



JSPM's

RAJARSHI SHAHU COLLEGE OF ENGINEERING

An Empowered Autonomous Institute Affiliated to Savitribai Phule Pune University,

Approved by AICTE,

Accredited by NBA (UG Programs), Accredited by NAAC With "A" Grade

MHRD-NIRF Rank:151-200

Examinations Rules and Regulation Manual For Undergraduate and Postgraduate Engineering Programs (B. Tech. and M. Tech.) Postgraduate Program of Management (MBA and MCA)

First Cycle (batch): 2019-2023



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1. PREAMBLE

JSPM's Rajarshi Shahu College of Engineering, has been conferred and granted autonomous status vide Notification Ref. No. 22-1/2017(AC) dated: 10/07/2018 of Savitribai Phule Pune University, Pune. The Institute has constituted the Academic Council which has been conferred with powers and duties, one of which is to formulate the methodology of conduction of examination to evaluate the performance of the students.

2. INTRODUCTION

JSPM's Rajarshi Shahu College of Engineering is one of the best private colleges in Pune, state of Maharashtra which is established in 2001 under the leadership of the founder secretary, Prof. Dr. Tanajirao J. Sawant. The Institute is approved by the All-India Council for Technical Education (AICTE) New Delhi, Directorate of Technical Education (DTE), Govt. of Maharashtra and Affiliated to Savitribai Phule Pune University (SPPU). Following are the details.

- In 2001, the institute started with an intake of 45 in Computer Engineering Course, intake of 45 in Information Technology Course and intake of 60 in Electronic & Telecommunication Engineering Course.
- In 2002, intake of Computer Engineering and IT Engineering Courses has been increased from 45 to 60 and started Mechanical Engineering Course with intake of 60. In 2003, Civil Engineering Course, Master of Business Administration (MBA) and Master of Computer Applications (MCA) courses started with intake of 60.
- In 2007, M.E. course started in Electronics and Telecommunications (Digital Systems) with intake of 18 and Mechanical Engineering course (Heat Power) with intake of 18
- In 2011, M.E. course started in Mechanical Engineering (Design) with intake of 24, Electronics & Telecommunication Engineering course (VLSI and Embedded System) with intake of 24 and Computer Engineering with intake of 18.
- In 2012, Direct second year of Computer Engineering started with intake of 60 and intake of ME Computer Engineering Course increased from 18 to 24.
- In 2013, Institute started Ph.D research Centre in Mechanical and Civil Engineering, and a division of Direct second year Computer Engineering course started, with intake of 60.
- In 2017, institute started Electrical Engineering course with intake of 60.
- Currently, total intake capacity of the institute for UG and PG courses are 1044.
- Institute is accredited by NBA thrice, for all five UG Courses in year 2012 and 2015 and 2018.
- Institute received Best Institute Award from Savitribai Phule Pune University (SPPU) in 2013.
- UGC recognition under 2(f) & 12(B) has been obtained in 2016.
- Permanent Affiliation from Savitribai Phule Pune University (SPPU).
- Accredited by TCS & other various Industries.

- Received grade 'A' NAAC Accreditation with CGPA 3.26 for five years 2017-2022.
- IIT Nodal Center for Spoken Tutorials, NPTEL Courses and Virtual LAB.
- Institute is consistently producing university rankers with excellent results.
- Institute has excellent placement record and placement percentage has reached to 90%.
- Institute has Green Campus Certification. Green initiatives like solar energy project, Sewage treatment plant, rain water harvesting have been implemented in the campus.
- Professional Membership/Chapters with IEEE, CSI, ASME, ARAI, ASCE, ISHRAE, MCCIA.
- To enhance teaching learning process, faculty members use ICT enabled virtual laboratories; e-learning resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources and mobile apps.
- Interactive virtual classroom facility provided by institute, helps in effective teaching process. Spoken tutorial, MOOCS, simulation software and Learning Management System (LMS) tools like Inpods and Moodle are made available by the institute.
- Guardian faculty member (GFM) takes the responsibility of mentoring the students on academic and psycho-social fronts.
- Modern central library with separate reference books section and e-journals section supports student for independent learning.
- Students are encouraged to participate in various technical events, workshops, trainings and seminars.
- Curriculum enrichment is done by organizing seminars, workshops, trainings, Industrial visits and site visits for explorative learning.
- Value Added courses are arranged to prepare our students to meet the industry requirement and bridge the gap between industry and curriculum.
- Institute has strong R & D cell to develop innovation and research aptitude amongst students and faculty.
- Evaluation of teachers by the students is conducted through online Students feedback system, twice in each semester.
- Institute has excellent Sports facility for indoor and outdoor games.
- Institute has excellent hostel facility for Boys and Girls.
- Institute organizes many Extracurricular & NSS Activities, every year.
- Institute organizes Cross Campus Faculty Enrichment Program.
- Institute is self-sufficient with facilities like medical assistance, Ambulance facility, Xerox centre, Stationary shop, laundry service, Canteen and juice center.
- The active Alumni association of the institute helps in guiding students and providing them opportunities for placement, sponsored projects and internships.
- To inculcate project based and project centric learning, the institute has various MOUs with various industries like Bentley, TCS, Zensar, Dell EMC, ACTEL USA, NVIDIA,

NI Bangalore etc.

- For overall grooming of the students, Institute conducts various activities under different clubs (Rangbhumi, Astronomy club, Robotics and Automation, Coding Club, Internet of Things, Shaashwat, Business Club, Arts and Crafts Club ,Festin-O-Beats ,Social activity, Sports Club ,GATE Guru Club etc.)
- Institute has a strong Entrepreneurship Development Cell.

3. About JSPM:

Jayawant Shikshan Prasarak Mandal (JSPM) was established in 1998 with the objective of creating centers of excellence for education in the field of Engineering. This is by the vision of Prof. Dr. T.J. Sawant, an Electrical Engineer who thinks that, "Development of Techno - entrepreneurial society" is the key to achieve VISION 2020 as perceived by our Former President of India Dr Abdul Kalam who is strongly convinced that establishment of excellent technical institutions is the solution to the problem of development of techno-economic society. Driven by a mission of providing an excellent quality education JSPM's society has left no stone unturned in setting up quality Educational Institutes in Pune.

Objectives:

- To redefine and strengthen policies of HR, research, quality and strategic developments from time to time at least once in 3 years based on need-based analysis
- To institutionalize and internalize e-governance at all levels
- To explore new avenues of incentives, awards &welfare measures to attract and retain experienced staff.
- To modernize and enhance the infrastructure based on the review once in three years
- To strengthen office & examination manual
- To implement the online performance appraisal system based on API
- To ensure the specified percent of allocation of budget under the specified headings/heads of expenditure, as per the need and standard procedure
- To undergo certification by accreditation agencies of national & international reputation
- To enhance the number of MoUs with institutions &industries (national & international)
- To institute endowment for endowment lectures, endowment prices, gold medals, national international awards for teaching/research/life time contribution

Institute will have an Examination Committee headed by Controller of Examination.

The Director/Principal of the college shall be the Chief Controller of Examinations. The Controller of Examination will be assisted by the Dy. Controller of Examinations, Sr. Supervisor of Examination along with other supporting staff. Examination Cell will have Server with Internet Connectivity, Printing/Photocopy/CCD surveillance facility. These Rules and Regulations will be implemented after approval from the Academic Council and Governing Body of RSCOE. They are subject to change/ modification as and when required. These rules and Regulations are applicable to students enrolling for the B. Tech, M. Tech, First year MBA and MCA degree programmes at RSCOE. The rules and Regulations mentioned herein have been formulated by the institute to facilitate the smooth and orderly conduct of the academics, examinations and other activities. The

Rules and Regulations shall be applicable to all the courses offered by the Institute. The Academic and non-academic requirements prescribed by the Academic Council have to be fulfilled by a student for eligibility towards award of the degree.

4. Definitions

- 1.1 “AICTE” means All India Council for Technical Education.
- 1.2 “An Autonomous Institution/College” means an institution/college designated as autonomous by UGC affiliated to Savitribai Phule Pune University, Pune.
- 1.3 “Academic Autonomy” means freedom in all aspects of conducting academic programs, granted by university for academic excellence”
- 1.4 “AC” means Academic Council
- 1.5 “B. Tech” means Bachelor of Technology.
- 1.6 “GB” means Governing Body of the Institute.
- 1.7 “BoS” means Board of Studies
- 1.8 “Branch” means specialization in a program like B.Tech. in Civil Engineering or M.Tech. in VLSI and Embedded System
- 1.9 “CGPA” means Cumulative Grade Point Average
- 1.10 “COE” means Controller of Examinations
- 1.11 “Course” or “Subject” means a theory/ practical/ other item mentioned in the Scheme of Examination, identified by the number and title
- 1.12 “ISE” means In Semester Evaluation
- 1.13 “Dean AC” means Dean (Academic)
- 1.14 “DOSA ” means Dean Of Student Affairs
- 1.15 “Dean R&D” means Dean (Research & Development)
- 1.16 “DSY” Direct Second Year
- 1.18 “DTE” means Directorate of Technical Education, Government of Maharashtra
- 1.19 “ESE” means End Semester Examination
- 1.20 “ES” means Examination Scheme
- 1.21 “GATE” means Graduate Aptitude Test in Engineering
- 1.22 “RSCOE” means Rajarshi Shahu College of Engineering
- 1.23 “HOD” Head Of Department
- 1.24 “Institution” or “College” or “RSCOE” means Rajarshi Shahu College of Engineering, Pune
- 1.25 “JEE ” Joint Entrance Examination
- 1.26 JSPM” means Jaywant Shikshan Prasark Mandal
- 1.27 “M.Tech.” means Master of Technology Program
- 1.28 “MSE ”means Mid Semester Examination
- 1.29 “PG” Program means Post Graduate Program
- 1.30 “RPC” Research Progress Committee

- 1.31 “RRC” Research Review Committee
- 1.32 “SPPU” Savitribai Phule Pune University
- 1.33“SGPA” Semester Grade Point Average
- 1.34 “TS” means Teaching Scheme.
- 1.35“GFM” means Guardian Faculty Member.
- 1.36“UGC” means University Grants Commission
- 1.37“UG” means Undergraduate Programme

5. Programmes offered:

Rajarshi Shahu College of Engineering, Pune offers following programs.

