



FABTECH TECHNICAL CAMPUS

College of Engineering & Research, Sangola

(An Autonomous Institute, NAAC 'A' Grade,
Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere)

Examination Policy



APPROVAL AND AUTHORIZATION

EXAMINATION POLICY

Name of the Institute: Fabtech Technical Campus College of Engineering and Research Sangola
(An Autonomous Institute)

Particulars	Details
Title of Document	Examination Policy
Academic Year	2026-27
Version No.	1.1

Approval and Authorization

This Examination Policy has been prepared, reviewed, and approved by the competent authorities of the Institute. The policy shall be effective from the date specified above and shall remain applicable until amended, revised, or superseded by the competent authority.

Any amendments, modifications, or revisions to this policy shall be made with the approval of the competent authority of the Institute.



Dy. COE



Controller of Examinations



Vice Principal



Principal

Official Seal of the Institute



EXAMINATION POLICY

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List of Abbreviations:

Abbreviation	Description
AY	Academic Year
BoS	Board of Studies
EC	Examination Cell
CoE	Controller of Examinations
Dy. CoE	Deputy Controller of Examinations
CAP	Central Assessment Programme
ISES	In Semester Evaluation Scheme
ESES	End Semester Evaluation Scheme
MSE	Mid Semester Examination
Re-MSE	Remedial Semester Examination
ICA	Internal Continuous Assessment
ESE	End Semester Examination
PE	Practical Examinations
POE	Practical Oral Examinations
OE	Oral Examination
CGPA	Cumulative Grade Point Average
SGPA	Semester Grade Point Average
EGP	Earned Grade Points
UM	Unfair Means
C	Current Performance
X	Past Performance
RR	Result Reserved



1. Introduction

In view of the conferment of autonomous status to the institute with effect from the academic year 2025–26, it becomes imperative to establish a comprehensive and robust Examination Policy that aligns with the academic and administrative responsibilities conferred under autonomy. The Examination Policy aims to provide a transparent, consistent, and fair framework for the conduct of internal and end-semester assessments for all academic programmes offered by the institute. This policy outlines the structure, responsibilities, and procedures governing the conduct of examinations, evaluation mechanisms, grading system, and related academic processes. It serves as a guiding document for all stakeholders including students, faculty members, and administrative staff, ensuring clarity and uniformity in examination-related activities.



2. Examination Section

2.1 Examination Cell

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

2.2 Constitution of the of Examination Cell

The constitution of the Examination Cell is as described in Table 1.

Table 1: Constitution of Examination Cell

Sr. No.	Designation	Role
1	Principal	Chairman
2	Vice Principal	Member
3	All Heads of Departments	Member
4	Dean Academics	Member
5	Dean Research & Development	Member
6	Dean Students'	Member
7	External Member from an Autonomous Institute	Member
8	Controller of Examinations	Member Secretary

2.3 Roles and Responsibilities of Examination Cell (EC)

- To plan, organize, and supervise the examination-related activities of the institution in accordance with the rules, regulations, and guidelines of the institution, affiliated university, and statutory bodies.
- To prepare the examination calendar in coordination with the academic departments and ensure its effective implementation.
- To conduct Mid-Semester Examination, End-Semester Examination, Practical, Oral, and Backlog Examinations in a fair, transparent, confidential, and timely manner.
- To frame, implement, and monitor examination policies, rules, and procedures as approved by the Academic Council and Governing Body.
- To coordinate with Heads of Departments, Department Examination Coordinators, ERP



Coordinator and faculty members for the smooth conduct of examinations.

- vi) To ensure confidentiality and security in question-paper setting, moderation, printing, storage, transportation, and distribution processes.
- vii) To appoint paper setters, moderators, invigilators, exam supervisors, evaluators, and other examination staff as per approved norms.
- viii) To monitor the conduct of examinations and take necessary action against unfair means and malpractices as per institutional rules.
- ix) To ensure timely evaluation, moderation, tabulation, verification, and declaration of examination results.
- x) To maintain and preserve examination records, grade sheets, ledger copies and confidential documents securely.
- xi) To issue grade cards, transcripts, certificates, and other examination-related documents to the concerned departments.
- xii) To ensure proper implementation of grading systems, credit systems, and continuous assessment mechanisms.
- xiii) To coordinate revaluation, photocopy, challenge evaluation, and grievance redressal processes related to examinations.
- xiv) To maintain and update the Examination ERP/Software system for efficient management of examination activities.
- xv) To prepare and submit examination reports, statistical analysis, and result analysis to the Principal, Academic Council, and Governing Body.
- xvi) To ensure compliance with guidelines related to autonomous status, accreditation, and quality assurance frameworks.
- xvii) To organize meetings related to examination planning, reforms, and process improvements.
- xviii) To implement examination reforms and best practices for enhancing transparency, efficiency, and quality in the examination system.
- xix) To supervise the maintenance of discipline, confidentiality, and ethical practices within the Examination Cell.
- xx) To coordinate with external agencies, affiliated universities, and statutory authorities



regarding examination matters.

- xxi)** To perform any other duties assigned by the Principal, Academic Council, or Governing Body related to examinations and academic administration.

2.4 Lapses Committee

The Lapses Committee shall be formed as follows.

- i) The Lapses Committee shall be responsible for investigating all types of examination-related lapses, including misconduct by candidates, discrepancies found in question paper, bias shown by examiners, negligence by moderators, and any malpractice by individuals involved at any stage of the examination process.
- ii) The committee shall submit its report(s) and recommendation(s) to the Principal. Based on the findings, the Principal may instruct the Controller of Examinations to initiate appropriate disciplinary action against the individuals involved, whether directly or indirectly.

2.4.1 Central Grievance Redressal Committee for End Semester Evaluation Scheme (ESES)

This committee shall be constituted as per the details given below in Table 2. The Exam Cell shall form this committee for addressing and resolving issues/grievances related to students and staff members regarding End-Semester Examination Scheme.

Table 2: Constitution of the Central Grievance Redressal Committee

Sr. No.	Designation	Role
1.	Principal	Chairman
2.	Vice Principal	Member
3.	Dean Academics	Member
4.	Heads of Department (HoD)	Member
5.	Dean Students	Member
6.	PG Coordinator	Member
7.	Dy COE	Member
8.	Controller of Examinations (CoE)	Member Secretary

2.4.2 Internal Grievance Redressal Committee for In Semester Evaluation Scheme (ISES)

This committee shall be constituted by the respective Heads of Departments as per the details



given below in Table 3. This committee is responsible for addressing and resolving issues related to In-Semester Evaluation Scheme and Internal Continuous Assessment Scheme.

Table 3: Constitution of the Internal Grievance Redressal Committee

Sr. No.	Designation	Role
1.	Respective Head of Department	Chairman
2.	Dean Academics	Member
3.	Dean Students	Member
4.	External faculty from other department	Member
5.	Departmental Examination Coordinator (DEC)	Member Secretary

2.5 Examination Management Committee

The Examination Management Committee shall ensure the smooth execution and integrity in respect of preparations and processes related to examinations.

2.5.1 Functions of the Examination Management Committee

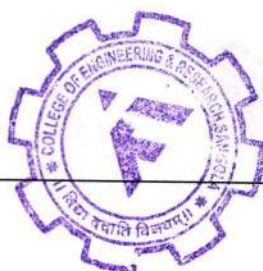
The functions and responsibilities of the Examination Management Committee are mentioned below for the effective planning, coordination, supervision, and smooth conduct of all examination-related activities within the institute. The committee shall ensure transparency, confidentiality, fairness, discipline, and timely execution of all examination processes in accordance with the rules and regulations prescribed by the institution and statutory authorities. The ERP login credentials shall be provided by the Examination Cell for the effective and smooth conduction of examination-related activities.

- 1) **Controller of Examinations** - as specified in section 2.3.
- 2) **Deputy Controller of Examinations (Dy. CoE)** - The Deputy Controller of Examinations (Dy. CoE) shall be responsible for supporting the Controller of Examinations (CoE) in managing various examination-related activities. These responsibilities include coordinating the submission and processing of students' examination forms, and ensuring the smooth conduct of examination procedures. Additionally, the Dy. CoE shall oversee the generation and distribution of examination hall tickets, as well as the preparation and printing of result ledgers and grade cards.
- 3) **Pre-Examination Coordinator** - The Pre-Examination Coordinator is responsible for



coordinating the paper-setting process and preparing the examination schedules in a timely manner and distribution of hall tickets. Additionally, they must ensure the procurement of all essential stationery required for the smooth conduct of examinations.

