

**EXAMINATION RULES AND REGULATIONS**  
(For Academic Evaluation and Functioning of the Controller of Examinations)  
**UNDER GRADUATE & POST GRADUATE PROGRAMMES**  
(Bachelor of Technology, Master of Technology and Master of Computer Applications)



**GOVERNMENT COLLEGE OF ENGINEERING, CHATRAPATI SAMBHAJINAGAR**  
(An Autonomous Institute of Govt. of Maharashtra)  
Station Road, Osmanpura, Chatrapati Sambhajiagar - 431005 (M.S.)  
(0240) 2366101, 2366111, Fax: (0240) 2332835

## **1. FOREWORD**

Government College of Engineering, Aurangabad is an Autonomous institute of Government of Maharashtra. The institute is established in 1960 to meet the growing demand for technical human resource in the country. The institute offers Under graduate, Post graduate and Doctoral programmes in engineering. The institute initially started with Civil, Mechanical and Electrical Electronics and Power Engineering with 60 students as intake capacity leading to the Bachelors Degree in Engineering. Subsequently additional programmes such as Electronics and Telecommunication, Computer Science and Engineering in 1999 and Information Technology in 2000 have been added. Post graduate WBP programmes leading to Masters Degree in various branches of engineering have been introduced in 1986. This institute has been awarded autonomy from academic year 2006-07, vide Govt. Resolution number 2004/1341/04)/(02)/TS-6 order Dated 29.03.2006 and is affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. The University, State Government and the University Grants Commission have conferred autonomous status to all the under graduate, Post graduate and Five doctoral courses of this institute initially from 2006-07 for five years and later renewed and extended in 2012 upto 2017-18 again it is renewed and extended up to 2025. Institute is accredited and shall apply for renewal of few UG and PG Courses. Some of the courses are re-accredited. All the academic matters of the institute are governed through the Ordinances framed by the Academic Council and approved by the Board of Management. The implementation of these ordinances is to be made through the detailed regulations framed by the Academic Council.

## **2. Preamble**

The aim of the undergraduate programme is to impart fundamental knowledge while the post graduate programmes enrich the students further in a specialized course. The focus of PhD programmes is on research and development.

The curriculum has academic, co-curricular and extracurricular components designed for the integrated development of the students possessing expertise, ethical values and morality.

The syllabus in general include academic courses involving classroom teaching, teacher's assessment, laboratory practical, training, seminars, projects, field visit, dissertation etc.

After completing the curriculum, the student will acquire adequate knowledge base in the desired branch, which could be easily employed for the solution of real life problems and develop further through higher education, for reaching the frontiers of technology.

## **A. Ordinances for the Academic Evaluation of UG Programs**

### **1. Short title and Commencement**

2.1 "Institute" shall mean Government College of Engineering, Aurangabad

2.2 "AC" shall mean the Academic Council of the Institute.

2.3 "EC" shall mean the Examination Committee

2.4 "BOS" shall mean the Board of Studies.

2.5 "ESC" shall mean Examination Sub-Committee

2.6 "CoE shall mean the Controller of Examinations

2.7 "DCOE" shall mean Departmental Controller of Examinations

2.8 "IGMC shall mean Institute Grade Moderation Committee, the committee appointed by the Chairman to moderate grades awarded by the course coordinators.

2.9 "DGMC" shall mean Departmental Grade Moderation Committee, the committee appointed by the department to moderate grades awarded by the course coordinators.

2.10 "ISC" shall mean Institute Standing Committee

2.11 "Student" shall mean a student registered for an Undergraduate /Post Graduate / Doctoral programme for Full time / Part time study leading to Bachelors / Masters/ Ph.D. degree.

2.12 "Direct Admission Student shall mean a student who is admitted directly to second year of the degree program after completion of the Diploma Course and registered for undergraduate programme for full time study leading to Bachelors degree.

2.13 "Course Coordinator shall mean a faculty member who teaches and sets question paper for a course

2.14 All the course coordinators for a particular course who is given the responsibility of coordination and paper setting.

2.15 "Central Examination Period" shall mean the period of examination planned by the office of Controller of Examination at the end of each semester and as specified in academic calendar prepared by Dean Academics.

2.16 "End Semester Examination" (ESE) shall mean the examination conducted at the end of each semester.

2.17 "Re-Examination shall mean the examination conducted after the ESE of each semester for a candidate who fails in the ESE.

2.18 "Unfair means" means an act or attempted act of deceit to gain academic credit and includes the use of, or the preparation of, for the purposes of using, unauthorized material in an examination whether inscribed in a paper, clothing, the candidates person etc, instruments (including electronic instrument), the reception of materials, signs or signals from other persons, substitution of other person for the candidate.

2.19 "Invigilator" shall mean the person who conducts the COE Office means the office of the examination in the hall as per the rules.

2.20 COE Office means the office of the Controller of Examinations at the Institute.

2.21 "SGPA" shall mean the Semester Grade Point Average.

2.22 "CGPA" shall mean the Cumulative Grade Point Average.

2.23 "UG" shall mean Undergraduate

2.24 "PG" shall mean Post Graduate

2.25 "PhD shall mean Doctor of Philosophy

2.26"Internal Examiner shall mean an examiner who is faculty in the institute and deals with the course.

2.27 "External Examiner shall mean an examiner from outside the institute and is appointed as an examiner for the course.

2.28 "Course Evaluator" means a person entrusted with the evaluation of performance of students in a course.

2.29 Paper Setter" means a person who is appointed for preparation of question paper for a course.

2.30 "Internal Vigilance Squad" shall mean a group of faculty members of suitable number from the institute appointed by the Head of the institute to keep vigilance during examination and to find out cases of unfair means if any.

2.31 "External Vigilance Squad" means a group of members of suitable number from outside the institute appointed by the Head of the Institute to keep vigilance during examinations and to find out cases of unfair means, if any.

### **3. Ordinances**

3.1 The CoE shall function in co-ordination with Dean Academic Dean R&D, and Registrar (Academic), Government College of Engineering Aurangabad

3.2 The CoE shall function as per the rules and regulations approved by the Examination Committee and the Academic Council.

3.3 The right to amend the rules and regulations related to functioning of CoE lies with Examination Committee and the Academic Council.

3.4 The Head of respective department shall appoint DCoE and DGMC etc. in consultation with the Head of the institute.

3.5 The CoE office shall co-ordinate the evaluation process by following the examination rules.

## **B. REGULATIONS FOR ACADEMIC EVALUATION OF UG PROGRAM**

### **1. General**

1.1 These regulations shall be called the regulations for the Evaluation UG/PG/Doctoral programmes of the Institute.

1.2 These regulations shall come into force on such date as decided by the Examination Committee and the Academic Council.

### **2. Academic program**

2.1 The Institute shall offer Undergraduate programmes leading to Bachelor Degree in Technology (B.Tech.).

### 3. Semester System

3.1 The academic programmes in the Institute shall be based on semester system: There shall be two semesters in a year, namely, First (Preferably July to November) and second (Preferably December to April).

3.2 Each course shall have a certain number of credits assigned to it depending upon the academic load of the course, which would be assessed on the basis of weekly contact hours of theory lectures, tutorials, laboratory practicals, seminars, project, field study, dissertation, thesis etc. as applicable.

