

GOVT. COLLEGE OF ENGINEERING

AMRAVATI

(An Autonomous Institute of Govt. of Maharashtra)



RULES AND REGULATIONS

for Examinations and Evaluations of

UG AND PG PROGRAMMES

(Updated up to 01-07-2010)

1. **Preamble:** Government College of Engineering, Amravati is one of the pioneering institutes of Government of Maharashtra in Vidarbha region. The institute has been awarded an autonomous status vide order No. WBP 2004/(341/04)/(2) TE 6 dated 29 March 2006.

The institute has already formed the senate and it has been conferred with certain powers and duties, one of them is to decide the methodology for examination and evaluation. Institute has formed Examination Committee in the similar lines of Maharashtra University Act 1994. The examination committee shall consist of the following members.

- a) Director / Principal (Chairman)
- b) Dean, Academic of the institute.
- c) Controller of Examination, Sant Gadge Baba Amravati University, Amravati.
- d) One Senior Faculty Member of University department; not below the rank of Assistant Professor.
- e) One evaluation expert from industry.
- f) Three Regular Senior Faculty Members of the institute possessing teaching / research experience of more than Ten years.

1.1 The powers and duties of examination committee:

1.1.1

- i) The committee shall ensure proper organization of examination and test of the institute including evaluation, tabulation and declaration of results
- ii) Appoint examiners, moderators and paper- setters from amongst the persons included in the panels prepared by the respective subject boards.
- iii) Undertake, experiments in examination reforms.
- iv) Obtain three sets of question papers in sealed envelopes in the respective subjects. The principal/ Director/ his or her nominee shall draw at random one of such sealed covers containing question papers. This sealed covers with seal intact shall then be send to the printing press. *(Amended vide item no. 8 of academic board meeting held on 20-06-2007)*

1.1.2 The committee shall prepare the time schedule of examinations and dates of declaration of the results at the beginning of the term and notify the same.

1.1.3 Assessment of answer books for all examinations shall be done centrally through Central Assessment System. All answer books of an examination shall be masked and then coded. The coded answer books shall then be handed over to the examiners for assessment. After the assessment, all answer books shall be decoded and de-masked and the moderator will prepare the result sheet.

- 1.1.4 In order to investigate and take disciplinary action for malpractices and lapses on part of the candidates, paper setter, examiners moderators, teachers or any other persons connected with the conduct of examinations, the committee shall constitute a sub-committee consisting of three members of whom one shall be Chairman.
- 1.1.5 The recommendations of the sub-committee shall be placed before the Examination Committee, which take the disciplinary action in the matter as it deems fit. (presence of all members is mandatory) (*added vide no 8 of academic board meeting held on 20-06-2007*)
- 1.1.6 The committee shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, teachers, invigilators and supervisors etc.
- 1.1.7 Two-third members shall constitute a quorum for examination committee. If the meeting is adjourned for the want of quorum, then no quorum shall be required for such adjourned meeting, which will be conducted within 15 minutes.
- 1.1.8 The committee shall meet twice during the academic year and such other times as may be required.
- 1.1.9 The committee shall perform such duties and responsibilities that are assigned from time to time by Board of Management.

For smooth functioning of the above, the Dean Academic shall form subcommittees, namely

- a) Question Paper Setting
- b) Conduct of Examination
- c) Central Assessment
- d) Complaint Redress Committee

The various format for the examination has following nomenclatures

- A Admission
- E Examination
- R Result
- M Miscellaneous

2. Question Paper Setting

- 2.1 Eligibility Criteria regarding Appointment of Paper setter / Examiner / Re-assessor / Practical Examiner
 - 1. The paper setter / Examiner /Re-assessor shall be appointed by Examination Committee. The examiner appointed for undergraduate course shall have at least undergraduate degree in concern/ allied branch of engineering and the examiner appointed for post graduate course shall have at least post graduate degree in concern/ allied branch of engineering.
 - 2. The paper setters shall have at least three years of teaching experience and at least one-year experience of teaching the course for which appointment is to be made. However, if experts are not available as per the norms mentioned above the experienced teachers may be appointed as a special case with due approval from chairman examination committee.
 - 3. No person can claim appointment as paper setter / Examiner /Re-assessor

- or any other appointment related to examination work as a matter of right.
4. Appointments of person as setter / Examiner /Re-assessor/ Practical examiner shall be made as per the following guidelines.
 - Appointment of setter shall be made two months before the end semester examination.
 - Appointment of assessor shall be made fifteen days before the end semester examination.
 - Appointment of practical examiner shall be made fifteen days before the scheduled practical examination.
 5. In case the practical examiner is appointed from outside (Industry/ Organization/ Field) he/she shall have at least two years of professional experience in the related field.
 6. In case Paper setter / Assessor / Re-assessor / Practical examiner is from outside he/she shall communicate his/her acceptance immediately, however if it is not possible to accept the appointment due to his/her preoccupation he/she shall communicate the same to concern authority well in advance at least a week before the date of appointment. In case no communication is received from Paper setter / Examiner /Re- assessor/ Practical examiner within prescribed time limit it will be presumed that the appointment is accepted.
 7. The paper setter / Examiner /Re-assessor shall follow all the directions given by the board of examination from time to time in respect of pattern of question papers, setting of question papers model answers scheme of marking etc.

2.2 Instructions to the Question Paper Setter

- 2.2.1. The question paper for end semester examination shall be for 60/ 30 marks and maximum duration shall be 2½/ 2 hours respectively. However, for design and drawing subjects the duration may be 3 hrs. as mentioned in the curriculum. *(The rule amended vide item no. 3 of VI EC meeting held on 1/10/2008 and approved in academic board meeting, vide item no. 11, held on 10-12-2008)*
- 2.2.2. The paper setter shall not disclose his/her appointment and shall not make any correspondence on post cards regarding any matter connected with the examination.
- 2.2.3. Paper setter shall submit his/her willingness/ unwillingness to the authority within fifteen days from the date of the letter of appointment as paper setter. It is mandatory for the teaching staff members of Govt. College of Engg., Amravati to accept the appointment as paper setter, if he/ she qualify as a paper setter.
- 2.2.4. The paper setter shall submit one/ two paper sets as per appointment order.

