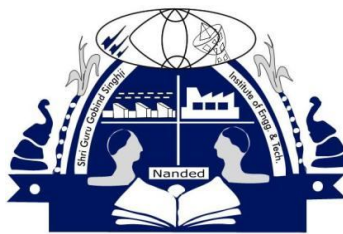


**RULES AND REGULATIONS**  
**(From the academic year 2011-12)**

(After 15<sup>th</sup> Senate meeting, 13/08/2011)

**B. Tech. Programmes**



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

## FOREWORD

*S.G.G.S. Institute of Engineering and Technology has sustained its excellence in academics and research through well-conceived framework of academic structure and its governance. In accordance with the Govt. of Maharashtra, Resolution No. WBP2004/(341/04)/(2)/TE-6 Dated 21.06.2004, the academic matters are governed through the Ordinances framed by the Senate and approved by the Board of Governors.*

*The application of these Ordinances is to be made through the detailed Regulations framed by the Senate. All Deans, Heads of the departments, Controller of Examinations, Registrar and members of Under-Graduate Programme Evaluation Committee have prepared the rules and regulations after detailed deliberations.*

*These Ordinances and Regulations for the UG Programmes have been compiled in this Book-let. This compilation will be of immense help to the students and the faculty members. I thank the Chairman and the members of the academic excellence cell, who have put in tremendous efforts in the preparation and compilation of this booklet. I hope that these Ordinances and Regulations will help the Institute to usher in an era of academic excellence.*

**Director**

## Preamble

S.G.G.S. Institute of Engineering & Technology, Nanded, inherits the legacy of excellence in Under-graduate teaching as evident from its illustrious alumni and their engineering feats. The aim of the education at the undergraduate level is to build on the knowledge gained by an undergraduate student through the curriculum by imparting knowledge with the help of classroom instructions, training and other modes of teaching. After completing the curriculum, the student will acquire adequate knowledge base in the desired branch, which could be easily employed for the solution of real life problems and develop further through higher education, for reaching the frontiers of technology in his/her area of specialization.

The undergraduate education has both academic and extracurricular components designed for the integrated development of professionals possessing individual values of ethics and morality. Many of the students after completing undergraduate programme, start working in different organizations where teamwork is the predominant mode of functioning. Ethics and discipline are of paramount importance and without these values teamwork is impossible.

In these days of rapid evolution of knowledge, the academic programmes require provision for continuous updating of the content to incorporate new developments in a particular area of knowledge. The curriculum is, therefore, broadly defined to make it possible for the teacher to update it continuously by including the latest developments. In addition, the institute undertakes periodic review of the curriculum structure to prune the dead wood and incorporate new ingredients, which may become necessary in the changed context of a branch of study. Exchange of knowledge and methodology across the disciplines is important in furthering its frontiers. In keeping with this spirit, the undergraduate curriculum encourages students to learn across different branches. In the undergraduate programme in engineering and technology, apart from the inputs of social sciences and management have been introduced across the branches. The curriculum at the undergraduate level has been so structured that it offers enough flexibility to the students to tailor his/her learning to individual inclinations and the desired career objectives. More emphasis is provided on experimental learning, simulations, and mathematical and analytical treatment of the subjects.

The curriculum in a given branch at the undergraduate level includes academic programmes involving ingredients of classroom teaching, laboratory practices, training, seminars and projects. These ingredients are specified in terms of courses with a given code specifying the subject(s) to be taught under it. Every course has credits depending on the workload it involves. The students are continuously evaluated during the conduct of a course and are awarded a letter grade on the basis of his performance. The academic year is divided into semesters and in each semester the students have to register in a branch of study for a number of courses. When a student earns a minimum number of credits specified for a given curriculum, he becomes eligible for the award of the degree from Swami Ramanand Teerth Marathwada University, Nanded. The ordinance as embodied here is for specifying the provisions required for the purpose of smooth functioning of undergraduate academic programme.

## ORDINANCES FOR THE UG PROGRAMMES

### A. Short title & Commencement

- These ordinances shall be called the Ordinances for the Undergraduate Programme of Shri Guru Gobind Singhji Institute of Engineering and Technology, Vishnupuri, Nanded – 431 606 (M.S.).
- These ordinances shall come into force with effect from such date as the Senate/Board may appoint in this behalf.

### B. Definitions (Unless the context requires otherwise),

- ✚ “**Applicant**” shall mean an individual who applies for admission to any Undergraduate (UG) programme of the Institute.
- ✚ “**Board**” shall mean the Board of Governors of the Institute.
- ✚ “**CGA**” shall mean the cumulative grade point average of a student.
- ✚ “**Coordination Committee**” shall mean the committee of the faculty members involved in a course.
- ✚ “**Course**” shall mean a curricular component identified by a designated code number and a title.
- ✚ “**Course Coordinator**” shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades.
- ✚ “**Degree**” shall mean the Bachelor’s degree viz. B.Tech., and such other degrees of the Institute as may be approved by the Board.
- ✚ “**Direct Admission Student**” shall mean a student who is admitted directly to second year of the degree program after completion of the Diploma Course and registered for undergraduate programme for full time study leading to Bachelor’s degree.
- ✚ “**DUGC**” shall mean the Departmental Undergraduate Committee of the Department
- ✚ “**Grade Moderation Committee**” shall mean the committee appointed by the Chairman, DUGC in the department to moderate grades awarded by the course coordinators.
- ✚ “**Institute**” shall mean Shri Guru Gobind Singhji Institute of Engineering and Technology, Vishnupuri, Nanded
- ✚ “**Student**” shall mean a student registered for a undergraduate programme for full time study leading to Bachelor’s degree.
- ✚ “**Scheme of Teaching and Examination**” shall mean the scheme of teaching and examination for a branch of study as approved by the Senate.
- ✚ “**SGA**” shall mean the semester grade point average.
- ✚ “**UG**” shall mean Undergraduate.
- ✚ “**UGPC**” shall mean institute level Undergraduate programme committee

- ✚ “**UGAPEC**” shall mean the Institute level Undergraduate academic programme evaluation committee.
- ✚ “**CLASS**” a class shall mean a class of 60 students unless otherwise exclusively specified.

