SVKM's
Dwarkadas J. Sanghvi College of Engineering
(Empowered Autonomous College Affiliated to University of Mumbai)

REGULATIONS FOR EXAMINATION AND EVALUATION

(W.e.f. 20th March 2026)
(Academic Year 2025-2026)

Version History

Version 1 – W.e.f. Academic Year 2019–2020

Version 2 – W.e.f. Academic Year 2023–2024

Version 3 – W.e.f. 20th March 2026

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I. ATTENDANCE RULES FOR LEARNERS

The Attendance Committee:

There shall be an Attendance Committee comprising of a convenor, 02 co-convenors and at least 08 faculty members representing each department for maintaining records and implementing the rules of attendance.

The Attendance Committee shall display the attendance for the previous month on the college notice boards as well as on the learner portal, in the first week of every month. If the learner has any issue or finds any discrepancy in his/her attendance, s/he should immediately inform the concerned faculty member by submitting a written application, within three (03) days of the display of the attendance record of the preceding month.

For any leave of absence, prior intimation through an application, in the prescribed format, should be inwarded at college office and forwarded to the Principal. In situations of emergency, intimation must be given telephonically / via an email within 06 days from the commencement date of the leave of absence. Any absence without written intimation will be treated as unauthorised and will be reflected thus in the records. The Learner should submit Medical Certificate or any other documents in support of his/her Leave Application within six working days of his/her resuming college.

The Attendance Committee after taking into consideration the Leave Application and supporting documents, if any, and after verifying the genuineness and gravity of the problem that justify the Learner to remain absent, which generally shall be limited to his/her own sickness, sickness of his/her parent, death of his/her parent may recommend on a case to case basis to the Principal for condonation of the shortage in attendance of the Learner.

Warning letters shall be issued to the defaulting learners at least twice, every semester. The defaulting learners are expected to meet the class mentor along with their parent/guardian during mid-semester, with the purpose of understanding the difficulty of the learner and to make both the parent/guardian and the learner aware of the requirement of mandatory attendance. An undertaking shall be signed by the parent/guardian, mentioning that his/her ward will attend lectures/ practicals/tutorials etc. regularly, failing which, the learner will not be eligible to appear at the respective Semester End Examination as per the rules mentioned herein below.

Attendance requirement in every semester for UG & PG program to make learners eligible for appearing at the Semester End Examination:

1) Every learner is expected to attend 100% lectures, practicals and tutorials conducted for every course in each semester.

2) Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his/her enrolment, **only if s/he fulfills the criteria of at least seventy-five (75%) attendance as an average of total number of lectures, practicals & tutorials conducted for all the courses taken together in every semester**. Attendance for learners for the short and/or long excursions/field visits/study tours organized by the College and supervised by the teachers, as envisaged in the syllabus and attended by the learners shall be credited to his/her attendance for the total number of lectures/ practical/ tutorials, which are delivered on the concerned day/**s. Further, it is mandatory for every learner to have minimum 70% attendance for each course & average attendance in all the courses taken together has to be minimum 75% in the program.**

3) i. Attendance of the learners, who have officially represented the college in extra-curricular/co-curricular activity/ competition /camp / workshop/ convention/ symposium/ seminar or any such activity, with prior permission of the Principal, will be credited to his/her attendance for the missed number of lectures/ practicals/tutorials, which are otherwise conducted on the respective day/s, up to a maximum of 5% in every semester in the respective courses in which s/he has missed the lectures / practicals/ tutorials.
(Learners participating in sports, cultural and extra-curricular activities etc. representing the college, should submit the participation certificate / relevant document within six working days of the completion of the event, authenticated by the competent authority).

ii. The Principal shall be the competent authority to condone the deficiency of attendance of any learner further up to an additional 5% per program, if deemed fit and on recommendation of the attendance committee of the College. It is mandatory for the said committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending on a case by case basis to the competent authority after having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid documents. **No condonation, whatsoever, is possible if the attendance of the learner is below 70% per course. Learners should submit the medical certificate within six working days of resuming college.**

4) Before the Semester End Examination, the list of learners, whose term is not granted and who are debarred from appearing in the Semester End Examination will be displayed on the college notice board as well as on the Learner Portal. The College will also communicate, through post / e- mail, to the learners, whose term is not granted.

5) Such learners may appeal to the Principal within three days from the date of display of the notice. After disposing the appeals, the Principal shall intimate the same to the Controller of Examinations of the College, ensuring that this communication reaches the learner concerned at least three working days before the commencement of the respective examinations**.**

6) The requirement of 75% attendance is a requisite for appearing in Term End examination with a provision of condonation of 5% by the Principal on the grounds specified in these rules, may be relaxed on a case to case basis in respect of students having attendance below 70% on the grounds of genuine medical emergencies and any other extreme exigencies such cases will be referred by the Principal with his /her recommendations to a committee (Appellate Authority) at the SVKM Management level comprising the following members:

- Chairman- Governing Body or his nominee
- Mentor- D. J. Sanghvi College of Engineering (Autonomous)
- Two members nominated by the President SVKM / Chairman- Governing Body

7) All learners fulfilling the prescribed attendance norms will be allowed to keep the term and will be eligible to appear at the Semester End Examination. Learners, who have less than 75% attendance per **program** in a semester and/or the learners, who have less than 70% attendance per **program** even after the exemption of 5 % as approved by the Principal on grounds as mentioned in point 3 above, will be required to take re-admission in the respective semester and program of study, in the subsequent academic year by paying the requisite fees on pro rata basis as per the prevailing rules of Dwarkadas Jivanlal Sanghvi College of Engineering (Autonomous College Affiliated to the University of Mumbai), (hereinafter referred to as D. J. Sanghvi College of Engineering (Autonomous) or "the College" and complete all the requirements of the respective program subject to the validity of the program.

8) 100 % attendance in each course is desirable and students are advised to adhere to the same.

Attendance requirement is briefly summarized hereunder:

Average % of Attendance in lectures, practicals and tutorials	**Remarks**
*75% and above	Eligible to appear for Semester End Examinations.
*Between 75% and 70%	Eligible to appear for the Semester End Examinations, subject to Principal's approval (i.e. for condonation in attendance upto 5 % on grounds as mentioned above).
Any other situation arising, apart from the above two situations.	The learner concerned has to take re-admission in the respective Semester of the program of study in the subsequent academic year, subject to validity of the Program.

***Minimum 70% Attendance in every course for each of the lectures, practicals and tutorials, separately is essential.**

Important:-No candidate will be admitted to any semester end examination unless s/he keeps terms for that semester at the institute.
i) S/he has put in satisfactory complied with the attendance requirements as mentioned above
ii) S/he has satisfactorily completed all the specified Term work in each of the courses of the respective semesters.

It is the responsibility of the Principal and Head of Department to verify and duly certify the compliance of points (a) and (b) above for each student. Any candidate who fails to comply with the conditions mentioned in point (a) and (b) above shall be detained by the Principal for the term and s/he shall repeat the term in the subsequent year(s) by taking re-admission in the semester - in which s/he was found to be defaulter in attendance or term not granted due to term work not submitted by the student concerned.

EXAMINATION GUIDELINES

II) APPOINTMENT OF THE EXAMINATION AND EVALUATION COMMITTEE (EEC) FOR THE CONDUCT OF THE EXAMINATION

The Principal of the college, who is the Chief Controller of Examinations will appoint the EEC for all Under Graduate and Post-Graduate programs of the College. The committee would comprise one Convener, one/two Joint Conveners and minimum three senior teachers. The tenure of this committee will be three years. This Committee will be appointed by the Principal and will be responsible for the smooth and fair conduct of examinations and evaluation in the College. The Committee will work in close coordination with the Controller of Examinations.

Duties and Responsibilities of Examination and Evaluation Committee (EEC)

i) The EEC shall be responsible for the smooth and fair conduct of all Semester End Examinations / re-examinations conducted by the College.

ii) The committee should be well versed with the rules and procedures followed in the conduct of the examinations.

iii) The committee should conduct orientation sessions for all the examination invigilators before commencement of the examination and ensure that the invigilators are aware of their roles and responsibilities.

iv) If a relative of any EEC member is appearing at any examination, such a member will refrain from the examination duties in that respective examination, in which his/her relative is appearing and will inform the same to the Convenor/Joint Convenor/Co- convenor of EEC. The Convener, EEC/Joint Convenor/Co-convenor shall ensure that no direct relative of any committee member is appearing in the examinations. S/he shall inform the Principal in writing, in case a relative of any member of the Examination Committee is appearing in the respective examination.

v) In case of any emergency and unavoidable circumstances, if the Convener, EEC would like to avail leave during the period of conduct of examination, s/he will approach the Principal well in advance and one of the Joint Convenors will officiate as the Convener, EEC for that period, provided the leave applied for by the Convener, EEC is sanctioned by the Principal.

vi) The EEC Convener, Joint Convenor and at least 50 % members shall remain present at the examination venue during the conduct of the examination to ensure smooth conduct of the examinations.

vii) As regards the issues faced by learners with respect to queries about questions in the question paper during the examination (incorrect questions, missing data, data/ tables not provided etc.), the following process will be followed:

- Internal question paper setter / the faculty deputed by the Head of the Department concerned has to remain present in the examination control room of the college at the beginning of the scheduled examination, at least 10 minutes before the commencement of the examination.
- The Convenor/Joint Convenor of the Examination Committee will show the question paper to the respective question paper setter / the faculty member deputed by the Head of the Department, on the day of the examination within 15 minutes of the commencement of the said examinations to confirm that the contents of the question paper are in order and error free

in all respects. The said question paper setter will rectify the printing error, if any, in the question paper immediately.

viii) The Examination Committee Convenor/Joint Convenor should ensure that correction is announced in all the respective examination rooms, within the first half an hour of the commencement of the examination.

ix) The EEC is expected to maintain the record of such corrections in the question paper and announcement there at, including the date and time of the announcements made and should obtain signature of the invigilators (with block numbers, date and time of the announcements) and the internal question paper setter / the faculty deputed by the Head of the Department, present, on the question paper with corrections made. This corrected question paper along with the records should be given to the Controller of Examinations at the end of the examination on the same day. A photocopy of the same is to be given to the Evaluation In-charge at the end of the examination on the same day.

x) If a query / error is raised in the question paper, post the examination, the said change / error shall be referred to a committee comprising the Head of the Department concerned, question paper setter and one external subject expert to be nominated by the Principal to consider the appropriateness of the query / error and if the error exists, benefit needs to be granted to the learner accordingly.

xi) In case of non-availability of the question paper setter, the Exam Convener/Joint Convener will approach the concerned Head of the Department to resolve the same. Whenever, announcements are made in the examination room as regards any corrections in the question paper, a report to that effect should be sent to the Controller of Examinations / Convener, EEC, mentioning the time at which the correction was announced. A copy of the correction announced should also be sent to the Joint Convener, assessment and moderation, who will in turn inform the examiner/s, who will evaluate the answer books.

xii) Whenever, candidates require statistical tables, log tables, graph papers, maps etc. for attempting the questions, the EEC should make necessary arrangements for the same in advance.

xiii) The EEC should make arrangements as regards the stationery items required for the conduct of the examination in consultation with the Examination Cell.

III) GUIDELINES FOR QUESTION PAPER/S SETTING:

Appointment of Panel of Examiners / Paper Setters / Moderators:

Board of Studies (BOS) of the respective departments will recommend the panel of external examiners/paper setters & moderators for approval by the Academic Council. The said approved panel will be valid for a period of three years.

Continuous Assessment:

i) The Head of the Department in consultation with departmental colleagues should decide the mode of Continuous Assessment (i.e. class-test/project/assignment / presentation) and the same should be communicated in writing to the EEC, before the commencement of the semester along with the course structure. There should be at least three components to the Continuous Assessment (class test / projects/ quiz/ assignments / presentations etc.), which need to be conducted at different instants of time.

ii) The departments opting for project /assignment/ presentations, have to give the topics to the learners at least fifteen days prior to the viva/presentation.

iii) The departments opting for tests, should give the syllabus and paper pattern to the learner at least fifteen days prior to the test. The paper pattern and the syllabus have to be decided by the Head of the Department, in consultation with faculty members of the respective department.

iv) An additional test will be conducted in case of learner representing college at University/ National/ International competitions, subject to prior permission from principal. The learner may be allowed to appear for an additional test on medical grounds, by submitting relevant medical documents and obtaining written permission from Head of the Department at least three days prior to the examination, for prolonged illness. In case of medical emergency, the same should be informed immediately to the Principal and relevant documents must be submitted at the earliest.

v) Continuous Assessment marks and term test answer books should be shared with the students well before the conduct of the Semester End Examinations.

vi) The Continuous Assessment marks should be uploaded on the student portal by the faculty for their respective subjects and divisions in which they teach and also these marks lists duly signed by the respective faculty should be submitted to the EEC before the commencement of the final Semester End Examinations.

vii) Provision for revaluation is not applicable for Internal Continuous Assessment.

