Marathwada Shikshan Prasarak Mandal's

Deogiri Institute of Engineering and Management Studies

(An Autonomous Institute)

Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, Raigad
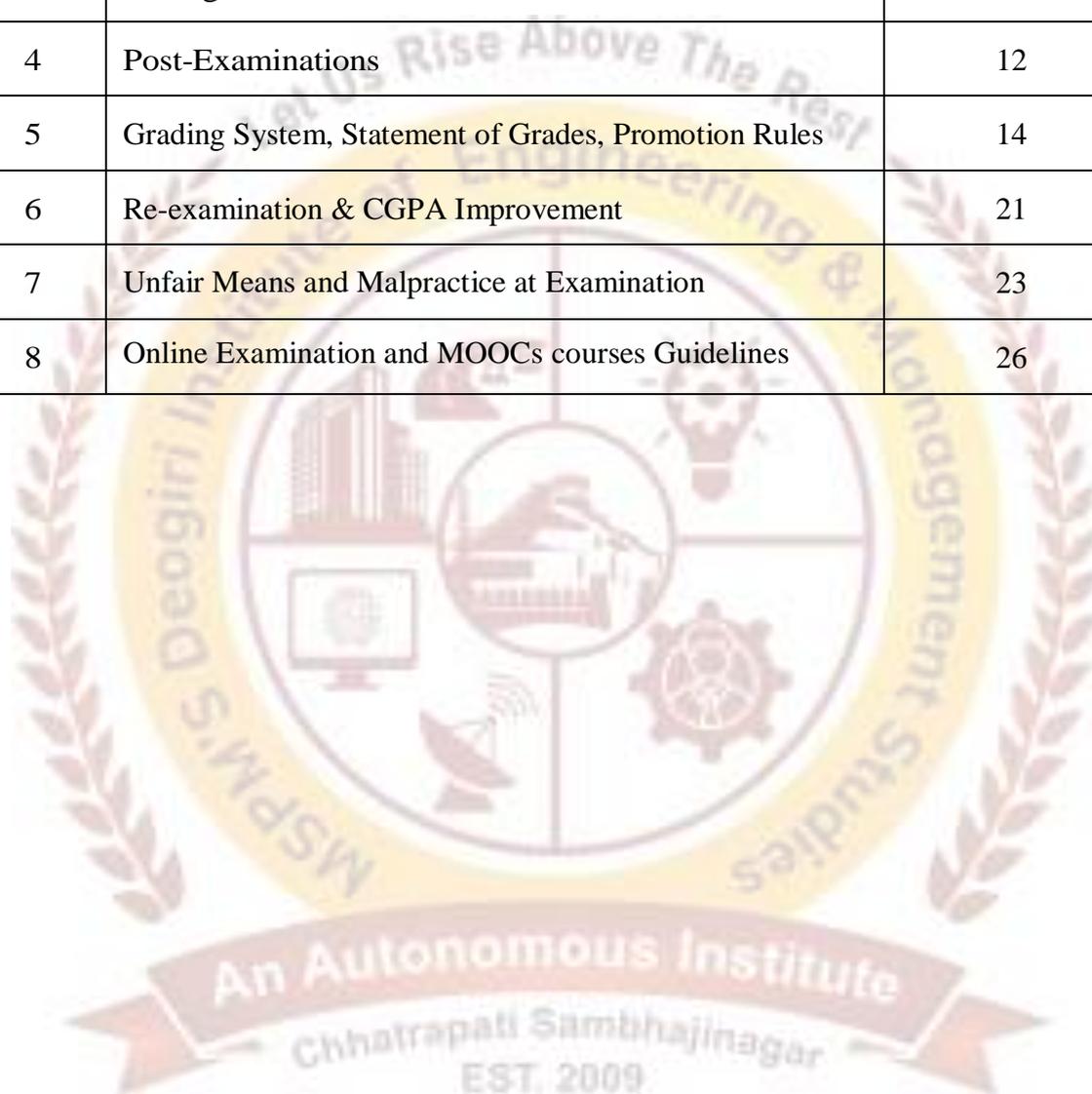(B.Tech & M.Tech)
&
Dr. Babasaheb Ambedkar Marathwada University (MBA), Chhatrapati Sambhajinagar

Examination Rules and Regulations

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1. INTRODUCTION

This document outlines the rules and regulations governing the examination processes of Deogiri Institute of Engineering and Management Studies, Chhatrapati Sambhajinagar, an autonomous Engineering and MBA institute. These regulations are designed to ensure fairness, transparency, and the maintenance of high academic standards in the conduct of all examinations, including Continuous Internal Assessments (CA), Mid-Semester Examinations (MSE), and End-Semester Examinations (ESE). The guidelines detailed herein apply to all students, faculty, and staff involved in the examination process.

1.1 Board of Examinations (BoE)

The Board of Examinations (BoE) is the principal academic body responsible for overseeing and managing all examination-related activities of the college. The BoE shall be responsible for framing the policies and procedures for the conduct of examinations, evaluation, and declaration of results. The BoE will ensure the confidentiality and integrity of the examination process.

Table 1.1: BoE Composition

Sr. No.	Category	Designation
1	Chairman	Director
2	Invitee Member	One Nominee each from Dr. B.A.T. U. & Dr.B.A.M.U.
3	Special Invitee	One Expert from another Premier Institute possessing ten years of experience nominated by the Director.
4	Member	Associate Dean IQAC
5	Member	Dean Academics
6	Member	Dean PGS & R
7	Member	HoD nominated by Director
8	Member	Faculty nominated by Director
9	Member	Faculty nominated by Director
10	Member	Office staff nominated by the Director.
11	Member Secretary	Controller of Examinations

The Chairperson of the BoE shall be Director. The BoE shall meet regularly to review and monitor the examination process and address any related issues.

Functions: The functions of the Board of Examinations are as under:

- Framing the norms of conducting examinations, evaluations, rules and regulations of autonomous courses with ratifications of Academic Council. Any amendment in the rules has to be discussed and implemented with approval of the Academic Council.

- Propose to the Director a panel of office bearers for conducting examinations.

- Approving the final result of the college before declaration.

- Acting as an advisory body in the matters of conduct of examinations.

- Consider and approve the reports of the complaint Redressal committee.

- Undertake all such works as assigned by the Academic Council from time to time related to the examinations.

Frequency of Meetings:

The meeting of the Board of Examination shall be minimum one in a semester, and additional meetings shall be held if required.

1.2 Controller of Examinations (CoE)

The Controller of Examinations (CoE) is the key administrative officer responsible for the overall management and conduct of examinations.