### C. Ordinances

- The Institute shall offer such UG programmes and of such minimum duration as the Board may approve on the recommendation of the Senate either on its own or on the initiative of a Department and/or on the direction of the Board / Government of Maharashtra, provided that an interdisciplinary programme may be proposed by a Department or by a committee appointed by the Director for the consideration of the senate and the Board.
- The procedure for starting a new programme, temporarily suspending a programme or phasing out a programme shall be such as may be laid down in the regulations.
- The minimum entry qualifications for admission to UG programmes shall be such as may be laid down in the Regulations and as per Govt. of Maharashtra circulars for admissions.
- A UG student shall be required to earn a minimum number of credits through various academic courses of a curriculum as provided for in the regulations.
- A UG student shall be required to complete all the requirements for the award of the Bachelor’s degree within such period as may be specified in the Regulations, including those credits earned at such other institutions as have been recognized by the Institute for this purpose.
- The date of initial registration for the UG programme shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the programmes for all intents and purposes.
- A student shall be required normally to attend every lecture, tutorial and practical class. However, for late registration, sickness or other such exigencies, absence may be allowed as provided for in the regulations.
- An undergraduate student may be granted such scholarship/ assistantship/ stipend, etc. and awarded medals as may be specified in the regulations in accordance with the directions of the Government of Maharashtra and/or the decision of the Board from time to time.
- The procedure for the admission of a student or a direct admission student to an undergraduate programme shall be such as may be specified in the regulations.
- The procedure for the withdrawal from an undergraduate programme, rejoining the programme, the award of grades and the SGA/CGA, the examination and all such matters as may be connected with the running of a UG programme shall be such as may be specified in the regulations.

- The award of the UG degree to an eligible candidate shall be made in accordance with the procedure laid down in the regulations.
- A student admitted to the UG programme shall abide by the “Standing Orders for Students” issued by the Institute from time to time. These standing orders shall deal with the discipline of the students in the Hostels, Departments, the Institute premises and outside. The standing orders may also deal with such other matters as are considered necessary for the general conduct of the students, co-curricular and extracurricular activities. These standing orders shall be approved by the Director on the recommendation of the Dean of Students Affairs (DOS)
- Notwithstanding anything contained in the above Ordinances, no regulations shall be made in contravention of the decision of the Board and/or the direction of the Government of Maharashtra, in regard to the duration of the UG programme, the amount and number of scholarship/assistantships and the number of studentships and the procedure thereof.

## **REGULATIONS FOR THE UG PROGRAM**

### **1. General**

- 1.1 These regulations shall be called the regulations for the UG programmes of the Institute.
- 1.2 These regulations shall come into force on such date as the Director may appoint in this behalf.

### **2. Undergraduate program**

- 2.1 The Institute shall offer Undergraduate programmes leading to Bachelors degree in Technology (B. Tech.).
- 2.2 The duration of UG programmes leading to degrees of B.Tech. is four years. However, the maximum duration for the UG programme is **ten years** from the date of initial registration.
- 2.3 The maximum duration of the programme includes the period of withdrawal, absence and different kinds of leaves permissible to a student but it shall exclude the period of rustication of the student from the Institute.
- 2.4 The duration for the UG programme may be altered in accordance with the decision of the Senate. Refer the rule 26, where the rules and regulations for the students entering into autonomy from the Swami Ramanand Teerth University pattern along with the maximum duration of the programme.

### **3. Semester System**

- 3.1 The academic programmes in the Institute shall be based on semester system: two semesters (July-Nov) and (Jan-April) in a year with *winter* (Dec) and *summer* (May/June) vacations.
- 3.2 Each course shall have a certain number of credits assigned to it depending upon the academic

load of the course, which would be assessed on the basis of weekly contact hours of theory lecture and laboratory classes, field study. The credits for the Project shall be assigned depending upon the quantum of work expected.

- 3.3 The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student.

### **4. Course Codes**

- 4.1 The course offered by the institute shall have an alphanumeric course code consisting of a string of five characters followed by the title of the course. The first two characters in a course code shall be capital letters identifying the responsible Department offering the course.
- 4.2 Please refer the Appendix G to understand the process of allocation of registration numbers.

### **5. Course Credits**

- 5.1 Each course shall have an integer number of credits, which reflects its weightage. The number of credits of a course in a semester shall ordinarily be calculated as under
  - (a) *Lectures*: One lecture hour per week shall be assigned one credit.
  - (b) *Practicals*: One laboratory hour per week shall be assigned half a credit. Not more than three credits may be assigned to a practical course having only laboratory component. The courses having three hours of contact every alternate week shall have one credit only.
  - (c) Special courses like project, practical training, National Cadet Corps (NCC)/National Service Scheme (NSS)/National Sports Organization (NSO) in the UG programme shall be treated as any other course and shall be assigned such number of credits as may be approved by the Senate.

