

MAHARASHTRA INSTITUTE OF TECHNOLOGY, AURANGABAD

(An Autonomous Institute, Accredited with Grade 'A' by NAAC)

Permanently affiliated to Dr.Babasaheb Ambedkar Marathwada University,
Aurangabad.

ENGINEERING AND MANAGEMENT

EXAMINATION MANUAL

Academic Year-2021-2022



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1. Preamble

Maharashtra Institute of Technology, Aurangabad has been conferred and granted autonomous status vide Notification Ref No. ACAD.AFFI/2021-22/30267-72 dated 30/03/2021 of Dr.Babashheb Ambedkar Marathwada University, Aurangabad. 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

Gramaudyogik Shikshan Mandal (GSM), Aurangabad, Maharashtra, India is the parent trust (Organization) established in 1975. Maharashtra Institute Technology (MIT), Aurangabad offers wide range of courses for graduation and post-graduation level in faculty of Engineering & Technology. The institute is permanently affiliated to Dr. Babasaheb Ambedkar Marathwada University (BAMU), Aurangabad and is approved by AICTE, Delhi and DTE Maharashtra. NAAC has accredited the institute with Grade ‘A’. MIT has received recognition under Section 2(f) and 12 (B) of the UGC Act, 1956. UGC has granted of autonomous status to our institute. MIT has got accreditation from Department of Science and Industrial Research (DSIR), Ministry of Science and Technology, Government of India as a Science and Industrial Research Organization (SIROs). MIT has been empaneled under Unnat Maharashtra Abhiyan, a project by Ministry of Higher and Technical Education, Government of Maharashtra. MIT has been also selected under “Unnat Bharat” Abhiyan, a flagship programme of Ministry of Human Resource Development (HRD), Government of India. MIT is an Approved ESCO = Empaneled as Energy Service Company approved by Bureau of Energy Efficiency (BEE), Ministry of Power, Government of India. MIT has developed strong linkages between industry, government & non-government organizations. MIT is pioneer in establishing mutually beneficial triangular partnership among academic institutions, industry and government organizations. It also provides solutions to live problems and works on research projects of industries. MIT is associated with GIZ, Germany, Tata Technologies and MASSIA for working on live industry projects. Institute has association with more than 300 companies for one semester mandatory In-Plant Training for B. Tech Final year students. Institute has recognized Ph.D. Research Centers in Mechanical Engineering and Electronics and Telecommunications Engineering affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

The list of programs offered is as given in the following Table.

Undergraduate B.Tech. Program

Sr.No.	Program
1.	B.Tech. in Agricultural Engineering
2.	B.Tech. in Artificial Intelligence and Data Science
3.	B.Tech. in Civil Engineering
4.	B.Tech. in Computer Science and Engineering
5.	B.Tech. in Electrical Engineering
6.	B.Tech. in Electronics and Computer Engineering
7.	B.Tech. in Mechanical Engineering
8.	B.Tech. in Plastic and Polymer Engineering

Postgraduate M.Tech. Program

Sr.No.	Program
1.	M. Tech. in Food Processing Technology (Agri)
2.	M. Tech. in Mechanical Engineering
3.	M. Tech. in Computer Science and Technology
4.	M. Tech. in Electronics and Telecommunication

Postgraduate MBA Program

Sr.No.	Program
1.	MBA- Master of Business Administration

B.Voc. Program

Sr.No.	Program
1.	Food Processing
2.	Refrigerator & Air Conditioning

The teaching-learning process is student centric and governed by the concept of outcome-based education.

All undergraduate and post graduate programmes under the autonomous status will be governed by these rules and regulations. All departments will adhere to these rules and regulations approved by the academic council from time to time. The stakeholders particularly the students, and parents/guardians, are advised to be fully familiar with the academic system of the institute. Students should know the rules and regulations governing academic requirements, evaluation system and grading system. These rules and regulations have come into existence after the approval of Academic Council. It is expected that this manual will bring transparency in the functioning of the institute related with examination and evaluation amongst the students, faculty members, administrators, parents and other stakeholders. Every possible opportunity is provided

to progress academically and overall development of the students is ensured.

3. Definitions

Unless the context requires otherwise,

- “Academic Year or Year” means a year defined in the Ordinances/Regulations for UG, PG and Ph.D programmes of Engineering and Management.
- “Admission to an Examination” means the issuance of an admission card to a candidate in token of his having complied with all the conditions laid down in the Ordinances/Regulations of the Institute. Provided that a candidate who does not fulfill all the conditions may, at the discretion of a competent authority of the Institute, be admitted provisionally and, in case all conditions are not fulfilled by him, his admission shall be liable to be cancelled.
- “Applicant” means a person who has submitted an application to the institute in the form prescribed for admission to an examination i.e. the Examination Form.
- “Candidate” means a person who has been admitted to an examination by the Institute.
- “Examinee” means a person who presents himself for an examination to which he/she has been admitted.
- “Examination” means an examination prescribed by the Institute under Ordinances /Regulations.
- “Examination Fee” means the fee prescribed by the concerned rules and includes the fee for entire process of conduct of examination and statement of grades but does not include any other fee.
- An “Ex-student” is a person, who, having once been admitted to an examination of this Institute, is again required to take the same examination by reason of his failure or absence there at and shall include a student who may have joined a institute again in the same class.
- “Mid Semester Examination” means an examination conducted by a department in accordance with the provisions made in, Rules, Regulations/Ordinances.
- “Teacher Assessment” means a formative assessment conducted by a Department in accordance with the provisions made in Rules, Regulations/Ordinances.
- “End Semester Examination” means an examination conducted by the Institute in accordance with the provisions made in Rules, Regulations/Ordinances .
- “Make-up Examination” means an examination conducted by the Institute in

accordance with the provisions made in Rules & Regulations/Ordinances

- “Open House” means a result discussion process conducted by the Institute in accordance with the provisions made in Rules, Regulations/Ordinances
- “Unfair means inquiry committee means a committee appointed by Examination Committee to deal with cases of unfair means in accordance with the provisions made in Rules, Regulations/Ordinances
- Academic Council: It means Academic Council of the Institute.
- BoS: It means Board of Studies of a specific Department of the Institute.
- Choice Based Credit System (CBCS): The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).
- Grade Point: It is a numerical weightage allotted to each letter grade on a 10-point scale.
- Credit Point: It is the product of grade point and number of credits for a course.
- Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- Course: A course may be designed to comprise lectures/ tutorials / laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/term papers/assignments/ presentations/ self-study etc. or a combination of some of these. The courses should define learning objectives and learning outcomes. All courses need not carry the same weightage.
- “Degree” shall mean the Bachelor’s degree viz. B. Tech. and such other degrees of the university as may be approved by the authorities concerned.
- “Direct Admitted Student” shall mean a student who is admitted directly to second year of the degree program through lateral entry and as per the eligibility decided by the competent authority from time to time and admitted for undergraduate programme for full time study leading to B. Tech. degree.

