

EXAMINATION POLICY (Revised on 1st August 2024)

OF

**K. K. WAGH INSTITUTE OF ENGINEERING AND REASERCH
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K.K.WAGH INSTITUTE OF ENGINEERING EDUCATION & RESEARCH NASHIK
EXAMINATION POLICY (Revised)

Examination policies are based on the rules and regulations of the Savitribai Phule Pune University (SPPU). All the work in Examination section is governed by SPPU & monitored by the Head of the Institute (Principal). All the university procedures related to examination are mostly through the online system. Following are the policies related to various activities of the examination.

- 1. Eligibility:** Admissions to First year Engineering, Direct Second Year Engineering, FY-ME, FY MCA & FY MBA courses are completed based on government rules and regulations & by Directorate of Technical Education, Maharashtra (Government quota and Institute Level quota). Once admission process is finished by Directorate of Technical Education, important process to be completed as per SPPU norms is to verify the eligibility of every newly admitted student for particular course in Institute. It is offline process. Students are instructed for filling eligibility forms as and when notification is received from SPPU. Student has to fill university eligibility form & submit it to exam section along with required documents. Once the documents are received then as per university proforma, exam section uploads the documents. University then approve the eligibility and allot **11 Digit Eligibility Number** to every registered student, which is necessary for filling all online forms of the University.

Following are Courses and Qualifications required for Eligibility given by SPPU Pune.

Table 1: Courses & Eligibility Criteria

Sr. No.	Name of Course	Qualifications required for Eligibility
1	Bachelor's Degree First Year Engineering	(a) As decided by Director of Technical Education, Maharashtra state from time to time (b) Diploma holders who have passed the Diploma course in Engineering/Technology With minimum of 50% marks from the Polytechnics affiliated to MSBTE and AICTE approved autonomous Polytechnics in Maharashtra State or equivalent. (c) In other states, a candidate who has qualified national Level AIEEE exam.

		(d) English Medium of Instruction of at Diploma Level.
2	Bachelor's Degree Second Year Engineering	<p>(a) The candidate should have passed 50% marks for open category & 45 % marks for Reserved Category with condition. Passed, SSC Diploma course in Engineering/ Technology of the Maharashtra State Board of Technical Education (MSBTE). Or</p> <p>(b) Any other recognized Diploma Equivalent to the Diploma awarded by the Maharashtra State Board of Technical Education (MSBTE) & AICTE approved With English as a medium of instruction at Diploma level.</p> <p>(c) Out of State: Any other state / Territory Diploma equivalent to MSBTE, approved by AICTE, English as a medium of Instruction out of state of the Diploma Passed in First class of Dr. Babasaheb Ambedkar Technological University, Lonere (BATU). Or Any other AICTE approved institution which has been granted academic Autonomy by the Government of Maharashtra and University in the State of Maharashtra.</p> <p>(d) The Students belonging to B.Sc. stream shall only be considered after filling the seats in this category with students belonging to the diploma stream & students belonging to B.Sc. stream are required to pass the subjects of Engg. Graphics/Engineering Drawing & Engineering Mechanics of the first year Engineering program along with the second year subjects.</p>
3	Master's Degree M.E.	Bachelor Degree in Engineering in the respective M.E. branches of S.P. Pune University Or degree from any other University recognised as

		<p>equivalent thereto by this University. OR Passing A.M.I.E. / A.M.I.E.T.E. after 3-year Diploma with valid GATE score in respective branches. The examination conducted by Institute of Mechanical Engineering for Associate Membership is not equivalent to B.E.</p> <p>Diploma/degree/Post Graduate degree in distance mode/ Open University is not eligible at degree /Post Graduate / Ph.D. Level / M.E., M.Tech. Courses bachelor's degree in engineering / technology of S. P. Pune University in the respective branch Or degree from any other University, recognised as equivalent thereto by this University.</p>
3.1	M.E. Electrical (Power Systems)	B.E.(Electrical), B.E.(Electrical and Electronics) (Power Electronics and Drives)
3.2	M.E. (Civil)	B.E./B.Tech. Civil Engineering / Civil Construction & equivalent
3.3	M.E. Electronics / E & TC	B.E./B.Tech. in Electronics, Electronics & Telecommunication, Instrumentation & Control, Industrial Electronics, Computer Engineering & Equivalent
4	MCA (Engineering)	<p>(a) Any Bachelor Degree with minimum 50% marks (minimum 45% marks for backward class category candidate)</p> <p>(b) Studied Mathematics / Statistics at 10+2 level or studied Maths./Stats. at higher level as one of the subjects</p>
5	M.B.A. (Engineering)	Any graduate with minimum 50% marks for Open category students OR 45% marks for backward class students.