### **6. Departmental Faculty Boards (DFB)**

Every academic department will have departmental Faculty board (DFB) consisting of all the faculty members of the department. The DFB shall be responsible for considering all the policy issues concerning academic and research programmes of the Department. The DFB shall formulate academic programmes and courses as recommended by the DUGC to it and send its recommendation to the Senate for its consideration.

### **7. Departmental UG Committee (DUGC)**

The Departmental Undergraduate Committee (DUGC) shall be constituted by the DFB to look after all academic matters pertaining to the Undergraduate programme(s) offered by the department. For an interdisciplinary programme, a Programme Faculty Board (PFB) shall be constituted by the Dean (Academic). A Programme Coordinator shall be appointed by the Director in consultation with the

Dean (Acad.) and the Heads of the concerned Departments to look after all the administrative and academic matters related to the interdisciplinary programme. The Programme Coordinator shall exercise the functions of the Head of a Department/Chairman, DUGC for such a programme.

### **8. Courses of Special Nature**

(a) **Minor-Project:** A curriculum may contain a 3-credit course on minor project as a departmental elective, which may be offered in fifth semester onwards to carry out a design and fabrication type of project. Not more than three students may carry out the project together and register for this course only once during their enrolment for a Bachelor's degree, with the prior approval of the Chairman, DUGC.

(b) **Major Project:** A curriculum shall contain a 12-credit component of major project, generally offered in the fourth year of the UG programme. Not more than three students may carry out the project together and register for this course.

(c) **Industrial/Field Training:** A curriculum shall contain a 2-credit component of Industrial/Field training for 4-weeks, generally carried out during the summer vacation following the fourth and/or sixth semester. The evaluation of this course will be carried out in the seventh semester. The Industrial training for each student is arranged by the respective departmental Co-ordinator in consultation with Dean (Students affairs). Private arrangements by students for Industrial training should invariably get the prior approval of Co-ordinator /DUGC. After the Industrial training each student has to submit a written report/Soft copy within a week of commencement of the fifth and/or seventh semester. A viva-voce will be conducted by the Coordinator to find out the effective benefit gained by the student. This viva-voce and the report from the training organization will decide whether the Industrial training has been satisfactory or not. Students attending the summer terms and those unable to take the training in summer due to bonafide reasons may be permitted to complete their training during the next winter vacation or after the final semester examination. If however, they are unable to complete their practical training before the convocation immediately following their final semester, the degree will be with held till the successful completion of the training.

(d) Under the Liberal Learning scheme students may register for any one subject as per guidelines issued by Academic cell. The subject would be for one credit only. This credit would be over and above, however it will be considered for the calculation of SGA and CGA. The process for calculation of SGA and CGA shall be as per rule number 28 as specified for sports.

### **9. Phasing out of a Programme**

The phasing out of a UG programme may be considered by the Senate on the recommendation of a DFB and the UGPC if, consecutively for four years, the number of students registering for the programme is less than 40% of the sanctioned intake of the students.

### **10. Starting a New Programme**

(a) The Board may approve starting of a new programme or a modified programme in lieu of the Old phased-out programme on the recommendation of the DFB, the UGPC and the Senate;

(b) A new programme may be considered and recommended by the Senate to the Board for its consideration and approval. Such a proposal will be initiated by a Department through its DFB and considered and recommended by the UGPC;

(c) An interdisciplinary programme may be proposed by a Department in consultation with other participating Department(s), or by a group of Department(s), or by a Committee appointed by the Director for the consideration of the UGPC and the Senate for their recommendation to the Board for obtaining its approval.

### **11. Promotion to Higher Class, Registration, Re-registration, and Reappearing**

#### **11.1 Registration:**

✚ A student shall be considered eligible for the promotion to the higher class if he/she has cleared all the passing heads or having backlog of at the most five passing heads excluding the environmental science/environmental studies (audit course). However, the student seeking registration in the final year should have cleared all the courses of first year. For details refer the illustrations given in appendix-I. Eligible students shall do registration to all courses of higher class in the beginning of next academic year on the scheduled dates by paying stipulated fees. They shall also submit forms to reappear in the backlog courses if any by paying stipulated fees.

✚ Registration, according to rules, should be carried out as per the schedule specified in the academic calendar. Late registration may be permitted only for valid reasons and on the payment of a late registration fee. In any case, registration must be completed before the prescribed last date for registration. Students having outstanding dues to the Institute or hostel shall be permitted to register only after clearing the dues.

✚ In-absentia registration may be allowed only in rare cases at the discretion of the Dean (Academic) in case of illness or any other contingencies.

✚ Every student shall register for the courses that he/she wants to study for earning credits and his/her name will appear in the roll list of each such course. No credit shall be given if a student attends a course for which he or she is not registered.

#### **11.2 Re-registration:**

✚ The student who has failed in the theory and/or practical courses and not eligible to promote in the next higher class, can willingly avail the facility of re-registration instead of reappearing.

✚ The student shall re-register in all the theory/practical courses in which he/she has failed by paying the necessary fee.

- ✚ During period of his/her study if the syllabus is revised then it is the responsibility of the Chairman, DUGC to do the needful to provide the faculty members for counseling of the subjects from the old syllabus and that are not available in the revised syllabus.
- ✚ Further, the Chairman, DUGC shall do the needful to declare some of the courses of revised syllabus as compulsory audit courses in addition to the subjects in which the student has re-registered.
- ✚ For such subjects students shall use the learning resources available in the institute and seek the guidance from the faculty members assigned by the Head of the department.