- 2.2.5. Nature of question paper should be precise. Paper setter should design question paper such that the questions
- i) are written with simple , straight forward and meaningful wording
 - ii) are unambiguous
 - iii) are asked for relevant marks
 - iv) cover the entire syllabus for the course.
- 2.2.6. Question should be set in such a way that it will test the skill of applying the knowledge acquired, rather than testing the memory or merely book information.
- 2.2.7. There shall be maximum five questions in all with overall 30% internal choice (e.g. option of 18 marks for 60 marks question paper). The students have to attempt all question. (*Rule modified vide item no 10 of XII EC meeting, dated 21.06.2010 and approved in academic board meeting, vide item no. 10, held on 30-06-2010*)
- 2.2.8. The questions should be serially numbered and shall be numbered as 01, 02, 03, 04 & 05.
- 2.2.9. Sub-questions, if any, shall be numbered as a, b, c, d ... etc.
- 2.2.10. Marks shall be indicated on the right side of sub-question or the question.
- 2.2.11. Question should be set in such a way that it will test the skill of applying the knowledge acquired, rather than testing merely book information. The question paper may contain questions based on testing knowledge, memory and skill and thinking ability.
- 2.2.12. Diagrams or sketches, if any, should be drawn in black ink or with black ball pen and should be attached separately (to the question paper) with question number mentioned below the sketch.
- 2.2.13. For guidance of assessment of answer books, paper setters should prepare the scheme of marking, giving distribution of marks for different points in the question.
- 2.2.14. In case of numerical problems, solution of the problems with distribution of marks for different stages should be given in scheme of marking.
- 2.2.15. The paper setter should specifically mention the charts, tables, IS codes, data books etc. required for the examination.
- 2.2.16. Common “instructions to candidates” are already mentioned in the floppy sent to you with this letter. However paper setter is requested to delete excess instructions or add some instructions, if required.

2.2.17. Each paper setter will have to submit a declaration (in Form: E-03), along with the paper.

2.2.18. The paper setter is provided with a floppy/CD containing the format of question paper and common instructions to candidates.

2.2.18(A) Each External Paper Setter is provided with a teaching scheme submitted by a course teacher who has taught the course. Paper Setter may refer this teaching scheme while setting question paper so as to understand the depth of a particular topic of syllabus dealt by course teacher.

Lecture No.	Topics of the syllabus covered/ to be covered	Depth to which covered
1		
2		

(Rule added vide item no 10 of XII EC meeting, dated 21.06.2010 and approved in academic board meeting, vide item no. 7, held on 30-06-2010)

2.2.19. The hard copy of the question paper and the soft copy (in the same floppy) shall be placed in the red envelope (Cover – A) and the scheme of marking shall be placed in yellow envelope (Cover – B). These two envelopes (Cover–A and Cover – B) and shall be placed in blue envelope (Cover – C). These three envelopes (three Cover -C, one for each paper set) shall then be placed, along with the declaration (in Form: E-03), in the white envelope (Cover – D).

2.2.20. In case of any difficulty regarding getting soft copy and/or hard copy, the setter may report to the coordinator, paper setting. TA/ DA shall be paid for such work for outside examiners.

2.2 (A) Procedure for moderation of question papers

1. The moderation of the ESE question paper sets received shall be carried out by respective Head of the department himself (no substitute) as per his/her convenience, at least 3 days in advance to the date of commencement of examination. For this purpose Head and Coordinator (P.S.) shall contact each other.
2. In case of non receipt of question paper and the sets received just in time of examination, Coordinator paper setter shall request the concerned head. If the head concerned is on leave and outside the head quarter, the faculty holding charge shall do the moderation of work only of such emergencies.

3. The moderation work will be carried out in the Dean's office.
4. Moderation of all the question paper sets pertaining to First Year will be carried out by the Chairman BoS (F.Y.)
5. Following particulars should be checked and moderated accordingly:
 - a. Check the cover of envelope A and hard copy of the question paper.
 - b. All necessary corrections are to be carried out on hard copy of the question paper.
 - c. Check and correct the Course code, course name, time allotted, number of questions, and total marks, instructions given to the students (instruction number 6 of the paper format to be deleted, if not applicable)
 - d. Check total number of questions (maximum 05) and, wherever possible, check and correct marks allotted per question, internal choice and total option given (max. 30%)
 - e. Check repetition of questions, format and readability of the figures, while moderating the question paper set.
 - f. Check the cover and contents of envelope B, and will submit information on whether the envelope B contains solution or not.
6. Moderator shall not have any communication with the paper setter.
7. Moderator shall sign envelopes A, B and C (same envelopes submitted by the paper setter) with necessary remarks.
8. The remuneration for the moderation work shall be Rs. 50/- per paper set.

Sr. No. On Cover D :

Format for Moderation of ESE Question Paper.

Name of the Moderator:

Department:

Course Code:

Course Name:

Sr.No.	Guideline No.	Remarks mentioning corrections made

1	5 a Check the cover of envelope A and hard copy of the question paper.	
2	5 b All necessary corrections are to be carried out on hard copy of the question paper.	
3	5 c Check and correct the Course code, course name, time allotted, number of questions, and total marks, instructions given to the students (instruction number 6 of the paper format to be deleted, if not applicable)	
4	5 d * Check total number of questions (maximum 05) and, wherever possible, Check and correct marks allotted per question, internal choice and total option given (max. 30%),	
5	5 e Check repetition of questions, format and readability of the figures, while moderating the question paper set.	
6	5 f Check the cover and contents of envelope B, and will submit information on whether the envelope B contains solution or not.	

* Mention percentage option (in terms of marks; maximum 18 in case of 60 marks paper) available after corrections by Moderator.

Additional Remarks, if any:

Signature of the Moderator with Date

(Rule added vide item no 10 of XII EC meeting, dated 21.06.2010 and approved in academic board meeting, vide item no. 10, held on 30-06-2010)

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

(Rule added vide item no 6 of VII EC meeting, dated 28.11.2009 and approved in academic board meeting, vide item no. 11, held on 03-04-2010)

Format for Evaluation of the ESE Question Paper

Course Code:

Course Name:

Exam: W/ S 20--

1. Does the question paper uniformly cover entire syllabus prescribed for the course?
i) No ii) Yes.
2. Whether the option is within 30 percent?
i) No ii) Yes
3. Whether the time allocated for the paper was sufficient?
i) No ii) Yes
4. Was the paper clearly written and was appropriate to understand the meaning?
i) No ii) Yes
5. Was the language used appropriate? Does the paper suffer from grammar problems?
i) No ii) Yes
6. What is the standard of paper to judge the knowledge and analytical skills of student?
i) poor ii) moderate iii) good
7. What was the difficulty level of the paper?
i) too easy ii) moderate iii) too difficult
8. Any innovative ideas seen in the paper?
i) No ii) to some extent iii) to great extent
9. Whether the scheme of marking is appropriate?
i) No ii) Yes
10. What is the overall quality of the paper?
i) poor ii) satisfactory iii) good iv) very good v) excellent

Question Paper Evaluated by:

Sign.

Name.

Address.

2.3 2.3.1 Printing procedure for question papers.