- “Programme” means offering of the University for the Award of degree in a specific branch of study.
- “UG” shall mean Undergraduate.
- “PG” shall mean Postgraduate.
- B. Voc. shall mean Bachelor of Vocational
- Semester: Each semester will consist of academic work equivalent to 90 instructional days.
- Transcript or Grade Card or Certificate: Based on the grades earned, a grade card shall be issued to all the registered students after every semester. The grade card will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

4. Rules

- 1) Same as otherwise specifically provided, the conditions prescribed for admission to examinations under these rules shall apply to all persons who wish to take the examinations at the Maharashtra Institute of Technology (An Autonomous Institute), Aurangabad.
- 2) A candidate desirous of taking an examination, unless otherwise provided in any rules, shall be undergoing a regular course of study in the department leading to the examination for which he/she applies for not less than the period prescribed in the Rules & Regulations/Ordinances.
- 3) Notwithstanding anything in any examination rules, the provisions shall apply in regard to the deficiency in attendance at lectures and practical for the course of studies, as per provisions made for UG & PG (Engineering & Management) Rules, Regulations/Ordinances.
- 4) All candidates who have migrated from other Universities or Boards shall produce a Migration Certificate from the ‘Concerned University or Board’ with their application for admission to examinations in this institute.
- 5) The Syllabi and the scheme for the examinations shall be published on the website (btech.mit.asia) before the commencement of the academic year in which the programme commences.
- 6) The Academic Council shall notify the terms, all examination schedule, vacations,

holidays etc. for the Academic year.

- 7) All changes in the syllabi or in the scheme of examinations shall be notified for general information before the commencement of the programmes leading to the examination.
- 8) All examinations except practical/Group Discussion/Project Based Learning/ Problem Based Learning/Continuous Internal Evaluation and viva-voce shall be conducted by means of printed or photocopied question papers.
- 9) Except as otherwise provided under the rules relating to particular examinations, each paper shall be of two hours / three hours duration as mentioned in Rules, Regulations/Ordinances.
- 10) In order to pass an examination, an examinee must satisfy the conditions laid down in the Rules, Regulation/Ordinances of the Institute approved by academic council.

5. Constitution 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.

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 (Dr.B.A.M. University, Aurangabad).	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.

Frequency of Meeting :

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.

6. Roles & Responsibilities of Dean (Examinations and Evaluation)

The Dean (Examinations & Evaluation) will be a regular faculty member of the institute, nominated by the Director/Management.

Dean Examinations and Evaluation:

- 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

7. Roles & Responsibilities of Associate Dean (Examinations & Evaluation)

The Associate Dean (Examinations and Evaluation) 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.

8. Examination Coordinator (EC)

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 & Responsibility of Examination Coordinator.

- 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).

9. Appointment of Paper Setter / Moderator / Examiner / Re-assessor / Practical Examiner

- 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.

10. 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.

- 3) The Paper Setter shall submit the number of paper sets as mentioned in the appointment letter.
- 4) Paper Setter(s) shall set the question papers strictly as per the scope of the syllabus.
- 5) Questions should be set in such a way that it will ensure higher level of learning as per blooms taxonomy.
- 6) All the course outcomes should be addressed appropriately.
- 7) 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.
- 8) The Paper Setter should specifically mention the charts, tables, IS codes, data books etc. required, if any, for the examination.
- 9) Paper Setters, Moderators shall submit a declaration /undertaking form to the examination cell.
- 10) 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.
- 11) 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.
- 12) 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.

11. Submission of Examination Form

- 1) Examination fees of regular students for both, odd and even semester examinations will be collected along with the admission fees online through examination module. Backlog or Ex. Student shall pay the examination fees online after declaration of the examination form submission date.
- 2) They will take a print out of the filled examination form and submit to student section and keep a copy with them as a proof of online submission.
- 3) Students who failed to submit the examination form within notified submission date, are allowed to fill the exam form after the notified last date with late fees and super late fees. Examination forms will not be accepted once the last date for paying examination fees with the super late fees date is over.
- 4) A candidate who is unable to appear himself/herself for any examination shall not be entitled for the refund of fees.
- 5) The HoD shall mark a student “Detained” in examination module, if the student is detained. This shall be approved by Dean (Academics and Quality Assurance).
- 6) Dean (Examinations & Evaluation) shall have right to with hold result of any student for any reason related to admission. He/she shall mark “With-held” against the student name in the examination module.

- 7) Programme/Semester wise Admit Cards (Hall Tickets) will be generated and allocated to the student's login before commencement of the examination through examination cell.
- 8) If a candidate suppresses some vital information and tries to appear at an examination for which he/she is not due, the total amount of fee paid by him shall be forfeited. He/she shall further be asked to appear before the examination unfair means inquiry committee. The decision of the unfair means inquiry committee will be final in this case.

12. Declaration of Withheld Results

- 1) The results of examinee(s) in whose case(s) marks of any of the papers could not be taken due to incorrect seat numbers, paper numbers, course name or for any other discrepancy / reason, will be kept in reserve under "OV" (Office Verification). Such results will be declared after due verification / confirmation and with the approval of the Dean (Examinations & Evaluation). The Examination cell will suo-moto make verification of such withheld results with the record / documents available with them and will make efforts to declare the result of such examinees immediately within a week from the date of declaration of result.
- 2) In the case of any alleged unfair means during the examination by the examinee, his/her result of examination will be kept reserved under "MPC" (Malpractice Case). The result of such cases will be declared after necessary inquiry into the matter as provided under ordinances in this behalf.
- 3) The result of the student whose eligibility requirement is not fulfilled shall be held in reserve under "EC" (Eligibility Certificate) and will be declared after completion of the procedure of eligibility certificate by the concerned student. The instructions for the students for compliance of the Eligibility Certificate will be indicated in the Result Sheet/Register to be published by the examination cell.

13. Continuous Internal Assessment

- 1) **Continuous Assessment (Theory/Practical/TA):** After entering the internal marks (MSE, seminar, project, TA etc) in examination module, a consolidated course wise print out should be taken by the course teacher. Final internal marks should be shown to the students and their sign shall be taken on this consolidated statement. Correction(s) in marks, if any, should be incorporated in the examination module. A

copy of corrected final internal marks signed by the course teacher and HoD should be sent to the examination cell on or before the last date notified from examination cell.

After submission of these marks to the examination cell, alteration / correction in marks shall not be accepted. Any change in the marks submitted shall be accepted in exceptional cases only, after approval from the Dean (Academics & Quality Assurance).