### 11. 3 Re-appearing:

- ✚ Student registered in any class with the backlog of theory and/or practical courses of previous year(s) can reappear in the theory and/or practicals in which he/she has secured F grade, by the payment of necessary fee. Students can reappear for examinations of theory and practicals of first and second semester, which will be conducted at the end of first and second semester, respectively.
- ✚ The final year B. Tech. students shall be allowed to reappear for the project work in the next forthcoming semester of the same academic year.
- ✚ The theory courses for which the student is re-appearing shall appear for mid-term examination of 30 marks (1 hour and 30 minutes duration) and end-term examination of 70 marks (3 hours duration).
- ✚ 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 for reappearing students during regular semesters will be of 100 marks (three hours duration for a batch of 15 to 20 students), which will be held after the end-term theory examination. This examination will be conducted by inviting external examiners. The weightages shall be, 50-50, for the performance of the student in the implementation of the practical assigned and oral, respectively. However, in no case the highest grade awarded will exceed B+. **Refer Appendix F for details of fees**

### 12. Change of Branch

- 12.1 The branch change will be done within one week from the date of registration. A student enrolled for B. Tech degree through the State entrance examination shall be eligible for change of branch at the end of first year provided he/she satisfies the following criteria:

- (i) CGA of the student is  $\geq 6.75$
- (ii) Must have earned all the credits of the first year in first two semesters only.

- 12.2 In making a change of branch the strength of a class should not fall below the 2/3 of the sanctioned strength as per AICTE and Government of Maharashtra and also should not exceed the sanctioned strength
- 12.3 The change of branch shall be operated strictly on the basis of inter-se merit as reflected in their CGA. In case the CGA of more than one student seeking the change of branch is the same, their inter-se merit shall be decided on the basis of % marks obtained at entrance test and HSC marks in that order

### 13. Termination of Enrolment due to Absence or on Academic Grounds

- 13.1 If a student is continuously absent from the classes for more than four weeks without informing the Course Coordinators, the Coordinator shall immediately bring it to the notice of First Year Class Coordinator / the Head of the concerned department as the case may be and the Academic Section. Such students shall be allowed to re- register next year.
- 13.2 The enrolment of a student may be terminated on disciplinary grounds, in accordance with the Standing Orders for the students.

### 14. Attendance, Absence, Leave Rules, Withdrawals and Dismissals

- 14.1 All the undergraduate students are expected to be present in every lecture, tutorial, practical or drawing classes scheduled for them. Attendance in all forms of classes should be 100%, which will be closely monitored during a semester as per the guidelines.
- 14.2 Relaxation of maximum 25% in attendance is permissible on the account of medical problems, family problems or any other reason.
- 14.3 An undergraduate student must have a minimum attendance of 75% which includes total number of classes including lectures, tutorials and practicals, held in a theory course/practical till the last teaching day, in order to become eligible to appear in the end semester examinations. Otherwise he/she shall be given F grade in the said theory course/practical and has to reregister in the following semester/year. The course coordinator shall display list of such defaulters on the notice board after every month during a semester. The list should be also duly signed by the Head of the Department/F.Y. Coordinator

- 14.4 The names of the students who have remained absent with or without leave, for more than 25% of the actual classes held in a course as specified in section 14.3 will be intimated by the Course Coordinator on the last teaching day, to the Chairman, DUGC/First Year Class Coordinator, who will consolidate the list for all such students for all the courses of a given yearly level of a programme and display it on the notice board of the department/Academic Section. The list of such students shall also be forwarded to the Dean (Acad.).
- 14.5 Withdrawal on medical grounds/other very exceptional reasons may be permitted by Dean (Academics) up to a maximum of two semesters during the student's entire stay.-
- 14.6 If he/she is found guilty of malpractice in examinations, involvement in ragging and overall misconduct during his/her stay in the institute, he/she will be punished as per the recommendations of the Disciplinary Committee constituted. The maximum punishment may go up to expulsion from the institute.
- 14.7 A student who wants to withdraw from a course shall apply through the Chairman, DUGC, to the Dean (Acad.), on a prescribed form within one week from the end of the first Minor Examination and it will be recorded in the registration record of the student and the concerned Course Coordinator will be informed about it. The student will be awarded a withdrawal grade at the end of the semester.
- 14.8 In case a student is unable to attend classes for more than four weeks in a semester, he/she may apply to the Dean (Acad.) through Chairman DUGC, for withdrawal from the semester, which shall mean withdrawal from all the registered courses in the semester. However, such application shall be made as early as possible and latest before the start of the End Term Examination.
- 14.9 In case the period of absence on medical grounds is more than ten working days during the semester, a student may apply for withdrawal from the semester, if he/she so desires. As per provisions in section 14.8, such applications must be made to the Dean (Acad.) through Chairman DUGC, as early as possible and latest before the beginning of End Term Examination.
- 14.10 Any application on medical grounds shall be accompanied with a medical certificate from a registered medical practitioner containing the registration number.

## **15. Examination Scheme**

- 15.1 A student shall be evaluated for his/her academic performance in a course through tutorials, practicals, home work assignments, term papers, field work, seminars, quizzes, Minor Examination, and the End-Semester Examination (Major), as applicable according to the guide- lines formulated for this purpose.
- 15.2 There will be one mid-term examination of 30 marks during the semester (1 hour 30 minutes duration) in every theory course, which would be held at the end of 7<sup>th</sup> week.
- 15.3 At the end of the semester there would be End-Term examination of 70 marks (3 hours duration) per every theory course.
- 15.4 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.
- 15.5 The End-Term examination of the practicals shall be performed by inviting external examiners (three hours duration for a batch of 15 to 20 students). In this evaluation weightages will be, 50-50, for the continuous evaluation and performance of the student in the End-Term practical examination, respectively.
- 15.6 The industrial/field training shall be evaluated through the quality of work carried out, the report submission and the presentation(s).
- 15.7 The project work shall be evaluated by midterm seminar(s), quality of work carried out, project report submission and the viva-voce examinations.