- 1 Officer in-charge, (printing) shall receive one sealed envelop per course offered during the semester from the coordinator, (paper setting) and the acknowledgement in prescribed format shall be issued (Form: E-05). He/She shall retain duplicate copy of the same.
- 2 Printing of the question paper shall be done one working day before the examination.
- 3 Sealed packets shall be arranged date-wise in sequence.
- 4 Each sealed question paper packet shall be opened by officer in-charge, (printing) in presence of one member and both shall sign the statement printed on the same envelop.
- 5 No. of copies to be printed will be decided by the following formula.

$$T = N + A$$

Where, T = Total number of question papers to be printed N = No. of candidates appearing, A = Additional question papers = 20% of the number of students appearing, subjected to a minimum of 5 and maximum of 20 question papers. Total number of question paper to be printed shall be rounded off to the next number that is multiple of 5.

6. Soft copy of the question paper provided by the paper setter shall be used for the printing. However incase the non-availability of the soft copy, officer in-charge, (printing) shall use hard copy, get it scanned and use it for printing and destroy the stencil.
7. No part of the question paper shall be saved on the hard disk during the entire process of printing.
8. Settling up the format, of the question paper if required, would be done and the printing command shall be given without creating any file on any of the storage device. However, the care shall be taken to eliminate changes in the original paper due to setting up the format.
9. The original manuscript and its soft copy in the form of CD or floppy shall be placed in original envelop which will then be placed in envelop E and shall be sealed by officer in-charge, (printing).
10. These manuscripts shall be compiled and returned to the coordinator, (paper setting) next working day and the acknowledgement in the form E-07 shall be taken. Manuscripts are to be retained for at least one additional semester by him.
11. No part of the question paper shall be saved on any of the storage device.
12. Damaged question papers, extra copies of question paper, part of the question paper, the upper portion of which is affixed on the packet and stencils if any, etc. shall be taken in possession by the officer in-charge (printing) immediately after they are created and shall be destroyed by burning it at the end of the printing work every day.
13. Pending commands given to the printing machine if any shall be erased before closing the room.

2.3.2 Format of the question paper

- 1 Page setup for question paper will be 8 x 5.75 inch. i.e. Each side of the A4 size paper have two columns in landscape setup.
- 2 Both the sides of the papers would be used for printing. The question papers are to be folded after printing.
- 3 Light colored paper shall be used for the question paper printing. The color may be decided by the officer in-charge (printing) and may different for different exams.
- 4 Additional sheets may be used for if the matter couldn't be accommodated on one sheet of A4 paper. Additional sheets shall be stapled with the main sheet.
- 5 Following format shall be used.
 - a. The question papers shall be prepared in *MS-Word* word processor only
 - b. b. Font to be used shall be Times new roman, size 12 pt.

6. Matter to be printed on question paper:
- a. Name of the institute to be printed on the top of question paper. Government College of Engineering Amravati
(*An autonomous institute of Government of Maharashtra*)
 - b. Name of Examination:
Example:
First year B. Tech. Examination
Winter/ Summer / Summer Course 20__
OR
Second year B. Tech. (Mechanical) Examination
Winter/ Summer / Summer Course 20__
 - c. Course code and course name:
Example
ME303 Fluid Mechanics

Maximum marks: As given by the setter.
 - d. Duration: 2 hours 30 minutes
 - e. Instructions: as given by paper setter
 - f. Page Numbering Arabic
(*revised vide no 8 of academic board meeting held on 20-06-2007*)

2.3.3 Sealing of question papers packets

1. Requisite number of question papers would be printed using available printing machine.
2. After printing the requisite number of question papers, they would be counted and placed in the packets (Envelop *F*). In order to minimize number of packets, optimal combinations out of the below given lots shall be selected.
 - a. 50 question papers in each packet
 - b. 20 question papers in each packet
 - c. 10 question papers in each packet
 - d. 5 question papers in each packet
3. The number of question papers placed in each packet would be ascertained by the second person in the team.
4. Open end of the packet shall be pasted with gum.
5. The matter printed on the top of the question paper would be cut and pasted on the packet so that all the three joints of the packet would be covered as shown below in Figure 1.
6. Subsequently packets shall be sealed using sealing wax with the personal metal seal of the officer in-charge (printing) as shown in the Figure 1 by letters MS encircled.
7. Officer in-charge, (printing) shall put his/her signatures on the places as shown in Figure 1.
8. Sealed packet of question paper shall be issued to Coordinator Examination and the acknowledgement shall be taken. (Form.-08) and duplicate copy shall be issued to him.

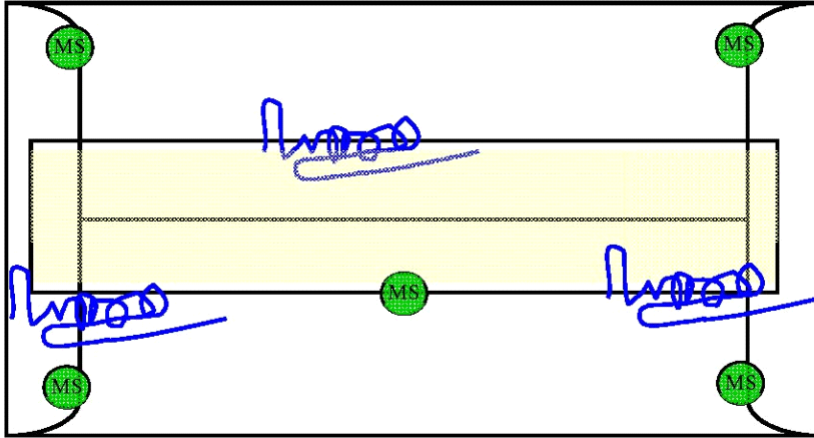


Figure 1: A sample question paper packet showing positions of seals and signatures.

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

- 1 All the cupboards in the printing section
- 2 All the doors of the printing section

2.3.5 Question paper packet: Made up of cloth woven paper, thickness greater than 140 gsm, size 9 x 6.5 inch, the plain side of which shall be printed with the statement to be signed by the Head of the department while opening the packet few minutes before starting the final examination.

2.3.6 The committee

The committee for printing the question papers shall consists of,

- i. Officer in-charge, (printing) Lecturer
- ii. DTP operator for printing Class III
- iii. Peon Class IV

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

2.3.7 Other guidelines

- i) All the USB ports, CD writers, LAN cards, modems, blue tooth or any other accessory that can be used to transfer or save the data shall be removed or disabled, if not possible to remove it physically, from the computer used for printing.

