 5.6.11 They should handover appropriate number of question papers to the junior supervisors 10 minutes before the commencement of examination.
- 5.6.12 The junior supervisors shall follow the instructions given in 5.6
- 5.6.13 After the examinations, they should collect the answer papers from the junior supervisors. While collecting the answer sheets they should check each paper for their correct seat number and code. Also they should ensure that junior supervisor has filled the details of number of students in the block correctly.
- 5.6.14 See that arrangements are made for ringing the bell as appropriate time. For a 2 hour 30 minute examination starting at 10.30 a.m., the bell timings shall be as follows:
 - a) 10.10 am - Long bell - Candidates enter the examination hall.
 - b). After 10.25 am - Distribution of answer books
 - c). 10.30 am - Distribution of question papers.
 - d). 11.00 am - Entry to exam hall not allowed
 - e). 11.30 am - 1 hour of examination is over.
 - f). 12.30 pm - 2 hour of examination is over
 - g). 12.50 pm - 10 minutes warning bell
 - h). 01.00 pm - Long bell- End of Examination

Similar timings shall be followed for examinations commencing at 02:30 p.m. The above schedule of timings shall be appropriately modified for examinations commencing at other timings.

- 5.6.15 The question paper packet shall be opened only 30 minutes before the commencement of the examination. This should be done in the presence of a senior supervisor. He/ She should ensure that the seal of the question paper cover is intact.
- 5.6.16 Ensure that the invigilator for each room collects the answer books 15 minutes before the commencement of examination and that they proceed to the examination room.
- 5.6.17 The additional senior supervisor members may frequently visit the examination hall and ascertain that the invigilators are doing their duties and are not engaged in conversation, reading or writing inside the examination

hall except necessary documentation of examination.

- 5.6.18 Senior supervisor shall direct the sealing assistant to tie the bundles of answer books of each course separately along with two copies of question paper, copy of attendance sheet, record of supplements issued etc. and pack them. Thereafter senior supervisor shall handover all packets to the coordinator assessment on the same day or latest on the next day. Coordinator Examination shall maintain the record of all such packets of answer books handed over to coordinator assessment.

5.7 Instructions to Invigilators (Jr. Supervisors)

Invigilation is one of the most important tasks required to be performed during the conduct of an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates high. A set of guidelines for the invigilators are given below. Subject teachers should not be posted as invigilators in the examination halls where the students are writing/ write the examination in that subject.

- 5.7.1 All junior supervisors should report 30 minutes before the commencement of the examination.
- 5.7.2 After receiving the block/ bundle, they should ensure that all the reports, signature sheets are proper.
- 5.7.3 They should enter the class 15 minutes before the commencement of the examination.
- 5.7.4 He/She shall ask 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.
- 5.7.5 Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
- 5.7.6 He/she shall check the identity cards and hall tickets/admit cards of the students, check whether the students have occupied their right seats as per the seating arrangement, check whether students have correctly filled the details on front page of answer books and then sign on the answer books of the students. While signing the answer sheets they must ensure that all the details are filled correctly by the students.
- 5.7.7 He/she shall take the signature of students on the attendance proforma, mark “AB” for absent students and maintain the attendance record of his/her examination hall.
- 5.7.8 He/she shall maintain general discipline in the classroom by frequently moving in the examination hall and preventing any malpractices or attempt of copying by students.
- 5.7.9 He/She do not allow any candidate to write on the question paper except

exam seat number. Advise them to use the last page of the answer book for rough work.

- 5.7.10 He/She shall report cases of misbehavior, indiscipline, malpractices and copying cases of students to the CoE for further necessary action,
- 5.7.11 No student shall be allowed after half an hour of commencement of examination and not allowed to leave the hall in last ten minutes.
No candidate shall be allowed to leave the examination room during the first 60 minutes. Such candidates shall surrender the question papers before leaving the hall.
- 5.7.12 He/She shall issue supplement to the student on or before warning bell and record the same
- 5.7.13 Collect the answer books and arrange them sequentially as per the exam Seat numbers of students and hand over the same with attendance list and unused answer books to the Chief Superintendent.
- 5.7.14 Invigilator should not keep any electronic gadgets mobile or any other with him/her during invigilation time.

5.8 Instructions to candidates appearing for examination

- 5.8.1 Arrive at the examination building at least **15 minutes before the start of the examination**
- 5.8.2 Students should bring Admit Card and ID Card both during the examination. Students will not be allowed to enter the examination hall without these.
- 5.8.3 If a student has misplaced/lost his/her hall tickets then he/she is required to obtain a duplicate hall ticket.
- 5.8.4 Answer sheets may be given to students 10 minutes prior to start of examination, so that they can check any discrepancy in the answer sheet. Read the instructions written on front sheet of your answer sheet and fill the data carefully. Do not write name, roll no. etc on the other pages of answer sheet except the front page.
- 5.8.5 Candidates are permitted to use only blue ink pens for writing examinations.
- 5.8.6 No materials except, writing materials and hall ticket are allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect, with the permission of the invigilator.
- 5.8.7 Strict silence should be maintained in the examination room. Candidates are not allowed to get clarifications from other students. In case of any doubt, they can seek the help of the invigilator.
- 5.8.8 There shall not be an overwriting in the registered number and if there is any

