

SVERI's COLLEGE OF ENGINEERING, PANDHARPUR

(An Autonomous Institute)

**Affiliated to Punyashlok Ahilyadevi Holkar
Solapur University, Solapur**



Examination Policy (Rev. 1)

for

UG and PG Engineering Programs, and Master's Programs in MCA and MBA

(w.e.f. A. Y. 2025-2026)

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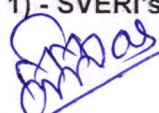
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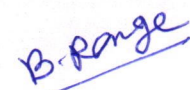
Abbreviations and Details

Abbreviation	Full Form
A.Y.	Academic Year
BoS	Board of Studies
EC	Examination Cell
COE	Controller of Examinations
Dy.COE	Deputy Controller of Examinations
CAP	Central Assessment Programme
FA	Formative Assessment
SA	Summative Assessment
ISE	In Semester Examination
Re-ISE	Re-In Semester Examination
MSE	Mid-Semester Examination
ICA	Internal Continuous Assessment
ESE	End Semester Examination
PE	Practical Examinations
POE	Practical Oral Examinations
OE	Oral Examination
CGPA	Cumulative Grade Point Average
SGPA	Semester Grade Point Average
EGP	Earned Grade Points
UM	Unfair Means
C	Current Performance
X	Past Performance
RR	Result Reserved









1. Introduction

Beginning with the academic year 2024-25, the institute has transitioned to autonomous status. This Examination Policy Handbook has been designed to uphold fairness and transparency in conducting examinations and declaring results while maintaining sanctity of the examination process.

The purpose of the Examination Policy Handbook is:

1. To ensure the efficient planning and fair conduct of examinations.
2. To provide clear guidelines for the effective functioning of the examination system for all concerned staff members and Students.

2. Examination Section

2.1. Examination Cell

The Examination Cell is the designated authority for performing and maintaining records of all activities related to examinations, evaluation and results. It shall conduct at least two meetings per academic year to ensure effective planning, review and implementation.

2.1.1. Constitution of the Examination Cell

The constitution of the examination cell is as described in Table 1

Table 1: Constitution of Examination Cell

Sr. No.	Designation	Role & Responsibilities
1.	Chief COE (Chairman)	Responsible for directing and conducting the overall functioning of the Examination Cell.
2.	Heads of Departments (Member)	All the heads of departments are members of the Examination Cell.
3.	One Professor from any Department (Member)	To maintain the academics standard and effective implementation of NEP2020
4.	Dean Academics (Member)	Responsible for academic affairs within the institution and maintaining academic standards.
5.	Dean Students' (Member)	Represents students' academic affairs within the institution.
6.	Dean Administration (Member)	Manages administrative tasks to maintain academic standards.



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Sr. No.	Designation	Role & Responsibilities
7.	Nominee of the University	Appointed member representing the university.
8.	External Member (Member)	An external member from other autonomous institution.
9.	Controller of Examinations (Member Secretary)	Responsible for administrative tasks related to the management of examinations.

2.1.2. Roles and Responsibilities of Examination Cell (EC)

- To approve the schedule for examinations and evaluation.
- To ensure proper conduction of examinations, including paper setting, assessment, moderation and timely declaration of result.
- To appoint paper-setters, examiners, and moderators as per the following constitution for each Board of Studies (BoS) as mentioned in Table 2

Table 2: Committee constitution for Paper Setting, Examiner and Moderator

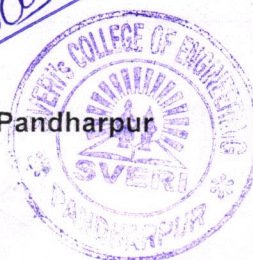
Sr. No.	Designation	Role
1.	Dean Academics	Chairman
2.	BoS Chairman	Member
3.	One Member from the BoS	Member
4.	Controller of Examinations (CoE)	Member Secretary

- The committee constituted as per Table 2 shall prepare the panel of Paper Setters, Examiners, Moderators, Referees, etc. from the panels given by the concerned Board of Studies (BoS) for the End Semester Examination (ESE), and approval for the same shall be obtained from the Chief COE.
- To appoint a flying squad, consisting of at least one external member, to prevent use of unfair means by students, teachers, invigilators, supervisors and staff during examinations.
- To ensure the assessment of answer booklets through the Central Assessment Program (CAP) by implementing a system of masking and demasking or any other method for answer booklets to maintaining secrecy.
- To prepare and submit a budget for examination and evaluation to the Finance Committee.
- To review the report on ESE results as forwarded by the CoE and take necessary action.

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- i) In case of emergencies like paper leaks, technical failures, or misconduct, the Chairperson of the EC has the authority to take immediate necessary action(s). The action taken report must be submitted to the EC.
- j) Any refusal to work related to examinations shall be liable to disciplinary action and the Chairperson of the Examination has the authority to take immediate action.

2.1.3. Lapses Committee

- a) The Examination Cell shall constitute a Lapses Committee of not more than five persons and out of these five members at least one member of the committee shall be an external member.
- b) The Lapses Committee shall handle lapses related to students, teachers, invigilators, supervisors, and staff members in respect of examinations, including misconduct by candidates, errors by paper-setters, bias by examiners, negligence by moderators, and malpractices by any person involved at any stage.
- c) The lapses committee shall submit a report(s) and recommendation(s) to the Principal, who may direct the Controller of Examination about the disciplinary action to be taken against the person(s) involved in the malpractices, directly or indirectly.



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2.1.4. Institute-Level Examination Grievance Redressal Committee:

- The institute-Level Examination Grievance Redressal Committee shall be constituted as per the details given below in Table 3.
- This committee is responsible for addressing and resolving issues/grievances raised by the students regarding End Semester Examinations.

Table 3: Institute-Level Examination Grievance Redressal Committee

Sr. No.	Designation	Role
1.	Dean Students'	Chairman
2.	One Head of Department (HoD)	Member
3.	One External Member	Member
4.	Controller of Examinations (CoE)	Member Secretary

2.1.5. Department-Level Examination Grievance Redressal Committee:

- The Department-Level Examination Grievance Redressal Committee shall be constituted as per the details given below in Table 4.
- This committee is responsible for addressing and resolving issues related to MSE and ICA.

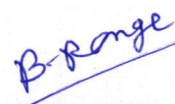
Table 4: Department-Level Examination Grievance Redressal Committee

Sr. No.	Designation	Role
1.	Head of the Department	Chairman
2.	Class Coordinator(s)	Member
3.	Student Representative	Member
4.	Departmental Internal Examination Coordinator	Member Secretary



2.2. Controller of Examinations

- a) Works / Function as Member Secretary for Examination Cell (EC).
- b) Prepare a budget for EC every year.
- c) Do necessary arrangements for conducting End Semester Examinations (ESE), Re-End Semester Examinations (Re-ESE) and Backlog Examinations, its evaluation, and timely declaration of the results.
- d) Plan and notify in advance, examination schedule and dates of declaration of results, after seeking approval from EC.
- e) Arrange for printing of question papers, ledger for various examinations, etc.
- f) In case of misconduct by an individual or group of individuals, COE reserves the right to postpone or cancel examination(s), either partially or entirely and take actions in consultation with the Principal which may include initiating civil or criminal procedure against individuals or groups suspected of such misconduct.
- g) Initiate disciplinary action, when necessary, against candidates, paper setters, examiners, moderators, or any other individuals involved in examinations and evaluation who are found guilty of malpractices, based on the recommendations of the Lapses Committee to the EC and consequent decision taken by the EC.
- h) Review examinations and evaluation processes on a regular basis and submit the report to the EC.
- i) Declare the results within fifteen days from the last date of the examination, and in case of any delay, prepare a detailed report outlining the reasons and submit it to the EC.
- j) Implement policy and operative decisions with reference to the NEP 2020 guidelines-based credit system.
- k) Ensure procurement of stationery items, including answer booklets with coding, Xerox machines, scanners, printers, cutters etc.
- l) Ensure collection of answer booklets and question paper sets with their security and storage thereof.
- m) Ensure that answer booklets for all examinations are distributed and assessed through the Central Assessment Program (CAP).
- n) Strictly follow the deadline regarding submission of information and reports given by EC.
- o) Appoint Pre-Exam, On-Exam and Post-Exam Coordinators.
- p) Coordinate among staff, Pre-, On-, and Post-Examination Coordinators, and Examination Section staff members



2.3. Examination Centre Committee

The Examination Centre Committee should ensure the smooth execution and integrity in respect of preparations and processes of the examinations.

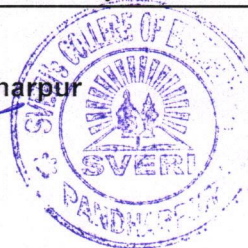
2.3.1. Functions

The functions of the examination Center Committee are mentioned in Table 5.

Table 5. Functions of Examination Center Committee

Sr. No.	Role	Functions
1.	Controller of Examinations (CoE)	As mentioned in Section 2.2.
2.	Deputy Controller of Examinations (Dy. CoE)	i. Assisting the CoE in managing exam-related tasks. ii. Submit budget to EC and, as per the approval, complete the purchasing process. iii. Scheduling submission period for examination forms and its processing. iv. Generating and printing result ledgers and grade cards.
3.	Pre-Examination Coordinator	i. Coordinating paper setting ii. Preparing the examinations schedules iii. Ensuring the procurement of all the essential stationery.
4.	On-Examination Coordinator	i. Generating and ensuring the distribution of examination hall tickets. ii. Ensuring integrity and fairness of examinations. iii. Appoint Junior Supervisors and an IT Coordinator. iv. Ensuring preparations of examination halls and displaying seating arrangements. v. To appoint an internal checking committee. vi. Coordinating with the flying squad for monitoring examination halls. vii. Maintaining the record of answer booklets. viii. Submitting the answer booklets to the Post-Exam Coordinator for evaluation. ix. Handling emergencies and addressing ambiguities in the question papers, if any during exams.