3. Conduct of examination

3.1 General

- 3.1.1 The various examinations for B. Tech. and M. Tech. Programmes shall be conducted in accordance with the Rule No. 21 of the Rules and Regulations for B. Tech. Programmes and Rule No. 17 of the Rules and Regulations for M. Tech. Programmes and also as per the Examination schemes approved by Board of Studies for the various Programmes.
- 3.1.2 The students shall be evaluated for his/her academic performance in a Course through Teacher's Assessment, Class Tests, Practical Examination and End Semester Examination.
- 3.1.3 There shall be two class tests during each semester for every course. Each class test shall be of 15 marks. Duration of each test shall be 1 hour. First class test shall be based on 25% syllabus and conducted at the end of 5th week of the semester. The second class test shall be based on further 25% syllabus (syllabus other than that covered in first class test) and shall be conducted at the end of 10 week of the semester.
- 3.1.4 At the end of each semester, there shall be an End Semester Examination for every theory course. It shall consist of theory examination of 60 marks and 2:30 hours/3:00 hour durations, as mentioned in the examination scheme approved by Board of Studies of the respective Programmes. The examination shall be based on entire syllabus of the respective course.
- 3.1.5 Practical examination shall be conducted for every practical course, seminar and Project, at the end of the semester.

3.2 Teacher assessment (TA)

- 3.2.1 Course teacher shall evaluate the performance of the students in respective theory courses. Performance shall be evaluated by giving and checking home assignments/tutorials, taking surprise tests/seminars in class, allotting fieldwork, etc. Course teacher shall declare to the students at the beginning of the semester, the way in which he/she is going to evaluate the performance. Performance shall be regularly monitored and record of assessment shall be maintained in the prescribed Proforma. Maximum weightage for Teachers Assessment shall be 10 marks per course.
- 3.2.2 At the end of the semester, course teacher shall tabulate marks allotted to students for Teachers Assessment, display it on notice board for students' reference and hand over the copy of the same to Head of Department.
- 3.2.3 Head of Department / First Year Coordinator shall collect the marks for Teachers assessment for all Courses in all Semesters, compile them semester wise, and hand over the copy of the same to Institute level coordinator for Assessment.

3.2.4 Institute level coordinator shall collect the semester wise compiled marks for all Programmes for further necessary action

3.3 Conducting class test

3.3.1 Coordinator Programming Cell shall prepare Institute-level timetable for class test for all the Programmes and send the copy of the same to all Heads of departments. Heads of Departments shall display the copy of timetable on notice boards of their departments and also circulate it among the course teachers. There shall be tests for maximum two courses in a day. (*revised vide item no. 4 of IV EC meeting held on 19-11-2007 and approved in academic board meeting, vide item no. 8, held on 15-12-2007*)

3.3.2 Heads of Departments shall act as coordinators for conducting class tests of their respective Departments and shall be responsible for smooth and proper conduct of the tests. They shall, however, take the services of staff of their Departments for this purpose.

3.3.3 Seating arrangement shall be made for class tests in each Department. Master plan for seating arrangement shall be made by Institute level coordinator for Examination, by taking into considerations the total number of students appearing for the test and seating arrangement available in each Department.

3.3.4 Head of Department/First year Coordinator shall send the requirement of answer books, drawing sheets, graph papers, blank Proforma related with class tests and any other materials required for conducting the class test to Coordinator Examination and obtain the same from him and keep it in his/her custody.

3.3.5 Course teacher shall set the question papers for Class Test of his/her respective course as per the norms and procedure laid down, and get the required number of copies of the question papers duplicated from the facilities available in the Institute/Department. Sealed packets of the question papers shall be retained by the course teacher at least two days before the commencement of the class test.

3.3.6 Head of Department/First Year Coordinator shall appoint the required number of Invigilators and as per the examination schedule, from among the faculty of respective Department. However, the Course Coordinator shall be one of the invigilators

- 3.3.7 On the day of examination, the Course Coordinator shall bring the sealed packets of question papers in front of H.O.D./First year Co-coordinator at least 20 minutes before the beginning of the test. The course coordinator (paper setter) shall be responsible for maintaining secrecy of question paper, supply of required number of question papers and communicating corrections if any to the examinee.
- 3.3.8 Invigilators shall distribute the answer books to the students at least 10 minutes before the start of the test, and question papers at beginning of the test. He/she shall check the identity cards of the students, check whether the students have occupied their right seats as per the seating arrangement plan, check whether students have correctly filled the details on front page of answer books and then sign on the answer books of the students. He/she shall then obtain the signature of the students on the attendance Proforma and maintain the attendance record of the students of his/her class/hall. At the end of the test, he/she shall collect the answer books from the students and arrange them sequentially as per the class roll numbers of the students, separately for each course, and hand over the same to Head of Department.
- 3.3.9 Invigilator shall observe the general discipline in the class/hall during the test and report the cases of indiscipline, misbehavior and copying cases to the Head of Department for further necessary action.
- 3.3.10 Course teacher shall collect the answer books of the respective course from Head of Department, after the test is over, the same day for assessment.
- 3.3.11 Head of Department shall maintain the record of answer books received and consumed for the tests.

3.4 End semester examination

- 3.4.1 End Semester Examinations for all Programmes shall commence on the same day as per the schedule approved by the examination committee. However in case of any emergency the Chairman, examination committee is empowered to reschedule any examination.
- 3.4.2 Coordinator examination shall be responsible for smooth and proper conduct of examination in the Institute. He/she shall;
- i) Communicate with the Police Station, Gadge Nagar, Amravati, for keeping the Police '*Bandobast*' during the Examination
 - ii) Give the directions to all Heads of Departments and First Year coordinator for conduct of examination,
 - iii) Prepare the master plan for seating arrangement, by taking into considerations the total number of students appearing to the test and seating arrangement available in each Department
 - iv) Get the examination schedule prepared for all the Programmes from

Coordinator Programming Cell and send the copy of the same to all Heads of departments,

v) Receive the requirements of answer books, supplements, drawing sheets, graph paper and other material from various departments and distribute the same to respective Departments, and keep the record of the same,

vi) Receive the cases of misbehavior, malpractices, copy cases from heads of Departments and forward the same to complaint redresser committee for further necessary action,

vii) Procure the list of external examiners for various courses from Board of Studies and make it available to various Head of Departments.

3.4.3 Heads of Departments / First Year coordinator shall act as coordinators for conducting End Semester Examination of their respective Departments and shall be responsible for smooth and proper conduct of examination. For this purpose, services of staff of Department may be taken. Heads of Departments shall display the copy of timetable on notice boards of their departments and also circulate it among the course teachers.

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

3.4.5 Head of Department shall appoint staff for examination as per following structure and forward the copy of the same to Coordinator examination.

i. Invigilators : One invigilator for 25 -35 student subjected to maximum two per class room

ii. Additional invigilator : One for the examination

iii. Reliever : One per 3 to 5 class rooms, Two for 5 to 10 class rooms, three for 10 to 15 class rooms and so on (*modified as per item no. 6 of V EC meeting held on 31-03-2008 and approved in academic board meeting, vide item no. 9, held on 05-04-2008*)

iv. Masking & sealing Assistant: Two class III employees of the Department

v. Exam peon : Two for examination

vi. Watermen : One for three class rooms, one for each drawing hall

vii. Sweeper : One for examination

Invigilators, additional invigilator, and relievers shall be appointed from among the faculty of respective Departments.