- 2) **Grades of the Audit/Mandatory Non Credit Courses:** Grades of the mandatory non credit/audit course as per curriculum should be entered by the concerned faculty member. A copy of mark list with the student name/roll number duly signed by the concerned course teacher and HoD shall be sent to the examination cell on or before the last date notified from examination cell. After submission of these marks to the examination cell alteration/correction in marks shall not be accepted. Any change in the marks submitted shall be accepted in exceptional cases only, after approval from the Dean (Academics & Quality Assurance).
- 3) **Activity Event Grade:** Activity grade for the extracurricular, cocurricular activities shall be entered by faculty advisor. A copy of grade list with the student name/roll number duly signed by the concerned faculty advisor and HoD shall be sent to the examination cell on or before the last date notified from examination cell. After submission of these grades to the examination cell, alteration / correction in the grades shall not be accepted. Any change in the grades submitted shall be accepted in exceptional cases only, after approval from the Dean (Students Development & Alumni).
- 4) **Career Path Grade Points Scheme:-** Career path track module students performance/assessment grades shall be entered by Assistant TPO. A copy of grade list with the student name/roll number duly signed by the Assistant TPO and HoD shall be sent to the examination cell on or before the last date notified from examination cell. After submission of the grade to the examination cell, alteration / correction in the grades shall not be accepted. Any change in the grades submitted shall be accepted in exceptional cases only, after approval from the Dean (Training Placement Entrepreneurship & Incubation).

14. Processing of Sealed Packets of Manuscripts

- 1) The assigned paper code for the examination and year of the examination shall be written on the top of each sealed packet by the Associate Dean (Examinations & Evaluation) and the sealed packets will be organized serially in accordance with schedule of examination. Dean (Examinations & Evaluation) will select the final paper set for the examination out of the available paper sets received from the examiner.
- 2) The sealed envelope selected for sending for photocopies will be handed over to the Associate Dean (Examinations & Evaluation) along with schedule of the examination. A register containing the necessary details of such delivery / receipt will be maintained
- 3) At least two days before the scheduled date of examination, the process for verification of sealed paper set shall be carried out by the Associate Dean (Examinations & Evaluation) with the help of examination staff.
- 4) Confidentiality of all relevant documents shall be maintained and kept in the custody of the Dean (Examinations & Evaluation).
- 5) All the work (Typing, Photocopying, Sealing of packets etc.) related to preparation of necessary copies should be done under strict supervision. A record of the staff members engaged for typing, proof reading, photocopying, pasting and sealing will be maintained daily.
- 6) In an exigency, if the sealed packets of question papers received from the Associate Dean (Examinations & Evaluation) are less than the required number of packets to be distributed during the examination, the required number of photocopies of the said paper shall be made, with the necessary permission of the Dean (Examinations & Evaluation) and under strict supervision in the examination cell. For this purpose, a register will be maintained where in the names of staff members engaged for making photocopies, pasting and sealing etc. will be entered and signed.
- 7) Following guidelines shall be followed for sealing of printed ESE question paper by Associate Dean (Examinations & Evaluation)
 - i) After printing the requisite number of question papers, they would be counted and placed in the packets.
 - ii) The number of question papers placed in each packet would be ascertained by the second person in the team.
 - iii) All the packets shall be properly sealed & signed by Associate Dean (Examinations & Evaluation)

8) **Evaluation of the Quality of Question Papers:** In order to maintain the quality and standard of question papers of the various examinations, they shall be evaluated using suitable mechanism. The MSE question papers shall be evaluated by concerned BoS Chairman and appropriate instructions/suggestions shall be given to paper setter/course coordinator. The ESE question papers shall be evaluated on five point scale by the committee constituted by BoS Chairman. The sample format for evaluation shall be as given below. In addition, the quality of ESE question paper shall be discussed in BoS meeting and appropriate comments may be communicated to Dean (Academic & Quality Assurance).

Sample Format for Evaluation of the ESE Question Paper

Name of the Evaluator: _____ **Designation:** _____
Department: _____ **Exam: Winter/Summer/Makeup 20....**
Course Code: _____ **Course Name:** _____

1. Uniform coverage of entire syllabus prescribed for the course.
a) 5 b) 4 c) 3 d) 2 e) 1
2. Options are provided in the question paper.
a) 5 b) 4 c) 3 d) 2 e) 1
3. Whether the time allocated for the paper was sufficient?
a) 5 b) 4 c) 3 d) 2 e) 1
4. Has the language use appropriate?
a) 5 b) 4 c) 3 d) 2 e) 1
5. Clarity and completeness of the question asked.
a) 5 b) 4 c) 3 d) 2 e) 1
6. What is the standard of question to judge the knowledge and analytical skills of student?
a) 5 b) 4 c) 3 d) 2 e) 1
7. Whether all the course outcomes are covered.
a) 5 b) 4 c) 3 d) 2 e) 1
8. Whether all the Blooms levels are appropriately addressed.
a) 5 b) 4 c) 3 d) 2 e) 1
9. Quality of the scheme of marking and model answers.
a) 5 b) 4 c) 3 d) 2 e) 1
10. The overall quality of the paper.
a) 5 b) 4 c) 3 d) 2 e) 1

Dated Signature of Evaluator.

Quality	Excellent	Good	Average	Below Average	Poor
Points	5	4	3	2	1

15. Conduct of Examination

The various examinations for U.G./P.G. Programmes shall be conducted in accordance with the Academic Rules, Regulations/Ordinances for U.G. and P.G. courses respectively and also as per the examination scheme approved by academic council.

a) Conduct of Mid Semester Examination (MSE)

- 1) MSE of every theory (credit) course shall be conducted by the department as per the schedule mentioned in the academic calendar in coordination with examination cell.
- 2) Examination coordinator is responsible for smooth conduct of the MSE-I&II

b) Conduct of End Semester Examination

End Semester Examination for all Programmes shall commence as per the academic calendar approved by academic council. However, in case of any contingency, the Chairman, Examination Committee is empowered to reschedule any examination.

Dean (Examinations & Evaluation) shall be responsible for smooth conduct of examination in the institute, with help of Assistant CoE.

He/she shall perform following duties

- 1) Prepare master plan of seating arrangement, with regards to total number of students appearing for the examination.
- 2) Appoint invigilators, observer and administrative staff for conduct of online/offline examinations.
- 3) Receive blank answer sheets bearing serial numbers and sealed packets containing question papers from Associate Dean (Examinations & Evaluation).
- 4) He/she shall collect the sealed packets of question papers from Associate Dean (Examinations & Evaluation) one hour before the commencement of examination. He/she shall verify the correctness of course code, course name etc. printed on the cover page of sealed packet as per schedule of examination and report to Associate Dean (Examinations & Evaluation) for any discrepancy.
- 5) He/She shall sign himself/herself and obtain signature of other concerned persons as specified on the sealed packets of the question papers certifying the intactness of that packet; 30 minutes before the commencement of examination. Then he/she shall count the question papers and distribute to invigilators as per seating plan well in advance.

