

RULES AND REGULATIONS
(Applicable from the academic year 2011-12)
(After 14th Senate Meeting)
M. Tech. Programmes



S.G.G.S. Institute of Engineering and Technology,
Vishnupuri, Nanded, 431606

Registration and Performance Requirements for the award of the M. Tech. Programme

Academic Programmes of the Institute are governed by Rules and Regulations as approved by the Senate, which is the highest Academic body of this Institute. The Senate continuously monitors these programmes and makes appropriate modifications / improvements from time to time.

The academic system is semester based and hence the students are required to follow certain procedures and meet certain academic requirement each semester. It is in the interest of the students that he/she should be fully familiar with the academic systems of this Institute.

Particular attention should be paid to the assessment procedure, rules governing the systems and academic performance. The academic performance is monitored by **Post Graduate Academic Performance Evaluation Committee (PGAPEC)**, which also reviews status of individuals after reviewing their performance.

Program Committees: The following sections provide the details of the programmes and set of rules governing them. In order to keep pace with the rapid developments in science and technology and also to keep in view the requirements of the nation and the aspirations of students, it is imperative that the academic programmes of the Institute are reviewed continuously.

The PGAPEC is entrusted with this responsibility. It deliberates upon academic proposals received from the various Departmental Postgraduate Committees (DPGCs) and makes suitable recommendations to the Senate for its approval. The Table 1 gives the various programmes and specializations, which are available presently at the Institute.

Table 1: PG Programmes

Sr. No.	PG programs	Specialization
1	Civil Engg.	Water Management
2	Electronics Engg.	
3	Instrumentation Engg	
4	Mechanical	CAD/CAM
5	Product Life Cycle Management	

M. TECH. PROGRAMMES

These programmes are of four-semester duration. The total minimum credit requirement for the entire programme varies from one programme to another. The

total number of credits for a hypothetical programme is shown in Table 2.

The total credits are divided between course credits and the project credits, and as specified by the individual DPGCs. Course credits include theory courses, laboratory courses, seminars and other academic work like practical training, field visits, etc. as specified. A programme may have a mix of compulsory and elective courses.

Table 2 gives, as an example, the structure of the M. Tech. Programme for the hypothetical Department. The credits are distributed over four semesters.

1. Admission and Registration

Admissions to the various Programmes are made as per the AICTE rules and regulations. The details are given in admission brochure of respective department. Once a candidate is selected for M. Tech. Programme, he/she has to register for first semester immediately. Registration is compulsory at the start of each semester as per the schedule announced in the academic calendar. Late registration with late fees is permitted only for valid reasons excluding the first semester. It is compulsory to clear all dues before the registration. A student has to register for the courses (Core and Elective as given in the courses of study booklet of the department)

Minimum number of students required for an elective course: There should be at least four registrations in an elective course.

Table 2: A General Programme Structure

Credits	Credits in Semester				
	I	II	III	IV	Total
Course Work					
Core Courses	8	8			16
Elective	12	12			24
Lab Course	5	5			10
Seminar	2	2			04
Project	-	-	24	24	48
Total	27	27	24	24	102

2. Withdrawals and Dismissals from the Institute

2.1 A student may be permitted to withdraw on medical/very exceptional reasons during the semester. A student who wants to withdraw from a course(s) shall apply through the Chairman, DPGC, to the Dean (Acad.), on a pre-

scribed form within one week from the end of the Minor Examination and it will be recorded in the registration record of the student. The concerned Course Coordinator(s) will be informed about it. The student will be awarded a withdrawal grade at the end of the semester.

- 2.2 If a student does not register for a regular semester his/her name will be struck off from the rolls of the Institute.
- 2.3 A student who fails to clear five theory courses in the first academic year will be required to leave the Institute.
- 2.4 The student will have to leave the Institute if he/she is found guilty of malpractice in examinations, involvement in ragging and overall misconduct during his /her tenure in the institute. The action regarding the above would be taken as per the recommendations of the Disciplinary Committee constituted.

3. Examination Scheme

A student shall be evaluated for his/her academic performance in a course through tutorials, practicals, home work as assignments, term papers, field work, seminars, quizzes, Minor Examinations, and the End-Semester Examination (Major), as applicable according to the guidelines formulated for this purpose.

- In the first academic year of the programme, there will be one Mid-Term Examination of 30 marks (1 hour 30 minutes duration) in every theory course during each semester (excluding summer term), which shall be held at the end of 7th week.
- At the end of the semester there would be an End-Term Examination of 70 marks (3 hours duration) in each theory course.
- The distribution of weight for each component shall be decided and announced by the Course Coordinator at the beginning of the course, subject to such stipulations as are given in the Scheme of Teaching and Examination for a given programme.
- Except summer term, the end-term examinations of theory and practicals of first and second semester will be conducted only at the end of respective semesters.
- The end-term practical examination shall be performed by panel of two examiners for each practical course. In this examination weightages will be, 50-50, for continuous evaluation in the semester and the oral, respectively.
- The Seminar shall be evaluated through the quality of work carried out, the report submission and the presentation(s). The project/Dissertation

work shall be evaluated as discussed in the section 8.5.

3.1 Re-examination

If the student misses the major/end-term practical examination of odd semester, excluding summer term, due to illness or accident, his application for re-examination must be supported by proper medical certificate duly approved by medical authority. In the event of death of parent or guardian, the application should be supported by adequate evidence of the same.

Any student who fails to apply for re-examination in the prescribed manner will be declared as failed in those courses. The chairman DPGC is empowered to take decisions to handle such issues. **However, after the reexamination, in no case the highest grade awarded will exceed B+.**

3.2 Summer Term

3.2.1 About summer term: The student who has failed to clear theory courses/practicals in the regular two semesters of an academic year will be allowed to reappear in the Summer Term which will be held in the summer vacation, by payment of necessary fees on a specified date.

3.2.2 Fee for reappearing in the Summer Term is Rs. 200/- per theory course or practical.

3.2.3 Examinations in the Summer Term: The end summer examination of 100 marks will be held for theory courses at the end of summer term.

3.2.4 The end summer practical examination of 100 marks (three hours duration) will be held after theory examination. This shall be performed by panel of two examiners for each practical course. In this evaluation, weightages shall be, 50-50, for performance of the student in implementation of the practical assigned and oral, respectively.

3.2.5 However, in no case the highest grade awarded will exceed B in the summer term.

3.3 Re-appearing:

✚ Student can **reappear** in the theory and/or practicals in which he/she has secured F grade, by the payment of necessary fee and he/she can reappear for end-term examinations of theory and practicals of first and second semester, which will be conducted at the end of first and second semester, respectively.

✚ The theory courses for which the student is reappearing shall appear for mid-term of 30 marks (1 hour and 30 minutes duration) and the end-term examination of 70 marks (3 hours). The total

marks obtained by the student out of 100 **shall be used for the calculation of new grade, which will not exceed B.**

- ✚ The end term practical examination of reappearing students shall be conducted with regular student's practical examination. This examination will be of 100 marks and the weightages shall be 50-50, for the performance of the student in the implementation of the practical assigned and the oral, respectively. However, in no case the highest grade awarded will exceed B.
- ✚ The Chairman DPGC shall submit one hard copy of result duly signed by the members of DPGC, to the controller of examinations after end-term examination and will also preserve one copy in the department.

4 Attendance

- 4.1 Attendance in classes for all the subjects is compulsory and should be 100%.
- 4.2 Relaxation of maximum 25% in attendance is permissible to the students on account of medical problems, family problems or any other reason.
- 4.3 Student not having 75% attendance in any course/ practical will not be allowed to appear in the end-term examination of that respective course/ practical and given F grade. He/she has to reregister for all such courses.

5 Student Status

There are various types of student's status:

- Full-time Student on Teaching Assistantship (GATE)
- Full-time Sponsored Student
- Full-time Self-finance Student

5.1 Full-time Student on Teaching Assistantship:

A full-time student should complete the Programme within **24 months**. A Full Time student on Teaching Assistantship will receive the Institute Assistantship for the duration of **four** semesters of the M.Tech. Programme, provided he/she has cleared GATE, Such students are awarded **Teaching** Assistantship on the following condition.

- i) They should not accept any other scholarships/ employments/financial assistance/salary etc. awarded through any other sources or shall not hold any appointment, paid or otherwise.
- ii) They are not sponsored by any organization.
- iii) They do not leave the course midway or appear in any competitive examination not related to en-

gineering/technology. They should submit the undertaking in this regard mentioning the refund of scholarship.