2. Examination Form Process: - There are two type of Programmes as Undergraduate and Post Graduates Courses. To appear for examination, every registered student has to fill the examination form. Examination form filling process of SPPU is an online process. College informs students as & when the process starts.

- a. **Exam form filling schedule:** - Examination section prepare notice and circulate it to all students through all departments. Mentor/Class co-ordinator guides students to fill the required information in exam form. Class Co-ordinator verify it and if there are any problems in form filling, they inform the same to examination section immediately and examination section forward the problems to university by mail to exam support, which then solve the problems and inform to exam section regarding status of problem. Examination section then informs concerned students through class coordinator to complete his/her examination form filling.
- b. **Examination form fees payment:** - Exam form fees are to be paid online. Facility of online payment is available at College Web portal (<https://engg.kkwagh.edu.in>). College provides ICICI Bank online fee collection facility. Students have to register to ICICI Bank online Gateway and pay examination fees online (by credit card/debit card/chalan) mentioned on examination form. Examination accountant cross verify the payments and generate reports. If any problem occurs in examination form payment system then it is solved by examination accountant by contacting the bank.
- c. **Collection and approval of examination forms:** Online filled exam forms and fee receipts of a class are collected by class co-ordinator. They verify the forms in all respects. Class coordinator then hand over the collected examination forms along with fee receipts to the examination section, with list of students. Exam section once again cross check the submitted forms and inward the same to university portal (<http://exam.unipune.ac.in/Pages/CollegeLogin.html>) using university college ID and password. This process is completely online. Backlog students submit their examination forms directly to the examination section. Examination section once again informs students to submit their examination forms through class coordinators (Those who have not submitted till last date).
- d. **Examination forms after Late fees:** - Students who fail to fill examination form before last date of late fees, have to report to university for examination form

filling (occurs rarely). Such students can fill the examination form only if university allows him/her with super late & fine fees. Institute provide reference letter to student regarding his/her request.

- e. **University PRN:** - Once the process of approving examination forms is completed, chalan of examination fees is transferred to university against all registered students then university gives number to students in First year which is unique, called as **Permanent Registration Number (PRN)**, which is then required till completion of course. PRN is reflected on hall ticket. All academic records in the University are tracked by the PRN number.

3. **Summary & Timetable:** - University generates Hall tickets/Name List and Summary of Examination, which is then made available through online examination portal (<http://exam.unipune.ac.in/Pages/CollegeLogin.html>). Class wise Hall tickets/Name List and Summary is then forwarded to individual departments. Department distributes hall tickets to the students. In the mean period, University declares schedule for practical /oral and theory examination which is then informed to all departments.

4. **Insem and Theory Examination:** - For the current pattern applicable to respective classes, examination is divided into two parts:

a) There is only one in-sem examination of 30 marks and 70 marks end sem exam for first year (FE) and second year of engineering (SE).

b) There is only one in-sem examination of 30 marks and 70 marks end sem exam for third year (TE) and final year (BE) of engineering. Insem examinations are conducted in middle time of semester.

a. **UG (FE/SE):-** For FE and SE, online Exam is conducted in two phases in each semester.

i. **In-Sem:** - In-Sem examination of 30 marks, 60 minutes duration, based on unit I and unit II of the subject, conducted as per the schedule of the university.

ii. **End-Sem:** - End-Sem examination of 70 marks, 150 minutes duration, based on unit III onwards of the subject, conducted as per the schedule of the university.

b. **UG (TE/BE):** - TE and BE In-Semester theory Exam is conducted in one phase in each semester. Theory examination of 30/70 marks, 60/150 minutes duration

based on Unit I and Unit II for In-Sem and Unit III onwards of the subject for End-Sem conducted as per the schedule of the university.