- correction, it should be attested by the chief superintendent.
- 5.8.9 Coats, backpacks, bags, etc. must be placed as directed. Mobile phones, mp3 players, smart watches and other electronic devices must be turned off and put away, and cannot be stored in coats or pockets.
 - 5.8.10 If support material, other than that which is specifically permitted, is found at or by the desk, it may be treated as an attempt to cheat and relevant procedures for cheating will be followed.
 - 5.8.11 Students may keep drinking water on or by the desk during the entire examination.
 - 5.8.12 Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abusing language
 - 5.8.13 Students are informed that they can be checked for any copy materials and if found during the examination then it will be treated as use of unfair means.
 - 5.8.14 Students are required to bring their own materials needed for the examination. No student will be allowed to borrow any materials from any other student during the examination.
 - 5.8.15 All students are required to check their surroundings for any materials lying around. They are required to give such materials to the block supervisors before the commencement of examination. Once the examination has begun if any incriminating materials are found near the student then they will be charged with using unfair means.
 - 5.8.16 No student is allowed to write their name/roll number on the answer paper unless specifically asked to be written. If they have written their names/roll number or made any symbols not required in the answer paper then it will be treated as revealing identity. They will also be required to defend their case in front of the unfair means inquiry committee.
 - 5.8.17 Students cannot take any supplements or answer booklet outside the examination hall. This can lead to debarment or cancellation of their examination.
 - 5.8.18 Student found to misbehaving in the examination hall can be asked to leave the examination hall and they will be required to bring their parent/guardian for their next examination to be allowed to give their subsequent examinations.
 - 5.8.19 Once student submitted his/her answer papers to the block supervisor then it will not be given back to them once he/she has left the block.
 - 5.8.20 Once student leaves the block after submitting his/her answer paper then he/she has to leave the premises without making any disturbances.
 - 5.8.21 Students are instructed to cross the blank sheets before handing over the answer sheet to the invigilator.
 - 5.8.22 Leave the examination hall quickly and quietly. Remember to take all your belongings with you.

- 5.8.23 A candidate whose name is not the list of candidates must contact the main invigilator in the exam room. The main invigilator will then consult the Examination Office before authorizing the candidate to take the exam. The exam paper will not be assessed before it has been established that the criteria for taking the exam are fulfilled.
- 5.8.24 If a candidate is found talking to another candidate or person inside or outside the examination hall without permission even after a warning before, his answer book for that particular paper shall be cancelled.
- 5.8.25 Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall. They should not be permitted to leave the hall after keeping their answer books in their seats.

5.9 Extra Time/Writer for physically handicap candidates/medical cases/

- 5.9.1 Candidates who are physically handicap, blind, partially blind such candidates will get extra time for writing examination paper. This extra time would be 20 minutes per hour i.e. for 3 hour paper extra time would be 1 hour. These candidates can also ask for writer if required.
- 5.9.2 Extra time 20 min per hour will be given for ISE, ESE and practical
- 5.9.3 Candidates with learning disability (Dyslexia/ Dysgraphia & Dyscalculia) will get 25% extra time for writing examination paper. However this extra time would be minimum 15 minutes and maximum 30 minutes.
- 5.9.4 Both types of candidates will have to apply in advance to the Principal/Director of the college with appropriate supporting documents for getting approval and necessary permission.
- 5.9.5 Writer is allowed to the students if necessary. The arrangement of writer is to be made by concerned student. College can help in getting the writer. Writer will be allowed with pre-sanctioning by the Principal. Students need to apply for approval of writer on specified format providing by the Exam Cell

6 Central Assessment

6.1 General

The paper assessment is a major activity in post-examination work. It will be desirable to finish the evaluation within 10 days of conduct of examination of particular paper. It will be conducted in Central Assessment Program (CAP) center which will be strictly monitored by Examination Department. The CAP center is fitted with CCTV's day and night vision cameras for additional security. Assessment of End Semester Examination of theory courses shall be executed at institute level under the control of Assistant CoE (Post-examination) as Central Assessment

Programme (CAP) and assessment of In-semester examination is at department level using following guidelines.

6.2 In-Semester Examination (ISE)

- 6.2.1 It shall be mandatory for every faculty to assess the In-semester examination answer books of his/her course.
- 6.2.2 Departmental exam coordinator shall maintain the record in the prescribed proforma and submit one copy signed by HoD and departmental coordinator to exam cell.
- 6.2.3 The course coordinator (subject mentor) shall fill in marks in software.

6.3 End Semester Examination (Theory)

- 6.3.1 Principal/Director of Institute shall form a committee under the control of Assistant CoE (Post-examination) at institute level for central assessment of answer books of ESE.
- 6.3.2 Assistant CoE will receive masked answer books from ESE coordinator and put code numbers on answer sheets and carry out the assessment in stipulated time.
- 6.3.3 If there are more than one Examiner/assessors for a course, then the course coordinator (subject mentor) shall request that all assessors meet together to decide on a standard scheme of evaluation in writing before starting the assessment.
- 6.3.4 Assistant CoE (Post-Examination) shall issue office order for assessment to examiners/moderators as per directions of CoE.
- 6.3.5 The Examiner/moderator shall have minimum of 3 years of teaching experience and he/she must have taught the subject of valuation at least once.
- 6.3.6 The Internal examiners shall normally not decline the assignment of examination work except in extraordinary situations.
- 6.3.7 The moderator shall intimate their acceptance in the prescribed time limit. The acceptance of the offer may also be informed by email to the CoE. If no communication is received within the prescribed time limit, it will be presumed that the assessment order is not accepted.
- 6.3.8 Examiners appointed by CoE should be assigned valuation work and none else.
- 6.3.9 The assessment could be started immediately after the examination. The first assessment should be done by the internal/external examiner and the second assessment by the external/internal examiner. The final marks would be the average of the first and second assessment.
- 6.3.10 If the variation in marks exceeds 10%, it shall be sent to a senior

internal/external examiner for a third evaluation. In such cases the final mark will be marks given by the third examiner. The third examiner should be external and not the one who has done the evaluation or moderation. **(not the one who has done the first and second assessment)**