The present rate (supported by AICTE (MHRD)) of Teaching Assistantship of **Rs. 5000/-** per month is payable from the date of registration of the first semester till the date of final assessment of dissertation. However in no case the duration of teaching assistantship will exceed 24 months.

- (a) Students getting the assistantship will be required to assist in teaching or research, as assigned by the department, to the extent of 6 to 8 hours per week for conduct of practicals/tutorials/lab courses.
- (b) The continuation of the assistantship will be subject to satisfactory performance of the duties assigned by the Department as well as satisfactory academic performance.
- (c) All M. Tech. students normally will have to complete the programme in 24 months.
- (d) For continuation of full assistantship minimum Cumulative Grade Point Average (CGA) is 6.75. Those who get CGA less than 6.75 will receive the teaching assistantship of Rs. 2000/- per month till he attains CGA of 6.75. After he attains the CGA of 6.75 he will be paid the full teaching assistantship.

5.2 Full-time Sponsored Students:

Sponsored candidates who are admitted to the programme should have full financial support from the concerned sponsoring agency, namely, the Govt. Department, organization, Industry, etc., for the entire duration of the programme. They can complete programme on time, depending on the nature of sponsorship.

6. Pattern of Courses

The courses offered for the PG Programmes may be Lecture Courses, Laboratory Courses, Design Courses, Seminars and Projects, and Field Visits.

- 6.1 The credit for a course is mentioned in the courses of study booklet of department.
- 6.2 Students are required to complete all the credit required for the PG programme as approved by the Senate from time to time.
- 6.3 Seminar

Seminar shall satisfy the following conditions:

- i) Each seminar shall carry two credits and treated as a course for purpose of registration and evaluation.

- ii) Seminar Coordinators appointed by the DPGCs shall organize the Seminars and forward the grades awarded by the panels of examiners to the Academic Office by the end of the Semester.

7. Course Credit Requirements

The total minimum credit requirement for M. Tech. programme is 102 credits including the dissertation.

8. Course Assessments and award of grades

8.1 Assessment

For every course taken by the students, he/she is assigned a letter grade on his/her combined performance in all the assessments. These grades are described by the letters and corresponding grade points. The award of grades based on absolute marks out of 100 shall be made as, A+ (10 points), A (9 points), B+ (8 points), B (7 points), C+ (6 points), C (5 points), D (4 points), F (0 points - Re-registration), E-Incomplete, and W – Withdrawal. Minimum passing grade in a course is D.

If a student does not take or fails in the re-examination, he/she will be awarded the grade **F**. A student getting an **F** grade has to reappear.

The award of grades based on absolute marks out of 100 shall be made as shown in Table 3. Note that the grade boundaries as indicated in the table may be marginally adjusted and the upper and lower limits are subject to limitations of percentage of marks.

Table 3: Grading system for M. Tech. Programmes

MARKS		GRADE (Points)		MAR KS
80	≤	A+ (10)	<	100
74	≤	A (9)	<	80
68	≤	B+ (8)	<	74
62	≤	B (7)	<	68
55	≤	C+ (6)	<	62
48	≤	C (5)	<	55
40	≤	D (4)	<	48
00	≤	F (0)	<	40

8.2 Seminar Grade

8.2.1 If a student either does not submit his seminar report by the prescribed date or he/she is absent for presentation on the scheduled date he/she shall be awarded E grade unless he/she is given extension by the coordinator under exceptional circumstances. However in no case the extension shall exceed one month.

8.2.3 All students who get E grade in Seminar shall be allowed to complete the evaluation during

the period earmarked for re-examination and will not be given a grade better than the maximum passing grade, B+.

8.3 Dissertation

8.3.1. Students are required to submit final hard bound project report to the respective Department.

8.3.2. The viva-voce will be conducted under departmental arrangements.

8.3.3. Forms for submission of assessed Dissertation, duly completed must be deposited to the Academic office along with the provisional clearances from Accounts Section.

8.3.4. Final grade reports are to be sent by the panel of examiners to the Academic office on completion of viva-voce.

8.4 Late Submission of Dissertation

In any case the student has to complete M. Tech. Programme in four years. The extensions given can exceed till the end of the last academic year. Whenever, any project stage is not submitted before the last date as specified in the academic calendar, the student is required to:

- Make specific request for extension with justification (without grade restriction) at least 15 days before the last date of submission as specified in the academic calendar.
- Pay the Institute fees and register for the **fifth/sixth/seventh/eighth** semester for the extension after forth/fifth/sixth/seventh semester, respectively

8.5 Dissertation Evaluation

8.5.1 The midterm assessment and pre-submission assessment of dissertation PART II, if any, will be done by a panel appointed by the PGAPEC in consultation with the supervisor(s). The panel shall consist of the supervisor(s) and two faculty members conversant with the field.

8.5.2 The midterm and pre-submission assessment will be done by a Board of Examiners appointed by the PGAPEC consisting of the following:

Chairman: Chairman, DPGPC or his nominee

Supervisor/co-supervisor: Supervisor(s)/ co-supervisor(s) and in their absence, another faculty member conversant with the subject.

Internal Examiner: A faculty member from the Institute conversant with the subject as internal examiner.

External Examiner: An approved examiner from other Institute/ Organization/Research Labs. The presence of external examiner is desirable. However, in case of difficulty in non-availability of external examiner in the required area, an additional internal examiner may be appointed in place of external examiner subject to the approval of PGAPEC.

8.5.2 The minimum passing grade in each of the dissertation assessment shall be C.

8.5.3 In case a student gets a fail grade in any of the project assessment he/she should carry out additional work/modifications etc. as suggested by the panel and appear for assessment within one month from the date of previous assessment. At this assessment, he/she should not be given a grade higher than B+.

8.5.5 A full-time/GATE student should not take up any other assignment before submitting his/her dissertation.

09. Performance Requirements

- The performance of a student in a semester is indicated by a number called the Semester Grade Point Average (SGA). The SGA is the weighted average of the grade points obtained in all the courses and projects taken by the student during the semester.
- Example: Suppose in a given semester a student has taken five courses having credits C_1, C_2, C_3, C_4, C_5 and his/her grade points in those courses are G_1, G_2, G_3, G_4, G_5 respectively. Then his/ her

$$SGA = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + C_4 G_4 + C_5 G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

- SGA will be calculated (after re-examination, if any) on the basis of the final grades awarded. The SGA is calculated up to two decimal places.
- An up-to-date assessment from the time the student entered the Institute is obtained by calculating a number called the Cumulative Grade Point Average (CGA).
- The CGA is the weighted average of the grade points obtained in all the courses taken by the student since he/she entered the Institute. It is calculated in the same manner as the SGA. **CGA for the course credits and the project credits will be separately calculated and shown in the grade card, along with the overall CGA.**
- In case of a student clearing a failed course, or a course taken in lieu of an earlier course as approved by the Department, the earlier failed

grade would be replaced by the new passing grade in calculation of the CGA.

- For continuation of a student in the Programme the minimum CGA must be 5.50. A student getting a CGA less than 5.5 will have to leave the institute.
- For CGA requirement of 5.5, if re-examination is allowed in any of the courses and is taken by the student, CGA will be calculated using the new grade obtained by the student in the re-exam.

10. Leave Rules

The students getting teaching assistantship are entitled for a leave in an academic year - maximum of 30 days (including medical leave of 10 days) but they are not entitled for any vacation during summer/winter.

11. Disposal of answer sheets

The answer sheets of all examinations during any academic year shall be preserved till the conduct of first semester examination of subsequent academic year. After the conduct of first semester examination, in any academic year, the process of disposal of answer sheets of previous academic year shall be initiated and carried out under the supervision of Controller of Examinations.

12. Showing of answer sheets to the students

- Teachers will show assessed papers of only mid term examination to the students in their theory classes before submitting to the academic section. The assessed answer sheets will be shown to the student and not to the friends or relatives. While showing the assessed papers teachers will clear all the doubts of the students and shall check unchecked questions, if any. All the course coordinators shall submit the assessed answer scripts to the academic section as per the date mentioned in the academic calendar.
- After end term/summer examination the assessed answer sheets will not be shown to the students before the declaration of result. A student may apply for showing the answer sheets to the controller of examinations, by paying the necessary fee, within three days after the declaration of the result. A committee consisting of the Chairman, DPGPC, the concerned Chairman of the Grade Moderation Committee and the course coordinator shall show the answer sheet to the student and reevaluate if necessary.
- The results of this reevaluation may lead to either a change in grade due to mistake(s) in any of the aspects or the grade may remain unchanged.