Semester End Examination:

i) The list of the Question Paper Setters for the Semester End Examination will be provided by the Principal as recommended by Board of Studies (BoS) in respective subjects and finally approved by Academic Council (AC), at the beginning of the Semester will be provided by the Principal to the Controller of Examinations for the setting of question papers. The Controller of Examinations shall invite at least three/five sets of question papers for the Semester End Examination from the respective paper setters for the respective courses, at least thirty days prior to the commencement of the examination through the EC Convener. The paper setters are required to submit the specified number of typed Question Paper/s and their corresponding synoptic answer sets as per the schedule provided by Examination department, in sealed envelopes/in the Question Bank Management System (QBMS), as the case may be, duly signed by the paper setter/s.

ii) The Question Paper/s pattern should be as prescribed for the different courses/programs/ faculties, in the Scheme of Examinations.

iii) Question Paper/s should be set taking into consideration the appropriate weightage of the topics and cover the entire curriculum and should be in accordance to the Bloom's Taxonomy.

IV GUIDELINES/PROCESS FOR CONDUCT OF EXAMINATION

IV (a) Finalization of a panel of examination supervisors:

i) Principal of the college shall be the Chief Conductor of Examinations. However, Principal can depute a senior faculty member as the Chief Conductor of Examination for a particular examination in his/her absence.

ii) Convener, EEC and Joint Conveners should finalize the list of examination supervisors (Junior and Senior Supervisors). The said panel should be drawn only from the teaching faculty members

and laboratory assistants as well as workshop instructors, who are graduates or Diploma Holders or NCTVT (ITI) qualified staff members. In case of any shortfall, administrative staff including library staff of the College can be assigned the supervisor duty.

iii) Supervision Chart should be provided to Senior & Junior Supervisors, atleast 3 days in advance.

iv) An additional 10% of Junior Supervisors should be available on the campus at the examination venue and time of the examination in the control room.

IV (b) Receipt and storage of examination material (question papers, answer books and other material):

i) The Controller of Examinations will send the examination related material such as attendance sheets, QR code labels and other stationery at least three working days prior to the commencement of the respective examination.

ii) The Controller of examinations will trigger the question paper/s to be printed from the Question Bank Management System well in advance. The Convener / Co-Convener will download the question paper/s and will arrange for the printing of required number of copies in accordance with the number of students appearing at the examination.

iii) The printed question paper/s will be sealed in the question paper packets, block wise and should always be kept in joint custody of Chief Conductor of Examinations and Convener / Co-convener. The cupboard should be immediately locked and the countersigned slip must be affixed on the cupboard lock containing these question papers.

iv) Before the commencement of the examination, the EEC Convener/ Co-Convener will confirm the course code and details written on the cover of the question paper packet/s with the course name, as per the time-table and seating plan.

v) The answer-books/ supplementary sheets/ bar code labels/ attendance sheets meant for the examination for a day, should be kept in bundles meant for room-wise distribution, well in advance.

vi) On the day of the examination, the EEC Convener/Co-Convener will hand over the packets of question papers to the Chief Conductor of Examinations, who should ensure that the question papers pertain to the examination of the day/ session. The Chief Conductor will then handover the packets to the senior supervisor (s). Senior supervisor(s) should also ensure that the question papers pertain to the examination of the day / session. This should necessarily be done before the question paper packets are taken to the examination hall for distribution to the learners. If it is found that the packets of question papers pertain to some other course, the matter should be immediately brought to the notice of the EEC Convener / Joint Convener and Controller of Examination, for doing the needful.

vii) On the day of the examination, the packets of answer-books, supplementary sheets, attendance sheets and QR code labels shall be handed over to the senior supervisors 20 minutes before the commencement of the examination of that course, for further distribution to the junior supervisors.

viii) Thereafter, the senior supervisors shall go to the examination rooms with question paper packets. The said packet will be handed over to the examination room supervisor/s concerned, inside the examination room. S/he should instruct the junior supervisor to check whether the question paper packets are in sealed condition when they receive them.

IV (c) Preparation before Examination:

i) The Convener, EEC/Joint Convenor (concerned) in coordination with the Controller of Examinations shall make all pre-examination arrangements for the smooth conduct of the examinations.

ii) All examination room walls/ blackboard/ desks/ chairs should be thoroughly checked to wipe out any writing on the same. The Convener, EEC /Joint Convenor (concerned) will ensure that on all examination days, all desks/ chairs are clean and the arrangement of desks is as per seating plans. All other display material should be removed.

iii) The EEC should display day and date-wise examination schedule and the seating plan prominently at all the entrances of the examination venue, course along with programme details, roll number details, day and date of the examination.

iv) The EEC should ensure that all the required number of examination rooms and seating plans in accordance with the number of learners appearing at the said examination have been made available for Examination to the Controller of Examinations at least 20 days before the commencement of the respective examination. EEC should complete the room allocation to the room supervisors and display the supervision duty allocation, at least three days, before the start of the examination.

v) On the day of the Examination, the Convener, EEC/Joint Convenor (concerned) will ensure that no person other than the Examination supervisor/ candidates and authorized persons are present at the place of the Examination. S/he should ensure a quiet and peaceful environment for the smooth conduct of the examination.

vi) The Convener, EEC should check that all examination materials are kept ready and proper sets have been prepared for the same, such as:
- answer books and supplementary sheets.
- sealed packets of question papers.
- seating plan and attendance sheets.
- QR code labels.
- examination supervisor's report.
- envelopes for packing the written answer books.
- various forms relating to examination like 'adoption of unfair means by candidates' etc.
- undertaking forms to be filled in by the candidates, who do not carry the hall tickets / ID cards.
- other stationery like threads, graph papers, log/statistical tables etc.

IV (d) Instructions to examination Senior/Junior Supervisors

i) The Senior Supervisors should be present in the college campus and report to the Chief Conductor of examination at least one hour, before the commencement of the examination.

ii) The Junior Supervisors should report to the Senior Supervisors at least 30 minutes before the commencement of the examination and understand the details of programme, course, time and the classroom, where the examination will be conducted. S/he should make himself/ herself familiar with the QR code process to be followed in the examination hall.

iii) The Junior Supervisors should be present in the examination room at least twenty minutes before the commencement of the examination, with all the examination related material.

iv) The Junior Supervisors should collect the following material from the Senior Supervisor, which is to be taken to the examination hall for conducting the examination:

- answer books and supplementary sheets.
- seating plan and attendance sheets.
- **QR** code labels.
- examination supervisor's report.
- envelope for packing the written answer books.
- various forms relating to examination like 'adoption of unfair means by candidates etc.
- undertaking forms to be filled by candidates, if any, who do not carry the hall tickets /Id cards.
- other stationery items, like threads, graph papers, log/ statistical tables etc.

v) The Junior Supervisors should ensure that the seating plan with programme details, course details, roll number of candidates, day, date and time of examination are displayed in the classroom.

vi) The Junior Supervisors should obtain the names and signatures of two candidates, on the sealed packet containing question papers, before opening the question paper packet in the examination hall in confirmation of the fact that the question paper packets are in sealed condition.

vii) The Junior Supervisor should ensure that the candidates are seated at their assigned places in the examination hall, as per the seating plan. In any case, no change should be made in the seating arrangement by the examination room Junior Supervisors.

viii) The Junior Supervisors should ensure that candidates are not carrying any notes/ books/ journals/ electronics gadgets, mobile phones etc. during the entire time period of the examination. They should instruct the candidates to keep the same aside, at a designated place (usually near the Junior Supervisors' table). An announcement to that effect should be made before the distribution of question papers/ answer books.

ix) The Junior Supervisors should distribute blank answer books before the distribution of question papers. The Junior Supervisors should sign the answer books only after verifying the details filled by the learners and after affixing the QR code stickers on them. No answer book signed or unsigned should be left in the examination hall after the conclusion of the examination.

x) The Junior Supervisors should make an announcement in the class-room that each answer book will be **QR** coded and candidates should not write their name/ roll number/ Student (SAP) number or disclose their identity in any form, anywhere on or inside the answer book. They should ensure that the candidates fill all the relevant particulars in the answer books distributed to them.

xi) Junior Supervisors should ensure that no name, Student (SAP) number or roll number is written on the first page of the answer book by the candidate, when they sign on the answer book.

xii) It is the responsibility of the Junior Supervisors to ensure that all scheduled examinations commence, continue and conclude in a smooth, orderly and timely manner, and that the candidates are kept under constant and effective supervision throughout the examination, to prevent any adoption of unfair means by the candidates.

xiii) Junior Supervisors must be alert and observe the candidates at all times during the examination. They must not be engaged in any activity other than examination supervision. At no point of time should the candidates be left unattended in the examination hall.

xiv) Every effort should be made to start the examination at the specified time.

xv) Junior Supervisors should not carry any electronic gadget like mobile phone/smart watches/ lap-top etc. or any reading material in the examination room during the supervision duty.

xvi) The Junior Supervisors should not disclose the contents of the question papers to anybody in the course of the conduct of the examination; neither should they give, even for reading, the question papers to any person other than the eligible candidates.

xvii) **Not allowing candidates to leave examination hall during the examination:**

- The senior and the junior supervisors shall ensure that no candidate leaves the examination hall after the commencement of the examination, till the closure of **t**he examination. However, the candidate may be allowed to leave the examination hall to visit wash-room, only after first one and half hour from the commencement of the examination, when the duration is of more than two hours, but not in the final 15 minutes leading to the end of the examination.
- A candidate may be allowed to leave the examination room after one hour of the commencement of the examination, only if s/he completes the examination and submits his/her answer book to the room supervisor.

xviii) **On the day of the examination, Before Commencement of Examinations**:

- The EEC Convener/ Co-Convener will hand over the packets of question papers to the Chief Conductor of Examinations, who should ensure that the question papers pertain to the examination of the day/ session. The Chief Conductor will then handover the packets to the senior supervisor (s). Senior supervisor(s) also should ensure that the question papers pertain to the examination of the day / session. This should necessarily be done before the question paper packets are taken to the examination hall for distribution to the learners. If it is found that the packets of question papers pertain to some other course, the matter should be immediately brought to the notice of the EEC Convener and Controller of Examination, for doing the needful.

- The packets of answer-books, supplementary sheets, attendance sheets, bar code labels shall be handed over to the senior supervisors 20 minutes before the commencement of the examination of that course, for further distribution to the junior supervisors.

- Thereafter, the senior supervisors shall go to the examination rooms with question paper packets. The said packet will be handed over to the examination room supervisor/s concerned, inside the examination room. S/he should instruct the junior supervisor to check whether the question paper packets are in sealed condition when they receive them.

IV (e) Announcements prior to the start of the examination:

Before candidates start writing the examination, the Junior Supervisor should make the following announcements in the examination hall:

i) Each answer book will be QR coded and the learners should not disclose their identity (name/ SAP number, roll number etc.) anywhere on the first page or on any page of the answer book. If any such disclosure is detected at any stage, action will be initiated against such candidates as per rules.

ii) The name of the program and course for which the examination is being held should only be mentioned in a place meant for the same on the answer book provided during the examination.

iii) Candidates should not possess mobile phone/smart watch/ books/ journals/ periodicals/ notes/ electronic gadgets or any such devices with them and they should switch off their mobile phones and keep them inside their bags.

iv) Candidates should keep their College identity card / hall tickets ready for verification.

v) Candidates are not allowed to communicate with each other during the examination. If any candidate wishes to communicate with the supervisor as regards a query in the question paper or any other problem, he/she should raise his/her hand.

vi) Strict disciplinary action will be taken against the learners, who violate the rules.

vii) Candidates should go through the question paper carefully and confirm that, the question paper relates to the course in which they are appearing, and in case of any discrepancy, they should bring it to the notice of the Junior Supervisor in the examination room.

viii) Candidates should specifically go through the instructions given on the top of the question paper and on the first page of the answer books provided to them.

ix) A candidate may be allowed to leave the examination room after one hour of the commencement of examination, only if s/he and submits his/her answer book to the Junior Supervisor of examination room. Candidates are not allowed to leave the examination hall in the last ten minutes towards the end of the examination.

x) Leaving the examination hall to visit the wash room is **not allowed** in the first one and a half hour of the examination and in the last 15 minutes towards the end of examination.