- 6.3.11 Answer-scripts shall be given for evaluation one after another and only 40-60 answer-scripts should be issued for evaluation to each examiner in a day.
- 6.3.12 Normal working hours of CAP shall be 9 a.m. to 6.00 pm considering quantum of work and stipulated time period (10 days). Working hours may be extended or may be decided as per requirement

6.4 **Assessment of Seminars, Mini-projects, U.G. Projects and P.G. Dissertations**

- 6.4.1 Evaluation of seminars, mini-projects, projects/dissertations shall be conducted as per the schedule approved by the examination committee.
- 6.4.2 The evaluation of seminars and mini-projects shall be carried out internally throughout the semester as per the departmental schedule
- 6.4.3 For UG project and PG dissertation ESE external examiner is mandatory.
- 6.4.4 Departmental exam coordinator shall act as coordinator for evaluating the students of his/her department for seminars, mini-projects and shall be responsible for smooth conduct of various examination related activities. He/She shall, however, take the services of staff of his/her department for this purpose.
- 6.4.5 The evaluation of UG projects shall be carried out by a panel of examiners consisting of Chairman, external examiner, and internal examiner/guide. Departmental exam coordinator shall prepare detailed timetable for the project examination and coordinate the conduct of the same. The CoE may reschedule the UG project examination if needed, and inform the concerned accordingly.
- 6.4.6 After the end-semester examination the UG project report shall be evaluated by both external examiner and internal examiner (preferably a Guide) and an oral examination is conducted.
Once the project end semester examination is over, an internal examiner along with external examiner shall fill in the marks in the mark sheet, sign on it, seal it in a packet, write all details on the packet and hand over the same to exam cell on the same day, or latest by the next working day.
- 6.4.7 Departmental exam coordinator shall compile and forward the bills (T.A. / D.A., remuneration) of external examiner at the end of examination to CoE.
- 6.4.8 A panel consisting of Chairman, External Examiner, Internal Examiner (Guide), and Co-guide (wherever applicable) evaluates dissertation work of PG students through an oral examination supported by necessary demonstrations. The chairman of this panel shall be one of the faculty

members other than guide.

- 6.4.9 The CoE appoints an external examiner for end semester evaluation of PG dissertation. The chairman of this panel shall prepare detailed timetable and display it.
- 6.4.10 In case external examiner does not report for the examination due to emergency, the concerned chairman shall make alternative arrangement from the list of panel of examiners submitted by BoS. In case no examiner is available from the list of panel, the head of department is empowered to make suitable arrangement with the consent of CoE.
- 6.4.11 Once the dissertation end semester examination is over, Chairman, internal examiner along with external examiner shall fill in the marks in the mark sheet, sign on it, seal it in a packet, write all details on the packet and submit the same to exam cell on the same day, or latest by the next working day.
- 6.4.12 Departmental exam coordinator shall compile and forward the bills (T.A. / D.A., remuneration) of external examiner at the end of examination to CoE.

6.5 Assessment Procedure

After receiving the order for assessment of answer books, the assessor/examiner shall

- 6.5.1 shall not disclose the order for the evaluation of answer books, report to the CAP centre and submit the Examination Cell's "Examiners Declaration" Form.
- 6.5.2 Collect bundle of answer books from CAP officials, count all the answer books in the bundle and carry out check on proper masking of answer books. If any difference in number of answer books is there, get it clarified from CAP officials immediately. If any answer book is found to be unmasked, contact immediately coordinator for masking & get it masked. In any case, do not receive any unmasked answer book.
- 6.5.3 Collect question paper and solution/scheme of marking of the course from CAP officials and not assess any answer book without solutions/scheme of marking.
- 6.5.4 Transfer marks carefully on the front page of the answer book and carry out total of marks correctly.
- 6.5.5 Step wise marks should be given for solved questions. Write marks in double digit (Ex. 01, 02, 03 etc) instead of single digit in the space provided on the front page of the answer book. For completely wrong question, write 00 and '- 'for not attempted question(s).
- 6.5.6 Assess the answer in terms of marks only. He/she neither shall put any comment nor shall put any markings on the answer book.
- 6.5.7 Put signature with his/her name in the space provided on the front page of the answer book.
- 6.5.8 Hand over the answer book bundle to CAP officials for further action if

answer book found with i) a written request stating cancellation of previously written answer, ii) multiple use of inks, iii) attached with any currency to the answer book and or requesting assessor to assess answer book favorably, iv) disclosing identity of the examinee in any form with an intent to get clear-cut illegal benefit, v) evidence of mass copying and vi) writing abusive and threatening language.

6.5.9 Submit assessed answer books to office in-charge (assessment) along with mark sheet in prescribed format.

6.6 Open Day

6.6.1 Assistant CoE (Post-Examination) conduct “Open Day” with the help of course teachers and non-teaching staff. On this day, assessed answer books of ESE will be shown to students as per the schedule.

6.6.2 Students have to check their answer paper and have to submit grievances related to totaling, unassisted question or part of question etc. The examiners should rectify all the grievances within 2-3 days. The final result will be prepared and displayed on website.

6.7 Open Day Instructions for Students

6.7.1 Only Candidates are allowed to come and see their answer books in person on the Open day as per specified time table which will be displayed on the department notice board.

6.7.2 Candidates can carry question papers and print outs of marking scheme /evaluation scheme of each course along with them to the class room.

6.7.3 Candidates are not allowed to take answer book outside the classroom. Also, not allowed to leave the classroom for any reason, before submitting the answer books. Also, the answer book cannot be taken outside the room.

6.7.4 Candidates are not allowed to carry pen, pencil or any other writing material, Mobile phones, cameras or any such kind of electronic gadgets

6.7.5 Tampering of answer books in any means will be treated as Unfair Means, also taking image of any part of answer book will be treated as Unfair Means and in such cases disciplinary action will be taken against that candidate.