- 4) **On-Exam Coordinator** - The On-Exam Coordinator is responsible for ensuring the integrity and fairness of the examinations. This includes appointing Junior Supervisors, overseeing the preparation of examination halls, and ensuring that seating arrangements are properly displayed. The On Exam Coordinator must also coordinate with the flying squad to monitor examination halls effectively. Additionally, the Senior Supervisor is tasked with maintaining accurate records of the answer booklets and submitting them to the Post-Exam Coordinator for evaluation. In the event of emergencies or ambiguities in question papers during the examination, the On Exam Coordinator is expected to take prompt action to address and resolve such issues.
- 5) **Post-Exam Coordinator** - Responsible for issuing appointment orders to examiners, paper setters, and moderators at least two days before the commencement of assessments. Immediately after the completion of the examination for the respective session, the answer booklets shall be collected from the On Exam Coordinator. The answer booklets should then be scanned and uploaded to the ERP without delay. After the scanning and uploading process is completed, all answer booklets shall be preserved in the strong room with proper indexing and tagging to ensure systematic storage and easy retrieval. It shall also ensure that the evaluation and moderation of answer booklets are completed within ten days from the last day of the examination, and that the results are submitted promptly to the Controller of Examinations (CoE).
- 6) **Result Processing Coordinator** - The Examination Results Processing Coordinator shall be responsible for coordinating with the Examination Cell for the compilation, verification, and declaration of examination results within five days of the completion of the evaluation process. The Coordinator shall ensure accuracy and confidentiality in result processing, supervise data entry, result analysis, and report preparation, uploading results in NAD (National Academic Depository) portal, address discrepancies, if any, in coordination with the concerned departments, and maintain proper documentation and records related to examination results. The Examination Results Processing Coordinator shall be responsible for issuing ledger copies and grade sheets to the concerned departments and maintaining proper documentation thereof. The Coordinator shall perform all these duties under the leadership, guidance, and supervision of the Controller of Examinations and is



expected to carry out the assigned responsibilities diligently while maintaining the highest standards of integrity and confidentiality.

- 7) **Enterprise Resource Planning (ERP) Coordinator** - The ERP Coordinator shall be responsible for the implementation, maintenance, and smooth functioning of the ERP system, including examination-related modules, data management, technical support, and coordination with the Examination Cell, faculty members, and ERP vendors. The Coordinator shall ensure accurate and timely processing of examination activities, maintain system security, provide user training, and oversee the backup and secure storage of examination records, results, and other essential data for future reference and compliance purposes.
- 8) **IT Coordinator** - Downloading and printing of question paper(s) shall commence under CCTV surveillance and in the presence of the On Exam Coordinator. The process should begin one and a half hours prior to the start of the examination.
- 9) **Computer Operator and Clerk** - The team shall be responsible for ensuring accurate data entry of all examination-related information, both online and offline. They shall provide technical support whenever required to ensure the smooth functioning of examination processes. Additionally, the team must ensure the timely printing of question papers and carry out the scanning of answer booklets in an organized and secure manner.
- 10) **Xerox Machine Operator** - Printing and photocopying of examination-related documents shall be carried out as and when required to support the smooth conduct of examination activities.
- 11) **Examination Stationery In-Charge** - The In charge shall be responsible for collecting stationery requirements from the Senior Supervisor and ensuring an adequate and timely supply of all examination-related materials. This includes the distribution of essential items such as answer booklets, question papers, and attendance sheets to the respective examination rooms. Additionally, proper records of the stationery inventory must be maintained to ensure accountability and efficient stock management.



3 Examination and Assessment Scheme

The detailed scheme for examinations and assessment is presented in Figure 1 below.

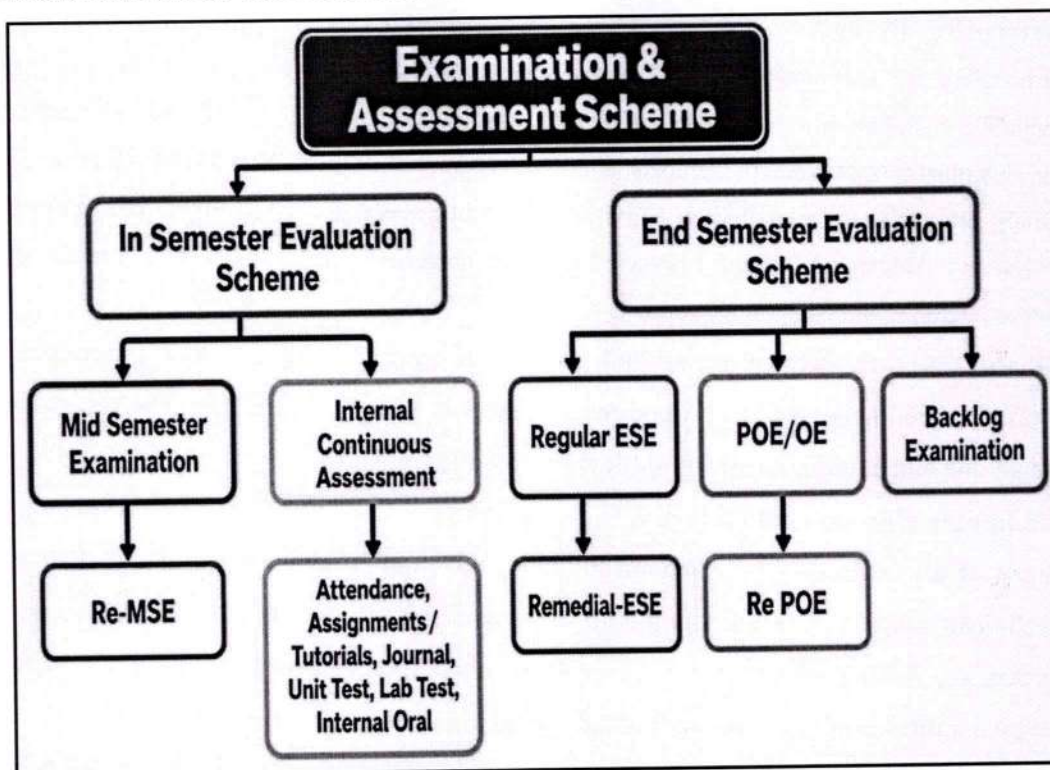


Figure 1: Structure of the Examination and Assessment

3.1 In-Semester Evaluation Scheme (ISES)

The Internal Semester Evaluation Scheme (ISES) tracks student progress and delivers continuous feedback throughout the semester. The In-Semester Evaluation Scheme (ISES) is the addition of the marks obtained in the Mid-Semester Examination (MSE) and Internal Continuous Assessment (ICA). A student shall be declared passed in the ISES if he/she secures a minimum of 40% marks in the combined assessment.

3.1.1 Mid-Semester Examination (MSE)

- The MSE shall be conducted based on the first, second, and third units of the syllabus for the respective course.
- The question paper at the undergraduate (UG) level shall consist of five multiple-choice questions (MCQs), each carrying one mark. The remaining questions shall be of a descriptive nature.



- iii) The question paper shall contain 100% descriptive questions at the postgraduate (PG) level.
- iv) The Re-MSE shall be conducted for students who have either failed or who seek to improve their performance, subject to the payment of the prescribed fee.
- v) The MSE and Re-MSE shall be conducted as per the schedule mentioned in the Institute's Academic Calendar.

3.1.2 Internal Continuous Assessment (ICA)

At the Undergraduate (UG) level:

Internal Continuous Assessment (ICA) consists of various components, including Unit Tests, Assignments, Journals, Tutorials, and Attendance.

The 10 marks allotted for ICA shall be distributed as follows:

- a) **ICA for Theory Subjects:** ICA marks for theory subjects shall be based on the following criteria:

Table 4: Distribution of ICA Marks for Theory Subjects

Sr. No	Components	Marks	Marks	Marks
1	Attendance	03	05	10
2	Unit Test	04	10	20
3	Assignment / Tutorial	03	10	20
Total=		10	25	50

Attendance: The following marks shall be given according to the attendance percentage in the respective theory subject.

Table 5: Attendance Percentage Criteria

Sr. No	Percentage of Attendance	For 10 Marks	For 25 Marks	For 50 Marks
1	95 to 100 %	03	05	10
2	85 to 94 %	02	04	08
3	75 to 84 %	01	03	06
4	Less than 75 %	00	02	04

Unit Test: A Unit Test of 20 marks shall be conducted based on the first unit and half of the second unit of the concerned theory subject. The marks obtained shall be converted to 20%.

