



**K. K. Wagh Institute of Engineering Education and Research,
Nashik-3**

Affiliated
To

Savitribai Phule Pune University

Ganeshkhind, Pune - 411 007.

Maharashtra State, India.



EXAMINATION CELL
Rules and Regulations
for
UG and PG Programs
(Autonomous)

For the Award of

B.TECH., B.TECH.(Hons.), M.TECH., MCA and MBA Degree

[A.Y.2024-25]

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1 Definitions

1. “AB” means Absent;
2. “Academic Council” means Academic Council of the Institute;
3. “AICTE” means All India Council for Technical Education;
4. ATKT means Allowed To Keep Term;
5. “Authority” means the Government of Maharashtra or Savitribai Phule Pune University or Board of Governors of KKWIEER or Director of KKWIEER, as applicable;
6. “BoE” means Board of Examination;
7. “BoS” means Board of Studies of a specific Discipline of the Institute;
8. “B.Tech.” means Bachelor of Technology, a Undergraduate Degree awarded by the University;
9. “CCE” means Continuous Comprehensive Evaluation;
10. “CoE” means Controller of Examinations;
11. “CP” means credit point;
12. “CRD” means Credit ;
13. “Course” means in individual teaching subject typically lasts in a semester;
14. “Dean” means Dean of the Institute, with the specific functions also indicated along with the title;
15. “Director” means Director of the Institute;
16. “Dy.CoE” means Deputy Controller of Examinations;
17. “ESE” means End Semester Examination;
18. “Ext” means External;
19. “Government” means Government of Maharashtra;
20. “GP” Grade Point;
21. “GRD” means Grade;

22. “HoD” means Head of the Department of a specific Department of the Institute;
23. “Honours” means a set of courses taken from the verticals of the same program of B.Tech. study by a candidate, over and above the prescribed credits for B.Tech. Degree and receiving an additional certificate at the end of graduation period;
24. “Institute” means K. K. Wagh Institute of Engineering Education and Research (KKWIEER);
25. “Int” means Internal;
26. “ISE” means In-Semester Examination;
27. “MAX” means Maximum Marks;
28. “MBA” means Master of Business Administration, a Post Graduate Degree awarded by the University;
29. “MCA” means Masters of Computer Applications, a Post Graduate Degree awarded by the University;
30. “MIN” means Minimum Marks;
31. “MOOC” means massive open online course;
32. “M.Tech.” means Master of Technology, a Post Graduate Degree awarded by the University;
33. “NPTEL” means National program on Technology Enhanced Learning;
34. “OBT” means Obtained Marks;
35. “OL” means Online Exam;
36. “OR” means Oral;
37. “PC” Performance Cancelled;
38. “PG” means Post Graduate Degree program;
39. “PR” means Practical;
40. “program” means a combination of courses and/or requirements to be completed that lead to a degree or certificate; Example, B.Tech. in Civil Engineering, B.Tech. in Mechanical engineering etc.
41. “PROJ” means Project Work;

42. “Regulations” means K. K. Wagh Institute of Engineering Education and Research Regulations for the Award of B.Tech, B.Tech.(Hons.), M.Tech., MCA, MBA Degree;
43. “Sem” means Semester;
44. “SPPU” means Savitribai Phule Pune University;
45. “SWAYAM” means Study Webs of Active-Learning for Young Aspiring Minds;
46. “TH” means Theory;
47. “TOT” means Total;
48. “TU” means Tutorial;
49. “TW” means Term Work;
50. “UG”, means UnderGraduate Degree program;
51. “UGC” means University Grants Commission;
52. “UMIC” means Unfair Means Inquiry Committee;
53. “VV” means Viva;
54. “!” means Non countable Credit Course;
55. “#” means Ordinance 4 of SPPU;
56. “ \$ ” means Ordinance 1 of SPPU;
57. “ & ” means Ordinance 163 of SPPU;
58. “ @ ” means Ordinance 1+163 of SPPU;
59. “*” means Current Appearance;

2 General Guidelines:

2.1 Theory Examinations:

1. For each semester, following theory examinations will be conducted by the examination cell at central level:
 - (a) The In-Semester Examination (ISE): The ISE will be conducted in the middle of the semester. It will be based on first 2 units of the curriculum.
 - (b) The End-Semester Examination (ESE): The ESE will be conducted at the end of the semester. It will be based on the entire units of the curriculum.