6.8 Redresses of grievances

6.8.1 Any of the grievances mentioned below should be reported in the ESE Grievances Form and candidates should submit the forms on the open day only.

1. Re-assessment
2. Re-verification
3. Grievance related to marking scheme / Solution

6.8.2 All the Grievances will be scrutinized by the Controller of Examination and/or

the committee appointed by Principal and appropriate decision will be taken.

6.8.3 For any of the above grievances immediate action for correction to be done by the examiner and will be implemented for change in marks >0

6.9 Scrutiny of assessed answer books

6.9.1 The assessed answer books shall be scrutinized further. “Scrutiny” shall include checking for un-assessed answers and transfer of marks to main page, blank pages scratched etc.

6.9.2 In case of any corrections, it shall be brought to the notice of concerned faculty. The faculty shall do required correction and submit marks sheet to assessment coordinator.

6.9.3 In case of any discrepancies observed or reported in scrutiny, CoE is authorized to get the answer books evaluated from any other competent internal or external evaluator and update the results accordingly.

6.10 Re-totaller

6.10.1 Re-totaller shall see that student attempted questions considering the internal choice and shall check the marks given by the assessor are as per the marks allotted to the questions.

6.10.2 Re-totaller shall see all questions and sub questions are valued and awarded marks

6.10.3 Re-totaller shall report to Assistant CoE (Post-Examination)/CAP official in case of any discrepancy who shall get it corrected from the concerned evaluator.

6.10.4 The Re-totaller, Assistant CoE (Post-Examination)/CAP official shall not correct any such mistakes on their own under any circumstances.

6.10.5 Re-totaller shall unmask the answer books and arrange sequentially.

6.11 Dispatch and Preservation of answer books

6.11.1 The coordinator shall send all valued answer books in sealed bundles to the examination store room on the last day of CAP.

6.11.2 All valued answerbacks shall be preserved for two consecutive semesters.

7 Tabulation and Declaration of Result

The Whole process of calculating the final marks shall be automated using computer programming. The results of the concerned examinations shall ordinarily be declared within 15 days of the last examination. The exam cell shall dispatch the result along with the statement of marks and passing certificates (wherever necessary) to the Departments for distributing the same to the concerned students. The results shall be published on the college website.

7.1 In-Semester Examination (ISE-I and ISE-II) Result

7.1.1 After evaluation, the concerned Course faculty must allow students to see the assessed ISE-I and ISE-II answer books.

7.1.2 According to the academic calendar, the departmental exam coordinator will

plan and display the ISE-I and ISE-II results for all courses.

- 7.1.3 Within ten days of the last date for completion of ISE-I and ISE-II, the departmental exam coordinator must submit the final copy of the mark list to COE.

7.2 In-Semester Assessment (ISA) Marks

7.2.1 The concerned Course faculty will calculate ISE marks based on the student's performance in various modes of assessment conducted by the course faculty during the semester.

7.2.2 At the end of each term, he or she must prepare the result in triplicate in the prescribed format within the time frame / prior to the start of the end-of-semester exams. In each case, one copy will be displayed on a notice board

7.2.3 One copy will be displayed on notice board in respective department, one copy will be sent to CoE through Departmental Exam Coordinator and the third copy will keep in the department for records.

7.3 Marks Tabulation

7.3.1 The results of each of the examinations shall be tabulated in the Examination Database maintained on well secured Computer server with restricted access. The persons responsible for such activity may be referred to as Marks-Tabulators.

7.3.2 Marks-Tabulator(s) shall be appointed by CoE with the approval of Principal. Marks-Tabulator(s) shall be staff members working in the office of CoE. They shall possess sufficient computer programming, database skill and experience.

7.3.3 Marks-Tabulator(s) shall submit completion letter to Controller of examinations after completion of tabulation.

7.4 Grace Marks

7.4.1 Grace marks awarded for passing a course in each head of passing

a) Grace Marks shall be awarded to a subject/ Paper /Practical / Viva-voce / Head of passing to a maximum of 2% per subject if, after gracing, the candidate gets minimum prescribed marks in the Theory/ Practical / Viva-voce and passes in the subject. The maximum grace marks permissible for the whole examination (or unit) shall not exceed 10 Marks.

b) If a candidate fails in maximum of Two heads of passing, having passed in all other heads of passing, his/her deficiency of marks in such heads of passing may be condoned by not more than 1% of the aggregate marks of that semester examination or 10% of the total number of marks of that head of passing in which he/she is failing, whichever is less.

c) If 1% of the aggregate marks or 10% of the total number of marks in fraction, the same will be raised to the next whole number.

- 7.4.2 The Grace marks will be awarded only, if candidate appears in all the papers prescribed for the examination in case of regular candidates or all the failed papers in case of candidates writing supplementary examinations
- 7.4.3 Absence of a candidate in any paper(s) that he or she has registered for the examination will make him ineligible for grace marks.
- 7.4.4 Grace marks shall be awarded only to the required extent to help the candidate pass the paper/subject and not more
- 7.4.5 **Grace Marks for getting Higher Class / Grade**
- A candidate who passes in all subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing second class/higher second class or first class by marks not more than 1% of the aggregate marks of that examination or upto 10 marks. Whichever is less shall be given the required marks to get the next higher class or grace as the case may be.
 - The benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has been prescribed
 - The benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also if prescribed in the examination concerned.
- 7.4.6 Grace marks awarded for passing a subject and for passing the whole examination are shown only in the ledger and not in the statement of marks. However, the grace marks awarded for getting a higher class shall be indicated along with the aggregate total of the examination.