Assignment/Tutorial: Assignment questions or tutorials shall be given to students based on each



unit of the respective course, wherever applicable. Each assignment or tutorial shall carry 15 marks. The marks obtained shall be converted to 20%.

b) **ICA for Lab:** The ICA marks for practical components shall be determined based on the following criteria:

Table 6: Distribution of ICA Marks for Lab

Sr. No	Components	For 25 Marks	For 50 Marks
1	Attendance	03	06
2	Lab Test	07	14
3	Journal	10	20
4	Internal Oral	05	10
Total		25	50

Attendance: Attendance marks shall be given based on the percentage of attendance in the respective laboratory, as per the criteria mentioned in table 5 above for both 25-mark and 50-mark assessments.

Lab Test for ICA 25 marks: A laboratory test carrying a weightage of 20 marks shall be conducted during the week preceding the ISE. The marks obtained shall be converted to 35%.

Lab Test for ICA 50 marks: A laboratory test carrying a weightage of 40 marks shall be conducted during the week preceding the ISE. The marks obtained shall be converted to 35%.

Journal: Marks for the journal shall be allotted as per the distribution provided in the table above.

Internal Oral: Marks for the internal oral shall be allotted in accordance with the criteria mentioned in the above table.

The respective Departmental Board of Studies (BoS) shall discuss innovative methods for the evaluation and distribution of marks for Internal Continuous Assessment (ICA) during its meetings.

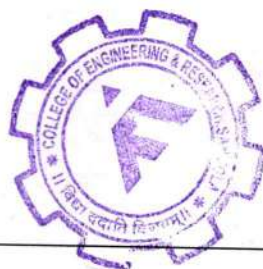
At the Postgraduate (PG) level:

The in-semester evaluation scheme for the course will be based on test and assignments conducted in each semester. The total internal marks of 40 will be awarded as follows:

Structure of Each Test:

- MSE: 30 Marks
- ICA: 10 Marks

MSE:



MSE shall be conducted on the first three units of the each course. Questions shall be descriptive in nature.

ICA:

The course teacher shall provide various types of assignments based on the course.

3.1.3 End-Semester Examination Scheme (ESES)

The End-Semester Evaluation System (ESES) consists of two components: the Regular End-Semester Examination (RESE) and the Remedial End-Semester Examination (Re-ESE), along with Oral, Practical Oral, and Practical Examinations (OE/POE/PE), as defined in the academic curriculum.

3.1.3.1 Regular ESE

The regular ESE shall be conducted at the institute level at the end of each semester as per the schedule approved by the Examination Cell.

At the Undergraduate (UG) level:

The question paper shall consist of 12 Multiple-Choice Questions (MCQs), each carrying one mark, and the remaining questions shall be descriptive in nature. The distribution of questions on difficulty level shall be as follows: 50% average difficulty, 30% above-average difficulty, and the remaining 20% difficult.

At the Postgraduate (PG) level:

The question papers shall consist entirely of descriptive questions. Furthermore, within this structure, 40% of the questions shall be application-based, while the remaining 60% shall focus on conceptual and theoretical understanding.

3.1.3.2 Remedial ESE

- i) A Re-ESE shall be conducted as per the prescribed schedule, within 15 days after the declaration of regular ESE results.
- ii) Students who do not pass the Regular ESE shall be allowed to appear for the Re-ESE upon payment of the prescribed examination form fees.
- iii) Students participating in curricular or extracurricular activities or events at the university, state, or national level shall also be permitted to appear for the Re-ESE without paying the Re-Examination form fee, provided they had paid the fee for the Regular ESE.

3.1.3.3 OE/POE/PE

These examinations shall be conducted prior to the End Semester Examination, in accordance with the prescribed curriculum. The faculty and supporting staff involved in conducting OE (Oral



Examination), POE (Practical Oral Examination), and PE (Practical Examination) shall be designated as Internal Examiner shall be a faculty member from the respective department. The External Examiner may be a faculty member from another institute, an industry professional, or a subject expert. The Laboratory In-Charge shall be a faculty member from within the institute; and a Laboratory Attendant shall also be assigned to support the smooth conduct of the examination.

3.1.3.4 Evaluation of PG Dissertation Phases

1. The evaluation of PG Dissertation shall be carried out in two phases, namely Dissertation Phase I and Dissertation Phase II, through continuous assessment including presentations, progress review, and assessment of the quality of report writing.
2. The ISE of Dissertation Phase I shall be conducted in the Third Semester and the ISE of Dissertation Phase II shall be conducted in the Fourth Semester, as per the Academic Calendar. The ISE marks obtained by the students shall be displayed in the respective semesters.
3. A Departmental Research Committee (DRC) shall be constituted by the Head of the Department (HoD) for the evaluation of a batch of students. The DRC shall consist of the respective Guide(s) and two Subject Experts nominated by the HoD, having expertise relevant to the area of dissertation work.
4. The ISE of Dissertation Phase I shall assess topic selection, literature survey, identification of the research problem, scope of work, objectives, proposed methodology, and preparation of the dissertation synopsis.
5. The dissertation synopsis shall be submitted to the Institute Research Committee (IRC) within four working days of the date of the synopsis presentation.
6. The Institute Research Committee (IRC) shall be constituted under the Chairmanship of the Principal and shall consist of the Vice Principal, Heads of all concerned PG Departments, Department PG Coordinators, Dean Academics / Academic Coordinator, and the Institute PG Coordinator. The Dean, Research & Development, shall serve as the Member Secretary of the Committee, while the Institute PG Coordinator shall work as the Coordinator.
7. The IRC shall thoroughly review and discuss the proposed synopsis titles and recommend modifications or corrections, wherever necessary, to the synopsis and/or its title. The Committee shall grant final approval to the synopsis upon satisfactory incorporation of the suggested changes. The approved list of synopsis titles shall be communicated to the respective departments. The entire process shall be completed within two months from the commencement of the semester.



8. After successful completion of Phase I, the student shall proceed with problem formulation, methodology development, experimental/modeling/simulation work, and analysis of preliminary results, as applicable.
9. The ISE of Dissertation Phase II shall assess the progress of the work, analysis and interpretation of results, achievement of objectives, presentation and discussion of results, conclusions, and overall quality of the dissertation work.
10. The distribution of marks for ISE of the dissertation shall be 25% for each Subject Expert and 50% for the Guide.
11. There shall be two phases of End Semester Examination (ESE) for dissertation work, namely ESE Dissertation Phase I and ESE Dissertation Phase II. The ESE shall include presentation, viva-voce, and evaluation of the dissertation work as per the approved evaluation rubrics.
12. The ESE Evaluation Committee for Dissertation Phase I for the batch of students shall consists of a Chairman, who shall be one of the DRC member other than the Guide and nominated by the HoD, the Internal Examiner (Guide), and an External Examiner who shall be a Subject Expert from another College/Institute/University/Industry.
13. The ESE Evaluation Committee for Dissertation Phase II for the concerned student shall consists of a Chairman, who shall be one of the DRC member other than the Guide and nominated by the HoD, the Internal Examiner (Guide), and an External Examiner who shall be a Subject Expert from another College/Institute/University/Industry and dissertation shall be evaluated using the approved dissertation evaluation rubrics.
14. The HoD shall submit a panel of at least three External Examiners for Dissertation Phase II to the Examination Cell. The External Examiner shall be selected by a committee consisting of the Controller of Examinations (CoE), Vice Principal, and Principal from the panel submitted by the respective Department.
15. All phases of ISE and ESE shall be conducted as per the schedule prescribed in the Academic Calendar. A student shall be eligible to appear for the Dissertation ESE only after satisfactory completion of the ISE requirements of both phases.
16. Students having satisfactory performance in both phases of ISE shall be recommended by the DRC for the respective Dissertation ESE. If the performance of a student is unsatisfactory, the DRC may grant a maximum period of two month for improvement of the dissertation work.
17. After completion of ISE Phase II, each eligible student shall submit a soft copy, a draft copy of



the dissertation report, and the plagiarism/similarity report to the Examination Cell, along with the prescribed checklist.

18. The soft copy of the dissertation report, along with the prescribed evaluation sheet/rubrics, shall be sent to the External Examiner prior to the scheduled date of the ESE. The responsibility for sending these documents shall rest with the CoE or an officer authorized by the CoE. The Internal Examiner (Guide) shall communicate with the External Examiner for finalizing the date(s) for the conduct of Dissertation Phase II, after receiving the necessary guidelines from the Examination Cell in this regard.
19. The Guide and External Examiner shall evaluate the dissertation using the approved evaluation rubrics. The duly completed evaluation reports shall be submitted to the Examination Cell along with the dissertation report, as prescribed.
20. After completion of the Dissertation ESE, the student shall incorporate all corrections, modifications, and suggestions recommended by the Evaluation Committee and submit the final hard-bound copy of the dissertation report to the concerned Department and Examination Cell, as per prescribed checklist.
21. A maximum extension of two years beyond the normal two-year period from the date of admission may be granted for the submission of the dissertation on medical or other genuine grounds, subject to the approval of the competent authority. The student shall pay the prescribed late submission fee, college fees, if applicable, in addition to the applicable examination fee.