13 Proposed Norms and Procedure for Extra Credit Benefit for Participation in Sports:

The following table shows the grades along with the grade points to be given to the students participating in the sports activities.

Sr. No.	Level of Competition	Grades to be given to the participants		
		Participation in the Event	Rank: II /III/ IV	Champion/Winner
1	Inter Collegiate (ICT) zone #	C+(6)	B(7)	B+(8)
2	District Level Tournaments *	C+(6)	B(7)	B+(8)
3	Inter Collegiate (ICT) Inter-zone #	B(7)	B+(8)	A(9)
4	Divisional Level *	B(7)	B+(8)	A(9)
5	Ashwamedh IUT # / State Level *	A(9)	A+(10)	A+(10)
6	Inter University (IUT) Zone #/ All India IUT#	A(9)	A+(10)	A+(10)
7	Inter University (IUT) Inter-zone #	A+(10)	A+(10)	A+(10)
8	Combined University #	A+(10)	A+(10)	A+(10)
9	National *	A+(10)	A+(10)	A+(10)
10	International #*	A+(10)	A+(10)	A+(10)

Possible Sequence of Competitions

Route 1: ICT zone→ICT- IZ→IUTzone/AshwamedhIUT→IUT- IZ→CU→INT

* Route 2: Dist.→Divi.→State→National→International

- The total credit available per year for participation in sport(s) competitions is equal to two (02) irrespective of participation in one or more sports. The maximum secured grade will be considered as per the above table.
- A candidate can earn a maximum total of eight (08) credit during the course of his/her studies provided he/she participates in competitions as mentioned in the above table.
- A bona-fide candidate/student is only eligible to avail this benefit.
- The candidate who desires to avail this benefit should submit the documentary evidence about their participation in sport(s) competitions through the sports department to the COE office before the commencement of the 2nd semester examination of that year.
- These credits are useful to improve the overall CGA of the respective candidates. If a candidate's CGA is marginally falling short of the required passing CGA for the award of degree, then his/her acquired CGA through sports will be considered for passing and award of degree.

The grade and credit earned by a candidate through participation in sports competition will be added to the total credit earned by him/her and should be considered over and above at the end of every academic year. The total credit of the candidates as decided by the departments will not be changed. The CGA of the student should not exceed 10 even after adding sports incentive credit and grade.

For example, a candidate earns a CGA of 8.50 and completes 44 credit at the end of first year examination and has also earns 2 credit in sports in the same year with a grade of B+(8). In such a case his/her CGA at the end of first year will be CGA (Modified) = $(8.5 \times 44 + 8 \times 2) / 44 = 8.86$. Likewise the benefit of increase or elevation in CGA will be given to the candidates as and when participated. Here, the denominator is the sum of the credits excluding the credits of sports earned by the student. This ensures improvement in CGA.

Justification:

Sports helps to develop certain human qualities such as team work, team building, organizing, coordinating, strength to face challenges/defeat and overall good health which are absolutely essential in any field of activities. This is in fact the basic philosophy which will be inculcated amongst the students through these incentives. In SSC out of 650 marks 25 (3.84% of the total) and HSC out of 600 marks 25 (4.16% of the total) is given as over and above marks. We propose a maximum of 8 credits out of 176 credits which is 4.54% of the total. Hence, we feel that this weightage is justified.

14 Scheme for scrutiny of marks:

Preamble: To double check the assessed answer sheet there is need of scrutiny procedure to verify that all questions attempted by candidate are checked by examiner and addition of marks is done correctly.

Appointment of Scrutinizer: The scrutinizers for the Central Assessment Programme shall be appointed amongst the faculty/ staff member of the institute by the Controller of Examinations with permission of honourable Director.

Role of Scrutinizer: After assessment, scrutiny of every manuscript shall be done by the staff member appointed as a scrutinizer. During Scrutiny of each manuscript scrutinizer will be responsible for verifying:

- Whether all the questions attempted by candidate are checked by examiner or not?
- Whether marks given to respective question are correctly entered in the table given on first page of answer sheet?
- Whether the addition of marks entered in the table on the first page of manuscript is correct and examiner has signed that manuscript after evaluation?

If there is any mistake, scrutinizer will be brought to the notice of concerned examiner and will get it rectified immediately. If there is any mistake found in scrutiny work after rechecking of manuscript, the concerned scrutinizer will be penalized with the penalty of Rs. 50 per mistake.

Remuneration for Scrutiny: Scrutinizer will be entitled to get remuneration as per Swami Ramanand Teerth Marathwada University norm for scrutiny work.

15 Improvement of Grade/CGA:

Eligibility: A candidate who has passed M. Tech degree examination (autonomous) in any discipline from SGGSI& T, Nanded and who wishes to improve his/ her grade points and whose CGPA is less than 6.75 will be permitted to re-appear.

Registration: The candidate is permitted to register under reappear category for improving the performance in regular First/ Second Semester or Summer Term along with regular student of respective branch as per the schedule given in Academic Calendar of the institute. Registration in stipulated period is must for improvement examination. Candidate will have to pay Rs. 1000/- per subject for grade improvement in particular subject.

Rules:

- Candidate will be allowed to reappear for the Examination for improvement of grade within a period of three years from the date of his/her passing the Bachelors/ Masters Degree examination.
- A candidate will be allowed to re-appear for maximum of five theory courses.
- A candidate will be allowed maximum two attempts for the improvement of his/her grade within the stipulated period of three years.
- No candidate will be permitted to improve the grades in practical/ term work/ internal assessment/ seminar or project.
- No additional classes/ counselling will be entertained for such candidates.
- Examination of candidates registered for improvement in particular subject will be carried out along with regular student's examination. Question paper will be same for both category students. There will not be any separate question paper or an arrangement for candidates registered for improvement in particular subject.
- M. Tech candidates are allowed to register for first year subjects which, are offered in the respective semester for regular student. Candidate will have to appear for mid-term and end term examination along with regular students.
- In the summer term examination student can register for any five subjects from first year of M. Tech.
- If the candidate fails to appear for the improvement examination after registration, or if there is no up gradation in the grade after availing the improvement chance, the grade obtained in the first appearance will be retained.
- If the grade secured by the student at the improvement examination is improved, it will be taken as the final grade. For such candidates new grade card with im-

proved grades will be issued and will be marked as "Improvement Examination" at the top of the grade card indicating that the grade was obtained after 'Improvement Examination'.

- A candidate appearing for the improvement of grade shall not be entitled to get benefit of any prize/ medal/scholarship/ award etc.

**Shri Guru Gobind Singhji Institute of Engineering and Technology,
Vishnupuri, Nanded 431606**

Date: April 9, 2011

Reference: Decision of agenda point no.6, in 14th Senate meeting held on 9th April 2011.

**CODE OF CONDUCT OF EXAMINATION
SECTION**

for

UG AND PG PROGRAMME



For smooth conduct of Examination Section following is the Code of conduct. This shall come into force with immediate effect from 9th April 2011.