5.1 Under Graduate Programmes B. Tech (Bachelor of Technology)

Table: 5.1: UG Program

Sr. No.	Name of the Program/Branch	Duration
1	Mechanical Engineering (ME)	Four Years
2	Civil Engineering (CE)	Four Years
3	Electronics and Telecommunication Engineering (ET)	Four Years
4	Computer Engineering (CS)	Four Years
5	Information Technology Engineering (IT)	Four Years
6	Electrical Engineering (EE)	Four Years

5.2 Post Graduate Programmes

Table 5.2 : PG Program

Sr. No.	Name of the Program/Branch	Duration
1	Mechanical Engineering (Design Engineering)	Two Years
2	Civil Engineering (Structural Engineering)	Two Years
3	E and TC Engineering (VLSI and Embedded System)	Two Years
4	Computer Engineering	Two Years
5	Master of Computer Application (MCA)	Three Years
6	Master of Business Administration (MBA)	Two Years

5.3 Maximum Duration of the programs:

As per UGC guideline act 2016 and Savitribai Phule Pune University, Pune Course duration is N the Maximum duration of the course (M). So, $M=N+2$ and BOE may extended to $M+1$

The above time limits can be extended in special circumstances at the discretion of the authorities of Institution, subject to approval from Academic Council.

5.4 Rule of Admission:

The admission process and eligibility to various UG and PG Programmes are governed by the norms and procedures of Government of Maharashtra. The candidate shall be provisionally admitted subject to fulfillment of eligibility criteria prescribed by government/University from time to time. Each student shall be allotted Program Registration Number during first admission/registration and that will be a Permanent Registration Number (PRN) as identification number. The number shall be as per Table 5.3.

Table 5.3 Programme Registration Number (PRN) details

Initial	Year	Branch Code	NNN
RBT for B. Tech. RMT for M. Tech. RMC for MCA RMB for MBA	Admission Year	Two initial letters of Branch	Roll Number

Ex: RBT19BCS001

Following abbreviations are used for PRN, R-Rajarshi Shahu College of Engineering, Course Initial B- B. Tech, M-MTech, MC-MCA and MB- MBA. Program code as ME-Mechanical Engineering, CE-Civil Engineering, CS-Computer Engineering, ET-Electronics & Telecommunication, IT-Information Technology and EE-Electrical Engineering. Further L letter will be added for lateral entry as direct second year students after RBT such as RBTL. This number shall never change and the allotted number shall not be offered to any other student even after cancellation of admission. The number shall be valid till the student completes the Programme or cancels the admission or is removed from the roll.

5.4.1 Rule for Course code:

The course code in the Curriculum is allotted as unique code for each course. For each course the first two letters are from the Program code and next number is from the year for which that course is allocated. Next number is the revision of that course and last two digits (Nos.) are the sequence of the course. Course offered in year of UG is from 1 to 4, In that 1 - First ,2 -Second, 3- Third ,4- Four years, respectively. For PG -05. Example of course code will be such as ET2101 for Analog circuit course for second year Electronics and Telecommunication with first revision only.

5.5 Change of Programme/ Branch (UG)

Students shall be eligible to apply for change of branch or program after completing the first two semesters. The following rules/guidelines shall be used for considering their application for change:

- I. The process of change of branch shall be carried out purely on merit basis subject to the rules of admissions prevailing at the time of such change.
- II. Students with fail grade (FF) in any course and/or having backlogs will not be eligible to apply.
- III. The request for change of branch by a student from branch A to branch B shall be considered if number of students of branch B does not exceed the sanctioned capacity of branch B.
- IV. All such transfers shall be allowed only once at the beginning of third semester. No application for change of branch during subsequent semesters shall be entertained. Students allotted with a branch of their choice should accept it and no further request for change shall be entertained.
- V. There shall be no change in PRN number for students availing facility of branch or Program change.
- VI. Student has to clear the eligibility criteria as prescribed by the Board of studies of the concerned department.

5.6 Attendance

All students should attend the classes and expected to be regular (100% attendance) for all the courses. The attendance records of students should be maintained in JSPM's RSCOE ERP by the course teacher. The students should check their attendance in RSCOE ERP regularly and should contact respective course teacher for any discrepancy/grievance.

A maximum of 25% exemption in the attendance may be permitted for the approved leave of absence from class teacher/Head of Department for participating in co-curricular/extra-curricular activities/medical emergencies/reasons.

5.7 Detention

1. Students failing to secure 75 % attendance in any course will be detained for the same. There will be a system of course wise detention from the first year onwards. The detained student will not be allowed to appear for the examination of the course in which his/her attendance is less than 75 % in theory and in practical.
2. Detained students will be able to register for odd courses in odd semester and even course in even semester only. Exceptions maybe considered at the discretion of Director and the Academic Council.

6. Semester Pattern:

There shall be two terms/Semesters, namely odd term/Semester and Even term/Semester in each academic year. Duration of semesters for different programs shall be as given in Table 6.1.

Table 6.1 Semester Details

I	B.Tech. Programme	8 Semesters
II	M. Tech Programme	4 Semesters
III	MBA Programme	4 Semesters
IV	MCA Programme	6 Semesters

For the sections starting late, especially for First Year, provision of makeup classes shall be made to compensate for the loss of teaching. For Direct Second Year admissions, the provision of makeup classes shall be made.

6.1 Academic Calendar:

The Academic Calendar will be prepared in advance for the smooth conduction of teaching learning, Examination and other activates of Institute. The Dean of academic affairs will prepare the academic calendar. The academic activities of the college shall be governed by academic calendar prepared by Dean of Academic affairs and approved by the AC. It shall be notified at the beginning of each academic year. Academic calendar shall incorporate schedule of admission, course registration, course delivery, examination/evaluation, course feedback, course/graduate exit survey, co-curricular activities, extra- curricular activities, holidays, compensation for academic loss, meetings (AC, IQAC, BoE, Alumni), academic audit, and vacation. The curriculum shall be typically delivered in two semesters in an academic year. The teacher / subject in charge of course/subject shall announce examination scheme in the beginning semester to the students.

Each semester details given in Table 3.2 shall be of 13–14-week duration, including evaluation and result declaration. Generally, 13-14 weeks for course content delivery and 4-5 weeks for examination/evaluation shall be assigned in each semester. The academic session in each semester shall provide at least 90 teaching days and hours of teaching per week is as per the structure of the program. The non-conduct of academics on any particular teaching day for what so ever reason shall be made up by having the class/laboratory/teaching sessions conducted on a suitable Saturday or holiday by following the particular class time table of that teaching day which was so lost.

Table 6.2 Academic Calendar content

Total Number of Days	14 weeks / 90 Days per term
Odd Term	July to November
Even Term	January to May

6.2. Course Credit System/Structure

The total credits required for completing a program shall be as per program wise teaching scheme recommended by the BoS and approved by the AC. The total number of credits in a term/Semester which a student shall register will be as prescribed in the teaching scheme of respective Program. Number of credits for a course in any semester is generally calculated as per details depicted in Table 6.3.

Table 6.3 Credits Calculation

Sr. No.	Course with Head	Hour	Credits
1.	Lecture/week	1	1
2.	Tutorial hour / week	1	1
3.	Workshop / Laboratory/ Drawing/ Dissertation Phase- I/II	2	1

6.3 Audit Courses

A student will be allowed to register for audit courses during the entire UG Program/PG Program. The student will be awarded grade as PP (Audit Course Completed) on successful completion of audit course. In case of failure, grade will be given as NP ((Audit Course Not Completed)) and student has to reappear for the audit course. The Audit courses will be offered as per the curriculum of each branch and the student shall register for audit course of any branch.

6.4 Course Registration

1. Each student must register for the course at the commencement of each semester on the date notified in the academic calendar
2. Each student shall fulfil the following conditions at the time of registration of course work in any semester:
 - (a) Each student of the First Year shall register for all the courses in the first semester at commencement of first semester. Similarly Direct Second Year students will also register for all courses in the third semester
 - (b) A student who has been detained or has failed a particular course will have to re- register for that course whenever it is offered next time (odd or even semester). It is mandatory for the students to register for the backlog courses first and the remaining credits can be fulfilled by taking the required number of courses from the regular semester
 - (c) During the registration for the above credits, a student will have to first register for the F.Y.B. Tech Courses and then remaining credits of S. Y. B.Tech. and so on. In addition, the student shall register only for those courses which are during that semester.

6.5 Norms for an award of Degree

a. B.Tech. Programs

- The minimum number of credits to be earned for B.Tech. Programs in a discipline shall be 170 credit points.

- Completion of all audit courses

b. M. Tech. Programs

- The minimum number of credits to be earned for M.Tech. Programs are 70 credit points.

- Completion of all audit courses.
- Completions of Dissertation Phase- I and Phase- II with all required conditions of publications.

c. M. C. A. Programs

- The minimum number of credits to be earned for M.C.A. Programs shall be 124 credit points
- Completion of all audit courses
- Completion of project for one semester with the industry

d. M.B.A Programs

- The minimum number of credits to be earned for M.B.A. Programs shall be 102 credit points.
- Completion of all audit courses
- Completion of project for one semester with the industry.

6.6 Value Added Certification Courses

Institute will run skill enhancement programs in different batches throughout the year. Students successfully completing two such courses as per groups approved by concern BOS from time to time shall be entitled to award certificates. The list of courses will be provided by respective BOS. The examinations for value added certification courses will be conducted by the respective departments as per the schedule of examination department and curriculum structure.

6.7 Industrial Training / Internship

Project Internship for MCA and MBA programs are applicable as per the BOS of MCA and MBA. Six months project internship during final year for the B. Tech and M.Tech. program. The examinations for industrial training will be conducted by the respective departments as per the schedule of examination department and curriculum structure. The assessment rubrics are available with respective Internship coordinators.

6.8 Co-curricular & Extra-curricular activities

Co-curricular & extra-curricular activities play an important role in all round development of the personality of the students. The attendance of the student will be considered when student has taken the participation in the extra-curricular and co-curricular activities.

6.9 Credits Transfer

For International and National level credits can be transferred from the other universities/Institutes subjected to approval from Regulatory authorities.

7. Examinations and Evaluations:

Examination and Evaluation department will consist the following staff for the smooth conduction of examination and evaluations activities.

1. Controller of Examination

2. Dy. Controller of examination
3. Coordinator
4. Dept. faculty coordinator
5. Three clerks
6. One Asst. accountant

Roles & Responsibilities of Controller of Examinations

The Controller of Examination will be a regular faculty member of the institute, nominated by the Director/Management.