3.1.3.5 Backlog Examination

Definition:

The courses in which students have failed or remained absent during the Regular and Remedial Examinations conducted throughout the academic year shall be called backlog courses.

Eligibility:

The UG/PG students shall be eligible to appear for the backlog examination based on the following criteria.

- 1) Students who have appeared for the Regular and Remedial End-Semester Examinations of the concerned academic year and have been declared unsatisfactory, failed, or absent in the concerned courses shall be eligible to appear for the backlog examinations.
- 2) Students who have fulfilled the academic requirements but could not attend the Regular and



Remedial End-Semester Examinations shall also be eligible to appear for the backlog examinations.

Schedule & Duration:

- 1) Backlog examinations for the concerned academic year shall be conducted only once in an academic year for both semesters.
- 2) The backlog examination for both semesters shall be conducted after 15 days from the declaration of the results of the Remedial Examination of the Second Semester of the concerned academic year.
- 3) The schedule of the backlog examinations shall be communicated separately by the Examination Cell.
- 4) The duration and pattern of the backlog examinations shall be the same as those of the Regular End Semester Examinations.

Guidelines to Students:

- 1) Eligible students shall apply for the backlog examinations by paying the prescribed fees through the proper channel in the institute office.
- 2) Applications received after the due date shall not be considered without the approval of the Vice Principal/Principal of the institute.
- 3) Students shall carefully verify the backlog courses while filling out the examination form.

Grading System:

The grading system for the backlog examinations shall be based on the one-down grade system.

Under this system, a student shall receive one grade lower than the grade secured in the examination, as illustrated in the table below.

Table 7: Grading System for Backlog Examination

Sr. No.	Grade Abbreviation	Range of Marks	Status	Description	Grade Point (Actual)	Grade Point (After Penalty)	Description (After Penalty)
1.	S	80 - 100	Pass	Outstanding	10	9	Excellent
2.	A	70 - 79	Pass	Excellent	9	8	Very Good
3.	B	60 - 69	Pass	Very Good	8	7	Good
4.	C	55 - 59	Pass	Good	7	6	Satisfactory



5.	D	50 - 54	Pass	Satisfactory	6	5	Average
6.	E	45 - 49	Pass	Average	5	4	Marginal
7.	P	40 - 44	Pass	Marginal	4	-	Marginal
8.	U	< 40	Fail	Unsatisfactory	0	-	Unsatisfactory
9.	XX	-	Detained	Detained	0	-	Detained
10.	DR	-	-	Dropped out	-	-	Dropped out
11.	RR	-	-	Reserved	-	-	Reserved
12.	UM	-	-	-	Unfair Means	-	Unfair Means

Note: If a student remains absent for the ESE, 'Unsatisfactory' shall be reflected in the marksheet.

Conversion of SGPA/CGPA into Equivalent Percentage of Marks	
Conversion of SGPA/CGPA to equivalent percentage marks is to be obtained using the following formula: Percentage marks = (10.00 x SGPA/CGPA) - 7.50	

Sample Conversions of SGPA/CGPA into Equivalent Percentage of Marks						
SGPA/CGPA	5.75	6.25	6.75	7.25	7.75	8.25
% Marks	50%	55%	60%	65%	70%	75%
Distinction: Percentage of marks 66.66% or above (SGPA/CGPA $\geq$ 7.42) First Class: Percentage of marks 60% or above (7.42 > SGPA/CGPA $\geq$ 6.75) Second Class: Percentage of marks below 60% (SGPA/CGPA < 6.75)						
Abbreviations: C: Current Performance, X: Past Performance, EGP: Earned Grade Points, SGPA: Semester Grade Point Average, CGPA: Cumulative Grade Point Average, UM: Unfair Means (in Current Performance).						



4. Examination Scheme, Grading System and Performance Indices

4.1 Examination Scheme:

The examination scheme for B.Tech and M.Tech programmes is outlined in Table No. 8, as given below.

Table 8: Examination Scheme

Sr. No	Level	Types of Assessment	Examination	Marks
1	UG (B. Tech)	ISES	MSE	30
			ICA	As mentioned in the curriculum
		ESES	ESE	60
			OE/PE/POE	As mentioned in the curriculum
2	PG (M. Tech)	ISES	MSE	30
			ICA	As mentioned in the curriculum
		ESES	ESE	60
			OE/PE/POE	As mentioned in the curriculum

4.2 Grading System

The performance of students shall be evaluated using a Ten-Point Grading System, as detailed in Table 9. This system employs an absolute grading method, wherein student performance is assessed against predefined, fixed criteria across ten distinct grade intervals.

Table 9: Grading System

Sr. No.	Grade Abbreviation	Range of Marks (R)	Status	Grade Point	Description
1.	S	$80 \leq R \leq 100$	Pass	10	Outstanding
2.	A	$70 \leq R < 80$	Pass	9	Excellent
3.	B	$60 \leq R < 70$	Pass	8	Very Good
4.	C	$55 \leq R < 60$	Pass	7	Good



5.	D	$50 \leq R < 55$	Pass	6	Satisfactory
6.	E	$45 \leq R < 50$	Pass	5	Average
7.	P	$40 \leq R < 45$	Pass	4	Marginal
8.	U	$R < 40$	Fail	0	Unsatisfactory
9.	XX	-	Detained	0	Detained
10.	DR	-	-	-	Dropped Out
11.	RR	-	-	-	Reserved
12.	UM	-	-	-	Unfair Means

Note: If a student remains absent for the ESE, 'Unsatisfactory' shall be reflected in the marksheet.

4.3 Performance Indices

The definitions and corresponding formulas related to academic performance are presented in Table 10.

Table 10: Performance Indices

Term	Formula
Earned Grade Points (EGP)	Credits $\times$ Grade Points
Semester Grade Point Average (SGPA)	Earned Grade Points in the Semester $\div$ Total Credits for the Semester
Cumulative Grade Point Average (CGPA)	Earned Grade Points in the Programme $\div$ Total Credits in the Programme

The Calculation of Earned Grade Point, SGPA and CGPA (sample) as described in Table 11.

Table 11: Sample Calculation of Earned Grade Point, SGPA and CGPA

Course Code	Course Name	Credits	Grade Obtained	Grade Points	Earned Grade Points	Remark
25UGS11001	Applied Physics	3	S	10	30	Pass, C
25UGS11002	Applied Physics Lab	1	A	9	9	Pass, C
25UGS11004	Engineering Mathematics-I	4	B	8	32	Pass, C
25UME11001	Engineering Graphics & CAD	2	C	7	14	Pass, C



25UME11002	Engineering Graphics & CAD Lab		1	U	0	0	Fail, C
25UCE11001	Basic Civil Engineering		2	D	6	24	Pass, C
25UCE11002	Basic Civil Engineering Lab		1	E	5	5	Pass, C
25UET11001	Basic Electrical & Electronics Engineering		2	P	4	8	Pass, C
25UGS11101	Workshop		2	A	9	18	Pass, C
25UGS11401	Communication Skills		1	A	9	9	Pass, C
25UGS11402	Communication Skills Lab		1	A	9	9	Pass, C
25UGS11301	NSS		2	A	9	18	Pass, C
Term: I	Credits: 22	EGP: 176		SGPA: 8.00		Status: ATKT	
	Ordinance:						
Cumulative	Total Credits: -		Total EGP: -		CGPA: -		
	Status: ATKT						

a) SGPA and CGPA shall be rounded up to two decimal places.

e.g. SGPA/CGPA: 7.49

b) Conversion of CGPA to equivalent percentage points:

To convert CGPA into equivalent percentage points for $CGPA \geq 5.00$, the following equation shall be used:

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

Table 12 provides the conversion of Average Grade Points into Grades.

Table 12: Grade based on SGPA/CGPA

Sr. No.	Grade Abbreviation	SGPA/CGPA
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1.	S	10
2.	A	9.00 - 9.99
3.	B	8.00 - 8.99
4.	C	7.00 - 7.99
5.	D	6.00- 6.99
6.	E	5.00 - 5.99
7.	P	4.00 - 4.99
8.	U	-

Table 13 given below provides sample conversions of SGPA/CGPA into equivalent percentages of marks:

Table 13: Conversions of SGPA/CGPA into Equivalent Percentage of Marks

Sample Conversions of SGPA/CGPA into Equivalent Percentage of Marks						
SGPA/CGPA	5.75	6.25	6.75	7.25	7.75	8.25
% Marks	50%	55%	60%	65%	70%	75%
Distinction: Percentage of marks 66.66% or above (SGPA/CGPA ≥ 7.42) First Class: Percentage of marks 60% or above ($7.42 > \text{SGPA/CGPA} \geq 6.75$) Second Class: Percentage of marks below 60% (SGPA/CGPA < 6.75)						
Abbreviations: - C: Current Performance, X: Past Performance, EGP: Earned Grade Points, SGPA: Semester Grade Point Average, CGPA: Cumulative Grade Point Average, UM: Unfair Means (in Current Performance).						