3.3 The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student.

### 4. Registration Numbers

4.1 The registration numbers allotted to each student shall be in the form of 11 digit code consisting of alphabets and numerals as described below,

<b>First 2 Characters</b>	<b>Academic Programme</b>
BT	Undergraduate
MT	Post Graduate
MC	Master of Computer Applications Doctoral
DR	Doctoral
<b>3rd and 4th Numeral</b>	<b>Year of Admission</b>
<b>Fifth Character</b>	<b>Type of Admission at the Entry Level</b>
F	First Year Admission
S	Direct Second Year Admission
<b>6<sup>th</sup> and 7th Numeral</b>	<b>Programme Code</b>
01	Civil Engineering
02	Mechanical Engineering
03	Electrical Engineering
04	Electronics and Telecommunication Engineering

05	Computer Science and Engineering
06	Information Technology
07	ME (Soil Engineering)
08	ME (Water Resources Engineering)
09	ME (Structural Engineering)
10	ME (Mechanical Design)
11	ME (Production Engineering)
12	ME (Electrical Power System)
13	ME (Electronics)
14	MCA
15	ME (Electrical Machine Drives)
<b>8th Numeral</b>	<b>Status of candidate</b>
F	Full Time
P	Part Time
<b>9th to 11th Numeral</b>	<b>Number assigned to candidate</b>

## 5. Course Credits

5.1 Each course shall have an integer number of credits, which reflect its weightage. The course credits are decided by respective BOS and approved by AC. The number of credits of a course in a semester shall ordinarily be as under,

5.2 Lectures: One lecture / tutorial hour per week shall be assigned one credit.

5.3 Practical: Two laboratory hours per week shall be assigned One credit.

5.4 Special courses like project, practical training, National Cadet Corps (NCC)/National Service Scheme (NSS)/National Sports Organization (NSO), Environmental studies etc. in the programme shall be treated as any other course and shall be assigned such number of credits as may be approved by the Academic Council or shall be treated as mandatory non credit/ credit course.

## **Rules and Regulations for the Examination**

### **6. Examination Committee (EC):**

#### **6.1 Members**

As per the statute with reference to Maharashtra University Act 1994, the autonomous college shall constitute the Examination Committee, which shall consist of following members,

6.1.1 The Director/Principal / Head of the Institute as Chairman of the committee.

6.1.2 Three teachers with not less than 10 years teaching experience nominated by the Head of the institute by rotation as member.

6.1.3 Controller of Examination of the affiliating university or his nominee not below the rank of Deputy Registrar as member.

6.1.4 One evaluation expert nominated by the Principal/Head of the institute.

6.1.5 Controller of examinations of the autonomous institute shall act as member secretary.

#### **6.2 Powers and Duties of the Examination Committee:**

The Examination committee shall,

6.2.1 Ensure proper organization, conduct of the examinations, evaluation, re-assessment and declaration of result.

6.2.2 Appoint Paper setters, Examiners, etc. from amongst the persons included in the panel of examiners prepared by the respective BOS.

6.2.3 Ensure preparation of the time schedule of examinations and dates of declaration of results for every examination

6.2.4 Constitute a sub committee to investigate and take disciplinary action for unfair means and lapses on the part of candidates and the persons involved in the conduct of examination.

6.2.5 Arrange for strict vigilance during the conduct of examinations, so as to avoid use of unfair means by the student, teachers or any other person involved in the system.

6.2.6 Undertake, exercise and experiment in examination reforms.

6.2.7 Perform such other duties and responsibilities, which are assigned to it from time to time.

6.2.8 Meet at least twice in a year or as may be required from time to time.



6.2.9 Two third members shall constitute a quorum. If the meeting is adjourned for the want of quorum, then no quorum shall be required for such a meeting

### **7. Examination Sub Committee (ESC)**

It shall be the subcommittee constituted by the Chairman, Examination Committee for the issues relating to unfair means related to examinations.

7.1 The subcommittee shall consist of three members of whom one shall be its Chairman and other two members shall be amongst the Heads of various departments of the institute.

7.2 The Examination Sub Committee shall investigate and recommend disciplinary action against students, paper setters, evaluators, Internal/ External Examiners, all officers and the staff involved in the examination system in any capacity, involved in unfair means and lapses, if any.

7.3 Recommendation of the subcommittee shall be placed before the Chairman, examination committee, which shall take the disciplinary action in the matter, as it deems fit.

### **8. Office of the Controller of Examinations**

8.1 To ensure proper functioning of the CoE office, Principal / Head of the Institute shall have discretionary powers to appoint from amongst the faculty members of the institute as Controller of Examination, Joint Controller of Examination, Assistant Controller of examination and other supporting staff.

8.2 The number of persons working at the CoE office may be increased or decreased as per the requirements.

8.3 Examination related expenditure, of any sort, shall be paid through the Joint account of the Chairman, Examination Committee and the Controller of Examinations

8.4 Appropriate amount may be invested in bank as fixed deposit from time to time

8.5 Internal audit by appointed Chartered Accountant shall be done every year

## **9. Controller of Examinations (CoE):**

The CoE of the institute with JCoE, ACOEs and supporting staff working in his office shall,

9.1 Prepare schedule for various examinations like End Semester Examination, Re-Examination, Practical, Oral, Viva Voce, etc. in co-ordination with the Dean Academics and the Dean Student Welfare.

9.2 Prepare detail time table for ESE and Re-ESE as per the schedule

9.3 Keep all question paper sets, answer books, attendance sheets, etc. ready for distribution to the Examination Co-ordinators of the various departments.

9.4 Obtain three sets of question papers to be used for ESE and Re ESE, in sealed cover in respective courses for FY, SY, and TY classes from internal paper setters.

9.5 Obtain three sets of question papers to be used for ESE and Re ESE in sealed cover from internal paper setters and two sets from paper setters outside the institute for B Tech Final Year, M. Tech, MCA and PhD courses.

9.6 Select randomly one question paper and make required number of copies at the examination section and seal.

9.7 Distribute all the requisite material to the Examination Co-ordinators of each department for the smooth conduction of ESE and Re-ESE.

9.8 Receive course code wise answer sheets along with attendance from the Examination co-ordinators immediately after every session of examination.

9.9 Distribute the answer books to the course evaluators for assessment duly maintaining the confidentiality about the examinee by proper masking and coding.

9.10 Receive all mark sheets/grades of all the classes for all the courses in the department signed by DGMC from respective DCOE

9.11 Ensure proper entry of marks in the software of CoE cell and maintain the records of all the marks and grades.

9.12 Display results in the form of grades on the institute Website /notice boards,

9.13 Ensure proper printing and distribution of the grade cards to the students.

9.14 Submit result to the Dean (Academic) for further analysis.

9.15 Prepare proposals for reforms in examination system, examination fees and remuneration to the staff related with the examination activities time to time.

9.16 Carry out any other activity related with the examination or evaluation other than that mentioned above as per the directives from the Examination Committee.

#### **10. Joint Controller of Examinations (JCoE):**

The JCOE shall,

10.1 Bear the responsibility of the CoE office in all respects, in the absence of CoE of the institute.

10.2 Discuss issues related with overall functioning of CoE office with CoE/ ACOE/ and other staff.

10.3 Act as per the directions of the COE / EC.

#### **11. Assistant Controller of Examination (ACOE):**

The ACOE shall,

11.1 Discuss issues related with overall functioning of CoE office with COE/ JCOE/ and other staff.

11.2 Act as per the directions from the COE / JCOE/EC.

#### **12. Other staff at CoE Cell**

Act as per the directions from CoE /JCOE / ACOE / EC.

#### **13. Departmental Controller of Examination (DCoE)**

The DCOE of each department shall be appointed by the Principal in consultation with the respective HOD.

DCOE shall,

13.1 Co-ordinate the conduct of examinations in the department such as Class test, Teachers Assessment, Practical, Oral, Seminar, Project, Dissertation etc as applicable for UG, PG and Doctoral students of the respective departments.

13.2 Collect the examination stationery (Answer books, attendance sheets) from the examination cell and distribute it to the concerned course co-ordinators.

13.3 Collect back the unused answer books from the course coordinators and return it to the Examination cell.

13.4 Collect the mark sheets of Class test, Practical, Oral, Seminar, Assignment, Term Work etc. from respective course coordinators/subject teachers etc. and submit the same to examination cell in specified time period. Answer sheets of Assignment and Term work shall be duly signed by the Chairman. DGMC

13.5 Verify the marks entry and grades of End Semester Examination and Re-Examination with the assistance of the staff of the office of CoE.

13.6 Discuss issues related to various examinations of all the programmes in the respective department and discuss the same with COE/JCOE / ACOE at appropriate time with probable solution.

#### **14. Institute Standing Committee (ISC)**

14.1 The head of the institute / Principal shall appoint an institute standing committee to deal with extra ordinary situations, unusual events and unresolved issues.

14.2 The ISC shall consist of all HoD's as members and one of them shall be its Chairman.

#### **15. Grade Moderation**

##### **15.1 Institute Grade Moderation Committee (IGMC) :**

15.1.1 It shall consist of three members, two members and one Chairman, appointed by the Chairman, Examination committee from amongst the faculty of the institute.