- The CoE shall be responsible for planning, organizing, and scheduling all examinations.
- The CoE shall ensure the timely submission, selection, printing and distribution of question papers.
- The CoE shall oversee the evaluation process and the declaration of results.
- The CoE shall maintain all examination-related records.
- The CoE is an authorized person to implement all rules and regulations laid by the BoE, an authorized person to declare results, grades and printing grade cards. He/She is in charge of all examination processes for smooth functioning.
- The CoE shall prepare the examination schedule and plan for dates of declaration of the results at the beginning of the semester and notify the same.

- The CoE shall ensure declaration of time schedule, name list, summary list, grade card report for various examinations.

- The CoE shall ensure stationary purchasing, coding, its supply and record keeping.

- The CoE shall ensure an appointment of paper setter, Examiners, Evaluators, Sr. Supervisor and Related staff etc.

- The CoE shall ensure collection of answer booklets, collection of Question paper (QP) set and its security.

- The CoE shall prepare the examination department budget.

- The CoE is an authorized signatory for grade cards and results.

- All Departmental examination coordinators shall assist CoE.

1.3 Complaint Redressal Committee (CRC):

The Complaint Redressal Committee (CRC) of Deogiri Institute of Engineering & Management Studies, Chh. Sambhajinagar has been reformed to exercise Complaint Reception and Acknowledgement, its investigation and resolution.

Table 1.2: CRC Composition

Sr. No.	Category	Designation
1.	Chairman	Director
2.	Member	Faculty Representative
3.	Member	Faculty Representative
4.	Member	Controller of Examination

- The CRC shall be responsible for conducting inquiries into reported incidents of unfair means/copy cases.

- The CRC shall recommend appropriate disciplinary actions to BoE, based on the severity of the offense.

- The CRC shall adhere to the principles of natural justice in all its proceedings.

1.4 Examination Committee (EC):

The Examination Committee of Deogiri Institute of Engineering & Management Studies (DIEMS), Chh. Sambhajinagar has been reformed to ensure the fair, smooth, and transparent conduct of all examination-related activities, including planning, execution, evaluation, and result processing.

Table 1.3: EC Composition

Sr. No.	Category	Designation
1	Chairman	Controller of Examinations, DIEMS, Chh. Sambhajinagar
2	Evaluation Expert	Faculty Nominated, DIEMS, Chh. Sambhajinagar
3	Member	Faculty Nominated, DIEMS, Chh. Sambhajinagar
4	Member	Faculty Nominated, DIEMS, Chh. Sambhajinagar
5	Member	Faculty Nominated, DIEMS, Chh. Sambhajinagar
6	Member	Faculty Nominated, DIEMS, Chh. Sambhajinagar
7	Member	Faculty Nominated, DIEMS, Chh. Sambhajinagar
8	Member	Faculty Nominated, DIEMS, Chh. Sambhajinagar
9	Member	Office staff , DIEMS, Chh. Sambhajinagar

Functions:

The Examination Committee shall:

- Plan and coordinate all examinations (internal, mid-semester, end-semester, practical, viva-voce, etc.) as per the academic calendar approved by the Board of Examinations (BoE).
- Implement the policies and guidelines framed by the Board of Examinations (BoE) and the Academic Council regarding the conduct of examinations.

- Prepare and publish examination schedules (theory and practical) in consultation with the departments and ensure timely communication to the students and staff.

- Appoint examiners, invigilators, and evaluators in consultation with the BoE.

- Ensure secure handling of question papers, including setting, printing, storage, and distribution on the day of the examination.

- Supervise the conduct of examinations to ensure discipline, fairness, and prevention of malpractices.

- Set up flying squads and vigilance teams, if necessary, to inspect examination centers during examinations.

- Address grievances and malpractices, referring major cases to the CRC for further action.

- Arrange for evaluation and moderation of answer scripts as per the guidelines of the BoE.

- Ensure timely declaration of results and preparation of mark sheets.

- Coordinate the revaluation, rechecking, and grievance Redressal processes, as per laid-down procedures.

- Maintain confidentiality and integrity in all examination-related processes.

- Ensure proper record-keeping of all examination documents and results for audit and future reference.

- Report to the Board of Examination (BoE) regarding the conduct, issues, and improvements needed in the examination process.

- Incorporate technology (such as ERP, OMR, digital evaluations, etc.) to enhance efficiency and transparency of examination operations.

1.5 Department Examination Coordinator (DEC)

The Department Examination Coordinator (DEC) is a faculty member nominated in the examination committee (EC) from each department who coordinates all examination-related activities under CoE.

- The DEC shall assist the CoE in the conduct of CA, MSE, CA-Lab, and ESE.

- The DEC shall act as a liaison between the department and the CoE.

- The DEC shall support the CoE in the planning and execution of examinations.

- The DEC shall be responsible for specific tasks assigned by the CoE.

1.6 Head of Department (HoD)

The Head of Department (HoD) is responsible for ensuring the smooth conduct of examinations within the department i.e CA and CA-Lab.

- The HoD shall address any issues or grievances related to examinations within the department.

1.7 Course Coordinator:

The Course Coordinator is the faculty member responsible for a specific course.

- The Course teacher shall be responsible for setting the question paper for the course, entering and submit CA & MSE marks and shall be accountable for the accuracy of the entries.
- The Course teacher shall evaluate the answer scripts of the students.
- The Course teacher shall maintain records of student performance in the course.
- The course teacher shall be responsible for the Open House activity pertaining only to their respective subject.