2. Marks Weightage:

- (a) UG program (B.Tech.):

Minimum marks for combined passing of each course will be as shown in Table 1 and Marks weightage per unit for examination for each course will be as shown in Table 2;

Table 1: Marks weightage for examination (UG program)

Sr. No.	Evaluation	Min. Marks	Max. Marks
1	ISE	-	20
2	ESE	24	60
3	Continuous Comprehensive Evaluation	8	20
4	Total	40*	100

(* = 40 Marks, The passing standard or threshold for each of the courses shall be minimum 40% marks from the CCE, ISE, and ESE scores taken together.)

Table 2: Marks weightage per unit for examination (UG program)

Unit No.	ISE	ESE
1	15	6
2	15	6
3	-	16
4	-	16
5	-	16
Total	30**	60

(** = 30 Marks will be converted to 20 Marks)

- (b) PG program (M.Tech./MCA/MBA):

Minimum marks for combined passing of each course will be as shown in Table 3, and mark weights per unit for examinations for each course will be as shown

in Table 4;

Table 3: Marks weightage for examination (PG program)

Sr. No.	Evaluation	Min. Marks	Max. Marks
1	ISE	-	20
2	ESE	24	60
3	Continuous Comprehensive Evaluation	8	20
4	Total	40*	100

(* = 40 Marks, The passing standard or threshold for each of the courses shall be minimum 40% marks from the CCE, ISE, and ESE scores taken together.)

Table 4: Marks weightage per unit for examination (PG program)

Unit No.	ISE	ESE
1	15	6
2	15	6
3	-	16
4	-	16
5	-	16
Total	30**	60

(** = 30 Marks will be converted to 20 Marks)

3. The question papers, particularly at ESE, shall cover the entire curriculum and the candidates shall be given an opportunity to answer questions from the full curriculum of the course by restricting their choice of each unit in the curriculum.
4. Attendance for all examinations, both ISE and ESE, of each course shall be compulsory for the candidates. Absence in ISE shall automatically lead to awarding zero marks for the respective test. Absence in ESE shall automatically lead to the award of grade 'F' (Refer Tables 7 to 10) in that course.
5. There will be no backlog examination for ISE.
6. Candidates with the following deficiencies shall not be permitted to attend the ESE:
 - (a) Disciplinary action by the institute pending against him or her.
 - (b) Detained in the respective semester of the A.Y.2024–25.
 - (c) Failure to meet the standards of attendance prescribed.

7. The external examiner shall be associated with the course instructor only in the setting of the question paper and/or conducting the oral examinations.
8. Continuous Comprehensive Evaluation: This will consist of assignments or open book test, class test, surprise quiz, presentations, and innovative teaching learning activities, etc.
Any two of these (pre-decided) can be conducted, one aspect before ISE and the other aspect after ISE but before ESE with a prior declaration.
The upper 3 learning levels, as indicated in Bloom's Taxonomy, i.e., analysis, evaluation and creation will be evaluated in extended course work or in a variety of candidate works like course projects, mini or minor projects, and internship experience and final-year projects.
The rubrics of CCE and the upper 3 learning levels of Bloom's Taxonomy will be based on active performance, attendance, and timely submission.
9. A candidate must score a minimum of 40% in CCE (both aspects put together, and 40% in ESE to be eligible to get a letter grade other than 'F' or 'FX'. However, the passing standard or threshold for each of the courses shall be a minimum 40% marks from the CCE, ISE and ESE scores taken together.
10. If a candidate has satisfactory attendance at the classes and performance in other CCE components of evaluation (sum of marks obtained for aspects 1 and 2 is greater than or equal to 40%, put together), but, absence from ESE in a semester for valid and convincing reasons acceptable to the department, in such cases; the Transitional Grade 'IC' shall be awarded by the CoE for a course(s), based on the recommendation of the HoD.
11. In the case of a candidate being absent in CCE aspects, the evaluation of ISE or ESE shall be permitted by ensuring the gravity and genuineness of each case.
 - (a) The genuine reasons to be absent in CCE aspects, ISE, or ESE shall include:
 - A candidate having ill health or other emergency medical reasons disables him or her from appearing at the examination;
 - A calamity in the family (death of a parent or sibling, a serious illness involving a serious heart, brain, or kidney disease, any kind of cancer, or a major operation of a parent) at the time of the examination, which required the candidate to be away from the institute;
 - Representing the institute in a university, state, national, or international competitions of repute;