3.4.6 Head of Department shall send the requirement of answer books, drawing sheets, graph papers, blank Proforma related with examination and any other materials required for conducting the examination to Coordinator Examination and obtain the same from him and keep it in his/her custody. He/she shall also receive the sealed packets of printed question papers for each course of his/her department

from the coordinator examination one day prior to the schedule of examination in respective courses.

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

3.4.8 Head of department/faculty appointed by H.O.D. then shall hand over the required material to the invigilators, at least 20 minutes before the start of the examination.

3.4.9 Head of department shall instruct the exam peon to ring the bell as per following timings:

Sr. No.	Type of bell	Schedule of bell for Morning /Afternoon Session	Remarks
1	Long bell	Fifteen min. before the beginning of examination	To indicate that the students should occupy their seats in the class / hall
2	Two strokes	beginning of examination	To indicate start of the examination
3	One stroke	One hour after beginning of examination	To indicate end of first hour of examination
4	One stroke	Two hours after beginning of examination	To indicate end of second hour of examination
5	Two strokes	Ten min. before the end of examination	To indicate last 10 minutes for 2:30 hours duration paper
6	Long bell	Two and half hours after beginning of examination	To indicate end of 2:30 hours duration paper
7	Two strokes	Ten min. before the end of examination	To indicate last 10 minutes for 3:00 hours duration paper
8	Long bell	Three hours after beginning of examination	To indicate end of 3:00 hours duration paper

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

- i) ask the students to keep their books, note books and their written materials at the front of the room/ outside the room,
- ii) check whether the students have occupied their seats as per the seating arrangement plan,
- iii) distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
- iv) distribute the question papers to the students at the beginning of the examination,
- v) check the identity cards of the students and sign on their answer books, if all details are correct,
- vi) take the signature of students on the attendance proforma, mark 'AB' for absent students and maintain the attendance record of his/her room/hall,
- vii) distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma,
- viii) maintain general discipline in the classroom by frequently moving in the class room/hall and preventing any malpractices, attempt of copying by the students.
- ix) report cases of students misbehavior, indiscipline, malpractices and copying cases to the Head of department for further necessary action,
- x) give warning to the students to tie their supplements, 10 minutes before the end of examination,
- xi) collect the answer books from the students at the end of examination and arrange them sequentially as per the exam. Seat numbers of students for each course separately,
- xii) hand over the answer books and filled in proforma to the head of the department.

3.4.11 Head of department shall take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination. He/she shall also send the relieving supervisors to various rooms/halls to relieve the invigilators for not more than 10 minutes at a time.

3.4.12 Head of department shall forward the cases of misbehavior, indiscipline, malpractices, attempt to copy, copying cases to coordinator complaint redress committee through coordinator, examination.

3.4.13 If any examinee is not in position to write at all, or write as fluently as normal student, on account of physical disability or injury due to accident just before the examination and produces a medical certificate from the Civil Surgeon on this

- account, then a writer shall be allowed to such examinee. Such a writer shall not be a student of any Programme of B. Tech. / M. Tech. of the Institute or any other Technical Diploma or Degree course of other Institutes. The examinee shall, however, apply in a prescribed proforma to Head of Department asking for permission to allow for such a writer. Head of department then shall verify the medical certificate and give a permission letter to the examinee for the writer after taking the undertaking from the writer in a prescribed proforma. The examinee shall produce the permission letter to the invigilator for examination of each course.
- 3.4.14 In case of physically disabled examinee, who can write but at much slower speed as compared to normal student, he/she may be allowed to write for 15 to 30 minutes extra for all the courses, provided he/she seeks permission from Head of department for extra writing time on account of his/her disability by producing medical certificate from Civil Surgeon to this effect.
- 3.4.15 After receiving the answers books from invigilators, Head of department shall check them as per the attendance record submitted by the invigilators and then sort out the answer books of each course separately. He/she shall then get it masked from masking assistant.
- 3.4.16 Masking assistant shall hide the exam seat no. and serial no. of each answer book by suitably folding the front page of the answer book and pasting with brown tape, as per the procedure laid down.
- 3.4.17 Head of department shall direct the sealing assistant to tie the bundles of answer books of each course separately along with two copies of question paper, copy of attendance sheet, record of supplements issued etc. and pack them in packets of cloth and seal them with sealing wax, and paste a packing slip on each packet indicating all details of packed answer books. Thereafter Head of Department shall handover the all the packets to coordinator Central assessment on the same day, or latest on the next day. He/she shall maintain the record of all such packets of answer books handed over to coordinator Central Assessment.
- 3.4.18 Sealing assistant shall maintain the account of answers books and supplements received and consumed for the examination in a register. He/she shall also prepare the bills of remuneration of all staff involved in the examination work and submit to the Head of department for further action.
- 3.4.19 Coordinator Central assessment shall receive all the packets of answer books of all courses for all Programmes of all departments for assessment.
- 3.4.20 Heads of department shall prepare the estimate for remunerations of staff involved in the end semester examination as per rules. Remuneration shall be paid to the staff after the examination is over and account of payment shall be submitted to the office within a week.

3.5 Practical Examination

- 3.5.1 Practical examination shall be conducted as per the examination schedule approved by the Examination committee. However in case of any emergency the Examination may be rescheduled with the prior approval of Chairman, examination committee.
- 3.5.2 Heads of Departments shall act as coordinators for conducting practical examinations of their respective Departments and shall be responsible for various related activities. They shall, however, take the services of staff of their Departments for this purpose.
- 3.5.3 Respective Heads of Departments shall prepare detailed timetable (batch-wise) for the practical examination. A consent of Heads of other departments shall be taken, if necessary, to avoid overlapping of schedule or any other problem.
- 3.5.4 Head of Department shall appoint staff for practical examination as per following structure and forward the copy of the same to Coordinator examination.
- i) External Examiner: One for each practical course, as approved by Examination Committee
 - ii) Internal Examiner: One for each practical course, preferably the course teacher, as approved by Examination Committee
 - iii) Laboratory Expert: (For performance in practical examination only) One faculty member for each practical course (*revised vide item no. 4 of IV EC meeting held on 19-11-2007 and approved in academic board meeting, vide item no. 8, held on 15-12-2007*)
 - iv) Laboratory assistant: One Laboratory assistant of the respective laboratory (*Added vide item no. 4 of IV EC meeting held on 19-11-2007 and approved in academic board meeting, vide item no. 8, held on 15-12-2007*)
 - iv) Laboratory Peon: One for each course, preferably peon of the respective laboratory.