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ORDINANCES FOR ACADEMIC EVALUATION OF UG AND PG STUDENTS

1. Short Title and Commencement:

- 1.1 These Ordinances shall be called the Ordinances, for the Academic Evaluation of UG and PG students of Shri Guru Gobind Singhji Institute of Engineering & Technology, Vishnupuri, Nanded-431606
- 1.2 These Ordinances shall come into force with effect from 9th April 2011

2. Definitions: Unless the context otherwise requires.

- 2.1 **DFB** means Departmental Faculty Board
- 2.2 **BOE** means Board of Examination Committee
- 2.3 **EC** means Examination Coordinators
- 2.4 **COE** means Controller of Examinations
- 2.5 **DGMC** means Departmental Grade Moderation Committee
- 2.6 **DPEC** means Departmental Practical Examination Coordinator
- 2.7 **Course Coordinator (CC)** means a Course Coordinator among all the Course Coordinator for a particular Course, who is given the responsibility of co-ordination and paper setting.
- 2.8 **Examination** means any assignment, written or observed practice or other written paper which is planned in different semester, which is taken into account in assessing the final results in a given Course.
- 2.9 **Examination Session** means the maximum period of time allowed for an examination including the time allowed for reading the paper.
- 2.10 **Re-Examination** means an examination conducted again for particular student/s after permission of the Director.
- 2.11 **Cheating** means an act or an attempted act of deceit to gain academic credit and includes the use of, or the preparation of, for the purposes of using unauthorized material in an examination whether inscribed on paper, clothing, the candidates person, etc, instruments (including electronic equipment), the reception of materials, signs or signals from other persons and substitution of other person for the candidate.
- 2.12 **Invigilator** means the person who conducts examination in the examination block as per rules of the same.
- 2.13 **Institute** means Shri Guru Gobind Singhji Institute of Engineering and Technology, Vishnupuri, Nanded-431606.
- 2.14 **COE Office** means Office of the Controller of Examinations at Shri Guru Gobind Singhji Institute of Engineering and Technology, Vishnupuri, Nanded-431606.
- 2.15 **Internal Examiner** usually means a person who is faculty in the Institute and deals with a given course
- 2.16 **External Examiner** usually means a person who is from outside the Institute and is appointed as an Examiner for a given subject.
- 2.17 **Course Evaluator** is a person entrusted with evaluation of performance of students in a given Course.
- 2.18 **Moderator** is a person who does assessment of Answer books of a few students critically, who have failed or obtained very high marks in a given course.
- 2.19 **Paper Setter** is a person who is appointed to prepare Question Paper in a given course.

2.20 **Inquiry Committee consists** of faculty member of suitable number, appointed by Head of the Institute to deal with special purpose, if any.

2.21 **Internal Vigilance Squad** means a group of faculty members of suitable number from the Institute, appointed by Director, to keep vigilance during examination and to find out cases of malpractice, if any.

2.22 **HOD** means the Head of the Department

3. **Ordinances**

3.1 The COE shall function in co-ordination with Dean (Academic), at Shri Guru Gobind Singhji Institute of Engineering and Technology, Vishnupuri, Nanded-431606.

3.2 The COE shall function as per the Rules and Regulations approved by the Board of Examination Committee and the Senate.

3.3 The right to amend the Rules and Regulations related to functioning of COE lies with Board of Examination Committee and the Senate.

3.4 The HOD of respective Department shall appoint DFB, DPEC and DGMC.

3.5 The COE Office shall coordinate the evaluation process by following examination rules favoring smooth execution of the policies.

3.6 COE office shall preserve the various records / documents related to the Examination section. The duration of maintenance of all the important documents is given in Appendix-III.

B **COMMITTEES AND BORADS FOR ACADEMIC EVALUATION OF UG AND PG STUDENTS**

There shall be following different committees and faculty boards for smooth conduct of examinations and continuous academic evaluation.

1. **Departmental Faculty Board (DFB)**

1.1 It shall consist of all existing faculty members of Department. DFB shall consider all the policy issues concerning academic and research programmes of the respective Department.

1.2 DFB shall send the proposals to the Senate for its consideration.

1.3 DFB shall look after the academic matters and smooth execution of the policies.

2. **The Board of Examination (BOE)**

2.1 **Members**

Board of Examination Committee, which shall consist of:

2.1.1 The Dean Academic of the Institute as a Chairman.

2.1.2 Controller of Examination of the institute as Secretary.

2.1.3 Two Examination Coordinators as a member..

2.1.4 At least one senior faculty member with about ten years teaching experience, nominated by Director as members

2.1.5 Registrar of the institute as a member.

2.1.6 Controller of Examinations of the concerned university or his nominee, not below the rank of deputy Registrar as a member.

2.2 **Powers and Duties of the Board of Examination**

The Board of Examination (BOE) shall....

2.2.1 Ensure proper organization and conduct of Examination, including moderation, tabulation

and declaration of the results.

- 2.2.2 Appoint Examiners, Paper Setters, etc. from amongst the persons included in panels of examiners prepared by the respective DFB.
- 2.2.3 Undertake, exercise and experiment in examination reforms.
- 2.2.4 Ensure preparation of the time schedule of examinations and dates of declaration of their results for every term.
- 2.2.5 Constitute a Sub-Committee (ESC) to investigate and take disciplinary action for malpractices and lapses on the part of candidates/persons related with the conduct of examinations.
- 2.2.6 Arrange for strict vigilance during the conduct of examinations, so as to avoid use of unfair means by the students, teachers, invigilators, etc.
- 2.2.7 Meet twice during the academic year and such other times as may be required.
- 2.2.8 Perform such other duties and responsibilities, which are assigned to it from time to time.

3. **Examination Sub-Committee (ESC)**

This is the disciplinary committee to deal with issues related to malpractices. In order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper setter, evaluators, moderators, re-checkers, internal/external examiners, all officers and supporting at COE Cell, FY-in-Charge, any teaching/non-teaching staff or any other person related with the conduct of examinations in any capacity, the BOE shall constitute a examination Sub-Committee (ESC) consisting of Two Examination Coordinators as its member and COE will be the Chairman. Examination coordinators shall be appointed by the Director from amongst faculty member of various Departments.

4. **Controller of Examinations (COE)**

The COE of the Institute, with the help of staff working in his office, shall.....

- 4.1 Prepare schedules for various examination like Mid Term, End Term Examination, Re-Examination, Oral/Practical etc.
- 4.2 Prepare plan for Mid Term, End Term Examination, and Re-Examination i.e. venue, Date, Time of Examinations, Halls etc.
- 4.3 Ensure that proper seat numbers are allotted to students appearing for various examinations.
- 4.4 Keep all Question Paper Sets, Answer books, Attendance Sheets, Mark Sheets, etc. ready for distribution at the time of examinations.
- 4.5 Distribute collected Answerbooks and Attendance Sheets to Course Coordinators/ Evaluators for assessment.
- 4.6 Receive Mark Sheets and Grade of all Classes for all courses in the department Signed by HOD, from respective class coordinators.
- 4.7 Ensure proper feeding of marks in the computer at COE Cell.
- 4.8 Display Result in the form of grades on ordinary paper on respective departmental Notice Boards.
- 4.9 Ensure proper final printing of Grade cards.
- 4.10 Arrange for distribution of grade Cards to students.
- 4.11 Direct staff working in COE Office for proper record keeping.
- 4.12 Prepare proposals for Examination Fees and Remuneration to all people related with examinations in the Institute.

- 4.13 Submit Result to the dean (Academics) for further analysis.
- 4.14 Any of the relevant activities other than mentioned above, as per directions of Board of Examination Committee.

5 **Examinations Coordinators (EC)**

EC shall

- 5.1 Prepare seating arrangement of all the students for the midterm and end term examination.
- 5.2 Shall help COE for distribution of question papers/ answer sheet at the time of examination.
- 5.3 Be responsible for smooth conduct of overall all examination.
- 5.4 Act as an internal vigilance squad.
- 5.5 Discuss issue related with overall functioning of the COE Office with COE /other staff at the office.

6. **Other Staff at COE Cell**

Act as per directions from COE of the Institute.

7. **Appointments in COE Office**

- 7.1 To ensure proper functioning of the COE Office, Head of the Institute/Director shall have discretionary powers to appoint from among faculty members of the Institute as COE, and other supporting staff in the COE Office.
- 7.2 The number of persons working at the COE Office may be increased or decreased as per requirement.
- 7.3 Examination related expenditure, of any sort shall be paid through the examination fund available.

8 **FY-Coordinator**

FY Coordinator, appointed amongst the faculty members in the Institute by Director, shall

- 8.1 Coordinate the conduct of all Examinations (TW/ Oral/ Practical /Re-Exam.etc) related to FY.
- 8.2 Submit the list of Marks/Grades obtained by all students in various courses at FY (All Programmes) to COE Cell during the specified period of time.
- 8.3 Assist the staff at COE cell to feed the Marks/Grades obtained by all students in various courses at FY (All Programmes) to computers in COE Cell, as per the schedule conveyed by them.
- 8.4 Anticipate issues related to various examinations at FY (All Programmes) and discuss the same with COE on proper time, suggesting probable solutions.

9 **Departmental Practical Examination Coordinator (DPEC)**

DPEC, appointed by respective HOD, shall

- 9.1 Co-ordinate the conduct of Examinations (oral/Practical /Seminar/Viva-voce, etc) related to various Courses at SY, TY, and B.TECH. M.Tech., Ph.D. etc. in the respective Depart-

ment.