- 1) Coordinates with registrar, to receive the details of the admitted students.
- 2) Coordinates with respective HoD and ensures receipt of question paper sets and schemes of evaluation for all internal examinations.
- 3) Arranges to issue appointment letters of examiners for the conduct of practical, theory, project work and viva-voce.
- 4) Receives the filled in examination application forms from the students.
- 5) To liaise with Dean (Academics & Quality Assurance) for preparation of all types of examination schedules.
- 6) Arranges to circulate the schedule of internal and end semester examinations for all programs and display the same on notice boards well in advance.
- 7) Arranges for the issue of hall tickets.
- 8) Receives the internal marks (finalized) and the attendance of each section of students from respective Head of the Department.
- 9) Conduct the examinations and ensures publication of results within 7 days after the completion of examinations.
- 10) Arranges for the conduct of make-up examinations for students after the publication of end semester examinations results.
- 11) Informs to Director about the malpractice cases, if any, and forwards to the unfair means inquiry committee. Ensures timely declaration of the results of all the examinations, particularly the end semester examinations.
- 12) Arranges to get the Provisional Certificates and Degree Certificates of the graduated students from the university.
- 13) Provides result data to each HoD for result analysis.
- 14) All examination records to be kept in safe custody and be made available as and when required. Ensuring the confidentiality of all the examination data shall be the prime responsibility of all the concerned in the process of examinations and evaluations.
- 15) Take appropriate and timely action with respect to the malpractice cases related

with examinations either by students or any other person as per the rules and regulations and take appropriate measures to prevent the same.

- 16) Examination cell budget preparation
- 17) Authorized signatory for grade cards and results.
- 18) Any other task, which may be assigned by the Director from time-to-time

Roles and Responsibilities of Dy. Controller of Examinations

The Dy. Controller of Examinations will be a regular faculty member of the institute, nominated by the Director/Management.

- 1) To coordinate the meetings of examination committee (EC).
- 2) To maintain the record of minutes of meetings and related documents of the meetings of examination committee (EC).
- 3) To monitor and facilitate the implementation of examination reforms recommended by academic council.
- 4) To ensure eligibility of all admitted students as per norms and procedure.
- 5) To maintain the record of all students through examination module.
- 6) To coordinate examination form and its processing, examination schedule, name list, summary list etc.
- 7) Result ledger preparation and grade card printing.
- 8) Coordinating student facilitation center activities of examination cell.
- 9) To issue appointment order to examiners, moderators and paper setters etc. as per directives of Dean (Examinations & Evaluation).
- 10) Moderation of question papers, selection of question paper set, printing of question papers in coordination with Dean (Examinations & Evaluation).
- 11) To prepare various documents and to assist Dean (Examinations & Evaluation) in documentation process.
- 12) To compile result analyses carried out by all programmes/departments.

Examination Coordinator

HoD will act as an examination coordinator or He/She may nominate a senior faculty member from department for UG and PG to act as an examination coordinator for one academic year with permission of Director. The name of examination coordinator will be communicated to examination cell.

Roles and Responsibilities of Examinations Coordinators:

- 1) To act as coordinator for conducting MSE-I, II, Practical, Viva-

voce/IPE/Prelims exams, etc. examinations.

- 2) To be responsible for smooth and proper conduction of MSE-I, II, Practical, Viva- voce, Prelim exams, etc. examinations.
- 3) To prepare and display a copy of time table for MSE-I, II, Practical, Viva-voce, Prelim exams, etc. examinations on the notice boards of the respective departments and circulate the same amongst the course teachers and the departments concerned.
- 4) To prepare the time table in such a way that examination for a course common to different programmes will be conducted on the same date and time. A list of such common course(s) with this effect shall be provided by the examination cell time to time.
- 5) To make necessary seating arrangement of students for MSE-I,II, Prelim-exam (ONLINE/OFFLINE). For offline examination, no two students appearing for examinations in the same course should be seated side-by-side on the same desk.
- 6) To make necessary arrangements for setting up the question papers of all courses for all the examinations.
- 7) To inform at least eight days in advance, to the concerned course teacher about schedule of examination, if he/she belongs to other department.
- 8) To make photocopies of the question papers based on number of appeared students for the examination.
- 9) To take rounds in the different halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination.
- 10) Shall collect : Blank answer-books bearing serial numbers, Relevant formats, from the examination cell & acknowledge the receipt of the same.
- 11) Shall receive the cases of misbehavior, malpractices, use of unfair means etc. from the invigilator and forward the same to examination cell.
- 12) Shall check the answer books received from invigilators as per attendance record submitted by the invigilators and arrange them according to seat numbers or roll numbers.
- 13) To submit the details of total answer-books received, answer-books used during examination, spoiled answer-books & the number of answer-books returned to the examination cell after completion of the said examination.
- 14) To make necessary arrangements for the assessment of mid semester examination answer books.
- 15) Shall instruct concerned examiner to complete the assessment work as per the provisions made in the ordinances/regulations for UG & PG respectively. Grievances, if any, shall be addressed by the Grievance Committee on

application of the students. Correction(s) in marks, if any, should be incorporated and the marks should be entered in the Examination Module by the concerned course teachers/examiner with the permission of Dean (Academics & Quality Assurance).

7.1 Appointments of paper setter /Moderators/ Examiner/ Practical Examiners

- 1) The BoS will finalize the panel of the Paper Setter/Moderator/Examiner/Re-assessor /Practical Examiner for each semester in the beginning of academic session.
- 2) The Paper Setter/Moderator/Examiner/Re-assessor/Practical Examiner shall be appointed by Chairman of respective BoS. The persons appointed to perform such work shall have at least PG degree in the relevant subject.
- 3) The Paper Setters shall have at least three years of teaching experience and should have taught the course at least once for which the appointment is to be made, preferably from autonomous institute. In case the examiner is appointed from Industry / Organization/Field, he/she shall have at least three years of professional experience in the relevant field.
- 4) The Moderator shall have at least five years of teaching experience in the respective program for which appointment is to be made.
- 5) The Practical Examiner (Internal/External) shall have at least two years of teaching experience. In case the examiner is appointed from Industry / Organization/Field. He/She shall have at least three years of professional experience in the relevant field.
- 6) However, if the person is not available as per the norms mentioned in (3), (4) & (5) of above, as an exceptional case, the norms may be relaxed and the appointments shall be made with recommendation of BoS Chairman and approval from the Dean (Academics & Quality Assurance).
- 7) No person can claim appointment as Paper Setter/Moderator/Examiner/Re-assessor or any other appointment related to examination work as a matter of right.
- 8) In case the Paper Setter/Assessor/Re-assessor/Practical examiner is from outside the Institute, he/she shall communicate his/her acceptance or rejection within week after receipt of appointment order. However, if it is not possible for him/her to accept the said appointment, he/she shall communicate the same to the examination cell immediately and in case of practical examination at least eight days before the date of examination.
- 9) In case no communication is received from Paper setter / Moderator / Examiner /Re-assessor/Practical Examiner within prescribed time limit, it may be presumed

that the appointment is not accepted.

- 10) The Paper Setter/Moderator/Examiner/Re-assessor shall follow all the guidelines given by the examination cell from time to time with regards to pattern of question papers, setting of question papers, model answers scheme of marking etc.
- 11) The appointments as Paper Setter / Moderator / Examiner / Re-assessor / Practical examiner shall be made as per the following guidelines.
 - i) Appointment of paper setter and moderator shall be made at least two months before the end semester examination.
 - ii) Appointment of assessor shall be made one month before the end semester examination.
 - iii) Appointment of Internal/External examiner for practical/ project /viva/ seminar shall be made two weeks before the scheduled examination
- 12) The Chairman Examination Committee can appoint examiners, moderators and paper setter out of panel in exceptional cases when the (BoS) are not available as examiners, moderators and paper setters.

7.2 Question Paper Setting

Question paper for the end semester examination shall be of 50 marks and maximum duration shall be of 2 hours. However, for some course(s) the duration may vary as mentioned in the curriculum.

- 1) Paper Setter(s) shall set the question paper as per the pattern and template prescribed by the Institute from time to time.
- 2) The Paper Setter shall ensure strict confidentiality and shall not disclose his/her appointment. The Paper Setter shall submit the number of paper sets as mentioned in the appointment letter.
- 3) Paper Setter(s) shall set the question papers strictly as per the scope of the syllabus.
- 4) Questions should be set in such a way that it will ensure higher level of learning as per blooms taxonomy.
- 5) All the course outcomes should be addressed appropriately.
- 6) In order to have uniformity in the assessment of answer books, for the courses where more than one assessor is involved, the course coordinator/ paper setter chairperson should conduct a meeting of all the assessor and brief them with regard to the marking scheme suggested in the model answer scheme.
- 7) The Paper Setter should specifically mention the charts, tables, IS codes, data books etc. required, if any, for the examination.
- 8) Paper Setters, Moderators shall submit a declaration /undertaking form to the examination cell.
- 9) The Paper Setters/Examiners/Moderators from outside Institute shall submit

his/her willingness/unwillingness to the authority within one week from the date of receipt of the letter of appointment. Provided that if no communication is received from the Paper Setters/Examiners/Moderators within the prescribed time limit, it will be presumed that the appointment has not been accepted by the concerned faculty members as the Paper Setters/ Examiners/Moderators.

10) The faculty member of institute shall not refuse the assignment of the examination work. However, if there is a genuine inability in accepting the assignment the concerned faculty member shall communicate the reasons in writing to the examination cell within one week from the receipt of assigned work. The Dean (Examinations & Evaluation) shall place the letter received from the faculty member for further course of action.

11) Paper setting and moderation process will be as under:

- i) Dean (Examinations & Evaluation) will send mail to Chairman BoS of all the departments regarding number of paper sets, required instructions for setters, declaration form, question paper template and the last date for submitting the sealed envelopes containing printout of the question papers.
- ii) Associate Dean (Examinations & Evaluation) will prepare appointment order for paper setting in examination module as per the panel approved by the Chairman BoS and Dean (Academics & Quality Assurance). Accordingly it will be communicated to the paper setter through examination module.
- iii) A paper setter may be assigned duty for setting papers maximum two courses per program/per semester.
- iv) Paper setter should set the question paper as per template only.
- v) Once the paper sets are made ready, respective setter shall confirm the correctness of the sets in accordance with the prescribed guidelines.
- vi) Paper setter will take the print out and ensure all the question, diagram/figure, marks, equations etc. are properly printed. This shall be sealed in the envelope issued from examination cell and submit to the examination cell.
- vii) Paper setters must ensure that the material related with the question paper set is destroyed completely.