15.1.2 The role of IGMC shall be overall monitoring of academic evaluation at institute level.

## **15.2 Departmental Grade Moderation committee (DGMC):**

15.2.1 The DGMC shall consist of three persons, two members and one chairman, appointed by HOD from amongst the faculty of the department.

15.2.2 The role of DGMC shall be overall monitoring of academic evaluation at department level.

## **16. Vigilance Squad**

### **16.1 External Vigilance Squad (EVS):**

16.1.1 The external vigilance squad of not less than three and not more than four members from amongst the senior teaching staff of any other institute of whom one shall be lady. One of the members of the committee shall work as the Chairman.

16.1.2 The EVS shall give surprise visits on any three days during the to the examination period and the chairman shall submit a report Chairman, Examination committee.

16.1.3 It may make suggestions in the matter of proper conduct of examinations, if necessary.

16.1.4 It shall be fully authorized to detect the use of unfair means and unfair means in the examination.

16.1.5 It is empowered to enter in any examination block, hall for checking the candidate's identity for ascertaining authenticity of the candidate.

16.1.6 Observe whether the invigilators and staff appointed for conduct of examinations are following the instructions scrupulously.

16.1.7 Check the students trying to resort to unfair means at the time of examinations and report such cases to the Controller of Examination in writing.

16.1.8 All extraordinary developments related to the conduct of examination shall be referred to the Chairman Examination Committee, who would decide appropriate course of action using his discretionary powers

### **16.2 Internal Vigilance Squad (IVS) :**

16.2.1 The internal vigilance squad of not less than two and not more than three members of whom one shall be lady, shall t inted by the Chairman, Examination Committee. The IV is authorized to pay visits to examination hall/s on any/all days of examination during the

examination period All HODS shall yet the Examination Cell for the smooth conduction of examination.

16.2.2 It is fully authorized to detect unfair means and unfair means in the examination .

16.2.3 It can enter in any examination block for checking the candidate's identity for ascertaining authenticity of the candidate.

16.2.4 It can observe whether the invigilators and staff appointed for conduct of examinations are following the instructions scrupulously.

16.2.5 It can check students who try to unfair means at the time of examinations and report such cases to the Controller of Examination in writing.

16.2.6 It shall refer all extraordinary developments related to the conduct of examination to the Chairman Examination Committee, who would decide appropriate course of action using his discretionary powers.

## **17. Examination Co-ordinators**

17.1 There shall be Chief Co-ordinator and Assistant Co-ordinator of examination for each department for the smooth conduct of ESE and Re-ESE

17.2 The Chief Co-ordinator of the Examination shall be the in-charge of End semester examination and Re Examination to be held at the end of every semester.

17.3 The Assistant Co-ordinator of the examination shall assist the Chief Co-ordinator in conducting the examinations.

## **18. Course Co-ordinator**

Course co-ordinator dealing with a course shall,

18.1 Prepare a set of three question papers and submit it to the examination section in sealed envelope.

18.2 Assess all the answer books of the course, submit the marks lists of class tests, assignments, teacher's assessment, term work etc through DCOE while the mark lists of ESE and Re-ESE shall be submitted to the examination section directly.

## **C. REGULATIONS REGARDING CONDUCT OF EXAMINATIONS**

### **1. Conduct of Class Test**

- 1.1. The First year coordinator shall prepare the time table for the first year class tests and inform the same to all the departments.
- 1.2. For all other classes (UG/PG, Full time/Part time) the respective departments shall prepare the time table, display it on the notice board and submit a copy to the CoE office.
- 1.3 The DCoE of the department offering the course, shall collect required stationary like blank answer books etc from the COE office one week before the commencement of the examinations.
- 1.4 In case of departments where DCoE is not appointed the course coordinator shall collect the required stationary like blank answer books etc.
- 1.5 The course coordinator shall prepare the question paper for the class test and get required number of photocopies from the examination section or from the department and use it on the day of examination
- 1.6 The seating arrangement of the class test shall be taken care by the DCOE
- 1.7 The course coordinator shall remain present during the test along with the question paper, answer books, attendance sheets.
- 1.8 The course coordinator/ invigilator shall hand over the attendance sheet and the unused answer books to the DCOE/ Coordinator.
- 1.9 The used answer books shall be retained by the course coordinator for evaluation
- 1.10 The course coordinator shall display the marks obtained by each student on the department notice board and submit a copy in the prescribed format to the CoE office through DCOE.

## **2. Conduct of Practical Examination by Internal and External Examiners**

2.1. For the courses where practical examination is conducted the internal and external examiners are appointed by the examination committee from the list of examiners recommended by the Board of Studies.

2.2 All the candidates are evaluated by the internal and external examiner for Practical/ oral/ viva voce within the premises of the institution as per the schedule prepared and displayed by the department.

2.3. Examiners shall take attendance of the students present for the examination and shall enter the marks in the mark sheet. The examiners shall submit the attendance and mark sheet to the examination section through the DCoE in sealed, signed envelope.

2.4 The DCoE shall collect all such mark sheet envelope and submit them along with the list of envelopes to the examination section within two days after the last day of practical / oral/ viva voce examination of the department.

## **3. Conduction of End Semester Examination / Re-Examination**

3.1. The End Semester Examination would be held for the courses offered in that semester.

3.2. The Re-Examination would be held after every End Semester Examination of a semester, for the courses offered in that semester only.

3.3. The Chief Co-ordinator of the Examination shall carry out the conduction of End Semester Examination/Re-Examination as per the procedure detailed below.

### **3.3.1. Pre-Examination Activities**

The Chief Co-ordinator shall

3.3.1.1. Collect the Question paper from the examination section one day before start of examination.

3.3.1.2. Collect the blank answer books and required stationary from the examination section five days before the start of examination.

3.3.1.3. Collect List of students appearing for the Examination five days before the start of examination..



3.3.1.4. Prepare invigilation schedule for the examination as per the requirement and communicate to the invigilators (One block of maximum 40 students). There shall be one invigilator for each block. Invigilator shall be a teaching faculty member only.

3.3.1.5. Prepare block wise Seating arrangement for the examination and display it for the information of students and submit a copy to the examination section.

3.3.1.6. Prepare Attendance sheets for the examination (Separate sheet for Regular and Back log subjects)

3.3.1.7. Appoint One Class III staff, if required, for clerical work.

3.3.1.8 Assign duties for the Class IV such as opening and closing the examination block, providing water and other works related examination There shall be one class IV for 02 blocks.

### **3.3.2 Activities On the Day of Examination**

3.3.2.1. Open the Examination halls 15 minutes before the commencement of examination

3.3.2.2. Open the sealed Question papers packets 30 minutes before commencement of examination the start of examination in the presence of two examinees.

3.3.2.3. Prepare a set of 5 Question Papers each for the use Examination Section and hand over the same along with the Answer books of that course. After the last day of examination, of soft copy of used question papers shall be displayed website of the institute.

3.3.2.4. Assign duties to the invigilators and hand over the required number of answer books with attendance sheet.

3.3.2.5 Shall solve the problems / queries of students and report complaints about question papers if any.

3.3.2.6. Supervise the smooth conduct of Examination.

3.3.2.7. Forward the cases of unfair means to Examination Section in sealed envelope.

3.3.2.8. Collect the Answer books from the invigilator and prepare bundles of each course and hand over the same to Examination Section on the same day.

### **3.3.3. Activities after the Examination**

3.3.3.1. Hand over the unused Answer Books and Question papers to the Examination Section.

3.3.3.2. Submit a soft copy of the block wise seating arrangement to the Examination Section

3.3.3.3. Prepare the remuneration bill for the staff appointed for conduct of examination (Invigilator, Class III, Class IV staff, Co-ordinator etc.)

#### **4. Examination Rules**

**4.1. Confirmation of Enrollment:** A candidate's name shall not appear in the list of candidates appearing for the examination unless he/she completes all the requirements of enrollment (including admission, examination form and fee etc by the due date).

**4.2. Schedule of Examinations:** By mid-semester, the Dean (academic) shall provide to COE a schedule of courses for which examination is to be conducted during the Central Examination Period and also for Courses for which a result is to be declared.