1.8 Examination Department Office Staff

The Examination department office staff shall provide administrative support for the conduct of examinations. The Examination department office staff shall assist the CoE and EC in various tasks such as printing, distribution of question papers, and processing of results. The Examination department office staff shall maintain the confidentiality of examination-related documents.
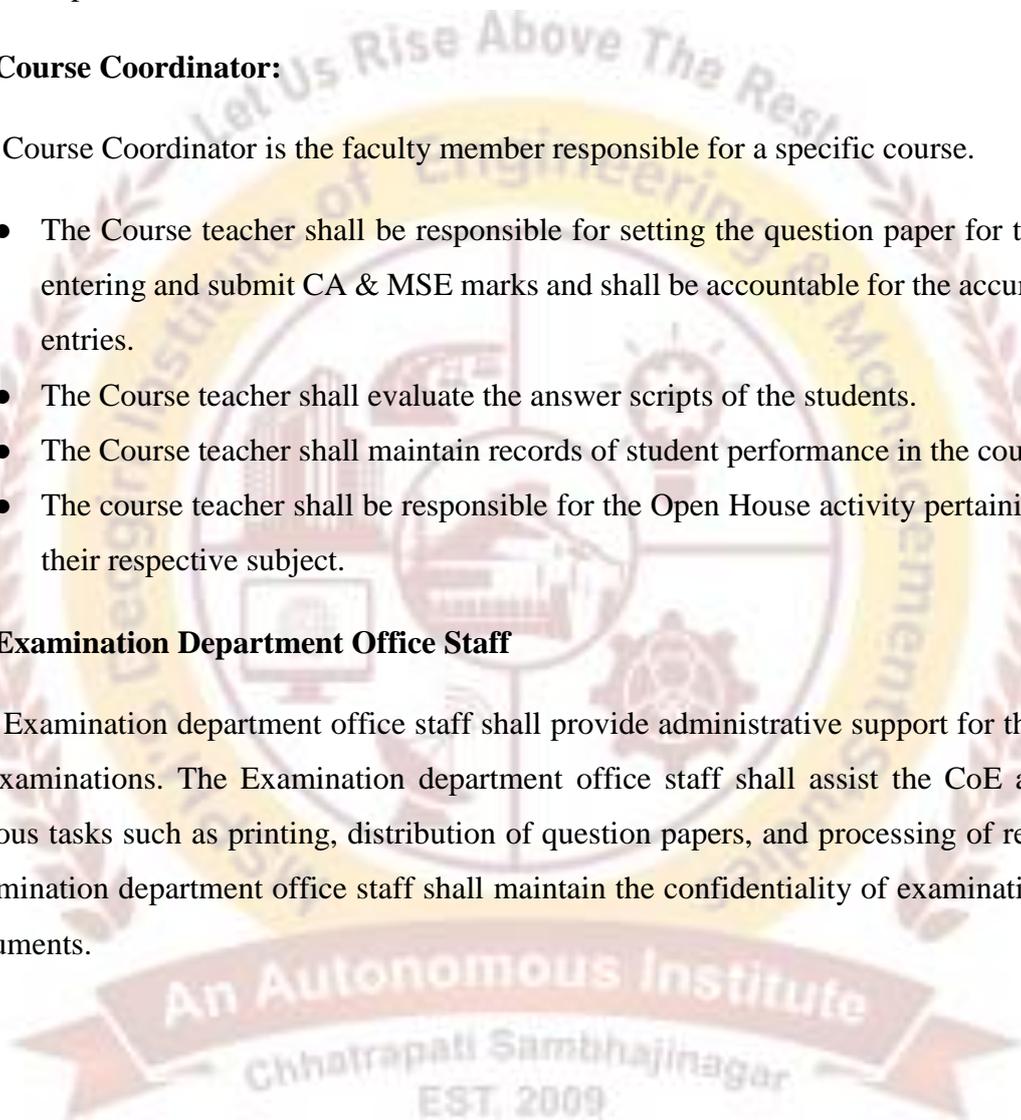
2. PRE- EXAMINATION

2.1 Appointment of Paper Setters:

- The respective Board of Studies (BoS) shall prepare a panel of examiners and paper setters consisting of Two Internal Examiners and One External examiner for each course and submit the panel to the Academic Council for approval.

- The Head of the Department (HoD) shall appoint competent internal faculty members for setting question papers of the Mid-Semester Examination (MSE).

- The Controller of Examinations (CoE) shall appoint competent internal or external examiners for setting question papers of the End-Semester Examination (ESE), from the panel approved by the Board of Studies (BoS) & Academic council.

- In case the appointed paper setter is unavailable due to unforeseen reasons, the CoE shall make suitable alternative arrangements from the approved panel.

- A paper setter shall:
  - Be a full-time faculty member of the institute, or
  - Be affiliated with another recognized institution/university, with a minimum of three years of teaching experience in the relevant course/subject.

- The concerned course teacher shall strictly follow all paper setting guidelines, blueprint structure, and confidentiality protocols as issued by the CoE.

- The paper setters must submit a model solution key and marking scheme along with the question paper.

- No faculty shall be permitted to set the question paper for a course in which a close relative (as per institute norms) is appearing for the examination, to avoid conflict of interest.

- The examination department shall maintain secrecy of the question paper and shall be responsible for the same.

2.2 Instructions to Paper Setter:

- Syllabus Coverage:
  - The question paper must strictly adhere to the prescribed syllabus approved by the Board of Studies (BoS).
  - All units/modules should be covered as per Weightage specified in the course structure.

- Question Paper Pattern:
  - Follow the standard question paper format as prescribed by the Examination department.
  - Include instructions to students such as total marks, duration, and number of questions to be answered, etc.
  - Ensure a proper balance of difficulty levels (easy, moderate, difficult) and question types (theory, numerical, application-based, etc.).
- Confidentiality:
  - The paper setter must maintain strict confidentiality and should not disclose any content of the question paper to anyone.
  - Any breach of confidentiality will be treated as misconduct and subject to disciplinary action.
- Model Answer Key and Scheme:
  - A model solution key with appropriate marking scheme must be submitted along with the question paper.
  - Clearly indicate stepwise marking, especially for numerical/problem-solving questions.
- Submission Timeline:
  - Question papers to be submitted through secure digital platform and model answers must be submitted in a sealed envelope (physical submission), strictly within the stipulated deadline.
  - Late submission may attract penalties or replacement from the panel.
- No Disclosure of Identity:
  - Do not mention your name or signature on the question paper.

2.3 Arrangement of Supervision:

To ensure fair, transparent, and efficient conduct of examinations, the following supervision arrangements shall be made:

- Invigilation Duty Chart:
  - The Examination Committee shall prepare and circulate the invigilation duty chart well in one week advance.
  - Duties shall be fairly distributed among all teaching staff.
- Duties of Invigilators:

- The invigilators shall report at least 45 minutes before the examination.
- They shall verify student identities, ensure orderly conduct, distribute/collect question papers and answer books, and report any irregularities to the Examination Control Room.
- The relievers shall be maintained to substitute invigilators in case of emergencies
- The Invigilator shall follow instructions received from CoE.

● Appointment of Internal/External Squads:
  ○ The Controller of Examinations (CoE) shall appoint Internal and External Squads to conduct surprise visits during examinations.
  ○ These squads shall monitor discipline, ensure adherence to examination protocols, and report any malpractice to the CoE.

● Surveillance and Monitoring:
  ○ Examination halls shall be monitored through CCTV cameras.
  ○ Surveillance footage may be reviewed in case of disputes or suspected malpractices.

● Instructions and Briefing:
  ○ The CoE shall issue written guidelines to all invigilators.
  ○ Briefing sessions may be organized before major exams.

● Attendance and Conduct:
  ○ Invigilators must sign the duty register before and after their shifts.
  ○ Professional conduct and formal dress code are expected.
  ○ Mobile phones should not be used in the exam hall unless permitted for official purposes.

