



Dr. J. J. Magdum Trust's

Dr. J. J. Magdum College of engineering, Jaysingpur

(Autonomous Institute Affiliated to Shivaji University,
Kolhapur)

Academic and Examination Rules and Regulations

Controller of Examinations

Dean Academics

Director/Principal

About JJMCOE

Dr. J. J. Magdum College of Engineering was established by Dr. J. J. Magdum Trust, Jaysingpur in the year 1992 with an objective to promote the cause of higher education. The institute is approved by All India Council of Technical Education (AICTE), New Delhi and Government of Maharashtra, affiliated to Shivaji University, Kolhapur. Notably, the institute has secured Autonomous status from AY 2024-25. The college offers B. Tech program in Mechanical, Civil, Computer Science Engineering, Electronics & Tele-Communication, Information Technology, Artificial Intelligence and Data Science, M. Tech program in Civil Engineering-Construction Management and Master of Computer Application.

Management of the institute extends its fullest support in building the institution as a center of excellence with technically superior, ethically strong and competent engineers. The serene campus vibrant with aesthetic bliss in an exhilarating convenient location, well connected by road, rail and air is easily accessible. The eco-friendly ambience creates and bestows a healthy learning atmosphere.

Due to able and proper guidance and motivation, many of our students have topped at University. Our training and placement works meticulously to improve and develop life skills to the students and tries hard to seek good jobs for our students. In addition to the academics, the students are engaged in sports and cultural activities which helps them to develop versatile personality. Various Club activities are conducted to encourage, motivate and inspire students from diverse culture to harness the talent through their perseverance.

JJMCOE boasts a team of highly qualified and dedicated faculty members who are committed to providing the best educational experience. The faculty is actively involved in research, contributing to advancements in their respective fields and enhancing the learning environment for students.

Facilities

The college campus is equipped with state-of-the-art facilities to support academic and extracurricular activities, including:

- a) Modern classrooms with advanced teaching aids.
- b) Well-equipped laboratories for hands-on learning and experimentation.

- c) A comprehensive library with a vast collection of books, journals, and digital resources.
- d) Computer centers with the latest software and high-speed internet connectivity.
- e) Sports and recreational facilities to promote physical fitness and well-being.

JJMCOE is committed to making a positive impact on society. Through various outreach programs and social initiatives, the college actively contributes to the betterment of the local community and beyond.

Preface

Welcome to the academics and examination Rules and Regulations of JJMCOE as a supporting reference intended for the students, faculty, support staff and other stakeholders. These RR's can help to streamline the academic and examination related activities in order to enhance quality of education. These RR's are approved by the apex body i.e. Academic Council. Academic calendar is prepared to undertake various academic and examination activities during the semesters.

This document is divided into two parts. Part-I is about the Academic Rules and Regulations and Part-II is about the Examination Rules and Regulations.

The RRs shall govern the admission policy, curriculum, course completion requirements, evaluation system and conduct of the examinations, award of degree and dealing with unfair means and lapses. All the stakeholders are required to read, understand and follow the RRs for smooth conduct of all academic and examination activities.

Abbreviation

T-I	Test- I
T-II	Test- II
ISE	In Semester Examination
ESE	End Semester Examination
SGPA	Semester Grade Point Average
CGPA	Cumulative Grade Point Average
SUK	Shivaji University, Kolhapur
JJMCOE	Dr. J. J. Magdum College of Engineering, Jaysingpur
AICTE	All India Council for Technical Education
DTE	Director/Principalate of Technical Education, Maharashtra State
CoE	Controller of Examinations
DCoE	Deputy Controller of Examinations
UGC	University Grants Commission
BoS	Board of Studies
AC	Academic Council
ASC	Academic Standing Committee
DAB	Departmental advisory body
EC	Examination Committee
FY,SY,TY	First, Second and Third year respectively
DEC	Department Examination Coordinator
ATKT	Allowed to Keep Term
VMOs	Vision, Mission & Objectives

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Committees and Functionaries

The academic administration of the college consists of committees and functionaries. The committees shall be AC, ASC, EC, BoS and DAB. In general, the tenure of all committees shall be 2-3 years. The frequency of meeting shall depend on nature of the committee. One-third members of the committee shall constitute the quorum.

The functionaries shall be Director/Principal, Controller of Examinations, Dean Academics, Heads of Department, Department Academic Coordinator, Department Quality Assurance Coordinator, Deputy Controller of Examination and First Year Academic Coordinator.

Composition of Board of Governors (BoG)/ Board of Management (BoM) of JJMCOE

- a) The Governing Body shall have at least eleven members including the Chairman and the Member Secretary. The Registered Trust/ Society/ Company shall nominate six members including the Chairman and the Member Secretary, and the remaining five members shall be nominated as indicated below.
- b) Chairman to be nominated by the Government/ Registered Trust/ Society/ Company. The Chairman of the Governing Body shall preferably be a technical person either Entrepreneur or an Industrialist or an Educationist of repute who is interested in the development of Technical Education and has demonstrated an interest in promotion of quality Education.
- c) Two to five Members (Industrialist/ Technologist/ Educationist) to be nominated by the Registered Trust/ Society/Company.
- d) Nominee of the affiliating University/ Board (Not applicable to PGDM Institutions).
- e) Nominee of the All India Council for Technical Education (Ex- officio) (Applicable to PGDM Institutions Only).
- f) Nominee of the State Government/ UT(Ex-officio).
- g) An Industrialist / Technologist / Educationist from the Region nominated by the State Government / UT.
- h) Principal/Director of the concerned Technical Institution (as nominee of the Trust/Society/ Company) – Member Secretary.

- i) Two Faculty members to be nominated from amongst the Regular Staff, one at the Level of Professor and one at the Level of Associate Professor/Assistant Professor.
- j) The total number of members of a Governing Body, however, shall not exceed 21.

1. Academic Council (AC):

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside, including representatives of the industry, university and the Government. The decisions taken by the Academic Council will not be subject to any further amendment by the Administrative Council or other statutory bodies of the university. The composition and functions of the academic council are given below:

1.1. Composition:

- a. Director/Principal/ Principal of the college (Chairperson).
- b. All Heads of department in the college.
- c. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
- d. Not less than four experts from outside the college representing such areas as industry, education, engineering etc., to be nominated by the Board of Governors (Administrative Council)/Administrative council.
- e. Three nominees of the university.
- f. Controller of Examination
- g. Dean academics (Member Secretary)
- h. Term: Term of the AC shall be three years.

1.2. Functions and Powers :

- a. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it with supporting justification.

- b.** Make regulations regarding the admission of students to different program of study in the college subject to Government rules and regulations.
- c.** Advice measures for improving the quality of teaching, study and research, innovative evaluation and teaching-learning methods.
- d.** Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- e.** Recommend to the Administrative Council proposals for institution of new program of study.
- f.** Recommend to Administrative Council for scholarships, prizes and awards.
- g.** Advice the Administrative Council on suggestions(s) pertaining to academic affairs made by it.
- h.** Perform such other functions and such other duties as may be necessary and as may be assigned by Administrative Council pertaining to academics.

1.3 Academic Standing Committee (ASC): Composition:

The composition is same as that of AC except external members. ASC shall perform the functions under emergent situations subject to modify by the AC.

2. Board of Studies (BoS)

The Board of Studies is the basic constituent of the academic system of an autonomous college. Its functions will include framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system, etc. The composition and functions of the Board of Studies are given below:

2.1 Composition:

- a.** Chairperson: Head of the concerned department.
- b.** Internal members: The entire faculty of each specialization.
- c.** Academic council nominee: Two domain experts from outside the college nominated by the Academic Council.
- d.** University nominee: One domain expert nominated by the vice-chancellor from a panel of six recommended by Principal
- e.** Industry representative: One representative from industry/corporate sector/allied area relating to Placement.
- f.** One postgraduate meritorious alumnus to be nominated by Director/Principal.

- g.** Co-opt members: maybe Chairman, Board of Studies, with the approval of the Director/Principal ought to co-opt: Experts from outside the college whenever special courses of studies are to be formulated.
- h.** Head of department/ Department Academic Coordinator will function as member secretary
- i.** In addition to Bos for departments of various disciplines, there shall be a BoS for First Year Department.

Term: Term of the BoS shall be three years.

2.2 Composition of First Year Engineering (FY) BoS:

- a.** Chairperson: HoD First Year Engineering
- b.** Internal members: The entire faculty of each specialization.
- c.** Academic council nominee: Two experts in the subject from outside the college nominated by the Academic Council.
- d.** University nominee: One expert nominated by the vice-chancellor from a panel of six recommended by Director/Principal.
- e.** Industry representative: One representative from industry/corporate sector/allied area relating to placement.
- f.** Co-opt members: maybe Chairman, Board of Studies, with the approval of the Director/Principal ought to co-opt: Experts from outside the college whenever special courses of studies are to be formulated.

Term: Term of the BoS (FY) shall be three years.

2.3 The Board of Studies of a Department in the College shall:

- a.** Review and revision of curriculum keeping in view the VMOs of the college and department, interest of the stakeholders, and national requirement for consideration.
- b.** Ensure academic standard and excellence of the courses offered by the department.
- c.** Recommend the curriculum for approval of the Academic Council.
- d.** Coordinate research, teaching, extension and other academic activities in the department college.

3. Departmental Advisory Board (DAB):

DAB is another basic constituent of the academic system of an autonomous college. The composition and functions of the DAB are given below:

3.1. Composition :

- a. Chairperson: Head of the concerned department.
- b. Internal members: Two senior faculty members of department.
- c. Industry representative: One/two representatives from industry/corporate sector/ allied area relating to placement.
- d. One /two academicians outside college.
- e. One/ two meritorious alumni.
- f. One parent.
- g. One /two students.
- h. Member secretary: Head of the Department/ DQAC Director/Principal shall draw the schedule for meeting of the DAB for the departments. The meeting may be scheduled as and when necessary, but at least once a semester.

Term: Term of the ASC shall be three years.

3.2. The DAB of a department in the college shall:

- a. Formulate a process to review post-implementation effects of curriculum.
- b. Suggest measures to ensure academic standard and excellence of the courses offered by the department.
- c. Suggest methodologies for innovative teaching and evaluation techniques; enhancement of industry-institute interaction.
- d. Identify and recommend the need of new program.
- e. Review target set for attainment of course outcomes and program outcomes.
- f. Guide and provide support to department.
- g. Plan strategically to enhance the academic quality of department.
- h. Address concerns of stakeholders expressed through feedback.
- i. Define and update the Program Educational Objectives (PEOs) and Program Outcomes (POs). Study the achievement of PEOS and PSO's reported by department academic committee and suggest measures for improvement.

4. FINANCE COMMITTEE:

Composition of Finance Committee:

- a) The Director/Principal (Chairman).
- b) One person to be nominated by the Governing Body of the college for a period of two years.
- c) Finance Officer of the affiliating University

- d) One senior-most teacher of the college to be nominated in rotation by the principal for two years.

Term: Term of the Finance Committee shall be three years.

Meetings: The Finance Committee shall meet at least twice a year Functions of the Finance Committee: The Finance Committee shall act as an

- a) Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of Autonomy; and audited accounts for the above.

5. Examination Committee (EC):

5.1. Composition:

- a. Director/Principal: Chairman & Chief Controller of Examinations.
- b. Controller of Examinations (CoE): Member Secretary.
- c. Dean Academics.
- d. University Nominee: Director, Examination and Evaluation, SU Kolhapur
- e. Deputy Controller of Examinations (DCoE).
- f. CoE of other Autonomous Institute.
- g. All HoDs
- h. Invitee: All Deans and Registrar.

5.2. Powers and Duties of Examination Committee:

The Examination Committee shall.

- a. Ensure proper organization of Examinations and tests including moderation, tabulation and declaration of the results.
 - i. Appoint Examiners, Moderators, and Paper-setters from amongst the persons included in the panels prepared by the respective BoS.
 - ii. Undertake, exercise and experiment in examination reforms.
 - iii. Recommend process for conduct of examination to Director/Principal.
- b. The Committee shall prepare the time schedule of the examinations and dates of declaration of their results at the beginning of the term and notify the same.
- c. The assessment of answer-books for all examinations can be done online/offline centrally through the Central Assessment

System. All answer-books of an examination can be masked and then coded. The coded answer-books shall then be assigned to the examiners for assessment using onscreen marking. After the assessment, all the online evaluated answer books shall be decoded and damasked and the result sheet will be prepared.

- d. In order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper setters, examiners, moderators teachers or any other persons connected with the conduct of examination, the Committee shall constitute a Sub-Committee consisting of three members of whom one shall be Chairman.
- e. The recommendations of the Sub-Committee shall be placed before the Examination Committee, which takes the disciplinary action in the matter as it deems shall fit.
- f. The Committee shall arrange for strict vigilance during the conduct of examination so as to avoid the use of unfair means by the students, teachers, invigilators, supervisors, etc.

6. Department Academic Coordinator:

There shall be Department Academic Coordinator (DAC) for UG program. The functions and duties are:

- a. Coordination of all academic activities of the UG program viz. Curriculum revision, framing of syllabus, time table, BoS meeting, display and submission of attendance status.
- b. Monitoring academic activities and conduct of classes.
- c. Extend necessary help to departmental academic and program evaluation committee.
- d. Recording and forwarding all academic related documents to Dean academic Office.
- e. Work in association with Dean Academics.