## **16. Summer Term**

- 16.1 About summer term:
- ✚ The Summer Term is a compressed semester in which students shall reappear in the backlog of theory/practical courses. The student who has failed to clear theory courses and practicals may be allowed to reappear for a summer term in the summer vacation by the payment of necessary fees on a specified date.
- 16.2 Counseling of students:
- ✚ The chairman DUGC/F.Y. Coordinator shall display the list of course coordinators for all theory/practical courses on the notice board at least before ten days from the start of summer term examination.
  - ✚ The course coordinator shall offer counseling to the students in his/her theory/practical course for eight days before the examination.

### 16.3 Examinations in the Summer Term:

- ✚ The theory/practical examination of 100 marks will be held for all the courses.
- ✚ The practical examination of 100 marks (three hours duration for a batch of 15 to 20 students) will be held after theory examination. This shall be performed by inviting external examiners. In this evaluation the weightages shall be, 50-50, for performance of the student in implementation of the practical assigned and oral, respectively.

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

## 17. The Grading System

- 17.1 For every course taken by a student, he/she is assigned a grade based on his/her combined performance in all the assessments including laboratory or any other assignment. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point.
- 17.2 The academic performance shall be graded on a ten-point scale following guidelines given in Appendix-A. The letter grades and their equivalent grade points are listed in the Table 2.
- 17.3 The letter Grades (up to D only) awarded to a student in all the courses shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGA) and Cumulative Grade Point Average (CGA), to be calculated by following the procedures given in Appendix – A.

## 18. Grade Moderation Committee

- 18.1 The Grade Moderation Committee for the courses excepting those for the first year shall be appointed year wise by the Chairman, DUGC. This committee shall be responsible for adherence to the guidelines for the award of grades and shall include all the concerned Course Coordinators. The Chairman, Grade Moderation Committee shall be responsible for the display of grades in the department and for forwarding the final grades to the Academic Section. The Chairman, Grade Moderation Committee shall also retain the record copies of the marks and the grades along with the statistical parameters for all the courses moderated and hand over a copy of the same to the Chairman, DUGC.
- 18.2 The Grade Moderation Committee for the first year shall consist of all the Course Coordinators of the courses offered to the first year students in a semester, with the First Year Class Coordinator as the Chairman. The Chairman, Grade Moderation Committee shall be responsible for the display of grades and for forwarding the final grades to the Academic Section. The Chairman, Grade Moderation Committee

shall also retain the record copy of marks and grades along with the statistical parameters for all the courses moderated the committee.

## 19. Showing 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 specified fees as mentioned in Appendix F, within three days after the declaration of the result. For SY onwards, a committee consisting of the Chairman, DUGPC, the concerned Chairman of the Grade Moderation Committee and the course co-ordinator shall show the answer sheet to the student and reevaluate if necessary. For the first year classes, the Chairman of the Grade Moderation Committee, the course coordinator and one subject expert shall constitute the committee.
- 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.

## 20. Minimum Students Requirement for an Elective Course

An elective course in a department shall run only if minimum of ten students or 25% of the sanctioned intake, register for it in a regular semester. However, under special circumstances, a course may run with fewer students with prior permission of the Chairman, Senate.

## 21. Minimum Requirements for the Award of the Degree

- 21.1 The student should have taken and passed all the prescribed courses under the general institutional and departmental requirements and the student should have paid all the Institute dues.
- 21.2 Student should have AP grade in Environmental science/environmental studies.
- 21.3 The student should have satisfactorily fulfilled other academic requirements like practical training, visits, seminar and the project and the student should have no case of indiscipline pending against him/her.
- 21.4 The credits for the courses in which a student has obtained "D" (minimum passing grade for a course) grade or higher shall be counted as credits earned by him/her. A student who has a minimum CGA of 5.0 and earned a minimum number of credits as specified in the UG curriculum he/she is registered for, is eligible for the award of the degree.

- 21.5 A student, who has earned the minimum credits required for a degree but fails to obtain the minimum specified CGA for this purpose, shall take additional courses till the minimum CGA is attained.
- 21.6 A student has obtained the eligibility certificate in the first year from SRTMU, Nanded.

**22. Maximum Period for Completion of B. Tech.**

In any case, a student should fulfill the requirements for respective degree within the maximum period specified for each degree as given below, including withdrawal in exceptional circumstances, failing which his/her case will be referred to the Senate for dismissal. The maximum duration for the UG programme is **ten years** from the date of initial registration.

**23. Award of Medals**

- 23.1 The Institute awards medals and merit certificates to the outstanding students every year. The students who have passed without unloading, dropping or failing in any credit carrying course are considered eligible for these medals and merit certificates.
- 23.2 The Gold Medals and Silver Medals shall be awarded to the outstanding graduates from each branch of Engineering, securing highest and second highest CGA, respectively, at the end of the programme.
- 23.3 The merit certificates shall be awarded to SY and TY B. Tech. outstanding students of various branches securing highest and second highest CGA, respectively.
- 23.4 Further, the merit certificates shall be awarded to FY B. Tech. outstanding students securing highest and second highest CGA, respectively.

**24. Interpretation of Regulations**

In case of any dispute, difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the chairman, senate shall be final and binding.