- 9.2 Collect unused blank Practical Answerbooks, attendance Sheets, etc. from the COE Cell and distribute the same to all Course-Co-ordinators related to various courses at SY, TY, and B.TECH. M.Tech., Ph.D. etc. in the respective Department for various Examinations.
- 9.3 Collect back unused blank practical Answerbooks along with used Attendance Sheets from respective Course Coordinators at the time of various examinations, and submit the same to COE Cell during the specified period mentioned.
- 9.4 Anticipate issues related to various examinations at B.Tech/ M.Tech/PhD., etc in the respective Department and discuss the same with COE on proper time suggesting probable solutions.

10 Institute Standing Committee (ISC)

The Head of the Institute/Director shall appoint an Institute Standing Committee (ISC) to deal with extraordinary situation, unusual event, and unresolved issues. The ISC shall consist of all HOD as members, one of them shall be the chairman.

11 Course Coordinator

Course Coordinator, who deals with a Course as per Programme Structure of a class, shall

- 11.1 Assess all the answer books pertaining to each course showing.
 - 11.1.1 Against each name of the list, the grade or result recommended for each candidate.
 - 11.1.2 The name of any candidate who submitted a script but was not on the list of names provided by the Dean.
 - 11.1.3 An indication of any incomplete result, if any, with an explanation in what respect the assessment is incomplete.
 - 11.1.4 An analysis of results showing the numbers recommended in each Grade.
- 11.2 The question papers available with COE Cell shall be used in any examination, unless the respective syllabus has changed. The changes in syllabi, if any, shall be conveyed by respective HOD, to the respective course coordinator as well as to the COE Cell, to facilitate paper setting work.
- 11.3 The set of question papers used to previous examinations shall be made available in the institute library.

C 1. CONDUCT OF EXAMINATION

1. Procedure to be followed by Internal and External examiners for Practical / Oral / Viva Voce Examination.

- 1.1 Internal / External examiners shall be chosen from the list proposed by HOD and invitation shall be sent to them by the COE Cell, to conduct Practical / Oral/ Viva Voce Examinations as per its schedule.
- 1.2 All the Internal and External Examiners shall evaluate the candidates for Practical / Oral / Viva voce Examination within the premises of the Institute as per schedule.
- 1.3 The Internal and External Examiners shall take attendance of the candidates present for the Practical /Oral Viva Voce Examination and shall put the Marks on Mark Sheet Provided by the COE Cell.
- 1.4 The Internal and external examiner shall submit the Attendance Sheet and Mark Sheet

in a sealed envelope to the DPEC.

- 1.5 DPEC shall collect all the Mark Sheets of Practical / Oral /Viva Voce examinations in the respective Department, and submit the same to the COE Cell within two (2) days after the last day of the Examination of the concerned Class. DPEC and an officer from the COE Cell, appointed by COE, both shall sign the entry of this submission in appropriate register in the COE Cell.

2.

Examination Rules

- 2.1 **Central examination Period:** There shall be an examination period to be known as a Central examination Period and extending over appropriate number of days as per requirement, after conclusion of the designated teaching period in each semester.
- 2.2 **Special Arrangements:** A candidate who, on account of physical disability, is unable to sit for an examination at the place appointed, or has special needs such as amanuensis to write on his / her behalf, may apply to the COE for special arrangements to be made. An application on pre-existing disability grounds must be made to the COE, at least seven working days prior to the date set for the examinations. An amanuensis shall be person who does not belong to the same branch of engineering.
- 2.3 **Confirmation of Enrollment:** A candidate's name shall not appear on the list of candidates for an examination and the candidate shall not be entitled to sit for an examination unless the candidate has completed all enrollment requirements by the due date.
- 2.4 **Schedule of Examinations:** COE shall display time table at least fifteen days before the mid and end term examination.
- 2.5 **List of Candidates:** The complete list of enrolled eligible candidates for examination shall be prepared by the student section, three weeks before commencement of the Central examination Period, the HOD shall provide the list of examiners for a Course with list of candidates, in duplicate, who have completed all enrollment requirements in the course/unit. If, at the end of the examination, a worked paper is received from a person who is not on the list of candidates, the examiner shall notify to the COE for corrective measures.
- 2.6 **Time Table:** A Time Table for examinations to be held shall be displayed on the appropriate Notice Boards. A candidate, who finds clashes in timetable or inability to get from one venue to another in time, should notify the COE Cell. A final time table for examinations held during the central examination Period shall be displayed two weeks before the examinations commence.
- 2.7 **Entry Examination Rooms:** A candidate shall not enter the examination room unless the Invigilator gives permission, and in any event, not later than the first thirty minutes of an examination session.
- 2.8 **Leaving Examination Rooms:** After 60 minutes from commencement of examination, candidate can leave the examination room by submitting the Answer book.
- 2.9 **Behavior:** A person admitted to the examination room, whether a candidate or not, shall comply with all requirements and directions of the Invigilator officers related with conduct of examination.
- 2.10 **Places:** On entering an examination room, a candidate shall occupy, without delay such place as is indicated by signs or by an Invigilator, and shall not change place except with the permission of or instructions by the Invigilator.
- 2.11 **Identification:** A candidate shall bring to the examination room his / her Student Identification Card and examination admit card.

- 2.12 **Unauthorized Materials:** A candidate shall not, except with the explicit permission of the examiner as indicated in the examination paper, bring into the examination room anything, whatsoever, which conveys or is capable of conveying information concerning any subject / unit, or which, in the opinion of the Invigilator, gives rise to suspicion that it is capable of doing so.
- 2.13 **Communication within the Examination Room:** A candidate having entered the examination room, shall not communicate, by word, writing, signaling, otherwise, with any person other than an Invigilator or an Examiner, or assist any other person to communicate with another candidate, or willingly receive communication from any person other than an Invigilator or examiner.
- 2.14 **Compliance with Instructions:** A candidate shall comply with all instructions set forth on the Answer book and / or the Question paper or with any examination notice displayed in the examination room, or with any instructions given by an Invigilator.
- 2.15 **Misconduct:** A candidate shall not cheat or attempt to cheat during an examination or undertake any other activity, which may be considered as an act of misconduct. A person, whether candidate or not, shall not do anything intended to assist a candidate sitting for an examination to cheat or otherwise defeat the purpose of the examination.
- 2.16 **Removal of Papers:** A candidate shall not remove from the examination room any Question Paper or Answer book or any other material, which is property of the Institute given to him by Invigilator.

3.

Powers of the Invigilator

An Invigilator, while performing examination duty as per instructions from examination related officers on duty, may:

- 3.1 Require that any person in the examination room shall show, by such means as the invigilator may specify and as are appropriate to the circumstances, that the person does not possess any unauthorized material, or that the person is not committing, or attempting to commit, a breach of any rules relating to the conduct of examination.
- 3.2 Confiscate any material brought into the examination room, which the Invigilator considers to be unauthorized; the confiscated material, with a statement of the circumstances, shall be submitted to the COE Cell with appropriate note.
- 3.3 Invigilator shall collect mobile handset found in possession of any student, and he/she shall submit the same subsequently to the COE Cell with appropriate note. The student shall be fined Rs.1000/- for this offence. The respective student's result shall be withheld until payment of this fine.
- 3.4 Ask any person any question related to the person's behavior in the examination room.
- 3.5 Require any person, whether a candidate or not, to leave the examination room if in the opinion of the Invigilator, the person's behavior is such as to disturb or distract any other candidate.
- 3.6 Have, and exercise, such other powers as are necessary for the proper and efficient conduct of examination. Any person present in an examination room shall comply with any such requirements of an invigilator and answer any question asked.
- 3.7 **Breach of Rules:** A candidate, who commits misconduct against the purposes of any by-law or rule concerned with student conduct, shall be liable to appropriate action. Such cases shall be referred to Examination Sub Committee (ESC) who will decide the

appropriate action.