7. Department Examination Coordinator(DEC):

There shall be Department Examination Coordinator(DEC) for UG & PG program. The functions and duties are:

- a. Coordination of submission of CIE (ISE, T-I, T-II) Theory and Practical marks.
- b. Conduction of T-I & T-II in coordination with Examination Cell.
- c. Preparation and conduction of laboratory ESE schedule in coordination with examination cell.
- d. Recording and forwarding all examination related documents to CoE office.
- e. Work in association with CoE.

8. Deputy Controller of Examination (DCoE):

A Coordination for Institute related examination activities.

- a. Preparation of schedules of examinations.
- b. Maintaining examination related documents and platforms.
- c. Work in coordination with Dean Academic office and CoE.

9. Department Quality Assurance Coordinator (DQAC):

There shall be Department Quality Assurance Coordinator (DQAC). The functions and duties DQAC are:

- a. Coordination to conduct internal academic audit, question paper audit, and departmental advisory board meetings as a member secretary.
- b. Conduct course and graduate exit survey, make arrangements for feedback from stakeholders (industry/employer/alumni) and feedback analysis.
- c. Monitoring assessment of course outcomes.
- d. Computation/assessment/evaluation/achievement of PEOs and POs as per NBA requirements.
- e. Compilation of information required for Annual Quality Assurance Report (AQAR) of the Internal Quality Assurance Cell (IQAC) and forwarding it to Dean QA.
- f. Extend necessary help to departmental academic and program evaluation committee.
- g. Work in association with Dean QA.

10. First Year Coordinator (FYC):

The functions and duties of FYC are:

- a. Coordination of all academic activities of first year courses viz. curriculum revision, framing of syllabus, time table, BoS meeting as Member secretary, re-registration of course/s, display and submission of attendance status.
- b. Monitoring academic activities and conduct of first year classes.
- c. Coordination to conduct student and other feedbacks, internal academic and question paper audit.
- d. Provide assessment of course outcomes to concerned departments.
- e. FY related SAR criterion completion.

- f. Work in association with Dean Academics and IQAC Coordinator/Dean QA.

11. Post Graduate Academic and Quality Assurance Coordinator (PGAQC):

The functions and duties of PGAQC are:

- a. Coordination of all academic activities of the program viz. curriculum revision, framing of syllabus, ICC, time table, BoS meeting as member secretary, re-registration of course/s, display and submission of attendance status, and keeping records related to academics for AC meeting
- b. Monitoring academic activities and conduct classes, attendance reports.
- c. Communicate all academic information to all stakeholders.
- d. Work in association with Dean Academics
- e. Coordination of Academics of value added courses.
- f. Reviewing the attainment of course outcomes.
- g. Computation/assessment/evaluation/attainment of POs and PSOs as per OBE/NBA requirements, department NBA coordination.

12. Mentor/Proctor :

The faculty Proctor/Mentor will be appointed by the HoD of the parent department, who will be assigned a group (15 -20) of students of the concerned parent department, and will be valid throughout their duration of study.

The functions and duties of Mentor are:

- a. Help the students in planning their courses and related activities during their study period.
- b. Monitor, guide, advice and counsel the students on all academic matters.
- c. Interact with the students occasionally in a semester and maintain the records/minutes of meeting.

13. Course Teacher :

The functions and duties of course teacher are:

- a. Conduct classes as per the time table issued by the HoD and maintain all academic records (Attendance, Evaluation, and Attainment) for that course.
- b. Prepare course delivery and evaluation plan for student performance and distribute to all the students within the first

week of each semester.

- c.** Display students' performance in attendance and evaluation as stipulated in the academic RRs.
- d.** Report to the HoD on a periodic (monthly) basis, the potential cases of very poor academic performance as well as those of low attendance.
- e.** Follow all academic and exam related activities as per the schedule in the academic calendar.
- f.** Document all academic records in the course book in a format specified by Dean Academics and Dean QA necessary for academic audit.

PART-I

Academic Rules and Regulation

1. Introduction

1.1. All Undergraduate & Postgraduate Engineering programs offered by departments shall be governed by the rules and regulations provided in RR. The provisions made in this document shall govern the policies and procedures, curriculum, course delivery, evaluation system and conduct of the examinations. The rules and regulations shall be subjected to the amendment made by the Academic Council (AC), based on the recommendations of the BoS. These amendments shall be applicable to all undergoing UG & PG programs and shall be binding on all concerned stakeholders including students, faculty, staff, departments and institute authorities with immediate academic year.

The curriculum of each program is in line with Outcome Based Education (OBE) and provides:

- a.** Breadth knowledge for solving critical engineering problems.
- b.** In depth course contents with supporting skill and attitude assessment parameters.
- c.** Academic flexibility to ensure quality improvement.
- d.** Scope for multi-disciplinary learning activities- Collaborative and Co-operative Learning platforms for resolving societal and environmental concerns.
- e.** Opportunity for industry oriented projects providing Project Based Learning (PBL).

Apart from the specific program requirements; students shall built up a strong basis of the engineering education with the foundation courses on science, humanities, management economics etc. The stringent evaluation norms shall be followed to maintain quality of the engineering education. The examination system shall be transparent and governed by rules, regulations and time-bound activities.

1.2. The medium of instruction throughout the program shall be in English. In view of NEP- 2020 a few number of courses may be dealt in Marathi / Hindi Languages. The class engagement of foreign language shall be made flexible and interactive.

1.3. The semester system shall be adopted for academic activities in the college. Normally, all odd semesters shall start in July and shall end in November. All even semesters shall start in January and shall end in May. The start of first semester for B. Tech. and M. Tech. shall be governed by admission schedules declared by the Government of Maharashtra. Academic calendar shall be

prepared and displayed before the start of every academic semester.

2. Academic Program

2.1. Undergraduate Program

At present, JJMCOE is offering six undergraduate academic programs approved by AICTE and are given as follows.

1. B. Tech. Civil Engineering (CE)
2. B. Tech. Mechanical Engineering (ME)
3. B.Tech. Electronics and Telecommunication Engineering (ET)
4. B. Tech. Computer Science and Engineering (CS)
5. B. Tech. Information Technology (IT)
6. B.Tech. Computer Science and Engineering [Artificial Intelligence and Data Science (AI)]

The duration of B. Tech. program is of four years, normally referred as First Year (FY), Second Year (SY), Third Year (TY) and Final Year. The corresponding eight semesters are referred as Sem-I, to Sem-VIII.

2.2. Postgraduate Programs

JJMCOE is offering two post graduate programs approved by AICTE and are as follow.

1. M. Tech. Civil Construction & Management (CM)
2. Master in Computer Applications (MC)

The duration of M.Tech. and MCA Program is normally of two years and consists of First Year (FY), Second Year (SY). The corresponding four semesters are referred as Sem- I, to Sem-IV.

3. Academic Calendar

3.1. Institute Academic Calendar

The academic activities of the Institute shall be governed by academic calendar. It shall be displayed on the Institute website at the beginning of each academic semester. Every department, section, office shall prepare their annual activity calendar considering academic calendar.

3.2. Academic calendar framework

The academic calendar framework is shown in Table. In general, a semester has 15 weeks of teaching, 4 weeks of examination, totaling to 19 weeks of academics. The department/student activities can include GATE/employability training, internships, remedial coaching, faculty training etc.

Schedule of other activities: All other co-curricular activities should be scheduled by respective sections so as to align with the academic activities.

Compensating missed academics: The faculty should ensure timely conduct of lectures and laboratory sessions. However, any missing lecture/lab session needs to be compensated in association with head of the respective department.

Table 3.1 Academic Calendar Framework

Academic Calendar for Odd Semester			Academic Calendar for Even Semester		
Week No.	Activity	Duration	Week No.	Activity	Duration
1-6	Teaching Learning	6	24-29	Teaching Learning	6
7	Test-I For theory Courses,	0.5	30	Test-I For theory Courses,	0.5
7-11	Teaching Learning	4.5	30-34	Teaching Learning	4.5
12	Test-II For theory Courses	0.5	35	Test-I For theory Courses	0.5
12-16	Teaching learning, Submission of marks of Teachers Assessment (ISE) For theory Courses Submission of marks of Lab. courses	4.5	35-39	Teaching learning, Submission of marks of Teachers Assessment (ISE) For theory Courses Submission of marks of Lab. courses	4.5
17-19	ESE For theory	3	39-41	ESE For theory	3
20	ESE for Lab	1	42	ESE for Lab	1
21-23	Internship	3	43-45	Remedial teaching, Internship	3
			46-48	Makeup Exam	3
	Total Weeks	23		Total Weeks	26

4. Admission Process

4.1. Admission Type

The admission process involves following types of admissions.

1. New Admission
2. Admission to the next Higher Class
3. Re-admission
4. Admission due to Change of Branch
5. Temporary Withdrawal
6. Admission for Re-joining after a Gap

4.1.1. New Admission

1. The new admission refers to the admission when a candidate is first time admitted to the Institute.
2. Eligibility and Process: The eligibility and process for admission to a B. Tech., M.Tech. and MCA programs is governed by the norms and procedures of competent authorities such as DTE, Maharashtra State, AICTE, UGC and Shivaji University. The candidate shall be provisionally admitted to a program, subject to the fulfillment of eligibility criteria.
3. Provisional Admission: The candidate who has allotment letter issued by the competent authority, (e.g. Director/Principalate of Technical Education, AICTE etc.), upon payment of prescribed fees; he/she shall be provisionally admitted.
4. Regular Entry: The provisional admission to a B. Tech. Program can be through a Regular Entry or Lateral Entry where, Regular entry refers to provisional admission of students for first, second (excluding lateral entry), third, and final year of the program in odd semesters.
5. Entry from University Pattern: Students admitted to JJMCOE in pre-autonomous status and desires of seeking re-admission shall be eligible for admission in autonomous status only in odd (1ST 3rd, 5th, and 7th) semesters. Such students should have passed all the courses of previous semesters or fulfil the prevailing ATKT norms of Shivaji University, Kolhapur. The students admitted through ATKT norms shall clear backlog courses by appearing for the respective examinations. Further they shall undergo additional academic requirements (bridge courses) if any as specified by the BoS of the respective department to be at par with JJMCOE autonomous curriculum. Once admitted in autonomous mode, all the rules of autonomous mode shall be applicable.

6. Lateral Entry: Lateral entry refers to the provisional admission of a student for second year directly through diploma qualification.
7. Right to cancel the provisional admission: The Institute reserves the right to cancel the provisional admission of any student and discontinue his/ her study at any stage of studentship for unsatisfactory academic performance and/or undisciplined conduct.
8. Permanent Registration Number (PRN): Each student shall be allotted a unique program Registration Number at the time of first admission and that will be a permanent identification number. The number shall be valid till the student completes the program or cancels the admission or is removed from the roll.
9. Course Registration: Upon provisional admission to a program, the student needs to register for all mandatory courses of that academic year and also he/she needs to choose and register for the elective courses offered (if any), as per requirements of credit system, during the period specified in academic calendar.
10. ID card: Every admitted student shall be issued photo identification (ID) card. The student must carry ID card while in the Institute.

Permanent Registration Number (PRN) Scheme

Y	Y	U/P	BR	BR	N	N	N
Year of admission		UG/PG	Program Code		Serial Number		
2	4	U	C	S	0	0	1

Example-

24UCS001	24 – Year of Admission	U - UG Program	CS - Computer Science and Engineering	001-Serial Number
24PMC001	24 – Year of Admission	P - PG Program	MC –MCA	001-Serial Number
24PCM001	24 – Year of Admission	P - PG Program	CM – Construction Management	001-Serial Number

Code	Name Of Department/Section
CE	Civil Engineering
ME	Mechanical Engineering
CS	Computer Science and Engineering
IT	Information Technology
ET	Electronics and Telecommunication
AI	Artificial Intelligence And Data Science
MC	Master in Computer Application
CM	Construction Management

Regular Student		001 to 300
DSY Student		301 to 500
SUK to JJMCOE(Autonomous)	SY	501 to 600
	TY	601 to 700
	Final Year	701 to 800

4.1.2. Admission to the next Higher Class

Requirements: to take admission to the next higher class, (i.e.) from FY to SY, SY to TY and TY to Final Year, a student needs to fulfill the following requirements:

- i. Earning required credits/ Passing of registered courses
- ii. Paying the required fees
- iii. Registering courses of next higher class

Class Promotion Rule –

- a. Clear Pass (P)
- b. Allowed to Keep Terms (ATKT)
- c. Fail (F)
- d. Fail – Failed in Lower Academic Class (FLAC)

Class Promotion Rule -

Class Promotion - To promote or demote the student to next academic class.

a. Clear Pass (Pass):

1. Student should earn minimum 'P' grade in all the registered courses in current academic year and Clear Pass in previous academic class, if any.

b. Allowed to Keep Terms (ATKT):

1. If student get failed ('F' grade) in maximum **Five** courses out of all the registered courses in current academic year and Clear Pass in previous academic class, if any.
2. Do not consider any type of Audit course.

c. Fail (Fail):

1. If student get failed ('F' grade) in more than **Five** courses out of all the registered courses in current academic year.
2. Do not consider any type of Audit course.

d. Fail - Failed in Lower Academic Class (Fail - FLAC):

1. If student get passed by 'Clear Pass' or 'ATKT' in current academic class and fail in any one course in previous academic class.
2. Do not consider any type of Audit course.