Sr. No.	Role	Functions
5.	Post Exam Coordinator	i. Issue appointment orders to examiners and moderators 15 days prior to the assessment. ii. Coding and decoding of answer booklets. iii. Scrutiny of answer booklets. iv. Ensuring timely evaluation and moderations of answer booklets. v. Ensuring timely submission of marks in prescribed format to COE.
6.	Enterprise Resource Planning (ERP) Coordinator	i. Act as a bridge between the Exam Center Committee, faculty members, and ERP vendors. ii. Maintaining and ensuring the functionality and implementation of ERP software. iii. Ensuring renewal of ERP software as per the requirement. iv. Resolving technical issues. v. Configuring and maintaining the examination module as per the requirement. vi. Training and guiding departmental ERP coordinators and faculty members for usage of ERP software. vii. Ensuring data entry related to student registration, subject mapping through departmental ERP coordinators. viii. Maintaining student examination records, results, and attendance. ix. Coordinating with the examination section for scheduling examination, seating arrangements, and hall tickets. x. Generate, download and distribute examination forms to students. xi. Generating the hall tickets. xii. The result processing and ensuring accuracy. xiii. Ensuring timely generation of mark sheets and grade cards xiv. Coordinating IT team for ERP software updates and its security. xv. Downloading student exam records, results, and other necessary data from the ERP Software after the completion of each semester/academic year.

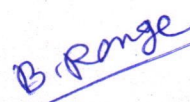


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Sr. No.	Role	Functions
		xvi. Storing the data securely on a hard disk for future reference and compliance purposes.
7.	Examination Stationery In-Charge	i. Collecting stationery requirements from the Senior Supervisor. ii. Demand of Stationary requirement to purchase committee. iii. Ensuring an adequate and timely supply of examination-related stationery. iv. Distributing examination stationery, including answer booklets, question papers, and attendance sheets. v. Maintaining records of stationery inventory.









3. Examination & Assessment Structure

The detailed Structure for Examination and Assessment is given in Figure 1 below.

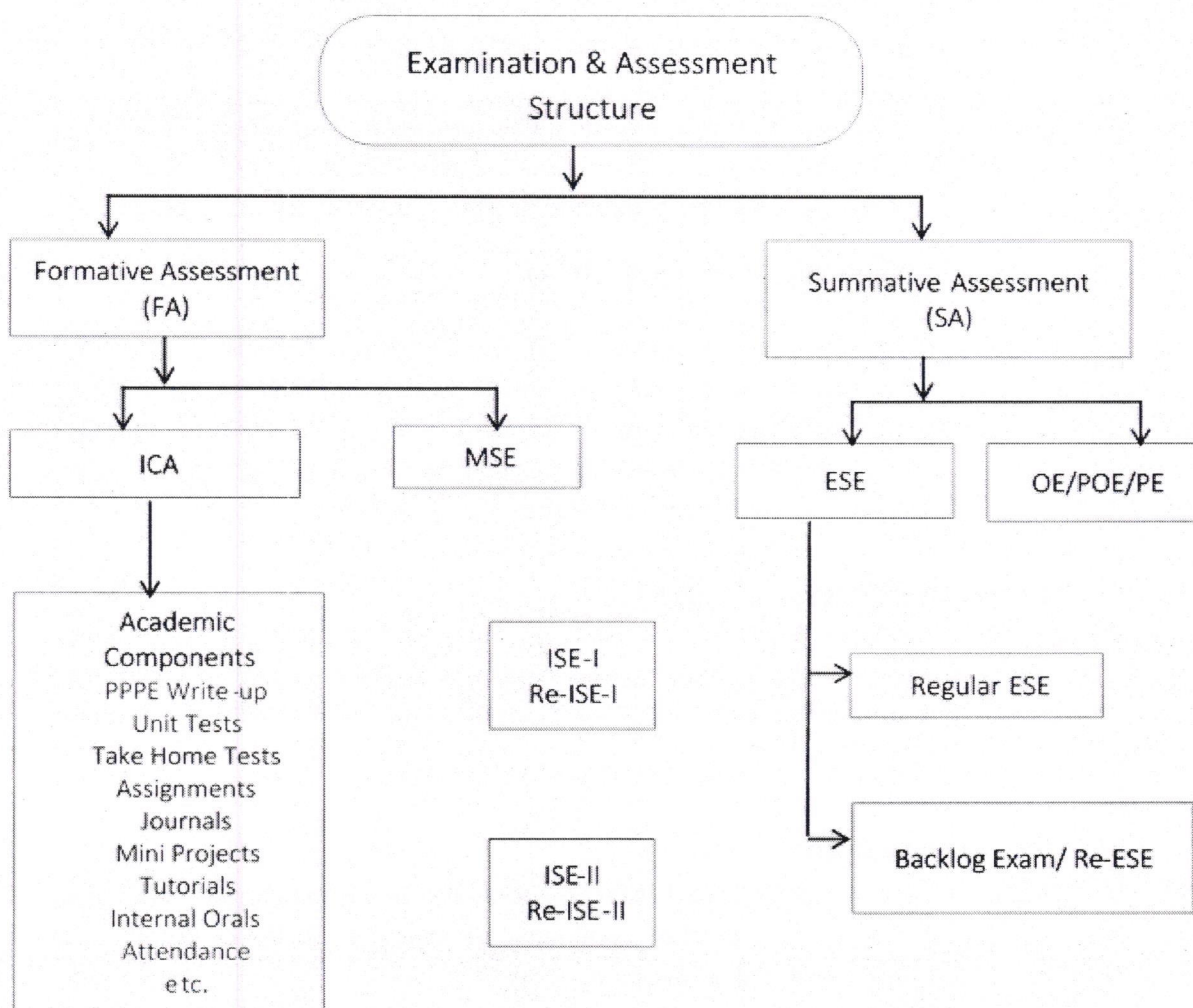


Fig. 1: Structure for Examination and Assessment

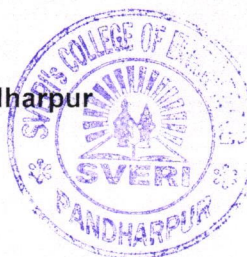
3.1. Assessment Methods

3.1.1. Formative Assessment (FA)

The FA monitors students' progress and provides continuous assessment throughout the semester.

a) Mid Semester Examination (MSE)

- The MSE comprises two components: ISE- I and ISE-II.
- ISE-I and ISE-II shall be conducted based on syllabii of Section-I and Section-II, respectively.



- iii. The Board of Studies (BoS) shall determine the evaluation method based on the course content. It may be a written test, take-home assignment, open-book exam, or any other innovative assessment method, which shall be clearly specified in the curriculum.
- iv. The question paper should contain 20% multiple choice questions and 80% descriptive questions at UG level.
- v. The question paper should contain 100% descriptive questions at PG level.
- vi. Re-ISE-I and Re-ISE-II shall be conducted after their respective ISEs.
- vii. ISEs and Re-ISEs shall be conducted as per the institute academic calendar.

b) Internal Continuous Assessment (ICA)

- i. Internal Continuous Assessment (ICA) comprises various components as defined in the course curriculum, and its evaluation shall be as per the ICA policy attached in the annexure.
- ii. The allocation of ICA marks shall be carried out in accordance with the guidelines established in the ICA Policy.

3.2. Summative Assessment (SA)

The SA comprises two components: 1) End Semester Examination (ESE) and Re-End Semester Examination (Re-ESE) 2) Oral Examination/Practical Oral Examinations/Practical Examinations (OE/POE/PE)

3.2.1. ESE

a) Regular-ESE

- i) ESE shall be conducted at the institute level as per the curriculum structure.
- ii) The regular ESE shall be conducted after the completion of the semester, as per the schedule determined by the EC.
- iii) In certain cases, a separate End Semester Examination (ESE) may be conducted for late-admitted Direct Second Year (DSY) students and other exceptional cases, subject to approval by the Chairman, Examination Cell.

b) Backlog Examination/Re-ESE

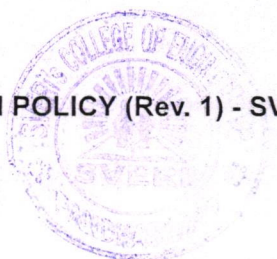
1. Backlog Examinations:

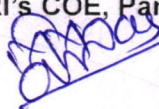
Backlog examination shall be conducted along with every regular semester examination.

2. Re-Examinations:

- i) Re-examination will not be conducted after odd semester examination.
- ii) Re-examinations shall be conducted only after the Year-End Examination of the Even Semester, preferably one month after the last paper of the regular examination of the concerned class.









3.2.2. OE/POE/PE

- a) These examinations shall be conducted as per the curriculum.
- b) Faculty and supporting staff for examination for conducting OE/POE/PE shall be as per details given below:
 - i) Internal Examiner: Faculty member from respective department.
 - ii) External Examiner: Faculty member from another institute preferably outside of this University, industry professional, or field expert.
 - iii) Laboratory In-Charge: Faculty member from the institute.
 - iv) Laboratory Attendant.

Note:

The Head of the Department has the authority to make emergency appointments as and when needed based on the availability of personnel (internal or external).



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4. Examination Scheme and Grading System

4.1. Grading System

4.1.1. Ten Point Grading System and Conversion

The performance of students is evaluated using the Ten Point Grading System as described in Table 7. The grading system follows a ten-point scale with 10 intervals, using an absolute grading method where performance is assessed based on fixed criteria.