**4.3 List of Candidate:** The complete list of enrolled eligible candidates for examination shall be prepared to the office of Registrar (Academic) in coordination with student section eight weeks before commencement of the Central Examination Period,

**4.4 Time-Table:** A tentative Time Table for examinations to be held during the Central Examination Period shall be displayed on the appropriate Notice Boards. A candidate, who finds overlaps in timetable should notify the same to COE Cell A. A final timetable for examinations held during the Central Examination Period shall be displayed two weeks before the examinations commence.

**4.5 Special Arrangements:** A candidate who, on account of physical disability, is unable to appear for an examination at the place allocated, or has special needs such as amanuensis to write on his/her behalf, may apply to the COE for special arrangements to be made. An application on pre-existing disability grounds must be made with prior permission from designated authorities to the COE, at least seven working days prior to the date set for the examinations.

4.6 If a student is unable to write the examination on medical grounds 4.6. he/she is allowed to take a writer with prior permission of the Principal/Head of the Institute subjected to following requirements.

4.6.1. Medical certificate of the student duly attested by the Civil Surgeon /Government Medical Officer.

4.6.2. Bonafide certificate of the writer and photo identity card.

4.6.3. The eligibility condition for the writer is, he should be younger than the candidate at least by one year and should have qualification less than the candidate and should not have appeared or appearing for that particular course. Writer should be from non-engineering courses.

4.6.4. Extra time will not be given for completion of paper.

4.6.5. Only one writer will be allowed during the entire examination

4.6.6. Writer is not allowed for papers where skills are examined (e.g. Drawing, practicals etc)

**4.7. Entry to Examination Room:** A candidate shall not enter the examination room unless the Invigilator gives permission, and in any event, not later than the first thirty minutes of an examination session.

**4.8. Leaving Examination Room:** A candidate appearing for the examination can leave the examination hall after submitting his answer book any time after 60 minutes from the start of examination. However his question paper shall be retained by the invigilator till the end of the examination.

**4.9. Behavior:** A person, candidate or otherwise, admitted to the examination room shall comply with all requirements and directions of the Invigilator/officers related with conduct of examination.

**4.10. Places:** On entering in examination room, a candidate shall occupy, without delay such place as is indicated by signs or by an Invigilator and shall not change place except with the permission of or instruction by the Invigilator.

**4.11. Identification:** A candidate shall bring to examination room his/he Student Identification Card.

**4.12. Unauthorized Materials:** A candidate shall not, except with the explicit permission of the examiner as indicated in the examination bring into the examination room anything, whatsoever, which conveys or is capable of conveying information concerning any course/unit, or which in the opinion of the Invigilator, gives rise to suspicion that it is capable of doing so.

**4.13. Communication within the Examination Room:** A candidate having entered the examination room, shall not communicate, by word writing, signaling, with any person other than an Invigilator or as Examiner, or assist any other person to communicate with another

candidate, or willingly receive communication from any person other than Invigilator or Examiner.

**4.14. Compliance with Instructions:** A candidate shall comply with all instructions set forth on the Answer book and / or the Question Paper, or with any examination notice displayed in the examination room, or with any instruction given by an Invigilator.

**4.15. Misconduct:** A candidate shall not use unfair means or attempt to do unfair means during an examination or undertake any other activity which may be considered as an act of misconduct. A person, whether candidate or not, shall not do anything intended to assist a candidate sitting for an examination to carry unfair means or otherwise defeat the purpose of the examination.

**4.16. Removal of Papers:** A candidate shall not remove from the examination room any Question Paper or Answer book or any other material, which is property of the Institute given to him by Invigilator.

## **5. Powers of the Invigilator:**

An Invigilator, while performing examination duty as per the instructions from exam related officers on duty shall have following powers,

5.1. Confiscate any material brought into the examination room, which the Invigilator considers to be unauthorized; the confiscated material, with a statement of the circumstances, shall be submitted to the COE Cell with appropriate note.

5.2. Collect mobile handset found in possession of any student, and he/she shall submit the same subsequently to the COE Cell with appropriate note.

5.3. Ask any person any question related to the person's behavior in the examination room.

5.4. Instruct any person, whether a candidate or not, to leave the examination room if in the opinion of the Invigilator, the person's behavior is such as to disturb or distract any other candidate.

5.5. Have, and exercise, such other powers as are necessary for the proper and efficient conduct of examination. Any person present in an examination room shall comply with any such requirements of an invigilator and answer any questions asked.

5.6. Refer such cases to Examination Sub Committee (ESC) which will decide the appropriate action.

## **6. Examination Rules for Candidates**

6.1. Each candidate should remain present in the Examination Block well before the time when the examination is due to start.

6.2. Candidates are expected to bring their own writing instruments along with non-programmable calculator, if required. They shall not bring into the Examination Block any book, paper or programmable calculator, unless the official notice of the examination states to do so.

6.3. Mobile phones are not permitted in Examination Block. Any candidate who is found to have a mobile telephone, on or off, in his/her possession after the start of the examination, shall be considered as committing a unfair means.

6.4. Overcoats and other surplus clothing must not be brought into the Examination Block.

6.5. Bottles of water are permitted up to a maximum capacity of one liter. Under no circumstances any food or alternative drink can be brought into the Examination Block, unless prior permission, for medical reasons, has been obtained.

6.6. Complete silence must be maintained in the examination room at all times. The use of any type of alarm clock is prohibited.

6.7. Smoking and chewing of tobacco products in the examination room is prohibited.

6.8. A candidate who requires assistance should attract the attention of the Invigilator by raising a hand.

6.9. All writing must be done in ink in the Answer book provided, and rough work should be crossed out. Under no circumstances should pages be removed from the answer book.

6.10. In an examination, candidate shall not carry out, nor attempt to carry out unfair means.

6.11 A candidate shall not bring into a room in which an examination is to be or is being conducted, material which has not been authorized.

6.12. At the end of the examination, candidates should remain seats in silence until all Answer books have been collected.

6.13 No answer book used or blank, or any part thereof, shall be taken by students out of Examination Block.

6.14 Any breach of the rules will be taken into account by the Invigilator/Examiner, and may also be the subject of disciplinary action thereafter.

## **D. COURSE EVALUATION**

### **1. Assessment by Course Coordinator**

1.1. Course Evaluation shall be done through grading system prescribed in document of the Rules and Regulations of UG Programmes.

1.2. Course Coordinator shall evaluate the academic performance of Class Test, Assignment, Teachers Assessment, Tutorials, Practical's, Term work, Field work, Seminar, Project, End Semester Examination, Re- Examination, and Rechecking

1.3. Chief Course Coordinator shall set the common question paper for End Semester Examination and Re-Examination for a particular course. However for Class Test, respective Course Coordinators may set Separate Question paper for a particular Course. However in extraordinary situation, decision regarding paper setting or allied issues, shall be taken by Chairman EC.

1.4. The evaluation work may be assigned, if necessary, to a person other than Course Coordinator. However, the Course Coordinator shall arrange for his substitute in case of such unavoidable circumstances, and intimate the same in writing to COE Cell duly signed by both of them.

1.5. The concerned Course Coordinator shall preserve the Answer books of class test for 12 months before handing over to the departmental stock for disposal.

1.6. After assessment of paper of class test, individual course coordinator shall display the marks obtained by all examinee in the respective course, and shall clarify queries from students, if any, at his/her level, and do the necessary corrections in the marks, if any. The course coordinator shall not entertain any person other than the student himself/herself in such cases.

1.7. For practical/oral examinations external examiner proposed by respective BoS, shall be from outside the institute. In case the appointed external examiner is unable to report for the examination, alternative arrangement shall be done by Chairman BoS and conduct the examination. Such changes shall be informed to the COE Cell for record.

1.8. For Practical / oral examination in Dissertation-1 in case of ME courses, BoS may appoint external examiner from PG faculty of appropriate discipline within the Dr. B.A.M. University area.

1.9 After every ESE/Re-ESE, the answer books would be stacked in CA center of the COE Cell. The answer books are then mixed, masked then coded before issuing to the examiners for the assessment.

1.10 The answer books would be made available to faculty members assessment soon after the respective course examination is over. However the period of assessment at CAS after the last paper of a given exam would be three days only .