4.1.3. Re-Admission

1. A student needs to take re-admission, if he/she has taken admission to the first year or any higher class, but has not fulfilled the course completion requirements for all registered courses in both semesters of an academic year.
2. A student can take re-admission, in the latest class of study, for improving the CGPA.
3. Process of Re-admission: An eligible student can take re-admission, by paying eligible applicable fees (if any) and by registering for all mandatory courses of that academic year. He/she needs to choose and register for the elective courses, offered (if any), as per requirements of the credit system, within the period specified in academic calendar.

4.1.4. Admission due to Change of Branch.

The FY B. Tech. students shall be eligible to apply for change of branch in SY B. Tech. if he/she fulfils the following requirements:

1. Requirements of DTE: The student must fulfil the requirements as decided by Director/Principal of Technical Education from time to time.

2. Merit basis: The process of change of branch shall be carried out purely on merit basis subject to the rules prevailing at the time of such change and subject to vacancy.
3. Accepting the allotted branch: Students allotted with a branch of their choice should accept it and no further request for change shall be entertained. There shall be no change in PRN number for students availing facility of branch change.

4.1.5. Temporary Withdrawal

A student shall be permitted to withdraw temporarily from the college for the reasons beyond his/her control. The applicable rules are:

1. The withdrawal shall be considered for a complete year or in multiples of year.
2. The student shall apply to Director/Principal/ Dean Academics for such a withdrawal stating the reasons for such a withdrawal, along with supporting documents, consent of his/her parent/guardian and clearance/no due certificate from all the concerned departments.
3. Dean Academics shall peruse the case and recommend for the approval from Director/Principal.
4. A student availing of temporary withdrawal from the College under the above provision shall be required to pay such fees and/or charges as may be fixed by the college until such time as his/her name appears on the student's roll list. However, it may be noted that the fees/charges once paid shall not be refunded.
5. Normally, a student will be entitled to avail the temporary withdrawal facility only once during the program.

5. Credit Transfer

Dr. JJMCOE provides credit transfer facility as:

5.1 Credit transfer for JJMCOE Students

- a. Students can avail the facility of credit transfer by completing courses, at other autonomous institutes, with whom credit transfer is available, with prior permission of Dean Academics / Director/Principal.
- b. Credits earned as mentioned above will be suitably converted (if needed) and will be shown on the grade card and will be considered for SGPA / CGPA calculations

5.2 Credit Transfer for Students other than JJMCOE

- a.** Students from other autonomous institutes, with whom credit transfer is available, can avail the facility of credit transfer from JJMCOE, by completing approved courses at JJMCOE.
- b.** Credits earned through credit transfer shall be shown on the result issued to such students. The credits earned by such students may be considered for CGPA calculation by their parent institute based on their academic policies.

6. Cessation from the Program

A student shall be discontinued from the program in the following cases:

- a.** Involved in ragging and not obeying discipline stipulated by college.
- b.** Not completing program in prescribed period: Students shall have to complete B. Tech. program in maximum period of 6 years (12 semesters) for regular entry and 5 years (10 semesters) for lateral entry from the date of first admission. Students shall have to complete M. Tech. program in a maximum period of 4 years (8 semesters). However, genuine cases with proper justification may be referred to Director/Principal of the institute.

7. Attendance

- a.** All students should attend the classes and expected to be regular (100% attendance) for all the courses. The attendance records of students should be maintained in MIS by the course teacher. The students should check their attendance regularly and should contact the respective course teacher for any discrepancy/grievance.
- b.** A maximum of 25% exemption in the attendance may be permitted for the approved leave of absence from class teacher/HoD for participating in co-curricular/extra-curricular activities/medical emergencies/reasons beyond the control of students. Students having attendance LESS than 75% and non-satisfying performance in Laboratory courses shall be detained for that semester and shall not be allowed to appear for ESE.

8. Curriculum

The curriculum of the various programs is designed aiming at preparing the students to be capable engineers with an aptitude of leadership and research. The curriculum has a variety of courses, including courses related to technology, human values, liberal and performing arts, innovation and intellectual property rights, start-up, and entrepreneurial skills. The enterprising students can learn innovative product design and its commercialization, through project based learning.

8.1. UG Programs

1. There shall be a prescribed credit system and course content for each academic program. The curriculum prescribes all the courses of study, the semester-wise with credits, type(s) of instruction, teaching/ contact hours, evaluation scheme and other requirements for the award of degree. The choices of elective courses are permitted as per the interests and career plan of students.
2. Types of Instruction: The types of instruction used in the teaching -learning process are,
 - i. Lecture
 - ii. Tutorial
 - iii. Practical
3. Course Types:
 - i. Theory Courses: The courses having only Lecture or Lecture with Tutorial sessions (no practical sessions) shall be considered as Theory courses.
 - ii. Lab Courses: The courses having only Practical session (no lecture/tutorial sessions) shall be considered as Lab courses.

For each course, credits are associated as shown in table below

Hrs/Week	Credits
1 Hr. Lecture (L) per week	1
1 Hr. Tutorial (T) per week	1
2 Hr. Practical(Lab)/week	1

4. The curriculum shall have credit and audit courses. The structure of curriculum for a program and course syllabi shall be approved by AC on recommendation of respective Bos.

5. Normally number of courses in a semester shall not be more than six for theory and six for laboratory courses.

A typical description of course syllabus shall consist of course title, course code, teaching hours per week for lecture/tutorial/practical, credit, pre-requisites, text books, reference books, objectives, outcomes with relevant Bloom's taxonomy levels, mapping of course outcome with program outcome, assessment scheme. The curriculum can be revised in any academic year as per the need, by taking due approval from BoS.

8.2. PG Programs

Every student must complete two mandatory non-credit courses, as per AICTE guidelines.

Dissertation work: The dissertation work shall be in semester III and IV. The students shall have an option to carry out the project either within campus or in industry/ autonomous institutes/ reputed organizations. Normally, dissertation work shall be carried out individually. In case of sponsored projects outside the campus; the student shall have to take approval from the concerned head of department.

9. Course Evaluation

9.1. Theory Courses

1. The courses having only Lecture or Lecture with Tutorial sessions (no practical sessions) shall be considered as Theory courses.
2. There shall be four evaluations for a course. Three evaluations shall be during the semester, and shall be called as Test-I & II (T-I & T-II) and In-Semester Examination (ISE) respectively. There shall be one examination at the end of the semester called as End Semester Examination (ESE).
3. The T-I & T-II should be conducted by the respective departments. ESE shall be conducted through Examination Section. The ISE shall be taken by the course teacher/s throughout the semester. For all evaluations, the paper setting and assessment shall normally be done by the course teachers/coordinators.
4. For theory courses, the marks shall be T-I (20) & T-II (20), ISE (10), and ESE (50).

5. For Theory course ISE (10marks) evaluation should be conducted fortnightly as per approved rubrics and preserve the documents. Final ISE marks are average of all.
6. All components of evaluation for theory courses shall be shown to the students.

9.2. Laboratory Courses

1. The courses having Practical sessions shall be considered as Lab courses.
2. The Laboratory course assessment shall be carried out in 2 phases, consisting of Laboratory Assessment (Term work marks) and Laboratory End Semester Examination (Laboratory ESE).
3. For Laboratory courses, the evaluation shall be Laboratory CIE (50) and Laboratory ESE (50).
4. All Laboratory evaluations shall be conducted/ coordinated by the course teachers/coordinators. The assessment scheme, tool/s shall be decided and announced by the course teacher at the beginning of the course. There can be external component for Laboratory courses and project ESE (except for FY B. Tech). The courses for which external components are needed shall be decided by the respective department. The number of Laboratory courses having external components shall be between 1 to 3, in a semester. For PG Dissertation course, the Laboratory ESE shall be conducted by guide/committee along with external examiner/expert.
5. For Laboratory courses course coordinators should complete evaluation during each practical as per approved rubrics
6. All components of evaluation for Laboratory courses shall be shown to students.
7. The facility for physically challenged / differently-abled students shall be as per norms issued from time to time.

9.3. Re-Examination

1. If State / National/University Level event dates overlap with T-I & T-II, then Re -examination will be planned for those students.
2. If State / National/University Level event dates overlap with ESE, then student should appear for Make-up Examination.
3. If ESE for Laboratory courses overlaps with State/National/University Level event dates, then respective department may adjust dates of ESE

10. Honors Degree

The credits earned through value added courses can lead to Honors Degree as given below:

1. Honors Degree

A student will be eligible to get "Honors in Engineering" degree; if he/she completes an additional of minimum 20 credits from approved Value Added Professional Courses, in the same domain as that of parent domain.

2. Eligibility

Students of any class (SY, TY, and Final Year B. Tech.) can take courses for minor/honors degree.

10.1. Rules & Regulations for Honor Scheme:

As per the AICTE guidelines, students can acquire additional 20 credits and obtain Honors/Minor in a specialization. The regulations regarding providing the Honors/Minor are as given below:

1. Students have to register additional courses and acquire additional 20 credits.
2. Honors Scheme for specialization in the parent branch; Minor in any other branch for improving knowledge and employability.

10.1.1. For Honor Scheme:

- a. Scheme would begin from 3rd Sem. of B.Tech. Program.
- b. Applicant should have minimum 7.5 CGPA of First Year (after 2nd Semester) during registration.
- c. Direct Second Year students should have diploma marks 75% and above.
- d. Applicant should not have any backlogs (Live and Dead) at the time of registration.
- e. The honor program offered by host department will decide, which branch students can opt the program.
- f. Department should float at least ONE course in each semester (Sem. -4, 5, 6 & 7).
- g. The courses from the main curriculum should not be in the list for Honors.
- h. To have practical exposure, Laboratory courses / Mini project permitted for Honor Scheme.

10.1.2. Course Registration:

Registration fees for Honor examination will be informed to students before the admission.

10.1.3. Implementation:

1. Allotment of time slot for classes/Laboratory in the time table.
2. Student failing in any of the Honor Scheme course/s should pass the course/s up to Make-up exam of the same academic year; otherwise discontinued from the Honor Scheme.
3. Consonance and GMR rules are not applicable for Honor scheme courses.
4. Year down Student will be discontinued from the Honor scheme.
5. Eligibility Rule for ESE –
Minimum 75% attendance is required for Honor courses.
If Practical CIE < 20 out of 50, declared as defaulter-TNG and Permanently withdraw from Honor program.

10.1.4. Examination and Evaluation Rules: As per B.Tech. program.

11. Award of Degree

11.1 Eligibility

Eligibility for award of degree from SUK is as follows

1. Registered and passed all the prescribed courses including mandatory non-credit courses and earned credits as per requirement for award of the degree.
2. Obtained CGPA 5.0
3. No dues, clearance from parent department and various sections, and completed all the prescribed mandatory requirements.
4. No case of indiscipline pending against him/her.
5. For such eligible students, the program passing certificate shall be issued by the Institute and the degree shall be conferred by the Shivaji University, Kolhapur.

12. Discipline and Conduct

Every student of the Institute is expected to maintain discipline and good conduct. Actions against any indiscipline and misconduct shall be governed by Institute code of conduct and Shivaji University Rules.

12.1. Violations of discipline

Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the college. Violations of the discipline shall include following and similar activities,

- a.** Disruption of teaching, examination, administrative work, curricular or extracurricular activity, and any act likely to cause such disruption.
- b.** Damaging or defacing the institute property.
- c.** Engaging in any attempt of assault or wrongful confinement of teachers, offices, employees and students of the college.
- d.** Use of abusive and derogatory slogans or intimidator language or incitement of hatred and violence.
- e.** Eve teasing or disrespectful behaviour to women or girls students.
- f.** Committing forgery, tampering with documents or records, identity cards, furnishing false certificate or false information.
- g.** Violation of cyber-security norms.
- h.** Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the college campus.
- i.** Possessing or using any weapons and firearms in the college campus.
- j.** Unauthorized occupation of a hostel, Accommodating guests or other persons in hostels without permission.
- k.** Indulging in any anti-national activities contrary to the provisions of acts and laws enforced by the Government.

12.2. Grievance Redressal

Any act of indiscipline of a student reported to Director/Principal/Concerned authority shall be referred to the Grievance Redressal and Disciplinary Committee of the Institute. The Committee shall enquire into the charges and recommend suitable action/ punishment if the charges are substantiated.

13. Academic Bank of Credit (ABC)

Government of India, Under National Education Policy-2020, intends to enable students across the nation with the “Academic Bank of

Credits” (ABC) system for fulfilling their thirst for knowledge by providing academic flexibility to pick and modify their educational paths, link diverse disciplines, and; assist them in acquiring the proper foundations and building blocks for their ambitions.