Table 7: Ten Point Grading System

Sr. No.	Grade Abbreviation	Range of Marks	Status	Grade Point	Description
1.	O	80 - 100	Pass	10	Excellent/ Outstanding
2.	A+	70 - 79	Pass	9	Very Good
3.	A	60 - 69	Pass	8	Good
4.	B+	55 - 59	Pass	7	Fair
5.	B	50 - 54	Pass	6	Above Average
6.	C+	45 - 49	Pass	5	Average
7.	C	40 - 44	Pass	4	Below Average
8.	F	< 40	Fail	0	Fail
9.	XX	-	Detained	0	Detained
10.	DR	-	-	-	Dropped out

Notes:

- If a student remains absent for ESE, 'Fail' will be reflected in the marklist.
- The conversion of marks to grade shall be based on absolute grading decided in the curriculum mentioned in Table 7.
- Students may opt for online courses (SWAYAM/NPTEL/MKCL/MOOCs) or self-learning courses as per the curriculum.
- For the audit course, students are required to 'Pass' (P) and accordingly the grades will appear on the mark-sheet without affecting SGPA.

4.1.2. Performance Indices

- a) Earned Grade Points (EGP)

$$\text{EGP} = \text{Credits} \times \text{Grade Points}$$

- b) Semester Grade Point Average (SGPA)

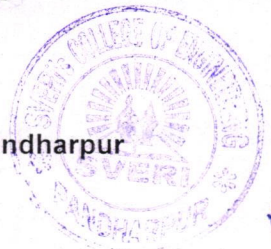
$$\text{SGPA} = [\text{Total Earned Grade Points in Term} / \text{Total Credits foTerm}]$$

- c) Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = [\text{Total Earned Grade Points in Program} / \text{Total Credits for Program}]$$

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The sample Calculation of EGP, SGPA and CGPA is described in Table 8.

Table 8: Calculation of Earned Grade Point, SGPA and CGPA (sample)

Course Code	Course Name	Credits	Grade Obtained	Grade Points	Earned Grade Points	Remark
24UGETG E1BSC01	Engineering Physics	3	O	10	30	Pass, C
24UGETG E1BSC03	Biology for Engineers	2	A	8	16	Pass, C
24UGETG E1BSC04	Engineering Mathematics-I	3	A	8	24	Pass, C
24UGETG E1ESC01	Basic Electrical & Electronics Engineering	3	B+	7	21	Pass, C
24UGETG E1ESC04	Engineering Mechanics	3	F	0	0	Fail, C
24UGETG E1VSE01	Engineering Workshop Practices	2	B	6	12	Pass, C
24UGETG E1AEC01	English Proficiency Tools	2	C+	5	10	Pass, C
24UGETG E1CCC01	Sports, Yoga and Pranayama Practices for Wellness	2	A+	9	18	Pass, C
Term: I	Credits: 20	EGP: 131		SGPA: 6.55	Status: ATKT	
	Ordinance:					
Cumulative	Total Credits: 20	Total EGP: 131		CGPA: 6.55		
	Status: ATKT					

d) SGPA and CGPA are rounded up to two decimal places.

e.g. SGPA/CGPA 7.49

e) Conversion of CGPA to equivalent percentage points:

To convert CGPA to equivalent percentage points following equation is used:

$$\text{Percentage points} = (10.00 \times \text{CGPA}) - 7.50$$

Table 9 given below provides sample conversions of SGPA/CGPA into equivalent percentage of marks:



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Table 9: Sample Conversions of SGPA/CGPA into Equivalent Percentage of Marks

SGPA/CGPA	5.75	6.25	6.75	7.25	7.75	8.25
Percentage marks	50%	55%	60%	65%	70%	75%
Distinction: Percentage of marks 70% or above (SGPA/CGPA $\geq$ 7.75) First Class: Percentage of marks 60% or above (7.75 > SGPA/CGPA $\geq$ 6.75) Second Class: Percentage of marks below 60% (SGPA/CGPA < 6.75)						
Abbreviations:- C: Current Performance, X: Past Performance, EGP: Earned Grade Points, SGPA: Semester Grade Point Average, CGPA: Cumulative Grade Point Average, UM: Unfair Means (Current Performance).						

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5. Rules and Regulations

Examination rules and regulations are established guidelines and procedures that govern the conduct, administration, security, and fairness of examinations within the institute. These rules ensure integrity, prevent misconduct, and maintain standards in assessing and certifying students' academic achievements.

5.1. Components of Examination

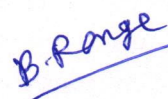
5.1.1. Formative Assessment (FA)

a) ICA

Passing the Internal Continuous Assessment (ICA) is mandatory; otherwise, the student's term will be detained.

b) MSE

- i. Attendance is mandatory for ISE-I and ISE-II.
- ii. If a student fails in ISE, he/she can appear for Re-ISE by paying a charge of Rs. 500/- per course.
- iii. Unless MSE is passed, a student will not be allowed to appear for ESE.
- iv. If the student fails to attend any of the ISEs due to genuine reasons mentioned below:
 - a. Students participating in sports/cultural events representing SVERI.
 - b. Appearing for a placement drive.
 - c. Appearing for competitive examinations
 - d. Death of family members (Mother, Father, Brother or Sister)
 - e. Serious illness/hospitalization of students where students should produce admission & discharge certificate along with payment receipt
 - f. In cases mentioned sr. no. a to e above, students shall be eligible for the Re-ISEs with no charges. The student should seek permission from Dean Students based on justifiable recommendations from HoDs for appearing in Re-ISEs.
 - g. For other cases, the student should seek permission from the Principal based on justifiable recommendations from HOD and Dean Students for appearing in Re-ISEs with no charges.



5.1.2. Summative Assessment (SA)

The examination fees for appearing in the End Semester Examination (SA) shall be approved time to time by the Governing Body, based on recommendations from the Examination Cell and the Finance Committee.

a) End Semester Examination (ESE)

i) Regular-ESE

- a. Eligibility Criteria for ESE: Students are required to satisfy a minimum attendance of 75 % in theory/ laboratory/ seminar/ mini-project/ project seminar/ internship/ in-plant training etc.
- b. A student should pass in ICA and MSE.
- c. The form filling of Regular ESE will be called by the Examination Center at least one month in advance.

ii) Backlog Examination/Re-ESE

- a. If a student receives a grade of "F" in the course.
- b. If a student remained absent for the Regular ESE for reasons other than detention.
- c. The student shall apply for the Backlog Examination/Re-ESE by paying the necessary fees, according to the schedule provided by the Examination Section.
- d. If a student is absent for Regular-ESE due to participation in National/International participation representing the Institute with prior permission from the Principal, he/she is eligible to apply for Backlog / Re-ESE.
- e. If a student fails even after the Backlog Examination/Re-ESE, he/she may apply for the Regular ESE in the corresponding semester (odd/even) of the subsequent academic year.

b) OE/POE/PE

- i) Students must maintain a minimum attendance of 75% in all theory, laboratory, seminar, mini-project, project seminar, internship, in-plant training, and other related activities.
- ii) A student must pass the respective ICA.

Note:

- i) ESE, MSE and OE, POE, and PE marks shall be considered in the weighted calculation as per the curriculum structure.
- ii) Condonation will be applied based on the weighted marks.
- iii) The weighted marks shall be rounded according to the prevailing standards. For instance, if the fractional part is 0.5 or higher, it will be rounded up to the next integer instead of being rounded down to the lower integer.



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5.1.3. Grading System: Rules and Guidelines

Students shall receive grades between 'O' to 'F', the detailed guidelines and procedures are as follows:

a) The student shall get an 'F' grade in the following cases:

- i) If the sum of marks obtained in MSE, ICA, ESE and OE/POE/PE for courses is less than 40% as per the program structure.
- ii) If students score a minimum of 40% in the ESE but have an aggregate of less than 50% across all courses in a semester.

b) The Student shall get 'XX' grade in the following cases:

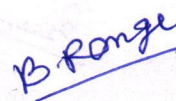
- i) If a student has insufficient attendance or incomplete termwork.
- ii) If a student does not appear and/or fail for the ICA as per the program structure.
- iii) If a student is found guilty of any academic malpractice during the semester (the case shall be addressed by the Lapses Committee and the Examination Cell).

The following rules will be applied to the student who has obtained grade 'XX' in a regular semester:

- iv) If the student is detained in the odd semester he/she is required to take the fresh admission to the same class by paying fees in the next academic year.
- v) If the student is detained in the even semester he/she is required to take the fresh admission to the same class by paying fees of that semester in the next academic year.
- vi) If a student has XX grade in any of the course(s), his/her term will be detained and he/she will not be allowed to appear for ESE in any of the courses.

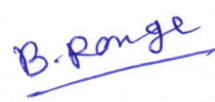
c) Student shall get 'RR' grade in the following cases:

- i) If a student fails to submit required documents as per the eligibility criteria and/or has pending approvals related to admission, re-admission, or transfer.
- ii) If a student is found guilty of any academic malpractice during the semester, until the case is reviewed and resolved by the Lapses Committee and the Examination Cell.
- iii) If a student is undergoing disciplinary procedure.
- iv) In case of discrepancies in the examination answer booklet, such as seat number, set code, question paper code, etc.
- v) The student's result will be reserved (RR) in the aforementioned cases (i to iv) until the issue is resolved by the appropriate authority



5.1.4. General Rules

- a) If a student who fails in one or more POE/OE/PE shall be charged 100 % examination fee applicable for the same in subsequent examination of the concerned semester.
- b) If a student attempts a question that is later identified as out of syllabus or contains a mistake due to an error by the paper setter, marks shall be given for that question as per the decision of the concerned BoS Chairman, communicated through an official letter.
- c) As per the Government Resolution- शासन निर्णय क्रमांक:संकीर्ण-२०१६/प्र.क्र.३०२/विशि-३ दिनांक: ०४ मार्च, २०१७, If student belongs to the Divyang category:
 - i) he/she will get additional 20 minutes per hour, for internal, external and practical examination
 - ii) he/she fails, he/she will be given an additional 3% of the total marks in each examination of the semester, including written, oral, practical, internal, and project/ research training. These marks can either be allocated to a single subject or distributed among multiple subjects
 - iii) he/she may be exempted from mandatory attendance with the Principal's permission (शासन निर्णय क्रमांक:संकीर्ण-२०१६/प्र.क्र.३०२/विशि-३ दिनांक: ०४ मार्च, २०१७)

6. Examination Result Declaration Procedure

6.1 Result Declaration

- The Post Exam Coordinator ensures that assessment and moderation tasks are completed within 10 days after the completion of examination.
- Moderation is carried out in parallel with the central assessment process at the CAP and is as per the details provided in Table 10.
- If the marks awarded by the moderator differ from those given by the original examiner, the marks awarded by the moderator will be treated as final.
- If the discrepancy between the marks given by the Examiner and the Moderator exceeds 20%, a third examiner shall be appointed; in such cases, the marks given by the third examiner shall be final.
- A draft copy of the ledger for examination results shall also be prepared and the CoE and examination section team shall verify the draft ledger.
- The draft ledger copy shall be displayed on the college official website within 15 days after completion examination(s).