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

- i) External Examiner: One for each practical course, as approved by Examination Committee
- ii) Internal Examiner: One for each practical course, preferably the course teacher, as approved by Examination Committee
- iii) Forman : One for each practical course
- iv) Shop Instructor : One for each shop, in which the examination is to be conducted
- v) Peon : One for each shop, in which examination is to be conducted

In case of common courses in the same semester of different Programmes, different internal examiners and external examiners may be appointed for each Programme.

3.5.5 B.O.S. shall recommend the list of external/internal examiners for practical examination of each course to examination committee. Examination Committee shall finalize the names of external examiners, from among the list recommended by B.O.S. In case external examiner doesn't report for the examination due to emergency, the concern Head shall make alternative arrangement from the list of panels. In case no examiner available in the panel; the Head is empowered to make suitable arrangement with the consent of Chairman Examination Committee. Heads of Departments shall send the appointment letters to the external/internal examiners.

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

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

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

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

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

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

- 3.5.8 After the practical examination of the course is over, internal examiner along with the external examiner shall fill in the marks given to the students in the mark sheet, sign on it, seal it in a packet, write all details on the packet and hand over the same to Head of Department on the same day, or latest on the next day.
- 3.5.9 Head of Department shall hand over the packets of mark sheet to the Course coordinator for gradation based on internal and external practical examination marks.
- 3.5.10 Heads of department shall prepare the estimate for T.A.D.A. and remunerations of external examiners, internal examiners and other staff involved in the practical examination as per rules. T.A.D.A. and remuneration to the external examiners shall be paid as per rules and regulations, after the examination of the respective course is over. Remuneration to internal examiners and other staff after shall be paid after the practical examination and account of payment shall be submitted to the office within a week.

4. Central Assessment

4.1 General

For assessment of answer books of **end semester examination** Principal/Director of Institute will form committee for a **Centralized Assessment Cell (CAC)** at institute level, of the organization shown in **(Appendix -D)**

Answer book assessment is an honor. Assessment is compulsory to all teaching staff of this institute. Officer-in-charge of this scheme will receive masked answer books from Head of Department and carry out the assessment as per given procedure in stipulated time.

Wherever number of persons involved in assessment is more than one, in such cases, course coordinator shall request all assessors to sit together to decide a common scheme of evaluation in writing before beginning assessment. *(Added vide item no. 10 (i) of III EC meeting held on 22-05-2007 and approved in academic board meeting, vide item no. 8, held on 20-06-2007)*

Normal working hours of CAC shall be 8 a.m. to 8.00pm considering quantum of work and stipulated time period (10 days) Working hours may be extended or may be decided as per requirement

4.2 Assessment procedure After receiving the order for assessment of answer books, the assessor shall

- i) not disclose the order as it is confidential. (Refer Form No.E19)
- ii) report at **the CAC**.
- iii) submit the “Evaluator’s Declaration” form given by CAC officials.(Form No.E20)
- iv) collect sealed bundle of answer books from CAC officials, count all the

answer books in the bundle and carry out check on proper masking of answer books. If any difference in number of answer books is there, get it clarified from CAC officials immediately. If any answer book is found to be unmasked, contact immediately coordinator for masking & get it masked. In any case, do not receive any unmasked answer book.

v) collect question paper and solution/scheme of marking of the course from CAC officials vi) not assess any answer book without solutions/scheme of marking.

vi) award step-wise marks for each solved question.

vii) transfer marks carefully on the front page of the answer book and carry out total of marks correctly.

viii) write marks as *zero*, 01, 02, 03, etc i.e. in double digit and not as 0. 1. 3. 4 etc. in the space provided on the front page of the answer book. Write 00 marks in that question to which answer/s written by the examinee is completely wrong. Write - - (double dash) in that question which is not attempted (completely ignored) by the examinee

ix) assess the answer in terms of marks only. he/she neither shall put any comment nor shall put any markings

x) put signature with his/her name in the space provided on the front page of the answer book.

xi) hand over the bundle ,in following cases

- report immediately to CAC officials for further action if any complaints regarding the answer books such as
- answer book found with a written request stating cancellation of previously written answer,
- found with multiple-writings,/ with multiple use of inks.
- found attached with any currency note to the answer book and or found requesting assessor to assess answer book favorably,
- mass copying,
- found disclosing identity of the examinee in any form with a intent to get clear-cut illegal benefit,
- found writing abusive and threatening language
- question paper with missing data, misprint of any nature and all other such cases

xii) handover valued answer books to officials.

4.2.1 Re-totaling

i) Re-totaller shall see that examinee attempted the questions considering the internal choice and shall check the marks given by the assessor are as per the marks allotted to the questions.

ii) Re-totaller shall see all questions and sub questions are valued and awarded marks

iii) Re-totaller shall report to associate coordinator in case of any discrepancy, if any discrepancy is reported to associate coordinator , he/she shall bring it to notice immediately to coordinator and Coordinator shall get it corrected from the concerned e valuator.

iv) In any case the Re-totaller, associate coordinator, coordinator shall not correct any such mistakes on their own.

4.2.2 A course coordinator shall feed the marks in the MIS at central assessment center. *(Added vide item no. 10 (ii) of III EC meeting held on 22-05-2007 and approved in academic board meeting, vide item no. 8, held on 20-06-2007)*

4.3 Dispatch of assessed answer books

The coordinator shall send all valued masked answer books in sealed bundles to the concerned Head of department on the last day of CAC. The slip (Form No.E21) showing the details of bundle should be pasted on it.

4.4 Display of marks

1. After receipt of masked answer books the concerned head of department shall arrange for unmasking and shall ask departmental coordinator to prepare mark list for end semester examination.

(Following addition introduced, vide item no. 12 of XI EC meeting held on 17-03-2010 and approved in academic board meeting, vide item no. 11, held on 03-04-2010)

The model answers and marking scheme shall be made available to students after ESE.

4.5 Preservation of assessed answer books

All valued answerbacks shall be preserved for two consecutive semester; in respective department

4.6: Issue of photo copy of ESE answer paper to the students.

Procedure

1. Eligibility:

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

2. Procedure for application for obtaining a photocopy:

- i) A candidate desirous of procuring the photo copy of the answer book(s) shall be required to apply in the prescribed form available on college website. [Annexure A]

- ii) The candidate shall be required to submit separate application for each course.

- iii) The candidate shall have to submit application form within 03 **days** (both days inclusive) from the date of display of marks of the concerned course(s).