3. DURING EXAMINATIONS

3.1 Selection and Printing of Question Paper

Submission of Question Paper Sets:

- For each course, three sets of question papers (with model answers and marking schemes) shall be submitted by the approved internal / external paper setters from the BOS.

Selection of Final Set:

- The Controller of Examinations (CoE) shall confidentially select one set randomly out of the three received sets.
- The unused set shall remain confidential and securely archived.

Secure Printing Process:

- The selected question paper shall be printed in a secured and confidential printing facility under the supervision of the CoE.
- Only authorized personnel shall handle soft copies, printing, and packing.

Distribution of Question Papers:

- Printed papers shall be verified, packed in envelopes, labeled with exam details, and shall be distributed to examination halls before 10 minutes.

Confidentiality and Discipline:

- All individuals involved must maintain strict confidentiality. Any breach shall lead to disciplinary action under examination rules.

3.2 Collection and handling of written Answer Books:
Collection from Examination Halls:

At the end of the examination, invigilators shall ensure that all answer books are collected, arranged in serial order as per seat numbers, and verified against the attendance sheet.

- Any unused answer book must also be accounted for and returned.

Handing Over to Control Room:
The invigilators shall submit following material to the examination control room immediately after the session:

- Collected answer books
- Filled attendance sheet
- Unused answer book
- Any incident report (if applicable)

Bundling and Labelling:

- Examination staff shall bundle answer books course-wise, label them with subject code, exam date, session, and number of scripts, and seal them appropriately.

Storage and Security:

- Bundled answer books shall be transferred to a designated secure storage area or strong room under the supervision of the CoE.
- A proper log/register shall be maintained for inward and outward movement of answer books.

Confidentiality and Handling:

- All staff involved in the handling of answer books must maintain strict confidentiality.
- Any tampering, misplacement, or negligence shall be considered a serious offense and dealt with as per disciplinary rules.

3.3 Examination Hall Instructions and Student Conduct

- Students must report in the examination hall 10 minutes before commencement of the exam.
- Wearing the official uniform and carrying a valid Identity Card (I-Card) is compulsory for appearing in the examination.
- If a student is found involved in malpractice or is found carrying a mobile phone, such cases are forwarded to CRC for further decision.
- Students must keep their shoes, bags, mobile phones, and any reading materials outside the examination hall at their own risk.
- Students are not allowed to leave the examination hall during the exam for reasons such as drinking water or using the toilet, except in cases of emergency.
- Students must sit according to the sequence of their examination seat numbers as assigned.
- Proper conduct and silence must be maintained in the examination hall at all times.

4. POST EXAMINATIONS

4.1 Evaluation of Answer Books

- The Controller of Examinations (CoE) shall assign teachers for assessment of answer books to internal/external examiners.
- Evaluation shall be done as per the model answer key and marking scheme provided by the paper setter.
- Examiners must complete the evaluation within the stipulated time frame.
- All evaluated answer books shall be submitted along with marks to the CoE office for further processing.

4.2 Result Processing

- Marks from the mark lists shall be entered into the Examination Management System (EMS).
- A preliminary result (raw result) shall be generated and verified by the Examination Section for:
  - Entry errors
  - Totaling mistakes
  - Missing marks
  - Any anomalies

4.3 Open House / Discrepancy Resolution

- After the raw result is prepared, an Open House shall be conducted by each department as per the schedule issued by the CoE.
- Students shall be allowed to view their evaluated answer books under supervision.
- If any discrepancy in marks (e.g., totaling errors, unassessed answers, or data entry mistakes) is found, the student may submit a grievance application to the Departmental Performance Monitoring Committee (DPMC).
- Valid grievances shall be resolved by the concerned faculty member in consultation with the Board of Examiners (BoE).
- After verification and confirmation by the DPMC and BoE, the final marks, after necessary corrections, shall be updated in the EMS.

4.4 Grade Finalization and Result Declaration

- Once discrepancies are resolved and marks are finalized, grades shall be assigned as per the grading policy.
- The final approved results shall be declared by the CoE on the official notice board and/or online student portal.
- A formal Result Declaration Report shall be signed by the CoE.
- The Examination department shall prepare and issue grade cards to the students.
- Grade cards will include:
    - Course-wise grades and credits
    - Semester GPA (SGPA)
    - Cumulative GPA (CGPA)
- Grade cards shall be distributed within the prescribed timeline and a digital copy may also be provided through the student portal.
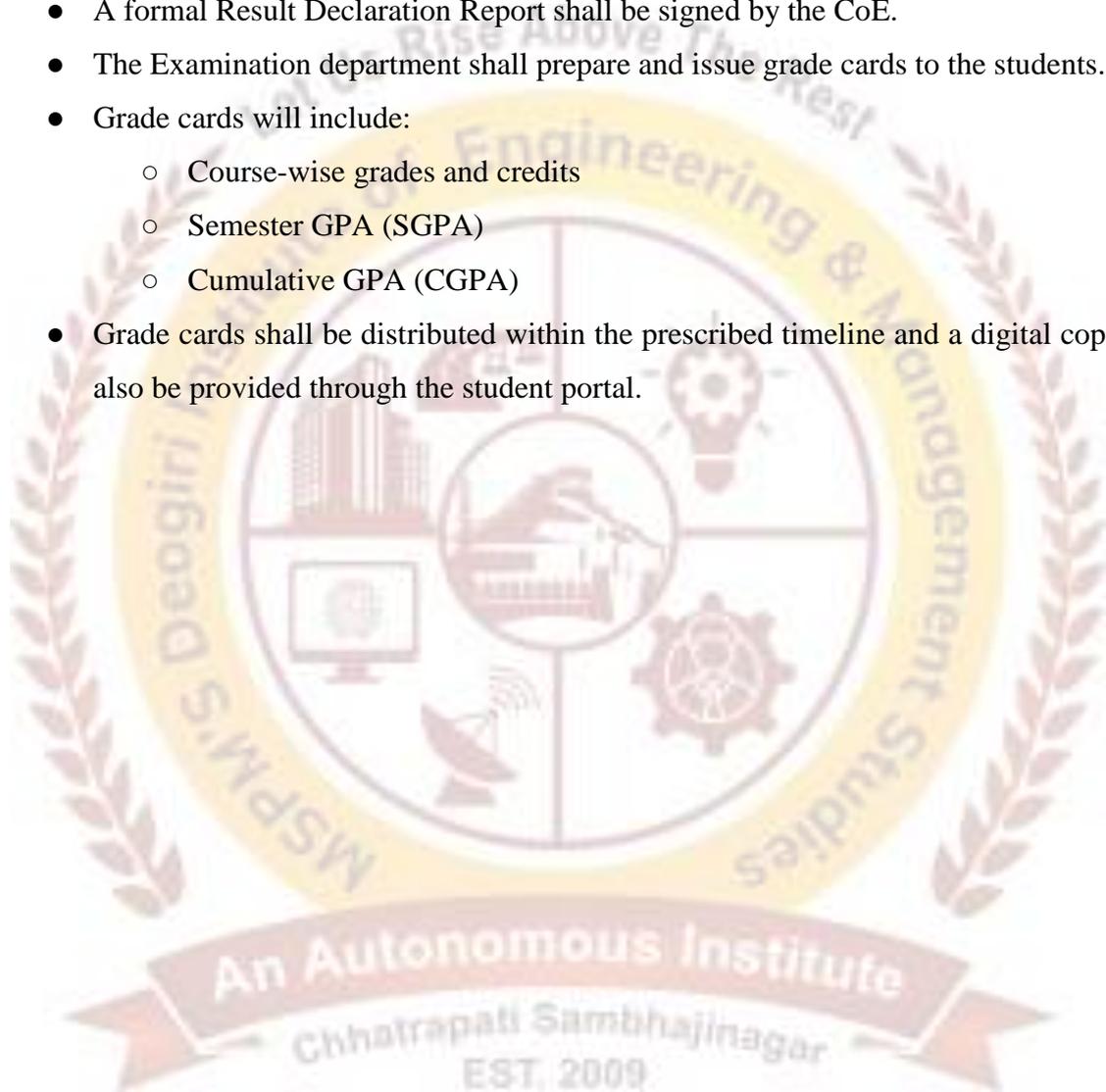
5. GRADING, RESULT COMPILATION AND AWARD OF DEGREE