The “Academic Bank of Credits” (ABC) is an educational digital platform created to facilitate students’ seamless mobility between or within degree-granting Higher Education Institutions (HEIs) through a formal system of credit recognition, credit accumulation, credit transfers, and credit redemption in order to promote distributed and flexible teaching and learning. The ABC platform will provide students with the opportunity to register for a unique ABC ID, an interactive dashboard to see their credit accumulation, and options to begin a choice-based credit transfer mechanism. In addition, the student self-registration module will enable accurate identification of candidates who want to check and transfer their credits depending on their needs.

The ABC platform allows for the development of numerous roles, such as creation of student and academic accounts, to arrange credit accumulation and exchange at various levels

PART-II
Examination
Rules and
Regulation

1. Exam Cell

1. Pre- Examination (Paper setting and Printing)
2. Conduct of Examination
3. Post Examination(Assessment and Result tabulation)

1.1. The duties of CoE shall be as follows,

1. Question paper setting and printing.
2. Distribution of paper to Senior Invigilator.
3. Conduct of Examination.
4. Paper assessment / Moderation /Revaluation.
5. Result Declaration.
6. Authorized Signatory for Grade card.
7. Recommendation for Bill Passing (Paper Setting, printing, Conduct of Exam, assessment, result processing and declaration of result)
8. Member Secretary of Examination Committee

2. QUESTION PAPER SETTING

2.1. Eligibility Criteria regarding Appointment of Paper setter / Examiner / Moderator/Practical Examiner.

- 2.1.1.** The paper setter / Examiner shall be appointed by Office of CoE from the panel of Examiners submitted by BoS. The examiner appointed for undergraduate / postgraduate course shall have at least postgraduate degree in concern / allied branch of engineering.
- 2.1.2.** The paper setters shall have at least three years of teaching / industrial / field experience and at least one-year experience of teaching the course for which appointment is to be made. However, if experts are not available as per the norms mentioned above, the experienced teachers may be appointed as a special case with due approval from chairman BoS.
- 2.1.3.** No person can claim appointment as paper setter / Examiner / Moderator or any other appointment related to examination work as a matter of right.
- 2.1.4.** Appointments of person as setter / Examiner / Moderator /

Practical examiner shall be made as per the following guidelines.

1. Appointment of setter shall be made two months before the end semester examination (ESE).
 2. Appointment of Examiner/ Moderator shall be made fifteen days before the end semester examination (ESE).
 3. Appointment of practical examiner shall be made fifteen days before the scheduled practical examination.
- 2.1.5.** In case the practical examiner is appointed from outside (Industry / Organization / Field) he / she shall have at least two years of professional experience in the related field.
- 2.1.6.** In case Paper setter / Examiner / moderator / Practical examiner is from outside he/she shall communicate his/her acceptance immediately, however if it is not possible to accept the appointment ,he/she shall communicate the same to concern authority well in advance at least a week before the date of appointment. In case no communication is received from Paper setter / Examiner / moderator / Practical examiner within prescribed time limit it will be presumed that the appointment is accepted.
- 2.1.7.** The paper setter / Examiner /Moderator shall follow all the instructions given by the examination committee from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.

2.2. Instructions to the Question Paper Setter

- 2.2.1.** The question paper for end semester examination shall be for 70/50 marks and maximum duration shall be 2.5/2 hours. However, for design and drawing courses the duration may be change as mentioned in the curriculum.
- 2.2.2.** The paper setter shall not disclose his/her appointment. Any communication related to examination is confidential and secrecy should be maintained.
- 2.2.3.** Paper setter shall submit his/her willingness/ unwillingness to the authority within two days from the date of the letter of appointment as paper setter. It is mandatory for the teaching staff members of JJMCOE to accept the appointment as paper setter, if he/ she qualify as a paper setter.
- 2.2.4.** The paper setter shall submit two / three paper sets as per appointment order.

- 2.2.5.** Nature of question paper should be precise. Paper setter should design question paper such that the questions
- 1.** Are written with simple, straight forward and meaningful wording.
 - 2.** Are unambiguous.
 - 3.** Are asked for relevant marks.
 - 4.** Cover the entire syllabus for the course.
 - 5.** Should follow guidelines of outcome based education system as directed time to time.
- 2.2.6.** There shall be maximum six questions in which overall 30% internal choice (approximately option of 21/15 marks for 70/50 marks question paper). The students have to attempt all questions.
- 2.2.7.** The questions should be serially numbered and shall be numbered as 01, 02, 03, 04, 05, & 06.
- 2.2.8.** Sub-questions, if any, shall be numbered as a, b, c, d ... etc.
- 2.2.9.** Marks shall be indicated on the right side of sub-question or the question.
- 2.2.10.** Question should be set in such a way that it will test the skill of applying the knowledge acquired, rather than only testing memory or merely book information. The question paper may contain questions based on testing knowledge, skill and thinking ability based on Blooms Taxonomy levels.
- 2.2.11.** Diagrams or sketches, if any, should be drawn in black ink or with black ball pen and should be attached separately (to the question paper) with question number mentioned below the sketch.
- 2.2.12.** For guidance of assessment of answer books, paper setters should prepare the synoptic model answers and scheme of marking, giving distribution of marks for different points in the question.
- 2.2.13.** In case of numerical problems, solution of the problems with distribution of marks for different stages should be given in scheme of marking.
- 2.2.14.** The paper setter should specifically mention the charts, tables, IS codes, data books etc. required for the examination.
- 2.2.15.** Common “instructions to candidates” are already mentioned in the format given to setter. However paper setter is requested to delete excess instructions or add some instructions, if required.
- 2.2.16.** Each paper setter will have to submit a declaration as per

shown below along with the paper.

Unit	Topics of the Syllabus Covered / to be Covered	Weightage / Marks Distribution
1.		
2.		

2.2.17. Each External Paper Setter is provided with a copy of curriculum of that course and a teaching scheme submitted by a course teacher who has taught the course. Paper Setter may refer this teaching scheme while setting question paper so as to understand the depth of a particular topic of syllabus dealt by course coordinator.

2.3. Evaluation of the ESE Question Paper:

In order to maintain the quality and standard of question papers of the ESE, question papers shall be evaluated from the various academic/ industrial subject experts. The Format for Evaluation is given below. The experts shall also be paid appropriate remuneration.

Format for evaluation of ESE Question Paper				
Course Code:	Course Name:	Exam: W/ S/M 20--		
1	Does the question paper uniformly cover entire syllabus prescribed for the course?	No	Yes	
2	Whether the optional are 30 percent?	No	Yes	
3	Whether the time allocated for the paper was sufficient?	No	Yes	
4	Was the paper clearly written and was appropriate to understand the meaning?	No	Yes	

5	Was the language used appropriate?	No	Yes	
6	What is the standard of paper to judge the knowledge and analytical skills of student?	Poor	Moderate	Good
7	What was the difficulty level of the paper?	Easy	Moderate	Difficult
8	Any innovative ideas seen in the paper?	No	Satisfactory	Excellent
9	Whether the scheme of marking is appropriate?	No	Yes	
10	What is the overall quality of the paper?	Poor	Good	Excellent
Remarks:				
Question Paper Evaluated by:				
Sign.:		Name:		Address:

2.3.1. Question Paper Printing

Printing procedure for question papers.

1. Controller of Examination / Nominated by CoE in consultation with Chairman EC Committee shall select one question paper from among available sets, at least three working days before the schedule of the said examination.
2. Printing of the question paper shall be done at least one working day before the examination by CoE.
3. No. of copies to be printed will be decided by the following formula.

$$T = N + A$$

Where, T = Total number of question papers to be printed
N = No. of candidates appearing,
A = Additional question papers = 20% of the number of students appearing, subjected to a minimum of 5 and maximum of 15 question papers. A copy of the question paper provided by the paper setter shall be used for the printing.

4. No part of the question paper shall be saved on the hard disk during the entire process of printing.
5. Setting up the format of the question paper if required, would be done and the printing command shall be given

without creating any file on any of the storage device. However, the care shall be taken to eliminate changes in the original paper due to setting up the format.

6. These manuscripts shall be compiled and are to be retained for at least one additional semester in a sealed envelope.
7. Damaged question papers, extra copies of question paper, part of the question paper, the upper portion of which is affixed on the packet and stencils if any, etc. shall be destroyed by burning it at the end of the printing work every day.
8. Pending commands given to the printing machine if any shall be erased before closing the room.
9. All USB ports, CD writers, LAN cards, modems, blue tooth or any other accessory that can be used to transfer or save the data shall be disabled, from the computer used for printing.

2.3.2. Format of the question paper.

1. Page setup for question paper will be on A4 size paper with portrait setup.
2. Both the sides of the papers would be used for printing.
3. Light colour paper shall be used for the question paper printing. Following format shall be used.
4. Matter to be printed on question paper:

Name of the institute to be printed on the top of question paper.

**Dr. J. J. Magdum College of Engineering,
Jaysingpur**

(An autonomous Institute, Affiliated to Shivaji University, Kolhapur)

Name of Examination:

Example: First year B. Tech. Examination, Sem. I / II, 2024-25

Course code and course name:

Maximum marks: As per scheme.

Duration: As per scheme

Instructions: as given by paper setter

2.3.3. Sealing of question papers packets.

1. Requisite number of question papers shall be printed using available printing machine.

2. After printing the requisite number of question papers, they would be counted and placed in the packets. In order to minimize number of packets, optimal combinations out of the below given lots shall be selected.
3. Open end of the packet shall be pasted with gum.
4. The matter printed on the top of the question paper would be cut and pasted on the packet so that all the three joints of the packet would be covered as shown below in Figure 1.
5. Subsequently packets shall be sealed using sealing wax with the personal metal seal of the **CoE** as shown in the Figure 1 by letters CoE encircled.
6. **CoE** shall put his/her signatures on the places as shown in Figure 1.

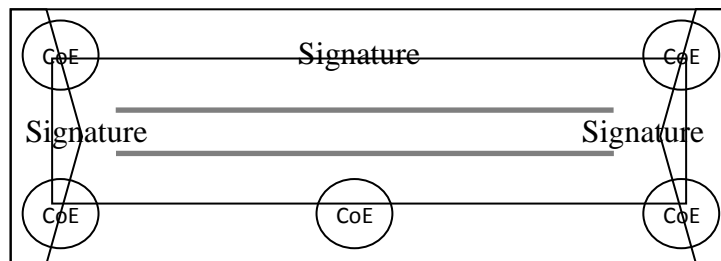


Figure 1: A sample question paper packet showing positions of seals and signatures.

2.3.4. Sealing of the room and cupboards: Paper seals duly signed with date and time have to be pasted on

1. All the cupboards in the printing / strong room section
2. All the doors of the printing / strong room section

2.3.5. The Committee

1. The person deputed for the printing will not leave the room until the work is completed.
2. No member shall carry any communication or storage device, such as mobile, blue tooth, pen drive, floppy disk or any such device that may be used for transferring or storing the data from the computer

2.3.6. It is recommended that the institute shall prefer automation / fully secured software and server for examination system. After implementation of automation, provisions shall be made as per the software need and question paper may be prepared and stored in soft copy itself.

3. CONDUCT OF EXAMINATION

3.1 General

- 3.1.1** The various examinations for B. Tech. and M. Tech. and MCA Programmes shall be conducted as per the Examination schemes approved by Board of Studies for the various Programmes.
- 3.1.2** The students shall be evaluated for his/her academic performance in a course through Teacher's Assessment (ISE), Class Test (T-I & T-II), Theory and Practical End Semester Examination(ESE).
- 3.1.3** There shall be Class Test (T-I & T-II) during each semester on two units of the syllabus for every theory course of 20 marks and duration is 1:00 hour.
- 3.1.4** At the end of each semester, there shall be an End Semester Examination (ESE) for every theory course. It shall consist of theory examination of 70/50 marks as mentioned in the examination scheme approved by Board of Studies of the respective Programmes. The examination shall be based on entire syllabus of the respective course.
- 3.1.5** Practical examination shall be conducted for every practical course, seminar and Project, at the end of the semester.

3.2 In Semester Examination (ISE) Teacher assessment.

- 3.2.1** Autonomy provides the teacher the flexibility for assessing the students with innovative tools. In case of implementation and due approval of HoD, the course coordinator shall evaluate the performance of the students in respective theory courses. Performance shall be evaluated by giving and checking home assignments, quizzes, taking surprise tests/seminars in class, allotting fieldwork, etc. Course teacher shall declare to the students at the beginning of the semester, the way in which he/she is going to evaluate the performance. Performance shall be regularly monitored and record of assessment shall be maintained in the prescribed format. Maximum weightage for Teachers Assessment shall be 10 marks per course.
- 3.2.2** Course teacher shall tabulate marks allotted to students for Teachers Assessment as ISE, display it on notice board for students' reference and hand over the copy of the same

to Head of Department/Faculty Coordinator.

3.3 Conducting Class Test Examination (T-I & T-II)

3.3.1 Coordinator from office of CoE shall prepare Institute-level timetable for class test for all the Programmes and send the copy of the same to all Heads of departments. Heads of Departments shall display the copy of timetable on notice boards of their departments and also circulate it among the course teachers.