7.3 Examination Form Submission:

1. Every student has to apply online by filling examination form and predefined fees to be paid within the stipulated time for the courses he/she has registered.
2. The examination form will be accepted in the printed form along with fees paid receipt in the examination cell.

3. The student who is not able to fill the examination form in the given scheduled dates; late form may be accepted with late fees submission for the particular dead line.
4. The detained student will not be allowed to fill the examination form.
5. The students those wish to appear for reexamination and Backlog examinations has to submit examination form with predefined fees.

7.4 Examination works

Examination work can be divided into four parts such as below:

1. Pre-Examination work
2. Conduct of Examination work
3. Post Examination till Result work
4. Post Result work

7.4.1 Pre-Examination work

In the examination system pre -examination work includes followings activities:

1. Preparation of examination schedule
2. Appointments of paper setters and examiners
3. Meetings of examiners for paper setting.
4. Appointments of vigilance squad, senior supervisors etc.
5. Planning for the assessment
6. Preparation, printing, procuring and supply of examination stationary
7. Collection of examination forms and preparation of summary of the students applied for each subject.

1. Preparation of Examination Schedule

As per the academic calendar, examination Department displays the examination schedule six months before along with the day wise detailed time table.

2. Appointments of paper setter/ Examiners:

Each board of studies (BoS) chairperson will submit panel of examiners consist of one chairman (Internal), one expert (internal) and one expert (external) for MSE and ESE for each course for ESE examinations. For MSE examinations BoS chairman of respective program will submit a panel for each course of two internal faculty members (one is chairman and other is paper setter). For PR/OR/ Project/ Seminar and other lab, panel of one internal and one external expert be submitted by the BoS chairman. COE will present all examiner panels in BoE meeting and take approval in the meeting. After approval from BoE, CoE will appoint the examiners from the approved panel.

3. Meeting of examiners for paper setting and submission:

Appointment orders are prepared by CoE after approval of panel of examiner from BoE. Each subject/course panel of examiner will submit three sets of the question papers along with marking scheme / solution in the sealed envelope for each subject/course to COE as per schedule.

4. Appointments of vigilance squad, senior supervisors and junior supervisors:

The CoE shall appoint in discussion with Director, squad of teachers for the vigilance, senior supervisors and junior supervisors and other staff required for smooth conduction of examination.

5. Planning of assessment: Central Assessment Programme (CAP)

Assessment of the answer sheets for Mid Semester Examination (MSE) and End Semester Examination (ESE) shall be carried out centrally at Central Assessment Programme by the panel of examiners approved by BOE for all the courses. In case of any discrepancies in the question paper that may affect the assessment, a committee consisting of director, dean academics and subject chairman shall decide the course of action and shall give guidelines for assessment.

6. Preparation, printing, procuring and supply of examination stationary:

Examination department shall plan for printing and procuring of the stationary as per the requirement and count of no. of students appearing for the examination for each course and subject. Department shall submit the information as per the format given by the examination cell for the requirement of stationary for their requirements related with theory and practical examinations.

7. Collection of Examination forms and preparation of summary:

Examination department will prepare the summary as per the registration done for examination by the students.

7.5 Examination Scheme:

Examination Scheme (ES) is based on semester pattern for every program and course contents (Syllabi) for the courses recommended by the BoS and approved by the AC. The details of the Examination Scheme are as follows:

7.5.1 Examination Scheme for Undergraduate (B. Tech) Programs in Engineering:

This Program shall consist of eight semesters. Project works will be completed in the last year. Table 7.1 is giving examination pattern for various subjects in B.Tech. Courses:

Table 7. 1 Examination Pattern for B. Tech Programme

Component of a course	Examinations	Weightage
Lectures/Tutorials	In Semester Evaluation (ISE)	15%
	Mid Semester Examination (MSE)	25%
	End Semester Examination (ESE)	60%
Laboratory Practical Work	Laboratory Practical Work (LPW)	100%

7.5.2 Examination Scheme for Postgraduate (M Tech.) Programs in Engineering:

These Programs shall consist of four semesters. The course work and subjects of specialization shall be normally completed in the first- three semesters. The College shall follow examination pattern given in Table 7.2 .

Table 7.2 Examination Pattern for M. Tech Programmes

Component of a course	Examinations	Weightage
Lectures/Tutorials	In Semester Evaluation (ISE)	15%
	Mid Semester Examination (MSE)	25%
	End Semester Examination (ESE)	60%
Laboratory Practical Work	Laboratory Practical Work (LPW)	100%

7.5.3 Examination Scheme for Master of Computer Applications (MCA) :

This Program consists of six semesters. The course work and live project shall be normally completed in the sixth semesters.

Table 7.3 Examination Pattern for MCA Programme

Component of a course	Examinations	Weightage
Lectures/Tutorials	In Semester Evaluation (ISE)	15%
	Mid Semester Examination (MSE)	25%
	End Semester Examination (ESE)	60%
Laboratory Practical Work	Laboratory Practical Work (LPW)	100%

The teaching schemes, conduct of examinations and publication of results as applicable to the Postgraduate Programs in Engineering shall also be applicable to the MCA Programme unless specifically mentioned. The examination pattern is depicted in Table 4.6.

7.5.2 Examination Scheme for Master of Business Administrations (MBA):

This Program shall consist four semesters. The teaching schemes, conduct of examinations and publication of results as applicable to the Postgraduate Programs in Engineering shall also be applicable

to the Master of Business Administration. The examination pattern is as given in Table 4.7

Table 7.4 Examination Pattern for MBA Programmes

Component of a course	Examinations	Weightage
Lectures/Tutorials	In Semester Evaluation (ISE)	20%
	Mid Semester Examination (MSE)	30%
	End Semester Examination (ESE)	50%
Laboratory Practical Work	Laboratory Practical Work (LPW)	100%

7.5.3 Examinations scheme of ISE/ MSE and ESE elaborated details as given below:

A. In Semester Evaluation (ISE):

ISE is continuous evaluation and shall be evaluated by the teacher/ In- charge of the course/subject based on the parameter such as attendance, assignments, surprise test, quiz, seminar, group discussion etc. The subject teacher should submit the detailed ISE evaluation sheet to the COE at the end of the semester for the 15 marks (15% of 100 marks subject) and upload on the online examination portal.

B. Mid Semester Examination (MSE):

MSE is theory examination conducted centrally for every theory course. MSE shall be conducted centrally as per the schedule indicated in the academic calendar. MSE shall be of 25 marks and 1 hour duration for B.Tech, M.Tech, and MCA Programmes and 30 Marks for MBA Programme. MSE will be usually be based on unit 1, 2 and 3. This examination shall be conducted as per the schedule and the evaluated papers shall be shown to the students within three working days. The results of MSE should submit to the examination cell and up-load on online portal in examination cell. All answer sheet will be submitted to Examination Cell. Students who have any grievance of his/her assessment, they can apply to grievance committee and grievance committee will be final. There shall be no re-examination for MSE

C. End Semester examination (ESE):

ESE is theory examination conducted centrally for every theory course/subject as per the schedule. It shall be of 60 marks for B. Tech, M.Tech, MCA and 50 Marks for MBA of duration 2hours, The evaluated answer sheet should be shown to the student on the particular date, upload the marks on examination portal and submit the mark sheet to the examination cell within the 10 days from the end of the examination. There shall be re-examination for ESE as per the schedule.

D. Laboratory Practical and Term Work (LPTW):

- a. The syllabus of a practical shall specify the list of practical / experiments to be done in a semester which should include some open-ended experiments as per the course/subject.
- b. Performance of students shall be based on continuous assessment for Term Work.
- c. The practical examination time table should be prepared by the department as per the schedule and submit to the controller of examination.
- d. After completion of the practical Examination marks should be uploaded on the Examination portal.

E. Evaluation of Project/ seminar/ Internship/Value added course:

Rubrics for Evaluation of project/seminar/Internship/value added course will be prepared by the respective BoS and approved by AC. As per the rubrics the evaluation of these courses/ heads will be carried out by the respective internal and external examiners.

F. Structure of Question Paper:

MSE question paper structure will be 25 marks on first three units (Unit-1, Unit- 2, Unit-3). ESE question paper structure will be 60 marks on all six units. Marks weightage to be given for questions per unit is as follows:

TABLE 7.5: Marks weightage per unit for examination

Unit Number	Phase I ISE Marks Weightage	Phase II MSE Marks Weightage	Phase III ESE Marks Weightage
1		9	6
2		8	6
3		8	6
4		-	14
5		--	14
6		-	14
Total	15	25	60

8. Declaration of Results

Open day for MSE and ESE shall be conducted within three days from the end of the examination date. **Results shall be declared within 20 working days after the last theory/practical examination.** Provisional Grade card will be available online at the Institute website after declaration of the results and student may apply for the grievance if any within three working days from the declaration of provisional E-result.

8.1 Rule of passing

R8.1.1

To pass the Term Work / Practical / Oral/ presentation the student has to earn Minimum of 40 percent marks in each respective examination head.

R8.1.2

To pass the Theory Subject head the student has to earn minimum of 40 percent marks in End- Semester examination and 40 percent total marks (ISE, MSE and ESE)

R8.1.3

The failing student can repeat the End-semester examination to pass the head in any semester and the In-semester Evaluation marks (ISE) and Mid-Semester Examination marks (MSE) will be retained as it is. OR the failing student can repeat for the End-Semester Examination as well as Mid semester examination for the head of Even semester in the Even semester only and for the head of Odd semester in the Odd semester only for the theory head. ISE marks will be carry forward.

R8.1.4

To earn credits of a course (Theory/term work/practical/oral/presentation) student must pass the course with minimum passing marks/grade.

8.2 Rules of ATKT (Allowed To Keep Term)

R8.2.1

A student can register for the third semester (SE), if he/she earns minimum 50% credits of the total of first and second semesters (FY).

R8.2.2

A student can register for the fifth semester (TY), if he/she earns minimum 50% credits of the total of third and fourth semesters (SE) and all the credits of first and second semester (FE).

R8.2.3

A student can register for the seventh semester (Fourth year), if he/she earns minimum 50% credits of the total of fifth and sixth semesters (TY) and all the credits of third and fourth semester. semester (SE).