Table 10. Range of Marks for Moderation

Sr. No	Range of marks given by Examiner		% of Moderation
	Out of 100	Out of 50	
1	0 to 29	0-14	Nil
2	30- to 39	15-19	100
3	40 to 69	20-34	5
4	70 onwards	35 onwards	100

6.2 Photocopy and Revaluation

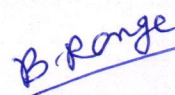
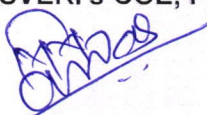
To ensure transparency and fairness in the evaluation process, the following procedure is established for the photocopy and revaluation of answer booklets:

a) Application for Photocopy

- A notice shall be prepared on the next day after the display of the ledger on the official website.
- Students may apply for photocopies maximum up to two answer booklets.

b) Application for Revaluation

- Students who have applied for a photocopy are eligible for re-evaluation.
- A student who is dissatisfied with the awarded marks or identifies errors in totaling or unassessed portions may request a Revaluation for a maximum of two courses.



c) Revaluation Process

- i) Revaluation shall be completed within five days after the submission of application.
- ii) If the difference exceeds 20%, a third examiner shall be appointed; in such cases, the marks given by the third examiner shall be final.
- iii) Marks obtained after revaluation will be accepted, even with grace marks, if the candidate passes under relevant ordinances.
- iv) The results of the revaluation will be declared on the 10th day via the college website.

[Signature]

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B. Range



7. Remuneration Rates for Examination Work:

The remuneration rates for examination-related work are based on recommendations from the Examination Cell and the Finance Committee. These rates are periodically reviewed and approved by the Governing Body.



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8. Ordinances

The following examination-related ordinances shall come into effect starting from the Academic Year 2024–25.

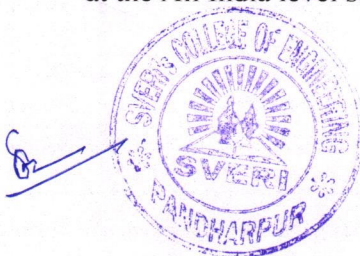
O.1 : Grace Marks - for Passing Head

The examinee shall be given the benefit of grace marks only for passing in each head of passing (ESE/OE/POE/PE) in Summative Assessment as follows:

Table 1: Grace Marks

Total Marks in Head of Passing	Grace Marks Allowed
Up to 50	2
51 to 100	3
101 to 150	4
151 to 200	5
201 to 250	6
251 to 300	7
301 to 350	8
351 to 400	9
401 and above	10

- Provided that the benefit of such grace marks given in different heads of passing shall not exceed 1% of the aggregate marks in that examination.
- Provided further that the benefit of grace marks under this ordinance shall be applicable only if the candidate passes the entire examination of Term/year.
- The Grace marks shall be indicated in the statement of marks using an asterisk (*) along with the relevant ordinance number, provided further that this grace marks is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE.



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B. Ranga

O.2 : Grace Marks - for Divyang Students

Divyang examinee shall be given the benefit of 3% grace marks of each head of passing (ESE/OE/POE/PE etc.) in Summative Assessment as follows:

- a) Provided that the benefit of 3% of grace marks under this ordinance shall be applicable.
 - i) If the candidate fails in any one or more than one head /s of passing.
 - ii) If the candidate fails to obtain required aggregate marks as per standard of passing if any.
- b) Provided further that this additional benefit of such grace marks given in different heads of passing to Divyang Students shall not exceed 3% of the aggregate marks in that examination.
- c) All existing Ordinances for grace marks are applicable and these are additional benefits to Divyang Students.
- d) Provided further that all such benefits shall be given as per directions received time to time by the competent authority/State Government.

O.3 : Grace Marks - for Getting Higher Class

A candidate who passes in all subjects and heads of passing in the examination without the benefit of Grace Marks or Condonation rules, and whose total marks fall short of securing First Class or First Class with Distinction by not more than 1% of the aggregate marks of that examination, shall be awarded the necessary marks to attain First Class or Distinction.

Provided further that the benefit of the above-mentioned grace marks shall be applicable only for those examinations in which the provision for the award of a class is prescribed.

O.4 : Condonation

If a candidate fails in only one head of passing, having passed in all other heads of passing, the deficiency of marks in such head of passing may be condoned by granting not more than 1% of the aggregate marks of the examination. The condonation of marks shall be indicated in the statement of marks using an asterisk (*) along with the relevant ordinance number, provided that this condonation is in accordance with the rules and guidelines set by professional statutory bodies at the All India level, such as AICTE.



Table 2: Guidelines for Applying Ordinances 1 to 4

Sr. No.	Guideline	Description
1.	Condonation in Related Heads of Passing	If a candidate fails in a head of passing that is included in another head of passing for the same subject, they may be granted condonation in both heads, subject to the maximum permissible limit.
2.	Declaration of Class/Grade After Condonation	If condonation of marks is applied, the class/grade in the examination shall be awarded based on the actual marks obtained by the candidate, after condonation.
3.	Limit on Application of Ordinances	Only one ordinance benefit can be applied to one examination of one course, ensuring no overlap of benefits.
4.	Eligibility for Backlog and Exemption Candidates	Candidates appearing with backlogs and/or exemptions may be eligible for the benefits under the ordinances, provided the backlog/exemption system is specified.

O.5 : Moderation

- 1) The Moderation System shall be applicable to undergraduate and postgraduate examinations where the number of students registered for a course exceeds 30
- 2) 100% moderation of answer books shall be carried out for candidates who fail by up to 10% of the aggregate marks of the paper.
- 3) 100% moderation shall also be carried out for candidates obtaining 70% or more of the aggregate marks of the paper.
- 4) Moderation shall be conducted on a random sample basis for at least 5% of the total number of candidates who score between the minimum passing marks and the marks required for a First Class with Distinction.
- 5) In cases where the marks awarded by the moderator differ from those awarded by the original examiner, the marks given by the moderator shall be considered final.



B. Range

O.6 : Vigilance Squad

- 1) The Vigilance Squad of not less than three and not more than four members shall be appointed by the Examination Cell to visit during ESE. The Vigilance Squads should:
 - i. Ensure that the college examinations are conducted as per the prescribed norms.
 - ii. Observe whether the Senior Supervisors and Block Supervisors are scrupulously following the instructions for the conduct of college examinations.
 - iii. Identify students who attempt to engage in malpractices during examinations and report such cases to the Controller of Examinations.
- 2) The Vigilance Squad is authorized to visit the Examination Centre without prior intimation and may enter the office of the Incharge to inspect records and other materials related to the conduct of the examination. They are permitted to enter any examination block to verify candidates' identity cards, hall tickets, etc., in order to ascertain the authenticity of the candidates. The Vigilance Squad is also authorized to detect the use of malpractices and unfair means during the examination.
- 3) The Chairman of the Vigilance Squad shall submit the report of the surprise visit to the Controller of Examinations. The Vigilance Squad may also provide suggestions regarding the proper conduct of examinations, if necessary.

O.7(A): Amendment of Results - Due to Errors

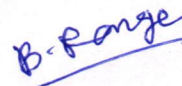
In any case where it is found, that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such result, in such manner, as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Chairman, Examination Cell, provided the errors are detected within 6 months from the date of declaration of results. Errors detected thereafter, shall be placed before the Examination Cell.

Error Means:

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

O.7(B): Amendment of Results - Due to Fraud, Malpractices etc.

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, has in



the opinion of the Examination Cell been party of privy to or connived at such malpractice, fraud or improper conduct, the Examination Cell shall have power, at any time, notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, to amend the result of such examinee and to make such declaration as the Examination Cell considers necessary in that behalf.

O.8 : Ordinance on Unfair Means Resorted to by Students During Examinations

1. General

The Government of Maharashtra has endorsed the Maharashtra Act No. XXXI of 1982, which provides for the prevention of malpractices at University, College, and Board Examinations. Under the provisions of this Act, the use of unfair means of any kind by an examinee or any person associated with the conduct of examinations is considered a cognizable and non-bailable offence. For the effective implementation of this Act, the following procedure shall be adopted as per serial no.3.

2. Competent Authority

On receipt of a report regarding use of unfair means by any student/person at examination, including breach of any rules laid down by institute authorities for proper conduct of examination, the EC shall be the competent authority to constitute the Lapses Committee. This committee shall be the competent authority to investigate, recommend and take appropriate disciplinary action against the student/person/s using, attempting to use, aiding, abating, instigating or allowing unfair means at examinations.

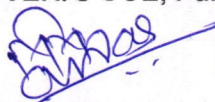
In case of teaching faculty or other staff related with conduct of examination and involved in unfair means at examination, Lapses Committee shall investigate into the matter and forward the facts and findings of inquiry to EC along with recommendation. CoE shall take appropriate disciplinary action against the concerned as per the decision taken by EC.