5. Rules and Regulations

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

5.1 Components of the Examination

5.1.1 In Semester Evaluation Scheme (ISES)

A student who has not passed the ISES shall not be permitted to appear for the End Semester Examination (ESE).

a) MSE

- i) Attendance for the Mid Semester Examination (MSE) is mandatory.
- ii) Students who fail to meet the minimum passing criteria in the MSE shall be eligible to appear for the Re-MSE, subject to the payment of the prescribed fee per course.
- iii) Students, who cannot attend the MSE due to participation in national or international technical events, or in officially recognized sports activities, shall be allowed to appear for the Re-MSE without any additional charges. Such cases shall be granted only upon prior approval of the Vice Principal or Principal, based on a justified recommendation from the respective Head of the Department (HoD).
- iv) In cases where a student is absent from the MSE due to medical reasons or other genuine circumstances, such as the demise of a parent, the student may be permitted to appear for the Re-MSE, provided approval is obtained from the Vice Principal or Principal, upon a justified recommendation from the concerned HoD.

b) ICA

Students must adhere to the schedule for all components of the Internal Continuous Assessment (ICA).

A student shall not be permitted to appear for the Practical/Oral Examination (POE/OE/PE) and the End Semester Examination (ESE) unless they have successfully passed the In Semester Evaluation Scheme. Failure to meet this requirement shall result in detention.

5.1.2 End Semester Evaluation Scheme (ESES)

The examination fees for the End Semester Examination (ESE) shall be determined and approved from time to time by the Finance Committee.



a) End Semester Examination (ESE)

i) Regular-ESE

- v) Students are required to maintain a minimum attendance of 75% in all academic activities, including theory classes, laboratory sessions, seminars, mini-projects, project seminars, internships, and in-plant training.
- ii) A student is required to pass the respective Mid-Semester Examination (MSE).
- iii) The Examination Cell shall initiate the form-filling process for the Regular End Semester Examination (ESE) at least one month prior to the commencement of the examination.

ii) Remedial ESE

- i) If a student is awarded a grade of 'U' in a course, they shall be required to appear for the Re-End Semester Examination (Re-ESE).
- ii) If a student remains absent for the Regular End Semester Examination (ESE) due to reasons other than detention, they shall be permitted to appear for the Re-End Semester Examination (Re-ESE).
- iii) The student shall be required to apply for the Re-End Semester Examination (Re-ESE) by paying the prescribed fees, as per the schedule notified by the Examination Cell (EC).
- iv) If a student is absent for the Regular End Semester Examination (ESE) due to participation in National or International Games while representing the Institute, and has obtained prior approval from the Principal, they shall be permitted to apply for and appear in the Re-End Semester Examination (Re-ESE) without any additional examination fee, provided the fee has already been paid.
- v) If a student fails to clear the course even after appearing for the Re-End Semester Examination (Re-ESE), they may apply to appear for the Regular End Semester Examination (ESE) in the corresponding semester (odd/even) of the subsequent academic year.

b) OE/POE/PE

- i) Students shall be required to maintain 75% attendance in all practical and experiential learning activities, including but not limited to laboratory work, seminars, mini-projects, project seminars, internships, in-plant training, and other related components as prescribed in the curriculum.
- ii) Students must successfully pass the respective In Semester Evaluation Scheme (ISES) in accordance with the academic regulations.



Note:

- i) Condonation shall be considered on the basis of the marks secured by the student, subject to the applicable rules and guidelines.
- ii) Marks shall be rounded in accordance with the prevailing standards. Specifically, if the fractional component is 0.5 or higher, it shall be rounded up to the next whole number rather than rounded down.

5.2. Grading System: Rules and Guidelines

Students shall be graded on a scale from 'S' to 'P', as per the guidelines and procedures detailed below:

a) A student shall be awarded a grade of 'U' (Unsatisfactory) under any of the following circumstances:

- i) If the student secures less than 40% marks in ISES for a given course, as prescribed in the program structure.
- ii) If the student obtains less than 40% marks in an audit course, as per the requirements specified in the program structure.
- iii) If the student fails to appear for the Mid-Semester Examination (MSE), in accordance with the program structure, due to any reason(s), including the absence from one or more components of the MSE during that semester.
- iv) If the marks obtained in the End Semester Examination (ESE) and/or in the Oral/Practical/Practical-Oral Examination (OE/POE/PE), inclusive of any applicable grace marks and as prescribed in the program structure, are less than 40%.

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

- i) If a student has inadequate attendance and/or has not satisfactorily completed the required term work as prescribed under the In Semester Evaluation Scheme (ISES).
- ii) If a student is found guilty of academic malpractice during the semester, the matter shall be addressed by the Lapses Committee in coordination with the Examination Cell.
- iii) The following rules will also be applied to the student who has obtained grade 'XX' in a regular semester:
 - a) If a student is detained in the odd semester, they shall be required to take fresh admission to the same class in the subsequent academic year by paying the prescribed fees.



- b) If a student is detained in the even semester, they shall be required to take fresh admission to the same class in the subsequent academic year by paying the prescribed fees for that semester.
- c) If a student is awarded an 'XX' grade in any course, their term shall be considered as detained, and they shall not be permitted to appear for the End Semester Examination (ESE) in any course.
- c) A student shall be awarded the 'RR' grade under the following circumstances:**
 - i) If a student fails to submit the required documents as per the eligibility criteria and/or has pending approvals pertaining to admission, re-admission, or transfer.
 - ii) If a student is found guilty of academic misconduct during the semester. In that case, the 'RR' grade shall be awarded until the case is reviewed and resolved by the Lapses Committee in coordination with the Examination Cell.
 - iii) If a student is undergoing disciplinary proceedings, the 'RR' grade shall be assigned until the inquiry's conclusion and final resolution.
 - iv) The 'RR' grade may also be awarded in cases involving discrepancies in examination papers or administrative issues, such as incorrect question paper codes or related errors.
 - v) In the cases above (i to iv), the student's result shall be marked as 'RR' (Result Reserved) until the appropriate authority duly resolves the matter.
- d) NPTEL / SWAYAM / MOOCs / iLike Courses (if applicable):** The conversion of marks to grades shall be carried out using the absolute grading method, as specified in the curriculum and detailed in Table 10.

d) A student shall be awarded the status of 'Fail', 'Fail A.T.K.T.', or 'Pass' under the following circumstances:

- i) A student who earns less than 85% of the total credits prescribed for the particular academic year shall be awarded the status as 'Fail'.
- ii) A student who earns 85% or more, but less than 100%, of the total credits prescribed for the particular academic year shall be awarded the status as 'Fail A.T.K.T.'.
- iii) A student who earns 100% of the total credits prescribed for the particular academic year shall be awarded the status as 'Pass'.

Note: A student shall earn the credits assigned to a course only after successfully passing all the examination components and satisfying all the requirements prescribed for that course.



5.3 Examination Compliance Criteria

- a) If a student fails to submit the examination form within the schedule announced by the Institute, a prescribed late fee shall be applicable. The examination form, along with the late fee, will be accepted up to 15 days prior to the commencement of the examination. In exceptional circumstances, the form may be accepted up to 5 days before the examination, subject to the payment of an additional late fee.
- b) The 15-day time limit and the provision for submission with an additional late fee shall not apply to Re-End Semester Examinations (Re-ESE); however, the payment of the standard late fee shall remain applicable.
- c) If a student fails in one or more POE/OE/PE components, shall be charged 100% of the examination fee applicable for the same in subsequent examination of the concerned semester.
- d) If a student attempts a question that is subsequently found to be out of syllabus or incorrect due to an error by the paper setter, full marks shall be allotted for that question.
- e) If a student falls into any of the categories mentioned below, he/she will be considered a backlog student:
 - i) If a student fails in at least one course during the semester.
 - ii) Failure to obtain the minimum required marks in the Mid-Semester Examination (MSE).
- f) Criteria for term detention:
 - i) If a student fails to maintain a minimum of 75% attendance in theory classes and 75% attendance in practical sessions.
 - ii) If a student is found to have engaged in serious misconduct or has violated the rules and regulations of the institution.
 - iii) If a student fails to complete the mandatory internship and/or training as prescribed in the curriculum guidelines.
 - iv) If a student fails to submit the Laboratory Journal, Assignments, Mini-Project, or Project within the stipulated deadline.
- g) As per the Government Resolution, if a student belongs to the Divyang category:
 - i) He/she fails to secure minimum passing marks, he/she will be given an additional 3% of the total marks in each examination of the semester, including written, oral, practical, internal, and project/ research training. These marks can either be allocated to a single subject or distributed among multiple subjects.