R8.2.4

A student will be awarded the UG or PG degree of respective program, if he/she earns all credits of that UG or PG programs and pass the audit courses(non-credit courses) as per the curriculum structure of respective programs.

8.3 Rules of Grace Marks

Ordinance 1: Grace Marks for Passing in each of head of passing (Theory/Practical/Oral/). (External/Internal).

The examinee shall be given the benefit of grace marks only for passing in each head of passing, (Theory/Practical/Oral/) in External or Internal examinations as follows:

Maximum marks Head (TH/PR/TW/OR)	Maximum Grace Marks Up to
Up to- 50	2
51-100	3

Provided that benefit of such gracing marks given in different heads of passing shall not exceed 10 marks. Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All-India level such as AICTE, UGC etc.

Ordinance 2: Grace Marks for getting Grade improvement:

A student is eligible to get a maximum of 1% of SGPA (0.1 out of 10) as grace if the student is falling short of either 6.75 or 7.75 which are treated equivalent to First Class and First Class with Distinction, respectively.

Ordinance 3: Grace Marks for getting distinction in the subject only.

A candidate who passes in all the Subjects/ Heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the subject/s falls short by not more than three marks for getting distinction in the subject/s shall be given necessary grace marks up to three in maximum two subjects, subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination. Provided that benefit of the above-mentioned grace marks shall be given to the candidate only for such examinations for which provision for distinction in a subject has been prescribed. Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All-India level such as AICTE, MCI, Bar Council, CCIM, CCIII, NCTE, etc.

Ordinance 4:

If a candidate fails in only one head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that head of passing in which he/she is failing, whichever is less. However, condonation, whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.

Condonation of deficiency of marks be shown in the Statement of Marks in the form of dollar (\$) and Ordinance number. Provided that this condonation of marks is concurrent with the rules and guidelines of professional statutory bodies at the All-India level such as AICTE, MCI, Bar Council, CCIM, CCIII, NCTE, etc.

Ordinance 5: Best of Performance

If an examinee appear for the subject/head of passing of the same examination of the college for more than once, highest marks obtained by him/her in the last three proceeding examination shall be given effect to in the concerned examinations.

Notes for Ordinances from 1 to 4:

1. If a candidate fails in a head of passing, which is included in another head of passing, of the same subject, he shall be entitled to the benefit of the Condonation in both the heads, if necessary subject to the maximum limit of Condonation permissible.
2. If a deficiency of marks is condoned, the class/grade in the examination concerned, of the candidate, shall be declared on the actual marks obtained by the candidate.
3. The benefit of not more than one Ordinance shall only be given for one examination of one course.
4. The benefits of above-mentioned Ordinances may be given to the candidates appearing in the examination with backlog and/or exemption whenever such an exemption/system of backlog has been provided.
5. The benefits under above mentioned Ordinances shall be given at the time of declaration of result in the even semester only.
6. The benefits under above mentioned ordinance shall not be given to course for which reevaluation/rechecking is applied.

8.4 Revaluation scheme:

1. Schedule for paper showing will be communicated to the students and faculty members in advance by COE.
2. The schedule contains the details of paper, dates and venue etc. As per schedule, the students have to report to the respective venue.
3. Students, who have any grievance regarding his /her assessment, they can apply for revaluation.
4. A provision of addressing grievance by a student in evaluation of his/her answer book for a course/s in ESE and Re-examination is made in terms of revaluation. If student is not satisfied with the evaluation of his/her answer books in ESE and Re-examination, he/she may apply for revaluation by paying pre-scribed fees after the declaration of result. If the marks awarded in the paper before and after revaluation vary by 5% or more of the maximum marks assigned to that paper, then marks after revaluation shall be accepted for the revision of result else it is treated as no change. In any case revaluation fee shall not be refunded.

8.5 Re-Examination:

1. Re-examination for end semester examination (ESE) will be conducted as per the schedule. ISE and MSE marks of respective course will carry forward.
2. The grade sheet will indicate that the particular course has been cleared in the in more than one attempt for the students passing a particular course in the re-examination by indicating '#' on the grade sheet.
3. A student shall have to register for the re-examination by paying additional examination fees as per rules and regulation of examination.
4. Re-examination will be conducted only for those students whose term has been granted but failed the particular course in ESE and absent due to medical emergency and permitted by the dean academics or director. Under no circumstances detained or absent without reasons, shall be permitted for re-examinations.

8.6 Special Examination:

Special examination may be conducted for the students' legitimate reasons such as representing the institute in state/ national / international events or any other reasons with permission off concerned authority (examination committee).

9. Malpractices / Unfair Means

Every student appearing for the MSE/ESE is liable to be charged with committing malpractice(s) / use of unfair means, if he / she is observed as committing any of the following acts:

- i. Misbehavior with officials / using unfair means / creating nuisance / using obscene language / violence / threat at the center to the person involved in conduct of examination etc. or any other kind of rude behavior in or near the Examination Hall.
- ii. Writing on the Question Paper/ Admission Card & or passing on any type of written paper to the other student(s) in the examination Hall.
- iii. Disclosing his/her identity by writing any words or by making any peculiar marks on the pages other than the facing sheet in the answer scripts.
- iv. Possession of electronic gadgets like mobile phones, Programmable calculator, pen-drive or such other storage devices in the Examination Hall.
- v. Communicating with any other student(s) any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- vi. Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- vii. Making any request of representation or offer of any threat for inducement or bribery to Junior Supervisor and / or any other official for favours in the Examination Hall or in the answer script.
- viii. Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence or influence upon them for favour in the examination.
- ix. Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and / or inserting pates written outside the examination hall in to the answer scripts.
- x. Receiving material from outside or inside the Examination Hall for the purpose of copying.
- xi. Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript or such other material or matter in the Examination Hall.
- xii. Copying or taking aid from any material or matter referred to in sub- clauses (x & xi) above to answer in the examination.
- xiii. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- xiv. Committing any other act or commission or omission intending to gain an advantage or favor in the examination by misleading, deceiving or inducing the examiner or official.
- xv. Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg, any part of body, clothing, socks, instrument box, identity Card, Hall Ticket, Scales etc.
- xvi. Destroying any evidence of malpractice, like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the examination Hall.

Notwithstanding anything contained above, any other activity in which the student has indulged and which in the opinion of the authorities of RSCOE constitutes malpractice/ use of unfair means will be construed as malpractice/ use of Unfair means.

9.1 Procedure for reporting malpractices / use of unfair means

- i. The Director shall constitute a vigilance cell (Flying Squad) to ensure proper conduct of examination and for prevention of unfair means for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the college. This cell shall submit its report and recommendations to the Director / Examination Committee for appropriate actions.
- ii. If the malpractice case is detected, the Jr. Supervisor / Flying Squad member will seize the incriminating materials and the answer script(s), and report the same to Sr. Supervisor immediately in the prescribed form.
- iii. When malpractice / use of unfair means is brought to the notice of the Sr. Supervisor either by Squad members or by the Jr. Supervisor, he/she shall hold a preliminary inquiry and take on record the report of the Jr. Supervisor, the statement of the student concerned. Only then he/she will forward unfair means report along with answer script(s) and other incriminating material and other enclosures in a sealed cover to the controller of Examinations. However, answer scripts of subsequent papers of such student noted under unfair means shall be sent directly to the valuation centre along with other answer script and shall not be marked as unfair means case anywhere.
- iv. The student, the Jr. Supervisor, the concerned Squad Member (if the case was detected by the squad member) shall be required to give their statement in the prescribed form supplied by the controller of examinations. These statements shall always be concise, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.
- v. The statement of all concerned shall be in their own handwriting.
- vi. If the student refuses to handover the incriminating materials or the student refuses to give the statement, the student shall be asked to record in writing his/ her refusal to give a statement. If he/she refuses to do even that the facts will be recorded by the Sr. Supervisor and / or the squad member.
- vii. The student(s) noted under unfair means shall be allowed to write the subsequent papers. Having allowed to appear for the papers after noted the case under unfair means, the student/s shall have no claim over the performance of the subsequent papers. The answer scripts of those students noted under unfair means shall be evaluated and the results shall be kept in abeyance, until such time the Examination committee approves the recommendations of the Examination Sub-committee appointed for the same.
- viii. When, a student noted under unfair means the following steps shall be strictly adhered to:
 - a. Debar the student from writing that particular paper, in which he/she has been caught under alleged unfair means.

- b. Issue a memo instructing the student to attend the meeting of the unfair means committee if required send the answer script of that particular paper directly to the controller of examinations, along with relevant documents. It shall be super scribed on the left-hand corner of the facing sheet as U/F Case. There shall not be an indication of U/F Case on the pages other than the facing sheet of the answer script.
- c. Permit the student to write the subsequent papers of the examination, if any, and such answer scripts shall be sent to valuation centre along with other answer scripts, without being marked as U/F Case anywhere.

9.2 Procedure for Imposing Penalties & Punishments

Examination Sub-committee (Unfair means committee) appointed by the Board of Examination consisting of the Controller of Examinations (COE) as member secretary Chairman as Dy. Director and other members shall be constituted to inquire into the Unfair means cases during the Examinations and to recommend the action to be taken on the cases to the Examination department.

- i. The above committee shall meet after the conclusion of each End Semester examination on the dates fixed by the COE and inquire on all matters connected with the students Caught using unfair means. After detailed inquiry, the committee shall prepare a report giving its recommendation on the penalties and punishments to be imposed for the consideration of the Examination committee.
- ii. In the case of failure by the student to attend the inquiry on the specified date, the committee shall inquire into the charges alleged against the student and impose the necessary penalties and punishments.
- iii. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
- iv. The student is awarded punishment only once though he may have indulged in unfair means in several papers. This punishment will be decided taking into consideration all unfair means during the End Semester examination.
- v. The Unfair means committee shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged unfair means. After ascertaining the severity of the case, the unfair means committee shall recommend suitable penalties or punishments on the student. The severity of the case shall be categorized based on Possession of electronic gadgets without any material(s) or matter, materials(s) or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are not relevant to the paper the student is writing.
- vi. While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is caught using Unfair means shall be taken into consideration to decide the severity of the case.
- vii. The examiners shall, if he/ she suspects use of unfair means while valuing the answer scripts or other material such as insertion of answer sheet, revealing of identity or enclosure, such as currency, shall return the answer script with reasons in writing to the controller of examination

and by name detest from further valuation. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to other students are furnished but enter them in a separate list which shall be enclosed in a sealed cover and forwarded to the controller of Examinations.