5.1. Evaluation Scheme and Weightage

- Evaluation for each course shall be based on components like CA-I, CA-II, CA-Lab, MSE, and ESE as per the course type (Theory/Lab/Audit).
- The Weightage of these components is outlined in the following table.

Table 5.1: Weightage of Evaluation

Evaluation	Weightage for Theory Credit Course	Weightage for Theory Audit course	Weightage for Lab course with Viva Voce/ Practical Exam	Weightage for Lab course without Viva Voce/ Practical Exam
CA-I	10%	50%	Nil	Nil
MSE	20%	Nil	Nil	Nil
CA-II	10%	50%	Nil	Nil
CA-Lab	Nil	Nil	60%	100%
ESE	60%	Nil	40%	Nil
Total	100%	100%	100%	100%

5.2. Passing Criteria

- A student must secure a **minimum of 40%** aggregate marks in a course (CA + MSE + ESE) with **minimum 24 marks** in End semester examination (ESE).
- Attendance shall be greater than 75 %.

5.3. Grading System

- As per guidelines of affiliating universities, absolute grading will be used for all UG & PG Programs.
- Letter grades (A+ to F, U, ML, AB, I, W) are assigned based on total marks obtained.
- Grade points are mapped to each letter grade on a **10-point scale** (as per Table 5.2).

- **'F'** denotes failure; **'U'** (Fail due to attendance shortage / unsatisfactory performance) and **'ML'** (Malpractice).
- Grades are awarded as per Table 5.2.

Table 5.2: Grade Points (Absolute Grading)

Letter Grade	Performance	Min Threshold	Max Threshold	Grade Point
A+	Excellent	≥ 90	≤ 100	10
A	Very Good	≥ 80	<90	9
B+	Good	≥ 70	<80	8
B	Above Average	≥ 60	<70	7
C	Average	≥ 50	<60	6
D	Pass	≥ 40	<50	5
F	Fail	≥ 00	< 40	0
AB	Absent	-	-	-
U	Fail due to attendance shortage / Unsatisfactory performance	-	-	-
ML	Malpractice	-	-	-
I	Incomplete Course	-	-	-
W	Withdrawal of the Sem/Year	-	-	-

5.4 Calculation of Performance Indices

- **Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):**

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

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

Where, C_i = number of credits assigned for i^{th} course of semester,

    $i = 1…n$ represents course number in which the student has registered in that

semester,

G_i = grade point earned in i^{th} course.

(Calculation of Credit Points = Earned credits X Grade Points)

(SGPA= Total Credit Points / Total Earned Credits)

CGPA is the weighted average of the grade points obtained in all the courses registered by a student from the beginning of the first semester

$$CGPA = \sum_{i=1}^{m} \frac{C_i G_i}{C_i}$$

Where, C_i = number of credits assigned for i^{th} course of semester

i = 1…m represents the course number in which the student has registered up to a semester up to which CGPA is to be calculated.

G_i = grade point earned in i^{th} course.

The conversion of CGPA to percentage marks and vice-versa is done using the following formulae.

- **CGPA = (% Marks) / 10**

- **Percentage Marks = [(CGPA) x 10] %**

Grade Report:

A grade card/report shall be issued to students at the end of academic year after the declaration of examination results. The grade card/report shall include the following;

- The list of courses registered for an academic year along with credits.

- The list of audit courses taken by the student.

- The letter grade obtained in each course.

- The total number of credits earned by a student.

- SGPA, CGPA and Grade obtained after improvement (if any).

- Examination details (Name of student/PRN No/Branch).

Grading System, calculation of performance indices and conversion of CGPA to equivalent percentage shall be provided on the back page of the grade card. Result and class obtained shall be indicated only in the grade report of Final Year. Result of mandatory (Audit) course also shall be provided on the grade card.

Award of Degree:

- A student shall be eligible for the award of degree from the College and the University provided the student has:
- Registered, passed all the prescribed courses [Credit as well as mandatory (audit)] and earned all the credits as mentioned in the respective program structure
- Obtained CGPA ≥ 4.0.
- No case of indiscipline pending against him/her.
- Obtained eligibility certificate from University.
- Produces institute level No Dues Certificate at the time of collecting final degree.
- The Academic Council shall recommend the list of eligible students to Dr. BATU, Lonere, or Dr. BAMU, Chhatrapati Sambhajinagar, respectively, for the award of the degree.
- A candidate who becomes eligible for the award of the degree shall be placed in one of the classes mentioned in Table 5.3 based on CGPA.
- CGPA required for award of class

Table no. 5.3: Class and CGPA

Class	CGPA
Distinction*	7.5 and above
First Class	6.00 to 7.49
Second Class	5.00 to 5.99
Pass	4.00 to 4.99

- For Distinction, in addition to the required CGPA of 7.5, the student must have necessarily passed all the courses of every semester in the minimum stipulated period of the program.