- 6) Give the memorandum of instruction to invigilators as received through the examination cell from time to time and ask them to scrupulously follow the same.
- 7) Display the examination related instructions to the students as received from the examination cell at appropriate places.
- 8) Take rounds in the different halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination.
- 9) Shall maintain the record of answer books received and consumed for the end semester theory examination.
- 10) Record the cases of misbehavior, malpractices, use of unfair means etc. from the invigilator and forward the same to Examination Cell for further necessary action.
- 11) Communicate with Police Station, for keeping the Police 'Bandobast' during the entire examination.
- 12) Provide at his/her level the facility of writer to the blind examinee with extra time of 20 min/hour and to the physically handicapped examinee who is having more than 40% disability with extra time of 20 min/hour above the stipulated time limit of the paper to write answers after verifying the medical certificate issued by the Civil Surgeon/Orthopedic Surgeon. The writer should be lesser qualified than the blind/physically handicapped student.
- 13) Enter the data pertaining to absentees in the examination module and send the absentee record to the assessment centre.
- 14) Check the answer books received from invigilators as per attendance record submitted by invigilators and arrange them according to the seat numbers.
- 15) He/She shall submit the answer papers to the assessment centre same day after completion of the examination paper.
- 16) Prepare the statement of remunerations to be paid to the staff involved in the end semester examination as per the rules. Remuneration shall be paid to the staff after the examination is over and account of payment shall be submitted to the Registrar office within a week through examination cell.
- 17) He/She shall appoint staff for examination as per following guidelines.
 - i) Invigilator: In general, one invigilator per 40 student shall be appointed.
 - ii) Reliever: One for 1 to 8 class rooms, two for 9 to 16 class rooms and so on

iii) Examination Attendant: One for 1 to 8 class rooms and so on may be appointed as per the volume of work.

iv) Waterman: One for 1 to 4 class rooms, two for 5 to 8 class rooms and so on.

v) Sweeper: One for 1 to 8 class rooms, two for 9 to 16 class rooms and so on.

21) For online examination, a separate guidelines shall be prepared from time to time.

16. End Semester Examination for Lab Courses

The HoD/Examination Coordinator is responsible for smooth conduct of examination for Lab Courses at Department:

- 1) End Semester Examination for lab courses shall be conducted as per the examination schedule given in academic calendar. However, in case of any emergency, the examination may be rescheduled with the approval of Chairman, Examination Committee.
- 2) Examination coordinator shall coordinate the conduct of practical /oral / dissertation / Project / SIP / prelims examinations. He/She shall, however, take the services of staff of his/her department for this purpose.
- 3) Examination Coordinator (EC) shall prepare a detailed schedule (batch-wise) for the lab examination of the concerned department.
- 4) The external examiner for the lab courses (UG and PG), shall be appointed as per the guidelines given in section 9 (5). The BoS Chairman shall submit the schedule and final list of examiners for all lab examinations to examination cell. Based on the list of examiners received from BoS Chairman, examination cell shall issue the appointment orders. In case of need for substitute appointment, the internal examiner/ chairman shall convey the same to examination coordinator, who shall prepare the substitute appointment order get it approved from BoS Chairman and issue it. Examination coordinator shall send a copy of same to examination cell.
- 5) For PG dissertation, the BoS Chairman shall send the required panel (Three members) of examiners to the examination cell. Chairman, Examination Committee will approve one of the examiner from the examiner panel. The appointment orders of Chairman / internal and external examiner shall be issued by examination cell. In case of need for substitute appointment for PG dissertation, the internal examiner shall convey the same to examination cell through BoS Chairman, after approval from Chairman, Examination Committee. Examination

Cell shall prepare the substitute appointment order and issue it to the concerned examiner.

6) For PG examination, external examiner should be preferably Associate Professor and above.

7) In case of common courses in the same semester of different programmes or divisions, different internal examiners and external examiners should be appointed for each course. In case external examiner doesn't report for the examination due to emergency, the concerned examination coordinator shall make alternative arrangement with the consent of concerned BoS Chairman and same shall be intimated to examination cell.

8) Internal examiner shall ensure the readiness of equipment /laboratory setup required for conducting lab examination of the courses for which the appointment is made.

9) Lab examination shall be conducted in any one of the following manners:

i) Oral Examination (viva voce) only (OE): Both internal and external examiners shall assess the knowledge of the course.

ii) Practical and Oral Examination (PoE): The students are required to perform the given task as a lab work. The performance of the students shall be assessed jointly by both the examiners considering the lab work and knowledge of the course.

iii) For assessment of seminar the student shall be asked to give presentation in the presence of other examinee followed by question and answer session. Examiner shall judge the student on the basis of presentation/communication skill, depth of understanding, selection of seminar topic, literature survey, seminar report etc.

iv) For assessment of project/dissertation the students/s shall be asked to give presentation and demonstration followed by question and answer session. Examiner shall judge the student on the basis of depth of understanding concepts/principles used, selection of project/dissertation topic and related literature survey, contribution in the execution of project/dissertation, project/dissertation report, presentation/communication skill etc.

- v) After the practical examination of the course is over, internal examiner along with the external examiner shall enter the marks given to the students on the answer book, sign on it, seal all the answers books/drawing sheets of the practical examination in a envelop, write all details on the envelop and hand over the same to HoD/ Examination coordinator on the same day. However, in case for oral examination, answer papers may not be issued to students. HoD/departmental coordinator shall preserve the answer books for next two year.
- 10) After the lab examination of the course is over, the internal examiner along with external examiner shall prepare the mark list. Examiner shall enter the marks in the examination module through login. He/she shall submit hard copy of mark list in sealed envelope to examination coordinator on the same day along with TA/DA and remuneration bills. HoD/Examination coordinator shall handover the sealed envelopes to the examination cell.
- 11) Any discrepancy in the record submitted of lab examination shall be corrected only after recommendation and written permission from HoD and concerned faculty through Dean (Academics & Quality Assurance).
- 12) Examination Coordinator (EC) shall compile and forward the bills (T.A. / D.A., Remuneration) of examiners, supporting staff at the end of examination to examination cell.

17. End Semester Examination Result

Results will be declared within 10 days from the date of the last examination. The final results will be declared, after all the grievances are addressed.

18. Assessment

Assessment of various examination shall be done as per following guidelines.

- a) **CIE/TA:** The course teacher shall assess the student's performance based on the understanding the principles, skills to be developed, punctuality, regular submission and neatness of the journal for each practical / experiment carried out. In addition, CIE/TA of special courses like seminar, project and dissertation should carried out as per UG/PG rules and regulation. Performance shall be regularly monitored and record of assessment shall be maintained in the prescribed proforma and marks shall be entered in examination module by course coordinator.

b) MSE: Assessment of Mid Semester Examination shall be done by the course teacher/course coordinator. Record shall be maintained in the prescribed proforma and marks shall be entered in examination module by course coordinator.

c) ESE of Laboratory Courses: Assessment of End Semester Examination of Laboratory Courses shall be done using following guidelines.