3.3.2 T-I & T-II is conducted centrally with Departmental Exam coordinators.

3.4 End Semester Examination.

3.4.1 End Semester Examinations for all Programmes shall commence on the same day as per the schedule approved by the examination committee. However in case of any emergency the Chairman, examination committee is empowered to reschedule any examination.

3.4.2 CoE shall be responsible for smooth and proper conduct of examination in the Institute. He/she shall;

- 1.** Give the directions to all Heads of Departments, First Year coordinator and Coordinator test cell for conduct of examination.
- 2.** Prepare the master plan for seating arrangement, by taking into considerations the total number of students appearing to the test and seating arrangement available in each Department.
- 3.** Get the examination schedule prepared for all the Programmes from Coordinator Test Cell and send the copy of the same to all Heads of departments.
- 4.** Receive the cases of misbehaviour, malpractices, copy cases from Coordinator Test Cell and forward the same to complaint redresser committee for further necessary action.
- 5.** Obtain the list of external examiners for various courses from Board of Studies (BoS) and make it available to various Heads of Departments.

3.4.3 Examination committee will appoint two or more senior Invigilators for smooth conduction of ESE.

3.4.4 Seating arrangement shall be made for examination in all Department as per the Master plan for seating

arrangement.

3.4.5 Sr. Invigilators shall prepare appointments of staff for various examination activities as per following structure. The appointment order approved and signed by Dean Academics shall be distributed to respective staff and forward a copy of the same to CoE.

1. **Jr. Invigilators:** One invigilator for one block (30 – 40 students)
2. **Reliever:** One per 3 to 5 class rooms, Two for 6 to 10 class rooms, three for 11 to 15 class rooms and so on.
3. **Masking & sealing Assistant:** Two – three class III employees to assist invigilator
4. **Security Guards 02(01 ladies and 01 gents)**
5. **Exam peon:** Two for examination centre
6. **Watermen:** One for three class rooms, one for each drawing hall. Waterman shall be responsible for block cleanliness, lights, fans, ventilation and instructions of invigilator.
7. **Sweeper:** One for examination

3.4.6 Invigilators shall receive the sealed packets of printed question papers for each course from the CoE one hour prior to the schedule of examination in respective courses.

3.4.7 On each day of examination, Sr. Invigilators shall open the required number of packets of question papers at least 30 minutes before the start of examination. Prior to opening, however, he/she shall show the intactness of the seals of the packets to any two examinee and any two invigilators and obtain their signature on all the packets indicating the date and time of opening the packets. He/she shall then take out the required number of question papers from the packets and maintain the account of question papers on each packet.

3.4.8 Sr. Invigilators then shall hand over the required material to the Jr. Invigilators, at least 15 minutes before the start of the examination.

- 3.4.9 Jr.** Invigilators shall enter their class/hall at least 15 minutes before the start of examination. He / She shall
- 1.** Ask the students to keep their books, note books and their written materials at outside the room,
 - 2.** Check whether the students have occupied their seats as per the seating arrangement plan,
 - 3.** Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
 - 4.** Distribute the question papers to the students at the beginning of the examination,
 - 5.** Check the identity cards & hall ticket of the students and sign on their answer books, if all details are correct,
 - 6.** Take the signature of students on the attendance proforma, mark 'AB' for absent students and maintain the attendance record of his/her room/hall,
 - 7.** Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma,
 - 8.** Maintain general discipline in the classroom by frequently moving in the class room/hall and preventing any malpractices, attempt of copying by the students.
 - 9.** Report cases of students misbehaviour, indiscipline, malpractices and copying cases to the Sr. Invigilator for further necessary action,
 - 10.** Give warning to the students to tie their supplements, 10 minutes before the end of examination,
 - 11.** Collect the answer books from the students at the end of examination and arrange them sequentially as per the exam. seat numbers of students for each course separately,
 - 12.** Hand over the answer books and filled in proforma to the Coordinator test Cell.

3.4.10 Jr. Invigilators shall enter their class/hall at least 15 minutes before the start of examination. He / She shall

1. Ask the students to keep their books, note books and their written materials at outside the room,
2. Check whether the students have occupied their seats as per the seating arrangement plan,
3. Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
4. Distribute the question papers to the students at the beginning of the examination,
5. Check the identity cards of the students and sign on their answer books, if all details are correct,
6. take the signature of students on the attendance proforma, mark 'AB' for absent students and maintain the attendance record of his/her room/hall,
7. Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma,
8. Maintain general discipline in the classroom by frequently moving in the class room/hall and preventing any malpractices, attempt of copying by the students.
9. Report cases of students misbehaviour, indiscipline, malpractices and copying cases to the Sr. Invigilator for further necessary action,
10. Give warning to the students to tie their supplements, 10 minutes before the end of examination,
11. Collect the answer books from the students at the end of examination and arrange them sequentially as per the exam. seat numbers of students for each course separately,
12. Hand over the answer books and filled in proforma to the Coordinator test Cell.

- 3.4.11** Sr. Invigilator shall take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination. He/she shall also send the relieving supervisors to various rooms/halls to relieve the invigilators for not more than 10 minutes at a time.
- 3.4.12** If any examinee is not in position to write at all, or write as fluently as normal student, on account of physical disability or injury due to accident just before the examination and produces a medical certificate from authorities on this account, then a writer shall be allowed to such examinee
- 3.4.13** In case of physically disabled examinee, who can write but at much slower speed as compared to normal student, he/she may be allowed to write for 15 to 30 minutes extra for all the courses, provided he/she seeks permission from CoE for extra writing time on account of his/her disability by producing medical certificate from authorities to this effect.
- 3.4.14** After receiving the answer books from Jr. Invigilators, Sr. Invigilator shall check them as per the attendance record submitted by the Jr. Invigilators and then sorts out the answer books of each course separately. He/she shall then get it masked from respective invigilator, masking assistant shall be appointed for the support.
- 3.4.15** Masking process shall hide the exam seat no. and serial no. of each answer book by suitably folding the front page of the answer book and pasting with brown tape, as per the procedure laid down.
- 3.4.16** Sr. Invigilator shall direct the sealing assistant to tie the bundles of answer books of each course separately along with two copies of question paper, copy of attendance sheet, record of supplements issued etc. and pack them in packets of cloth and seal them. and paste a packing slip on each packet indicating all details of packed answer books. Thereafter Sr. Invigilator shall handover all the packets to coordinator Central assessment on the same day. He/she shall maintain the record of all such packets of answer books handed over to coordinator Central Assessment.

- 3.4.17** Sealing assistant shall maintain the account of answer books and supplements received and consumed for the examination in a register. He/she shall also prepare the bills of remuneration of all staff involved in the examination work and submit to the CoE through Sr. Invigilator for further action.
- 3.4.18** Coordinator Central assessment shall receive all the packets of answer books of all courses for all Programmes of all departments for assessment.
- 3.4.19** Sr. Invigilator shall prepare the estimate for remunerations of staff involved in the end semester examination as per rules. Remuneration shall be paid to the staff after the examination is over and account of payment shall be submitted to the office within a week.
- 3.4.20** CoE shall appoint a flying squad composed of three faculties/ staff including a lady faculty. Members of flying squad will arrange surprise visits to all examination blocks in various departments to check.
1. All examination related procedures are followed.
 2. Time schedule for examination related procedures is followed scrupulously.
 3. Cases of unfair means if any.

All members will maintain the record of visits in prescribed format & at the end of ESE. Flying squad will submit a comprehensive report to Controller of Examination.

3.5. Practical Examination

- 3.5.1.** Practical examination shall be conducted as per the examination schedule approved by the Examination committee. However in case of any emergency the Examination may be rescheduled with the prior approval of Chairman, examination committee.
- 3.5.2.** Heads of Departments shall act as coordinators for conducting practical examinations of their respective Departments and shall be responsible for various related activities. They shall, however, take the services of staff of their Departments for this purpose.
- 3.5.3.** Respective Heads of Departments shall prepare detailed timetable (batch-wise) for the practical examination. A consent of Heads of other departments shall be taken, if necessary, to avoid overlapping of schedule or any other problem.

3.5.4. Head of Department shall appoint staff for practical examination as per following structure and forward the copy of the same to CoE

1. External Examiner: One for each practical course, as approved by Examination Committee
2. Internal Examiner: One for each practical course, preferably the course teacher, as approved by Examination Committee.
3. Laboratory Expert: (For performance in practical examination only) One faculty member for each practical course.
4. Laboratory assistant: One Laboratory assistant of the respective laboratory.
5. Laboratory Peon: One for each course, preferably peon of the respective laboratory.

For workshop practical, the structure of staff for practical examination shall be as under;

1. **External Examiner:** One for each practical course, as approved by Examination Committee.
2. **Internal Examiner:** One for each practical course, preferably the course teacher, as approved by Examination Committee.
3. **Foreman:** One for each practical course
4. **Shop Instructor :** One for each shop, in which the examination is to be conducted.
5. **Peon:** One for each shop, in which examination is to be conducted In case of common courses in the same semester of different Programmes, different internal examiners and external examiners may be appointed for each Programme.

- 3.5.5.** Board of Studies (BoS) shall recommend the list of external/internal examiners for practical examination of each course to examination committee. Examination Committee shall finalize the names of external examiners, from among the list recommended by BoS. In case external examiner doesn't report for the examination due to emergency, the concern Head shall make alternative arrangement from the list of panels. In case no examiner available in the panel; the Head is empowered to make

suitable arrangement with the consent of Chairman Examination Committee. Coe office shall send the appointment letters to the external/internal examiners.

3.5.6. Internal examiners along with laboratory experts and laboratory peons shall make all the necessary arrangements of equipment/laboratory setup required for conducting practical examination for their respective courses.

3.5.7. Practical examination shall be conducted in any one of the following manners:

1. Oral examination (viva voce) only. Both internal and external examiners shall ask questions to the students based on the practical content of the course, so as to assess his/her practical knowledge of the course.

2. Practical examination in which the students are required to perform the given practical / make the given job in the workshop / draw a drawing on the drawing sheet / prepare a program on computer in the given computer language. The performance of the students then shall be judged by External examiner only.

3. Practical examination, in which student is required to perform a given practical, followed by the oral examination (viva voce) based on the practical content of the course. The performance of the students then shall be judged by both Internal and External examiner.

Internal examiner shall preserve the answer books/drawing sheets/workshop jobs of the practical examination for next two consecutive sessions and then hand over the same to the store for further action.

3.5.8. After the practical examination of the course is over, internal examiner along with the external examiner shall fill in the marks given to the students in the mark sheet, sign on it, seal it in a packet, write all details on the packet and hand over the same to Head of Department/coordinator on the same day, or latest on the next day.

3.5.9. Head of Department/coordinator shall hand over the packets of mark sheet to the CoE Office.

3.5.10. CoE Office shall prepare the estimate for T.A.D.A. and remunerations of external examiners, internal examiners

and other staff involved in the practical examination as per rules. T.A.D.A. and remuneration to the external examiners shall be paid as per rules and regulations, after the examination of the respective course is over. Remuneration to internal examiners and other staff shall be paid after the practical examination and account of payment shall be submitted to the office within a week.

4. CENTRAL ASSESSMENT

4.1 General

For assessment of answer books of **End Semester Examination** Director/Principal / CoE of Institute will form committee for a **Central Assessment Program (CAP)** at institute level.

Answer book assessment is an honour. Assessment is compulsory to all teaching staff of this institute. Officer-in-charge of this scheme will receive masked answer books from Sr. Invigilator and put code numbers on answer sheet; further he/she shall carry out the assessment as per given procedure in stipulated time.

Wherever number of persons involved in assessment is more than one for a course, in such cases, course coordinator shall request all assessors to sit together to decide a common scheme of evaluation in writing before beginning assessment.

4.2 Assessment procedure.

After receiving the order for assessment of answer books, the examiner shall

- 1.** Not disclose the order as it is confidential.
- 2.** Report at the **CAP**.
- 3.** Submit the “Evaluator’s Declaration” form given by CAP officials. Collect sealed bundle of answer books from CAP officials, count all the answer books in the bundle and carry out check on proper masking and coding of answer books. If any difference in number of answer books is there, get it clarified from CAP officials immediately. If any answer book is found to be unmasked, contact immediately coordinator for masking & get it masked. In any case, do not receive any unmasked answer book.

4. Collect question paper and solution/scheme of marking of the course from CAP officials.
5. Do not assess any answer book without solutions/scheme of marking.
6. Award step-wise marks for each solved question.
7. Transfer marks carefully on the front page of the answer book and carry out total of marks correctly.
8. Write marks as zero, 01, 02, 03, etc i.e. in double digit in the space provided on the front page of the answer book.
9. Assess the answer in terms of marks only. He/she neither shall put any comment nor shall put any markings
10. Put signature with his/her name in the space provided on the front page of the answer book.
11. Hand over the bundle, in following cases
Report immediately to CAP officials for further action if any complaints regarding the answer books such as
 - i. Found with multiple-writings/with multiple use of inks.
 - ii. Found attached with any currency note to the answer book and or found requesting assessor to assess answer book favourably,
 - iii. Mass copying,
 - iv. Found disclosing identity of the examinee in any form with an intent to get clear-cut illegal benefit,
 - v. Found writing abusive and threatening language
 - vi. Question paper with missing data, misprint of any nature and all other such cases
12. Handover valued answer books and signed mark sheet as per code numbers to officials. He/she shall also hand over the marking scheme and synoptic model answers to CAC officials which shall be collected and submitted back to CoE office at the end of assessment activity.