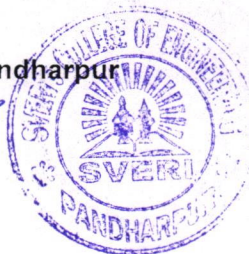
3. Procedure for Dealing with Cases of Unfair Means at the Examination Hall

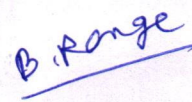
In case of unfair means at examination hall, Senior Supervisor shall adhere to the procedure given below:

- a) The student shall be called upon to surrender the material found in his/her possession, if any, and his/her answer book to the Senior Supervisor.
- b) Signature of the concerned examinee shall be obtained on the relevant material and list thereof. Concerned Invigilator shall also sign on all relevant materials and documents besides counter signature of Senior Supervisor.
- c) The answer book of the concerned examinee shall be confiscated along with unfair means/material. This shall be marked as "Suspected Unfair Means Case". A Statement of the examinee in prescribed form shall be obtained and he/she shall be issued a fresh answer book, if necessary, duly marked as "Duplicate".
- d) An undertaking shall be obtained in prescribed form from the concerned examinee stating that the decision of the concerned competent authority in his/her case shall be final and binding on him/her. He/She shall then be allowed to continue with his/her examinations.
- e) Statement of the concerned invigilator in prescribed form shall be obtained by the Senior Supervisor who subsequently shall make forwarding remarks in the same format. If the examinee refuses to make a statement or to give undertaking, the concerned Invigilator and Senior Supervisor shall record the facts in writing accordingly on the same form.
- f) Notice shall be issued to the examinee in prescribed form instructing him/her to appear before LC.
- g) In the case of impersonation or violence, the concerned examinee shall be expelled by the Senior Supervisor from the examination and shall not be allowed to appear for remaining examinations of that semester. The report pertaining to the unfair means, along with the action taken, shall be submitted to the Controller of Examinations (CoE).
- h) All the materials, statement and undertaking of examinee and statement of Invigilator along with the forwarding remarks of Senior Supervisor shall be forwarded to CoE in a separate and confidential sealed envelope marked with "Suspected Unfair Means Case".
- i) In cases involving oral-type unfair means, the invigilator and/or the concerned authorized person shall record the facts in writing and report the matter to the Controller of Examinations (CoE) through the Senior Supervisor.









- j) Upon finding a prima facie case of malpractice based on the report received from the Senior Supervisor, the Controller of Examinations (CoE) shall forward the case to the Lapses Committee (LC). The CoE shall present the case of malpractice along with recommendations obtained from LC before the Examination Cell and shall handle the case until it is finally disposed of.

4. Procedure for Dealing with Unfair Means at Assessment Centre

- a) During the assessment of answer books, if the examiner suspects that there is prima facie evidence suggesting that the examinee(s), whose answer book(s) the examiner is assessing, appear to have engaged in unfair means during the examination, the examiner shall forward their report, along with the evidence and their opinion, to the Controller of Examinations (CoE). The CoE shall then forward the case, in a separate sealed envelope marked "Suspected Unfair Means Case," to the Lapses Committee (LC).
- b) If any staff member is found involved in any type of malpractice or unfair means, the CoE shall report the case to the LC for further action.
- c) The CoE shall present the case of malpractice along with recommendations obtained from LC before the Examination Cell and shall handle the case until it is finally disposed of

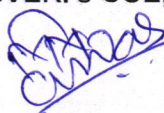
5. Procedure for Dealing with Unfair Means at Paper Setting/Printing

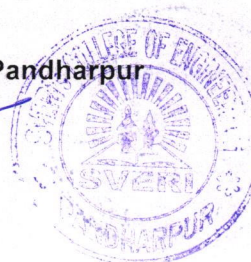
- a) If any paper setter, staff member, or any person related to paper setting and/or printing is found involved in any type of malpractice or unfair means related to paper setting or paper printing, the CoE shall report the case to the LC for further action.
- b) The CoE shall put a report submitted by LC of the case of malpractice before EC and shall deal with the case till it is finally disposed of.

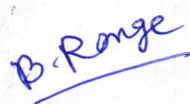
6. Procedure to be Followed by the Lapses Committee (LC)

- a) For the purpose of investigating unfair means resorted to by examinee(s)/examiner(s)/staff(s) at the examination, the EC shall appoint LC which shall function as a body to investigate into the matter and decide the punishment on the basis of facts and findings of the case after ensuring that reasonable opportunity has been given to the concerned implicated examinee(s)/examiner(s)/staff(s) in his/her defense.
- b) The LC shall then recommend with regard to the penalty action to be taken against the implicated examinee(s)/examiner(s)/staff(s).
- c) The LC shall inquire and decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means as prescribed in Appendix-A, Appendix-B and Appendix-C. However, depending on the situation, the committee may quantify the severity of the punishment.
- d) As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges leveled against him/her. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defense. The committee shall also consider the reply/explanation given by the examinee before making the final decision.
- e) After issuing notice if the implicated examinee fails to appear before committee on the day at specified time and venue fixed for the meeting, the committee shall take decision in his/her case in absentia, on the basis of





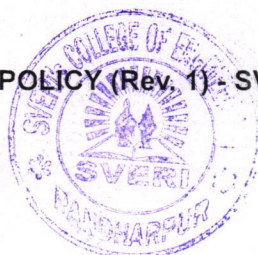




available evidence/documents, which shall be binding on the examinee concerned.

- f) The committee shall dispose of the case within one week, from the last date of examination and in no case later than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee shall be issued to the respective examinee and same shall be informed to the Dean Academics, CoE and the person through whom the case was initiated.
- g) For paper setter/examiner/faculty/any other person involved in Unfair Means with Conduct of Examination: If a Paper Setter/Examiner/Faculty member or any other person related with conduct/assessment of examination is suspected to be involved with unfair means or practices by a complaint launched by anybody either in written or oral or by any other means, the concerned coordinator shall submit the report to CoE who shall forward it to LC. The concerned person through whom the case originated shall present the case before LC and shall deal with the case till it is finally disposed of.
- h) The committee shall submit its report to the EC along with its recommendations regarding punishment to be inflicted on the concerned person.
- i) The committee shall follow the procedure in the spirit of natural justice.
- j) For Unfair Means in Conduct of MSE

HoD shall be the competent authority to take action on the student who has been caught in copying or involved in any type of malpractice in ISE-I and ISE-II of MSE. The Departmental Grievance Committee (DGC) shall obtain the statement of such student in the prescribed form and the statement of faculty/Invigilator with forwarding remarks of the Head of the concerned Department. In cases such as violence or any other serious matter where it is felt necessary to take severe action, the Departmental Examination Coordinator (DEC) shall refer the case to the LC.



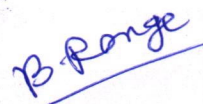
O.9: Central Assessment Programme (CAP)

I. General

- 1) It shall be mandatory for every faculty to assess the MSE and ESE answer books of his/her course as instructed by the Chairman of EC within 04 days of the last paper of the examination and within 10 days of the last paper of the examination, respectively for MSE and ESE.
- 2) Assessment for MSE shall be done at department level and ESE (theory) shall be done centrally.
- 3) In case of any discrepancies in the question paper that may affect the assessment, a committee consisting of CoE, HoD, Dean Academics and course experts (other than the paper setter) shall decide the course of action and shall give the guidelines for assessment. The case may be forwarded to LC based on the gravity of the discrepancy.

II. Assessment Procedure

- 1) Assessment / Moderation coordinator shall issue answer books to the concerned teacher.
- 2) The concerned teacher shall assess and submit the assessed answer books along with its mark sheet to the Post Exam Coordinator (Assessment/Moderation).
- 3) The examiners shall follow the instruction given by the Post Exam Coordinator.
- 4) The assessed/moderated answer books shall be scrutinized further. "Scrutiny" shall include checking for un-assessed answers, totaling of marks, and transfer of marks to the main page, blank pages scratched etc. In case of any corrections, it shall be brought to the notice of the concerned teacher. The faculty shall do required correction and submit a mark sheet to the Post Exam Coordinator.



- 5) In case of any discrepancies observed or reported in assessment, CoE is authorized to get the answer books evaluated from any other competent internal or external evaluator and update the results accordingly. The CoE shall report the same to LC for necessary further action through EC, if any.



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Ordinances for UG and PG Degree









Ordinance for B.TECH Engineering (UG)

O-1: B.TECH.

No candidate shall be admitted to the course leading to Degree of Bachelor of Engineering unless he / she has fulfilled all eligibility conditions as laid down by the Directorate of Technical Education, Govt. of Maharashtra from time to time.

O-2: B.TECH.

(A) A candidate to be eligible to pass examinations shall appear and obtain a minimum 50% aggregate marks based on Semester I and II of each examination as under.

First Year	- Semester I & Semester II Examinations
Second Year	- Semester III & Semester IV Examinations
Third Year	- Semester V & Semester VI Examinations
Fourth Year	- Semester VII & Semester VIII Examinations

(B) A candidate to be eligible for the award of degree of Bachelor of Technology will be required to pass examinations as under

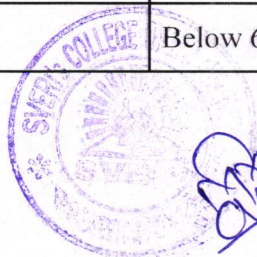
First Year	- Semester I & Semester II Examinations
Second Year	- Semester III & Semester IV Examinations
Third Year	- Semester V & Semester VI Examinations
Fourth Year	- Semester VII & Semester VIII Examinations

O-3: B.TECH.

The class should be awarded to the candidate on the basis of aggregate marks obtained by him/her in B. Tech. Examination. The award of class shall be as follows-

Class	Percentage of Marks	SGPA/CGPA Criteria
First Class with Distinction	70% or above	$SGPA/CGPA \geq 7.75$
First Class	60% or above	$7.75 > SGPA/CGPA \geq 6.75$
Second Class	Below 60%	$SGPA/CGPA < 6.75$









O-4: B.TECH.

No candidate will be admitted to End Semester Examination unless he/she keep term by satisfying the following:

(A) Attendance

- I. Regular 100% attendance is expected of all students for every course registered in theory, laboratory, seminar and project. Hence attendance is compulsory and shall be monitored in the semester rigorously. Students shall be informed at the end of every month if they are falling short of attendance requirement.
- II. A maximum of 25% absence for the attendance may be permitted only on valid grounds such as illness, death in family or other emergency reason which is beyond control of a student and shall be approved by the concerned authority.