- i) It shall be assessed by both internal and external examiners at the time of examination as specified.
- ii) It shall be assessed batch wise and there should not be more than 15 students for UG and 12 students for PG in one batch. Maximum three batches shall be assessed in one day.
- iii) Marks shall be entered in examination module by both the examiners and sealed envelope shall be handed over to examination coordinator.

d) ESE of special courses like project/ seminar/dissertation

- i) It shall be assessed by both the internal and external examiners at the time of examination.
- ii) There should not be more than 30 students for seminar or 10 project groups for UG and not more than 18 students for seminar or 3 dissertation for PG in one day.
- iii) Marks shall be entered in examination module by both the examiners and signed hard copy of marks shall be submitted in sealed envelope to examination coordinator/HoD.

e) Assessment of End Semester Theory Courses

Assessment of answer books shall be done at the examination cell under the control of Dean (Examinations & Evaluation) with help of Assistant CoE as a central assessment incharge using following guidelines

- 1) Issue office orders for assessment to assessor as per the direction of Dean (Examinations & Evaluation).
- 2) He/she shall be responsible for smooth and timely completion of the assessment of answer books.
- 3) He/she shall appoint a officer to supervise the job of coding/masking/demasking/ scanning of answer papers and entry of marksheet.
- 4) Normal working hours of central assessment centre shall be from 10.00 am to 6.00

- pm. Considering the quantum of work and assessment schedule, working hours may be extended as and when it is needed.
- 5) Associate Dean (Examinations & Evaluation) will prepare the course wise examiner/assessor list in the examination module for all the courses. He/she will take the print out of the list of examiner/assessor and send one copy to examination cell and one copy to central assessment incharge, duly signed by Chairman BoS/HoD.
 - 6) In order to have uniformity in the assessment of answer books, for the courses where more than one examiner is involved, the chairperson of paper set/ course coordinator shall conduct a meeting of all the examiner/ assessor in the examination cell and brief them with regard to the marking scheme.
 - 7) Preservation of assessed answer books: All assessed answer books shall be preserved for three consecutive years in strong room of examination cell.
 - 8) **Moderation:** Moderation shall be carried out to all the undergraduate and postgraduate examination using following guidelines.
 - i) 100 percent moderation of the answer books shall be carried out in the case of candidate securing upto 10 percent of the aggregate marks of that paper.
 - ii) 100 percent moderation of the answer books shall be carried out in case of candidate securing 70% and above marks.
 - iii) The moderation of answer books of at least 5 percent of total number of candidates securing marks between minimum passing marks and less than 70% of marks shall be carried out on random sampling basis.
 - iv) Marks awarded by moderator shall be final except the cases falling under point no (v) and (vi).
 - v) After moderation if it is found in case of 50% or more number of moderated answer books; the change in marks is more than 20% of maximum marks then Assistant CoE shall convene the meeting of all assessor and moderator to receive uniform evaluation scheme. If required; assessor shall re-assess all the answer books as per uniform evaluation scheme without any additional remuneration.
 - vi) After moderation if it is found in case of 75% or more number of moderated answer books evaluated by one evaluator has one sided (either increase or
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decrease) change in marks then ACoE shall convene the meeting of all assessor and moderator to receive uniform evaluation scheme. If required; assessor shall re-assess all answer books as per uniform evaluation scheme without any additional remuneration.

9) Re-totaling:

- i) Re-totaller shall see that examinee attempted the questions considering the internal choice and shall check the marks given by the assessor are as per the marks allotted to the questions.
- ii) Re-totaller shall see all questions and sub questions are evaluated and awarded with marks.
- iii) Re-totaller shall report to central assessment incharge in case of any discrepancy who shall get it corrected from the concerned assessor.
- iv) The Re-totaller, central assessment incharge shall not correct any such mistakes on their own under any circumstances.

19. Duties and Responsibilities of Assistant CoE/Central Assessment In-charge

- 1) On receipt of the answer books at the venue, the staff allotted for this work shall check the number of answer books, number of candidates present and absent indicated in the report are correct. In case of any discrepancy, it shall be resolved in consultation with the Associate Dean (Examinations & Evaluation).
- 2) The bundle of answer books so prepared shall preferably computer-coded /masked and the coded sheets shall be inserted in the bundles of answer books. The invigilator report shall be taken out and kept in a separate file.
- 3) Make bundles of maximum 30 answer books each, for every course.
- 4) Minimum 60 answer books shall be assessed in a day to avail TA & DA.
- 5) In case the number of papers for a paper code is less than 60 answer books the central assessment incharge is authorized to take appropriate decision regarding TA & DA.
- 6) Instruct the examiner to use red ink for assessment of answer books, write their name & put their signature on each answer book after assessment.
- 7) Instruct the officer incharge to accept the bundle of assessed answer books from the examiner.
- 8) Process the answer books for de-masking/de-coding, if required.

- 9) Instruct the data entry operator to enter the marks in examination module and generate the marksheet.
- 10) Central Assessment In-charge/Assistant CoE shall put his signature on marksheet after verifying entries of marks with the marks allotted in the answer book.
- 11) Arrange the assessed answer books seat number wise, course wise, program wise and semester wise.
- 12) Prepare the statement of remunerations to be paid to the staff involved in the assessment center as well as to the examiners and shall pay remuneration. The copy of the details of accounts shall be submitted to Registrar office and one copy to be maintained in the examination cell.
- 13) For online assessment/onscreen evaluation, a separate guidelines will be prepared

20. Open House and Grievance Handling

- 1) Examination Committee shall appoint a team of three members comprising of senior faculty members of the institute to act as members of grievance committee. Constituting of one chairperson and two members.
- 2) After MSE-I and MSE-II and marks entry in the prescribed format, the Course Teacher shall prepare the two copies of the mark list duly signed by him/her and respective HoD. One Copy of the mark list shall be submitted to the department and one copy of mark list shall be displayed. HoD shall submit the mark list submitted by every course teacher to the examination cell as per the prescribed schedule. Every course teacher shall show the answer sheets to the students on the scheduled date of Open House.
- 3) After the declaration of results of end semester examination, examination cell shall handover the answer sheets to the departments. HoDs/ECC shall distribute the answer sheets to the concerned course teacher. Every course teacher shall show the answer sheets to the students on the scheduled date of Open House.
- 4) For MSE-I, MSE-II and ESE, after the evaluation of answer sheets the students are shown the marks. Students can fill up the verification forms if they have any queries or grievances regarding the evaluation of their answer sheets. A Grievances Redressal Committee will address the queries/grievances. The result of the verification will be intimated to the concerned students and faculty member on the same day of Open House. Grievances Committee Report signed by BoS Chairman and Dean

(Academics and Quality Assurance) with the changes made shall be submitted to examination cell duly through Director's Office. All the answers sheets of MSE-I and MSE-II shall be maintained with the department and all the ESE answer sheets shall be submitted to the examination cell on the same day by the concerned BoS Chairman/Examination Coordinator.