- iv) The candidate shall have to submit application to the Office of Dean Academics after paying requisite fee of **Rs.800/-** per answer book or such fee as may be prescribed by the Institute from time to time payable in cash.
- v) Candidate will be responsible for submitting application in prescribed time limit. An application form received after the last date will not be accepted.
- vi) The Office of Dean Academic on receipt of such application(s) shall submit them to the Central Assessment Cell on same day..
- vii) Applications incomplete in any respect and with illegible entries shall be liable to be rejected.
- viii) Upon receipt of the application the CAC shall scrutinize the application for the following.
 - a. Whether the total marks displayed in the given paper matches with the marks awarded to the candidate on the cover page of the answer book.
 - b. Whether the question-wise marks awarded to all the questions inside the answer book are correctly carried over on the cover page.
 - c. Whether the total of the question-wise marks on the cover page is correct.

If any discrepancy on any of the counts under Clause a, b or c mentioned hereinabove is/ are noted the same shall be corrected by the C.A.C. with the authentication by the C.A.C. in charge.

- d. Whether all the answers in the answer book have been assessed by the examiner.

If any question or part of it in the answer book is observed to be unassessed, the same shall be got assessed from the examiner in the subject and additional marks, if any, awarded shall be then carried, noted and added on the cover page also and accordingly the total of the marks shall be corrected with the authentication by C.A.C. in charge.

- e. The change, if any, on above counts shall be informed to the Principal. A three member committee shall be constituted to verify the change in marks followed by communication to the Dean

Office. The Dean Office shall issue corrected statement of marks to the concerned department for display. Student may be given an option of withdrawing the application for issue of photocopy of ESE and shall be refunded the entire fees of Rs.800/-

f. The Photo copies of the answer books be sent to the Dean Office within 05 days from receipt of application for further issuance. Before sending photocopy CAC shall mask the marks allotted to sub-questions, name and signature of the valuer. Question wise marks allotted on front page shall be retained.

ix) On receipt of photocopy of the concerned answer book from CAC, the Dean office shall issue the same to the student with due acknowledgment.

3. The request for supply of Photocopy of the answer book(s) is an additional facility made available to the candidates, therefore, any delay in sending Photocopy of the answer book(s), due to reasons beyond the control of the Institute, shall not confer any right upon the candidates for admission to the next higher class.
4. The applicant being the sole custodian of the procured photo copy of the answer book, shall not be entitled to transfer the same to anybody for any purpose whatsoever as the same are supplied to him/ her for his/ her reference only. As and when the photocopy of the answer book will be issued to the candidate, the Dean Office will take necessary entries of the same and candidate must sign the same, while accepting the photocopy of the answer book.
5. If the applicant or the candidate is found guilty of any misuse of the photo copy he/ she shall be liable for the award of punishment ranging from cancellation of performance at the concerned examination with debarring him/ her from appearing at further examination(s) to confiscation of his/ her degree conferred.
6. In any case, concerned student should not contact valuer / revaluer. Such complaint will also be treated as misuse of photocopy.
7. Complaints regarding misuse of photocopy shall be processed by Grievance Committee.
8. Photocopy for a particular course in a particular examination shall be issued only once

(Rule added vide item no 11 of XII EC meeting, dated 21.06.2010 and approved in academic board meeting, vide item no. 11, held on 30-06-2010)

Unfair means / malpractice at Examination

5.1 General:

Government of Maharashtra enacted the Maharashtra Act No. XXXI of 1982.,(Appendix-A)providing for preventing Malpractices at the University/College

/Board Examinations. Under the section of the act use of unfair means of any kind by an examinee/ any person/person related to examination during the conduct of examination is a cognizable and non-bailable offence. For implementation of the act following procedure shall be adopted.

5.2 Competent Authority On receipt of a report regarding use of unfair means by any student/person at examination, including breach of any rules laid down by institute authorities, for proper conduct of examination, the senate shall be the competent authority to institute complaint redress committee. The complaint redress committee shall be the competent authority to investigate, recommend and take appropriate disciplinary action against the student /person/s using, attempting to use, aiding, abating, instigating or allowing to use unfair means at examination center.

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

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

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

- a) The student shall be called upon to surrender to the Head of concerned Department unfair means material found in his /her possession, if any, and his/her answer book.
- b) Signature of the concerned examinee shall be obtained on the relevant material and list thereon. Concerned invigilator shall also sign on all relevant material and documents and countersigned by Head of concerned Department.
- c) Confiscate his /her answer book along with unfair means material, mark it as “suspected Unfair means Case”. Obtain the Statement of the examinee in Form No. E-22 and if demanded issue him/her fresh answer book duly marked as “Second Answer book”
- d) Obtain his /her undertaking in Form No.E-24 to the effect that decision of the concerned competent authority in his /her case shall be final and binding on him and allow him to continue with his /her examinations
- e) Statement of the concerned invigilator in Form No.E-23, shall be obtained by the Head of concerned Department and he/she shall make forwarding remark in the same format. If examinee refuses to make statement or to give undertaking the concerned invigilator and Head of Department shall record accordingly under their signature.
- f) Issue show-cause notice in Form No.E-25 to the examinee instructing to appear before complaint redress committee.
- g) In the case of impersonation or violence, expel the concerned examinee from the examination and not allow him/her to appear for remaining examination

and report the action taken to the Co-ordinator, Examination.

- h) Case May be reported to the concerned Police station in a prescribed Form No.E-26, as per the provision of Maharashtra Act No. XXXI, 1982 for preventing malpractices at University/board/other examination and it should be informed to Co-ordinator, Examination.
- i) All the materials and list of materials mentioned in clause a) and statement and undertaking of examinee in Form No. E-22 & E-24 respectively and statement of Invigilator in Form No. E-23 along with the forwarding remarks shall be forwarded by the Head of concerned Department to Co-ordinator, Examination in separate and confidential sealed envelope marked with “Unfair means case”.
- j) In case of unfair means of oral type invigilator and/or concerned authorized person shall record the facts in writing and report the same through Head of concerned Department to the Coordinator, Examination.
- k) Coordinator, Examination after finding the prima-facie of the case of malpractice received from the Head of concerned Department, shall send it to Complaint Redress Committee. Coordinator, Examination/concerned officer shall be the presenting officer of the case of malpractice which is originated through him before Complaint Redress Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

5.4 Procedure to be followed at Assessment centre

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

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

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

5.5 Procedure to be followed at Paper setting/printing

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

Coordinator, Paper setting/printing /concerned officer will be the presenting

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

5.6 Procedure to be followed by Complaint Redress Committee.

5.6.1: For Examinee/Person involved in Unfair means

- a) For the purpose of investigating unfair means resorted to by examinee/ examinee/s at the examination, the senate shall appoint Complaint Redress Committee which will function as a body which will investigate in to the matter and decide the punishment on the basis of facts and findings of the case after ensuring that reasonable opportunity has been given to the concerned implicated student/examinee/person in his/her defense.
- b) The complaint redress committee will then issue final order/s with regard to the penal action to be taken against the implicated examinee/person/s.
- c) The complaint redress committee shall inquire; decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means prescribed in Appendix-B & Appendix-C, in respect of cases of unfair means referred to it. However depending on the situation committee may quantify the severity of the punishment.
- d) As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges leveled on him/her. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defense. The committee shall also consider the reply/explanation given by the examinee before making the final decision.
- e) After issuing show cause notice if the implicated examinee fail to appear before committee on the day, time and the place fixed for the meeting, the committee shall take decision in his/her case in absentia, on the basis of available evidence/documents, which shall be binding on the examinee concerned.
- f) In disciplinary action against concerned implicated student/ examinee/ person, committee can also cancel Institution scholarship/s or awards or prize or medal etc. awarded to him/her in that examination.
- g) The committee shall dispose off the case within three days from the last date of examination and in no case latter than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee, shall be issued to the respective examinee and same

shall be informed to the Dean, Academics, Concerned officer through which the case is reported.