- (b) The following are not adequate reasons to be absent in CCE, ISE, and ESE: Family functions (social or religious), illness of family members, participation in candidate activities such as organizing functions or raising money, preparing for other examinations or searching for jobs, internship, etc.
- (c) The candidate shall be required to intimate the reason(s) for his or her absence on or before one week of an event of evaluation of CCE aspect or the conduction of ISE or the conduction of ESE, in a hard copy of an application to be submitted to the concerned HoD duly signed by concerned class coordinator and course instructor. Applications received after this period shall not be entertained.
 - In the case of a candidate representing the institute at the national level competition, prior permission has also to be obtained from the Dean (Academics) or the Director of the institute.
 - In the case of medical reasons, a candidate shall be required to submit the relevant proofs (prescription and medical certificate from the registered medical practitioner, medicine purchase bill etc.).
 - In the case of a family calamity, the application must be duly signed by the parent or guardian.
- (d) A candidate shall be permitted for the evaluation for aspects 1 and 2 of CCE. The course instructor shall decide the aspects the missed CCE within at least one week before the conclusion of the term.
- (e) A candidate who was absent in ESE and awarded an 'IC' grade for such course(s) after receiving permission shall be allowed for the special or supplementary examination of semester II courses only and the new SGPA will be calculated based on the one-grade-less evaluation.

2.2 Term Work:

The term-work (TW) evaluation shall be conducted for the lab practice, project, tutorials and seminars. The TW consists of a work completed on a CCE basis, work submitted as a report or journal, timely completion, understanding, and attendance etc. It should be evaluated by the course teacher of the institute for all 8 semesters (for the UG program) and 4 semesters (for the PG program). At the end of the semester, the final grade for a TW shall be assigned based on the performance of the candidate. A candidate who fails in the TW, on account of unsatisfactory performance, shall be given 'F' grade and on the account of inadequate attendance shall be given 'FX' grade. Failing in a particular course CCE or TW may be the criteria for detention in the

semester.

If a candidate is detained for:

- Semester-I: The candidate will not be eligible for admission to Semester-II of the same academic year. The candidate has to take re-admission for Semester-I in the next academic year.
- Semester-II: The candidate will not be eligible for admission to Semester-I of the next academic year. The candidate has to take re-admission for Semester-II in next academic year. However, during Semester-I of the next academic year, the candidate can fill out the exam form to apply for Semester-I backlog courses (if any).

2.3 Oral or Practical or Presentation:

The OR or PR or Presentation examination is to be conducted and evaluated jointly by internal and external examiners. The performance in the OR or PR or Presentation examination shall be evaluated by at least one pair of examiners appointed by the institute. The examiners will prepare the mark or grade sheet in the format as specified by the institute and authenticate it.

2.4 Project Work at Final Year:

1. The Controller of Examinations shall receive a recommended list of examiner panel identified as the External Project Evaluation Committee for a candidate from the BoS Chairperson of the concerned discipline at least two weeks before the submission of the second stage of project work.
2. The project guide who has a minimum of three years of experience will be the internal examiner and the external examiner should be appointed by the respective BoS.

2.5 Appointment of Paper setters, Examiners, Senior Supervisors etc.:

(As per 48(3) panel of Maharashtra public university act 2016).

1. The appointment as paper setter, examiner, or moderator for any examination shall be prepared by the Board of Studies concerned.

2. The paper setters, examiners, and moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that, their availability for assignment is communicated to the department or examination cell within the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is accepted by the paper setter, examiner, or moderator.
3. The paper setters, examiners, and moderators shall follow all the directions given by the concerned authorities from time to time in respect of the pattern of question papers, the setting of question papers, model answers, the scheme of marking, etc.
4. As per SPPU guidelines, a teacher who's following relative(s) are appearing for an examination in the course at the undergraduate and/or postgraduate level will not be allowed to work as a paper-setter, examiner, moderator, or supervisor at the undergraduate and/or postgraduate examinations:
“Father, mother, wife, husband, son, daughter, daughter-in-law, brother, sister, first cousin, and their children”.
5. The Director shall himself or herself be the Chief Controller of Examinations. Where a substitute arrangement is required, it shall be done only with the prior permission of the Director.
6. There shall be two senior supervisors at each examination center, one internal and one external, with a minimum of five years of teaching experience or working in senior colleges. Out of these two, one shall be the external supervisor to be appointed by the institute, and the other shall be the internal senior supervisor. However, the decision to appoint an external examiner will be taken by the Director of the institute.
7. The senior supervisor appointed by the institution shall:
 - report to the Director one day earlier to ensure the arrangements for the conduct of examinations.
 - ensure that, the stationery required for the conduct of examinations, question papers etc. are received at the examination cell. He or she shall also ensure that the question papers are properly secured.
 - ensure that the candidates are not resorting to unfair means or practices. In case incidences occur, he or she shall immediately report the cases of unfair means to the Controller of Examinations along with his or her report.