1.11. The answer books are then issued for the scrutiny, where the answer books are verified for the totaling of marks, carrying forward marks first page and unassessed answers, if any.

1.12. After the completion of scrutiny the corrections, if any, are to be done by the evaluator and the answer books are handed over to the CAS centre.

1.13. The answer books are then unmasked and decoded and the mark lists as per enrollment number is prepared and handed over to data entry operator.

## **2. The Grading System**

2.1. The grading system for UG programmes as recommended by Dean (Academics) and approved by Academic council shall be followed for declaration of results.

2.2. For every course taken by a student, he/she is assigned a grade based on his/her combined performance in all the heads of assessments. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point.

2.3 The academic performance shall be graded on a ten-point scale following guidelines given below for undergraduate and post graduate classes.

2.3.1. The letter Grades (up to D only) awarded to a student in all the courses shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).

## 2.4. RELATIVE GRADE SYSTEM FOR UG PROGRAM

### Award of Grades-

2.4.1. Grade A++ absolute grade to be awarded to 10 % or less number of students securing more than 80 % marks.

2.4.2. In the case of students appearing for Re-examination the grade shall not be higher than A+ in that particular course.

2.4.3. Grade D absolute grade to be awarded to student who fail to pass the subject securing less than 40 % marks or student remaining ABSENT in a course of End Semester Examination/ Re-Examination.

2.4.4. The intermediate grade shall be divided on equal scale between student securing A and C grade.

2.4.5. There shall be letter grades with associated grade points as given below:

Relative Range of Grade Point Marks	Grade	Grade Point
$M \geq k_1$	A++	10.0
$k_1 > M \geq k_2$	A+	9.0
$k_2 > M \geq k_3$	A	8.0
$k_3 > M \geq k_4$	B+	7.0
$k_4 > M \geq k_5$	B	6.0
$k_5 > M \geq k_6$	C+	5.0
$k_6 > M \geq k_7$	C	4.0
$M < k_7$	D	0

Where,

M-marks obtained out of 100,

$k_1$  - Minimum marks of (A++-1) or maximum marks secured if no student is awarded A++

$k_7$ -40; C- abs ( $k_1$ - $k_7$ )/6;  $k_2$ - ( $k_1$ -C);  $k_3$ - $k_2$ -C;  $k_4$ - $k_3$ -C;  $k_5$ - $k_4$ -C;  $k_6$ - $k_5$ -C

2.4.6. The SGPA and CGPA shall be calculated as per the procedure followed based on credits.

The equivalent percentage from CGPA shall be calculated as (CGPA) X 10.

2.4.7. Class is awarded on the basis of CGPA



First Division with Distinction = CGPA  $\geq$  7.00  
 First Division = 7.00 > CGPA  $\geq$  6.00  
 Second Division = 6.00 > CGPA  $\geq$  5.00  
 Pass Class = CGPA < 5.00

## 2.5. RELATIVE GRADE SYSTEM FOR PG PROGRAM (M.Tech &MCA)

### Award of Grades-

2.5.1. Grade A++ absolute grade to be awarded to 10 % or less number of students securing more than 90 % marks.

2.5.2. In case of students appearing for Re-examination the grade shall not be higher than A+ in that particular course.

2.5.3. Grade D absolute grade to be awarded to a student who fails to pass the subject securing less than 50 % marks or student remaining ABSENT in a course of End Semester Examination/ Re-Examination.

2.5.4. The intermediate grade shall be awarded by dividing the marks equally between marks secured by student securing A++ and C+ grade.

2.5.5. There shall be letter grades with associated grade points as given below:

Relative Range of Grade Point Marks	Grade	Grade Point
$M \geq k_1$	A++	10.0
$k_1 > M \geq k_2$	A+	9.0
$k_2 > M \geq k_3$	A	8.0
$k_3 > M \geq k_4$	B+	7.0
$k_4 > M \geq k_5$	B	6.0
$k_5 > M \geq k_6$	C+	5.0
$M < k_6$	D	0

Where,

M-marks obtained out of 100,

$k_1$  = Minimum marks of (A++-1) or maximum marks secured if no student is awarded

A++

$k_6=50$ ;  $C=\text{abs}(k_1-k_6)/6$ ;  $k_2=(k_1-C)$ ;  $k_3=k_2-C$ ;  $k_4=k_3-C$ ;  $k_5=k_4-C$

3.5.6. The SGPA and CGPA shall be calculated as per the procedure followed based on credits. The equivalent percentage from CGPA shall be calculated as  $(\text{CGPA}) \times 10$ .

3.5.7. Class is awarded on the basis of CGPA

First Division with Distinction =  $\text{CGPA} \geq 7.25$

First Division =  $7.25 > \text{CGPA} \geq 6.25$

Second Division =  $6.25 > \text{CGPA} \geq 5.25$

Pass Class =  $\text{CGPA} < 5.25$

### **3. Providing Photocopy of the Answer book:**

Candidates can apply for photocopy of their answer sheet by paying prescribed fees within the stipulated time period after declaration of result of ESE/Re-Examination.

### **4. Grade Moderation**

4.1. Examination Committee shall appoint an Institute Grade Moderation Committee for overall monitoring of academic evaluation.

4.2. The Chairman BOS/HOD shall constitute a Departmental Grade Moderation Committee for a particular programme. One of the members of the DGMC shall be Chairman.

4.3. All concerned faculty members (Course Coordinator) should invariably be present for the Departmental Grade Moderation Committee meeting. In case, someone is going out on institute duty, he/she will hand over his/her inputs for moderation with a colleague, who should present it in the meeting.

4.4. The Departmental Grade Moderation Committee shall do two-tier moderation, both for the subject and for the semester (SGPA, CGPA)

### **6. Result:**

The result of each examination shall be declared in the form of grades and stored in the form of hard copy.

## **E. REGULATIONS REGARDING UNFAIR MEANS**

### **1. UNFAIR MEANS COMMITTED BY THE STUDENT**

1.1 The Examination Committee shall be the competent authority to take disciplinary action against a student for his misconduct due to unfair means committed by him at the examination conducted by the Institute.

1.2 Definitions Unless the context otherwise requires,

1.2.1. Student means and includes a person who is controlled as such by the Institute for receiving instruction qualifying for any degree, or certification awarded by the University / Institute. It includes ex student and student registered as candidate for any of the Degree, or Certificated Examinations.

1.2.2. Unfair Means. : It means and includes one or more of the following acts of omissions on the part of students during the examination period:

1.2.2.1. Possessing unfair means material and or copying there from.

1.2.2.2. Transcribing any unauthorized material or any other use thereof.

1.2.2.3. Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the invigilator or causing disturbances in any manner in the examination proceedings.

1.2.2.4. Unauthorized communication with other examinees or any one else inside or outside the examination hall.

1.2.2.5. Mutual/Mass copying

1.2.2.6. Smuggling out, either blank or written answerbook, or smuggling in of answerbook as copying material

1.2.2.7. Smuggling in blank or written answerbook, and forging signature of invigilator therein.

1.2.2.8. Interfering with or counterfeiting of Institute seal or answer books or office stationary used in the examination.

1.2.2.9. Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.

1.2.2.10. Impersonation at the Institution examination.

1.2.2.11. Revealing identity in any form in the answer written or in any other part of the answer book by the student at the institute examination.

1.2.2.12. Any other similar act/s and omission/s, which may be considered as unfair means by the competent authority.

1.2.3. **Unfair means relating to examination** means and includes directly or indirectly communicating, or attempting to commit, or threatening to commit any act of coercion, or unfair means with a view to obtain wrongful gain to himself/herself, or to any other person(s).

1.2.4 **Unfair means material** means and includes any material whatsoever, related to subject of the examination, printed, type, handwritten or otherwise on the person or on clothes, or body of the form of chart, diagram, map or drawing or electronic aid etc., which is not allowed in the examination hall.

1.2.5. **Possession of unfair means material by a student** means having any unauthorized material on his/her person or desk or chair or table or at any place within his/her reach, in the examination center and its environs or premises at any time from the commencement of the examination till its conclusion.