- 5) If student remains absent for the declared date for paper showing he/she is not entitled to file grievance after the date.
- 6) The verified/ modified marks of MSE-I, MSE-II and ESE shall be used in the grading process.

21. Make up Examination for theory courses

- 1) There shall be makeup examination, the attempts pattern for makeup examination is as given in the following table:

Semester	Winter ESE	Make-up	Summer ESE	Make-up
I	Yes	Yes	Yes	Yes
II	Yes	-	Yes	Yes
III	Yes	-	Yes	Yes
IV	Yes	-	Yes	Yes
V	Yes	-	Yes	Yes
VI	Yes	-	Yes	Yes
VII	Yes	-	Yes	Yes
VIII	Yes	-	Yes	Yes

Makeup examination shall be conducted as per the schedule dates mentioned in the academic calendar. Make up examination is not applicable for CIE, MSE and all PR/TW.

- 2) The students with F grade in an odd semester and/or even semester in theory credit course in an academic year shall be allowed to appear for a makeup examination necessary in the same academic year. A student failed in a mandatory (Audit) course shall have to re-appear for the examination in the self-study mode.
- 3) Students intending to avail this facility shall have to register for the courses by paying the prescribed fees within the stipulated time as notified in the Academic Calendar.
- 4) The students, who have been detained for any reason in the courses(s), shall not be allowed to take the Makeup examination of the respective course(s).
- 5) If the student fails to clear the course, even in make-up examination, he/she shall have to re-appear for the course in subsequent ESE examination. And only the CIE, MSE-

I,II and TA, etc., marks obtained of the said course during regular semester will be carried forward.

- 6) The makeup examination shall be as per marking scheme given in the curriculum and shall be based on all units in the syllabus with appropriate weightage to each unit.
- 7) Award the appropriate grade to the students for the concerned course as per Academics Rules & Regulation.
- 8) There shall not be any other re-examination for makeup examination for what so ever reason.
- 9) The standard of conducting the Makeup examination shall be the same as the normal ESE of the main semester.
- 10) All the students who are registered for the makeup examination shall have to attend the makeup classes.

22. Vigilance Squad for Examination

(a) Appointment of Vigilance Squad

- 1) Chairman, Examination Committee shall appoint a team of three members comprising of senior faculty members to act as members of Vigilance Squad. Committee constitutes of one chairperson and two members. The vigilance squad shall consist of male & female faculty members of any other institute.

(b) Duties of Vigilance Squad

- 1) The vigilance squad shall give surprise visits on any three days during the examination period and the chairman shall submit a report to the Chairman, Examination Committee.
- 2) Ensure that the examinations are conducted as per laid down norms.
- 3) Observe whether the invigilators & staff appointed for conduct of examinations are following instructions scrupulously.
- 4) Check the students who try to resort to unfair means at the time of examinations and report such cases to the Dean (Examinations & Evaluation) in writing.
- 5) The vigilance squad is authorized to visit any hall to check the record and other material relating to the conduct of examination.
- 6) Make random physical verification of students appearing for the examination. However, the verification of all female students shall be carried out by female faculty member only.

- 7) Ensure that the examinee does not carry with him/her any cell phone/mobile phones, book(s), written/printed papers or any other objectionable material in the examination hall.
- 8) Ensure that the examinee does not write anything on the question paper supplied to him/her.
- 9) Conduct themselves at the examination center with utmost caution, courtesy and respect, without causing any kind of commotion, which may disturb the examinees.
- 10) Not cause any kind of harassment either to the students or to any of the officials of the examination center.
- 11) Initiate action to curb malpractices like copying, possession of indiscriminatory materials related to examinations, as per the rules and guidelines framed.
 - i) The vigilance squad shall report the cases of malpractices detected to the Invigilator/ officer Incharge for necessary action and subsequently inform the same to examination cell.
 - ii) The vigilance squad shall carry out any other duties assigned by the Chairman, Examination Committee from time to time for the smooth conduction of the examinations.
 - iii) The vigilance squad shall not release any press statement under any circumstances.
- 12) The Chairperson of vigilance squad/s shall submit the report on surprise visit to the Chairman, Examination Committee. The vigilance squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.

23. Grading System

For every course taken by a student he/she shall be assigned a grade based on his/her combined performance in all components of evaluation scheme of that particular course/practical. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point.

The academic performance of a student shall be graded as per academic Rules, Regulations/Ordinance, approved by Academic council from time to time.

24. Award of the Degree

A Student will be awarded the Degree if he/she earns required credits, clears all the

mandatory non credit courses specified in the syllabus along with all other requirements specified and approved by the academic council.

25. Amendment of Result Due to Fraud, Malpractices 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 malpractices, found or any other improper conduct whereby an examinee has been benefited and that such examinee, has in the opinion of the examination committee has been party or privy to or connived at such malpractices, 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 or scholarship, to amend the result of such examinee and to make such declaration as the examination committee considers necessary in that behalf.

26. Amendment of Result Due to Error

In any case where it is found that the result of an examination has been affected by errors, the Dean (Examinations & Evaluation) 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 Chairman, Examination Committee provided the errors are reported/detected within two weeks from the date of declaration of results. Errors detected thereafter shall be placed before the examination committee.

ERROR MEANS

- i) Error in computer/data entry, printing or programming and the like.
- ii) Clerical error, manual or machine, in totaling of entering of marks on ledger/register/examination module.
- iii) Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

27. Tabulation Register Generation and Results Declaration:

- 1) Statement of internal marks (theory and practical) should be generated through examination module after freezing. These internal marks will be used for Tabulation Register generation in the examination cell. HoD/Examination Coordinator should send a copy of internal marks (MSE, TA, CIE) duly signed by course teacher and HoD through Dean (Academics & Quality Assurance) to examination cell.
- 2) In case of any correction of marks/grade the report will be sent to the examination cell duly signed by course coordinator, HoD and approved by Dean (Academics &

Quality Assurance).

- 3) After receiving marking/grade moderation report from department, provisional Tabulation Register is generated through examination module and placed before the Scrutiny Committee for verification of entry of marks.
- 4) After corrections, if any, Tabulation Register is placed before examination committee for approval.
- 5) After approval, Gazette, Tabulation Register and grade sheets are generated through examination module. Result is announced from examination cell through examination module/declared on institute website and gazette is sent to the registrar office and to the respective departments.