- not leave the examination center during the examination period.
 - ensure that the answer books are distributed to the candidates 10 minutes before the start of the examination.
8. The senior supervisor shall, immediately after the examination is over, dispatch the answer books to the examination cell.

2.6 Evaluation:

There will be an evaluation of all the candidates attending a course, like a lecture course, Laboratory/Tutorial/Design/Drawing, etc. course, or a combination of these. The evaluation shall be done in three parts, as follows, all of them being important in assessing the candidate's performance and achievement in the particular course. The evaluation is to be done as per guidelines provided by competent authorities.

1. Continuous Comprehensive Evaluation (CCE):

- The weightage for CCE is 20 marks or otherwise specified in the curriculum. The evaluation is to be done by the course instructor, who shall spell out the components of CCE in advance, maintain transparency in its operation and declare the evaluation results in time as notified in the academic calendar. This shall include mid-term tests: aspects 1 or 2, weekly/fortnightly class tests, including surprise tests, homework assignments, flip-class discussions, problem solving, group discussions, quizzes, seminars, mini-projects, and other means.
- The course instructor shall declare the detailed examination or evaluation scheme for conducting the various components of CCE and their weightages at the beginning of the semester.
- The course instructor shall also show the evaluated answer scripts to the candidates before submission of the final marks to the Controller of Examinations.
- The above-mentioned guidelines are indicative of minimum standards of evaluation. However, the instructors are encouraged to follow innovative schemes of evaluating the candidates for CCE, after its intimation to the candidates well in advance.

2. In-semester examination (ISE):

The weightage for ISE is 20 marks. The ISE evaluation shall be organized centrally at the CEP center, by the examination cell of the institute. The ISE

evaluation will be done by the Expert who is appointed as an examiner for the courses as per guidelines under 48(3) panel of Maharashtra public university act 2016.

3. End-semester examination (ESE):

The weightage for ESE is 60 marks or otherwise specified in the curriculum. The ESE evaluation will be organized centrally at the CEP center by the examination cell of the institute. The ESE evaluation will be done by the expert who is appointed as an examiner for the courses as per guidelines under 48(3) panel of Maharashtra Public University Act 2016.

2.7 Supplementary Examination:

The ESE shall be conducted once for a course in each semester. But to give an opportunity to (regular candidates only) who fail in Semester-II theory courses, a supplementary examination shall be conducted immediately after the declaration of the revaluation result of the even semester, i.e., after the 2nd, 4th, 6th, and 8th semesters.

The supplementary examination is not applicable in the following cases:

1. The TH, TW, TU, PR, OR, and CCE heads of the SEM-I courses.
2. The TW, TU, PR, OR, and CCE heads of the SEM-II courses.
3. Disciplinary action by the institute pending against the candidate.
4. A candidate is detained in the 2nd semester.
5. A candidate is found guilty under unfair means in the ISE or ESE (TH or PR or OR) during SEM-II.
6. A candidate failed to meet the standards of attendance prescribed.
7. A candidate has already passed the course(s) in the regular ESE-II.
8. A candidate who did not submit the examination form for ESE-II, Summer 2025.
9. A candidate who submit the examination form for ESE-II, Summer 2025 but remained absent for ESE-II, Summer 2025.

2.8 Honors or Minors program:

Candidates of Third Year B.Tech (2022 pattern) are eligible to opt for a B.Tech (Honors/Minors) degree, subject to the following criteria:

1. Eligibility Criteria:

- (a) The candidate must have passed all courses of First Year and Second Year B.Tech and must be eligible for admission to the Third Year B.Tech.
- (b) As per UGC guidelines, the candidate must have a minimum CGPA of 6.5 or a minimum of 65% after the second semester to enroll in the Honors/Minors program. For the final award of the degree, a minimum CGPA of 6.5 or 65% after the sixth semester is also required.

2. Registration Process:

- (a) Candidates must submit their choice for the Honors/Minors program using the prescribed form within 10 days from the declaration of Second Year B.Tech results.
- (b) Opting for the Honors or Minors program is completely optional. Enrollment can begin from the sixth semester and continue through to the eighth semester.
- (c) Once a candidate has selected a program, no changes will be permitted in subsequent semesters.
- (d) The candidate must select a 'Major (Core) course' and a 'Minor course' from the list of combinations provided by the respective Board of Studies (BoS).
- (e) A minimum of 20 candidates is recommended to start a B.Tech (Honors/Minors) program.