4.2.1 Scrutiny of Answer Paper

Generally Lab assistants/clerks are appointed for scrutiny of answer papers

1. He/she shall see that examinee attempted the questions considering the internal choice and shall check the marks given by the assessor are as per the marks allotted to the questions.

2. He/she shall see all questions and sub questions are valued and awarded marks.
3. He/she shall report to Cap Director/Principal in case of any discrepancy and shall get it corrected answer sheet as well as mark sheet from the concerned evaluator.

4.2.2 Valued answer sheets and mark sheets signed by evaluator, re-totaller shall be carried to Data Processing section. In this section, answer sheets shall be unmasked and Data processing operator shall feed the marks for respective examination seat number in the MIS at central assessment center and corresponding code numbers shall be added for the reference only. Data processing operator shall print the mark sheet for verification. Class III employees shall be appointed for the verification of marks on answer sheet and MIS print out. Any discrepancy in data entered in MIS shall be reported to CAP Director/Principal. He will get it corrected after looking in to the matter.

4.3 Dispatch of Assessed Answer Books

The coordinator CAP shall send all valued unmasked answer books in sealed bundles to the office of the CoE on the last day of CAP. The slip showing the details of bundle should be pasted on it.

4.4 Preservation of Assessed Answer Books

All valued answer books shall be preserved for four consecutive years under the custody of CoE office.

4.5 Revaluation of Answer Books

If student is aggrieved of ESE marks declared, he/she may apply for the revaluation of answer book.

4.6 Issue of Photo Copy of ESE Answer Paper to the Students.

If student is not satisfied with ESE result a facility to get photocopy of the answer book (in addition to revaluation) is made available. To issue the photocopy following procedure shall be followed,

Procedure

1. Eligibility:

The candidate shall be entitled to apply in prescribed form along with requisite fees for photocopies only of his/ her assessed answer books of such institute's end semester theory examination(s) in which he/ she has appeared.

2. Procedure for application for obtaining a photocopy:

- i.** A candidate desirous of procuring the photo copy of the answer book(s) shall be required to apply in the prescribed form.
- ii.** The candidate shall have to submit application form within 03 days (both days inclusive) from the date of display of marks of the concerned course(s).
- iii.** The candidate shall have to submit application to the office of CoE after paying requisite fee as prescribed from time to time per answer book or such fee as may be prescribed by the Institute from time to time payable in cash.
- iv.** Candidate will be responsible for submitting application in prescribed time limit. An application form received after the last date will not be accepted.
- v.** Applications incomplete in any respect and with illegible entries shall be liable to be rejected.
- vi.** Upon receipt of the application scrutinize the application for the following.
 - A.** Whether the total marks displayed in the given paper matches with the marks awarded to the candidate on the cover page of the answer book.
 - B.** Whether the question-wise marks awarded to all the questions inside the answer book are correctly carried over on the cover page.
 - C.** Whether the total of the question-wise marks on the cover page is correct. If any discrepancy on any of the counts under Clause a, b or c mentioned hereinabove is/ are noted the same shall be corrected by the C.A.P. with the authentication by the C.A.P. in charge.
 - D.** Whether all the answers in the answer book have been assessed by the examiner. If any question or part of it in the answer book is observed to be unassisted, the same shall be got assessed from the examiner in the course and additional marks, if any, awarded shall be then carried, noted and added on the cover page also and accordingly the total of the marks shall be corrected with the authentication by C.A.P. in charge.
- vii.** On receipt of photocopy of the concerned answer book from CAP, the CoE shall issue the same to the student with due acknowledgment.

3. The request for supply of Photocopy of the answer book(s) is an additional facility made available to the candidates, therefore, any delay in sending Photocopy of the answer book(s), due to reasons beyond the control of the Institute, shall not confer any right upon the candidates for admission to the next higher class.
4. The applicant being the sole custodian of the procured photo copy of the answer book, shall not be entitled to transfer the same to anybody for any purpose whatsoever as the same are supplied to him/ her for his/ her reference only. As and when the photocopy of the answer book will be issued to the candidate, the CoE will take necessary entries of the same and candidate must sign the same, while accepting the photocopy of the answer book.
5. If the applicant or the candidate is found guilty of any misuse of the photo copy he/ she shall be liable for the award of punishment ranging from cancellation of performance at the concerned examination with debarring him/ her from appearing at further examination(s) to confiscation of his/ her degree conferred.
6. Complaints regarding misuse of photocopy shall be processed by Grievance Committee.
7. Photocopy for a particular course in a particular examination shall be issued only once.
8. After getting the photocopy of answer book, if he/she is not satisfied with valuation, he/she may apply for the revaluation within three working days (inclusive of both days) (by paying fees as prescribed from time to time per course). In case of any change in marks, the grade will be awarded considering the same statistical parameters, which were used for that respective course (without affecting grades of other students).

5 UNFAIR MEANS / MALPRACTICES AT EXAMINATION

5.1 General

Government of Maharashtra enacted the Maharashtra Act No. XXXI of 1982., (Appendix-A) providing for preventing Malpractices at the University/College /Board Examinations. Under the section of the act use of unfair means of any kind by an examinee/ any person/person related to examination during the conduct of examination is a cognizable and non-bailable offence. For implementation of the act following procedure shall be adopted.

5.2 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 Academic Council shall be the competent authority to institute complaint redress committee. The complaint redress 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 to use unfair means at examination centre.

In case of teaching staff/ other staff related with conduct of examination involved in unfair means at examination, complaint redress committee shall investigate into the matter and forward the facts and finding of inquiry to Academic Board along with recommendation. Academic Council will take appropriate disciplinary action against the staff.

5.3 Procedure for dealing with Unfair means Cases at Examination Centre.

In case of unfair means, Head of concerned Department shall follow the following procedure.

1. The student shall be called upon to surrender to the Head of concerned Department unfair means material found in his /her possession, if any, and his/her answer book.
2. Signature of the concerned examinee shall be obtained on the relevant material and list thereon. Concerned invigilator shall also sign on all relevant material and documents and countersigned by Head of concerned Department.
3. Confiscate his /her answer book along with unfair means material; mark it as "suspected Unfair means Case". Obtain the Statement of the examinee and if demanded issue him/her fresh answer book duly marked as "Second Answer book".
4. Obtain his /her undertaking to the effect that decision of the concerned competent authority in his /her case shall be final and binding on him and allow him to continue with his /her examinations.
5. Statement of the concerned invigilator in shall be obtained by the Head of concerned Department and he/she shall make forwarding remark in the same format. If examinee refuses to make statement or to give undertaking the concerned invigilator and Head of Department shall record accordingly under their signature.

6. Issue show-cause notice in Form to the examinee instructing to appear before complaint redress committee.
7. In the case of impersonation or violence, expel the concerned examinee from the examination and not allow him/her to appear for remaining examination and report the action taken to the CoE.
8. Case May be reported to the concerned Police station in a prescribed Form, as per the provision of Maharashtra Act No. XXXI, 1982 for preventing malpractices at University/board/other examination and it should be informed to CoE.
9. All the materials and list of materials mentioned in clause a) and statement and undertaking of examinee and statement of Invigilator in along with the forwarding remarks shall be forwarded by the Head of concerned Department to CoE in separate and confidential sealed envelope marked with “Unfair means case”.
10. In case of unfair means of oral type invigilator and/or concerned authorized person shall record the facts in writing and report the same through Head of concerned Department to the CoE.
11. CoE after finding the prima-facie of the case of malpractice received from the Head of concerned Department shall send it to Complaint Redress Committee. CoE /concerned officer shall be the presenting officer of the case of malpractice which is originated through him before Complaint Redress Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

5.4 Procedure to be followed at Assessment centre

During the assessment of answer book, if examiner suspects that there is prima-facie evidence that the examinee/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, examiner shall forward his/her report along with the evidence and his/her opinion to the Coordinator, Assessment. Coordinator, Assessment shall then forward the case in separate sealed envelope marked with “suspected unfair means case” to the complaint redress committee.

If any staff is found involved in any type of malpractice/unfair means, Coordinator, Assessment - shall report the case to Complaint Redress Committee for further action.

Coordinator, Assessment/concerned officer will be the presenting officer of the case of malpractice which is originated through him before Complaint Redress Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

5.5 Procedure to be followed at Paper setting/printing.

If any student/staff/any person/s/ Person related with paper setting/person at printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, CoE shall report the case to Complaint Redress Committee for further action.

CoE will be the presenting officer of the case of malpractice which is originated through him before Complaint Redress Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

5.6 Procedure to be followed by Complaint Redressal Committee.

5.6.1 For Examinee/Person involved in Unfair means

1. For the purpose of investigating unfair means resorted to by examinee/ examinee/s at the examination, the Academic Council shall appoint Complaint Redressal Committee which will function as a body which will investigate into the matter and decide the punishment on the basis of facts and findings of the case after ensuring that reasonable opportunity has been given to the concerned implicated student/examinee/person in his/her defence.
2. The complaint redressal committee will then issue final order/s with regard to the penal action to be taken against the implicated examinee/person/s.
3. The complaint redressal committee shall inquire; decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means prescribed in Appendix-B & Appendix-C, in respect of cases of unfair means referred to it. However depending on the situation committee may quantify the severity of the punishment.
4. As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges levelled on him/her. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defence. The committee shall also consider the reply/explanation given by the examinee before making the final decision.
5. After issuing show cause notice if the implicated examinee fails to appear before committee on the day, time and the place 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.

6. In disciplinary action against concerned implicated student/ examinee/ person, committee can also cancel Institution scholarship/s or awards or prize or medal etc. awarded to him/her in that examination.
7. The committee shall dispose off the case within three days from the last date of examination and in no case latter than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee shall be issued to the respective examinee and same shall be informed to the CoE, Concerned officer through which the case is reported.
8. Complaint redress committee shall recommend punishment to examination committee. The examination committee shall approve the recommendations and shall forward it to the academic board for final noting.

5.6.2 For examiner/moderator/evaluator/teacher/Paper Setter/ other person involved in unfair means:

1. In case of paper setter, examiner, moderator, evaluator, teacher or any other person related with conduct of examination, after receiving the report of malpractice case along with primary documents, CRC shall investigate into the matter and submit the report along with the recommendations to Academic Council.
2. Concerned officer through which the case is originated shall be the presenting officer before the Complaint Redress Committee, police authorities, and court of justice and shall be dealt with case till it is finally disposed off.
3. The implicated person shall be informed in writing of the act of malpractices used and/or lapses committed by him at the examination and to ask him/her to be present before the committee on particular day, date, time and place.
4. The documents pertaining to malpractices, for which the person is implicated, shall be shown to him/her and reasonable opportunity including oral hearing shall be given to the concerned person in his/her defence before

the committee. The reply/ explanation given by the concerned person shall also be considered by the committee before making final report/ recommendation.

5. The committee shall follow the procedure in the spirit of natural justice.
6. If the concerned person fails to appear before the committee, on the day, date, time, and place fixed for meeting, the committee shall take the decision in his/her case in absentia on the basis of whatever evidence/ documents which are available before it and same shall be binding on concerned implicated person.
7. The committee shall submit its report to the Academic Council along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise after taking into consideration the categories prescribed in Appendix-C
8. After receiving the report along with the recommendations from Complaint Redressal Committee regarding punishment the Academic Council will pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning, or exonerating him/her from charges and shall impose any one or more of punishment taking into consideration the categories mentioned in Appendix.

5.7 Guidelines for imposing punishment on the examinees who caught copying/ involved in any type of misconduct during class test.

Head of the department will be the competent authority to take action on the student who is caught in copying /involved in malpractices in class test to his/her best judgment. Obtain the statement of the student and statement of the invigilator with forwarding remark of Head of concerned Dept. In cases such as violence/ other matter where it is felt necessary to take severe action he/she may refer the case to the complaint redress committee.

6 TABULATION AND DECLARATION OF RESULTS

(Procedure for declaration of results)

6.1 Class Test (T-I & T-II) Results:

After conduct of Class Test, the course coordinator will complete the valuation within three days from the last date of

completion of Class Test and allow the students to see the evaluated answer papers. Concerned Course Coordinator shall prepare the result one copy will be displayed on notice board in respective department, one copy will be sent to CoE through Departmental Coordinator within seven days after completion of examination and third copy will be retained by course coordinator / program head / first year coordinator in the department for record.

6.2 In Semester Evaluation (ISE)/Teacher Assessment:

In case of implementation of such scheme as a freedom of teacher to evaluate the student with innovative tools within the semester, the provision is made that concerned Course Coordinator shall prepare the result in triplicate at the end of each semester within stipulated period / before commencement of end semester examinations. One copy will be displayed on notice board in respective department, one copy will be sent to CoE through Departmental Coordinator and third copy will be retained by course coordinator/ program head/first year coordinator in the department for record.