5. Practical/Oral Examination: - SPPU declares schedule for conduction of Practical/Oral Examinations.

a. Internal/External Examiner appointment: - There is provision on university portal of internal marks entry for appointing HODs through Institute login. HODs then appoint internal examiners for practical/oral examination. Externals are appointed by the respective subject chairman's (appointed by SPPU). This process is also online.

b. Online Marks Entry for Practical/Oral/Insem: - Every internal & external examiners have their university registered User ID & password. After conduction of practical/oral/ exam, marks are filled and confirmed online by the examiners using the link, <http://intmarks.unipune.ac.in/loginnext.aspx>. If any problem arises in examiner appointment or mark entry, departmental examination coordinators inform the same to examination section. Problem is then communicated to the examination support/co-ordination/Internal Marks entry section of SPPU and problem is then solved accordingly. After completing marks entry online, printout of mark list is signed by examiners and submitted to exam section. After due date of online marks entry, university informs pending mark entry (if any) status to respective institutes. Accordingly, pending marks status is then informed to the respective departments and then it is completed accordingly.

c. Term work Authorisation: - Online mark entry of the subjects having term-work marks is completed by the authorisation of marks entry through Institute login. These entries are confirmed through Institute login after filling and signing up term-work authorisation forms for respective subjects from the examiners. Even after this process, if any staff member (Examiner) makes mistake in marks entry, then university call up the examiner after declaration of result. Necessary action of university is applicable on respective examiner.

6. CEO, Senior Supervisor and Junior Supervisor Appointments and CAP work:-

a. College examination Officer: - SPPU approves college examination officer (CEO), which is appointed by the Principal of Institute for minimum period of three years. Appointment of CEO is on the basis of seniority, teaching experience and university approval. CEO refers to the most valuable and confidential work.

in examination process. Appointment of CEO by the Institute is on rotation basis of every department for the period of three year as per SPPU norms.

- b. Senior Supervisor for Insem & End Sem Examination:** - Internal Senior supervisor for In-Semester Exams and End Semester Exams are appointed by Principal before exam schedule. Internal senior supervisor is senior staff member /Head of Department. Depending on duration of examination and no of students appearing, additional internal senior supervisor may be appointed by Principal.
 - c. External senior supervisor:** - External senior supervisor is appointed by SPPU for end semester examination. There is no external for in semester examination. Appointment of External senior supervisor is informed to Institute few days prior to commencement of theory examination. Examination section confirms his/her consent accordingly. Due to unavoidable circumstances, if external senior supervisor is not available in the allotted slot, examination section then contact to co-ordination section of SPPU for another staff member as an external senior supervisor.
 - d. Junior Supervisor:** - Junior Supervisors are appointed through the department, who are teaching staff members of the department. A meeting before the start of examination is conducted under the guidance of Principal, CEO, Exam section in charge and internal senior supervisors to give necessary instructions to junior supervisors for smooth conduction of examination.
 - e. Staff members for CAP:** - List of all eligible staff members for paper assessment from every department is sent to CAP (Centralized assessment Programme) centres for completing paper assessment activity in allotted time.
- 7. University Theory (End Semester) Examination Process:** - End semester theory examination is conducted at the end of the every semester for all the courses.
- a. Stationary requirement:** - Depending on the strength of students to be appeared in University theory examination, examination section uploads the stationary requirement through portal, <http://examinward.unipune.ac.in/Godown/>. Accordingly, university provides stationary, barcodes before commencement of theory examination in each semester.
 - b. Junior supervisor and peon requirement:** - After receiving summary of theory examination session, exam section sends requirement of junior supervisors to all departments (considering 30 to 35 students to be allotted in single block). Once

list of junior supervisors is received from the departments, day wise list of junior supervisors is prepared and they are also informed to attend their duties in time by sending message on their mobiles. Similarly requirement of peons is sent along with junior supervisors' requirement to departments.