IV (f) Process to be followed during the examination:

The role of the examination room Junior Supervisor is of utmost importance for the successful conduct of the examination. The Junior Supervisor should follow the undermentioned instructions/ procedures meticulously during the conduct of the examinations:

i) They should ensure that bags and other personal belongings of the candidates are deposited in the designated area, usually near the Junior Supervisor's table in the examination room.

ii) Before the start of the examination, the Junior Supervisor should ensure that all the **candidates are seated as per the seating plan**. S/he should make an announcement to that effect.

iii) The Junior Supervisor should **distribute the answer-books** first and then the question papers in the examination room.

iv) The Junior Supervisor **should not sign the answer books beforehand**. S/he should sign the answer book only after affixing QR-code label on the answer book and confirming that the candidate has not written name/ roll number / SAP number on the first page of the answer book.

v) After fifteen minutes from the commencement of the examination, the **Junior Supervisor will go to the desk** of each candidate for signing his/her answer-book and for verifying the identity of the candidate.

vi) **The supervisors should note that the SAP Number of the candidate has been printed on the identity card / Exam Hall Ticket, with which s/he should verify the candidate's eligibility.**

vii) The Junior Supervisor will carry the 'Attendance Sheet' and 'QR Code Labels Sheet' with him/ her, when s/he is undertaking the task of signing the answer books. The QR Code stickers are divided into two parts – The QR Code and the learner number and roll number of the candidate.

viii) The Junior Supervisor should verify the identity card /hall ticket of the candidate for photograph and details, such as program / roll number / SAP number etc.

ix) After satisfying himself/ herself about the identity of the candidate and carefully verifying the SAP number, **the Junior Supervisor should peel off QR code sticker and affix the same on the top right-hand side of the answer book of the candidate on the space meant for the same**. S/he should properly affix the **QR code sticker**. While doing so, care should be taken that the **QR code sticker** does not get mutilated, torn or twisted, otherwise, this will render the **QR code sticker** unreadable later on.

x) S/he should then **peel off the other part of the same sticker label** which bears the SAP number and roll number of the candidate **and affix it on the right-hand side of the attendance sheet on the space meant for that against the SAP number printed thereupon**. This part will bear the SAP number and roll number of the candidate. S/he should obtain the signature of the candidate on the attendance sheet against his / her name.

xi) In case of absent candidates, the supervisor should specifically write the word 'Absent' against the respective candidate's name in the 'Attendance Sheet'.

xii) After affixing the QR code sticker on the answer book and the lower part of the QR code on the attendance sheet of the respective candidates present, the Junior Supervisor should sign on the front page of the answer book in the space meant for the same.

xiii) While following the above process, the Junior Supervisor:

- should doubly ensure himself/ herself of the SAP number of the candidate. Under no circumstances, should a wrong QR code sticker having a different SAP number be affixed to the candidate's answer book.
- should very carefully handle the QR code label sheet. The layout of a QR code sticker is given below. Before pasting the QR code label, the Junior Supervisor should verify and match the SAP number of the candidate printed on the identity card/ hall ticket and that printed on the QR code label.
- should also verify and match the SAP number printed on the 'Attendance Sheet' with that printed on the QR code label and the candidate's Identity card/ hall ticket. The upper part

of the QR code sticker should be pasted only after re-verifying the SAP number. In case of any mistake in affixing the QR code sticker, it may result in the marks of one candidate being awarded to the other candidate.

- has to ensure that the QR code sticker does not get mutilated/ folded/ spoiled at the time of pasting it on the answer book. If it is folded/mutilated/ spoiled, it becomes unreadable at a later stage, by the QR code scanner. In case, the QR code sticker gets folded/mutilated/ spoiled, the Junior Supervisor should immediately report this to the Senior Supervisor for doing the needful.

xiv) **A typical QR Code Label will look like this:**

	SAP Number (Roll Number)

xv) The examination Junior Supervisor should sign underneath the said 'Attendance Sheet' only after all the candidates present have signed. The details required, such as the number of candidates present, absent, etc. should be properly filled in, page-wise and the aggregate at the end. The Junior Supervisor should also fill the required details in the Junior Supervisor's report provided to him/ her.

xvi) The Junior Supervisor should hand over the used blank QR code sheets and unused (of absent candidates) QR code labels, attendance sheet and supervisor report to the Senior Supervisor for verification after one hour of commencement of the examination. The Senior Supervisor will verify these reports and fill the actual number of learners, who appeared for the respective examination and those absent for the examination, in the compiled day-wise/ session-wise supervisor's report.

xvii) After the examination is over, the Junior Supervisor will collect all the answer-books, count them and match the count with the count as per the learner attendance data and hand over the same to the Senior Supervisor. Again, precaution should be taken so that the QR code label is not mutilated/ folded/ spoiled.

xviii) The Senior Supervisor with the help of the other examination staff must match the total number of answer books with the total numbers in the attendance sheet.

xix) **Query Regarding Examination Question Paper:** If a candidate feels that there is an anomaly in the question paper, the EEC of the College should be informed of the same immediately via the Senior Supervisor, in order to attend to the query, as per process, and in case of any rectification, the Convener, EEC/Joint Convenor (concerned) should ensure that the respective candidates sitting for the examination should be given the information at the same time. The corrections should be recorded in a register and the same should be forwarded to the Controller of Examinations and Joint Convener Evaluation by way of a report.

General Guidelines to be followed during the Examination:

i) The Junior Supervisor should be vigilant and take rounds in the class room. They should not read newspapers/ other material/ use mobile phone/smart watch/ lap-top etc. during the examination, so as to prevent the candidates from resorting to any unfair means.

ii) The Junior Supervisor should ensure that during the examination, no candidate copies/ communicates with others/ helps others/ gets outside help. Such candidates should immediately be warned / and action of usage of suspected unfair means in the examinations should be initiated.

iii) College identity cards of all candidates should compulsorily be checked without any exception to verify the identity of the candidate. In the absence of an Identity card, an undertaking **(Appendix 1)** should be taken from the candidate.

iv) If any candidate is away from the examination room for too long, there may be a possible leakage of answers and the Junior Supervisor should immediately report the matter to the Senior Supervisor. **Only one candidate should be allowed to go out of examination room to the wash room at a time and that candidate should be escorted by examination staff/peon/security personnel.**

v) A candidate can provisionally be allowed to write the examination even if his/her name does not appear in the Exam Attendance Sheet (i.e. list of candidates, who are eligible to appear at the examination). The Junior Supervisor should allow such candidates to appear for the examination, in consultation with the Senior Supervisor. A written application requesting the candidate allowing him/her to appear for the examination must be obtained from such a candidate. S/he should also be informed that his/her result is liable to be withheld/ nullified till the time the College is satisfied about the genuineness of his/her candidature. The Convener, EEC / Joint Convener (concerned) should report the names of such candidates to the Controller of Examinations, for further action.

vi) The Senior Supervisor should arrange for the search of wash-rooms/ toilets and ensure that no reading material/ books/ notes etc. are kept there and should remove any such material found thereof.

vii) The Junior Supervisors should allow all the candidates into the examination hall not more than twenty minutes before the actual time of the commencement of the examination.

viii) The Junior Supervisor should not allow a candidate, who arrives late by 30 minutes or more, inside the examination hall, after the commencement of the examination. In exceptional case, which is beyond the control of the candidate in question, the Chief Conductor of Examinations / Controller of Examinations, shall have the right to allow such a candidate after considering the facts of the case. These eventualities will be handled on a case-to-case basis. In such cases, no additional time will be allowed.

ix) The Junior Supervisor should not allow candidates to leave the examination hall until an hour after the commencement of the examination or in the last 10 minutes of the examination.

x) For candidates with physical disability/ learning disability etc. (as per Government Resolution), additional time will be allowed as per rules.

xi) In no other case will a candidate be given extra time for examination except, where loss of time is caused to the candidate/s by an act of omission or commission on part of the examination supervisors/ officials of the College.

xii) The Senior Supervisor can exclude a candidate from the examination hall, on his/ her being satisfied that the candidate is suffering from any infection/ contagious disease. Alternative arrangement can be made to allow such candidates to sit in a separate class-room under supervision.

IV (g) Collection of answer books from candidates after examination:

i) No candidate should be allowed to leave the examination hall unless s/he submits his/her answer book to the Junior Supervisor concerned.

ii) Once the examination gets over, the Junior Supervisor shall ask all the candidates to stop writing the examination.

iii) The Junior Supervisor shall go to the desk of each candidate and collect his/ her answer book.

iv) At the time of collecting the answer books, the Junior Supervisor should verify whether any candidate has disclosed his/ her identity on the first page of the answer book. S/he should also check that the details filled in as regards the total no. of supplementary sheets (in addition to the main answer book) by the respective candidate, are filled correctly.

v) The collected answer books should be counted and matched with the number of candidates taking the examination (on the basis of the 'Attendance Sheet').

vi) The Junior Supervisor concerned should not leave the examination room unless s/he has collected answer books of all the learners present in the examination as per the attendance sheet.

vii) The answer books and supplementary sheets should be brought back to the Examination cell within ten minutes after the closure of the examination by inserting them in the envelope provided for the purpose. The same should be handed over to the Senior Supervisor concerned. Any delay in doing so should be explained to the Senior Supervisor. The Senior Supervisor should make necessary inquiry with the Junior Supervisor asking him/ her the reasons for the delay in the submission of the answer books.

viii) **The Junior Supervisor should ensure that no unused answer book or supplementary sheet is left behind in the examination hall**.

ix) The answer books so received by the Senior Supervisor should once again be tallied with the count of answer books as per the attendance sheet. The said answer books should be re-packed for evaluation in the Central Assessment Programme (CAP).

x) **Collecting the Answer-books and Balance Question Papers**

- After the examination is over and all the answer-books are collected, the senior supervisor should tally the total number of answer books collected from the students with the attendance sheet. The used answer books should be immediately sealed in a cloth lined envelope and submitted to for scanning along-with the Attendance Sheet, duly filled exam formats and used/unused QR Codes. Unused answer-books/ supplementary sheets and question papers should be sent back to Examination Office.

- After the closure of the examination, a copy of each of the question paper of all the courses should be preserved for record purpose in case of manual assessment.

- In case of any discrepancy, the same should be brought to the notice of the Chief CoE / CoE for necessary action.

IV (h) Process to be followed in case of loss of answer book/s:

i) After the closure of the examination, the Junior Supervisor should immediately collect all the answer books and supplementary sheets, if any, from the candidates, as mentioned above. S/he should also check whether the QR code labels affixed on the answer books are intact.

ii) In case of any mismatch between the number of signatures in the 'Attendance Sheet' and the total number of answer books collected, the Junior Supervisor should call the Senior Supervisor to the examination room and check the missing answer book once again with each and every candidate present and also elsewhere. If the answer book is found, then it should be sent to the Senior Supervisor along with a report.

iii) If the answer book is not found even after a thorough search, the matter should be reported by the Junior Supervisor in writing to the Convener, EEC through the Senior Supervisor.

iv) Further, the matter should be brought to the notice of the Controller of Examinations and the Chief Conductor of Examinations by way of a written report detailing therein the exact sequence of events.

v) The loss of the answer book should also be reported to Unfair Means Inquiry Committee.

IV (i) Dealing with the cases of suspected unfair means by candidates:

i) The junior / senior supervisor should take all steps to prevent the cases of unfair means and impersonation by the candidates. For the said purpose, the Senior Supervisor should take rounds of the examination rooms and should be vigilant all the time during the examination.

ii) S/he should instruct the Junior Supervisors to check the Identity Cards issued by the College to all the candidates, which bear the photograph of the candidate.

iii) If any candidate does not have College Identity Card with him during the examination, then Library Card (which bears the photograph of the candidate) should be produced by the candidate.

iv) In case of a candidate not being able to produce any of these cards, then an undertaking from the candidate should be obtained that s/he will produce the "College Identity Card' immediately after the closure of the examination or on the next examination day to the Convener, EEC/Joint Convener (concerned) and that failure on part of the candidate to produce the same will render his/her examination result to be withheld/ cancelled.

v) In case, impersonation is detected during the examination, and if the Junior Supervisor and Senior Supervisor are satisfied that there is a prima-facie case of impersonation, the Senior Supervisor will take further steps as per rules.

vi) In case of suspected unfair means, the following procedure should be followed:

- In case, the Junior Supervisor detects suspected unfair means by any candidate during the examination, then the candidate shall be called upon to surrender to the Junior Supervisor, the related material found in his or her possession, if any, and his/her answer-book originally issued to him/ her.
- Signature with date and time, of the concerned candidate shall be obtained on such confiscated material as well as on each written page of the answer book. The Junior Supervisor concerned and the Senior Supervisor shall also counter sign on all the relevant materials, documents and written pages of the answer book of the candidate. In case the candidate refuses to sign on the material so found on him/ her, a statement of the Junior Supervisor concerned along with that of the Senior Supervisor should be recorded.

- The Junior Supervisor should prepare a detailed report on the sequence of events mentioning therein the date, time when the incident took place in the prescribed forms.
- Such candidates should be issued a fresh answer book and be allowed to continue writing the examination. S/he should start attempting questions from where alleged case of suspected unfair means was detected. The candidate need not start writing answers afresh in the new answer book.
- An undertaking should be obtained from such a candidate that s/he was be allowed to continue writing the examination under the provisions and rules of examination, and that the final decision of the College in the case shall be binding on him / her, in case the charges are proven.
- Statement of the candidate, his/ her undertaking in the prescribed form and statement of the Junior Supervisor concerned shall be recorded in writing by the Senior Supervisor **(Appendix- 2, 3, 4 & 5)**. If the candidate refuses to make his/her statement or to give an undertaking, the junior and senior supervisor concerned shall record the same accordingly, under their signatures. The aforesaid reports shall be sent to the Controller of Examinations after the Senior Supervisor and the Convener, EEC/Joint Convener counter-signs the said reports.
- All the materials and the list of materials mentioned in sub-clause (1) and the undertaking with the statement of the candidate and that of the Junior Supervisor as mentioned in clauses nos. 2, 3, 6 and the answer-book/s (old and new) shall be forwarded by the Convener, EEC/Joint Convener, along with his/her report, to the Controller of Examinations in a separate and confidential sealed envelope marked "Suspected Unfair Means Case".
- In case of unfair means of oral type, the Junior Supervisor or an authorized person concerned shall record the facts in writing and shall forward the same to the Convener for necessary action.