1.2.6. **Student found in possession** means a student reported in writing as having been found in possession of unfair means material by Invigilator, member of the Vigilance committee, Examination squad or any other person related with conduct of examination, even if the unfair means material is not produced as evidence because of its being reported as swallowed or destroyed, or snatched away or otherwise taken away, or spoiled by the student, or by any other person acting on his behalf, to such an extent that it has become illegible. Provided report to that effect is submitted by the Invigilator or any other authorized person to the Controller of Examinations, Principal or Head of the Institute concerned or any officer otherwise in this behalf.

1.2.7 **Material related to the subject of Examination** means and included, if the material is produced as evidence, any material certified as related to the subject of examination by a competent person, and if the material is not produced as evidence or has become illegible for any of the reasons refers to in clause above, the presumption shall be that the material did relate to the subject of the examination.

1.3. Chief conductor means and includes Principal of college concerned or head of the recognized institution where examination is being conducted and any other person duly authorize by him/her or person appointed as incharge of examination. The Principal of the college, or Head of the recognized Institution shall be the competent authority to take disciplinary action against a student for his misconduct due to unfair mean committed by him at the examination.

1.4. Where the examination of the Institute courses are conducted by the Institute the Principal/Head of the concerned college/recognized Institute, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of the rule laid down by the Institute for proper conduct of examination, shall have power at any time to conduct enquiry, and to punish for such unfair means or breach of any of the rule by exclusion of such a student from any such examination or Institute, either permanently or for a specified period, or by cancellation of the result of the student in the Institute examination for which he/she appeared, or by deprivation of any Institution scholarship, or cancellation of the award of any college/Institute prize or medal to him/her, or by imposition of fine, or two or more of the aforesaid ways.

1.5. During examination, examinees and other student shall be under disciplinary control of the Principal.

1.6. Chief Conductor of the examination center shall, in the case of unfair means, follow the procedure as under:

1.6.1. The student shall be called upon to surrender to the Chief Conductor, the unfair means material found in his or her possession, if any, and his/her Answer book.

1.6.2. Signature of the concerned student shall be obtained on the relevant material and list thereon. Concerned Invigilator and the Chief Conductor shall also sign on all the relevant material and documents 1.6.3. Statement of the student and his undertaking in the prescribed format and the statement of the concerned Invigilator shall be recorded in writing by the Chief Conductor. If the student refuses to make statement or to give undertaking, the concerned Invigilator or Chief Conductor shall record accordingly under their signature.

1.6.4. Chief Conductor shall take one or more of following decisions depending upon seriousness/gravity of the case:

1.6.4.1. Confiscate his/her answer book, and mark it as “suspected unfair means case and issue him/her fresh answer book duly signed by invigilator.

1.6.4.2. May report the case to the concerned Police Station as per the provisions of Maharashtra Universities Act No. XXXI 1982 an act to provide for preventing Unfair means at university Board and other specified examinations.

1.6.4.3. In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for remaining examination.

1.6.5. All the material and list of material mentioned in sub-clause 1.2.4 and the undertaking with the statement of the student and that of the Invigilator as mentioned in clause No 1.6.3 and the answer-book/s shall be forwarded by the Chief Conductor along with his report to the concerned Controller of Examinations/Principal/Head of the Institution, as the case may be, in a separate and confidential sealed envelope, marked 'suspected unfair means case'

1.6.6. In case of unfair means of oral type, the Invigilator or concerned Authorized person shall record the facts in writing and shall report the same to the concerned Controller of examinations/Principal/Head of Institutions, as the case may be.

1.7. At the time of assessment of answer books, if the examiner suspects that there is prima-facie evidence that, the concerned student appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, along with the evidence, to the concerned Controller of Examinations / Principal/Head of Institutions, as the case may be, with his/her opinion in separate confidential sealed envelope marked as 'suspected unfair means case.

1.8. Case of unfair means having, prima-facie, reported by the Chief Conductor/ Invigilator and /or Examiners shall be inquired into by the committee appointed by the Examination committee/Principal/Head of Institute, as the case may be, it shall proceed for further investigation. The officer appointed by Head of the Institute shall be the presenting officer of the case before the police authorities and court of justice and shall deal with the case till it is finally disposed off.

1.9. Examination Result/s of the concerned student/s involved in such cases shall be held in reserve till the competent authority takes the final decision in the matter and the concerned student/s shall be informed accordingly.

## **1.10. APPOINTMENT OF UNFAIR MEANS ENQUIRY COMMITTEE**

1.10.1. For the purpose of investigating unfair means resorted to by students at the Examination; the Examination Committee shall appoint a committee called Examination Sub Committee (ESC) following the guidelines given in University Statutes.

1.10.2. The unfair means inquiry committee will function as a recommendatory body, and submit its recommendations, in the form of report, to the concerned competent authority, which will issue final orders with regard to the penal action to be taken against the student/s, after taking into account the reported facts and findings of case by the committee, and after ensuring whether reasonable opportunity has been given to the concerned implicated student in his/her defense, the principle of natural justice has been followed, and the recommended quantum of punishment is in accordance with the guidelines laid down in the behalf.

## **1.11. PROCEDURE OF THE EXAMINATION SUB COMMITTEE SHOULD BE AS UNDER**

The Controller of Examinations / Principal of the College of Head of the recognized Institution or the Officer authorized by them, as the case may be, shall inform the student concerned, in writing, of the act of unfair means alleged to have been committed by his/her and shall ask him/her to show cause, as to why the charge/s leveled against him/her should not be held as proved, and the punishment stipulated in the show cause notice be imposed.

1.11.2 The student shall be asked to appear before the enquiry committee on the day at a time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/herself only shall present his/her case before the committee.

1.11.3. The document that are being taken into consideration, or are to be relied upon for the purpose of proving charge/s against the student, shall be shown to him/her by the enquiry committee, when the student presents himself/herself before the committee.

1.11.4. Reasonable opportunity, including oral hearing, shall be given to the student in his/her defense before the committee. The committee, before giving final recommendations in the case, shall consider the reply/explanation given by the student to the show cause notice.

1.11.5. The committee should follow the above procedure in the spirit of the principle of natural justice.

1.11.6. After serving a show cause notice, if the implicated student fails to appear before the enquiry committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the committee. Even after these two chances, if the concerned student fails to appear before the committee, the committee shall take decision in his/her case in his/her absentia, on the basis of the documents available.

1.11.7. The committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted on or otherwise.

## **1.12. PUNISHMENT:**

The Principal, after taking into consideration the report of the committee, shall pass such orders as it deem fit, including granting the student benefit of doubt, issuing warning or exoneration to him/her from the charges, and shall impose any one or more of the following punishment on the student/s found guilty of using unfair means.

1.12.1. Annulment of performance of the student in full or in part in the examination he/she has appeared for.

1.12.2. Debarring student from appearing for any Examination of the Institution for a stipulated period not exceeding five years.

1.12.3 Debarring student from taking admission for any course in the Institution for a stipulated period not exceeding five years.

1.12.4. Cancellation of the scholarship/s or award/s prize or medal etc, awarded to him/her in that examination.

1.12.5. In addition to the above-mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period,



the competent authority may impose on such a student additional punishment/penalty as it may deem fit.

1.12.6. The student concerned shall be informed of the punishment fully imposed on him/her in writing, by the competent authority or by the officer authorized by it in his behalf, under intimation to the College/Institution he/she belongs to.

1.12.7. An appeal against the findings of the committee shall lie with the concerned competent authority whose decision shall be final and binding.

1.12.8. An appeal made in writing within a period of 30 days from the date of imposition of the punishment, shall be considered by the competent authority on merit, and it shall be decided on the basis of the evidence available in the case, and shall be heard in person in deserving cases, if the competent authority finds substance in the appeal, the competent authority shall supply a typed copy of relevant extract of fact-finding report of the inquiry committee, as well as documents relied upon (if not strictly confidential) pertaining to his/her case to appellant/petitioner, if applied for in writing. Decision to the appeal shall be informed to the student concerned accordingly.