- c. **Seating arrangement plan:** - Exam section prepares session wise seating plan & block location chart and display it on notice board before the start of examination. Seating plan (Block Slip) for each individual block is displayed outside the block in which seat numbers are assigned to desks. Also class, subject, pattern, time duration of the exam to be conducted in the block is displayed in block slip. One copy of the block slip is also made available to the respective junior supervisor, so that junior supervisor can have better understanding of the seating plan, subject, pattern, class allotted to his/her block. Junior supervisor is also given the bunch of barcodes showing the details of appearing subject for exam in the allotted block along with junior supervisor report. Hologram are also provided to the junior supervisor, which are to be pasted on the part of answer sheet containing important information of the student such as seat number of student, subject name, date, etc. so that identity of the student is not disclosed.
- d. **Peon allotment:** - Before starting of examination, meeting of peons is arranged under the guidance of CEO and Examination section in charge. Peons are informed regarding their duties. At starting of the examination, peons are allotted to blocks. Peons are assigned the works as block cleaning, desk arrangement, providing supplements and material required by junior supervisor during examination hours. 2-3 peons are reserved for the Control room arrangement.
- e. **Junior supervisor allotment:** - In compile list of the junior supervisors, blocks are allotted. Blocks are allotted in such a manner that junior supervisor of same branch will not be allotted to the students appearing for examination of same branch. Blocks are allotted before 1 hour of commencement of examination. Junior supervisors need to sign in reporting register before starting their duties.
- f. **Question paper downloading and printing:** - Question papers are downloaded online in confidential room through university's highly secured and confidential question paper distribution (qpd) portal in the presence of senior supervisors. One time password for question paper downloading is sent to Principal and CEO's mobile by SPPU, generally 45 minutes before the commencement of

examination. CEO downloads the question papers from qpd portal, verifies the pattern code, class and subject name and gives master copy to assistant to CEO. Assistant to CEO verifies all the details further from the prepared summary. Downloaded question paper is then given to xerox machine operators to print expected number of copies according to the day wise prepared summary. Approximately, 10-15 copies of each paper are printed extra (some copies are required to be sent with answer sheet bundles to the respective CAP and one copy in library). All these activities are under closed circuit TV scanner. Principal is monitoring the activities in the confidential room.

- g. Distribution of question papers in blocks:** -After finishing the printing of question papers, senior supervisors count exact number of the question papers as per the number of students allotted to the block for different subjects of particular branch as per the pattern and distributes the packets to different blocks with the help of examination section in charge.
- h. Queries/corrections in the question paper:** -CEO has to check any queries/corrections related to question paper on qpd query portal. If any query is there, which is either available on qpd portal or forwarded on Principal, CEO mobile then corrections in the question papers as received from the university (qpd portal) are circulated through senior supervisors to the concerned students appeared for examination.
- i. Unfair Means:** - Unfair means cases caught by flying squad/Senior supervisor are reported to the university within three days of the incident with covering letter, student's original answer book, copy material and students undertaking through registered post. Intimation is sent to the student and the Institute regarding date and venue of unfair means committee hearing. Student faces committee and he/she will abide the decision of committee and after hearing within one month, his/her result is declared.
- j. Block wise answer paper collection to examination control room:** - After conclusion of examination, junior supervisor count and confirm the number of answer sheets collected in the block and then submit answer papers of his/her block to control room. In control room, senior supervisor count and verify the answer papers and all further details as per junior supervisor report. All the answer paper bundles are then packed and sealed according to

class/branch/pattern and sent to respective CAP centres with submission report (senior supervisor report) in highly secured manner.

k. Policy for Dispatch of answer sheets to various CAP Centres designated by S.P.

Pune University: Dispatch of answer sheets to various CAP centres designated by S. P. Pune University will be carried out as follows:

1. Answer-books should be placed in a cloth bag and sealed with wax. Metal seal of the institute should be affixed on the wax.
2. Sealed bags containing answer-books should be packed and locked into the trunk (tin). Keys of the trunk are handed over to the dispatch officer.
3. The sealed trunk should be dispatched to CAP Centre through the vehicle provided by the institute.
4. The sealed trunks should be accompanied with 1 dispatch officer, 1 or 2 peons (as per need) and one security guard.
5. A photo / selfie should be taken by the dispatch team before departure and on reaching the respective CAP centre.
6. University provides D.A. to one staff member for dispatch of sealed answer sheets. D.A. for remaining staff accompanying the sealed trunk (containing the answer sheets) will be paid by the institute as per University norms.