IV (j) Facilities relating to Examinations for the Persons with Disability / Learning Disability for the purpose of examinations:

i) Learners falling under the category of persons with disability in accordance with the Government notifications, issued from time to time, should submit the medical certificate of only Government Authorized Agencies at the time of admission to the respective programme, to avail the required facilities. Medical certificate from Sion Hospital / Nair Hospital with signature and stamp of the authorised person will only be accepted.

The said medical certificate must be produced at the beginning of the academic year to the admission dept. Retrospective benefit will not be given to any student in case certificate is submitted after declaration of results.

ii) Guidelines for appointment and availing facility of scribe for Persons with Disability / Temporary Disability for learners during examinations.

A learner, who may have a learning disability / permanent or temporary physical disability, may apply to the College for appointment of a scribe for the examinations.

Such learners should submit an application for the purpose along-with ‘medical certificate’ from a ‘Registered Medical Practitioner’ to that effect with rubber stamp of the Registered Medical Practitioner on the certificate.

In the following cases of learners, the medical certificate of only Government Authorized Agencies shall be accepted, namely:

i) Hearing Impaired Learners: Ali Yavar Jung National Institute for the Hearing Handicapped.
ii) Physically Challenged Learners: All India Institute of Rehabilitation of Physically Handicapped
iii) Learning Disability: Medical certificate from Sion Hospital / Nair Hospital only would be accepted.

The scribe/ writer should be arranged by the learner himself/herself well in advance i.e. at least one week before the examination and s/he should apply for availing such facility in the prescribed format (Appendix 6) along with the necessary documents to the examination office of the College.

The scribe should be at least one grade junior in academic qualification than the learner, if from the same stream.

Since the learner will be helped by a scribe, extra time of 20 minutes per hour will be allowed to such learners. For example, for an examination of two hours, 40 minutes extra time will be allowed.

The Convener, EEC/Joint Convenor (concerned), will resolve issues, if any, in this regard. S/he will be authorized to make/ accept any last minute changes of the scribe under exigencies.

The said learner will be seated in a separate room under supervision.

V) Discipline in the examination hall.

i) Learners must know their Roll Number and Student (SAP) Number.

ii) Learners, who are eligible to write the Semester End Examination/re-examination should be present in the examination hall at least 10 minutes before the scheduled time of the commencement of the examination. Learners, who arrive at the examination hall 30 minutes or more after the scheduled time of the commencement of the examination, will not be permitted to appear for that examination.

iii) Learners are not permitted to leave the examination hall until one hour after the start of the session or in the last ten minutes of the session.

iv) Learners, who are not in their seats at the time notified, will as a rule, not be permitted to appear for the examination.

v) Learners should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Junior Supervisor's table, at their own risk. The College will not be responsible for the safety and security of the same.

vi) A learner, who fails to attend an examination at the time and place notified in the timetable, will be deemed to have failed to pass in that course. Opportunity for re-examination, if any, in the respective course will be given according to the rules and regulations, of the College.

vii) Learners should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose, on the answer-book.

viii) Learners are required to have their valid identity cards and hall tickets issued by the College and they must produce the same for verification to the Junior Supervisor/s during the examination. Learners not having the said identity card with them during the examination may be denied permission to appear for the examination.

ix) Every learner present must sign against his / her learner number on the attendance sheet provided by the junior supervisor.

x) Learners should specifically go through the instructions given on the top of the question paper and on the first page of the answer book. They are of utmost importance.

xi) **On the first page of the answer book, the learners should write only the name of the program, semester details and course for which the examination is being held and number of supplementary sheets attached to the main answer book. Any extra writing on the first page or anywhere in the answer book will be treated as act of unfair means and will be processed as per rules.**

xii) **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a learner has any query as regards contents of the question paper, s/he should bring the same to the notice of the Junior Supervisor without disturbing others in the examination hall.

xiii) Learners are forbidden to (i) bring any books, notes, scribbled papers, mobile phones, smart watch, any electronic gadgets, laptop or any other similar devices/things unless specifically permitted. Any such material found in possession of the learner will be confiscated (ii) smoking in the examination hall, (iii) eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other learner, while the examination is in progress and (v) take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the learner/s concerned and strict action will be taken against them. **The Junior Supervisors/ authorized persons are authorized to frisk the learners**.

xiv) Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the College.

xv) **The answer books of the Semester End Examinations are QR coded and, therefore, learners should not write his/her name, Roll Number, SAP Number etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.**

xvi) While underlining of sections of answers for highlighting is permitted, use of varied inks, except for illustrations and figures must be avoided. Do not use any symbol like encircling the question or using coloured arrows for 'P.T.O'. All these will be considered as attempts to readily identify the specific answer-book.

xvii) Learners should neither tear any sheet/s from the answer-book provided nor attach unauthorized additional sheets to the same. All answer-books / supplementary sheets, whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer books out of the examination hall will be treated as against the rules and appropriate action will be taken against such candidate/s.

xviii) Learners should not write anything on the question-paper.

xix) Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited. If learners want anything, they should approach the Junior Supervisor without disturbing the other learners. However, they should not leave the examination hall on any account, without

surrendering his/her answer book.

xx) Learners will not be allowed to leave the examination hall during the examination and particularly so, in the last ten minutes. At the end of the session, they should not leave their seats until answer-books are collected by the Junior Supervisor from all the learners.

xxi) A learner, who disobeys any instructions issued by the Senior / Junior Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the College.

xxii) **Learners suspected to be guilty of any of the aforesaid acts will be allowed to write their examination on a new answer sheet, only after giving an undertaking in writing that the decision of the College in respect to reported act of unfair means will be binding on them.**

VI. SCHEME OF EXAMINATIONS, PASSING STANDARDS & PROGRESSION RULES FOR BOTH B. TECH. AND M. TECH. PROGRAMS (CREDIT BASED EVALUATION NORMS)

The performance of the learner will be evaluated in two components. The first component will be a Continuous Assessment with a weightage of 40% of total marks per course. The second component will be a Semester end Examination with a weightage of 60% of the total marks per course. The allocation of marks for the Continuous Assessment and Semester end Examination is as shown below:
Evaluation and the weightage of the heads of pairing will be as per the approved scheme.

EVALUATION SCHEME FOR INTERNAL CONTINUOUS ASSESSMENT (ICA) / PRACTICAL EXAMINATION

Course	Assessment Tools	Marks
Theory	a. Term Test 1 (based on 40 % syllabus)	15
	b. Term Test 2 (on next 40 % syllabus)	15
	c. Assignment / course project / group discussion / presentation / quiz/ any other.	10
	Total marks (a + b + c)	40

Two Examiners should conduct the practical examination in each course. **One of the examiners will be external and other examiner an internal faculty member, who has the required number of years of teaching experience. At any given point of time, no examination should be conducted by only single external or only internal examiner.** The average of marks awarded by both the examiners should be considered as final marks.

Passing Standards

To pass a course the learner should obtain a minimum of 40% marks in aggregate out of the total marks allotted for each course where the course consists of Internal Continuous Assessment and Semester End Examinations. The learner should also obtain a minimum of 40% marks (i.e. 16 out of 40 if the maximum marks allocated to Internal Continuous Assessment is 40) out of the total marks allotted to the Internal Continuous Assessment and a minimum of 40% marks out of the total marks allotted to the Semester End Examination (i.e. 24 out of 60 if the maximum marks allocated to the Semester End examination is 60) separately, to pass the course and a minimum of Grade P, wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course in case that course consists of only Internal Continuous Assessment component or only Semester End Exam component.

Guidelines for Re-examinations on non-fulfilment of Passing Criteria

1. A learner, who obtains less than 40% marks in the Continuous Assessment or less than 40% marks in the Semester End Examination or less than 40% marks 'in aggregate' (i.e. a learner who fails to fulfill the passing criteria mentioned in the Passing Standards above) will be required to appear for Continuous Assessment / Semester end re-examination (as the case may be), which will be conducted after the declaration of result of each semester. In such case, the Continuous Assessment / Semester End Examination marks (as the case may be) in which the learner had already passed will be carried forward in the respective course for which the candidate has appeared for re-examination. In case, the learner fails even in the re-examination, which is being held after the declaration of result of each semester, s/he will be allowed to appear along with the re-examination of the regular learners of the subsequent academic year.

2. Submission of re-examination form along with prescribed fee before the designated date is a pre-condition to appear for the re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online, within the time frame stipulated by the College, through the Student Portal.

3. In order to receive the Certificate / Diploma / Degree, the learner will have to pass in all the examinations of the require number of year/s (level/s) of the respective program, within the validity period as per rules.

PROGRESSION RULES:

1. A learner, who has passed in all the courses (as per the rules of the Passing Standards) of Semester I and Semester II examinations of the first year of the programme will be promoted to the second year of the programme concerned. A learner, who has passed in all the courses of Semester III and Semester IV examinations of the second year of the programme will be promoted to the third year of the programme concerned. A learner, who has passed in all the courses of Semester V and Semester VI examinations of the third year of the programme will be promoted to the fourth year of the programme concerned.

2. A learner who fails to pass in one or more courses in Semester I examination will be "allowed to keep terms" (ATKT) and will be permitted to attend lectures and appear for the Semester End Examination of Semester II. This means that the learners will be allowed to keep terms for both the semesters during the first year of the programme, irrespective of the number of failures in any number of courses of the first and second semesters of that respective year of the programme. This criterion will apply to the subsequent years also.

3. Such failed learners will be allowed to appear at Semester End Re-examination in all the 'failed courses', which will be conducted after declaration of the results of each Semester End Examination of that academic year. This re-examination will be held only once in an academic year and will be held immediately, i.e., within 30-45 days, after declaration of the results of the semester concerned.

4. The learner is required to pay the prescribed fees for re-examinations before the commencement of the respective examination. Online applications for re-examinations (ATKT) along with the payment of prescribed fee before the designated date is a pre-condition for appearance at a re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online within the time frame stipulated by the college, through the learner portal.

5. A learner, who has failed to pass in not more than three courses in the respective year of the program i.e. two semesters taken together, after the said re-examination (as mentioned in point no. 3 above) will also be permitted to apply for admission to the next year of the program. Such learners will be required to appear for the re-examination of the courses in which they have failed to pass. They will appear for the re-examination to be conducted for the regular learners of the subsequent batch.

6. A learner, who has failed to pass in more than 03 courses in the respective year of the programme i.e. both the semesters taken together, after the said re-examination (as mentioned in point no. 3 above), will not be allowed to continue to the next year of the programme. Such learners will be required to appear for the re- examination of the courses in which they have failed to pass. They will appear for the re-examination conducted for the regular learners of the subsequent batch. Such a learner will also have an option to take re-admission in the same year of the program, which he/she failed to pass.

7. The same criteria regarding re-examination as mentioned above shall be applied to Semester III and Semester IV of the second year of the program and for Semester V and Semester VI of the third year of the program and VII and VIII of the fourth year of the program.

8. With regard to promotion to the third year of the program, a learner must have passed in all the courses of the first year of the program and for promotion to fourth year, a learner must have passed all courses up to second year.

Rules relating to B. Tech with Honours / B. Tech with Minor Degree - Eligibility Criteria and other examination regulations

Under Graduate Degree (B. Tech.) Courses in EMERGING AREAS shall be allowed as specialization from the same Department. The minimum additional Credits for such Courses shall be in the range of 18-20 and the same shall be mentioned in the degree, as Honours/Minor in that particular area. For example, doing extra credits for Robotics in Mechanical Engineering shall earn B.Tech. in Mechanical Engineering with Honours in Robotics.

Minor specialization in EMERGING AREAS in Under Graduate Degree Courses may be allowed where a student of another Department shall take the minimum additional Credits in the range of 18-20 and get a degree with minor from another Department.

i) Following is the Eligibility criteria for Opting the Honours/ Minor Degree program:

a. Students with no backlog (live or dead 'F' grade) in semester I and II.
b. The CGPA based on semesters I and II of the learner should be 7.50 and above.
c. For direct second year (DSE) admitted learners - No backlog in semester I & II and aggregate percentage must be 70% and above.

ii) It is optional for leaners to opt Honours/Minor degree program.

iii) Each eligible student can opt for maximum one Honours or one Minor Program at any point of time.

iv) The Honours/ Minor degree program can be opted only during regular engineering studies.

v) The learner shall complete the Honours/ Minor degree program in stipulated four semesters only, (wherever the module is offered as per the course structure of the respective branch of study).

vi) The learners shouldn't be involved in any Unfair Means activity as per the Examination Regulations of the DJSCE.