(B) Divyang students shall be exempted from above attendance provisions under Ordinance No.4(A).

(C) Completion of the term work prescribed for the semester and passing in the term work by securing at least 40% marks out of the maximum prescribed for the entire term work.

O-5: B.TECH.

(A) A candidate who fails at his/her First year B.Tech Semester-I examination will be allowed to keep term for his/her First year B. Tech Semester-II examination, for semester wise courses.

(B) A candidate who fails at his/her Second year B.Tech Semester-III examination will be allowed to keep term for his/her Second year B. Tech Semester-IV examination, for semester wise courses.

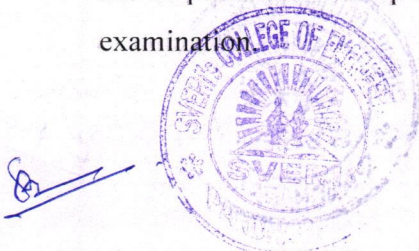
(C) A candidate who fails at his/her Third year B.Tech Semester-V examination will be allowed to keep term for his/her Third year B.Tech Semester-VI examination, for semester wise courses.

(D) A candidate who fails at his/her Fourth year B.Tech Semester-VII examination will be allowed to keep term for his/her Fourth year B.Tech Semester-VIII examination, for semester wise courses.



O-6: B.TECH.

- A. 1 A candidate who fails in not more than four heads of passing including aggregate (of theory and OE/PE/POE taken together) subject to maximum three heads of theory examination at First Year B.Tech course examination will be permitted to keep term at higher class namely Second Year B.Tech course examination.
- A. 2. A candidate who fails in more than four heads of passing including aggregate at First Year B.Tech. Course examination in accordance with O. 6 (A.1) will not be permitted to keep terms in the higher class namely Second Year B.Tech. course examination.
- B.1. A candidate who fails in not more than four heads of passing including aggregate (of theory and OE/PE/POE taken together) subject to maximum three heads of theory examination at Second Year B.Tech course examination will be permitted to keep term at higher class namely Third Year B.Tech course examination.
- B.2. A candidate who fails in more than four heads of passing including aggregate at Second Year B.Tech course examination in accordance with O.6 (B.1). will not be permitted to keep term at higher class namely Third Year B.Tech course examination.
- C.1. A candidate who fails in not more than four heads of passing including aggregate (of theory and OE/PE/POE taken together) subject to maximum three heads of theory examination at Third Year B.Tech course examination will be permitted to keep term at higher class namely Final Year B.Tech course examination.
- C.2. A candidate who fails in more than four heads of passing including aggregate at Third Year B.Tech course examination in accordance with O.6 (C.1) will not be permitted to keep term at higher class namely Final Year B.Tech course examination.



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O-7: B.TECH.

(A) No candidate will be admitted to the Second Year B.Tech course unless he/she

i) passes his/her First Year B.Tech Semester I & Semester II examination

OR

i) fulfills criteria to keep the term for Second Year B.Tech Semester I examination in accordance with O. 6 (A1) above.

(B) No candidate will be admitted to the Third Year B.Tech course unless he/she

i) passes his/her First Year B.Tech Semester I & Semester II examination.

ii) passes his/her Second Year B.Tech Semester III & Semester IV examination

OR

ii) Fulfills criteria to keep the term for Third Year B.Tech Semester V examination in accordance with O. 6 (B1) above.

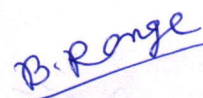
(C) No candidate will be admitted to the Fourth Year B.Tech course unless he/she

i) passes his/her Second Year B.Tech Semester III & Semester IV Examination

ii) passes his/her Third Year B.Tech Semester V & Semester VI examination

OR

ii) Fulfills criteria to keep the term for Fourth Year B.Tech Semester VII examination in accordance with O.6(C.1) above.



O-8 B.TECH.

A candidate passing in the minimum prescribed period of final diploma examination of the Board of Technical Examination, Maharashtra State or any other examination held equivalent to the Final Diploma Examination of M.S.B.T.E. is eligible for admission to Second Year B.Tech Semester-III.

O-9 B.TECH.

Ordinances for Four-Years UG Engineering Programme with Multiple Entry and Multiple Exit options

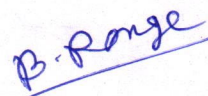
With reference to the New Education Policy-2020, Maharashtra Government Higher and Technical Education Department Government Resolution No.: NEP-2022/(67/23)/T.E.-2 dated 04/07/2023 and Maharashtra Government Higher and Technical Education Department Corrigendum No.: NEP-2022/(67/23)/T.E.-2 dated 03/08/2023, the Undergraduate Four-Year UG Engineering Programme has been provided with Multiple Entry and Multiple Exit options.

Accompanied by Ordinance (O-1B.TECH. to O-8 B.TECH.), the following ordinances are applicable for implementing the options of Multiple Entry and Multiple Exit:

(A) Credit Framework for Qualifications with Multiple Exit Options

The Four-year Bachelor's Multidisciplinary Engineering Degree Programme allows the students to experience the full range of holistic and multidisciplinary education in addition to a focus on the chosen major and minors as per their choices and the feasibility of exploring learning in different institutions. However, at least one minor is mandatory along with the receptive major to get the B. Tech. degree. The minimum and maximum credit structure for different levels under the Four-year Bachelor's Multidisciplinary Engineering UG Programme with multiple entry and multiple exit options are as given below:



Level	Qualification Title	Credit Requirements	Example of Qualification title
4.5	One Year UG Certificate in Technology	- Major credits as per curriculum at end of semester 2 - Secure additional 8 credits in work-based vocational courses or internship/ Apprenticeship offered during summer vacation #	- One Year UG certificate in X - X- Title of Major degree - For example: One Year UG certificate in Civil Engineering
5.0	Two Years UG Diploma in Technology	- Major credits as per curriculum at end of semester 4 - Secure additional 8 credits in work-based vocational courses or internship/Apprenticeship offered during summer vacation #	- Two Years UG Diploma in X - X- Title of Major degree - For example: Two Years UG Diploma in Civil Engineering
5.5	Three Years Bachelor's Degree in Vocation (B. Voc.)	- Major credits as per curriculum at end of semester 6 - Secure additional 8 credits in work-based vocational courses or internship/Apprenticeship offered during summer vacation#	- B. Voc. in X - X- Title of Major degree - For example: B. Voc. in Civil Engineering
6.0	4-Years Bachelor's degree (B.Tech.) in Technology with Multidisciplinary Minor	- Major credits as per curriculum at end of semester 8 - with additional credits of Multidisciplinary Minor	- B. Tech. in X with Minor in Y - X- Title of Major degree - Y- Title of minor degree - For example: B. Tech. in Civil Engineering with Minor in Computer Science and Engineering



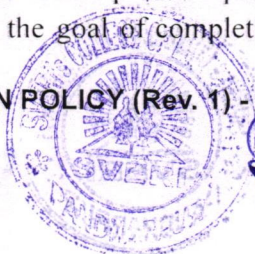
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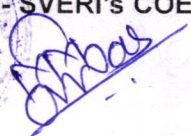
Level	Qualification Title	Credit Requirements	Example of Qualification title
6.0	4-Years Bachelor's degree (B.Tech.) in Technology-Honors and Multidisciplinary Minor	- Major credits as per curriculum at end of semester 8 - with credits of Multidisciplinary Minor - with credits of Honors	- B. Tech. in X Honours and Minor in Y - X- Title of Major degree - Y- Title of Minor as degree - For example: B. Tech. Civil Engineering with Honours and Minor in Computer Science and Engineering
6.0	4-Years Bachelor's degree (B.Tech.) in Technology-Honors with Research and Multidisciplinary Minor	- Major credits as per curriculum at end of semester 8 - with credits of Multidisciplinary Minor - with credits of Honors - with Credits of Credits of Research.	- B. Tech. in X Honours with Research and Minor in Y - X- Title of Major degree - Y- Title of Minor degree - For example: B. Tech. in Civil Engineering Honours with Research and Minor in Computer Science and Engineering
6.0	4-Years Bachelor's degree (B.Tech.) in Technology.- Major Engg. Discipline with Double Minors (Multidisciplinary and Specialization Minors)	- Major credits as per curriculum at end of semester 8 - with credits of Two - Multidisciplinary Minor	- B. Tech. in X and double Minor in Y1 and Y2 - X- Title of Major degree - Y1 - Title of Minor Degree - Y2 - Title of Specialization Minor - For example: B. Tech. Civil Engineering with double Minor in Computer Science and Engineering and Artificial Intelligence

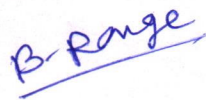
(# Students desiring to conclude their studies at the end of the Second, Fourth, or Sixth semester are required to formally submit their request to the Institute. Along with this request, students must provide comprehensive details regarding the work-based vocational courses or internship/apprenticeship/ mini projects etc., they intend to undertake during the summer vacation, with the goal of completing 8 credits. Upon completion of a minimum 30 days of

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work-based vocational courses or internship/apprenticeship, the Institute will collect proof/certificates and conduct an oral examination. The specific marking scheme and evaluation guidelines will be determined by the respective Board of Studies (BoS). Upon satisfactory evaluation, the Institute will compile a report confirming the completion of 8 credits. This report, along with the student's qualification certificate request, will be forwarded to the Examination Section for further processing).

(B) Re-entry or Lateral Entry

Students, opting for exits at any level, will have the option to re-enter the programme from where they had left off, in the same or in a different higher education institution within four years of exit and complete the degree programme within the stipulated maximum period of eight years from the date of admission to first year UG. Re-entry at various levels for lateral entrants in academic programmes shall be based on the earned and valid credits as-deposited and accumulated in the Academic Bank of Credits (ABC) through registered Higher & Technical Education Institutions and proficiency test records. Lateral entry into the programme of study leading to the UG Diploma/ B. Vocational/ UG Bachelor's Degree with single minor/ UG Bachelor's Degree with Double Minor/ Honours /Research will be based on the validation of prior learning outcomes achieved and subject to availability based on intake capacity and as per the addition rules and regulations decided by the state government and apex bodies.