- ii) He/she will get additional 20 minutes per hour, for internal, external and practical examination.
- iii) He/she may be exempted from mandatory attendance with the Principal's permission.



6. Examination Result Declaration Procedure

6.1 Result Declaration

- i) After the completion of the course examination(s), the On Exam Coordinator shall dispatch the answer booklets to the Central Assessment Program (CAP) Center without delay.
- ii) The Post Exam Coordinator shall receive the bundles of answer booklets from the On Exam Coordinator.
- iii) The On Exam Coordinator and the Post Exam Coordinator shall ensure that there are no discrepancies during the handover process.
- iv) The Post Exam Coordinator ensures that assessment and moderation tasks are completed within 10 days of the completion of the examination.
- v) Moderation shall be conducted concurrently with the central assessment process at the CAP Centre, in accordance with the details specified in Table 14.
- vi) In the event of a discrepancy between the marks awarded by the original examiner and those given by the moderator, the marks assigned by the moderator shall be considered final.
- vii) A draft copy of the examination results ledger shall be prepared, and the Result Processing Coordinator, under the guidance of COE, shall verify the accuracy and completeness of the draft ledger.
- viii) The draft copy of the results ledger shall be published on the official college website within 15 days following the completion of the examination(s).

Table 14: Range of Marks for Moderation

Sr No	Range of marks given by Examiner		% of Moderation
	Out of 100	Out of 60	
1	0 to 29	0 to 15	Nil
2	30 to 39	16 to 23	100
3	40 to 79	24 to 47	1
4	80 onwards	48 onwards	100



6.2 Photocopy and Revaluation

a) Application for Photocopy

In order to ensure transparency and fairness in the evaluation process, the following procedure is established for the provision of photocopies and the revaluation of answer booklets.

- i) A student may apply for photocopies of a maximum of three answer booklets per examination by submitting the prescribed application form (online or offline), duly completed and signed, to the Controller of Examinations (CoE) within two days of the result declaration, accompanied by the non-refundable fee prescribed per answer booklet.
- ii) The photocopy(ies) of the answer booklets provided to the student shall have the name and signature of the examiner and/or moderator concealed.
- iii) Photocopies of the answer booklets shall be provided between the third and fourth day following the submission of the application.
- iv) The photocopies are intended solely for personal reference and for the purpose of addressing grievances through the established mechanism of the Examination Cell.

b) Application for Revaluation

- i) A student who is not satisfied with the marks awarded, or who identifies discrepancies such as errors in totalling or unassessed portions, from photocopy of answer booklet, may submit a request for revaluation by paying prescribed fees per answer booklet.
- ii) The student shall submit the grievance application through the ERP in online mode within the prescribed period specified in the revaluation and photocopy notice issued after the declaration of results.

c) Revaluation Process

- i) The revaluation process shall be completed within five days from the date of submission of the application.
- ii) The original marks shall be replaced with the marks obtained through the re-evaluation process.
- iii) However, if there is a change in the result due to the re-evaluated marks (with or without the application of an ordinance), the original marks shall be replaced by the re-evaluated marks, and the provision stated under Sr. No. b) shall not be applicable.
- iv) If the difference between the original and re-evaluated marks exceeds 20% of the maximum marks, a second revaluation shall be conducted, and the average of the two closest marks



among the original and the two re-evaluated marks shall be considered final.

- v) The marks obtained after revaluation shall be considered final and accepted, including the award of grace marks, if the candidate qualifies for a pass under the applicable ordinances.
- vi) The revaluation results shall be declared on the 15th day following the submission of the application and will be published on the official college website.

d) Moderation

- i) The Moderation System shall be applicable for undergraduate and postgraduate examinations.
- ii) 100% moderation of answer books shall be carried out for candidates who fail by up to 10% of the aggregate marks of the paper.
- iii) 100% moderation shall also be carried out for candidates obtaining 80% or more of the aggregate marks of the paper.
- iv) Moderation shall be conducted on a random sample basis for at most 1% of the total number of candidates who score between the minimum passing marks and the marks required for a First Class with Distinction.
- v) If the variation in marks between the evaluator and the moderator exceeds 20%, a third evaluator shall be appointed for re-evaluation.
- vi) In cases where the marks awarded by the moderator differ from those awarded by the examiner, the marks given by the moderator shall be considered as final marks.

6.3 Central Assessment Programme (CAP)

6.3.1 General

- i) It shall be mandatory for all faculty members to complete the assessment of Mid Semester Examinations (MSE) within five days, and End Semester Examinations (ESE) within fifteen days, from the date of the last examination paper.
- ii) The assessment of Mid Semester Examinations (MSE) shall be carried out at the departmental level, whereas the assessment of End Semester Examination (ESE) theory papers shall be conducted centrally in the Examination Cell.
- iii) In case of any discrepancies in the question paper that may affect the assessment, a committee consisting of CoE, HoD, Dean Academics and course experts (other than the paper setter) shall decide the course of action and shall give the guidelines for assessment. The case may be forwarded to LC based on the gravity of the discrepancy.



6.3.2 Assessment Procedure

- i) The Post Exam Coordinator shall distribute the answer booklets to the concerned faculty member for evaluation.
 - ii) The concerned faculty member shall evaluate the answer booklets and submit the assessed booklets, along with the corresponding mark sheet, to the Post Exam Coordinator.
 - iii) The assessed/moderated answer booklets shall be scrutinized further. Scrutiny shall include checking for un-assessed answers, totaling of marks, and transfer of marks to the main page, unused (blank) pages are crossed out. In case of any corrections, it shall be brought to the notice of the concerned teacher. The faculty shall do required correction and submit a mark sheet to the Post Exam Coordinator.
 - iv) In case of any discrepancies observed or reported in assessment, CoE is authorized to get the answer booklets evaluated from any other competent internal or external evaluator and update the results accordingly. The CoE shall report the same to EC for necessary further action, if any.
- 6.3.3 The revised marks of the Mid-Semester Examination (MSE) and End-Semester Examination (ESE) shall be incorporated by the faculty in the process of grade moderation.
- 6.3.4 All evaluated Mid-Semester Examination (MSE) answer booklets shall be preserved in the respective department for a period of three years from the date of the examination.
- 6.3.5 All evaluated End Semester Examination (ESE) answer booklets shall be preserved in the Examination Cell for a period of three years from the date of the respective examination.



7 Examination Ordinances

7.1 Ordinances

The following examination-related ordinances shall come into effect starting from the Academic Year 2025–26.

O.1 : Grace Marks - for Passing Head

The examinee shall be given the benefit of grace marks only for passing in each head of passing (Theory/Practical/Oral) in External or Internal examination assessment as follows:

Table 15: Grace Marks Allocation

Sr No	Total Marks in Head of Passing	Grace Marks Allowed
1	Up to 50	2
2	51 to 100	3
3	101 to 150	4
4	151 to 200	5
5	201 to 250	6
6	251 to 300	7
7	301 to 350	8
8	351 to 400	9
9	401 and above	10

- Provided that the benefit of such grace marks granted under different heads of passing shall not exceed 1% of the aggregate marks in that examination.
- Provided further that the benefit of gracing of marks under this ordinance shall be applicable only if the candidate passes the entire examination of semester/year.
- Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the National level such as AICTE.

O.2 : Grace Marks - for Divyang Students

- Divyang students who fail the exam will be given 3% of the total marks in each written, oral, practical, internal or project examination in a single subject or in all subjects.
- Divyang students shall be granted an additional 20 minutes per hour to solve the question papers of all types of exams.



- iii) Provided further that all such benefits shall be given as per directions received from time to time by the competent authority/State Government and as per Government of Maharashtra Circular No. Sankirna-2016/Pra. Kra. 302/Vi. Shi.-3. Dated 04-07-2017.

O.3 Grace Marks for Award of Higher Class

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

- i) Provided that the benefit of the above-mentioned grace marks shall not be granted if the candidate fails to secure the required passing marks in the aggregate head of passing, where such an aggregate is prescribed in the concerned examination.
- ii) Provided further that the benefit of the above-mentioned grace marks shall be applicable only for those examinations in which the provision for the award of a class is prescribed.
- iii) Provided also that the condonation of marks shall be in accordance with the rules and guidelines of professional statutory bodies at the All India level, such as the AICTE.