Examination and Evaluation of Honours/Minor Degree Courses:

i) All the examination and evaluation regulations, i.e. passing criterion and grading table etc. for the courses offered under Honours / Minors degree will be same as those applicable to courses under Regular B. Tech. Degree Program.

ii) A learner who has opted for Honours or Minor degree program fails in the re-examination or whose Term is not granted (i.e. defaulter due to Term Not Grant) or defaults in the attendance as per the required attendance norms or is proven guilty in Unfair-Means case or is not eligible for admission to the next year of the B.Tech. Program and gets a year drop due to progression rules, s/he will not be eligible to continue the Honours or Minor Degree program and will automatically be discontinued from the Honors / Minor Degree program (as the case may be). Such learner will continue in the regular B.Tech program, hence in the ATKT rules for eligibility to the next year of the program (i.e. progression rule) only courses of the regular B. Tech. Program will be considered

iii)No gracing is applicable in the courses offered under Honours/Minor degree.

iv)Credits earned by learners in Honours/Minor courses will not be calculated with the result of the regular subjects, i.e. the credits of these subjects will not be considered in the calculation of the Semester Grade Point Average / Cumulative Grade Point Average (SGPA/CGPA)

v) The credits earned by the students under the Honours/Minor degree program will be mentioned in an additional grade card after successful completion of the course.

vi)Honours /Minor degree shall be conferred in addition to basic degree only after successful completion of all courses

vii)The results for the subjects (Honours) will be declared with the respective semesters on the student portal and the students can apply for revaluation of these subjects.

viii) Only on re-examination attempt will be given for the subjects booked

General rules for both Under Graduate and Post-Graduate Programs:

1. A learner, who remains absent for the Semester End Examination/s due to any reason, in any subject, shall be awarded 'F' grade in the subject/s in which he/ she has remained absent. All such learners will be allowed to appear for re-examination in the said subject to be conducted.

2. In order to receive the degree certificate, the learner will have to pass in all the examinations of all the years.

3. **Revaluation / Photocopy of the answer book:** In case, a learner is not satisfied with the result/ grade received by him/her in a particular subject, he/ she may follow the 'Revaluation Procedure', if he/she desires.

4. The fees for re-examination and re-admission will be decided by the College from time to time.

5. In case of any disputes/differences, the decision of the College shall be final and binding on the learners. If a learner desires to institute any legal proceedings against the College, such legal proceedings shall be instituted only in the courts at Mumbai in whose jurisdiction, the application is submitted by the learner, and not in any other court.

The College authorities reserve the right to make modifications in the said rules from time to time.

These rules will come into effect for the learners who will keep their terms for the Academic year 2023-2024 and onwards for all programs and batches, irrespective of the year of admission.

VII) SCHEME FOR GRACING

Grace Marks will be applicable only to the Semester end Examination and/ or on the aggregate marks of the course and not on the continuous assessment marks component, provided further that the benefit of such grace marks under this clause shall be applicable only if the learner passes the entire examination of semester after giving benefit of grace marks.

A. Learners appearing for any of the College examinations, will be eligible for the award of maximum 10 grace marks at their option, wherever necessary in addition to the marks secured in each course for participation in any one of the activities mentioned below: -

i) Learners who have enrolled as members of the Home Guards and have satisfactorily completed the Home Guard training program during the academic year as certified by the Principal of the College.

OR

ii) Learners who have participated in the N.S.S. program and have satisfactorily completed at least one hundred and twenty (120) hours of Social Service comprising the time spent in at least 02 years of projects which is forwarded by the N.S.S. Program Co-ordinator and certified by the Principal of the college.

OR

iii) Learners who have participated in any program of the Department of Lifelong Learning and Extension (DLLE) such as those pertaining to the programs of the National Literacy Mission, Population Education, Continuing Education Extension Work, Continuing Education Centre and have satisfactorily completed at least one hundred and twenty hours (120) of work in the program recommended by the Program Co-ordinator and certified by the Principal of the college.

OR

iv) Learners who are members of team/s reaching the Quarter final stage at inter-collegiate sports competitions or have represented the University in sport events either at the Inter-State or Zonal or National or International levels, and have produced the necessary certificates and forwarded by the Chairperson of the Gymkhana committee to the Principal.

OR

v) Learners who are one of the members of the team/s securing first three positions in cultural group events or have secured one of the first three places in individual cultural events or whose performance has been adjudged best as an Actor /Actress, Music Director, Lighting / Sound Effect Operator, Author,

Choreographer, or as Director in Group events conducted at the Inter-collegiate cultural competition organized by the University or have represented the University in any of the cultural events either at the State level or at the Zonal level or at the National level or at the International level in the same academic year, as certified by the Principal of the college and forwarded by the Head of the Section concerned.

OR

The benefit of 10 grace marks to learners will be available only in any one of the activities mentioned above, at their option, subject to their fulfilling the following conditions: -

- They are appearing for any college examination for the first time during the same academic year of their participation.
- In case of failure, the benefit of the grace marks shall be granted to the extent of 5% of the maximum marks allotted to a course.
- The grace marks will be granted for the purpose of claiming exemptions in a course/s, provided it does not exceed 5% of the maximum marks allotted to a course.
- A maximum of 10 grace marks shall be added to the grand total. However, in the case of Credit Based Grading System (CBGS), (0.1) will be added to the final GPA. However, if the benefit is given to the learner for passing the courses, the same may be proportionately deducted from the grade point which has been added to the final GPA. For example, 0.01 shall be deducted from the final grade, for every one mark granted for passing the courses.
- If the examination is conducted in Semester and the marks of the two semesters are clubbed, the same shall be granted in even semester examination of that academic year.
- The grace marks under these rules will not be counted for the award of scholarships, prizes and medals or any other awards.
- The rules relating to gracing under these rules will be applied first and the same will separately be shown in the grade card of the learners.
- The College authorities may consider withholding any of the aforesaid benefits or consider any of the merit /work of the learner null and void if, in the opinion of a duly constituted Disciplinary Committee, such an action is felt necessary, and communicated to the Principal.

B. The following scheme of grace marks will be applicable:

i) A Student failing in one or more courses be given grace marks up to two percent (2%) of the marks on the aggregate marks of the courses in which s/he has appeared in the said examination to enable him/ her to pass the examination, subject to a maximum of 10 marks and in any course not more than two percent (2%) marks of the maximum marks of the course.

ii) Exception may be made to the above and not more than 10 marks per course be awarded to pass the examination, if the following conditions are fulfilled:

a. Learner should have appeared in all the subjects taken together for the courses for the respective semester.

b. Learner should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing, by at least 10 percent marks.

c. Learner should not have failed in more than one head/ subject of passing by not more than 10 marks.

The above rules may also be made applicable to re-examinations.

VIII) GRADING SCHEME, GRADE POINT AVERAGE AND CUMULATIVE GRADE POINT AVERAGE

A 10-point grading system will be followed for declaration of results for both Under Graduate and Post-Graduate Programs. It involves calculations for a Grade Point Average (GPA) and the final Cumulative Grade Point Average (CGPA).

Grading Matrix for batches admitted in AY 2024-2025 in the First Year of the respective programs, progressively:

Grade Points and Letter Grades			
Percentage of Marks Obtained	**Grade Point**	**Letter Grade**	**Performance**
90 -100	10	O	Outstanding
80-89.99	9	A+	Excellent
70-79.99	8	A	Very Good
60-69.99	7	B+	Good
55- 59.99	6	B	Above Average
50-54.99	5	C	Average
40-49.99	4	P	Pass
Less than 40	0	F	Fail
Absent	--	AB	Fail

Grading Matrix for Batches admitted prior to AY 2024-2025

Grade Points and Letter Grades			
Percentage of Marks Obtained	**Grade Point**	**Letter Grade**	**Performance**
90.00 and above	10	O	Outstanding
80-89.99	9	A+	Excellent
70-79.99	8	A	Very Good
60-69.99	7	B+	Good
55- 59.99	6	B	Above Average
50-54.99	5	C+	Average
45-49.99	4	C	Satisfactory
40-44.99	3	D	Pass
Less than 40	0	F	Fail
Absent	--	F	Fail

Calculation of GPA (Grade Point Average):

Grade Point Average for each semester shall be computed, by dividing the total of product of grade point and the credit value assigned to the respective course, by the sum of credits assigned to all the courses in the semester.

$$GPA = \frac{\sum CG}{\sum C}$$

Calculation of CGPA (Cumulative Grade Point Average):

Cumulative Grade Point Average shall be computed, by dividing the sum of the product of the grade point of each course and the credit value assigned to each respective course by the sum of the credits assigned to all the courses of all the semesters of the programme together.

Here:

C = Credit value assigned to a course
G = Grade point value assigned to a learner for course corresponding to the letter grade (refer table given above)
GPA = Grade Point Average shall be calculated for individual term.
CGPA = Cumulative Grade Point Average shall be calculated at the end of each Even Semester of the Program, for all the semesters taken together till date.

IX) CENTRAL ASSESSMENT PROGRAM

IX. a) Evaluation:

(i) As a general rule, assessment will be done by the faculty member, teaching the course and if desired, by the external subject experts.

(ii) It is the duty of the faculty member to evaluate the answer-books given to him/her, within the stipulated period.

(iii) The College will hold the Central Assessment Programme (CAP) for assessment of the answer books of the Semester End Examinations and re-examinations and the examiners will have to be present for CAP and complete the assessment within the time frame and at the place, which will be decided by the College.

(iv) The synoptic answers along with the marking scheme prepared by the question paper setter should be submitted to the CAP in-charge before the commencement of CAP. The Examiners shall closely follow the scheme of marking as per the synoptic answers and other instructions that may be issued by the authorities from time to time, while assessing the answer books.

(v) The answer books, which are given to the examiners for assessment will not bear the name and roll number of the candidate, who has written the paper. The answer book will instead have a QR code sticker pasted at the top right-hand side of it.

(vi) While assessing the answer books, due care may be taken to protect the QR code sticker, since the said QR code sticker will be scanned for entering the marks of the candidates in the system. If the QR code sticker is mutilated or spoilt for any reason, the QR code scanner will not be able

to read the details of the candidates, which may create problems in the data entry of marks.

(vii) On receipt of the answer books, question paper, synoptic answers and the scheme of marking from the CAP in-charge, and confirming the total number of answer books received, the examiner should commence the assessment.

(viii) After the evaluation is completed for the day, the examiner should return the evaluated and unevaluated answer books to the CAP in-charge.

(ix) It is the responsibility of the faculty member concerned and the respective Head of Department to ensure that the 'Continuous Assessment Sheet' is complete in all respects, duly signed and sent to the Controller of Examinations, through the Convener, EEC/Joint Convenor, well before the commencement of the Semester End Examinations.

(x) Before sending the Continuous Assessment marks to the Controller of Examinations, the respective faculty member should share these marks with the learners concerned.

(xi) The examiners are expected to adhere strictly to the time schedule of evaluation (i.e. minimum 25 answer books for 100/75 marks; 30 answer books for 65/60 marks and 40 answer books for 30 marks, per day), since results are to be declared within a period of maximum 30 days from the last date of the respective examination, as per norms.

Specific instructions to the examiners while entering marks:

(i) The examiner shall **enter the marks** legibly on the answer – books in **red ink only** and make all such entries at the end of each answer **in the left hand side margin**.

(ii) If any entry is revised, the revised figures should be clearly written near the old entry, which shall be cancelled only by a line being drawn across it. Each such correction so made shall be initialed by the examiner. In case of a correction in the total, the examiner shall put his full signature.

(iii) While assessing every sub-question in the answer book of a candidate, the **examiner is required to put tick mark or cross mark in the margin provided indicating either the correctness of the answer or otherwise.** The marks for each sub question should be given in the margin at the end of each sub-question.

(iv) In case a question is divided into sub-questions, and when marks are assigned to each such sub-question together, **the examiner should see to it that the total of the marks assigned to all the sub-questions together is indicated by a circle being drawn around the figure written at the end of the answer.**

(v) **Fractional marks assigned by the examiner/s should be rounded off for individual questions.**

(vi) **Question wise total marks entered inside the answer book should also be entered** on the first page of the answer book, in the appropriate column.

(vii) When a question is attempted but does not deserve any marks, the entry should be 'zero' (in words).

(viii) Examiners **should sign each and every answer book** in the place provided for signature on the first page of the answer book.

(ix) In case, a candidate attempts an extra question, i.e. more than the required number of questions, the examiner should consider the maximum marks obtained by the candidate for the answers to the questions, ignoring the least marks obtained for the answers to the questions. On the first page of the answer book, the examiner should circle the marks of the answer to the question, which was ignored for the purpose of taking total marks obtained by the candidate.

IX. b.) Appointment of Moderators and Moderation

Appointment of Moderators:

The list of eligible moderators will be approved by the Board of Studies and ratified by the Academic Council. The appointment of moderators from the approved list shall be done by the Controller of Examinations and approved by the Chief Controller of Examinations.