1.12.9. The respective competent authority shall deal with the court matters in respect of the unfair means cases.

1.12.10. As far as possible, the quantum of punishment should be as prescribed in Appendix- I

## **2. UNFAIR MEANS USED OR LAPSES COMMITTED BY ANY PAPER SETTERS /EXAMINERS / ODERATORS, REFEREES / TEACHERS OR ANY OTHER PERSONS CONNCETED WITH THE CONDUCT OF EXAMINATION.**

2.1. The Examination Committee shall be competent authority to take appropriate disciplinary action against the paper setter, examiners, moderators, referees, teachers or any other person connected with the conduct of examination, committing laps or using, attempting to use aiding, abetting, instigating or allowing to use unfair means/s at the examination conducted by the Institute.

2.2 The staff who does not perform the examination duties as per examination rules and schedule shall be given a chance for self correction and, if required, the Principal shall use his discretionary power to take the appropriate corrective measures, which may include making relevant entries in the service book of the concerned person. The service of the erring temporary staff may be terminated by the Principal, if found necessary.

2.3. Definitions: unless the context otherwise requires

2.3.1. Paper Setter, Examiner, Moderator, Referee and Teacher means and includes person/s duly appointed as such for the examination by the competent authority, and also any other person connected with the conduct of examination, appointed by the competent authority.

2.3.2. Unfair means/lapses includes one or more of the following acts or omissions on the part of the person/s included in 2.3.1 above.

2.3.2.1. Leakage of Question/s or Question Paper Set at the Institute examination, before the time of examination.

2.3.2.2. Examiner/Moderator, intentionally awarding marks to student in assessment of answer books, dissertation or project work, to which the student is not entitled, or not assigning marks to the student to which the student is entitled.

2.3.2.3. Paper Setter omitting question or setting question outside the scope of syllabus.

2.3.2.4. Examiner/Referee showing negligence in detecting unfair means used by student/s.

2.3.2.5. Invigilator / Chief Conductor showing negligence / apathies in carrying out duties: (Siding/ abetting/ allowing / instigating students to use unfair means/s)

2.3.2.6. Or any other similar act/s and or omissions/s, which may be considered as unfair means or lapses by the competent authority.

2.3.3. Unfair means or lapses relating to examination means and includes directly committing, or attempting to commit, or threatening to commit any act of unfair means, fraud or undue influence with a view to obtain wrongful gain to him/her, or any other person or causing wrongful loss to other person/s, or omitting to do what he/she is bound to do as duties.

### **3. REGULATIONS REGARDING UNFAIR MEANS RESORTED TO BY THE STUDENT/PAPER SETTERS / EXAMINERS / MODERATORS, REFEREES**

## **TEACHERS OR ANY OTHER PERSONS CONNCETED WITH THE CONDUCT OF EXAMINATION.**

3.1 the On receipt of a report regarding use of unfair means by any student at any examination, including breach of any of the rules laid down by the Institution Authorities, Examination Committee shall have power, at any time, to institute for proper conduct of Examination, inquiry, and to punish such unfair means or breach of the rules, exchision of such student from any examination from Recognized Institution or from any convocation for the purpose of conferring degree, either permanently or for a specified period, or by cancellation of the result of the student in the examination for which the student appeared, or by deprivation of any scholarship held by him/her, or by cancellation of the award of any prize or medal to him/her, or by imposition of fine, or in any two or more of the aforesaid ways, within a period of one year.

3.2. On receipt of report regarding unfair means used or laps committed by any paper setter, examiner, moderator, referees, teacher or any other person connected with the conduct of examination held by the Institution, including breach of the rules laid down for proper conduct of examination, the Examination Committee, shall have power, at any time, to institute inquiry and to punish such unfair means or lapses by declaring the concerned person disqualified for the conduct of any examination work, either permanently or for a specified period, or by referring his/her case to the rules provided for, or in any two or more of the aforesaid ways.

### **3.3. INVESTIGATING COMMITTEE**

3.3.1. The committee appointed by the Examination Committee to investigate unfair means resorted to by student/s at the examination, shall also investigate the cases of unfair means used and or lapses committed by the paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations.

### **3.4. PROCEDURE FOR INVESTIGATION**

3.4.1. The cases of alleged use of unfair means or lapses committed by the paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of

examinations shall be scrutinized by the concerned Officer/In-charge of the sub-section/Unit to which the case is primarily pertained at the examination section of the Institution, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his primary report to the concerned competent authority. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the unfair means inquiry committee for further of the Investigation. The concerned officer appointed by the head Institution shall be the presenting officer of the case before the enquiry committee, Police Authorities and court of justice and shall deal with the case till it is finally disposed off.

3.4.2. The competent authority, or the officer authorized by, in this behalf, shall inform the implicated persons (paper setter, examiner, moderator, referees, teacher, or any other person connected with the conduct of examination) in writing of act of unfair means used, and or lapses committed by him/her at examination, and shall ask him/her how cause, as to why the charge/s levelled against him/her should not be held as proved, and the punishment stipulated in the show cause notice be impose.

3.4.3. The concerned person be asked to appear before the inquiry committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her, and charge levelled against him/her therein. The concerned person himself/herself only shall present his/her cause before the committee.

3.4.4. The documents that are being taken into consideration to be relied upon for the purpose of proving charge/s against the concerned person, shall be shown to him/her by the inquiry committee, if he/she presents himself/herself before the committee. The evidence, if any should be recorded in presence of the delinquent.

3.4.5. Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/her defense before the committee. The reply/explanation given to the show cause notice shall also be considered by the committee before making final report/recommendation.

3.4.6. The committee should follow the above procedure in the spirit of principle of natural justice.

3.4.7. If the concerned person fails to appear before the committee on the day, time and place fixed for the meeting, he/she shall be given one more opportunity to appear before the committee in his/her defense. Even after offering two chances, if the concerned person fails to appear before

the committee, the committee shall take decision in his/her case, in his/her absentia on the basis of whatever evidences/document available before it, and same shall be binding on the concerned implicated person.

3.4.8. The committee shall submit its report to the concerned competent Authority with its recommendation regarding punishment to be inflicted on the concerned person or otherwise.

### **3.5 PUNISHMENT**

The competent authority, after taking into consideration the report of the PUNISHMENT committee shall pass such orders as it deems fit including granting the exonerating implicated person benefit of doubt, issuing warning or him/her from the charge/s and shall impose any one or more of the following punishments on the implicated person found guilty of using unfair means or committing lapses at the examinations.

3.5.1. Declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specified period.

3.5.2. Imposing fine, if the concerned person fails to pay the fine within a stipulated period, the competent authority may impose on such a person additional punishment/penalty, as it may deem fit.

3.5.3. Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.

3.5.4. The competent authority or the officer authorized in this behalf, shall inform the concerned person of the decision taken in his/her case and punishment imposed on him/her.

3.5.5. An appeal made within 30 days of imposition of the punishment other than the punishment referred to clause no. 3.5.3 above, shall lie with the examination committee, and their decision in the appeal shall be final and binding

3.5.6. The competent authority shall supply a typed copy of the relevant extract of fact finding report of the inquiry committee, as well as the documents relied upon (if not strictly confidential), pertaining his/her case to the appellant /petitioner, if applied for in writing

3.5.7. The court matters in respective cases of unfair means/lapses should be dealt with by the respective competent authority.

3.5.8. As far as possible, the quantum of punishment should be prescribed in Appendix-II

## **F. AMENDMENT OF RESULT**

### **1.DUE TO ERROR**

#### **1.1.ERROR MEANS**

1.1.1. Error in computer/data entry, printing or programming, and the likewise.

1.1.2. Clerical error, manual or machine, installing or entering marks on ledger/register.

1.1.3. Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation, rechecking and result preparation.

1.2. In any case, where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such result in such manner as shall be in accordance with the true position, and to make such declaration as is necessary, with the necessary approval of the Chairman, Examination Committee, provided the errors are reported / detected within six months from the date of declaration of results. Errors detected thereafter shall be placed before the Examination Committee.

### **2. DUE TO FRAUD, MALPRACTICE ETC :**

In any case, where the result of an examination has been ascertained and published, and it is found that such result has been affected by any unfair found, or any other improper conduct whereby an examinee has been benefited, and that such examinee, in the opinion of the Examination Committee, means has been party, or privy to or connived at such unfair means, fraud or improper conduct, the Examination Committee shall have power, at any time, notwithstanding the issue of the certificate or the award of a prize of scholarship. to amend the result of such examinee, and to make such declaration as the examination Committee considers necessary in that behalf.