10. Other Examination Matters

There are different matters related to examination and Evaluations system and guidelines form them are as given below:

10.1 Questions Out of Syllabus / Wrong question/ Question with Incomplete data

This matter shall be placed before the Examination Grievance Committee. The Examination Grievance Committee shall get the question paper examined by the Chairman; BOS concerned. On the report of the Chairman, BOS, Examination Committee shall either reject the representation or direct the examiner to allot full marks to those students who have attempted such question. The Chairman, BOS may take opinion of the subject expert.

10.2 Leakage of a Question Paper

The College shall cancel the examination of a course on the leakage of a question paper. The College shall take the examination of this course after the last paper of schedule of the examination. A high-level Enquiry committee constituted by the Director shall examine the causes, the reasons and the person(s) responsible for leakage of the question paper. There after the Enquiry Committee shall submit the report to the Director for necessary action.

10.3 Special Provision of Amanuensis/Writer

1. The senior supervisor shall provide at his level the facility of amanuensis/writer to the blind examinee with extra time of one hour and to the physically handicapped examinee with extra time of half an hour over and above the stipulated time of the examination of the paper. The writer should be less qualified than the blind/physically handicapped student. Before providing any such facility the centre superintendent shall verify the medical certificate issued by a civil surgeon/orthopedic surgeon.
2. The senior supervisor shall provide at his level the facility of giving extra half an hour, over and above the stipulated time of the paper, to write answers during the examination to the paraplegias, orthopedically handicapped students who have hand co-ordination problem and to the visually handicapped students after verification of Medical Certificate issued by the Civil Surgeon/Orthopedic Surgeon.
3. The senior supervisor shall send to the controller of examination a list of concerned writers and examinees to whom the above facilities have been provided at the centre.

10.4 Termination from the Program

The admission of a student to the UG and PG program may be terminated and the student may be asked to leave the institution in the following circumstances:

- The student fails to satisfy the requirements of the program within the maximum period stipulated for that program.

- The student fails to satisfy the norms of discipline specified by the Institution. from time to time.

11. Grading System

11.1 Passing Grade

Absolute grading system will be applicable for calculation of grading. The grade is assigned to each head based on marks obtained by a student in examination of the course. The marks obtained ISE, MSE and ESE are considered together to calculate the grade of the course. These grades, their equivalent grade points are given in Table 11.1.

Table 11.1 Grading System

Grade	Grade Point	Percentage of Marks Obtained	Remarks
O	10	90-100	Outstanding
A+	9	80-89	Very Good
A	8	70-79	Good
B+	7	60-69	Fair
B	6	50-59	Average
P	5	40-49	Below Average
F	0	Below 40	Fail
FX	0	--	Detained, Repeat the Course
IC	0	--	Incomplete Course-- Absent for Exam but continue for the course
PP	--	--	Audit Course Completed
NP	--	--	Audit Course Not Completed

Grade Explanation

- The grades O, A+, A, B+, B, P are passing grades.
- A candidate acquiring any one of these grades in a course shall be declared as PASS. And student shall earn the credits for a course only if the student gets passing grade in that course.
- F Grade shall be treated as a failure grade.
- The student with F grade will have to pass the concerned course by re-appearing for the examination.
- The student with F grade for any stage of the Project Work, will have to carry out additional work/ improvement as suggested by the examiners and re-appear for the examination.
- PP and NP Grade -The student registered for audit course shall be awarded the grade PP after satisfactory completion of audit course and shall be included in the Semester grade report for that course, provided student has the minimum attendance as prescribed by the SPPU and satisfactory In-semester performance and secured a passing grade in that course. Student who is unable to complete audit course will be awarded as NP grade.

- FX Grade-The grade FX in a course is awarded by the college, if a student does not maintain the minimum attendance in the Lecture / Tutorial class as prescribed by the RSCOE/SPPU and/or his performance during the semester is not satisfactory and/or he/she fails in the Term Work head of that course.
- The student with FX grade in a given course is not permitted to take the end of semester examination in that course. Such a student will have to re-register for the course.
- The student with F / FX in a course shall not be awarded any credits for that course.

11.2 Performance Indices

The semester end grade sheet will contain grades for the courses along with titles and SGPA. Final grade sheet and transcript shall contain CGPA.

1. **SGPA** -The performance of a student in a semester is indicated by a number called the Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses, seminars and projects registered by the student during the semester.

$$\text{Semester Grade Point Average (SGPA)} = \frac{\sum_{i=1}^P C_i G_i}{\sum_{i=1}^P C_i}$$

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

For Example: suppose in a given semester a student has registered for five courses having credits C1, C2, C3, C4, C5 and his / her grade points in those courses are G1, G2, G3, G4, G5 respectively. Then students

$$\text{SGPA} = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + C_4 G_4 + C_5 G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

SGPA and CGPA is calculated up to two decimal places by rounding off.

2. **CGPA**- The CGPA is the weighted average of the grade points obtained in all the courses (Theory/term work/practical/oral/presentation) of first semester to eighth semester for the students admitted in the First year and third to eighth semester for the students directly admitted at Second year.

CGPA is calculated in the same manner as the SGPA.

- In case of a student passing a failed course or in case of improvement, the earlier grade would be replaced by the new grade in calculation of the SGPA and CGPA.
- Based on the performance of the student in the semester examinations, the CoE will declare the results on website as provisional result and issue the Semester Grade sheets. The class shall be awarded to a student on the CGPA calculated.

11.3 Absorption of backlog students from Savitribai Phule, Pune University Pattern into Autonomy Pattern

- (a) A student can enter into autonomy pattern of RSCOE at the second-year level if and only if he/she has cleared F.E. or is eligible to avail ATKT as per SPPU norms. The courses that a

student has not cleared while entering into the S.Y. autonomy pattern will have to be cleared in the SPPU pattern itself.

- (b) A student can take admission to first semester of third year into autonomy pattern if and only if he/she has cleared all subjects of F.E. and cleared S.E. or eligible to avail ATKT as per SPPU norms.
- (c) A student can seek admission to the first semester of final year B. Tech. Programme in autonomy pattern if and only if he/she has cleared all courses of S.E. and cleared T.E. or eligible to avail ATKT as per SPPU norms.
- (d) For students who enter into autonomy from SPPU pattern the grade cards shall be pre-prepared as per the examination scheme, grading system and rules and regulations. The CGPA shall be calculated based on the performance from the year in which he/she has entered into the autonomy pattern.

12. Awards

The Institute award core committee shall recommend to the Governing Body for Institution of scholarships, studentship, fellowship, prizes, medals etc. to the students for their excellent performance in various fields. Awards shall be available for excellent performance in Academics, sports, cultural & extra-curricular activities, debates, etc and are to be given to the students as prescribed in the Bye-laws. The details of different award of medals are as follows:

12.1 Gold Medals:

The College shall award a Gold Medal to the outstanding UG student (amongst all branches). The College shall award Gold Medal to the best UG and PG student (topper each Engineering branches). The college shall award separate Gold Medal to the best post graduate student from Non Engineering courses like MCA and MBA.

12.2 Silver Medals:

The College shall award a silver medal to the second topper in UG and PG program of in each branch of Engineering. The College shall award a silver medal to the second topper of MCA and MBA.

12.3 Eligibility for Medals:

1. The students completing each course of undergraduate/ postgraduate program in first attempt and having attendance more than 75% for each semester of undergraduate / Postgraduate program. If the topper student does not fulfill the above requirements, the medal shall be awarded to the next student in merit.
2. In case the students having tie it shall be broken by considering the CGPA of the students. In case of a tie in CGPA, it shall be broken by considering the candidate's performance on the basis of SGPA of previous two semesters. If, however, the tie still exists, then considering the SGPA of previous four semesters and so on.
3. Medals shall be awarded only if the number of students registered in a discipline is minimum ten.
4. If a student declines the Medal, the same shall be awarded to the next student in Merit.
5. The College shall announce the Awards of Medal at least 20 days before the date of passing out

ceremony.

12.4 Best outgoing Student award : The student whose performance is best in the academic as well as extra-curricular, co-curricular and other activities taken together shall be treated as the er best outgoing Student of the year. He / she shall be awarded a Gold Medal.

A Criteria for selection of Achiever's Award:

- CGPA Marks (40)
- Attendance marks (10)
- Co-Curricular (20)
- Extra-Curricular (20)
- Placement (10)
- Total (100)

12.5 Award of Degree

A student shall be eligible for the award of all Undergraduate and Postgraduate Degree from the College and the University provided the student as:

- i. Registered and passed all the prescribed courses and earned minimum credit requirement for the degree.
- ii. Paid all the institute dues and satisfied all the requirements prescribed.
- iii. No case of indiscipline pending against him/her.
- iv. Obtained eligibility certificate from university.

AC shall recommend the list of students to Savitribai Phule Pune University for award of UG and PG degree.

12. 6 Issue of different certificates

Different certificates will be issued by the students' section and examination department as per the norms of Institutes prescribed by the time to time. The list of certificates issued to the students are as given below:

A. Issue of College Bonafide Certificate:

Student has to apply in prescribed application form available in institute office for issuing college certificate.

B. Issue of College Leaving Certificate:

If during the course of studies, candidate desires to discontinue studies for any reason whatsoever, he or she shall be allowed to do so and it shall be presumed that he or she has cancelled admission at that stage. The Principal shall issue college Leaving Certificate and fees shall be refunded as per the rules and regulation.

C. Issue of College Bonafide Certificate:

The student shall apply for bonafide certificate in a given format along with current term/semester College ID.

D. Issue of Document Verification Certificate:

The students are required to come in person to the institute office (student section) to request verification of document (mark sheets, degree, passing certificate, etc.). The candidate shall apply for document verification certificate in a given format. Fees prescribed by finance committee in time to time shall be applicable.

E. Issue of Duplicate Mark Sheet and TC

The students are required to come in person to the institute office (student section) to issue duplicate mark sheets and TC. The candidate should submit application along with copy of FIR and Affidavit along with attested Xerox copies of documents and prescribed fees. Fees prescribed by finance committee in time to time shall be applicable.

F. Issue of Transcript

Candidates can apply for transcripts by submitting application & photocopies of the grade sheets, name of the University where he/she wish to apply and prescribed fees. Fees prescribed by Institute in time to time shall be applicable.

G. Passing Certificate / Provisional Degree

The students, who have completed all requirements as set out in these rules and regulations, will be eligible for issue of Passing Certificate/ provisional certificate during graduation day ceremony of the institution, duly signed by the COE.