6.3 Continuous Assessment of Practical Course:

Assessment of laboratory course of a student shall be carried on continual basis throughout the semester. At the end of each experiment/practical a teacher will assess the student on the following parameters,

1. Technical competence (Usage of Tools and Techniques)
2. Innovation (Research/ Creativity / Thinking/ Quality / Spirit of inquiry)
3. Participation in team (Decision Making , Leadership)
4. Integrity and Responsibility
5. Viva

This assessment shall be done immediately after the experiment is completed. The proforma for continuous assessment is given. The teacher has to take signature of student immediately after assessment a token that the student is made aware of the marks he scored in that practical experiment. At the end of semester average marks of all experiments will be calculated and fed to MIS and result will be prepared within stipulated period. One copy will be displayed on notice board in respective department, one copy will be sent to CoE and third copy will be retained by course coordinator/ program head/first year coordinator in the department for record.

6.4 End Semester Examination(ESE) Result:

Controller of examination shall prepare the result of ESE and declare as

provisional results to the students. The same shall be used for grading process with due weightage.

6.5 Preparation of Grade points.

Office of the CoE shall combine all the marks (after revaluation if any) i.e. MSE, ISE and Semester End Examination Marks of the students obtained in respective Theory / Practical course and shall prepare Grades to be awarded to the students in respective course. The same shall be used for statistical parameters and post examination analysis.

6.6 Tabulation and Declaration of Final Results:

6.6.1 Office of the CoE shall prepare the Tabulation Register and declare the provisional results. After declaration of provisional result, student may submit his grievance within one week from the date of declaration of provisional result to CoE office

6.6.2 After all grievances are addressed, the final result will be declared by CoE office.

6.6.3 Grade cards shall be prepared and then signed by CoE. Grade Cards shall be issued to the students.

6.6.4 For any correction in Grade card student may apply to CoE. The original grade card should be submitted with the application. After corrections new grade card will be issued to student.

7. PROVISIONAL DEGREE

7.1. Provisional Degree:

The institute shall issue “Passing Certificate” signed by Controller of Examination and or Principal to the outgoing students who, otherwise have completed all the requirements for award of degree.

Appendix- A

Dr. J. J. Magdum College of Engineering, Jaysingpur

(An Autonomous Institute under Shivaji University, Kolhapur)

Guidelines for imposing punishment on the examinees caught copying / involved in any type of misconduct during or after Examination

Sr. No.	Nature of Malpractice	Quantum of Punishment
1.	Examinee found communicating or talking with other examinees during examination	Cancellation of examination of examinee in that course
2.	Examinee found with copying material related to the paper but having not used the material	Cancellation of performance of examinee in that course
3.	Revealing identity in any form in the answer written or in any other part of the answer book by the examinee with clear intent of getting illegal benefits	Cancellation of performance of entire examination (1)
4.	Examinee found marking an appeal to the assessor revealing both i.e. name and address	Cancellation of performance of entire examination (1)
5.	Examinee found writing provocation, abusive or threatening language in the answer book	Cancellation of performance of entire examination (1)
6.	Examinee found having written on palm or on his/her body or on clothing in the examination	Cancellation of performance of entire examination (1)
7.	Cases of mass copying/individual copying reported in assessment center reported during the examination	Cancellation of performance of entire examination of the examinee/s (1)
8.	Examinee caught copying from the copying material, whether examinee accepts or denies of the same	Cancellation of performance of entire examination and debaring from one additional subsequent examination (1+1)
9.	Examinee found exchanging answer books/ slip of papers with other examinees/ writing from others answer book/ allowing other examinee to copy from his/her answer book	Cancellation of performance of entire examination and debaring from one additional subsequent examination (1+1)

10.	Examinee found influencing the assessor/ any other person connected with the examination	Cancellation of performance of entire examination and debarring from two additional subsequent examinations (1+2)
11.	Examinee possessing copying material and having copied from the same, but denial of its use, refusal to give statement to that effect. Misbehaviour with invigilator and officers related to exam	Cancellation of performance of entire examination and debarring from two additional subsequent examinations (1+2)
12.	Examinee found smuggling in or smuggling out answer book as copying material	Cancellation of performance of entire examination and debarring from two additional subsequent examinations (1+2)
13.	Examinee found destroying his own answer book/ taking away his own answer book and/or removing blank/ written pages from the main answer book	Cancellation of performance of entire examination and debarring from two additional subsequent examinations (1+2)
14.	Examinee possessing copying material and attempts to destroy the evidence/runs away with copying material. Misbehaviour with invigilator and officers related to exam	Cancellation of performance of entire examination and debarring from three additional subsequent Examinations (1+3)
15.	Examinee found smuggling in previously written answer book and inserting it in present answer book	Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3)
16.	(i) impersonating or (ii) for whom impersonation is noticed	(i) Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3), if the examinee (impersonating person) is student of this institute plus he/she will be handed to police. (ii) Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3), if the examinee (for whom impersonation is noticed) is student of this institute plus the case to be reported to police.

17.	Insertion of currency note to bribe or attempting to bribe any of the person/s connected with examination	Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3) and currency to be forfeited to Non-Government account of college
18.	Examinee found sending out or talking in question paper from outside	Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3)
19.	Examinee found tempering with mark sheet/ certificate issued by the institute	Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3)
20.	Attempt to forge the signature of the invigilator on the answer book	Cancellation of performance of entire examination and debarring from three additional subsequent examination (1+3)
21.	Examinee found bringing or in possession of any weapon in examination room/ hall and making any kind of violence among examinees/ staff of examination	Cancellation of performance of entire examination and debarring from five additional subsequent examination (1+5), plus handing over the examinee to police
22.	Cases of mass copying reported during the examination	Result will be held up. Punishment shall be based upon the actual investigation report.
23.	If on previous occasion a disciplinary action was taken against a examinee for malpractice used at exam and he/she caught second time for malpractice used at examination	Enhanced punishment can be imposed on the examinee. This enhanced punishment may extend to double the punishment provided for the offence when committed at the second or subsequent exam.
24.	Examinee involved in malpractices at Practical/dissertation/ project report examination	Case will be dealt with by inquiry committee and recommend the punishment to competent authority
25	Carrying mobile during examination (ON/OFF). No copying material in the mobile.	<ol style="list-style-type: none"> 1. Undertaking from the examinee mentioning 'Not carrying mobile in examination in future'. 2. Examinee may collect his mobile from Dean (Student affairs) by following the regular

		institute procedure.
26	Carrying mobile during examination (ON/OFF). Relevant material found in mobile but not copied in answer sheet.	Cancellation of performance of examinee in that course. Mobile will be returned to the examinee.
27	Carrying mobile during examination (ON/OFF) ... Relevant material found in mobile and copied in answer sheet.	Cancellation of performance of examinee in the entire examination. Mobile will be retained as a copy material.
28	All other cases not covered above	Punishment will be decided by inquiry committee based on above mentioned punishment
Discrepancies in the question papers		
29	<p>General complaint regarding “question is out of syllabus.”</p> <p>A) If said question is compulsory</p> <p>B) If said question is optional</p>	<p>As per the inquiry and recommendations from HOD, course coordinator and subject expert /experts, it is to be get confirmed that question is out of syllabus.</p> <p>Question is to be removed from the question paper and valuation is done for the remaining marks and obtained marks are to be converted to maximum marks of that examination.</p> <p>Question is to be removed from the question paper and remaining sub questions are to be made compulsory. The valuation is to be done for the maximum marks of that examination</p>
30	<p>Printing mistake in question</p> <p>i) Meaning of the question is understandable</p> <p>ii) Meaning of the question is not understandable</p>	<p>The course coordinator shall remain present during the examination. He should clarify the meaning of question to the students.</p> <p>i) As per the inquiry and recommendations from HOD, course coordinator and subject expert /experts, it is to be get confirmed that</p>

		<p>ii) question is vague. Question is to be removed from the question paper and action is taken as per Sr. no. 1 (i) or (ii).</p>
31	Question paper is set for less /more marks than prescribed in examination scheme	Paper shall be assessed for marks given in the question paper and marks obtained by the examinees are then converted to out of marks allotted in examination scheme for that course.
32	<p>Insufficient data is given in question paper for particular question</p> <p>i) Standard data is missing</p> <p>ii) Major data is missing</p>	<p>The course coordinator shall remain present during the examination. He should do the necessary correction and tell the students during the examination</p> <p>a) As per the inquiry and recommendations from HOD , course coordinator and subject expert /experts, it is to be get confirmed that major data is missing.</p> <p>b) Question is to be removed from the question paper and action is taken as per Sr. no. 1 (i) or (ii).</p>

Appendix – B

Dr. J. J. Magdum College of Engineering, Jaysingpur
(An Autonomous Institute under Shivaji University, Kolhapur)

Guidelines for imposing punishment for Malpractices and lapses on the part of the paper Setter, Examiner, Moderator, Referee, Teacher or any other person connected with the conduct of the examination.

Sr. No.	Nature of Malpractice /Lapses	Punishment
1.	Paper-setter found responsible for leakage of the question set in the end semester examination whether intentionally or due to the negligence before the time of examination	Disqualification from any examination work + disciplinary action by the competent authorities as per the rules applicable
2.	Leakage of the question/question paper set of the end semester examination before the time of examination by any person /s connected with the conduct of examination	Disciplinary action by the competent authorities against the guilty/ responsible person/s as per the prevailing rules/code applicable
3.	Favouring a student (examinee) by examiner, moderator, referee in assessment of answer books / dissertation / project report /thesis by assigning the examinee marks to which the examinee is not entitled at the examination	Disqualification from any examination work + disciplinary action by the competent authorities
4.	Examiner/ moderator/ referee intentionally/ negligently not assigning the student in assessment of his /her answer books/ dissertation /project work, the marks to which the student is entitled to at the end semester examination	Disqualification from any examination work + disciplinary action by the concerned competent authorities
5.	Paper-setter omitting question at the time of finalization of question paper set at examination	Disqualification from any examination work for a period of three years.
6.	Paper-setter repeating question in same/different section/s	Disqualification from any examination work for a period of three years.
7.	Paper-setter setting question outside the scope of the syllabus	Disqualification from any examination work for a period of three years.

8.	While assessing answer books examiner showing negligence in detecting malpractices used by the student/s	As decided by the concerned competent authorities of the institute.
9.	Guiding teacher showing negligence in supervision of dissertation /project work (e.g. use of manipulated data by a student)	As decided by the concerned competent authorities of the institute.
10.	Coordinator Examination (departmental) showing apathy in carrying out duties related to examinations (e.g. not taking rounds to the examination halls during examination period or opening the packet of question paper before prescribed time)	As decided by the concerned competent authorities of the institute.
11.	Invigilator helping student in copying answers while in the examination or showing negligence in reporting cases of copying by students when on supervision duty.	Disqualification from any examination work up to a period of three years + disciplinary action by concerned competent authority as per the rule if he/she is a University/college/ institution employee.
12.	Invigilator /teacher helping student (examinee) in mass copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned competent authorities as per the rule if he/she is a University/college/ institution employee.
13	The competent authority may report the case of the concerned implicated person to the appropriate police Authorities as per the provision of Maharashtra Act No. XXXI of 1982.	

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Evaluation System

The Evaluation system for each course (Theory and Practical) is as follows

Theory Course

Continuous Internal Evaluation (CIE) and Semester End Examination (ESE)

1. CIE

- i. Test I (TI) : 20 MARKS
- ii. Test II (TII): 20 Marks.
- iii. In Semester Evaluation (ISE) (TA) ISE : 10 Marks.

2. ESE = 50 marks

Practical (Lab) Course

1. CIE(TW) (Journal, Attendance, Performance, Oral, etc.): 50 marks.
2. ESE (External POE): 50 marks.

For the courses ESE is not available as per syllabus structure then CIE marks were converted out of 100 marks for award of grades.

❖ ESE Examination Sessions (Per Academic Year) –

1. Winter Session (Odd Term),
2. Summer Session (Even Term)
3. Makeup Exam (Optional/Supplementary)

Winter Session: All odd semester courses (Sem. – 1, 3, 5 & 7) and backlog of all even semester courses (Sem. 2, 4,6 and 8).

Summer Session: All even semester courses (Sem. – 2, 4, 6 & 8) and backlog of all odd semester courses (Sem. 1, 3, 5 and 7).

Make_up Exam : All odd and even semester courses (1, 2,3,4,5,6,7& 8)

A ESE Eligibility Criteria

1. **Attendance** of all courses in current academic semester: **Minimum 75%**
2. **Minimum CIE** marks for **only** practical type (TW) (Lab, Seminar, Project, Dissertation, Training, Internship) courses: **40%** of CIE.
3. Student should **appear** for at least **Test I /Test II**.

A1 Regular Students:

Regular Students - Regular Courses: Student/s should fulfill both the criteria 1, 2 & 3, otherwise considered as Defaulter (Term Not Grant - Detained).