The Broad Categories of Unfair Means Resorted to by Students at the University/ College / Institution Examinations and the Quantum of Punishment for each Category thereof. (Ordinance- 09)

Sr. No.	Nature of Malpractice	Quantum Punishment
01	Possession of Copying Material	Annulment of the performance of the student at the University/ College / Institution examination in full (Note: This quantum of punishment shall apply also to the following categories of malpractices at Sr. No.(2) to Sr. No.(12) in addition to the punishment prescribed there at.

02	Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
03	Possession of another student's answer-book.	Exclusion of the student from University or College or Institution examination for one additional examination (Both The Students)
04	Possession of another student's answer book + actual evidence of copying there from.	Exclusion of the student from University or College or Institution examination for two additional examinations (Both The Students)
05	Mutual Mass Copying	Exclusion of the student from University or College or Institution examination for two additional examinations.
06	(i) Smuggling-out or smuggling-in of answer book as copying material. (ii) Smuggling -in of written answer book based on the question paper set at the examination. (iii) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon	Exclusion of the Student from University or College or Institution examination for two(i) three(ii) four (iii) additional examinations.
07	Attempt to forge the signature of the Jr Supervisor on the answer book or supplement	Exclusion of the student from University or College or Institution examination for four additional examinations.
08	Interfering with or counterfeiting of University/ College/ Institution seal, or answer books or office stationery used in the examinations.	Exclusion of the student from University or College or Institution examination for four additional examinations.
09	Answer book main or supplement written outside the examination hall or any other insertion in the answer book.	Exclusion of the student from University or College or Institution examination for four additional examinations.

10	Insertion of currency notes/ to bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the student from University or College or Institution examination for four additional examinations. (Note: This money shall be credited to the Income of Examination Branch)
11	Using obscene language! Violence threat at the examination centre by a student at the University/ College/Institution examination to Jr./Sr Supervisors/ Chief Conductor or Examiners.	Exclusion of the student from University or College or Institution examination for four additional examinations.
12	(a) Impersonation at the University/College/ Institution examination. (b) Impersonation by the student of University/College/Institution student at S.S.C'/H.S.C'/ any other examinations.	(a) Exclusion of the student from University or College or Institution examination for five additional examinations. (Both the students if impersonator is the student of University or College or Institution). (b) Exclusion of the impersonator from University or College or Institution examination for five additional examinations.
13	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or-College or Institution examination.	Annulment of the performance of the Student at the University or College or Institution examination in full.
14	Found having written on palms or on the body, or on the clothes while in the examination	Annulment of the performance of the Student at the University or College or Institution examination in full.
15	All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the University or College or Institution examination in full, and severe punishment depending upon the gravity of the offence.

16	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.
17	Practical/ Dissertation /Project Report Examination Student involved in malpractices at Practical! Dissertation Project Report examinations shall be dealt with as per the punishment provided for the theory examination.
18	The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty. *(Note : The Term "Annulment of Performance in full" includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical & dissertation examinations unless malpractice used thereat.)

8. Result analysis/Institute Toppers: - PDF file of results is sent to college log in ID by SPPU. These results are forwarded by exam section to individual departments. Result analysis is carried out at departmental level, which includes number of students appeared for the examination, number of students passed, number of students secured distinction, first class, higher second class, second class, atkt, etc. Result analysis is carried out for each subject of different classes. Result analysis is then forwarded to the administrative office (Principal office). List of first 3 toppers who secures distinction is prepared for every class of each branch and this list is verified from the respective departments and sent to account section for the Institute topper awards. Statement of marks of students is received from SPPU generally, after 30 days of declaration of results and then it is distributed to students.