13. Committees and functions

13. 1 Governing Body:

Governing Body shall be responsible for taking all policy decision related to progress of institute, academics, financial decision, etc. The composition of governing body is as per recommendation by UGC. Meetings of the Governing Body will be conducted as decided from time to time in a year. Governing Body stipulates guidelines and directions for the programs, policies and processes. Management motivates and guides the faculty members to achieve goals and objectives. For effective implementation of plan, various committees are formed and responsibilities are decentralized. Faculty members are involved actively in decision making at different levels. Governing Body (GB) motivates faculty and staff members by recognizing their contribution. Academic responsibilities are fairly divided among all the faculty members. Faculties are encouraged to participate by forming various committees to manage different institutional activities.

Functions of Governing Body:

Functions of GB shall be as follows:

- Taking all policy decision related to progress of institute, academics, financial decision, etc.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve new Programmes leading to degrees and/or diplomas.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives for which the institute has been declared as autonomous.

13.2 Academic Council

The Academic Council is responsible for taking decision on all academic related matters like approval of new course, regulations, examination, syllabus, maintaining standard of teaching, research and framing of academic policy in the institute. Decisions taken by academic council will not be subject to any further rectification but decisions taken at the lower level are to be ratified at the Academic Council and Governing Body.

Functions and Powers

- a. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differ son any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- b. Make regulations regarding the student's admission to different Programmes of study in the institute in consistent with policy of the Government.
- c. Provide advices for improving research and teaching learning process.
- d. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- e. Recommend to the Board of Governance Body for new Programmes of study proposals.
- f. Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- g. Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- h. Perform such other functions, other duties that may be important to attain high quality in academics assigned by the Governing Body.

13.3 Board of Studies:

Board of Studies is constituted for each Programme and its responsibility is to design academic curriculum for respective Programme. The nominated member of board of studies shall be for three years. Meeting will be scheduled and conducted minimum once in a year by the Director of the institute with different department, the meeting can be scheduled as and when necessary other than this.

Functions:

- a. To Prepare syllabi for various courses keeping in view the objectives of the institute, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- b. To Suggest methodologies for innovative teaching and evaluation techniques;
- c. To Suggest panel of names to the BoE for appointment of examiners

13. 4 Board of Examination

The Board of Examinations and Evaluation shall be the authority to deal with all matters relating to examinations and evaluation. The Board of Examinations and Evaluation shall also oversee the conduct of examinations in the institutions

13.4.1 Constitution of Board of Examination Committee

Institute has constituted Examination Committee (EC) as per directives and the provision made in the XII Plan of U.G.C. guidelines for autonomous Institutes. The examination committee shall consist of the following members.

Table: 13.1 Board of Examination Committee

Sr. No.	Name	Designation/ Post
1	Director (Chief Controller of Examination)	Chairman
2	Dean (Academics & Quality Assurance)	Ex-officio Member
3	Three regular senior faculty members of the institute possessing teaching/research experience of more than ten years nominated by the Director.	Member
4	Director BOE, of affiliated University (Savitribai Phule Pune University, Pune).	Member
5	One Evaluation Expert nominated by the Director	Member
6	Dean (Examinations & Evaluation)/Controller of Examination (CoE)	Member-Secretary
7	All Head of the Departments / BoS Chairperson as invitee members	Member

Duration: The tenure for examination committee is for three years from the date of appointment. The committee shall meet at least twice during the academic year and such other times as may be required.

ROLES & RESPONSIBILITIES OF EXAMINATION COMMITTEE:

- 1) The committee shall ensure proper organization and execution of all types of examinations related works including paper setting, moderation, examination conduction, evaluation, result processing and declaration of results.
- 2) Recommend examination reforms and shall implement them after approval of academic council.
- 3) The committee shall finalize the timetable of regular and make-up examinations.
- 4) The committee shall appoint Vigilance squad for strict vigilance during the conduct of examination to avoid use of unfair means.
- 5) The recommendations of the unfair means inquiry committee shall be placed before the examination committee. Examination committee will take decision based on the report submitted by the committee.
- 6) To finalize the recommendations of the committee formed to deal with the cases of negligence/unfair means resorted to by paper setters, examiners, moderators, valuers, referees, teachers, or any other persons connected with the conduct of examinations.
- 7) Two-third members shall constitute a quorum for examination committee. If the meeting is adjourned for the want of the quorum, then no quorum shall be required for such adjourned meeting, which will be conducted after 15 minutes.
- 8) The committee shall perform such duties and responsibilities that are assigned from time to time by academic council.
- 9) Dean (Examinations & Evaluation) shall be assisted by the Associate Dean (Examinations & Evaluation), Assistant CoE, examination staff and the examination coordinators. Their duties & responsibilities are defined as follows.
 - i) Paper Setting and Printing: Associate Dean (Examinations & Evaluation)
 - ii) Examinations (Theory): Dean (Examinations & Evaluation) / Assistant CoE.
 - iii) Examinations (Practical/oral/project/dissertation, seminar, online examination): Associate Dean (E&E)/HoD/Examination coordinator
 - iv) Assessment of answer books: Dean (Examinations & Evaluation)/Assistant CoE.
 - v) Preparation and declaration of provisional grades: Examination Cell.
 - vi) Declaration of final results: Dean (Examinations & Evaluation) / Examination Cell.

Functions and Powers

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. The BOE shall recommend examination reforms and shall implement them after approval of academic council.

3. The BOE shall prepare the detailed time table of examinations as per the schedule approved by academic council.
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.
6. 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.
7. 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.
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.
9. The members of BOE shall meet at least twice during the academic year and at other times as and when necessary.
10. The various formats shall be prepared by BOE for record keeping and monitoring all examination related activities.
11. The BOE shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.
12. COE shall be assisted by the department exam coordinators (DEC) for carrying out the following activities during examinations.
 - i. Paper Setting and Printing
 - ii. Examinations (Theory)
 - iii. Examinations (Practical, Project/Dissertation, seminar, online examination)
 - iv. Assessment of answer books
 - v. Preparation and declaration of provisional grades
 - vi. Preparation and declaration of final results

13.5 Finance Committee:

Finance Committee is an advisory body to the governing committee. The responsibility of the finance committee is primarily to provide financial oversight for the institute which includes budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. The terms of finance committee will be for two years and meeting will be conducted minimum of twice in a year.

Functions:

- a. Provide guidance to governing body in financial matter.
- b. Budget estimates relating to the grant received/receivable from UGC.
- c. Estimate income from fees, etc. collected for the activities to undertake the scheme of autonomy;
- d. Audited accounts for the above.

13.6 Other Committees

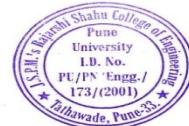
In addition to these committees, the institute shall have various committees appointed by Director.

14. Conclusion

The academic policies/regulations regarding conduct of undergraduate/ Postgraduate Programme in RSCOE are published in this document. The academic council reserves the right to modify these policies/regulations as and when required from the point of view of achieving academic excellence. The decision of Director (Chairman, Academic council) shall be final and binding on all concerned for the cases not covered through this document; In case of any dispute, difference of opinion in interpretation of this regulation; and Emergent cases. **Any rules and regulations not covered in the rules and regulation of RSCOE Autonomy will be accepted as it from the rules and regulations of Parent University, Savitribai Phule Pune University, Pune.**




PRINCIPAL
Jayawant Shikshan Prasarak Mandal's
Rajarshi Shahu College of Engineering
Tathawade, Pune-411 033



ANNEXURE-I

The broad categories of unfair means adopted by students at the institution examination and the quantum of punishment for each category thereof.

Sr. No.	Nature of Malpractices	Quantum of Punishment
1.	Possession of copying material	Cancellation of the performance of the full examination in which he/she is appearing and Rs. 1000/- fine. (Note: - This quantum of punishment shall apply also of the following categories of malpractices at Sr. No. 2, to Sr. No.12 in addition to the Punishment prescribed thereat)
2.	Actual copying from the copying material.	Cancellation of the performance of the full examination in which he/she is appearing and Fine of Rs. 1000/- + Exclusion of the student from institution examination for one additional semester or Re-examination examination including makeup examination.
3.	Possession of another student's Answer Book	Cancellation of the performance of the full examination in which he/she is appearing and Fine of Rs. 1000/- + Exclusion of the student from institution examination for one additional semester or Re-examination examination including makeup examination.
4.	Possession of another student's Answer book+ actual evidence of Copying	Cancellation of the performance of the full examination in which he/she is appearing and Fine of Rs. 1000/- + Exclusion of the student from institution examination for one additional semester or Re-examination examination including makeup examination.
5.	Mutual / Mass copying.	Cancellation of the performance of the full examination in which he/she is appearing + Exclusion of the students from institution examination for maximum two additional semester examinations including makeup examination. [1+2]

6. (a)	Smuggling out or smuggling in of Answer book as copying material.	Cancellation of the performance of the full examination in which he/she is appearing + Exclusion of the student from institution
		examination for maximum two additional semester examinations including makeup examination. [1+2]
6. (b)	Smuggling in of written answer book based on the question paper set at the examination	Cancellation of the performance of the full examination in which he/she is appearing + Exclusion of the student from institution examination for maximum three additional semester examinations including makeup examination. [1+3]
6. (c)	Smuggling in of written answer book and forging signature of the Jr. Supervisor on the answer book or supplement.	Cancellation of the performance of the full examination in which he/she is appearing + Exclusion of the student from institution examination for maximum four additional semester examinations including makeup examination. [1+4]
7.	Attempt to forge the signature of the Invigilator on the answer book or Supplement.	Cancellation of the performance of the full examination in which he/she is appearing + Exclusion of the student from the institution examination for maximum four additional semester examinations including makeup examination. [1+4]
8.	Interfering with or counterfeiting of Institution seal or Answer books. Or office stationary used in the examination	Cancellation of the performance of the full examination in which he/she is appearing + Exclusion of the student from institution examination for one additional semester or Re-examination examination including makeup examination. [1+1]
9.	Answer book main or supplement written Outside the examination hall or any other insertion in answer book.	Cancellation of the performance of the full examination in which he/she is appearing + Exclusion of the student from institution examination for maximum four additional semester examinations including makeup examination. [1+4]