7.5 **Result Validation**

- 7.5.1 Controller of examination on receiving results processing completion letter should submit the request letter to send a validation team to the Principal.
- 7.5.2 Principal forms a team for validation of results processing and send for validation of results.
- 7.5.3 The validator team shall check the posting made by the Marks-tabulators from the original statement submitted by the examiner
- 7.5.4 Validation team Checks the implementation of the resolutions of the Passing, the result prepared by the Marks-Tabulator for failures, honors such as Distinction, Pass, Fail, and Absentees etc, Validate the Grades, SGPA and CGPA etc. computed on the basis of the marks obtained by the candidates in examination.
- 7.5.5 The validation team will submit its recommendations for publishing results to the Principal.

- 7.5.6 Based on the validation teams recommendations and Principal's directions the Controller of examination will arrange for publishing results on college website.

7.6 Results Withheld and their Declaration

The various grounds on which the candidate's result may be withheld are listed below :

- 7.6.1 The results of those candidates held in reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the Examination Malpractice Enquiry Committee.
- 7.6.2 The results of those candidates held in reserve whose ISE, CIE, ESE of laboratory marks not received from department. Result of such candidates will be declared after receiving proper explanation.
- 7.6.3 The result of the candidate writing wrong subject in the examination form and actually appearing for the different subject shall be withheld. The result of such candidate will be declared after confirming from the Chairman of BoE regarding the subject and payment of a prescribed fine.
- 7.6.4 The results of those candidates held in reserve for dues payable to College shall be declared on confirmation of payment of the said dues.

7.7 Declaration of final result

- 7.7.1 The provisional result approved by result validation committee shall be received by the Examination Cell and considering the results of backlog students, re-registered students, result of make-up examination; the overall result, calculation of SGPA, CGPA, Pass/Fail status etc., shall be decided by Result Coordinator.
- 7.7.2 The final results shall be declared after obtaining endorsement from BOE and copies of the same shall be sent to the department.
- 7.7.3 The final approved result of the concerned examination shall be declared and uploaded on website. The final year data of both UG and PG is sent to the Shivaji University in the required format for the preparation of convocation certificate.
- 7.7.4 All candidates who have appeared for an examination conducted by the College shall be issued a computerized consolidated statement of marks/grades
- 7.7.5 Along with results, the controller of examinations will issue notification for Recounting and Revaluation.

7.8 Grievances in Examinations

Any grievances listed below related to marking scheme and assessment should be notified in End Semester Examination Grievances Form and Candidates are required to submit this form within **Seven Days** of the publication of the semester results.

7.9 Photocopy of Answer-script(s)

After declaration of the examination results with marks, if any candidate wishes to apply for Photocopy/ photocopies of theory answer-scripts (subject to a maximum of 2 scripts/ candidate), he/she shall apply to the CoE by paying the prescribed fees notified by the Institute from time to time within 07 days from the date of announcement of results of the respective course.

7.10 Recounting and Re-evaluation

7.10.1 If a student is not satisfied with the evaluation of answer books then they can apply for recounting or a process of reevaluation.

7.10.2 The reevaluation/grievance of ISE shall be done at course teacher level. For any query in In-semester examination he/she shall contact to course teacher within 3 days from the declaration of marks. The final mark list of each ISE shall be submitted to the course coordinator.

7.10.3 A Candidate applying for reevaluation of ESE answer-book(s) shall note that the result of the reevaluation of his/her answer-book(s) of theory paper(s) shall be binding on him/her and that he/she shall accept the revised marks obtained in his/her theory paper(s) after reevaluation.

7.10.4 Notification for Recounting / Reevaluation of ESE course(s) will be notified by Examination Cell on day of results declaration.

7.10.5 The Candidate has to apply for either recounting or reevaluation of a subject/course in prescribed application format as specified/notified.

7.10.6 Every application for reevaluation should be submitted by the candidate in the prescribed form along with the prescribed fee so as to be received by the Controller of Examinations within TWO WEEKS of obtaining the photocopy of the answer-script.

7.10.6 The application for reevaluation shall be submitted to the Controller of Examinations through the HoD of the concerned Department.

7.10.7 The CoE shall arrange for re-evaluation of such answer-scripts by an examiner from the approved panel of examiners.

7.10.8 If there is a difference of more than 10% of maximum marks between the first valuation and Re-evaluation, then re-evaluated marks shall be awarded to the candidate.

7.10.9 If candidate is getting benefit of passing the course, the change in marks to be implemented even though change is <10% of obtained marks

7.10.10 In case of Re-evaluation of ESE, fees paid will be refunded only if there is difference of more than 10% of maximum marks between the first valuation/moderation and Re-evaluation.

7.11 Grievances related to practical examination:

7.11.1 Provision of Rechecking of answer paper of practical exam is applicable only for those students who have failed in practical examinations. The student will make necessary payment/ rechecking fees, for getting the

answer paper rechecked and the result would be revised only if the student is passed in the process of rechecking.

7.12 Class Declaration

- 7.12.1 A candidate who passes all the subjects with 70% and above marks in aggregate in the FIRST attempt shall be declared as First Class with Distinction.
- 7.12.2 A candidate who passes all the subjects with between 60% and 70% of aggregate in the FIRST attempt shall be declared as First Class.
- 7.12.3 A candidate who passes all the subjects with less than 60% of aggregate marks in the FIRST attempt shall be declared as Second Class.