5.5 Grace Marks Policy

- There shall be no provision for grace marks in theory and laboratory courses.

- However, up to 10 grace marks may be awarded at the end of the program to enable a student to improve the final class (Distinction/First Class).

- Grace marks shall not be applicable to re-examinations or courses with 100% Continuous Assessment (CA).Grades for credit courses shall be awarded as per Table 5.2 and grades for audit courses shall be awarded as per Table 5.4.

` Table 5.4 Absolute grading for Audit Course

Grade	Minimum Threshold	Max. Threshold	Description
F (only for non-credit audit courses)	>=0	<40 %	Fail
P (only for non-credit audit courses)	>=40 %	<100 %	Pass

5.6 Promotion and Academic Progression Rules

- SGPA and CGPA shall be computed as per the Academic Rules and Regulations for UG and PG programmes.

For UG Programmes (4+2 Rule)

- Promotion to Second Year (S.Y. B.Tech):
  - He/she has earned minimum 25 (60%) credits of the first year
- Promotion to Third Year (T.Y. B.Tech):
  - Must pass all F.Y. B.Tech courses.
  - He/she has earned a minimum 67 (80%) credits out of total credits of first year & Second year.
- Promotion to Final Year (B.Tech):
  - Must pass all S.Y. B.Tech courses.
  - He/she has earned a minimum 107 (86%) credits out of total credits of first year, Second year and Third Year.

For Direct Second Year (DSY) Students:

- Promotion to Third Year (T.Y. B.Tech):

- He/she has earned a minimum 25 (60%) credits out of total credits of Second year.
- Promotion to Final Year (B.Tech):
    - Must pass all S.Y. B.Tech courses.
    - He/she has earned a minimum 66 (80%) credits out of total credits of Second year and Third Year.
- Students failing to meet the above criteria (4+2) shall be declared Not Fit for Technical Education (NFTE) and their admission shall be cancelled.

For PG Programmes (MBA & M.Tech) (2 +2 Rule)

- Students must complete all the prescribed credits of Semesters I, II, and III before appearing for Project-II (Semester IV).
- Students failing to meet the above criteria (2+2) shall be declared Not Eligible to Continue the Program, and their admission shall be cancelled.

5.7 Compilation of Grades & Result Declaration
- Marks Calculation & Rounding:
    - Total marks = MSE + CA-I/CA-II+CA-Lab + ESE.
    - Fractional part $\geq 0.5 \rightarrow$ round up; $< 0.5 \rightarrow$ round down.
- Grading Process:
    - Grades are assigned based on Tables 5.2.
    - Failed students are excluded from the grading process.
- Result Preparation:
    - Mark sheets and provisional results are prepared and verified by the Examination Department.
    - Final grade sheets are distributed department-wise by DEC.
- Final Declaration:
    - Final results are approved by the CoE after an open house, then released to departments.
    - Tabulation registers, grade cards, and result statistics are prepared accordingly.
- Discrepancies & Revaluation:
    - CoE may order re-evaluation of any answer book in case of discrepancies.
    - All changes are reported to the BoE for necessary action.

5.8 Amendment of Results Due to Errors

- If a result is found to be incorrect due to any error, the Controller of Examinations (CoE) shall amend the result to reflect the correct outcome.
- The amended result shall be:
    - Endorsed by the CoE before declaration.
    - Reported to the Board of Examinations (BoE) with details.
- Errors may include:
    - Data entry, printing, or programming mistakes, including hacking.
    - Clerical errors in totaling or mark entry (manual/machine).
    - Oversight or negligence by the examiner or any personnel involved in evaluation/moderation.
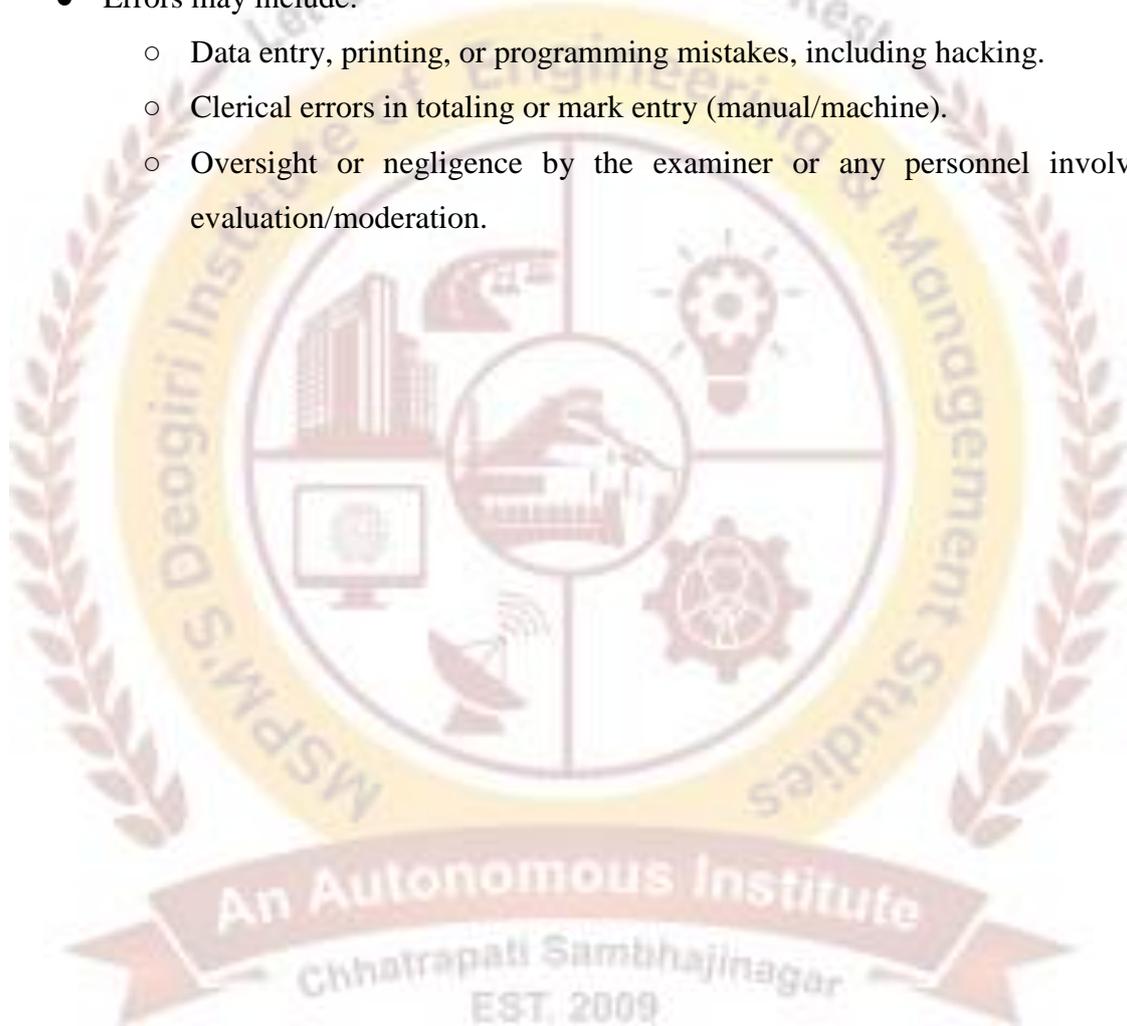
6. RE-EXAMINATION AND CGPA IMPROVEMENT

6.1 General Guidelines

- Re-examination is compulsory for all failed (F grade) Theory and Laboratory courses.