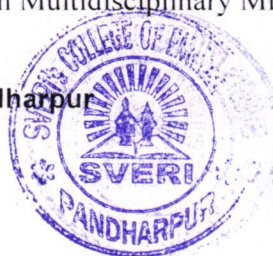
(C) Eligibility for Admission to the UG Bachelor's Degree with Double Minor/ Honours /Research as per UGC guidelines

Minimum CGPA/CPI of 7.5 or minimum 75% after second semester for UG Bachelor's Degree with Double Minor/ Honours and Minimum CGPA/CPI of 7.5 or minimum 75% after sixth semester for UG Bachelor's Degree with Research.

(D) Admission Progression and Degree Eligibility Criteria

While applying the ordinances O-2 to O-4 for progression from First Year to Second Year/ Second Year to Third Year and Third Year to Final Year, only the courses of the major degree must be considered. However, Degree Eligibility Criteria are as follows:

- i) To achieve the '4-Year Bachelor's degree (B.Tech.) in Technology with Multidisciplinary Minor,' students must successfully complete all courses of the minor, in addition to all courses of the major.
- ii) To achieve the '4-Year Bachelor's degree (B.Tech.) in Technology - Honors and Multidisciplinary Minor,' students must pass all courses of the minor, all courses of the major, and all courses designated as Honors. If students find it challenging to pass the Honors courses, they have the option to opt-out and still earn the '4-Year Bachelor's degree (B.Tech.) in Technology with Multidisciplinary Minor.'



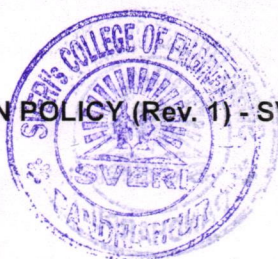
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- iii) To achieve the '4-Year Bachelor's degree (B.Tech.) in Technology- Honors with Research and Multidisciplinary Minor,' students must successfully complete all courses of the minor, all courses of the major, and all courses designated as Honors and Research credits. If students encounter difficulty passing the Honors and Research courses, they have the option to opt-out of both to receive the '4-Year Bachelor's degree (B.Tech.) in Technology with Multidisciplinary Minor.'
- iv) To achieve the '4-Year Bachelor's degree (B.Tech.) in Technology - Major Engg. Discipline with Double Minors,' students must pass all courses of the first minor, in addition to all courses of the major and all courses of the second minor. If students find it challenging to pass the courses of the second minor, they have the option to opt-out and still earn the '4-Year Bachelor's degree (B.Tech.) in Technology with Multidisciplinary Minor'.

Dr.

Abbas

B-Range



Ordinance for Master of Business Administration (PG)

O-1 MBA

PASSING CRITERIA

- a) Every student must secure a minimum of 40% marks for each subject in End Semester Examination and Continuous Internal Evaluation separately for passing in the respective subject.
- b) The student has to secure a minimum of 4.0 grade points (Grade C) in each paper. A student who secures less than 4.0 grade point (39% or less marks, Grade F) will be declared 'Fail' in that paper (subject) and shall be required to reappear for respective paper.
- c) A student who fails in End Semester Examination (Theory) & passes in Continuous Internal Evaluation of the same paper (subject) shall be given F Grade. Such students will have to reappear for End Semester Examination Only.
- d) A student who fails in Continuous Internal Evaluation and passed in End Semester examination (Theory) shall be given F Grade. Such students will have to re-appear for both End Semester Examination as well as Continuous Internal Evaluation.

O-2 MBA

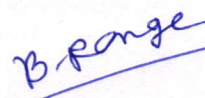
ATKT RULES

- a) A candidate failing in any number of subjects of Semester I, may be allowed to keep the term for Semester-II.
- b) A candidate seeking admission to Semester III shall not have failed in more than five subjects of Semester I & Semester II put together.
- c) A candidate failing in any number of subjects of Semester III may be allowed to keep the term for Semester IV.
- d) A candidate will not be awarded a degree unless he/she has passed all subjects of all the semester examinations.









Ordinance for Master of Computer Applications (PG)

O-1 MCA

PASSING CRITERIA

- a) Every student must secure a minimum of 40% marks for each subject in End Semester Examination and Continuous Internal Evaluation separately for passing in the respective subject.
- b) The student has to secure a minimum of 4.0 grade points (Grade C) in each paper. A student who secures less than 4.0 grade point (39% or less marks, Grade F) will be declared 'Fail' in that paper (subject) and shall be required to reappear for respective paper.
- c) A student who fails in End Semester Examination (Theory) & passes in Continuous Internal Evaluation of the same paper (subject) shall be given F Grade. Such students will have to reappear for End Semester Examination Only.
- d) A student who fails in Continuous Internal Evaluation and passed in End Semester examination (Theory) shall be given F Grade. Such students will have to re-appear for both End Semester Examination as well as Continuous Internal Evaluation.

O-2 MCA

ATKT RULES

- a) A candidate failing in any number of subjects of Semester I, may be allowed to keep the term for Semester-II.
- b) A candidate seeking admission to Semester III shall not have failed in more than three subjects of Semester I & Semester II put together.
- c) A candidate failing in any number of subjects of Semester III may be allowed to keep the term for Semester IV.
- d) A candidate will not be awarded a degree unless he/she has passed all subjects of all the semester examinations.

Ordinance for Master of Technology (M.Tech.)

(PG)

O-1 M.TECH.

Any person who has passed the Degree of Bachelor of Engineering of any University as equivalent thereto and passed GATE (Graduate Aptitude Test in Engineering) successfully and who fulfills criteria for M. Tech. admission laid down by competent Admission Authority time to time is eligible for admission to the appropriate M. Tech. course by papers and Dissertation.

O-2 M.TECH.

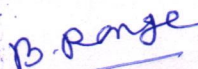
A candidate registered for M. Tech. course must pass his M. Tech. Examination including dissertation within Four Years from the date of Registration.

O-3 M.TECH.

The teaching and examination scheme shall be according to the Structure and Syllabi prescribed, subject to revision, modification, etc. as may be made by the Academic Council from time to time on the recommendation of the Board of Studies under the concerned Department.

O-4 M.TECH.

- i. The M. Tech. Program shall be TWO years (FOUR semesters). The Examination shall be conducted semester wise as per prescribed structure.
- ii. There shall be separate heads of passing for (as prescribed in structure) below -
 - a) Theory : ISE-I and ISE-II of MSE
 - b) Theory : ESE (End Semester Examination)
 - c) Practical /Tutorial : (ICA) Internal Continuous Assessment
 - d) Practical and Oral
 - e) Oral Examination
 - f) Dissertation and Oral taken together
 - g) Seminar, Mini project, etc.
- iii. A candidate shall not be allowed to appear in the End Semester Examination (ESE) of a particular subject if the candidate fails to score minimum passing marks in Mid-Semester Examination (MSE) and/or Internal Continuous Assessment (ICA) of that subject.
- iv. Minimum passing percentage in each head shall be of 40% marks.



O-5 M.TECH.

The Term Work (TW) shall be assessed regularly and evaluated through Internal Continuous Assessment (ICA).

The Scheme of marking of Term Work (TW) shall be displayed and brought to the notice of the students at the time of commencement of semester.

O-6 M.TECH.

A student shall prepare and present a seminar under the guidance of a supervisor and shall be assessed by a panel of experienced teachers. (As per prescribed structure).

O-7 M.TECH.

A candidate who fails at his/ her M. Tech. Term I or Term II or Term III Examination/s will not be allowed to submit final dissertation for his/ her M. Tech. Term IV Examination.

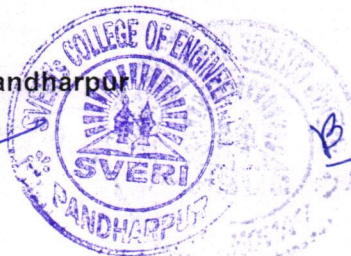
O-8 M.TECH.

A candidate shall be declared pass only if he/she secures a minimum of 50% aggregate marks in Term I and Term II examinations of each year of the M.Tech program.

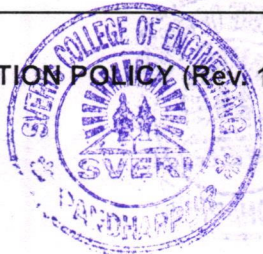
Appendix - A

Action for Malpractices & Lapses on the Part of the Students

Sr. No.	Nature of Malpractice	Action to be taken
1.	Possession of copying material: Depending upon the text of the copying in proportion and gravity of the malpractice.	a) Annulment of the performance of the student in the subject/paper concerned. b) Annulment of the performance of the student at the examination in full (i.e. only that part/Semester to which the copying material is related) c) Expulsion of the student from examination for two additional examinations. (Note: The quantum of punishment mentioned at (b) above shall also apply to the following categories of malpractice at Sr. No. (2) to Sr. No.(12) and Sr. No. (15) in addition to the punishment prescribed there at.)
2.	Actual copying from the copying material	Expulsion of the students from examination for one to three additional examination/s.
3.	Possession of another student's answer booklet.	Expulsion of the student from examination for one additional examination (BOTH THE STUDENTS).
4.	Possession of another student's answer booklet + actual evidence of copying therefrom	Expulsion of the student from examination for two additional examinations (BOTH THE STUDENTS).
5.	Mutual/Mass copying	Expulsion of the students from examination for two additional examinations + Fine of Rs.200/- each student involved in mass copying.
6.	a) Smuggling-out or smuggling-in of answer booklet(s) as copying material.	Expulsion of the student from examination for three additional examinations + Fine of Rs.500/-.
	a) Smuggling-in of a written answer booklet based on the question paper set at the examination	Expulsion of the student from examination for Four additional examinations + Fine of Rs.1000/- .
	b) Smuggling-in of written answer booklet and forging signature of the Junior Supervisor thereon	Expulsion of the student from college examination for five additional examinations + Fine of Rs.2000/- .
7.	Attempt to forge the signature of the Junior Supervisor on the answer-book or supplement	Expulsion of the student from examination for two to four additional examinations + Fine of Rs.1000/- .
8.	Interfering with or counterfeiting of college seal, or answer books or office	Expulsion of the student from examination for four additional examinations + Fine of Rs.1000/- .