3. Program Structure and Credit Requirements:

- (a) For a B.Tech (Honors) degree, candidates must earn an additional 18–20 credits from Honors courses within their own program.
- (b) For a B.Tech (Minors) degree, candidates must earn an additional 18–20 credits from Minor courses outside their own program.
- (c) Candidates must complete all assigned credits of the Honors/Minors program within stipulated time frame. A degree with Honors or Minors will only be awarded upon successful completion of both the UG degree and the Honors/Minors program.
- (d) Candidates may cancel their registration anytime within the stipulated time frame applicable for the completion of the Honors/Minors program.

- (e) If the Honors/Minors program is incomplete within the stipulated time frame, and all the graduation credits are fulfilled, a regular B.Tech degree will be awarded.

4. Examination and Evaluation:

- (a) Examinations for Honors/Minors courses will be conducted along with the regular semester examinations. Common question papers will be provided for all candidates registered for a specific program.
- (b) Evaluation of answer books will be carried out at the CEP Center, examination cell.
- (c) Candidates will have a maximum of two attempts at the Third-Year level to pass the Honors/Minors courses. No additional attempts will be allowed in the Final Year.
- (d) At the end of the eighth semester, all Honors/Minors courses must be successfully completed. Failure to do so will result in the award of a regular B.Tech degree.
- (e) Backlogs in Honors/Minors courses will not impact A.T.K.T. (Allowed to Keep Terms) status.

5. Grading and Result Consideration:

- (a) Marks and credits from the Honors/Minors courses will be maintained separately until the final semester and will not be reflected on the grade cards of the regular B.Tech degree.
- (b) A separate grade card for the B.Tech (Honors/Minor) degree will be provided at the end of successful completion of the program.
- (c) The examination cell will maintain a separate record of the additional 18–20 credits. If completed by the end of the eighth semester, these credits will be reflected on the final grade card, and the degree will be awarded as B.Tech (Honors/Minors).
- (d) Credits earned through Honors/Minors will not be counted in SGPA or CGPA calculations of regular degree award.

6. Fee Structure:

- (a) Additional examination fees will be charged for Honors/Minors programs as per existing institute rules.
- (b) No additional tuition fees will be charged for the Honors program.

2.9 Equivalence, Exemption and Bridge courses:

1. Case 1: Equivalence Courses:

- (a) A candidate admitted under the autonomous pattern in a previous curriculum is now admitted to the next class under a new curriculum due to failure in the previous class and the candidate has not passed all the courses under the previous curriculum.

Policy: In the case of failure in any course(s) (backlog courses) from the previous curriculum, the candidate must pass the equivalent course(s) under the new curriculum (which may have different course names and codes). However, the old course name and course code will continue to be reflected on the previous pattern's grade card. The list of such equivalent courses will be provided by the concerned Board of Studies (BoS).

2. Case 2: Course Exemption:

- (a) A candidate has been transferred from SPPU pattern to an autonomous pattern.
- (b) A candidate admitted under the autonomous pattern in a previous curriculum is now admitted to the next class under a new curriculum due to failure in the previous class.

Policy: If any course(s) from the previous curriculum are included in the new curriculum, and the candidate has already passed such course(s) under the previous curriculum, they will be granted an exemption for those course(s) in the new curriculum. The candidate is not required to appear for the examination of such course(s) under the new pattern. The marks/credits for these exempted course(s) will be proportionally transferred and reflected in the grade card of the relevant semester. The list of exempted courses(s) will be provided by the concerned Board of Studies (BoS).

3. Case 3: Bridge courses

- (a) A candidate is transferred from SPPU pattern to an autonomous pattern.
- (b) A candidate admitted under the autonomous pattern in a previous curriculum is now admitted to the next class under a new curriculum due to failure in the previous class.
- (c) A candidate admitted under the autonomous pattern in one branch has been transferred to another branch in the next class.

Policy: A candidate is required to appear for and pass any missed course(s) in the form of additional bridge course(s) from the new curriculum if they have not appeared for or passed them under the previous curriculum. The list of such courses will be provided by the concerned Board of Studies (BoS).

The bridge course(s) can be taken in the relevant semester in which they are offered and must be completed within one year, provided they are available in either semester.

Although the recommended bridge course(s) may or may not be part of the course structure of the revised curriculum, the concerned department shall inform the Examination Cell of the candidate details well in advance for proper planning and further action.