Eligibility for appointment as moderator:

(i) The person should have a teaching / industry experience of preferably minimum **10 years** in the relevant course, except in specialized courses, where a moderator having less than 10 years' experience may be appointed by the Chief Controller of Examinations, due to non- availability of persons having more than 10 years of experience.

(ii) The moderator shall be a person, who is not a faculty member (permanent/ visiting) of the College.

Duties and Responsibilities of Moderators:

The duties and responsibilities of a Moderator shall be as under:

(i) To undertake the work of moderation of the answer books diligently.

(ii) To report major discrepancy, if any, in the evaluation of answer books to the CAP in-charge.

(iii) To submit a report with respect to (a) question paper as regards the contents in view of the syllabus coverage and the weightage given to the topics in the question paper (b) the quality of evaluation by the examiner (c) the performance of the learners in general.

(iv) To evaluate any answer/s which is/are not evaluated by the examiner.

(v) To correct any totalling mistakes observed by him/her with respect to evaluation during the moderation.

Process to be followed for Moderation of Answer books:

After the evaluation of answer books is completed and answer books are received from the examiner concerned, the CAP in-charge / Controller of Examinations shall get the answer books moderated before the declaration of the result as per the following criteria:

(i) 100% moderation of the answer books shall be carried out in the case of candidates, failing by 10% or less marks of the aggregate marks of that paper.

(ii) 100 % moderation shall be carried out in case of candidates obtaining 70% marks and above for that paper.

(iii) The moderation of the answer books of at least 5% of the total number of candidates obtaining marks between minimum passing marks and 70% shall be carried out on random selection basis.

(iv) Moderation work shall be carried out simultaneously with the central assessment of answer books at CAP.

(v) Where, marks awarded by the moderator vary from those awarded by the original examiner, the marks awarded by the moderator shall be taken as final.

(vi) If variation in the marks given by the examiner and the moderator is more than 10% in more than 50% of the papers moderated, 100% moderation is to be carried out in that course.

(vii) All the moderators should necessarily use green ink pen for the purpose of moderation of answer books provided by CAP.

(viii) The moderator shall check the marks of answer books moderated by him/her, enter the marks in the prescribed column answer wise, and also on the first page of the answer book in the space meant for the same, and put his/her signature.

(ix) In case, the moderator observes any major discrepancy or aberration in respect of the assessment done by the examiner during the regular evaluation process, in considerable number of answer books moderated by him/her, s/he may report the matter to the Controller of Examinations, who in consultation with the Principal may decide to send all the answer books in the course to the moderator for re-assessment. Marks awarded by the moderator shall be treated as the final evaluation marks and shall be considered for awarding a grade to the learner.

(x) On completion of moderation, the moderator shall submit to the Controller of Examinations, the report with respect to (i) question paper as regards the contents in view of the syllabus coverage and the weightage given to the topics in the question paper (ii) the quality of evaluation by the examiner (iii) the performance of the learners in general (Appendix 7).

(xi) Honorarium will be payable as per the guidelines of the College.

X) EXAMINATION GRIEVANCE REDRESSAL MECHANISM

(REVALUATION AND PHOTOCOPY OF THE EVALUATED ANSWER BOOKS)

The Grievance Redressal Mechanism as regards the evaluation of answer books and timelines to be followed for the same will be as under:

The Grievance Redressal Mechanism will apply only to the **'Semester End Examinations'** of the College.

The above mechanism will **not apply** to Continuous Assessment, such as MCQs in online exams, assignments, field work etc. **/Term tests/** practicals / oral examinations/ viva voce/ projects/ dissertation/ presentation etc.

The application for Redressal of Grievance can be made **online only** through the **Student SAP Portal**. Applications made through the offline mode will not be considered under any circumstances.

All the learners will be informed of the course wise marks obtained by them in the 'Continuous Assessment' and 'Semester End Examination' by the Examination office, **on the date of declaration of result of the examinations of the respective programs. The date of declaration of result shall be the date on which the examination result is made live on the 'Learner Portal' of the College.**

Grievance Redressal Mechanism:
A learner can apply for:

a. **Photocopy of answer book**: The learner may apply for the photocopy of the answer book/s of any course.

AND / OR

b. **Re-evaluation of the answer book:** The learner may apply for the re-evaluation of his/her answer book/s of any course.

After the result declaration on the 'Learner Portal', if a learner is not satisfied with the marks awarded to him/her in the Semester-end Examination/s in any course, s/he may apply for the Grievance Redressal **within the prescribed number of days as mentioned in the table below**:

Activity under Grievance Redressal Mechanism	Time Limit	Processing fee
Application for Photocopy and / or revaluation of the answer book/s	within 3 days from the date of result declaration including holidays	Rs. 500/- per answer book for photocopy and Rs. 1000/- per answer book for revaluation.

NO application/s shall be entertained for any reason, whatsoever after the prescribed number of days, as mentioned in the table above. Also, the application will be deemed to be complete only after the payment of requisite fee.

The learner concerned will have to appear in person with his/ her identity card and hall ticket at the time of collecting the photocopies from the College office or the scanned photocopies of the respective answer books for which the learner has applied and will be sent to the registered email ID of the learner as given in the college records (it is the responsibility of the learner to update the contact details such as phone number and email ID in case of any change from the one registered earlier, in the college official records/forms). **Photo copies will not be sent by post or by courier**.
Photo copies of the answer books provided by the College are only for Grievance Redressal Mechanism and do not have any evidentiary value.

Any deviation from the above procedure by the learner in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the College. The decision of the College shall be final in this regard.
The application received from the learner for re-evaluation shall be placed before an external examiner for re-evaluation.

After following the process of re-evaluation under the Grievance Redressal, effect shall be given to the change in the original marks, if any on revaluation, as under:

i) The marks obtained after revaluation shall be accepted, if the marks awarded to a paper of the specific course as a result of revaluation, **increase or decrease in revaluation by ten percent (10%)** or more than the maximum marks assigned to that paper, and in such case(s) the marks originally obtained by the candidate in the paper shall be treated as null and void, and the marks obtained by the candidate after

revaluation shall be accepted as the marks obtained in that paper. The fractions shall be ignored / rounded off as the case may be for the purpose of computing the ten percent (10%) difference in marks. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the College, if the candidate gets the benefit of passing the course / examination or change of grade in that paper or change in the overall result at the said examination with or without grace marks.

ii) Notwithstanding, what is contained in clause (i) where the difference between the marks originally obtained by the candidate in the paper without any grace marks and the marks obtained after revaluation will be accepted up to twenty percent (20%) of the maximum marks assigned to that paper. **However, if the difference between the marks originally obtained by the candidate in the paper, without any grace marks, and marks obtained after revaluation increase or decrease by more than twenty percent (20%) of the maximum marks assigned to that paper, a second revaluation of the said answer book(s) need be done by a third examiner from the panel of examiners for the said course**. In such an event, the average of the marks assigned by the second examiner and the marks assigned by the third examiner shall be treated as the final marks in the said course.

iii) In case the learner, who has originally obtained a pass grade, obtains a fail grade after the first re-evaluation, a second re-evaluation will be conducted by a third examiner. In such a case, the average of the marks assigned by the second examiner and the marks assigned by the third examiner shall be treated as the final marks in the said course.

iv)The revised marks obtained by a candidate after re-evaluation, as accepted by the College shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the learner/s.

The examiner/s for re-evaluation will be appointed by the Chief Controller of Examinations in consultation with the Controller of Examinations, from the panel of examiners approved by the Board of Studies and accepted by the Academic Council in the respective area of specialization.

The marks awarded by examiner/s in re-evaluation shall be final and binding on the learner applicant and the original examiner.

The change of marks, if any, shall be communicated to the learner applicant and a revised 'Grade Card' shall be issued to him/ her only on surrendering the original grade card to the College office.

The whole process of redressal of grievances shall be completed within a period of 20 working days from the last date of receipt of application for redressal of grievances.

In any case, the photo copies of re-evaluated answer books shall not be provided to the learner/s.

The outcome of the revaluation process shall be final and binding on the learner.

XI) MERITORIOUS LEARNERS LIST

The top five percent of learners of the respective batch, who have successfully completed the programme will be awarded a **'Merit Certificate'**.

The certificate will be awarded on the following criteria:

i) The CGPA after successful completion of the program in which the learner is enrolled.

ii) A learner having passed each semester at the first attempt.

iii) No disciplinary action should have been taken against such a learner during the entire period of the programme.

All these rules will be applicable to all the students, w.e.f. Academic Year: 2019-20 irrespective of the year of admission.

XII. VALIDITY OF PROGRAMS

The learners should fulfil the requirements of the respective Programs as per the validity period given in the table below, including the academic break. **No readmission/ re-examination attempts will be granted after the validity period is over**. In case the validity period expires, the learner will have to seek admission, on merit basis, into the first year of the Program.

Sr. no.	Name of the Program	Duration of the Program (in years)	Maximum duration permissible for completion of the Program (in years)
1	Post-Graduate Programs	2 years	as per NEP 2020 guidelines
2	Under Graduate Programs	4 years	8 years as per NEP 2020 guidelines

The above will be applicable to students admitted w.e.f. Academic Year: 2023-24.

XIII) RULES AND PROCEDURES REGARDING UNFAIR MEANS RESORTED TO BY THE LEARNERS OR ANY OTHER PERSON CONNECTED WITH THE CONDUCT OF EXAMINATIONS

XIII. a) UNFAIR MEANS RESORTED TO BY THE LEARNERS / PERSONS INVOLVED IN THE EXAMINATION RELATED ACTIVITIES

1. On receipt of a report regarding use of unfair means by any learner at any Semester End Examination, including breach of any of the rules laid down by the College for proper conduct of examination, the Principal shall have the power at any given time to institute inquiry and to punish such learners involved in the adoption of unfair means or breach of the rules in accordance with the penalties mentioned in the table, Appendix A.

2. Competent Authority

The Principal of the College shall be the competent authority to take appropriate disciplinary action against the learners, who are using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College.

3. Definitions-Unless the context otherwise requires:

(a) "Learner" means and includes a person, who is enrolled as such by the College for receiving instructions qualifying for any degree, diploma or certificate awarded by the College/University. It includes ex-learner and learner registered as candidate (examinee) for any of the degree, diploma or certificate examination.

(b) "Unfair means", includes one or more of the following acts or omissions on part of learner/s during the examination period:

a. Possessing unfair means material and/ or copying there from.
b. Possession of any form of electronic devices in the examination hall.
c. Transcribing any unauthorized material or any other use thereof.
d. Intimidating or using obscene language or threatening or use of violence against the invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
e. Unauthorized communication with other examinees or anyone else inside or outside the examination hall.
f. Mutual/Mass copying
g. Smuggling out, either blank or written, or smuggling in of answer books as copying material.
h. Smuggling in blank or written answer book and forging signature of the Junior Supervisor thereon.
i. Interfering with or counterfeiting of College seal, or answer books or office stationery used in the examinations.
j. Insertion of currency notes in the answer book or attempting to bribe any of the persons connected with conduct of examinations or making a request to the examiner in the answer book.
k. Impersonation at the College examination.
l. Revealing identity in any form in the answer written or in any other part of the answer book by the learner at the College examination.

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

(c) "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s.

(d) "Unfair means material", means and includes any material whatsoever, related to the course of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the learner (examinee) or on wood or other material, in any manner or in the form of a chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.

(e) "Possession of unfair means material by a learner", means a learner having any unauthorized material on his/ her person or desk or chair or table or at any place within his/ her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.

(f) "Learner found in possession", means a learner, reported in writing, as having been found in possession of unfair means material by the Junior Supervisor, Senior Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the learner or by any other persons acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Senior Supervisor or Examination Convenor / Co- convenor or any other authorised person, to the Controller of Examinations/ Principal or any officer authorised in this behalf.

(g) "Material related to the course of examination", means and includes, if the material is produced as evidence, any material certified as related to the course of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the course of the examination.

(h) "Convener, EEC/Joint Convenor", means the person as designated for the College Examination & Evaluation Committee (EEC), where the concerned examination is being conducted.

4. During the examination, the examinees and other learners shall be under the disciplinary control of the Convener, EEC/ Jt. Convenor.

5. The Convener, EEC/ Co-convenor of the College shall, in the case of unfair means, follow the procedure as under:

(i) The learner shall be called upon to surrender to the Convener, EEC/ Co-convenor, the unfair means material found in his or her possession, if any, and his/her answer-book.

(ii) The signature of the learner concerned shall be obtained on the relevant materials, all written pages of the answer book with date and time and list thereon. The Senior Supervisor concerned and the Convener, EEC/Jt. Convenor shall also counter sign on all the relevant materials, all written pages of the answer book and documents with date and time in the report submitted by the Junior Supervisor.

(iii) The statement of the learner and his/her undertaking in the prescribed format (Appendix 4 & 5) and statement of the Junior Supervisor and Senior Supervisor concerned shall be recorded in writing by the Convener, EEC/ Joint Convenor in the format given in Appendix 3. If the learner refuses to make a statement or to give an undertaking, the Senior Supervisor concerned and Convener, EEC/ Joint-convenor shall record the series of events accordingly under their signatures.