Sr. No.	Nature of Malpractice	Action to be taken
	stationary used in the examination	
9.	Answer booklet, main, or supplement written outside the examination hall or any other insertion in the answer book	Expulsion of the students from examination for two to four additional examinations + Fine of Rs.1000/-.
10.	Insertion of currency notes in the answer booklet attempting to bribe any of the person/s connected with the conduct of examinations.	Expulsion of the student from examination for four additional examinations + Fine of Rs.1000/-.
11.	Using obscene language/ violence / threat at the Examination /Assessment centre by a student/s at the examination to Junior/Senior Supervisor / Chief Conductor /Principal/Moderator/Examiner/ person/s concerned with examinations.	Expulsion of the student from examination for two to four additional examinations + Fine of Rs.500/- to Rs.2000/- depending upon the gravity of the offense.
12.	a) Impersonation at the examination.	Expulsion of the student from examination for five additional examinations (both the students, if impersonator is a college student) + Fine of Rs.2500/- each for both students.
	b) Impersonation by an examination.	In case of first year student expulsion of the student from examination for two additional examinations. + Fine of Rs.2500/-.
13.	Revealing identity in any form in the answer written or in any other part of the answer booklet by the student at the examination	Annulment of the performance of the student at the examination in full (i.e. only that part /Semester to which the copying material is related.) + Fine of Rs.1000/-.
14.	Found having written on palms/ on the body/ on the clothes during the examination.	Annulment of the performance of the student at the examination in full (i.e. only that part /Semester to which the copying material is related).
15.	Identical answer(s) in answer booklet(s) reported by the Moderator /Examiner/Senior Supervisor/ Junior Supervisor	Expulsion of the students concerned from college examination for two additional examinations.
16.	Tearing of the answer booklet/page/s of the answer booklet(s)	Annulment of the performance of the student at the college examination for one additional examination + Fine of Rs.500/-.
17.	a) Attempting question in wrong Section e.g. Question	Fine of Rs.1000/-



B. Range

Sr. No.	Nature of Malpractice	Action to be taken
	of Section-I written in section-II or vice versa	
	b) Repeating questions in both Sections.	Fine of Rs.1000/-
18.	All other malpractice/s not covered in the aforesaid categories	Annulment of the performance of the student at the examination in concerned paper, full, and/or severe punishment and/or fine depending upon the gravity of the lapse.
19.	Students getting admission for any courses by using fake and/or forged examination documents.	Cancellation of terms, annulment of entire performance and withdrawing of the Degree as the case may be.
20.	Malpractices at Practical examination/Dissertation/Thesis /Project Report at U.G./P.G level	Student involved in malpractice at Practical examination/Dissertation/Thesis/Project Report at U.G./P.G. level the punishment shall be dealt with as per the punishment provided for the theory examination depending upon the gravity of the case.
21.	If on a previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractice used at the examinations, in this event he/she shall be dealt with severely. Severe additional punishment can be imposed on such students. This punishment may extend to double the punishment provided for the offense, when committed at the second or subsequent examination.	
22.	The Competent Authority, in addition to the above mentioned punishments, may impose a fine and/or punishment on the student /person concerned declared guilty.	

Note:

The Term “Annulment of the performance in full” includes performance of the student at the theory as well as practical examination conducted by Examination Cell, but does not include performance at ICA, project work with its ICA, oral or practical & dissertation examinations unless malpractice used thereat.



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[Signature]

B. Rongle

Appendix - B

Action for Malpractices & Lapses on the Part of the Staff Members

Sr. No.	Nature of Malpractice	Action to be taken
1.	Paper-setter found responsible for leakage of the questions set in the examination/s whether intentionally or due to negligence before the time of examinations.	Disqualification from all examination work for a period of minimum three years and maximum up to permanent disqualification + Fine of Rs.2000/- + disciplinary action by concerned authorities as per the rules applicable.
2.	Leakage of question(s)/question paper set in the examination before the time of examination	Disqualification from all examination work for a period of minimum three years and maximum up to permanent disqualification depending upon the gravity of the case as applicable + Fine of Rs.4000/- + Disciplinary action against the guilty/responsible person(s) as per the prevailing rules/Standard Code by the concerned authorities.
3.	Favouring a student (examinee) by examiner, moderator, and referee in assessment of Answer Booklet/ Dissertation/Project Report/Thesis by assigning the student marks to which the student is not entitled, at the examination.	Disqualification from all examination work for a period of minimum three years + Fine of Rs.1000/- to Rs.4000/- + disciplinary action by concerned authorities as per the rules applicable.
4.	Examiner/Moderator/Referee intentionally / negligently not assigning the student in assessment of his/her answer-booklet/dissertation/project work, the marks to which the student is entitled to at the examinations.	Disqualification from all examination work for a period of one to two years + Fine of Rs.1000/- to 5000/- + disciplinary action by the concerned authorities as per the rules applicable.
5.	Paper-setter omitting question(s) at the time of finalization of question paper set at examination or repeating Sr. No. of questions while writing or wrong insertion of question paper in the envelope.	Fine of Rs.1000/- for first mistake Repeating the same disqualification from all examination work.
6.	Paper-setter repeating question(s) in same / different section(s).	Fine of Rs.1000/- per error.

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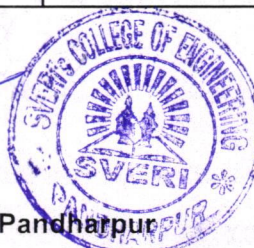


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Sr. No.	Nature of Malpractice	Action to be taken
7.	Paper-setter setting questions outside the scope of the syllabus.	Fine of Rs.200/- per mark of the questions out of the scope of the syllabus.
8.	While assessing the answer booklet examiner showing negligence in detecting malpractice used by the student(s)	Fine of Rs.1000/- to Rs.10000/-
9.	A Research Guide showing negligence in supervision of Thesis/ dissertation / project work (e.g. use of manipulated data by a student)	Disqualification as a Research Guide and disqualification from any examination work as decided by the competent authorities of the Institution.
10.	Sr. Supervisor/Chief Conductor showing apathy in carrying out duties mentioned in the examination instruction manual.	Fine of Rs.2000/- minimum.
11.	Jr. Supervisor helping student/s in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty.	Disqualification from all examination work up to a period of minimum three years + Fine of Rs.2000/- minimum + disciplinary action by the concerned authorities as per the rule.
12.	Jr. Supervisor helping student (examinee) in mass copying while on examination duty.	Permanent disqualification from any examination work + Fine of Rs.10000/- minimum + disciplinary action by the concerned authorities as per the rule.
13.	a) While assessing Answer Booklet Examiner/Moderator not assessing answer(s)	Fine of Rs.400/- minimum.
	b) While assessing Answer Booklet making mistakes in totaling the marks, and such other lapses	Fine of Rs.25/- per mistake.
14.	a) Refusal of examination work without any genuine reason to do so, as Flying Squad member.	Fine of Rs.2000/- minimum.
	b) Jr./Sr. Supervisor/Paper Setter/ Examiner / Moderator / Director CAP.	Fine of Rs.1000/- minimum.
	c) Any work related examinations.	Fine of Rs.1000/- minimum.

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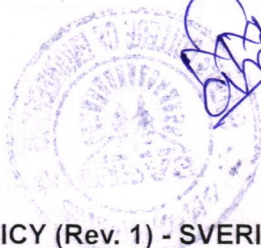


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Sr. No.	Nature of Malpractice	Action to be taken
15.	Wrong distribution of Question Paper by the Senior/Junior Supervisor(s).	All expenditure of re-printing, distribution etc. be recovered from the concerned Senior / Junior Supervisor/s + disciplinary action by the concerned authorities as per the rule.
16.	Late submission of MSS.	Rs.100/- per day.
17.	Violation of any of the instructions to the Paper-setter and Examiner(s)/Moderator(s).	Minimum Rs.200/-.
18.	Not submitting the manuscripts in properly sealed covers.	Rs.100/- per unsealed cover.
19.	Giving insufficient instructions.	Rs.100/- per question paper.
20.	Mistakes in transferring marks from Answer-booklets to Marklist or Marks from the inner side of Answer-booklets to cover pages of the answer booklet	Minimum Rs.25/- per mistake.
21.	For entering the marks against the wrong number.	Minimum Rs.200/- per mistake and not more than Rs.4000/- .
22.	Non-Assessment of the answer(s) or a part of the answer.	Minimum of Rs.400/- for per question or part of answer.
23.	Mistake in totaling.	Minimum of Rs.25/- per mistake.



B



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B. Ronge

Appendix - C

Supplementary Provisions

- 1) Examinations Cell will be the competent authority to recommend the quantum of punishment and disciplinary action to the appropriate authority.
- 2) Disciplinary action(s) such as show cause notice, strong warning, noting of the offense in the service book of the concerned person, fine, withholding or extending the promotion, withholding the increment(s), withdrawing the recognition, suspension and termination, etc. shall be implemented by the appropriate authority.
- 3) In addition to the above mentioned punishment, the appropriate authority may impose a fine and / or punishment on the concerned person if declared guilty.
- 4) The appropriate authority may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of the Maharashtra Act No. XXXI of 1982.
- 5) The authority shall decide the punishment for any malpractice not covered under the aforementioned categories, as deemed fit.



Sr.

Amas

B. Range