- If a student fails in the Re-examination, the student shall appear in the semester examination of the next academic year.

- Re-examination/CGPA improvement examination shall be conducted semester wise, after the declaration of the End Semester Examination (ESE) result and before the commencement of the next academic year.

- Re-examination is not applicable for CA-I, CA-II, CA- Lab and MSE.

6.2 Eligibility

- Students with F grade in any theory & laboratory credit course shall be eligible to appear for re-examination in the same academic year.

- Students failing a mandatory (audit) course must re-register for the same or an equivalent course when it is next offered.

- Students with grades E, B, or C may apply for CGPA improvement through re-examination.

- Students with grades AB, U and ML are not eligible for re-examination in the affected course/semester.

6.3 Examination Scheme and Evaluation

- Only the CA-I, CA-II, and MSE marks obtained during the regular semester shall be carried forward.

- Re-examination shall be for 60 marks and shall cover the entire syllabus with appropriate weightage for each unit.

- Grace marks shall not be applicable in re-examinations.

- The maximum grade awarded in re-examination shall be A.

6.4 CGPA Improvement for B.Tech (4th Year)

- Students shall be permitted to apply for CGPA improvement up to 5 courses from the current and previous academic year.

- The Applications must be submitted within 15 days of result declaration.

- Students must return their original grade cards while applying.

- CGPA improvement applications require verification and approval by:

        ❖ Programme Coordinator.

        ❖ Head of Department (HoD).

        ❖ Director.

- The grade obtained in the re-examination shall be final and a new grade card shall be issued with the remark "grade after improvement."
- Grading will be given as per mentioned in Table 5.2

6.5 Special Cases

- If a student is absent for the ESE due to participation in official events (e.g., national/international competitions, NSS, sports) and has prior approval from the Director/Dean Academics, The student shall be permitted to appear for the re-examination or the next ESE.
- Such students shall be awarded an 'I' (Incomplete) grade until they complete the ESE.
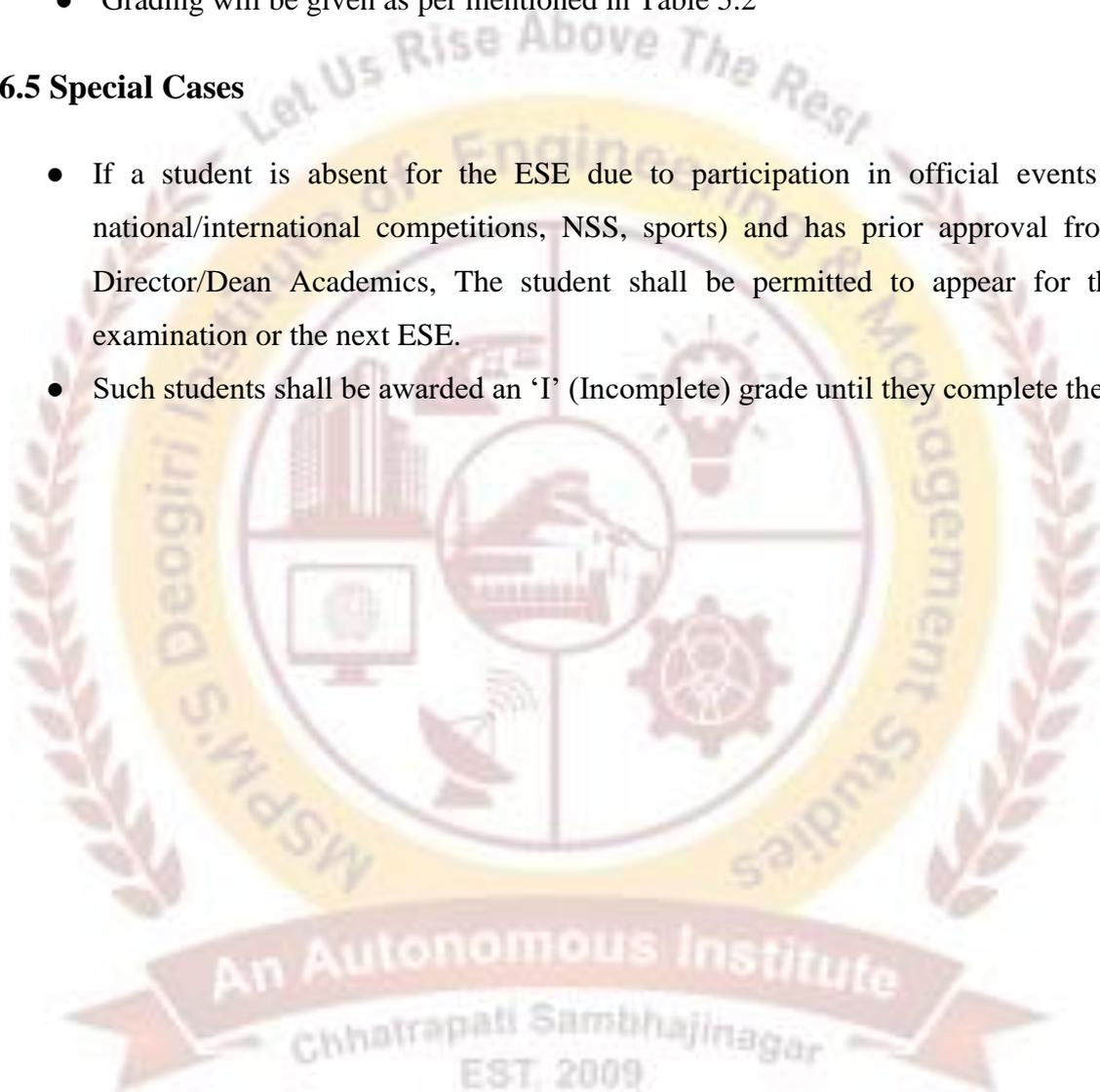
7. Unfair Means and Malpractice at Examination

The Government of Maharashtra endorsed the Maharashtra Act No. XXXI of 1982, (Refer Appendix-F) providing prevention against Malpractices at the University/College/Board Examinations. Under the section of this 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 offense. For implementation of the act the following procedure shall be adopted.