(iv) In accordance with the report of the Convener, EEC/Jt. Convenor, the Chief Controller of Examinations of the College shall take one or more of the following decisions depending upon seriousness/gravity of the case:

a. In the case of impersonation or violence, expel the concerned learner from the examination and not allow him/ her to appear for the rest of the examinations.

b. Obtain an undertaking from the learner to the effect that the decision of the competent authority concerned in his/ her case shall be final and binding and allow him/her to continue with his/ her examination.

c. May report the case to the Police Station concerned as per the provisions of Maharashtra Act No. XXXI 1982, an Act to provide for preventing mal-practices at College, University, Board and other specified examinations.

d. Confiscate his/her answer-book, mark it as "suspected unfair means case" and issue him/her fresh answer-book duly marked.

   i. All the materials and list of materials mentioned in sub-clause (i) and the undertaking with the statement of the learner and that of the Junior Supervisor as mentioned in clause nos. (ii) and (iii) and the answer-book/s (old and new) shall be forwarded by the Examination Convenor, along with his/her report, to the Controller of Examinations in a separate and confidential sealed envelope marked "Suspected unfair means case".
   ii. In case of unfair means of oral type, the Junior Supervisor and the Senior Supervisor or the authorised person concerned shall record the facts in writing and shall report the same to the Controller of Examinations through the Convener, EEC/Jt. Convenor.

6. Procedure to be followed by the Examiner during Assessment

If the examiner, at the time of assessment of the answer book/s, suspects that there is prima-facie evidence that the learner/s whose answer-book/ s the examiner is assessing, appears to have resorted to unfair means in the examination, the examiner shall forward his/ her report, along-with the evidence, to the Controller of Examinations with his/ her opinion in a separate sealed and confidential envelope marked "Suspected unfair means case”.

7. Case of unfair means having prima-facie evidence, as reported by the Convener, EEC/Jt. Convenor, Examiners, Moderators or any other source shall be inquired into by the Unfair Means Inquiry Committee appointed by the Principal.

8. The examination results of the learner/s concerned involved in such cases shall be held in reserve till the final decision in the matter is taken and the concerned learner/s shall be informed accordingly.

9. Appointment of Unfair Means Inquiry Committee

i. For the purpose of investigating unfair means resorted to by learners at the college examination, the Principal shall appoint a committee constituted as follows:

a) Vice Principal - for a tenure of three years(Chairperson)
b) Three senior teachers (other than the Vice Principals)
c) One Evaluation Expert to be nominated by the Governing Body, for a tenure of three years.
d) The Controller of Examinations shall be the **Presenting officer** of the said committee.

The term of the committee shall be for three years commencing from **June** and the term of the members shall expire on the expiry of the said period of three years irrespective of the date on which a member has entered upon his office.

ii. The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to competent authority concerned which will issue formal orders with regard to the penal action to be taken against the learner/s after taking into account the reported facts and findings of the case by the Committee and after ensuring that reasonable opportunity has been given to the implicated learner concerned in his/ her defence and that the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

10. Procedure of the Committee should be as under:

i. The Controller of Examinations shall inform the learner concerned in writing of the act of unfair means alleged to have been committed by him/ her, and shall ask him/ her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice not be imposed.

ii. The learner may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with a written reply/ explanation to the show cause notice served on him/ her therein. The learner himself/ herself only shall present his/her case before the Committee.

iii. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the learner should be shown to him/ her by the Inquiry Committee, if the learner presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the learner.

iv. Reasonable opportunity, including oral hearing, shall be given to the learner in his/ her defence before the Committee. The reply/explanation given by the learner to the show cause notice shall be considered by the Committee before making the final recommendation in the case.

v. The Committee should follow the above procedure in the spirit of the principle of natural justice.

vi. After serving a show cause notice, if the implicated learner fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the learner may be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances if the learner concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence / documents, which shall be binding on the learner concerned.

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

11. Punishment:

The Competent Authority concerned i.e. the Principal, after taking into consideration the report of the Committee, shall pass such orders as it deems fit including granting the learner benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose anyone or more of the following punishments on the learner/s found guilty of using unfair means:

a) Annulment of performance of the learner in full (complete examination of the particular semester) in the examination he/she has appeared for.

b) Debarring the learner from appearing for any examination of the College for a stipulated period not exceeding five years.

c) Debarring the learner from taking admission for any course in the College for a stipulated period not exceeding five years.

d) Cancellation of the College Scholarship/s or award/s or prize/s or medal/s etc. awarded to him/her in that examination.

e) In addition to the above mentioned punishment, the competent authority may impose a fine on the learner declared guilty. If the learner concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a learner additional punishment / penalty as it may deem fit.

f) As far as possible the quantum of punishment should be as prescribed (category- wise) in the table below as Appendix A.

g) The learner concerned must be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised to do so on his/her behalf.

Appendix A

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	A learner is found in possession / making use of any electronic device (including mobile phone, smart watch, health band (with data storage/communication facility), in ear Bluetooth speaker, micro-scanner, micro- phone, micro-camera, micro-speaker, memory-based modules, Wi-Fi enable modules, any other electronic gadgets etc.) or any other item of such type or communication gadget in the Examination Hall.	*Annulment of the performance of the learner at the College Examination in full. (This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 3 to 13 in addition to the one prescribed thereat).
2.	A learner is found in possession / making use of any unauthorized material like written/printed/photocopied note/written on the dress, clothes or body parts, written on the chair, table, desk or any other furniture items or room walls, floors etc. on College properties, calculator, scale, eraser, handkerchief, instrument box, any	Annulment of the performance of the learner at the College Examination in full.

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
	other material relevant to the examination irrespective of whether it was used or not used.	
3.	Possession of another learner's answer book, supplementary sheet or question paper / hall ticket with markings, answers or formulae written on it.	Exclusion of both the learners from the College Examinations concerned for **one subsequent** examination (BOTH THE LEARNERS).
4.	Possession of another learner's answer book, supplementary sheet or question paper / hall ticket with markings or answers, formulae written on it, and actual evidence copying from that.	Exclusion of both the learners from the College Examination concerned for **two subsequent** examinations (BOTH THE LEARNERS).
5.	Mutual/ Mass copying.	Exclusion of all the learners from the College Examinations concerned for **two subsequent** examinations.
6.	Smuggling in or smuggling out of answer books as copying material.	Exclusion of the learner from the College Examinations concerned for **two subsequent** examinations.
7.	Smuggling in of written answer books based on the question paper set at the examination	Exclusion of the learner from the College Examinations concerned for **three subsequent** examinations.
8.	Smuggling in of written answer book as copying material and forging the signature of the supervisor.	Exclusion of the learner from the College Examinations concerned for **four subsequent** examinations.
9.	Attempt to forge the signature of the supervisor on the answer book or the supplementary sheet.	Exclusion of the learner from the College Examinations concerned for **four subsequent** examinations.
10.	Interfering with or counterfeiting of College seal or answer books or office stationery used in the examination with the intention of misleading the authorities.	Exclusion of the learner from the College Examinations concerned for **four subsequent** examinations.
11.	Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book.	Exclusion of the learner from the College Examinations concerned for **four subsequent** examinations.
12.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination.	Exclusion of the learner from the College Examinations concerned for **four subsequent** examinations. (Note: This money shall be credited to the Learners Welfare Fund.)
13.	Using obscene language/ violent threats inside the examination hall by a learner at the College examination to room supervisor/ any other authority.	Exclusion of the learner from the College Examinations concerned for **four subsequent** examinations.
14.	Impersonation for a learner or impersonation by a learner in college or other examinations.	Permanent Expulsion from the College (both the learners if the impersonator is a learner from any of the SVKM institutes).
15.	Revealing the identity in any form (Name, Roll Number, Student Number, religious invocation etc.) in the main answer book and/ or supplementary sheet, by the learner at the college examination.	Annulment of the performance of the learner at the College Examination in the subject concerned during the examination of which the identity was revealed.

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
16.	Something found written on the body or on the clothes while in the examination.	Annulment of the performance of the learner at the College Examination in full.
17.	Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication.	Annulment of the learner's performance in the College Examination for the subject in respect of which the learner made the appeal.
18.	A learner is found to be snatching the answer book of other examinee/s.	Annulment of the performance of the learner at the College Examination in full.
19.	A learner is found to be tearing or tampering his/her answer book inside or outside the examination hall.	Annulment of the performance of the learner at the College Examination in the subject concerned.
20.	A learner is found to be disrupting the smooth conduct of Examination in any way because of which other learners were unable to write the examinations for substantial amount of time.	Annulment of the performance of the learner at the College Examination in full.
21.	A learner is found communicating or attempting to communicate directly or through a relative, guardian, friend or any other person with an examiner with an object of influencing him/her in the award of marks.	Violation of code of conduct - strict warning.
22.	A learner has used abusive or obscene language in the answer book.	Annulment of the performance of the learner at the College Examination in the subject concerned.
23.	A learner is found to be talking / chatting to a person / another learner outside the examination-hall while going to the Bio-break, drinking water etc. during the examination period. Providing help to other learner outside the examination hall during the examination period (Even though the said learner has not appeared at the said examination/s).	Annulment of the performance of the learner at the College Examination in full.
24.	Dictating answers from outside, to the learner who is sitting inside the examination hall. Receiving answers from learner outside the examination hall.	Annulment of the performance of the learner at the College Examination in full.
25.	A learner leaves the examination hall without handing over his/her answer book to the invigilator concerned and takes it away with him/her.	Annulment of the performance of the learner at the College Examination in the subject concerned.
26.	A learner is found to have sought/ received help from other learners or giving help to other learners through passing some written material/electronic device/answer book/supplement /question paper/examination stationery pertaining to the questions set in the paper concerned.	Annulment of the performance of the learner at the College Examination in full.

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
27.	A learner is found to be guilty of swallowing or destroying any note or paper or any other material found with him/her and thereby destroying the evidence.	Annulment of the performance of the learner at the College Examination in full.
28.	A learner is guilty of assault or inflicting any injury on invigilator on duty or the other staff working at the examination.	Permanent Expulsion from the College.
29.	The offence which has been detected after the Examination/declaration of the result/award of the degree.	Annulment of the performance of the learner at the College Examination in full,* and the Grade sheet & Degree Certificate to be treated as null & void and to be recalled.
30.	A learner involved in malpractices at Practical / Dissertation / Project report / Online Examination / Proctor examinations.	Shall be dealt with as per the punishment provided for the theory examination.
31.	Any other malpractices not covered in the aforesaid categories.	Shall be decided by Unfair Means Inquiry committee on individual merits of the case.
32.	Second/subsequent case(s) of UFM reported against a learner in the same academic year.	Annulment of the performance of the learner at the College Examination in full.* Enhanced punishment can be imposed on such learners. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.
33.	Learner involved in uses of Unfair Means more than two occasions in different examination sessions (Semesters).	Permanent Expulsion from the College.

Note :

1.	*The term “Annulment of Performance in full" includes performance of the learner at the theory examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations, unless malpractice used thereat. The Term "Annulment of Performance in full" also does not include performance at Internal Continuous Assessment.
2.	Learner found in possession means a learner, reported in writing, as having been found in possession with him, unfair means material by the invigilator or member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the learner or by any other person acting on his behalf to such an extent that it has become illegible , provided report to that effect is submitted by the Invigilator /Sr. Supervisor or any other authorized person to the Controller of Examinations or Dean or any officer authorized in this behalf.
3.	Material related to the subject of examination means and includes, if the material is produced as evidence (excluding electronic gadgets), any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clauses, above, the presumption shall be that the material did relate to the subject of the examination.

4.	Refusing to give written statement, refusing to receive show cause notice, absenting from enquiries - final decision of UFM Inquiry Committee will be binding on the learner.
5.	Learners should note that material found with him / her during the examination would be confiscated and would be returned back after completion of inquiry on the basis on application.
6.	The term "Subsequent Examination" means, the immediate subsequent examination / re-examination scheduled by the college.

Practical/Dissertation/Project Report Examination:

Learner involved in malpractices at Practical/ Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.

XIII) b) MALPRACTICES USED OR LAPSES COMMITTED BY ANY PAPER-SETTERS; EXAMINERS, MODERATORS, REFEREES, TEACHERS OR ANY OTHER PERSONS CONNECTED WITH THE CONDUCT OF EXAMINATION

(I) Competent Authority:

The Principal shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University.

(II) Definition: Unless the context otherwise requires:

(a) "Paper-setter, examiner, moderator, referee and teacher" means and includes personnel 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 include one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination: -

i) Leakage of question/s or question papers set at the examination before the time of examination.
ii) Examiner / Moderator intentionally awarding marks to learner in assessment of answer-books, dissertation or project work to which the learner is not entitled or not assigning marks to the learner to which the learner is entitled.
iii) Paper-setter omitting question, Serial Number of question, repeating question or setting question outside the scope of the syllabus.
iv) Examiner / Referee showing negligence in detecting malpractice used by learner/s.
v) Junior Supervisor, Senior Supervisor, Convener, EEC showing negligence / apathy in carrying out duties or aiding/ abetting/ allowing/ instigating learners to use malpractice/s.
vi) Any other similar act/ s and or omission/ s which may be considered as malpractices or lapses by the competent authority.