O.4 Grace Marks for Securing Distinction in the Subject

A candidate who passes in all subjects/heads of passing in the examination without the benefit of either grace marks or condonation rules, and whose total number of marks in the subject(s) falls short by no more than three marks for securing distinction in the subject(s), shall be awarded the necessary grace marks, up to a maximum of three marks in a maximum of two subjects, subject to a maximum of one percent of the total marks of that head of passing, whichever is higher, in a given examination.

- i) Provided that the benefit of the above-mentioned grace marks shall be granted to the candidate only for such examination(s) in which the provision for distinction in the subject(s) has been prescribed.
- ii) Provided further that this granting of grace marks is in accordance with the rules and guidelines of professional statutory bodies at the All India level, such as AICTE.

O.5 Condonation

If a candidate fails in only one head of passing, having passed in all other heads of passing, the deficiency of marks in such head of passing may be condoned by granting not more than 1% of the aggregate marks of the examination. The condonation of marks shall be indicated in the



statement of marks using an asterisk (*) along with the relevant ordinance number, provided that this condonation is in accordance with the rules and guidelines set by professional statutory bodies at the All India level, such as AICTE.

Table 16: Guidelines for the application of Ordinances 1 to 5

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



8 Governance of Examination

8.1 Flying Squad

- i) The Examination Cell shall appoint a Flying Squad comprising external members from other colleges for conducting inspection visits during the End Semester Examinations (ESE).
- ii) The Examination Cell shall appoint a Flying Squad from the institute comprising one male faculty member and one female faculty member to conduct session-wise inspection visits during the End Semester Examinations (ESE) on a daily basis.
- iii) The Flying Squad shall ensure that the college examinations are conducted as per the prescribed norms.
- iv) The Flying Squad shall observe whether the On Exam Coordinator and Block Supervisors are scrupulously following the instructions for the conduct of college examinations.
- v) The flying squad shall be authorized to enter any examination block to verify candidates' identity cards, hall tickets, etc., in order to ascertain the authenticity of the candidates.
- vi) The Flying Squad is also authorized to detect the use of malpractices and unfair means during the examination and shall report such cases to the CoE.
- vii) The Flying Squad shall submit the report of the surprise visit to the CoE. The Flying Squad may also provide suggestions regarding the proper conduct of examinations, if necessary.
- viii) The On Examination Coordinator shall maintain the records on a daily basis and shall report the same to the Controller of Examinations (CoE).

8.2 Physical Checking

- i) The Examination Cell shall appoint faculty members to check students before the commencement of the examination, at least one hour prior to their entry into the examination hall.
- ii) The faculty members shall ensure that students do not enter the examination hall carrying study materials, notes, books, chits, electronic gadgets, or any other unauthorized items.
- iii) The On Examination Coordinator shall maintain the records on a daily basis and shall report the same to the Controller of Examinations (CoE).

8.3 Amendment of Results - Due to Errors

If it is found that an exam result was affected by an error, the CoE shall correct the result with approval from the Vice Principal / Principal. This correction shall only be made if the error is found within 6 months of the result being declared. Errors found after 6 months will be sent to



the Examination Cell for further decision.

The error can be defined as:

- i) Error in computer/data entry, printing or programming.
- ii) Clerical error, manual or machine error, totaling error and/or error in entering marks in ledger/register/software.

8.4 Amendment of Results - Due to Fraud, Malpractices etc.

If a declared exam result is later found to be affected by malpractice, fraud, or any improper conduct that helped an examinee gain an unfair benefit—and if the Examination Cell believes the examinee was involved in or aware of it—the Examination Cell has the authority to change the result at any time. This can be done even if the examinee has already received a certificate, prize, or scholarship. The Examination Cell may also issue any official notification deemed necessary in such cases.

8.5 Rules Governing Exam - Malpractice

The malpractices at examinations involve any act(s) done by the examinees at the time of examination or after the examination to get enhanced and false credit at the examination by any illegal and immoral acts, such as copying the answers of other candidate/s, unwarranted signaling at the time of examination, carrying prohibited materials along with at the time of actually appearing at the examination, disclosing own identity through the answer book, putting pressure on the examiner/s by different means, etc.

8.5.1 Malpractices by the Students

a) Definitions-Unless the context otherwise requires

Unfair means includes one or more of the following acts or omissions on the part of student/s during the examination period and period until the results of the examination are made public.

- i) Possessing unfair means material and or copying therefrom.
- ii) Transcribing any unauthorized material or any other use thereof.
- iii) Intimidating or using obscene language or threatening or use of violence against invigilator / examiner.
- iv) Leaving the examination hall without permission of the supervisor.
- v) Causing disturbances in any manner in the examination proceedings.



- vi) Unauthorized communication with other examinees or anyone else inside or outside the examination hall.
 - vii) Mutual/Mass copying.
 - viii) Smuggling-out or smuggling-in of answer booklets, supplements, graphs etc. either blank or written, as copying material.
 - ix) Smuggling-in/out blank or written answer booklets, supplements, graphs etc and forging signature of the Hall Supervisor thereon.
 - x) Interfering with or counterfeiting of Institution / Department seal, or answer books or office stationery used in the examinations.
 - xi) Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.
 - xii) Impersonation at the institute examination.
 - xiii) Revealing identity in any form in the answer written or in any other part of the answer book, supplements, graphs etc. by the student at the Institution examination.
 - xiv) Or any other similar act/s and/or omission/s which may be considered as unfair means by the competent authority.
- ii) Unfair means related to examination means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtain wrongful gain to him or to any other person or causing wrongful loss to other person/s.
- iii) Unfair means material means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, of 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.
- iv) 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 hall and its environs or premises at any time from the commencement of the examination till its conclusion.
- v) Student found in possession means a student, reported in writing, as having been found in possession of unfair means material by the supervisor, conductor, member of the vigilance



squad or any other person authorized for this purpose in this behalf, even if the unfair means material is not produced as evidence, because of it 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. A report to that effect is submitted by the supervisor or conductor or any other authorized person to the Controller of Examinations or any officer authorized in this behalf.

- vi) Material related to the subject of examination means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the subject of the examination.
- vii) Custodian means any person duly authorized by the CoE as in-charge of the examinations.

8.5.2 General

- i) The Controller of Examinations shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, and instigating or allowing using unfair means at the examinations.
- ii) The Controller of Examinations shall have power at any time to punish such unfair means or breach of the rules by to the extent of exclusion of such a student from Institute examination.
- iii) The CoE shall have the power at any time to institute inquiry on receiving a report from the On Exam Coordinator or any functionary regarding malpractices used or lapses committed, including breach of the rules laid down for proper conduct of examination, by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of Institute examinations, and to punish such a person found guilty by disqualifying the paper-setter, examiner, moderator, referee, teacher or any other person concerned, connected with the conduct of examination, from any examination work either permanently or for a specified period or by referring his/her case to the appropriate 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.
- iv) On receipt of a report from the CoE regarding use of unfair means by any students at Institute examination, including breach of any of the rules laid down by the institute for



proper conduct of examination, the CoE shall call a meeting of the Lapses Committee (LC).

- v) On receipt of a report from any functionary or officer regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, including breach of the rules laid down for proper conduct of examination, the CoE shall forward the same to the LC for inquiry.
- vi) The CoE shall convene the meeting of the LC after the conclusion of examinations as early as possible, preferably within 15 days.
- vii) A case of unfair means having been prima-facie, reported to the CoE shall be inquired into by the LC.
- viii) Examination Results/s of the student/s involved in such cases shall be held in reserve till the CoE takes a final decision in the matter and the student/s is informed accordingly.

8.5.3 Procedure to be followed by the On Exam Coordinator

On Exam Coordinator shall follow the procedure as under in the case of unfair means:

- i) Signature of the student concerned shall be obtained on the relevant materials and list thereon. Supervisor concerned and the On Exam Coordinator shall also sign on all the relevant materials and documents.
- ii) Statement of the student and his/her undertaking in the prescribed format and statement of the supervisor shall be recorded in writing by the On Exam Coordinator. If the student refuses to make any statement or to give an undertaking the supervisor and On Exam Coordinator shall record accordingly under their signatures.
- iii) Confiscate his/her answer book, mark it as “suspected unfair means case” and issue him/her fresh answer book duly marked and make the candidate write the paper in an examination hall.
- iv) Depending on the gravity of the malpractice, the case may be reported to the concerned Police Station as per the provisions of Maharashtra Act No. XXXI of 1982, i.e., An Act to Provide for Prevention of Malpractices at University, Board and Other Specified Examinations (Annexure D).
- v) All the materials and the undertaking with the statement of the student and that of the supervisor and the answer book/s shall be forwarded by the On Exam Coordinator, along



with his report, to the Controller of Examinations, in a separate and confidential sealed envelope marked "suspected unfair means case".