28. Different Certificates

a) Degree Certificates:

- 1) Every year there shall be a convocation function for the conferment of degree / diploma certificate of examinations conducted by the Institute. The Candidates examined and found eligible for degree / diploma certificate in different programme shall apply in prescribed proforma for the Certificate(s) as per the notification which will be issued by the examination cell time to time.
- 2) The candidates who could not apply for admission to the convocation held, would be permitted to apply even after the convocation. Such a degree / diploma certificate will be issued to them as per the procedure in this behalf.
- 3) Duplicate Degree Certificate shall be issued on production of necessary proof of lost of original degree certificate (attested photocopy of complaint lodged with the concerned Police Station) and Affidavit on Stamp Paper worth Rs.500/- duly signed by Notary / Taluka Magistrate / Magistrate, true copies of statement of marks a fee of Rs.1000/-.

b) Merit Certificate: -

A Merit Certificate is issued at no cost for the first time. Duplicate copy of the Merit Certificate shall be issued on payment of Rs.500/-.

- Passing Certificate / Transcript / Verification of Grade Card & Degree Certificate etc.

Passing Certificate / Transcript / Verification (of any document already issued by the examination cell) shall be issued on request in the prescribed application form and on

payment of prescribed charges of

- | | | |
|------------------------|---|----------------------|
| i) Passing Certificate | : | Rs.200/- per program |
| ii) Transcript | : | Rs.100/-per semester |
| iii) Verification | : | Rs.300/- per program |

c) Migration Certificate

Application for Migration Certificate should be submitted in the prescribed form duly completed in all respect, along with necessary documents and prescribed fee of Rs.500/- (additional Rs.100/- for postage) through the examination cell.

d) Correction of name in the grade card(s)

The candidate should apply along with attested copy of the X Standard Certificate and OR last examination on the ground of which the eligibility of the candidate for admission to the said course of study is finalized and the receipt of fee Rs.200/-per semester / per program paid for the purpose.

29. Unfair Means Inquiry Committee (UMIC)

a) General

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

Unfair Means Inquiry Committee will be constituted by the examination committee for two years to deal with the cases of alleged misconduct and use of unfair means by the students and faculty/staff in all the examinations conducted by the Institute. This committee will consist of three members; one out of three members will be the Chairperson of the Committee.

b) Competent Authority

On receipt of a report regarding use of unfair means by any student/person at examination, including breach of any rules laid down by institute authorities for proper conduct of examination, the unfair means inquiry committee constituted by examination committee shall be the competent authority. This committee shall be the competent authority to investigate and recommend appropriate disciplinary action

against the student/person/s using, attempting to use, aiding, abating, instigating or allowing unfair means at examinations.

In case of teaching faculty or other staff related with conduct of examination and involved in unfair means at examination, unfair means inquiry committee shall investigate into the matter and forward the facts and findings of inquiry to examination committee along with recommendation. Examination Committee shall be the competent authority to take appropriate disciplinary action against the concerned teacher/staff.

c) Procedure for Dealing with Cases of Unfair Means at Examination Hall

In case of unfair means at examination hall, the Dean (E&E)/ACoE shall adhere to the following procedure

- i) The student shall be called upon to surrender the material found in his /her possession, if any, and his/her answer book to ACoE.
- ii) Signature of the concerned examinee shall be obtained on the relevant material and list thereof. Concerned invigilator shall also sign on all relevant materials and documents besides counter signature of ACoE.
- iii) The answer book of the concerned examinee shall be taken along with unfair means / material. This shall be marked as “Suspected Malpractice Case”. A Statement of the examinee in prescribed form shall be obtained and he/she shall be issued a fresh answer book, if necessary, duly marked as “Second Answer Book”.
- iv) An undertaking shall be obtained in prescribed form, from the concerned examinee stating that the decision of the concerned competent authority in his/her case shall be final and binding on him/her. He/She shall then may be allowed to continue with his/her examinations
- v) Statement of the concerned invigilator in prescribed form shall be obtained by ACoE who subsequently shall make forwarding remarks in the same format. If examinee refuses to make statement or to give undertaking, the concerned invigilator and ACoE shall record accordingly on the same form.
- vi) Show-cause notice shall be issued to the examinee in prescribed form instructing him/her to appear before committee.

- vii) In the case of impersonation or violence, the concerned examinee shall be expelled by ACoE from the examination and shall not be allowed to appear for remaining examinations of that semester. A report to this effect with the action taken shall be sent to the examination cell.
- viii) All the materials and list of materials, statement and undertaking of examinee and statement of Invigilator along with the forwarding remarks of ACoE shall be forwarded to examination cell in separate and confidential sealed envelope marked with “Unfair Means Case”.
- ix) In case of unfair means for which written proof is not available (e.g. chitchatting with neighbor, looking in neighbor’s answer book etc.) invigilator and/or concerned authorized person shall record the facts in writing and report the same through ACoE to the examination cell.
- x) Examination Cell after getting the prima-facie evidence of the case of malpractice received from ACoE shall send it to unfair means inquiry committee. Dean (Examinations & Evaluation) or his/her representative shall present the case of malpractice before committee and shall deal with the case till it is finally disposed off.

d) Procedure for Dealing with Unfair Means at Assessment Centre

- 1) During the assessment of answer books, if examiner suspects that there is prima-facie evidence that the examinee/s, whose answer book/s the examiner is assessing, appear/s to have used unfair means in the examination, examiner shall forward his/her report along with the evidence and his/her opinion to the Assessment Incharge who shall then forward the case in separate sealed envelope marked with “Suspected Unfair Means Case” to unfair means inquiry committee through examination cell.
- 2) If any staff is found involved in any type of malpractice/unfair means, assessment incharge shall report the case to unfair means inquiry committee for further action.
- 3) Dean (Examinations & Evaluation) or his/her representative shall present the case of malpractice before committee and shall deal with the case till it is finally disposed off.

e) Malpractices used or lapses committed by any Paper Setters / Examiners / Moderators, Referees/teachers or any other persons connected with the conduct

of examination.

- 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 lapses or using, attempting to use aiding, abetting, instigating or allowing to use malpractice/s at the examination.
- 2) **Definitions : Unless the context otherwise requires.**
 - a. Paper setter, examiner, Moderator, referee and teacher means and includes person/s duly appointed as such for the examination by the competent authority and the term any other person connected with the conduct of examination means and includes person/s appointed on examination duty by the competent authority.
 - b. Malpractice/lapses includes one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examinations: -
 - i) Leakage of question/s or question paper set at the institution examination., before the time of examination.
 - ii) 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.
 - iii) Paper setter omitting question Sr. No. of question, repeating question or setting question outside the scope of syllabus.
 - iv) Examiner /Referee showing negligence in detecting malpractice used by student/s.
 - v) Invigilator showing negligence / apathies in carrying out duties or aiding/abetting/allowing/instigating students to use malpractice/s.
 - vi) Or any other similar act/s and or omissions/s which may be considered as malpractices by the competent authority.
 - c. “Malpractices or lapse relating to examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining 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.

f) Procedure for Dealing with Unfair Means at Paper Setting/Printing

- 1) If any paper setter/staff/any person/s related with paper setting and or printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, Dean (Examinations & Evaluation) shall report the case to unfair means inquiry committee for further action.
- 2) Dean (Examinations & Evaluation) or his/her representative shall present the case of malpractice before unfair means inquiry committee and shall deal with the case till it is finally disposed off.

g) Procedure to be followed by Unfair Means Inquiry Committee (UMIC)

Unfair Means Inquiry Committee shall make necessary investigation/ enquiry and take appropriate as per the following guidelines.