(c) "Malpractice 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 to any other person or causing wrongful loss to other person/s or omitting to do what he/she is bound to do as duties.

(III) Investigating Committee

The Committee appointed by the Principal to investigate unfair means resorted to by learner/s at the College examinations shall also investigate the cases of malpractices used and/ or lapses committed by the Paper-Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the conduct of examinations at the College examinations.

(IV) Procedure for Investigation

i. The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations and reported to the Principal shall be scrutinized by the Concerned Officer / In-charge of the Sub-Section/ Unit to which the case is primarily pertaining to at the Examination Section of the college, collect preliminary information to find out whether there is prima-facie case so as to fix the primary responsibility for framing a charge-sheet and then shall submit the same with his/her primary report to the competent authority concerned. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Investigating Committee for further investigation. The officer concerned of the Sub-Section/ Unit through whom the case has originated or the case is pertaining to, shall be the presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

ii. The competent Authority or the Officer authorised by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing, of the act of malpractices used and/ or lapse committed by him/ her at the examination and shall ask him/ her to “show cause" as to why the charge/s levelled against him/ her should not be held as proved and the punishment stipulated in the Show Cause Notice be imposed.

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

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

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

vi. The Committee should follow the above procedure in the spirit of principles of natural justice.

vii. If the person concerned fails to appear before the Committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/ her defence. Even after offering these two chances, if the person concerned fails to appear before the committee, the Committee shall take decision in his/ her case in his/ her absentia on the basis of whatever evidences/documents which are available before it and the same shall be binding on the implicated person concerned.

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

(V) Punishment:

The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him/ her from the charge/s and shall impose anyone or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:

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

ii. Imposition of a fine. If the person concerned fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment / penalty as it may deem fit.

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

iv. The competent authority or the Officer authorised in his/her behalf, shall inform the person concerned of the decision taken in his/her case and the punishments imposed on him/ her.

v. An appeal may be made by the person within 30 days of imposition of the punishment, other than the punishment referred to in clause no. (iii) above, decision shall lie with the Chairman of the Governing Body and its decision in the appeal shall be final and binding.

vi. The Competent Authority shall supply a typed copy of the relevant extract of fact-finding report of the Investigating Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant/ Petitioner, if applied for in writing.

vii. The court matters in respective cases of malpractices/ lapses should be dealt with by the respective competent authority.

viii. **As far as possible the quantum of punishment should be prescribed category-wise, as hereunder as Appendix B: -**

Action for malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Conduct of College Examinations.

Appendix B

Sr. No.	Nature of Malpractice/ Lapses	Punishment
1.	Paper-Setter found responsible for leakage of the question paper set in the College examination/s whether intentionally or due to negligence before the time of examination.	Disqualification from any examination work + disciplinary action by authorities concerned as per the rules applicable.
2.	Leakage of the question paper set in the College examination/s before the time of the examination at the College by any person/ s connected with the conduct of the examination.	Disciplinary action against the guilty/ responsible person/s as per the prevailing rules/by laws by the authorities concerned.

3.	Favouring of a learner (examinee) by Examiner, Moderator, Referee in assessment of answer-books/dissertation/project report/thesis by assigning the learner/ examinee marks to which the learner is not entitled, at the College examination/s.	Disqualification from any examination work + disciplinary action by authorities concerned as per the rules applicable.
4.	Examiner, Moderator, Referee intentionally/ negligently not assigning the learner in assessment of his/ her answer-books/ dissertation/ project report/ thesis, the marks to which the learner is entitled to at the College examination/s.	Disqualification from any examination work + disciplinary action by authorities concerned as per the rules applicable.
5.	Paper-Setter omitting question at the time of finalization of question paper set at the examination or repeating the Serial Number of question while writing.	Disqualification from any examination work for a period of three years.
6	Paper-setter setting the questions outside the scope of the syllabus.	Disqualification from any examination work for a period of three years.
7	While assessing the answer-book/s examiner shows negligence in detecting malpractices used by the learner/s.	As decided by the authorities of the College.
8	Guiding teacher shows negligence in supervision of dissertation/ project work (e.g. use of manipulated data by a learner).	As decided by the authorities of the College.
9	Senior Supervisor/ Chief Conductor showing any apathy in carrying out duties related to examinations (e.g. not taking rounds of the examination hall at the time of examinations or opening the packet of question paper before prescribed time).	As decided by the authorities of the College.
10	Junior Supervisor helping learner/s in copying answers while in the examination hall or showing negligence in reporting cases of copying answers by learners when on supervision duty.	Disqualification from any examination work for a period of three years + disciplinary action by concerned authorities as per the rules applicable, if he/ she is an employee of the college.
11	Junior Supervisor helping learner/s in mass copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by concerned authorities as per the rules applicable, if he/ she is an employee of the college concerned.

ix. The competent authority, in addition to the above mentioned punishment, may impose a fine on the person concerned, if declared guilty.

x. The competent authority may report the case of the implicated person concerned to the appropriate Police Authorities as per the provision of the Maharashtra Act No. XXXI of 1982.

Any breach of the requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct", and shall be dealt with, under Disciplinary procedure of D. J. Sanghvi College of Engineering (Autonomous). Severe penalty shall be imposed on the learners, who are found to be involved in the adoption of unfair means in the examinations.

Note: All the above mentioned rules and regulations are subject to change from time to time as per the decision of competent authorities of D. J. Sanghvi College of Engineering (Autonomous).

Dr. Hari Vasudevan
(Principal)

Appendix 1

SVKM'S

Dwarkadas Jivanlal Sanghvi College of Engineering **(Autonomous)**

Undertaking for not possessing Identity Card

To,
The Controller of Examinations.

Dear Sir/Madam,

I,_____ learner of _____(programme) of Semester _____,

hereby state that I have not brought my college identity card today. I, hereby request you to allow me to appear for today's examination. I, promise you that I shall be producing the same during my next examination scheduled on _____.

I, hereby undertake that if I am unable to produce the identity card on the above mentioned date, I may not be allowed to appear for the examination and my appearance at this examination shall be nullified.

Name & Signature of the candidate: _____

SAP No.: _____

Roll No.:_____

Date: _____

Appendix 2

SVKM'S
Dwarkadas Jivanlal Sanghvi College of Engineering **(Autonomous)**

Form for copy material found

DJSCOE/EXAM/UF/20__ Date: _____

To,
Dr./Ms./Mr._____

Dear Sir/Madam,

We have received the report that the learner was found with a Mobile phone/Smart watch/ printed pages/ book/ writing pad/ calculator/ other material during the examination of the course _____ for the program _____.

The confiscated material, as mentioned above, along with answer book of the learner and the question paper of the related course is enclosed for your reference.

Kindly let us know whether:

1. The said material contains the copying material related to the course of the examination.
2. The learner has similarity in answers with that in the said material in his/her answer book.

_____
Controller of Examinations

COMMENTS BY THE FACULTY AS REGARDS ABOVE POINTS:

1. _____

_____

2. _____

_____

_____
Signature of the faculty member with date

Appendix 3

SVKM'S

Dwarkadas Jivanlal Sanghvi College of Engineering **(Autonomous)**

Form of Adoption of Unfair Means to be filled by Jr. / Sr. Supervisor / Examination & Evaluation Committee Convenor / Jt. Convenor

Room/Block No: _____
Programme: _____
Course: _____
Date &Time of Exam: _____

To
The Controller of Examinations

Dear Sir/Madam,

I, the undersigned Junior Supervisor, appointed in the above mentioned room, at the (Regular/ATKT) Semester _____ Examination held for the course _____, under the Programme _____, am hereby making a report against the learner, Shri. /Kum. _____ SAP No._____ Roll No. _____ as follows:

(Fill appropriate blanks and put a '--' in the place which is not relevant. Add additional sheet/s if required)

1. *Material found: _____
What time was it found? _____
*Where was it found? (Exact location to be reported):
_____
_____

*Was the learner found copying from the material in his/her possession?
_____
_____

*Was the learner only in possession of the material but not found copying from it?
_____
_____

(In case of mobile phone, smart watch, please mention the make of the phone and whether it was in 'on or off' mode).
(In case of chits, please mention the number of pages found, whether the chits were handwritten or printed and on one side or both the sides of the paper/s).
(In case the learner was found with some writing on his/her body part, mention the details in point number 3 below).

2. *Was the learner talking during the examination? _____Name and Learner Number of the other learner with whom s/he was talking to
_____

*Was the learner found copying from the other learner:

_____

_____

3. Any other matter to report:

_____

_____

_____

Yours faithfully,

Junior Supervisor

Name of the Junior Supervisor: _____

Mobile number: _____

Address of the Junior Supervisor:

_____

_____

Senior Supervisor

Name of the Senior Supervisor: _____

Mobile number _____

On the basis of the report made by the Junior Supervisor, I am of the opinion that there is a prima-facie case of Unfair Means resorted to, by the aforesaid learner-Name_____ SAP Number_____, Roll Number_____, and therefore, the case is being forwarded for further investigation.

Signature of Examination & Evaluation Committee Convenor /Joint Convenor

Name: _____

Date: _____

(Forwarded to the Office of Controller of Examinations)

Appendix 4

SVKM'S

Dwarkadas Jivanlal Sanghvi College of Engineering **(Autonomous)**

Statement of the Learner, who is alleged to have used Unfair Means at the College Examination

Name of the Learner: _____SAP Number_____ Roll Number_____
Address of the Learner:
_____

_____

_____

Telephone Number/ Mobile Number_____
Programme: _____ Semester: _____
Academic Year: _____
Course Name: _____

To
The Controller of Examinations

Dear Sir/ Madam,

I have appeared for the above examination held on (date) _____ for Regular/ATKT (strike off which is not applicable) examination, in _____ (Room Number), in the Morning / Evening Session.

I give below my statement:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Place: _____
Date: _____
Time: _____

Signature of the Learner

Appendix 5

SVKM'S
Dwarkadas Jivanlal Sanghvi College of Engineering **(Autonomous)**

Form for Undertaking for appearing for the Examination

Full Name of the Learner: _____

Permanent / Local Address:

_____

_____

Telephone Number / Mobile Number _____

To
The Controller of Examinations

Dear Sir / Madam,

I, the undersigned, learner of _____ (Program Name and Semester), appearing for _____ (Regular/ATKT) Examination do hereby state, on solemn affirmation as under:

I understand that, I am involved in respect of alleged use of Unfair Means in the examination hall and therefore, a case against me is being reported to the College.

That inspite of the registration of a case of Unfair Means against me, I request the College authorities to allow me to appear in the examination of the present course and the examination to be conducted subsequently and / or at the College Examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be provisional, and course to the decision of the College Authorities in the matter of disposal of the case of alleged use of unfair means referred to above.

I also hereby agree that in the event of myself being guilty at the time of investigation of the said case, my performance at the examination to which I have been permitted to appear provisionally, consequent upon my special request, is liable to be treated null and void.

In witness whereof, I set my hand to this undertaking.

Signature of the Learner
Before me (with date)

_____
Officer In-Charge of the Examination
and seal of the College

Appendix 6

SVKM'S
Dwarkadas Jivanlal Sanghvi College of Engineering **(Autonomous)**

Application for Appointment of scribe

To
The Controller of Examinations

Dear Sir/Madam,

I request you to approve the appointment of the following person as scribe as per the details given below. The required medical certificate is enclosed for your ready reference.

Details of the candidate:

- Name of the candidate:
- SAP Number: Roll Number:
- Programme/ Semester:
- Course/s for which scribe is required:
- Date of the Examination:

Details of the Scribe:

- Name of the scribe:
- Educational Qualification (with proof):
- Address and contact number:

Signature of the Candidate:
Date:
Place:

Appendix 7

SVKM'S

Dwarkadas Jivanlal Sanghvi College of Engineering **(Autonomous)**

Form for Moderation Feedback

PROGRAM NAME: _____

EXAM MONTH & YEAR: _____SEMESTER: _____

COURSE: _____

SEMESTER END / ADDITIONAL OR ATKT EXAM: _____

NUMBER OF ANSWER BOOKS MODERATED: _____

i) Any major discrepancy in the evaluation of answer books:

ii) Comments on the performance of the examiner, who has assessed the answer books:

iii)Comments on the performance of the learners in general:

iv)Observed unevaluated answers / totaling mistakes if any by the examiner.
(Cases to be specifically reported)

v) Any other lapse/s observed in respect of evaluation during the moderation.
(Cases to be specifically reported)

Signature with Date: _____

Name of the Moderator: _____

Contact Number: _____

Alternative contact Number: _____

E-mail ID: _____

PAN Number: _____

Residential Address: _____

_____

College/Institute Name: _____