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10.	Insertion of currency notes/to bribe or attempting to bribe any of the persons/s connected with the conduct of Examination	Cancellation of the performance of the full examination in which he/she is appearing + Exclusion of the student from institution examination for maximum four additional semester examinations including makeup examination. [1+4] (Note:- This money shall be deposited to the student development fund)
11.	Using obscene language/violence/ threat at the examination Hall by a student at the Institution Examination to invigilator/examination staff.	Cancellation of the performance of the full examination in which he/she is appearing + Exclusion of the student from institution examination for maximum four additional semester examinations including makeup examination. [1+4]
12. (a)	Impersonation at the Institution examination outside the institute.	Cancellation of the performance of the full examination in which he/she is appearing + Exclusion of the student from institution examination for maximum five additional semester examinations including makeup examination. (Both the students if impersonator is institute student) [1+5]
12. (b)	Impersonation by a Institute student at S.S.C./ H.S.C./ any other Examinations.	Cancellation of the performance of the full examination in which he/she is appearing + Exclusion of the student from institution examination for maximum five additional semester examinations including makeup examination. [1+5]
13.	Examinee found communicating or talking with other examinees during examination	Cancellation of the performance of the course in which he/she is appearing. [Course]
14.	Examinee found with copying material related to the paper but having not used the material.	Cancellation of the performance of the course in which he/she is appearing.[Course]
15.	Revealing identity in any form in the answer written or in any other part of the Answer book by the student at the Institution Examination	Cancellation of the performance of the full examination in which he/she is appearing. [1+0]

16.	<p>Student found having written on palms or on the Body, or on the clothes while in the Examination</p> <p>Or</p> <p>Examinee possessing mobile phone or any electronics communication gadget or I-pod or any similar device in examination hall.</p>	<p>Cancellation of the performance of the full examination in which he/she is appearing. [1+0]</p> <p style="text-align: center;">Or</p> <p>Cancellation of the full performance in current examination/s & forfeiture of the device or gadget. Penalizing the institute as pronounced by special committee.</p>
17.	Leaves the exam hall taking away answer script or	Cancellation of the performance of the full examination in which he/she is appearing. And

18.	intentionally tears off the script or any part thereof inside or outside the examination hall.	debarred from subsequent examinations up to maximum five semester examinations. [1+5]
19.	Possesses any lethal weapon or firearm in the examination hall.	Cancellation of the performance of the full examination in which he/she is appearing. And debarred from all subsequent semester up to maximum five examinations & the answer sheet will forfeits. The case will be reported to Police. [1+5]
20.	All other mal-practices not covered in the aforesaid categories.	Cancellation of the performance of the full examination in which he/she is appearing. and severe punishment depending upon the gravity or the offence. Decision will be taken by unfair means inquiry committee.
PRACTICAL/DISSERTATION/PROJECT REPORT EXAMS		
21.	Student involved in malpractices at practical/ dissertation/SIP/IPT project report examination shall be dealt with as per the punishment provided for the theory examination.	

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22.	<p>The competent authority in addition to the above-mentioned punishments may impose a fine not exceeding Rs500/- on the student declared guilty.</p>
	<p>The term annulment of performance in part includes performance of the student in the theory or practical examination in which he/she is found guilty of malpractice, but does not include performance at term work, project work and dissertation examination unless malpractice used thereat.</p>

NOTE:- FOR ONLINE EXAMINATION, UNFAIR MEANS ADOPTED BY STUDENTS AND THE PUNISHMENT FOR EACH CATEGORY WILL BE PUBLISHED SEPARATELY.

ANNEXURE-II

Action for malpractices/lapses on the part of Paper Setters, examiners, Moderators, referee, teacher or any another person connected with the conduct of Institute examination.

Sr. No.	Nature of Malpractices	Quantum of Punishment
1.	Paper setter found responsible for leakage of the question paper set in Examination/s whether intentionally or due to the negligence before the time of examination.	Disqualification from any examinations work for a period of two year + Inquiry committee will be set up and decision will be taken by the examination committee according to findings.
2.	Leakage of the question / question paper set in Examination before the time of examination at institution examination, or examination center, by any person/s connected with the conduct of examination.	Disqualification from any examination work for a period of two year + Inquiry committee will be set up and decision will be taken by the examination committee according to findings.
3.	Favouring a student (Examinee) by Examiner, Moderator, referee in assessment of answer books/ Dissertation / Project report / Thesis by assigning the student marks to which the student is not entitled to at the Institution examination.	Disqualification from any examination work for a period of two year + If it is observed, show cause notice will be issued by Director. + Inquiry committee will be set up and decision will be taken by the examination committee according to findings.
4.	Examiner / Moderator / Referee Intentionally / negligently not assigning the student in assessment of his/her answer books / dissertation / Project work, the marks to which the student is entitled to at the institution examinations.	Disqualification from any examination work for a period of two year + If it is observed, show cause notice will be issued by Director. + Inquiry committee will be set up and decision will be taken by the examination committee according to findings.
5.	Paper-setter omitting the question at the time of finalization of question Paper set at the examination or repeating Sr. No. of question while writing.	Disqualification from any examination work for a period of three years. Or Inquiry committee will be set up and decision will be taken by the examination committee according to findings.
6.	Paper setter repeating questions in same / different section/s.	Disqualification from any examination work for a period of three years + If it is observed show cause notice will be issued by Director.

7.	Paper setter setting question outside the scope of the syllabus.	Disqualification from any examination work for a period of three years + If it is observed show cause notice will be issued by Director.
8.	While assessing answer books Examinations showing negligence in detecting malpractices used by the student/s.	Disqualification from any examination work for a period of three years. Or Inquiry committee will be set up and decision will be taken by the examination committee according to findings.
9.	Guiding teacher showing negligence in supervision of dissertation / project work (e.g. use of manipulated data by a student)	Disqualification from any examination work for a period of three years. Or Inquiry committee will be set up and decision will be taken by the examination committee according to findings.
10.	Chief Supervisor / Joint Chief Supervisor showing apathy in carrying out duties related to examinations (e.g. not taking round to the examination hall at the examination center during examination period or opening the packet of question paper before prescribed time)	Disqualification from any examination work for a period of three years. Or Inquiry committee will be set up and decision will be taken by the examination committee according to findings.
11.	Chief Supervisor helping student in copying answers while in the Examination or showing negligence in reporting cases of copying answer by students when on supervision duty.	Disqualification from any examination work upto a period of three years + Inquiry committee will be set up and decision will be taken by the examination committee according to findings.
12.	Invigilator / examination staff helping student (examinee) in mass copying while on examination duty.	Permanent disqualification from any examination work + Inquiry committee will be set up and decision will be taken by the examination committee according to findings.

13. The competent authority, in addition to the above-mentioned punishment, may impose a fine on the concerned person, if declared guilty.
14. The competent authority may report the case of the concerned implicated person to the appropriate Police authorities as per the provisions of the Maharashtra Universities Act No. XXXI of 1982.

ANNEXURE-III

THE PENALTY/ PUNISHMENT FOR THE MALPRACTICES & NEGLIGENCE IN THE PROCESS OF EXAMINATION

A] Delay in Submission of the Necessary Documents Required for Declaration of Result, Issue of Certificates, Preparation of Pre-Examination Documents etc.:
The cases in this type are delay in submission of mark sheets of MSE-I,II, TA, CIE, CCE, IPT, practical, oral, term work, project and/or theory as well as any other such relevant document which affects the matter as stated above.

PUNISHMENT / PENALTY :-

- 1) Debarring the concerned persons from the Examination work for one year and communicating his/her cancelling authority to make a mention in this regard in his/her yearly Confidential Report.
- 2) Imposing and recovering penalty up to Rs.5000/- (or as may be decided by Examination Committee from time to time) per course/programme from the person involved in such negligence.
- 3) Withholding/ forfeiting entire remuneration of concerned persons for that examination. If remuneration is already paid, it shall be recovered from concerned person/s.

B] SUBMISSION OF DOCUMENTS WITH INCORRECT OR FALSE INFORMATION :

In this type of malpractice, the case include scratching the serial number on mark sheets and putting different serial numbers to the mark sheets, scratching the proper subjects/course code on the mark sheets and putting wrong subject/course code, filling the marks of candidates in improper mark sheet, giving marks to the candidates without conduction the ISE examinations. Putting the wrong noting on the mark sheets, e.g. exemption instead of absent; absent instead of present and vis-a-vis; disallowed instead of exemption; wrong entry of marks in marksheets, tempering with already written marks, intentionally changing marks, etc.

PUNISHMENT / PENALTY :-

- 1) Debarring the concerned person from examination work for two years and issuing directions to his/her controlling authority to initiate disciplinary proceedings against him/her.

- 2) Imposing and recovering penalty up to Rs.3,000/- from the person involved in such malpractices.
- 3) Withholding/forfeiting entire remuneration of concerned persons for that examination. If remuneration is already paid, recovering the same from concerned person.

C] SUBMISSION OF FORGED & FABRICATED DOCUMENTS PERTAINING TO THE RESULT DECLARATION, AWARD OF DEGREE ETC.:

The cases under this category are filling the mark sheets without conducting practical, oral, or term work or any other type of prescribed examination; giving marks for continuous assessment without maintaining proper records prescribed by Examination Cell from time to time; intentionally giving/ awarding marks more than the maximum marks to some of the candidates to create confusion in Examination; changing the seat number written by the examinee or making some kind of marking on the answer books and/or putting the seat number of another examinee; deliberately neglecting the wrongly recorded examination seat number on the answer books by the candidate and accepting the answer books to create trouble in further processing; issuing orders to the examiners other than those appointed by examination cell for conduction practical examination, without any information to examination cell; deliberately marking examinee who are present for examination as absent in the records of practical examinations; changing the practical examination slot without approval of examination cell for the favorable allotment of marks to the examinees; admitting examinees to the examination without valid hall tickets or without any receipt for payment of examination fees; allowing examinees to examination without submission of examination form and/or fees; deliberately avoiding the signature on answer books by the invigilators during the conduct of examinations to cause trouble to the examinees.

PUNISHMENT / PENALTY :-

- 1) Debarring the concerned internal & external Examiner from Examination work for Two Years and issuing directions to his/her controlling authority to initiate disciplinary proceedings against him/her.

- 2) Imposing and recovering fine of up to Rs.5,000/- (or as may be decided by examination cell from time to time) per case from the Programme involved in such malpractice.
- 3) Forwarding all such cases to examination committee for further suitable action.
- 4) Withholding/forfeiting entire remuneration of concerned staff for that examination. If remuneration is already paid, recovering the same from the concerned persons.

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