7.1 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 BoE shall be the competent authority to constitute CRC. This 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 unfair means at examinations.

In case of teaching faculty or other staff related with conduct of examination involved in unfair means at examination, CRC shall investigate the matter and forward the facts and findings of inquiry to BoE along with recommendation. CoE shall take appropriate disciplinary action against the concerned teacher/staff.

7.2 Procedure for Dealing with the Cases of Unfair Means in conduct of Examination:

In case of unfair means at examination hall, Senior Supervisor shall adhere to the following procedure:

- The student shall be called upon to surrender the material found in his /her possession, (if any) and his/her answer book to the Senior Supervisor.
- Signature of the concerned examinee shall be obtained on the relevant material and list thereof. Concerned invigilators shall also sign on all relevant materials and documents besides counter signature of Senior Supervisor.
- The answer book of the concerned examinee shall be confiscated along with unfair means / material. This shall be marked as "Suspected Unfair Means Case".
- An undertaking shall be obtained in prescribed form from the concerned examinee stating that the decision of the concerned competent authority in his/her case shall be final and binding on him/her.
- Statement of the concerned invigilator in prescribed form shall be obtained by the Senior Supervisor who subsequently shall make forwarding remarks in the same format. If the examinee refuses to make a statement or to give undertaking, the concerned invigilator

and Senior Supervisor shall record accordingly on the same form.

- Show- cause notice shall be issued to the examinee in prescribed form instructing him/her to appear before CRC.

- All the materials, statement and undertaking of the examinee and statement of Invigilator along with the forwarding remarks of Senior Supervisor shall be forwarded to CoE in a separate and confidential sealed envelope marked with "Unfair Means Case".

- 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 Senior Supervisor to the CoE.

- After establishing a prima facie case of unfair means based on the report received from the Senior Supervisor, the CoE shall forward the matter to the CRC. The CoE shall present the case before the CRC and shall deal with it until it is finally disposed of.

7.3 Procedure for Dealing with Unfair Means at Assessment Centre

- During the assessment of answer books, if the examiner suspects that there is prima facie evidence that the examinee(s), whose answer book(s) are being assessed, appear to have resorted to unfair means in the examination, the examiner shall forward his/her report along with the evidence and opinion to the CoE. The CoE shall then forward the case, in a separate sealed envelope marked "Suspected Unfair Means Case," to the CRC.

- If any staff member is found to be involved in any type of unfair means, the CoE shall report the case to the CRC for further action. The CoE shall present the case of unfair means before the CRC and shall deal with the matter until it is finally disposed of.

7.4 Procedure for Dealing with Unfair Means at Paper Setting/Printing

- If any paper setter, staff member, or any person(s) related to paper setting and/or printing is found to be involved in any type of unfair means related to paper setting or paper printing, the CoE shall report the case to the CRC for further action.

- The CoE shall present the case of unfair means before the CRC and shall deal with the case until it is finally disposed of.

7.5 Procedure to be followed by the Complaint Redressal Committee (CRC)

- For the purpose of investigating malpractice/unfair means resorted to by examinee/examiner/s at the examination, the BoE shall appoint CRC which shall function as a body to investigate into the matter and decide the punishment on the basis

of facts and findings of the case after ensuring that reasonable opportunity has been given to the concerned implicated student/examinee/person in his/her defense.

- The CRC shall inquire and decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means as prescribed. However, depending on the situation, the committee may quantify the severity of the punishment.

- The implicated person shall be informed in writing of the act of malpractices used and/or lapses committed by him/her at the examination and shall ask him/her to be present before the CRC on a particular day and date at time and venue fixed for this meeting.

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

- After issuing show cause notice if the implicated examinee fails to appear before committee on the day at specified time and venue 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. The same shall be binding on other concerned implicated persons.

- 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 Director, CoE and the person through whom the case was initiated.

- The committee shall dispose of the case within one week from the last date of examination and, in no case, later than the award of grade points to the student(s).

- The CRC shall follow the procedure in the spirit of natural justice.

8. Online Examination and MOOCs courses Guidelines

8.1 Online Examinations:

- The online examination is allowed and this mode of examination is optional for teachers. For conducting such types of examinations, the faculty must inform the examination department at least one week before the time table/seating arrangement is finalized. Permission for conducting such exams shall be granted by CoE based on available resources and in consultation with HoD.

- CA-I, CA-II can be taken in the form of an online examination. The concerned teacher, and DEC shall arrange to create courses/users etc. on a suitable server for such examinations.

- For online examination the root/admin password of the server must be with HoD & DEC and they shall arrange to create necessary online examinations on the server and provide the username and password to the concerned teacher. The concerned teacher shall add the questions to the online exam and verify that the online exam operates properly.

- During the online examinations, access to the online course material, other resources on the same or other server, internet access must be disabled for the candidates of the examination. This should be ensured by DEC & HoD. They shall be responsible for the proper conduct of the respective online examination.

- After the online examination, all electronic exam data must be submitted to the examination department in the form of a soft copy with all output files in excel so as to retrieve questions, attempts and grades of each student.

8.2 NPTEL Courses:

Purpose:

To define the framework for incorporating NPTEL (National Programme on Technology Enhanced Learning) courses into the curriculum for specific branches, ensuring proper registration, monitoring, evaluation, and credit transfer to maintain academic standards and student accountability.

Registration and Enrollment:

- Students must register for the NPTEL courses through the institute's official registration system or Local SPOC (Single Point of Contact) designated for NPTEL coordination.
- Registration deadlines will be announced at the beginning of each semester or academic year.
- The SPOC will facilitate enrollment on the NPTEL platform.

Assessment and Evaluation:

- Students will be required to complete assignments, quizzes, and final examinations as per the NPTEL platform requirements.
- The SPOC/local coordinator will verify and collect progress reports, assignment scores, and final grades from NPTEL.
- Marks obtained in NPTEL courses will be converted as per the institute's grading scheme and reflected in the student's academic record.
- In case of failure or non-completion, students may be given a chance to re-register or opt for an alternative platform as per the academic regulations.

Credit Transfer and Weightage

- Credits earned from approved NPTEL courses will be considered equivalent to regular course credit.
- The weightage of NPTEL courses will be clearly defined in the curriculum for each branch (e.g. 2 to 4 credits per NPTEL course).
- These credits will be included in the CGPA calculation as per the institute's academic rules.