A2 Year Down (YD)/ ATKT Students:

i.e. Re-registration of 'F'(Fail), 'AB' (Absent), 'L'(Lapses)- graded courses in previous A. Y. exam into next A.Y. exam

Criteria 1, 2 & 3 are not applicable and CIE get nullified (not carry forward). i.e. CIE=0

B. ESE Evaluation Process

B1 First Evaluation

B2 Moderation

B3 Re-evaluation1 (RE1)

B4 Re-evaluation2 (RE2)

B. ESE Evaluation Process

B1 First Evaluation:

1. Theory type course/s: Single assessment of every answer book (script).
2. Practical type course/s: Assessment by practical &/or Oral

B2 Moderation (Second Evaluation): Only for theory courses

100 Mark Question Paper

1. Moderation of all answer books in the range 30 to 39 and 70 to 100 along with any random one from the remaining per packet.
2. If no answer book falling in range 30 to 39 and 70 to 100, then random one answer book should be for moderation per packet.

70 Mark Question Paper

1. Moderation of all answer books in the range 21 to 27 and 49 to 70 along with any random one from the remaining per packet.
2. If no answer book falling in range 21 to 27 and 49 to 70, then random one answer book should be for moderation per packet

50 Mark Question Paper

1. Moderation of all answer books in the range 15 to 19 and 35 to 50 along with any random one from the remaining per packet.

2. If no answer book falling in range 15 to 19 and 35 to 50, then random one answer book should be for moderation per packet.

Moderation marks are considered as final marks (Actual ESE).

Not applicable for online courses.

B3 Re-evaluation 1 (RE1): Only for theory courses

1. Only applicable for winter and summer examinations.(Only Fresh exams)
2. After re-assessment of answer book (on student demand), previous Actual ESE marks get cancelled and Re-evaluation1 (RE1) marks are considered as final marks.

B4 Re-evaluation 2(RE2): Only for theory courses.(Only Fresh exams)

1. After Re-evaluation1 (RE1), if absolute difference of Re-evaluation1 (RE1) and previous (First Evaluation/Moderation) marks is more than or equal to 20/14/10 for 100/70/50 marks Question Paper, then the same answer book is applicable for Re-evaluation2 (RE2).
2. After Re-evaluation2 (RE2), the Average of RE1 & RE2 marks are considered as the final marks.

C. Marks Totaling -

C1 Downscaling of Actual ESE marks

C2 Lifetime of CIE

C3 Totaling of marks

C1 Downscaling of Actual ESE marks:

1. All theory & practical type courses, ESE will be proportionally downscaled to 50 only if conduction of the same is more than 50.
2. Only applicable for regular students, current A.Y. course/s, winter, summer exams & makeup exam.
3. Downscaled ESE marks should be sealed at all the stages.

Note : After downscaling of Actual ESE, marks are termed as **ESE**

X = marks obtained

1. Downscaling of Theory Course/s (Max ESE = Theory paper):

Case1: $ESE = (50 \cdot X / 100)$ (100 marks theory paper)

Case2: $ESE = (50 \cdot X / 70)$ (70 marks theory paper)

Case3: $ESE = (50 \cdot X / 50)$ (50 marks theory paper)

2. Downscaling of Lab/Practical Course/s (Max ESE = Practical &/or Oral exam):

Case1: $ESE = 100\%$ of Max ESE, where Max ESE = 50 marks

Case2: $ESE = (50 \cdot X/A)$, where X is actual max ESE marks (If Actual ESE marks is more than 50). e.g. Project, seminar etc

C2 Lifetime of CIE:

1. CIE of all the regular courses only in Odd term (Winter Exam) will carry forward to even term (summer exam) of same A.Y.
2. CIE of all courses registered under CGPA improvement will carry forward.
3. CIE of all re-registered courses in next A.Y. will not carry forward (nullified, i.e. CIE=0)

C3 Totaling of marks:

Total mark is the summation of CIE & ESE

i.e. Total marks = CIE + ESE

Where, CIE is Continuous Internal Evaluation obtained at end of current semester,

D. Course/s Passing Rules

D1 Clear Pass

D2 Condonation

D3 Grace Marks (GMR)

D. Course/s Passing Rules

Eligibility Rule of Course Passing:

1. Rule1: Minimum 40% marks in End Semester Exam.
2. Rule2: Minimum 40% marks in Total marks (CIE+ESE).

➤ **For Regular Students:**

D1 Clear Pass:

Student should fulfill eligibility rule1 and rule2 for all registered courses in current academic semester.

D2 Condonation:

Eligibility: If student is not fulfilling eligibility rule1 and rule2 only for one course in a current academic semester but should fulfill the following criteria's,

- i. Minimum 32% marks in End Semester Exam (For 100/70/50 marks ESE, required minimum 32/22/16 marks).
- ii. Minimum 32% marks in Total marks (CIE+ESE).

Grade changes from “F” to “P”

Note: After Re-evaluation Condonation is applicable.

D3 Grace Marks (GMR):

GMR1: Grace Mark Rule1 - Deficiency of one mark.

Student is failing by one mark for passing in total marks due to deficiency of one mark .

Eligibility:

- i. Minimum 39% marks in End Semester Exam (For 100/70/50 marks ESE, required minimum 39/27/15marks).
- ii. Minimum 39% marks in Total marks (CIE+ESE).

Addition of “1” mark for that course.

Note: After Re-evaluation GMR1 is applicable.

GMR2: Grace Mark Rule2 - National Service Scheme (N.S.S.) activity benefit

1. Applicable only for regular students in Final year class of any UG program & successfully completed NSS activity (required NSS certificate).
2. Give benefit of 10 marks in Final year academic performance as per following rules...

Rule: -

- i If student is ‘Clear Passed’ in all courses of sem-7 & 8, then after 8th semester improve CGPA by 0.06
- ii If student fails in one or more than one course in sem-7 &/or 8 and GMR1 & Condonation rules are not applicable, then distribute 10 marks to all these courses so that student will clear pass in all those courses.
i.e. after distribution of 10 marks, each ‘F’-graded course/s will get 40 out of 100 marks in Total mark (i.e. Total marks =40)

Note: 1. After Re-evaluation GMR2 is applicable.

2. GMR2 is also applicable for Makeup exam & next successive exams (if required).

GMR3: Grace Mark Rule3 - Only for Divyang candidate

1. These students will get benefit of maximum 3 marks to pass in each failed ('F'-graded) courses per semester in all exams (*if GMR1 & Condonation rules are not applicable*)
2. If student is passed in all courses from sem-1 to sem-8 (with or without benefit of max 3 marks) and is not fulfilling minimum CGPA criteria for graduate degree, then his/her CGPA will be improved by 0.02

Note: 1. After Re-evaluation GMR3 is applicable.

2. GMR3 is also applicable for Makeup exam & next successive exams (if required).

➤ **Year Down (YD)/ATKT Students:**

Eligibility of course passing rule-1 is applicable; rule-2 & 3 are not applicable.

D1 Clear Pass:

Student should fulfill eligibility rule1 only, for all re-registered courses in every exam (including Make-up Exam)

D2 Condonation:

1. **Eligibility:** If student is not fulfilling eligibility rule1 only for one course in a semester but should fulfill the following criteria,
 2. Minimum 32% marks in End Semester Exam (For 100/70/50 marks ESE, required minimum 32/22/16 marks.)

Note: After Re-evaluation Condonation is applicable.

D3 Grace Marks (GMR):

GMR1: Grace Mark Rule1 - Deficiency of one mark in CIE

1. For YD/ATKT Students GMR1 is Applicable.

GMR2: Grace Mark Rule2 - National Service Scheme (N.S.S.) activity benefit

1. For YD Students GMR2 is Applicable.

GMR3: Grace Mark Rule3 - Only for Divyang candidate

1. For YD Students GMR3 is Applicable.

E. Grading Rules –

Grade Table

Grade Indicators

1. Calculation of grading based on Total marks (CIE+ESE).
2. Grading System as per given Grade Table

Grade Table:

Grade	Description	Marks Range	Grade Point
O	Outstanding	90 to 100	10
A+	Excellent	80 to 89	9
A	Very Good	70 to 79	8
B+	Good	60 to 69	7
B	Above Average	50 to 59	6
C	Average	45 to 49	5
P	Pass	40 to 44	4
F	Fail	Below 40	0
F	Absent	---	0
NP	Audit Pass	≥ 40	---
NF	Audit Fail	< 40	---
D	Detained (TNG)	---	0
L	Lapses (MPC)	---	0

Grade Indicators:

SN	Indicator	Description
1	*	Condonation
2	\$	Re-attempt
3	#	National Service Scheme (N.S.S.) activity benefit
4	!	Physical Handicap (Divyang) benefit

Note : Indicator SN 1 & 2 applied to Course Grade as leading character (e.g. -*C or \$B) and indicator SN 3 & 4 applied as a remark at end of grade table on Grade Card

F. Class Promotion Rule –

F1 Clear Pass

F2 Allowed to Keep Terms (ATKT)

F3 Fail

F4 Fail – Failed in Lower Academic Class (FLAC)

Class Promotion Rule -

Class Promotion - To promote or demote the student to next academic class.

F1 Clear Pass (Pass):

2. Student should earn minimum 'P' grade in all the registered courses in current academic year and Clear Pass in previous academic class, if any.

F2 Allowed to Keep Terms (ATKT):

3. If student earned more than 50% credits in current academic year and Clear Pass in previous academic class, if any.

F3 Fail (Fail):

3. If student get failed ('F' grade) in more than **Five** courses out of all the registered courses in current academic year.
4. Do not consider any type of Audit course.

F4 Fail - Failed in Lower Academic Class (Fail - FLAC):

3. If student get passed by 'Clear Pass' or 'ATKT' in current academic class and fail in any one course in previous academic class.
4. Do not consider any type of Audit course.

***Note:** In case of M.Tech, first year student is allowed to take admission for the second year irrespective of the number of failed courses in the FY M.Tech. However, the student should pass all courses prior to the submission of the dissertation work.*

Award of Class - Class is awarded on the basis of CGPA

Class	UG Course	PG Course
First Class with	CGPA ≥ 6.75	CGPA ≥ 7.00
First Class	CGPA ≥ 6.00 and	CGPA ≥ 6.00 and
Pass	CGPA ≥ 5.00 and	CGPA ≥ 5.00 and
Fail	CGPA < 5.00	CGPA < 5.00

Percentage Equivalent of Grade Points - Where ever necessary the Grade Point Average can be converted to percentage of marks.

$$\text{Percentage of marks} = \text{CGPA} \times 10$$

Passing Grade –

CGPA	Grade	Description
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9.00 to 10.00	O	Outstanding
8.00 to 8.99	A+	Excellent
7.00 to 7.99	A	Very Good
6.00 to 6.99	B+	Good
5.00 to 5.99	B	Above Average

G. Semester Grade Point Average & Cumulative Grade Point Average

SGPA

CGPA

CGPA Improvement

G1 SGPA (Semester Grade Point Average):

Calculation of Semester Grade Point Average (SGPA) - The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester.

$$\text{SGPA} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where,

C_i : The number of credits assigned in the ⁱth course of a semester for which

SGPA is calculated.

G_i : The grade point earned in the ⁱth course.

i : 1, 2, 3, . . . ,n represents the number of courses for which a student is

Registered in the semester.

G2 CGPA (Cumulative Grade Point Average):

Calculation of Cumulative Grade Point Average (CGPA) - The CGPA is weighted average of the grade points obtained in all the courses registered by the student since admission in the institute.

$$\text{CGPA} = \frac{\sum_{j=1}^m C_j S_j}{\sum_{j=1}^m C_j}$$

$$\sum_{j=1}^m C_j$$

Where,

C_j : The number of credits registered in the jth semester up to which CGPA

is to be calculated.

S_j : SGPA of the jth semester.

j : 1, 2, 3, . . . , m represents the number of semesters up to which the CGPA

is to be calculated.

G3 CGPA Improvement: During Make-up Exam.

Eligibility: At least 'P' Grade in first attempt to all registered courses in current academic class year.

1. Student can register maximum of two theory courses per semester during Makeup exam, only from current academic class, for CGPA Improvement.
2. CIE will carry forward & Total marks as per Winter or Summer exam (CIE+ESE)
3. GMR1 & Condonation rules are not applicable.
4. Grade obtained in CGPA Improvement exam is final (e.g.: summer exam "A" grade, CGPA improvement "B+", final will be "B+").

H. Graduation Eligibility Criteria

1. Student should earn all registered credits from First Year to Final Year or secured at least 'P' grade in all registered courses from First Year to Final Year..
2. Secure minimum CGPA 5.00 after completion of Final Year exam for UG Programs
3. Secure minimum CGPA 5.00 after completion of Final Year exam for PG Programs
4. Secure 'NP' grade to all Audit type courses from First Year to Final Year.

I. Make-up Examination

Passing Rules:

- CIE marks will not be considered for grade calculation.

- Minimum 40% marks required in ESE.(40/28/16 marks required out of 100/70/50)
- One Grade penalty from 'C' to 'O' grade.
- Grade calculation will be only on the basis of ESE marks.
- Revaluation facility is not available for Make-up exam.
- Make-up examination is not the right of the student. It is additional facility given to the student

Up scaling of Actual ESE marks:

1. All theory & practical type courses, ESE will be proportionally upscale to 100 only if conduction of the same is less than 100.
2. Upscaled ESE marks should be sealed at all the stages.