4. **Examination Rules for candidates:**

- 4.1 Each candidate should be present in the examination Hall fifteen minutes before the start of examination.
- 4.2 Candidates are expected to bring their own writing instruments alongwith non programmable calculator. They shall not bring into the Examination Hall any book, paper or programmable calculator, unless the official notice of the examination states to do so.
- 4.3 Mobile phones are not permitted in Examination Hall. Any candidate who is found to have a mobile telephone, on or off, in his / her possession after the start of the examination, shall be considered as committing a disciplinary offence.
- 4.4 Overcoats and other surplus clothing must not be brought into the Examination Hall.
- 4.5 Plastic bottles of water are permitted up to a maximum size of one liter. Under no circumstances any food or alternative drink be brought into the Examination Hall, unless prior permission, for medical reasons, has been obtained.
- 4.6 Complete silence must be maintained in the examination room at all times. The use of any type of alarm clock is prohibited.
- 4.7 A candidate who requires further paper or other assistance should attract the attention of the Invigilator by raising a hand.
- 4.8 All writing must be done in ink in the answer book provided, and rough work should be crossed out. Under no circumstance should pages be removed from the answer book.
- 4.9 In an examination, a candidate shall not cheat, nor attempt to cheat.
- 4.10 A candidate shall not bring nor cause to be brought, into a room in which an examination is to be, or is being conducted, material which has not been authorized.
- 4.11 At the end of the examination, candidates should remain in their seats in silence until all answer books have been collected. No answer book, used or blank, or any part thereof, shall be taken by students out of Examination Hall.
- 4.12 Any breach of the rules will be taken into account by the Invigilator / examiner, and may also be the subject of disciplinary action thereafter.

5. **Internal Vigilance Squad (IVS)**

The internal vigilance squad of not less than two and not more than three members shall be appointed by the chairman BOE, to give visit on all days of examination during the examination period. The IVS shall

- 5.1 Be fully authorized to detect use of malpractice and unfair means in the Examination.
- 5.2 Enter in any Examination Hall for checking the candidate's identify for ascertaining authenticity of the candidate.
Observe whether the Invigilators and staff working for conduct of examinations are following scrupulously respective instructions.
- 5.3 Check the students who try to resort to malpractice at the time of examinations and report such cases to the Controller of Examinations in writing.

6. All extraordinary developments related to the conduct of examination shall be re-

ferred to the director, who would decide appropriate course of action using his discretionary powers.

The re-exam would be held in special circumstances with permission from the Director.

The calendar for academic, gymkhana and examinations, activities shall be prepared by Dean (Academic), Gymkhana staff adviser, and Controller of Examinations jointly, and it will be given wide publicity in the institute.

COURSE EVALUATION

Assessment by Course Coordinator

- 1.1. Course Evaluation shall be done through grading system prescribed in document of the Rules and Regulations of UG / PG Programmes.
- 1.2. Course Co-ordinator shall evaluate the academic performance of Mid term, Assignment, end term examination, Re-Examination. Chief course Co-ordinator shall set the common question paper for End Semester Examination and RE-examination for a particular course. However in extra ordinary situation, decision regarding paper setting or allied issues, shall be taken by COE.
- 1.3. The evaluation work may be assigned, if necessary, to a person other than Course co-ordinator. However, the course coordinator shall arrange for his substitute in case of such unavoidable circumstances, and intimate the same in writing to COE Cell with signatures of both of them.
- 1.4. For practical / oral examinations, external examiner proposed by respective HOD, shall be from outside the institute. In case the appointed external examiner is unable to report for the examination, alternative arrangement shall be done by HOD and conduct the examination. Such changes shall be informed to the COE Cell for record.
- 1.5. For practical / oral examination I Dissertation- I at M.Tech, HOD may appoint examiner from amongst the institute faculty.
- 1.6. Further Elaboration:

Central Assessment Program

The conduct of examination and declaration of results is one of the important activities of an autonomous institute. The Scheme of Central Assessment Programme (CAP) is being introduced by way of ordinance with a view to (1) declaring the results in the shortest possible time, (2) increasing the reliability of the results, (3) maintaining uniformity and consistency in the assessment, (4) increasing accuracy and efficiency in the declaration of results and (5) creating confidence amongst the students about the assessment system.

After every exam, the answer books would be stacked in CAP center of the COE Cell, and answer books would be made available to faculty members for assessment/ moderation soon after respective paper during 10.00 am to 6.00 pm on days prescribed by COE. However, **the period of assessment at CAP after the last paper of a given exam would be as per the academic calendar.**

The central Assessment Programme shall consist of the following stages:

- (i) Pre-assessment work
- (ii) Assessment Process

(iii) Post Assessment Work

2.1 Pre-assessment

- (i) COE shall decide the venue for CAP.
- (ii) COE and other staff in examination section shall make necessary pre-assessment arrangement
- (iii) After every exam, the answer books would be stacked in CAP center of the COE Cell, and answer books would be made available to examiners for assessment/ moderation soon after respective paper during 10.00 am to 6.00 pm on days prescribed by COE.

2.2 Assessment

- (i) Examiner shall maintain consistency and uniformity in assessment
- (ii) Examiner shall take remedial measures in respect of discrepancies detected/ unfair means noticed during the assessment process shall be brought to the notice of COE.

2.3 Post Assessment

After assessment scrutiny of every manuscript shall be done by the staff member appointed as a scrutinizer. During Scrutiny of each manuscript scrutinizer will be responsible for verifying:

- (i) Whether all the questions attempted by candidate are checked by examiner or not.
- (ii) Whether marks given to respective question are correctly enter in the table given on first page of answer sheet.
- (iii) Addition of marks entered in the table on the first page of manuscript and signature of the examiner.
- (iv) If there is any mistake, scrutinizer will brought to the notice of concerned examiner and will get it rectified immediately.

After scrutiny the examiner will prepare complete mark list in CAP. The examiner shall submit the original mark list in examination section and will only take photocopy of the same with him/her for data entry and declaration of result in the respective department.

Rechecking:

3.1 After End Semester Examination, students may apply for re-checking of Answer books to the Controller of Examinations, by paying the specified fees within three days from the date of display of grades.

Result:

4.1 The result of each examination shall be stored in the form of CD and hard copy.

REGULATIONS REGARDING UNFAIR MEANS

Unfair Means Committed by the Student

The Board of Examinations committee shall be the competent authority to take disciplinary action against a student for his misconduct due to his unfair means committed by him at the examination conducted by the Institute. The details of disciplinary action are given in Appenix-I.

1.1 **Definition** – Unless the context otherwise requires

1.1.1 **Student means** which includes a person who is controlled as such by the Institute for

receiving instruction qualifying for any degree, or certification awarded by the University/Institute It includes ex-student and student registered as candidate for any of the Degree, or Certificated Examinations.

- 1.1.2 **Unfair Means** which includes one or more of the following acts or omissions on the part of student's during the examination period:
- 1.1.2.1 Possessing unfair means material and or copying there from.
- 1.1.2.2 Transcribing any unauthorized material or any other use thereof.
- 1.1.2.3 Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the invigilator or causing disturbances in any manner in the examination proceedings.
- 1.1.2.4 Unauthorized communication with other examinees or any one else inside or outside the examination hall.
- 1.1.2.5 Mutual/Mass copying
- 1.1.2.6 Smuggling out, either blank or written, or smuggling in of answer book as copying material.
- 1.1.2.7 Smuggling in blank or written answer book, and forging signature of the Invigilator therein.
- 1.1.2.8 Interfering with or counterfeiting of Institute seal or answer books or office stationary used in the examination.
- 1.1.2.9 Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.
- 1.1.2.10 Impersonation at the Institution examination.
- 1.1.2.11 Revealing identity in any form in the answer written or in any other part of the answer book by the student at the Institute examination.
- 1.1.2.12 Any other similar act/s and omission/s, which may be considered as unfair means by the competent authority.
- 1.1.3 **Unfair means relating to examination** Means and includes directly or indirectly communicating, or attempting to commit, or threatening to commit any act of coercion, or malpractice with a view to obtain wrongful gain to himself/herself, or to any other person(s).
- 1.1.4 **Unfair means material** Means which includes any material whatsoever, related to the subject of the examination, printed, type, handwritten or otherwise, on the person or on clothes, or body of the student (examinee) or on wood or other material, in any manner or in the from of chart, diagram, map or drawing or electronic aid etc., which is knot allowed in the examination hall.
- 1.1.5 **Possession of unfair means material by a student** means having any unauthorized material on his/her person or desk or chair or table or at any place within his/her reach, in the examination center and its environs or premises at any time from the commencement of the examination till its conclusion.
- 1.1.6 **Student found in possession** means a student reported in writing as having been found in possession of unfair means material by Invigilator, member of the Vigilance committee, Examination squad or any other person related with conduct of examination, even if the unfair means material is not produced as evidence because of its being reported as swallowed or destroyed, or snatched away or otherwise taken away, or spoiled by the student, or by any other person acting on his behalf, to such an extent that it has become illegible. Provided report to that effect is submitted by the

Invigilator or any other authorized person to the Controller of Examinations, Director or Head of the Institute concerned or any officer otherwise in this behalf.