7.13 Rank Declaration

- 7.13.1 The number of ranks to be declared shall be 1% of the total number of candidates appearing for any Final Year/Final Semester examination (fraction being rounded off to the nearest integer) subject to a minimum of 3 and a maximum of 10 ranks.
- 7.13.2 Ranks shall be awarded only to such candidates who pass their examination in the first attempt without discontinuity. Candidates who reject/improve their results are not eligible for ranking.
- 7.13.3 A candidate shall be eligible for a rank if he/she has completed the prescribed course of study within 4 (for UG) and 2 (for PG) academic years
- 7.13.4 For award of rank in branch of Engineering / Technology the cumulative aggregate marks secured by the candidate shall be considered.
- 7.13.5 If more than one student obtains equal marks, all of them shall be eligible for the same ranking.
- 7.13.6 Ranks shall be declared only after the Revaluation results are declared.

8 Unfair Means/Malpractice at Examination

8.1 General

Government of Maharashtra enacted the Maharashtra Act No. XXXI of 1982, (Refer Appendix-) 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-boilable offence. For implementation of the act following procedure shall be adopted.

8.2 Competent Authority

The Academic Council shall be the competent authority to establish a complaint redress committee upon receipt of a report regarding the use of unfair means by any student/person at an examination, including any violation of any rules laid down by institute authorities for proper examination conduct. The complaint redress committee will be the authority in charge of investigating, recommending, and taking effective action in response to complaints. The complaint redress committee shall be

the competent authority to investigate, recommend and take appropriate disciplinary action against the student /person/s using, attempting to use, aiding, abating, instigating or allowing to use unfair means at examination center.

If a member of the teaching staff or other person working in examination administration uses unfair means during an examination, the complaint redress committee will examine the situation and report the facts and findings of the investigation to the Academic Board, along with a recommendation. The Academic Council will take effective disciplinary action against the members of the team.

8.3 Misconduct

A candidate indulging in any of the following acts in the examination hall will be considered as Misconduct in the examination and booked for the same.

- 8.3.1 Candidate blatantly disobeying the instructions of the Senior Supervisor/ Jr. Supervisor/ Vigilance squad member or any other member appointed officials on examination duty.
- 8.3.2 Acts of threats, violence, creating disturbance inside/ outside the examination hall, preventing other candidates from entering the hall, misbehaviour with the supervising staff etc.
- 8.3.3 Bringing dangerous weapons into the examination centre/ hall
- 8.3.4 Talking with neighbours, showing signs or signals to others in the hall/ verandah.
- 8.3.5 Writing the examination even after the final bell despite several calls to stop writing.
- 8.3.6 Arranging outside persons to terrorize the examination staff.
- 8.3.7 Causing damage to examination material/ records
- 8.3.8 Assaulting physically or attempting to attack any examination staff while being caught/ booked for any malpractice.
- 8.3.8 Writing filthy/ indecent/ vulgar words or sketching obscene figures etc in the answer-booklet or black board or walls or furniture at the examination centre.
- 8.3.9 Tampering with the particulars, including register number, written on another candidate's answer-book and/ or writing wrong particulars, including register number on one's own answer-booklet.

8.4 Malpractice

A candidate indulging in any of the following acts in the examination hall will be considered as committing malpractice(s) in the examination and booked for the same:

- 8.4.1 Possession of printed/ photocopy / manuscripts pertaining/ not pertaining to the day's examination, or in the form of book, pages of a book or loose sheets, or any other matter.
- 8.4.2 Possession of Tables, Hand books, Code books etc. which are not permitted for the day's examination.
- 8.4.3 Possession of electronic gadgets like mobile phones, programmable

- calculator, pendrive or such other /storage devices in the Examination Hall.
- 8.4.4 Possessing any other prohibited material that may be of help in writing answers or facilitate copying in the examination hall.
 - 8.4.5 Writing any matter, formula, definitions, sketches in any part of the candidate's body, dress, handkerchief, instrument box, calculator cover, wall, table, drawing board, Question paper, hall ticket etc. which may have relevance to the syllabus of the examination-paper concerned.
 - 8.4.6 Exchanging of hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, and hints related to the day's examination written on them with neighboring candidates.
 - 8.4.7 Showing the answer-booklet/ question paper to the neighbours or allowing them to copy.
 - 8.4.8 Giving/ Receiving the main answer-booklet or other information carrying material to/ from neighbour for copying.
 - 8.4.9 Writing the examination without valid hall ticket or obtaining admission to the examination on a false representation.
 - 8.4.10 Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer-booklet.
 - 8.4.11 Presenting to the examiner a practical or class-work-notebook which does not belong to him/ her.
 - 8.4.12 Forging the signature of the teacher anywhere in the Practical Record book.
 - 8.4.13 Altering the marks awarded for any exercises in the Practical Record book or boosting the total and average marks obtained in the Record book of Laboratory work.
 - 8.4.14 Helping another candidate in answering any question orally or by transmission of material or information.
 - 8.4.15 Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
 - 8.4.16 Making any request of representation or offer of any threat for inducement or bribery to Room Superintendent and/or any other official for favours in the Examination Hall or in the answer script.
 - 8.4.17 Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence upon them for favour in the examination.
 - 8.4.18 Unauthorized communications in any form with other examinees or anyone else inside or outside the examination hall.
 - 8.4.19 Mutual/ Mass copying by candidates in the examination hall.
 - 8.4.20 Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.
 - 8.4.21 Destroying or attempting to destroy a note or paper or any other material, or

causing disappearance or destruction of any such material either by himself or with the assistance of any other person etc. during the examination hours.