- vi) After receiving the detailed report from the On-Exam Coordinator, the Controller of Examinations (COE) shall convene a meeting of the Grievance Redressal Committee to discuss the matter thoroughly. The concerned students shall be called before the committee members, and the decisions of the committee shall be communicated to the students accordingly.
- vii) In case of unfair means of oral type, supervisor or the authorized person shall record the facts in writing and shall report the same to the Controller of Examination.

8.5.4 Procedure to be followed by Examiner during Assessment

If the examiner at the time of assessment of an answer books suspects that there is a prima-facie evidence that the student/s whose answer book/s the examiner is assessing 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, with his/her opinion in separate confidential sealed envelope marked "suspected unfair means case".

8.3 Punishment

- i) The Grievance Redressal Committee shall discuss the cases thoroughly by calling the students to the meeting, analyzing the chits and the reflection of their contents in the answer sheets, and consulting subject experts, if necessary, and shall take the disciplinary action against such students accordingly.
- ii) If on previous occasion a disciplinary action was taken against a student for malpractice 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 students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination or dismissal from the course.

8.4 Practical / Dissertation/Project Report Examination

Student involved in malpractices at Practical/Dissertation /Project Report examinations shall be dealt with as per the disciplinary action provided for the theory examination.



8.5 Malpractices or Lapses Committed by Paper-Setters, Examiners, Moderators, Referees Teachers and any other Examination Personnel

The following acts committed by teaching, non-teaching, and internal examination staff members working in the examination cell involved in the examination process shall be treated as examination malpractices or serious lapses, and disciplinary action shall be taken against such staff members by the Grievance Redressal Committee:

- i) Leakage or disclosure of question papers, confidential records, or examination-related information to unauthorized or authorized persons before or during the examination process.
- ii) Deliberate submission or transmission of question papers, confidential documents, or examination material through unauthorized channels such as personal email, social media platforms, mobile applications, or any other unauthorized medium.
- iii) Tampering with marks, grades, attendance records, award lists, tabulation registers, or any examination-related documents or digital records.
- iv) Manipulation or unauthorized alteration of internal assessment marks, practical examination marks, or end-semester examination marks.
- v) Failure to maintain secrecy, confidentiality, and security of examination records, documents, passwords, login credentials, or digital examination data.
- vi) Careless handling, loss, damage, or misplacement of question papers, answer books, mark sheets, confidential files, or examination records.
- vii) Assisting, encouraging, or facilitating students in adopting unfair means or malpractice during examinations.
- viii) Negligence in invigilation, supervision, evaluation, moderation, tabulation, or any assigned examination duty resulting in unfair practices or disturbance in the examination process.
- ix) Allowing unauthorized persons to enter the examination hall, confidential section, evaluation center, strong room, or any restricted examination area.
- x) Deliberate absence from examination duty after accepting the appointment order without prior approval or valid justification.
- xi) Refusal or denial to perform assigned examination-related work entrusted by the Controller of Examinations or the Vice Principal / Principal.



- xii) Deliberate delay in submission of question papers, answer books, marks, reports, moderation reports, or any examination-related documents.
- xiii) Submission of false reports, fabricated records, misleading information, or fake examination-related documents.
- xiv) Unauthorized access, sharing, copying, or misuse of confidential examination data, passwords, seals, software, or digital systems.
- xv) Misbehavior, intimidation, threatening, or use of abusive language with students, invigilators, examiners, or examination staff during examination-related duties.
- xvi) Failure to follow the examination rules, guidelines, procedures, and instructions issued by the Controller of Examinations or the institution from time to time.
- xvii) Any act affecting the fairness, transparency, confidentiality, discipline, credibility, or smooth conduct of examinations shall be treated as examination malpractice, and appropriate disciplinary action shall be initiated accordingly.

Table 17: Nature of Malpractices by Teachers

Sr.	Nature of Malpractice	Quantum of Punishment
1.	Paper– setter found responsible for leakage of a question paper set in the examinations whether intentionally or due to the negligence before the time of examination	As decided by the authorities
2.	Leakage of question / question paper set in the examination before the time of examination by any person/s connected with the conduct of the examination / Exam Cell	As decided by the authorities
3.	Favoring a student (examinee) by examiner, moderator, and referee in assessment of answer books / dissertation / Project Report / Thesis by assigning the student marks to which the student is not entitled, at the examination	As decided by the authorities



4.	Examiner / Moderator / Referee intentionally / negligently not assigning the student in assessment of his/her answer-books / dissertation / project work, the marks to which the student is entitled to at the examinations	As decided by the authorities
5.	Paper-setter omitting question/ repeating same question/s in the same paper or setting of same question paper in submitted sets for concerned examinations/s, /asking faulty or misleading question/s or any other lapse which will put students to inconvenience at the time of finalization of question paper set	As decided by the authorities
6.	Paper-setter setting questions outside the scope of the syllabus	As decided by the authorities
7.	While assessing answer book examiner showing negligence in detecting malpractices used by the student/s	As decided by the authorities
8.	Guiding Teacher showing negligence in supervision of dissertation / project work (e.g. use of manipulated data by a student)	As decided by the authorities
9.	Supervisor / On Exam Coordinator showing apathy in carrying out duties related to examinations (e.g. not taking rounds to the examination hall at Examination Cell during examination period or opening the packet of question paper before the prescribed time)	As decided by the authorities



10.	Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty	As decided by the authorities
11.	Supervisor helping student (examinee) in mass-copying while on examination duty	As decided by the authorities
12.	Deliberate delay in submission of question paper sets	As decided by the authorities
13.	Deliberate delay in submission of ISES marks and evaluation process that delays in declaration of results of the examination	As decided by the authorities
14.	Denying the assigned examination work of any type.	As decided by the authorities
15.	Deliberate submission of question paper sets through unauthorized channels (email or any other medium).	As decided by the authorities

8.6 Miscellaneous

- i) **Malpractices at Practical Tests:** Any act of malpractice, such as copying the results, bringing samples from outside, stealing the samples of other candidates, manipulation, etc. possible at Practical examinations shall be handled by the respective examiners or at department level only and such cases shall be recorded separately and reported to the CoE.
- ii) No action shall be taken against cases of malpractices done during the examination and reported after the examination or cases of copying reported after the declaration of the result of the examination.
- iii) In the case of copying by a large proportion of the students in a block or a class, i.e. more than 20% of the candidates appearing in the block or from a class, the LC may recommend re-examination in the subject concerned.



- iv) The candidate affected by the action taken by the Grievance Redressal Committee shall be free to approach the higher authority, provided an appeal is made within eight days of the reporting of the decision of the Grievance Redressal Committee to the candidate.
- v) **Malpractices at Seminar reports:** Any act of malpractice of copying previous seminar reports, plagiarism of text and data from open literature and published or unpublished work of others without permission, verbatim copy of paragraphs from other reports and from net, outsourcing the work from other agencies shall attract punishment of resubmission of the report on the first instance, but fine and suspension for at least one year from the course in the second instance. If the candidate is found to be indulging in the practice on regular basis, he may be asked to leave the program for period of five years, if found guilty of offence on the third instance.
- vi) **Malpractices at Industrial training and Project reports:** Any act of malpractice of copying previous reports, plagiarism of text and data from open literature and published or unpublished work of others without permission, verbatim copy of paragraphs from other reports and from net, outsourcing the work from other agencies shall attract punishment of resubmission of the report on the first instance, but fine and suspension for at least one year from the course in the second instance. If the candidate is found to be indulging in the practice on regular basis, he may be asked to leave the program for period of five years, if found guilty of offence on the third instance.
- vii) The candidate's degree can be withdrawn, even at later stage, if the candidate is found to have passed the examination by fraudulent means, including plagiarism, influencing examiners by ANY means and outsourcing any of his academic activity to other agencies.

8.7 For Unfair Means in Conduct of during In Semester Evaluation Scheme (ISES) & Internal Continuous Assessment

- i) The Internal grievance redressal committee shall be the competent authority to take appropriate action against any student found involved in copying or any form of malpractice during the ISES. The Departmental Examination Coordinator (DEC) shall obtain a written statement from the concerned student, along with the statement of the faculty member or invigilator involved, duly forwarded with the remarks of the HoD. The DEC shall call meeting of the Grievance Redressal Committee for ISES & ICA and



shall take the appropriate action by considering the gravity of the malpractice.

- ii) In cases where a paper setter, supervisors, examiner, or any other person is found to be involved in malpractice, the matter shall be reported to the HoD. The DEC will collect a written statement from the person involved and from the reporting faculty, along with the HoD's remarks.