**25. Emergent Cases**

Notwithstanding anything contained in the above regulations, the Chairman of the senate may, in emergent situations take action on behalf of the senate as he deems appropriate and report it to the next meeting of the senate for its approval.

**26. Students entering into Autonomy from Swami Ramanand Teerth Marathwada University, (SRTMU) Nanded pattern.**

- 26.1 Student can enter into autonomy pattern at S.Y. level if and only if; he/she has cleared F.E. or eligible to avail ATKT as per SRTMU norms.

- 26.2 Student can take admission to first semester of T.Y. into autonomy pattern if and only if; he/she has cleared all the subjects of F. E. and cleared S. E. or eligible to avail ATKT as per SRTMU norms.
- 26.3 Student can take admission to the first semester of final year B. Tech. Program into autonomy pattern if and only if; he/she has cleared all the subjects of S.E. and cleared T.E. or eligible to avail ATKT as per SRTMU norms.
- 26.4 Student entering into autonomy has to complete his/her B. Tech. program in stipulated period as tabulated below, irrespective of the number of years that he/she was in SRTMU pattern. However, only in special circumstances this duration shall be extended by one more year with the permission of the Director.

Year in which the student is entering in to autonomy from SRTMU pattern/ Lateral	Max. Period for completion of B. Tech. Degree
Second Year	09
Third Year	08
Final Year	07

- 26.5 The students entering from SRTMU pattern at S.Y. or T.Y. or Final Year shall have to appear some additional courses if necessary. The DUGC shall decide the list of such additional courses and get it approved from Chairman, Senate, through Dean Academic. Further, DUGC shall do the needful for counseling in those subjects in the department. The list of such students shall be informed to the Controller of Examinations (COE) by the Chairman, DUGC and COE will take necessary measures while preparing the time table of Semester I and II examination.
- 26.6 For the students those who enter into autonomy from SRTMU pattern, the grade cards shall be prepared as per the examination scheme, grading structure and rules and regulations. The CGA shall also be calculated based on the performance from the year in which he/she has entered in the autonomy pattern.
- 26.7 If any student needs to convert his/her SRTMU mark list into grade card, he/she has to submit request application to the Director through Dean (Academics). The legitimate requests will be entertained. Such students will get new grade cards by converting SRTMU mark lists. The scheme which will be used for the award of grades, based on the absolute marks system, for the conversion of SRTMU marks is given in Appendix H.

**27. 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.

## 28 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		
		Level of Achievements		
		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 earned 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.

## 29 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.

### 30 Improvement of Grade/CGA:

**Eligibility:** A candidate who has passed the B.Tech. Degree examination (autonomous) in any discipline from SGGSI& T Nanded and who wishes to improve his/ her grade points and whose CGA is less than 6.75 will be permitted to reappear.

**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 examination.
- A candidate will be allowed to re-appear for minimum 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/ counseling 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.
- B. Tech candidates are allowed to register for only final year subjects which, are offered in the re-

spective semester for regular student. Candidate will have to appear for midterm and end term examination along with regular students.

- In the summer term examination under graduate student can register for any five subjects from first or second semester of final year.
- 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 improved grades will be issued and will be marked as "Grade 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.

**TABLE-1: UG PROGRAMMES LEADING TO BACHELOR' S DEGREE**

Branch	Degree
Civil (W.M.) Engineering	B. Tech. [Civil (W.M.) Engineering]
Computer Science & Engineering	B. Tech. (Computer Science & Engineering)
Electronics & Telecommunication	B. Tech. (Electronics & Telecommunication)
Information Technology	B. Tech. (Information Technology)
Instrumentation Engineering	B. Tech. (Instrumentation Engineering)
Production Engineering	B. Tech. (Production Engineering)
Chemical Engineering	B. Tech. (Chemical Engineering)
Textile Technology	B. Tech. (Textile Technology)
Electrical Engineering	B.Tech. (Electrical engineering)

**TABLE 2: STRUCTURE OF GRADING OF ACADEMIC PERFORMANCE**

Academic Performance	Grades	Gradepoints
Outstanding	A+	+ 10
Excellent	A	9
Very Good	B+	8
Good	B	7
Average	C+	6
Below Average	C	5
Marginal	D	4
Poor	F	0
Incomplete	I	-
Withdrawal	W	-
Absent	ABS	-
Subject performance cancelled	SPC	-
Whole performance cancelled	WPC	-

**"F" Grade:** The "F" grade denotes poor performance. "F" grade is also awarded in case of poor attendance

(see Attendance Rules). A student has to repeat all compulsory(core) courses in which she/he obtains 'F' grade, until a passing grade is obtained. For the elective courses in which "F" grade has been obtained, the student may take the same course or any other course from the same category. Further, "F" grades secured in any course stay permanently on the grade card. The weight of these grades is not counted in the calculation of the CGA however; these are counted in the calculation of the SGA.