8.5 Procedure for dealing with misconduct and malpractice at Examination Hall

The following shall be the procedure for dealing with the cases of candidates found using or suspected of using unfair-means or involved in malpractice or misconduct in connection with the examinations:

- 8.5.1 In case of Misconduct/ insolent behaviour (i.e. verbal or nonverbal e.g. gestures), the Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the Senior Supervisor.
- 8.5.2 In case of unfair means of oral type, invigilator and/or concerned authorized person shall record the facts in writing and report the same through coordinator examination to the COE.
- 8.5.3 If a candidate is suspected of using unfair means or malpractice as defined above, then the Jr. Supervisor or any other member of the supervisory staff or observer shall search the candidate and/ or his belongings. If any written or printed material is found in his possession as a consequence of the search, then the matter is taken to the notice of the Senior supervisor. The candidate's answer booklet shall be confiscated along with the material recovered.
- 8.5.4 Signature of the concerned examinee shall be obtained on the relevant material and list thereof. Concerned invigilator shall also sign on all relevant materials and documents besides counter signature of coordinator examination.
- 8.5.5 The answer book 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 book, if necessary, duly marked as "Second Answer Book".
- 8.5.6 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 shall then be allowed to continue with his/her examinations.
- 8.5.7 Statement of the concerned invigilator in prescribed form, shall be obtained by coordinator examination who subsequently shall make forwarding remarks in the same format. If examinee refuses to make statement or to give undertaking, the concerned invigilator and coordinator examination shall record accordingly on the same form.
- 8.5.8 Show-cause notice shall be issued to the examinee in prescribed form instructing examinee instructing to appear before complaint redress committee.
- 8.5.9 In the case of impersonation or violence, the concerned examinee shall be

expelled by coordinator examination from the examination and shall not be allowed to appear for remaining examinations of that semester. A report to this effect with the action taken shall be sent to the COE.

8.5.10 Case May be reported to the concerned Police station in a prescribed Form, as per the provision of Maharashtra Act No. XXXI, 1982 for preventing malpractices at University/board/other examination and it should be informed to CoE.

8.5.11 All the materials, statement and undertaking of examinee and statement of Invigilator along with the forwarding remarks of coordinator examination shall be forwarded to COE in separate and confidential sealed envelope marked with “Unfair Means Case”.

8.5.12 CoE after finding the prima-facie of the case of malpractice received from the coordinator examination shall send it to Complaint Redress Committee. CoE /concerned officer shall be the presenting officer of the case of malpractice which is originated through him before Complaint Redress Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

8.6 Procedure for Dealing with Unfair Means at Assessment Centre

8.6.1 During the assessment of answer books, if examiner suspects that there is prima-facie evidence that the examinee/s, whose answer book/s the examiner is assessing, appear/s 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 COE who shall then forward the case in separate sealed envelope marked with “Suspected Unfair Means Case” to CRC.

8.6.2 If any staff is found involved in any type of malpractice/unfair means, COE shall report the case to CRC for further action

8.6.3 COE or his/her representative shall present the case of malpractice before CRC and shall deal with the case till it is finally disposed off.

8.7 Procedure for Dealing with Unfair Means at Paper Setting/Printing

8.7.1 If any student/staff/any person/s related with paper setting and or printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, COE shall report the case to CRC for further action.

8.7.2 COE or his/her representative shall present the case of malpractice before CRC and shall deal with the case till it is finally disposed off.

8.8 Procedure for Dealing with Unfair Means in Conduct of ISE

8.8.1 Departmental examination committee shall be the competent authority to take action on the student who has been caught in copying or involved in any type of malpractice in ISE-I and ISE-II. DEC shall obtain the statement of such student in the prescribed form and the statement of invigilator with forwarding remarks of the Head of the concerned Department. In cases such as violence or any other serious matter where it is felt necessary to take

severe action, DEC shall refer the case to the DRC.

8.9 Procedure to be followed by Complaint Redressal Committee.

- 8.9.1 For the purpose of investigating unfair means resorted to by examinee/examinee/s at the examination, the BoE shall appoint CRC which shall function as a body to investigate into the matter and 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.
- 8.9.2 The CRC shall then issue final order/s with regard to the penalty action to be taken against the implicated examinee/persons
- 8.9.3 The CRC shall inquire and decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means as prescribed in Appendix- and Appendix-. However depending on the situation, committee may quantify the severity of the punishment.
- 8.9.4 As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges leveled against him/her. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defense. The committee shall also consider the reply/explanation given by the examinee before making the final decision.
- 8.9.5 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, on the basis of available evidence/documents, which shall be binding on the examinee concerned.
- 8.9.6 In disciplinary action against concerned implicated student/examinee/person, committee shall have rights to cancel institution scholarship/s or awards or prizes or medals etc. achieved by him/her in that examination.
- 8.9.7 The committee shall dispose off the case within one week, from the last date of examination 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 the Dean (Academics), COE and the person through whom the case was initiated.

8.10 For Paper Setter/Examiner/Faculty/Any Other Person Involved in Unfair Means with Conduct of Examination:

- 8.10.1 If a Paper Setter/Examiner/Faculty member or any other person related with conduct/assessment 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 CRC. The concerned person through whom the case was originated shall present the case before CRC and shall deal with the case till it is finally disposed off.

8.11 For unfair means in conduct of examination:

8.11.1 The implicated person shall be informed in writing of the act of malpractices used and/or lapses committed by him/her at the examination and shall ask him/her to be present before the committee on a particular day and date at time and venue fixed for this meeting.

8.11.2 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 final report/recommendation.

8.11.3 The committee shall follow the procedure in the spirit of natural justice.

8.11.4 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 on the basis of whatever evidence/documents available to the committee. The same shall be binding on concerned implicated person.