## **G. GRIEVANCES AND REDRESSAL**

Students grievances about examinations, if any, shall be dealt with by the Controller of Examinations, or by any other office/committee, or by Institute Standing Committee (ISC) appointed by the Principal.

## **H. APPEALS**

1. The Head of the Department should complete the Examination Appeals Form and submit this, together with the student's letter of appeal, and any relevant medical or other certificate to the Chairman, Examination Committee.
2. The decision of the Examination Committee shall be communicated to the student , COE, HOD, Registrar (Academic) and Dean (Academic) for the purpose of maintaining the student record.

## **I. PRESERVATION OF RECORD AND VARIOUS DOCUMENTS OF CONTROLLER OF EXAMINATION CELL**

The preservation of records and various documents of the office of Controller of Examination shall be as per Appendix –III

## APPENDIX-I

### THE BROAD CATAGORIES OF UNFAIR MEANS ADOPTED BY STUDENTS AT THE UNIVERSITY / COLLEGE / INSTITUTION EXAMINATION AND THE QUANTUM OF PUNISHMENT FOR EACH CATEGORY THERE OF

Sr. No.	Nature of Unfair means	Quantum of Punishment
1	Possession of copying material	Annulment of the performance of the student/s Institution Examination in full (Note This quantum of punishment shall apply also to the following categories of unfair means at Sr.No. 1 to Sr.No.12 in addition to the Punishment prescribed there at)
2	Actual copying from the copying Material	Exclusion Institution of the student from examination for one additional Examination.
3	Possession of Other Students Answer Book	Exclusion of the student from Institution examination for one additional Examination. (Both the Students)
4	Possession of Other Students Answer Book + actual evidence of copying there from	Exclusion of the student from Institution examination for two additional Examinations. (Both the Students)
5	Mutual Mass Copying	Exclusion of the student from Institution examination for two additional Examinations.
6 (a)	Smuggling out or smuggling in of Exclusion of the student from Answer Book as copying material	Exclusion of the student from Institution examination for two additional Examinations.



(b)	Smuggling in of written answer book based on the question paper set at the Examination	Exclusion of the student from Institution examination for three additional Examinations.
(C)	Smuggling in of written answer book and forging signature of the invigilator thereon	Exclusion of the student from Institution examination for four additional Examinations.
7	Attempt to forge signature of invigilator on the answer book of Supplement	Exclusion of the student from Institution examination for four additional Examinations.
8	Interfering with or counterfeiting of Institution seal of Answer books or office stationary used in the additional Examination	Exclusion of the student from Institution examination for four additional Examinations.
9	Answer book main or supplement written outside the examination hall or any other insertion in answer book	Exclusion of the student from Institution examination for four additional Examinations.
10	Insertion of currency notes/to bribe or attempting to bribe any of the persons/s connected with the additional Examinations.	Exclusion of the student from Institution examination for four additional Examinations. ( This money shall be Credited to the account of C.O.E.)
11	Using obscene language / violence /threat at the examination centre by a student at the Institution Examination to invigilator / Chief Conductor of Examinations	Exclusion of the student from Institution examination for four additional Examinations.
12	Impersonation at the university/College/Institution Examination	Exclusion of the student from Institution examination for five additional Examinations.( Both the Students if impersonator i s University or College or Institute Student)
13	Revealing Identity in any form in the Answer	Annulment of the performance of the

	written or in any other part of answer book by the student at the Institution Examination	student at the Institution Examination in full.
14	Found having written on palms or Annulment of the performance of the on the Body, or on the clothes student at the Institution Examination	Annulment of the performance of the student at the Institution Examination in full.
15	Carrying mobile or allied instruments	Rs. 1500/- Fine
16	All other unfair means not covered in the aforesaid categories	Annulment of the performance of the student at the Institution Examination in full and serve punishment depending upon the gravity of the offence.

Note:

1 The term 'annulment of performance in full' includes performance of the student of the theory as well as annual practical examination, but does not include performance at term work, project work and dissertation examination unless unfair means used there at.

2 If, on previous occasion, a disciplinary action was taken against a student for unfair means used at examination, and he/she is caught again for unfair means used at the examination in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such student. This enhanced punishment may extend to double the punishment provided for the offence when committed in the second or subsequent examination.

3 Student involved in unfair means at practical / dissertation / project report/ defense examination shall be dealt with as per the punishment provided for the theory examination.

4 The competent authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

## APPENDIX II

### **ACTION FOR MALPRACTICES/ LAPSE ON THE PART OF PAPER STEER/ EXAMINERS/ MODERATORS/RECHECKERS/REFEREE / TEACHER OR ANY OTHER PERSON CONNECTED WITH THE CONDUCT OF UNIVERSITY /COLLEGE/INSTITUTE EXAMINATION**

Sr. No.	Nature of Unfair means / Lapses	Punishment
1	Paper setter found responsible for leakage of the question paper set in the Institution Examination/s whether intentionally or due to the negligence before the time of examination.	Disqualification from any Exam Work plus Disciplinary action by the concerned as per the rules applicable.
2	Leakage of the question / question paper set in the Institution Examination before the time of examination at the Institution Examination or Examination centre by any person/s connected with the conduct of Examination.	Disciplinary action against the guilty / responsible person/s as per the prevailing rules/standard codes by concerned authorities.
3	Favouring a student (Examination) by Examiner, Moderator, rechecker and referee in assessment of answer book / Dissertation/project report / thesis by assigning the student mark to which the student is not entitled to Institute examination	Disqualification from any Exam Work plus Disciplinary action by the concerned authorities.
4	Examiner / Moderator / Referee internationally/negligently not assigning the student in assessment of his/her answer books/dissertation /thesis / project work, the mark to which the student is entitled to at the Institution Examinations	Disqualification from any Exam Work plus Disciplinary action by the concerned authorities.
5	Paper setter omitting the question at the time of finalization of question paper set at the examination or repeating Sr. No. of question	Disqualification from any Exam Work for a period of three years.

	while writing	
6	Paper setter repeating questions in same / different section/ s	Disqualification from any Exam Work for a period of three years.
7	Paper setter setting questions outside the scope of the syllabus.	Disqualification from any Exam Work for a period of three years.
8	While assessing Answer Examiners showing negligence in detecting unfair means used by the student/s	As decided by the authorities of the Institution
9	Guiding teacher showing negligence in supervision of dissertation/project work/thesis (e.g. use of manipulated data by a student)	As decided by the authorities of the Institution
10	Invigilator /Chief Conductor showing apathy in carrying out duties related to examinations (eg not taking round in the examination hall at the examination period or opening the packet of question paper before prescribed time)	As decided by the authorities of the Institution
11	Invigilator helping student copying answer while in examination or showing negligence in reporting cases of copying answer by student when on supervision duty Invigilator helping student when on supervision duty	Disqualification from any Exam Work for a period of three years plus Disciplinary action by the concerned authorities as per the rules if he/she is Institute Employee .
12	Invigilator helping student (examinee) in mass copying while on examination duty.	Permanent disqualification from any exam work plus disciplinary action by authorities as per the rules if she/he is a Institute Employee.
13	The competent authority, in addition to the above mentioned punishment, 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 University Act No. XXXI of 1982.	

### APPENDIX-III

#### PRESERVATION OF RECORD AND VARIOUS DOCUMENTS

Sr. No.	Nature of Document	Preservation Duration
1	Result Sheets	Permanent
2	Bills and Note Books	5 Years
3	Reports/Committee papers	Permanent
4	Student applications Exam forms	5 Years
5	Various mark lists	5 Years
6	Mark Sheets	Permanent
7	Online Correspondence	5 Years
8	Inward/Outward registers	5 Years
9	Unfair means related papers	5 Years
10	Purchase related papers / application	1 Years
11	Exam related student application	1 Years
12	Answer Sheets of ESE/ Re Examination	1 Years
13	Proposal related correspondence	1 Years
14	Question paper related / policy correspondence	Permanent
15	Question papers originals	1 Years
16	Used question papers	1 Years
17	Important Correspondence / documents	Permanent
18	Answer Sheets of class tests	1 Years

Note: All papers / material other than under preservation shall be made available in partly destructed form, for sale / auction as per official procedure.