**"P" Grade:** This refers to an incomplete grade, which is required to be converted into a regular letter grade.

**"W" Grade:** This refers to withdrawal from the course as discussed in section 14.

### Appendix-A: Performance Indices

#### (i) Calculation of SGA

The performance of a student in a semester is indicated by a number called SGA. The SGA is the weighted average of the grade points obtained in all the courses registered by the student during the semester.

$$SGA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where,

$C_i$  = The number of credits assigned in the  $i^{th}$  course of a semester for which SGA is to be calculated

$P_i$  = Grade point earned in the  $i^{th}$  course

$i = 1, 2, \dots, n$  represent the number of courses in which a student is registered in the concerned semester. The SGA is calculated to two decimal places

#### (ii) Calculation of CGA

An up to date assessment of the overall performance of a student from the time of his first registration is obtained by calculating a number called CGA, which is weighted average of the grade points obtained in all the courses registered by the student since he entered the Institute.

$$CGA = \frac{\sum_{j=1}^m C_j P_j}{\sum_{j=1}^m C_j}$$

Where,

$C_j$  = The number of credits earned in the  $j^{th}$  course up to the semester for which CGA is to be calculated

$P_j$  = Grade points earned in the  $j^{th}$  course. A letter lower than D (i.e., Grade points < 4) in a course shall not be taken into consideration for calculation of CGA

$j = 1, 2, \dots, m$  represent the number of courses in which a student is registered up to the semester or which the CGA is to be calculated. The CGA is also calculated to two decimal places.

### Appendix-B:

**Guidelines for the Award of Grades:** The following are the general guidelines for the award of grades:

- i. For each student, all evaluations in different components of a course shall be done in absolute marks considering the weightage in scheme.
- ii. The marks of various components shall be added to get total marks secured on a 100 points scale. The rounding off shall be done on the higher side.
- iii. For less than 30 students in a course, the grades shall be awarded on the basis of natural cut-off in the absolute marks (Appendix D).
- iv. For more than 30 students in a course, the statistical method shall be used for the award of grade
- v. F grade shall be awarded for marks less than 40.
- vi. The overall distribution of different grades shall be as indicated in the statistical distribution to the extent possible. (See Appendix – E)
- vii. The provisional grades shall be awarded by the Coordination Committee of the course consisting of all the teachers involved in that course. The grades should be finalized within one week of the End Semester (Major) Examination. The course coordinator shall have full responsibility for this purpose.
- viii. The grades so awarded shall be moderated by the Grade Moderation committee for that class of a Department. This committee will finalize the grades and display a copy of the grades awarded on the Notice board of the Department. All the final grades shall be communicated to the Academic Section within two days from the date of display of grades.
- ix. The procedures for evaluation and award of grades for project, training, seminar and group discussion shall be decided by the respective DFB.

### Appendix-C

Project Evaluation:

- Every student has to undertake a project of professional interest. The project may be related to a theoretical analysis, an experimental investigation, a pro-type design, a new correlation and analysis

of data, fabrication and setup of new equipment. The Project Coordinator appointed by the Department normally assigns the project towards the end of the pre-final year and the work is done during both the semesters of the final year.

- The registration for the project work is normally in two stages, each spread over a semester. At the end of the first stage, the student is required to submit preliminary report of his work by a prescribed date to the Coordinator and present it to a Panel of Examiners. The second stage of the work is continued in the following semester.
- The final project report should be submitted by the prescribed date. The report is evaluated by a panel of examiners and an oral examination is conducted after the Major Examination. The assessment should be on the following criteria. The preliminary presentation (1<sup>st</sup> stage) carried 25% of the total weight. Another 25% weightage is given for the initiative, interest, efforts and regularity. The remaining 50% weightage is assigned to the oral examination conducted by the Panel of Examiners.
- Submission of the B. Tech. project cannot be postponed beyond the date specified in the calendar. If the project cannot be completed due to ill health or other bonafide reasons, the course can be dropped in consultation with the project coordinator and guide on or before mid-term examination. Re-registration for the same is required in the following semester in which it should be completed.
- Students who do not drop the project in time and do not submit the project report for assessment by the due date, will be temporarily awarded "I" grade at the time of finalization of grades. The "I" grade will be converted to a performance grade not higher than B+ when these students submit their reports and undergo the oral examination. Further, if such late reports are not submitted, one week before the registration of next semester, the "I" grade will be automatically converted to "F".
- The students those who fail in the project examination of first/second semester shall be allowed to reappear in the following semester
- Student should submit 4 softbound typed copies of B. Tech. Project Report and after successfully completion of the viva-voce examination the hard bound copy may be submitted to the Coordinator. A student who unable to complete his /her project in the academic year in which he/she has registered, will be required to reregister/reappear in the next academic year.

#### Appendix – D:

Award of grades based on Absolute Marks system: the award of grades on absolute marks out of 100 shall be made as shown in the Table.3

**Table 3. Absolute Marks system**

RANGE MARKS	GRADE
91-100	A+
80-90	A
73 -79	B+
64-72	B
55-63	C+
46-54	C
40-45	D

Note: The grade boundaries as indicated above may be marginally adjusted.

#### Appendix – E:

##### Statistical Method for the Award of Grades:

- ✚ For the award of grades in a course, all component-wise evaluation shall be done in marks. The marks of different components viz. Mid- Term Examinations, End-Semester Examination, Course Work Sessionals (CWS), Practical Sessionals (PS) etc. would be reduced to relative weight of each component as approved by the Senate and added. Marks so obtained shall be out of 100 and the same would be converted to grades following the guidelines given below.
- ✚ For 30 or more number of students in a course, the statistical method shall invariably be used with marginal adjustment for natural cut-off. The mean ( $\bar{X}$ ) and the standard deviation ( $\sigma$ ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per Table 4 given below. Students whose score is less than 40 will be awarded F grade.