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

The Director of the Institution shall be the competent authority to take disciplinary action against a student for his misconduct due to his unfair means committed by him at the examination.

2.1 During examination, examinees and other student shall be under disciplinary control of the EC and COE.

2.2 Examination Coordinators of the examination shall, in the case of unfair means, follow the procedure as under:

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

2.2.2 Signature of the concerned student shall be obtained on the relevant material and list thereon. Concerned Invigilator and the s Examination Coordinators shall also sign on all the relevant material and documents.

2.2.3 Statement of the student and his undertaking in the prescribed format and the statement of the concerned Invigilator shall be recorded in writing by the Examination Coordinators. If the student refuses to make statement or to give undertaking, the concerned Invigilator or Examination Coordinators shall record accordingly under their signature.

2.2.4 Examination Coordinators shall take one or more of following decisions depending upon seriousness/gravity of the case:

2.2.4.1 Confiscate his/her answerbook, and mark it as suspected unfair means case, and issue him/her fresh answerbook duly signed by invigilator.

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

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

2.3 All the material and the undertaking with the statement of the student and that of the Invigilator and the answer-book/s shall be forwarded by the Examination Coordinators along with his report to the concerned Controller of Examinations/Director/Head of the Institution, as the case may be, in a separate and confidential sealed envelope, marked 'suspected unfair means case'.

2.4 In case of unfair means of oral type, the Invigilator or concerned authorized person shall record the facts in writing and shall report the same to the concerned Controller of Examinations/Director/Head of the Institutions, as the case may be.

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

4 Case of unfair means means having, prima-facie, reported by the Examination Coordinators, Invigilator and/ or Examiners shall be inquired into by the committee appointed by the Board of Examination committee/Director/Head of the Institution as the case may be. If the committee is satisfied that there is a prima-facie case, it shall proceed for further investigation. The officer appointed by Head of the Institute shall be the presenting officer to the case before the police authorities and court of justice and shall deal with the case till it is finally disposed off.

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

6 **Appointment Of Unfair Means Enquiry Committee**

6.1 For the purpose of investigating unfair means resorted to by students at the Examination, the Board of Examination Committee shall function as a unfair means enquiry committee. However, the term of the committee or the members of the committee shall be as per the decision taken by Head of the Institute.

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

7. **Procedure of the Committee Should Be As Under**

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

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

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

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

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

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

available.

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

Punishment:

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

- 8.1 Annulment of performance of the student in full or in part in the examination he/she has appeared for.
- 8.2 Debarring student from appearing for any Examination of the Institution for a stipulated period not exceeding five years.
- 8.3 Debarring student from taking admission for any course in the Institution for a stipulated period not exceeding five years.
- 8.4 Cancellation of the scholarship/s or award/s prize or medal etc. awarded to him/her in that examination.
- 8.5 In addition to the above-mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment/ penalty as it may deem fit.
- 8.6 The student concerned shall be informed of the punishment fully imposed on him/her in writing, by the competent authority or by the officer authorized by it in this behalf.
- 8.7 An appeal against the findings of the committee shall lie with the concerned competent authority whose decision shall be final and binding.
- 8.8 An appeal made in writing within a period of 30 days from the date of imposition of the punishment, shall be considered by the competent authority on merit, and it shall be decided on the basis of the evidence available in the case, and shall be heard in person in deserving cases, if the competent authority finds substance in the appeal, the competent authority shall supply a typed copy of the relevant extract of fact-finding report of the inquiry committee, as well as documents relied upon (if not strictly confidential) pertaining to his/her case to appellant/petitioner, if applied for in writing. Decision to the appeal shall be informed to the student concerned accordingly.
- 8.9 The respective competent authority shall deal with the court matters in respect of the unfair means cases.
- 8.10 As far as possible, the quantum of punishment should be as prescribed in appendix-I

Malpractices Used Or Lapses Committed By Any Paper Setters/ Examiners/Moderators, Referees/Teachers Or Any Other Persons Connected With The Conduct Of Examination

- 9.1 The Board of Examination Committee shall be competent authority to take appropriate disciplinary action against the paper setter, examiners, moderators, referees, teachers or any other person connected with the conduct of examination committing lapses or using, attempting to use aiding, abetting, instigating or allowing to use malpractice/s at the examination conducted by the Institute. The details of the disciplinary action are given in Appendix-II.
- 9.2 The staff who does not perform the examination duties as per examination rules and

schedule shall be given a chance for self correction and, if required, the Director shall use his discretionary power to take the appropriate corrective measures, which may include making relevant entries in the service book of the concerned person. The service of the erring temporary staff may be terminated by the Principal, if found necessary.

9.3 **Definitions:** unless the context otherwise requires

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

9.3.2 **Malpractice/lapses** includes one or more of the following acts or omissions on the part of the person/s included in 2.1 above.

9.3.2.1 Leakage of Question/s or Question Paper Set at the Institution examination, before the time of examination.

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

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

9.3.2.4 Examiner/Referee showing negligence in detecting malpractice used by student/s

9.3.2.5 Invigilator/Chief Conductor showing negligence/ apathies in carrying out duties: (Siding/allowing/instigating students to use malpractice/s

9.3.2.6 Or any other similar act/s and or omissions/s which may be considered as malpractices or lapses by the competent authority.

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

10 **Regulations Regarding Unfair Means Resorted To By The Student**

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

10.2 On receipt of report regarding malpractices used or lapses committed by any paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the Institution, including breach of the rules laid down for proper conduct of Examination, the Examination committee, in the cases of the University examinations or the Management Body in the cases of the examinations conducted by the Institution on behalf of the University, as the case may be, shall have power, at any time, to institute inquiry and to punish such malpractices or lapses by

declaring the concerned person disqualified for the conduct of any examination work, either permanently or for a specified period, or by referring his/her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for, or in any two or more of the aforesaid ways.

11 Investigating Committee

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

12 Procedure For Investigation

- 12.1 The cases of alleged use of unfair means or lapses committed by the paper setters, examiners, moderators, referees, teachers or any other persons, connected with the conduct of examinations shall be scrutinized by the concerned Officer/In-charge of the subsection/Unit to which the case is primarily pertained at the examination section of the Institution, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his primary report to the concerned competent authority. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the unfair means inquiry committee for further investigation. The concerned officer appointed by the head of the Institution shall be the presenting officer of the case before the inquiry committee, Police Authorities and court of justice and shall deal with the case till it is finally disposed off.
- 12.2 The competent authority, or the officer authorized by, in this behalf, shall inform the implicated persons (paper setter, examiner, moderator, referee, teacher, or any other person connected with the conduct of examination) in writing of the act of malpractices used, and or lapses committed by him/her at the examination, and shall ask him/her to show cause, as to why the charge/s leveled against him/her should not be held as proved, and the punishment stipulated in the show cause notice be imposed.
- 12.3 The concerned person be asked to appear before the inquiry committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her, and charge leveled against him/her therein. The concerned person himself/herself only shall present his/her cause before the committee.
- 12.4 The documents that are being taken into consideration to be relied upon for the purpose of proving charge/s against the concerned person, shall be shown to him/her by the inquiry committee, if he/she presents himself/herself before the committee. The evidence, if any should be recorded in presence of the delinquent.
- 12.5 Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/her defense before the committee. The reply/explanation given to the show cause notice shall also be considered by the committee before making final report/recommendation.
- 12.6 The committee should follow the above procedure in the spirit of principle of natural justice.
- 12.7 If the concerned person fails to appear before the committee on the day, time and place fixed for the meeting, he/she shall be given one more opportunity to appear be-

fore the committee in his/her defense. Even after offering two chances, if the concerned person fails to appear before the committee, the committee shall take decision in his/her absentia on the basis of whatever evidences/ document available before it, and same shall be binding on the concerned implicated person.

- 12.8 The committee shall submit its report to the concerned competent authority along with its recommendation regarding punishment to be inflicted on the concerned person, or otherwise.