- h) Complaint redress committee shall recommend punishment to examination committee. The examination committee shall approve the recommendations and shall forward it to the academic board for final noting. *(Rule added vide item no 11 (ii) of III EC meeting held on 22-05-2007 and approved in academic board meeting, vide item no. 8, held on 20-06-2007)*

5.6.2 For Paper setter/examiner/moderator/evaluator/teacher/ Other person involved In unfair means:

- a) In case of paper setter, examiner, moderator, evaluator, teacher or any other person related with conduct of examination, after receiving the report of malpractice case along with primary documents shall investigate in to the matter and submit the report along with the recommendations to senate .

Concerned officer through which the case is originated shall be the presenting officer before the Complaint Redress Committee, police authorities, and court of justice and shall be dealt with case till it is finally disposed off.

- b) The implicated person shall be informed in writing of the act of malpractices used and/or lapses committed by him at the examination and to ask him/her to be present before the committee on particular day, date, time and place.
- c) The documents pertaining to malpractices, for which the person is implicated, shall be shown to him/her and reasonable opportunity including oral hearing shall be given to the concerned person in his/her defense before the committee. The reply/ explanation given by the concerned person shall also be considered by the committee before making final report/ recommendation.
- d) The committee shall follow the procedure in the spirit of natural justice.
- e) If the concerned person fails to appear before the committee, on the day, date , time, and place fixed for meeting, the committee shall take the decision in his/her case in absentia on the basis of whatever evidence/ documents which are available before it and same shall be binding on concerned implicated person.
- f) The committee shall submit its report to the senate along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise after taking in to consideration the categories prescribed in Appendix-C

- g) After receiving the report along with the recommendations from Complaint Redress Committee regarding punishment the senate will pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning, or exonerating him/her from charges and shall impose any one or more of punishment taking in to consideration the categories mentioned in Appendix-C.

5.7 Guidelines for Imposing Punishment on the Examinees Who Caught Copying/Involved In Any Type Of Misconduct During Class Test

Head of the department will be the competent authority to take action on the student who caught in copying /involved in malpractices in class test to his/her best judgment. Obtain the statement of the student in form No.E-28 and statement of the invigilator with forwarding remark of Head of concerned Dept. in Form No.E-29. In cases such as violence/ other matter where it is felt necessary to take severe action he/she may refer the case to the complaint redress committee.

6 Tabulation and Declaration of Results

(Procedure for declaration of result:)

6.1 Class Test Results: Concerned Course Co-ordinator shall prepare and display the results of each class tests (I/II)of respective course within three days from the last date of completion of class test in Form No. R-01.He/she shall allow the students to see the evaluated answer books of the class test. He/she shall send the copy of results to Chairman, Grade Moderation committee and in case of First year to the Chairman, Grade Moderation committee for First year.

6.2 Teacher Assessment: Concerned Course Co-ordinator shall display the marks of teacher assessment of respective course in Form No.R-02 at the end of each semester.

6.3 Internal Assessment of Practical Course:

Concerned Course Co-ordinator shall display the marks of Internal Assessment of Practical Course in Form No.R-03 at the end of each semester.

6.4 End Semester Examination Result:

Concerned Course Co-ordinator after receiving the assessed answer books of respective course from CAC(Central Assessment Cell) through concerned Head of Department, shall prepare the result and declare the marks of End Semester Examination in Form No.R-04A. (*Format of R-04 revised vide item no. 11 (iii) of IV EC meeting held on 19-11-2007 and approved in academic board meeting, vide item no. 8, held on 15-12-2007*)

He/she shall allow the students to see the evaluated answer books of the End Semester Examination for retotaling/ revaluation purpose as per Rules and Regulations (R24.) set by the Institute. He/she shall send the copy of results to Chairman, Grade Moderation committee and in case of First year to the Chairman, Grade Moderation committee for First year.

6.5 Preparation of Grade points by Course Coordinator

Concerned course co-ordinator shall combine all the marks (after retotaling /revaluation if any) i.e. class test-I, II, T.A. and End Semester Marks of the students obtained in respective Theory / Practical course and shall prepare Grades to be awarded to the students in respective course. He/she shall submit the combined result along with Grades and Credits in respective course to Chairman, Moderation Committee (in case of First year to the Chairman, Moderation Committee of first year) in Form No.R-05(Theory) & Form No.R-06(Practical) along with statistical parameters.

6.6 Moderation of Grades and Preparation of Final Grades:

Grade Moderation Committee shall moderate the Grades to be awarded to the students in the respective Theory /Practical course and display the final grades awarded along with Credits for all the courses in a semester in Form No.R-07.

Chairman, Grade moderation committee then shall submit the final Grades awarded, Credits and earned grade points semester wise to the Dean, Academics in Form No.R-07.

6.7 Tabulation and Declaration Of final Results:

After receiving the semester wise results (Form No.R-07) from Chairman, Moderation Committee of each Programme, Office of the Dean Academics, shall prepare the Tabulation Register (Form No.R-08) and declare the final results. Grade cards shall be prepared and then signed by Head of Concerned Department and Dean, Academics. Grade Cards shall be issued to the students in Form No.R-09. *(The proforma changed vide item no. 5 of VI EC meeting held on 1-10-2008 and the modified R-09 is reproduced and approved in academic board meeting, vide item no. 11, held on 10-12-2008)*

7.0 Provisional degree and migration certificate:

(Approved in item no. 8(ii) of X EC meeting held on 11-03-2010 and finally approved in academic board meeting, vide item no. 11, held on 03-04-2010)

7.1 Provisional Degree: The institute shall issue “Provisional Degree” to the outgoing students who, otherwise has completed all the requirements for award of degree. The format for provisional degree shall be as per proforma R-10 and shall be valid till the convocation.

7.2 Migration certificate: The institute shall issue “Migration certificate” to the outgoing students, on his/her request. The format for Migration certificate shall be as per proforma R-11.