**Table 4: Award of Grades using Statistical Method**

RANGE OF MARKS	GRADE
$\bar{X} + 1.5 \times \sigma \leq \text{Marks Obtained} < 100$	A+
$\bar{X} + 1.0 \times \sigma \leq \text{Marks Obtained} < \bar{X} + 1.5 \times \sigma$	A
$\bar{X} + 0.5 \times \sigma \leq \text{Marks Obtained} < \bar{X} + 1.0 \times \sigma$	B+
$\bar{X} \leq \text{Marks Obtained} < \bar{X} + 0.5 \times \sigma$	B
$\bar{X} - 0.5 \times \sigma \leq \text{Marks Obtained} < \bar{X}$	C+
$\bar{X} - 1.0 \times \sigma \leq \text{Marks Obtained} < \bar{X} - 0.5 \times \sigma$	C
$\bar{X} - 1.5 \times \sigma \leq \text{Marks Obtained} < \bar{X} - 1.0 \times \sigma$	D
$0 \leq \text{Marks Obtained} < \bar{X} - 1.5 \times \sigma$	F

#### Appendix – F:

- ✚ Registration: total fee decided by the competent authority.
- ✚ Re-registration: Rs. 1200 per theory subject, and Rs. 200 per practical. Apart from this, student shall pay fee charged for gathering, internet, library, gymkhana, and training and placement as decided by the competent authority.

✚ Re-appearing: Rs. 200/- per subject or practical

#### Fees in the Summer Term

- The course with instruction: Rs. 700/course.
- The course with counseling: Rs. 200/course.

The practical course: Rs. 200/practical.

**Fees for showing the answer sheets of end/summer term:** Rs 200/- per subject

### Appendix – G:

#### Scheme for allocation of registration numbers:

##### Roll number allocation scheme:

001 – 150	Regular students
151 – 200	After branch change in subsequent rounds of admission process in the first year
201 – 299	Students taking admission in second year from SRTMU to autonomy pattern
301 – 399	Students taking admission in third year from SRTMU to autonomy pattern
401 – 499	Students taking admission in final year from SRTMU to autonomy pattern
501 - 599	Students taking direct admission in the second year
601 – 699	Students after branch change in the second year

First four digits - Year of admission  
Next three characters - Branch code  
Last three digits - Roll number of student

##### Branch code details:

Electronics & Telecommunication	BEC
Computer Science & Engineering	BCS
Information Technology	BIT
Instrumentation Engineering	BIN
Production Engineering	BPR
Civil-Water Management	BCW
Textile Technology	BTT
Sugar Technology	BSG
Chemical Technology	BCH
Electrical Engineering	BEL

**Example 1:** The registration number of the student taking admission in the academic year 2007 in Civil-Water Management Engineering department with the roll number allocated 005 will be **2007BCW005**.

**Example 2:** If the student considered in the example 1 gets branch change to Electronics & Telecommunication, in subsequent rounds of admission process in the First Year only, then the new registration number allocated may be **2007BEC151**.

**Example 3:** If the same students get branch change in second year to Computer Science Engineering department then the new registration number allocated in the second year may be **2007BCS601**.

**Example 4:** If student from SRTMU enters in Autonomy pattern in the final year in the Electronics & Telecommunication Engineering department in the academic year 2010-11 then registration number allocated may be **2010BEC401**.

### Appendix-H:

**Award of Grades Based on Absolute Marks System to convert SRTMU mark lists:** The award of grades on absolute marks out of 100 shall be made as follows shown in the Table 5.

**Table 5: Absolute Marks System for Conversion**

RANGE MARKS	GRADE
75-100	A+
65-74	A
55-64	B+
49-54	B
46-48	C+
43-45	C
40-42	D
00-39	F

### Appendix-I for rules 11.1:

Five numbers of backlog courses (theory, practical, industrial training, projects, seminar etc) include F, AF, ABS, SPC, WPC grades but excluding AF grade of environmental science/ environmental studies.

First year students with less than or equal to five backlog (s) from first year shall be eligible to register to the second year.

Second year student with less than or equal to five backlog (s) from first and/or second year shall be eligible to register for the third year.

Student who has cleared first year and with less than or equal to five backlog (s) from second and/or third year shall be eligible to register to the final year.

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

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Date: April 9, 2011

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

**CODE OF CONDUCT OF EXAMINA-  
TION 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 9<sup>th</sup> April 2011.**

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## **A 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 9<sup>th</sup> 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 it's 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 Department.
- 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 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 candi-

- dates 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 along with 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 referred to the director, who would decide appropriate course of action using his discretionary powers.

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

**8** 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.

## **D COURSE EVALUATION**

### **1 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

1.5 conduct the examination. Such changes shall be informed to the COE Cell for record.  
For practical / oral examination I Dissertation- I at M.Tech, HOD may appoint examiner from amongst the institute faculty.

1.6 Further Elaboration:

## 2 **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 de-

partment.

3

**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.

4

**Result:**

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

E

**REGULATIONS REGARDING UNFAIR MEANS**

1

**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 form of chart, diagram, map or drawing or electronic aid etc., which is not 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.

2 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 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.

3 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 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.

## 8

### **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

## 9

### **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 before the committee in his/her defense. Even after offering two chances, if kthe con-

cerned 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.

## **F AMENDMENT OF RESULT**

### **1 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 with 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.

### **2 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.

## **G GRIEVANCES AND REDRESSAL**

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

## **H APPEALS**

- 1** 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.
- 2** 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 Examina-	Exclusion of the student from Institution examination for four additional examinations.

	tion to invigilator/Chief Conductor of 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.**

<b>Sr. No.</b>	<b>Nature of the Malpractices/Lapses</b>	<b>Punishment</b>
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 supervision of dissertator/project work.(e.g. use of manipulated data by a student)	As decided by the authorities of the Institution.

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**

<b>Sr. No.</b>	<b>Name of Documents</b>	<b>Duration of Maintenance</b>
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.