AMENDMENT OF RESULT

Due to Error

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

Error Means:

- 1.1 Error in computers/data entry, printing or programming, and the likewise.
- 1.2 Clerical error, manual or machine, in totaling or entering marks on ledger/register.
- 1.3 Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

Due To Fraud, Malpractice Etc:

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

GRIEVANCES AND REDRESSAL

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

APPEALS

The Head of Department should complete the Examination Appeals form and submit this, together with the student's letter of appeal, and any relevant medical or other certificate to the Chairman of the Examination Committee.

The decision of the Examination Committee shall be communicated to the student, COE, HOD, Registrar (Academic), and Dean (Academic) for the purpose of maintaining the student record.

APPENDIX-I

THE BROAD CATEGORIES OF UNFAIR MEANS ADOPTED BY STUDENTS AT THE UNIVERSITY/COLLEGE/INSTITUTION EXAMINATION AND THE QUANTUM OF PUNISHMENT FOR EACH CATEGORY THEREOF.

Sr. No.	Nature of Malpractices	Quantum of Punishment
1.	Possession of Copying material	Annulment of the performance of the student/s Institution Examination in full (Note:- This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. 1 to Sr. No. 12 in addition to the Punishment prescribed there at)
2.	Actual copying from the copying Material.	Exclusion of the student from Institution examination for one additional examination.
3.	Possession of another student Answer Book.	Exclusion of the student from Institution examination by one additional examination (Both the students)
4.	Possession of other students Answer book + actual evidence of Copying there from.	Exclusion of the student from Institution examination for two additional examinations (Both the Students)
5.	Mutual/Mass copying.	Exclusion of the students from Institution examination for two additional examinations.
6.(a)	Smuggling out or smuggling in of Answer book as copying material.	Exclusion of the student from Institution examination for two additional examinations.
(b)	Smuggling in or written answer book based on the question paper set at the Examination.	Exclusion of the student from Institution examination for three additional examinations.
(c)	Smuggling in of written answer book and forging signature of the invigilator thereon.	Exclusion of the student from Institution examination for four additional examinations.
7.	Attempt to forge the signature of the invigilator on the answer book of Supplement	Exclusion of the student from Institution examination for four additional examinations.
8.	Interfering with or counterfeiting of Institution seal of Answer books. Or office stationary used in the examination.	Exclusion of the student from Institution examination for four additional examinations.
9.	Answer book main or supplement written outside the examination hall or any other insertion in answer book	Exclusion of the student from Institution examination for four additional examinations.
10.	Insertion of currency notes/to bribe or Attempting to bribe any of the persons/s Connected with the conduct of Examination.	Exclusion of the student from Institution examination for four additional examinations.(This money shall be Credited to the account of institute)

11.	Using obscene language/ violence/threat at the examination centre by a student at the Institution Examination to invigilator/Chief Conductor of Examinations.	Exclusion of the student from Institution examination for four additional examinations.
12.(a)	Impersonation at the University/ College/Institution examination	Exclusion of the student from Institution examination for five additional examinations (Both the students if impersonator is University or College or Institute student)
(b)	Impersonation by a University/ College/ Institution student at S.S.C./H.S.C./ any other Examinations.	Exclusion of the student from University or College or Institution examination for five additional examinations.
13.	Revealing identity in any form in the Answer written or in any other part of the Answer book by the student at the Institution Examinations.	Annulment of the performance of the student at the Institution Examination in full.
14.	Found having written on palms or on the Body, or on the clothes while in the Examination.	Annulment of the performance of the student at the Institution Examination in full.
15.	Carrying mobile or allied instruments	Rs. 1000/- fine.
16.	All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the Institution Examination in full and severe punishment depending upon the gravity of the offence.

Note:

1. The term 'annulment of performance in full' includes performance of the student of the theory as well as annual practical examination, but does not include performance at term work, project work and dissertation examination unless malpractice used thereat.
2. If, on previous occasion, a disciplinary action was taken against a student for malpractices used at examination, and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such student. This enhanced punishment may extend to double the punishment provided for the offence when committed in the second or subsequent examination.
3. Student involved in malpractices at practical/dissertation/project report examination shall be dealt with as per the punishment provided for the theory examination.
4. The competent authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

APPENDIX-II

ACTION FOR MALPRACTICES/LAPSE ON THE PART OF PAPER SETTER/EXAMINERS/MODERATORS/REFEREE TEACHER OR ANY ANOTHER PERSON CONNECTED WITH THE CONDUCT OF UNIVERSITY/COLLEGE INSTITUTE EXAMINATION.

Sr. No.	Nature of the Malpractices/Lapses	Punishment
1.	Paper setter found responsible for leakage of the question paper set in the Institution Examination/s whether intentionally or due to the negligence before the time of examination.	Written memo through the Director + Disciplinary action by the concerned as per the rules applicable + a fine of Rs. 1000/- to Rs. 5000/-
2.	Leakage of the question/question paper set in the Institute Examination before the time of Examination at the Institution Examination, or Examination centre by any person/s Connected with the conduct of Examination.	Written memo through the Director + Disciplinary action by the concerned as per the rules applicable + a fine of Rs. 1000/- to Rs. 5000/-
3.	Favoring a student (Examination) by Examiner, Moderator, and referee in assessment of answer book/ Dissertation/Project report/Thesis by assigning the student mark to which the student is not entitled to Institute examination.	Written memo through the Director + Disciplinary action by the concerned as per the rules applicable
4.	Examiner/Moderator/Referee Intentionally/ negligently not assigning the student in assessment of his/her answers books/dissertation/Project work, the mark to which the student is entitled to at the Institution Examinations.	Written memo through the Director + Disciplinary action by the concerned as per the rules applicable
5.	Paper-setter omitting the question at the time of finalization of question paper set at the examination or repeating Sr. No. of question while writing.	Written memo through the Director + Disciplinary action by the concerned as per the rules applicable
6.	Paper setter repeating questions in same/different section/s	Written memo through the Director + Disciplinary action by the concerned as per the rules applicable
7.	Paper setter setting questions outside the scope of the syllabus.	As decided by the authorities of the Institution.
8.	While assessing answer books Examiners showing negligence in detecting malpractices used by the student/s	As decided by the authorities of the Institution.
9.	Guiding teacher showing negligence in	As decided by the authorities of the Institution.

	supervision of dissertator/project work.(e.g. use of manipulated data by a student)	
10.	Invigilator/Chief Conductor showing apathy in carrying out duties related to examinations(e.g. not taking round in the examination hall at the examination period or opening the packet of question paper before prescribed time)	As decided by the authorities of the Institution.
11.	Invigilator helping student in copying answer while in the Examination or showing negligence in reporting cases of copying answer by student when on supervision duty.	Written memo through the Director + Disciplinary action by the concerned as per the rules applicable + a fine of Rs. 1000/- to Rs. 5000/-
12.	Invigilator helping student (examinee) in mass copying while on examination duty.	Written memo through the Director + Entry of punishment on the service book of concerned invigilator +Disciplinary action by the concerned as per the rules applicable + a fine of Rs. 1000/- to Rs. 5000/-
13.	The competent authority, in addition to the above-mentioned punishment, may impose a fine on the concerned person, if declared guilty.	
14.	If the examiner found guilty repeatedly then the competent authority, in addition to the above-mentioned punishment, may impose a fine on the concerned person, and same will recorded in his service book.	
15.	The competent authority may report the case of the concerned implicated person to the appropriate Police authorities as per the provisions of the Maharashtra University Act No. XXXI of 1982.	

APPENDIX -III

MAINTENANCE OF RECORD AND VARIOUS PRESERVATION/DOCUMENTS OF CONTROLLER OF EXAMINATION CELL

Sr. No.	Name of Documents	Duration of Maintenance
1.	Result Sheets	Permanent
2.	Bills and note books	5 years
3.	Reports/Committee papers	Permanent
4.	Student applications Exam forms	5 years
5.	Various mark lists	5 years
6.	Mark Sheets (Soft Copy)	Permanent
7.	Ordinary Correspondence	5 years
8.	Inward/Outward registers	5 years
9.	Malpractice related papers	5 years
10.	Purchase related papers/applications	1 year
11.	Exam related student application	1 year
12.	Answer Sheets	12 months/ 1 year
13.	Proposal related correspondence	5 years
14.	Question paper related/Policy Correspondence	Permanent
15.	Question papers originals	1 year
16.	Used question papers	1 year
17.	Important Correspondence/documents	Permanent
18.	Answer Sheets of Tests	1 year

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