8.11.5 The committee shall submit its report to the BOE along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise, after taking into consideration the categories prescribed in Appendix-

8.11.6 After receiving the report along with the recommendations from CRC regarding punishment, 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-

Appendix-I

Guidelines for imposing punishment for copy cases/misconduct		
In every case, where a candidate appearing for an examination is found using or attempting to use Unfair Means / Malpractice at the examination following punishment may be imposed by Discipline and Redress Committee.		
Sr. No.	Nature of malpractice	Quantum of punishment
1	Possession of copying material. (Depending upon the text of the copying in proportion and gravity of the malpractice.)	a) Annulment of the performance of the student in the Subject / Paper concerned b) Annulment of the performance of the student at the Institution examination in full (i.e. only that part/Semester to which the copying material is related) c) Expulsion of the student from Institution examination for Two additional examinations
2	Actual copying from the copying material	Expulsion of the students from Institution examination for one to three additional examination/s.
3	Possession of another student's answer-book	Expulsion of both the student from examination for one additional examination
4	Possession of another student's answer-book + actual evidence of copying therefrom	Expulsion of both the student from examination for two additional examinations
5	Mutual / Mass copying	Expulsion of the students from examination for two additional examinations + Fine as per decision
6	Smuggling-out or smuggling-in of	Expulsion of the student from

		answer book as copying material	University /College/ Institution examination for three additional examinations + Fine as per decision
	7	Smuggling-in of written answer book based on the question paper set at the examination	Expulsion of the student from University/College/ Institution examination for Four additional examinations + Fine as per decision
	8	Smuggling-in of written answer book and forging signature of the Junior supervision thereon.	Expulsion of the student from University / College/ Institution examination for five additional examinations + Fine as per decision
	9	Attempt to forge the signature of the Junior Sup. on the answer-book or supplement	Expulsion of the student from University/ College/ Institution examination for two to four additional examinations + Fine
	10	Answer book, main or supplement written outside the examination hall or any other insertion in answer book	Expulsion of the students from University / College/ Institution examination for two to four additional examinations + Fine
	11	Insertion of currency notes in the answer book attempting to bribe any of the person/s connected with the conduct of examinations	Expulsion of the student from examination for four additional examinations + Fine
	12	Using obscene language / violence / threat at the Examination /Assessment Centre by a student/s at the examination to examination related faculty and staff.	Expulsion of the student from examination for two to four additional examinations + Fine depending upon of the gravity of the offence.
	13	Found having written on palms/ on the body/ on the clothes during the examination	Annulment of the performance of the student at the examination in full. (i.e. only that part/Semester to which the

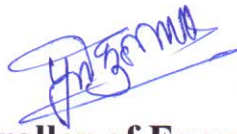
			copying material is related.)
	14	Identical answer/s in answer book/s reported by the Moderator /Examiner/Sr.Sup./ Jr. Supervisor.	Expulsion of the students examination for two additional examinations.
	15	All other malpractice /s not covered in the aforesaid categories.	Annulment of the performance of the student examination in concerned paper, full, and/or severe punishment and/or fine depending upon the gravity of the lapse.
6.10	Guidelines for imposing punishment for malpractices/lapses		
	Guidelines for imposing punishment for Malpractices and lapses on the part of the paper Setter, Examiner, Moderator, Referee, Faculty or any other person connected with the conduct of the examination		
	Sr. No.	Nature of Malpractice /Lapses	Punishment
	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	Disqualification from all examination work for a period of minimum three years and maximum up to permanent disqualification + Fine as per decision + disciplinary action by concerned authorities.
	2	Leakage of the question/question paper set of the end semester examination before the time of examination by any person /s connected with the conducts of examination	Disciplinary action by the competent authorities against the guilty/responsible person/s as per the prevailing rules/code applicable
	3	Favoring a student (examinee) by examiner, moderator, referee in assessment of answer books / dissertation / project report /thesis by assigning the examinee marks to	Disqualification from all examination work for a period of minimum three years + Fine + disciplinary action by concerned authorities as per the rules applicable.

		which the examinee is not entitled at the examination	
	4	Examiner/ moderator/ referee intentionally/ negligently not assigning the marks in ESE to the student to which he/she is entitled, in assessment of his /her answer books/ dissertation /project work,	Disqualification from any examination work + disciplinary action by the concerned competent authorities
	5	Paper-setter not setting prescribed number of questions in ESE question paper set.	Disqualification from any examination work for a period of three years.
	6	Paper-setter repeating questions in same / different section/s.	Disqualification from any examination work for a period of three years.
	7	Paper-setter setting questions outside the scope of the syllabus.	Disqualification from any examination work for a period of three years.
	8	While assessing answer books examiner showing negligence in detecting malpractices used by the student/s	As per the decision of competent authorities of the institute.
	9	Faculty acting as Guide for U.G./P/G. projects/dissertations showing negligence in supervision of dissertation /project work (e.g. use of manipulated data by a student)	As per the decision of competent authorities of the institute.
	10	DEC showing apathy in carrying out duties related to examination (such as not taking rounds to the examination halls during examination period or opening the packet of question paper	As per the decision of competent authorities of the institute.

		before prescribed time)	
	11	Invigilator helping student in copying answers during the actual conduct of examination or showing negligence in reporting cases of copying when on supervision duty.	Disqualification from any examination work up to a period of three years + disciplinary action by concerned competent authority as per the rule.
	12	Invigilator /faculty helping students (examinees) in mass copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned competent authorities as per the rule.

Rules and Regulations revision history

Version	Date	Author(s)	Reviewers	Description
1.0	2 Nov. 2020	Dr. S. S. Desai Dr. M. R. Jadhav Mr. G. B. Kamble	Prof. R. A. Patil Prof. M. B. Kulkarni Mr. G. S. Kamble Dr. Marku Monis Dr. M. R. Jadhav	Baseline Version
2.0	15 Sept. 2021	Dr. S. S. Desai Mr. G. B. Kamble	Prof. R. A. Patil Prof. M. B. Kulkarni Mr. G. S. Kamble Dr. M. R. Jadhav	Modified after Board of Examination meeting



Controller of Examination



Principal