- i) For the purpose of investigating unfair means resorted to by examinee / examiner/s at the examination, the examination committee shall appoint unfair means inquiry committee, which shall function as a body to investigate into the matter and decide the punishment on the basis of facts and findings of the case after ensuring that reasonable opportunity has been given to the concerned implicated student/ examinee/person in his/her defense.
- ii) The unfair means inquiry committee shall then issue final order/s with regard to the penalty action to be taken against the implicated examinee/persons.
- iii) The unfair means inquiry committee shall inquire and decide the punishment by following the guidelines for imposing punishment on examinee/s/others involved in unfair means as prescribed in Annexure-I and Annexure-II. However depending on the situation, committee may quantify the severity of the punishment.
- iv) As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges levelled against him/her. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defense. The committee shall also consider the reply/explanation given by the examinee before making the final decision.
- v) After issuing show cause notice if the implicated examinee fails to appear before committee on the day, specified time and venue fixed for the meeting, the

committee shall take decision in his/her case in absentia, on the basis of available evidence/documents, which shall be binding on the examinee concerned.

- vi) In a disciplinary action against concerned implicated student / examinee / person, committee shall have rights to cancel institution scholarship/s or awards or prizes or medals etc. awarded to him/her in that examination.
- vii) The committee shall dispose off the case within one week, from the last date of examination and in no case latter than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee shall be issued to the respective examinee and same shall be informed to the Dean (Academics & Quality Assurance), Dean (Examinations & Evaluation) and the person through which the case is reported.

h) For Paper Setter/Examiner/Faculty/Any Other Person Involved in Unfair

Means with conduct of examination:

- i) If a Paper Setter/Examiner/Faculty member or any other person related with conduct/assessment of examination is suspected to be involved with unfair means or practices by a complaint launched by anybody either in written or oral or by any other means, the concerned coordinator shall submit the report to Dean (Examinations & Evaluation) who shall forward it to unfair means inquiry committee. The concerned person through whom the case was originated shall present the case before unfair means inquiry committee and shall deal with the case till it is finally disposed off.
- ii) The implicated person shall be informed in writing about the malpractices used and/or lapses committed by him/her at the examination and shall ask him/her to be present before the unfair means inquiry committee on a particular day and date at time and venue fixed for this meeting.
- iii) The documents pertaining to malpractices, for which the person is implicated, shall be shown to him/her and reasonable opportunity including oral hearing shall be given to the concerned person in his/her defense before the unfair means inquiry committee. The reply/explanation given by the concerned person shall also be considered by the unfair means inquiry committee before making final report/recommendation.

- iv) The unfair means inquiry committee shall follow the procedure in the spirit of natural justice.
- v) If the concerned person fails to appear before unfair means inquiry committee on the specified day at the time and venue fixed for meeting, the committee shall take the decision in his/her case in absentia on the basis of whatever evidence/documents which are available to the unfair means inquiry committee and the same shall be binding on concerned implicated person.
- vi) The committee shall submit its report to the Dean (Examinations & Evaluation) along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise, after taking into consideration the categories prescribed in Annexure-I & II.
- v) After receiving the report along with the recommendations from unfair means inquiry committee regarding punishment, the examination committee shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning, or exonerating him/her from charges and shall impose any one or more of punishment taking into consideration the categories mentioned in Annexure II.
- vi) For Unfair Means in Conduct of CIE and MSE: Dean (Academics & Quality Assurance) shall be the competent authority to take action on the student who has been caught in copying or involved in any type of malpractice in CIE and MSE-I&II. HoD/Examination coordinator shall obtain the statement of such student in the prescribed format and the statement of faculty/Invigilator with forwarding remarks of the Head of the concerned Department. In cases such as violence or any other serious matter. Examination Coordinator/HoD shall refer the case to the unfair means inquiry committee.

i) Punishment:

The competent authority concerned i.e. the examination committee, after taking into consideration the report of the unfair means inquiry committee shall pass such or dears as it deem fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments to the student/s found guilty of using unfair means:-

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

(b) Debarring student from appearing for any examination of the stipulated period not exceeding five years.

(c) Debarring student from taking admission for any course for a stipulated period not exceeding five years.

(d) In addition to the above mentioned punishment, the examination committee may impose a fine not exceeding Rs.300/- 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.

(e) The student concerned be informed of the punishment finally imposed on him/her in writing by the examination cell.

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

(g) 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 shall be decided on basis of the evidences 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 apply a typed copy of the relevant extract of fact finding report of the inquiry committee, as well as documents relied upon (if no strictly confidential) pertaining to his/her case to appellant/petitioner, if applied for in writing. Decision in the appeal, shall be informed to the student concerned accordingly.

(h) The Court matters in respect of the unfair means cases should be dealt with by the respective competent authority.

(i) As far as possible the quantum of punishment should be as prescribed

30. Negligence/unfair means resorted to by student, paper setters, examiners, moderators, valuers, referees, teachers or any other persons connected with the conduct of examinations:

The broad categories of negligence/unfair means resorted to by student, paper setters, examiners, moderators, valuers, referees, teachers or any other persons connected with the conduct of examinations and punitive action is given in **ANNEXTURE-I & II.**

ANNEXTURE-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: - (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 + Exclusion of the student from institution examination for one additional semester examination including makeup examination.[1+1]
3.	Possession of another student's Answer Book	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 examinations including makeup examination. (Both the students) [1+1]
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 + Exclusion of the student from institution examination for maximum two additional semester examination including makeup examination. (Both the Students) [1+2]
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 maximum four additional semester examinations including makeup examination. [1+4]
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]
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.	Student found having written on palms or on the Body, or on the clothes while in the Examination Or Examinee possessing mobile phone or any electronics communication gadget or I-pod or any similar device in examination hall.	Cancellation of the performance of the full examination in which he/she is appearing. [1+0] Or Cancellation of the full performance in current examination/s & forfeiture of the device or gadget. Penalizing the institute as pronounced by special committee.
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

	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]
18.	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]
19.	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.
20.	If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught 'again for malpractices used at the examinations, 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 at the second or subsequent examination.	
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.	
22.	The competent authority in addition to the above mentioned punishments may impose a fine not exceeding Rs. 300/- on the student declared guilty.	
	<p>Note: - The term annulment of performance in full includes performance of the student in the theory as well as practical examination of all the courses in which he/she is appearing, but does not include performance at term work, project work and dissertation examination unless malpractice used thereat.</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.

ANNEXTURE-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.

Note:- For more details refer common ordinances, of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

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-vi; disallowed instead of exemption; wrong entry of marks in marksheet, 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.