9. Photocopy and revaluation: - After declaration of university results, if students are unsatisfied with their results, then student can apply for photocopy and revaluation of answer book of respective subject. Schedule of photocopy and revaluation is informed to students as and when declared by SPPU. This process is again online. Student use their

registered user ID and password to apply for photocopy and revaluation. Currently, photocopy and revaluation fees are paid to university directly. After applying for photocopy & paying fees, university sends photocopy of answer book to students registered email. Once this process is completed and if students photocopy and subsequent revaluation result is positive then student has to submit his/her earlier original statement of marks to the examination section. Examination section then submits the same to university along with document showing change in result. University then replace student's statement of marks and give new mark statement to exam section, which is then given to concerned student.

10. Grievances Redressal System: - Grievances redressal system is there in examination section to solve queries related to result, photocopy, exam form filling, etc. There are two types of grievances related with examination:

- a) The Grievances that can be addressed by direct communication with University through Web Mail, which includes exam form, photocopy form, and revaluation form related grievances.
- b) The Grievances that can be addressed by submitting documentary evidences along with student's application to University, which includes results reserved due to backlog/eligibility, subject absentee, name correction, etc. related grievances.

11. Branch change/Institute Transfer: - After declaration of the first year result, branch change process is carried out within 5 days of declaration of result. Student can change their branch after first year which again depends on vacancy in the branch and merit. There is timeline and guidance by Directorate of technical education for this process. Students need to fill branch change form and submit to registrar within stipulated period of time. According to number of applications received, merit list is prepared and depending on vacancy and choice of student, desired branch is given accordingly to the student based on merit and vacancy in the branch.

Following are rules of branch change:

a) Branch Transfer Rules: -

- i. Change of branch is allowed strictly on merit basis and available vacant seats (within the sanctioned intake) for a particular branch.
- ii. Candidate who has taken admission under supernumerary seats are not eligible for transfer (for e.g. TFWS)
- iii. Candidates from same course, but different division will not be allowed for division change (For e. g. Transfer from Mechanical, A division to Mechanical, B division is not allowed). However, candidate from any division can change to any other branch (provided vacant seats are available).

b) Institute Transfer: Student who wishes to transfer Institute from parent institute to aspiring institute. Such cases are handled after internal branch change. All such students have to submit No Objection Certificate of parent institute and aspiring institute with valid application to regional Directorate of technical education office. All such students are abiding with rules of DTE.

12. ME Dissertation Submission: - In curriculum of last semester of master of engineering course, student submit their dissertation to university. Students can submit their dissertation in department. Examination section send all dissertations with required documents to university before due date. Following documents are required for the submission of dissertation:

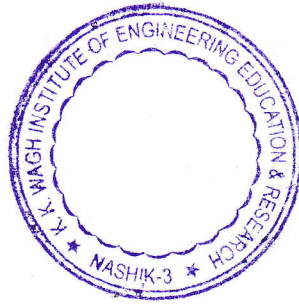
1. External Examiner Panel (As per format of University) - 02 Copies
2. PG Teacher Approval Letter of Guide - 02 Copies
3. Appearing Exam Hall ticket copy of student(with photograph and college seal) – 02 copies
4. Student's Previous Exam Mark sheet Attested - 02 Copies
5. Certified Synopsis (as per format circulated previously) - 02 Copies
6. PG CON / National / International Conference Certificates / Research Paper Acceptance Certificate-Letters - 02 Copies
7. Dissertation CD (Title of Dissertation, Student name, Seat No, Branch, College name, Exam. mentioned on CD) - 01 Copy

If student submits dissertation with late fees, the student has to pay late fees as per SPPU norms. All these documents with covering letter of Institute are submitted to university. University allot panel for dissertation examination. With availability and desired time of the external examiner, student faces dissertation examination in appearing semester of completing course. Marks of students are again filled online in internal marks entry portal of university using examiners ID & password.

- 13. Convocation:** - Applying for Degree Certificate (Convocation) is necessary for students after declaration of final year result. Convocation is held at the University level and the university sends degree certificate to the students by post.



Dr. S. S. Morade
College Exam Officer



Dr. K. N. Nandurkar
Principal