The concerned department will conduct the applicable internal evaluation components such as CCE, TW, TU, PR, OR, and AC. The ISE and ESE (if applicable) will be conducted and evaluated centrally by the examination cell for the purpose of issuing the necessary certification.

The candidate shall be issued a special certificate of equivalence for the program, mentioning the marks obtained in the applicable equivalence courses in cases of transfer from SPPU to an autonomous institute or due to a change in the pattern of the autonomous curriculum. This information will be reflected in the certificate and will not appear on the grade card.

2.10 General Guidelines:

1. The institute shall maintain a high standard of evaluation in CCE, ISE, and ESE. Also, ensure the declaration of the final results as per the schedule declared.
2. The performance of a candidate in a course shall be judged by taking into account the results of CCE, ISE, and ESE together.
3. The records of both ISE and ESE shall be maintained by the examination cell.
4. Question Papers: For being able to conduct achievement testing of the candidates in an effective manner, a good question paper shall be used as the principal tool, making it necessary for the question papers at ISE and ESE to:
 - cover the sections of the course curriculum uniformly;
 - be unambiguous and free from any defects or errors;
 - emphasize knowledge testing, problem solving, and quantitative methods;
 - contain adequate data or other information on the problems assigned;

- give clear and complete instructions to the candidates.
 - be set, taking into consideration Bloom's Taxonomy, and align the questions to one or more Course outcomes (COs) as per the philosophy of Outcome Based Education (OBE).
5. For a MOOC course, the performance evaluation shall be conducted by either the course instructor or by the MOOC platform, and an equivalent grading pattern shall be followed in line with the institute norms.
 6. In the case of other requirements, such as a seminar, a comprehensive viva voce, etc., the evaluation shall be made as determined by the Grade Awarding Authority of the institute.

3 Central Evaluation program

3.1 Preliminary:

The conduct of examinations and the declaration of results are the important activities of the institution. The scheme of CEP is being introduced by way of an ordinance with a view to

- declaring the results in the shortest possible time,
- increasing the reliability of the results,
- maintaining uniformity and consistency in the evaluation,
- increasing accuracy and efficiency in the declaration of results and
- creating confidence amongst the candidates about the evaluation system.

The CEP shall consist of the following stages:

1. Pre-evaluation work
2. Actual evaluation work
3. Post-evaluation work

3.1.1 Pre-Evaluation work:

1. To fix the venue of the central evaluation program: the venue of the CEP shall be at the examination cell, which will be decided by the institution authorities. The Director of the institute shall be the Director of CEP.
2. Appointment of the Dy.CEP Director: The Dy.CEP Director for the central evaluation program shall be appointed by the institution authorities from amongst the following
 - (a) A Director's nominee from among the senior faculty members.
 - (b) Head of the recognized institution concerned or his nominee from amongst the senior faculty members.
 - (c) Any other senior person with the suitable academic and administrative experience.
 - (d) Dy. CoE (Evaluation) shall be appointed by the institute Director.

The acceptance of the appointment shall be communicated to the Director of the institute. The Dy. CEP Director should not take any other assignment without prior permission of the Director of the institute.

3. Invitation to Examiners and Moderators: The Chief Controller of Examinations, or the Controller of Examinations shall ascertain the number of examiners and moderators required per course.
 - (a) The Director shall make arrangements regarding the space and the supporting staff required for the CEP. The Director of CEP or the Controller of Examinations shall send invitations to all the approved panel examiners and moderators shown in the lists finalized by the institution authorities well in advance so as to enable the examiners to communicate their acceptance.
 - (b) All the instructions regarding the CEP shall also be sent to the examiners or moderators, and that shall be exhibited at CEP hall for the perusal of examiners. In case of a shortage of examiners, substitute appointments of examiners shall be made from the panel prepared by 48(3)(a) committee or the Board of Studies, by Director.
 - (c) Director of the institute or the CEP Director, in consultation with the Chairperson of the Board of Studies shall appoint course teachers from other colleges as an external examiner for the evaluation of the In-Sem and End-Sem answer booklets.
4. The Director or the CoE shall intimate the date of commencement of the CEP. The Dean, Academics will make it convenient to remain present on the first day of the commencement of CEP to guide the examiners. If the appointment of an examiner is from another college, then the external examiners appointed are entitled to get TA/LCA as per rules and regulations.
5. Collection of Answer-books : It is the responsibility of the CEP Director/Dy. Director to see that the answer books for the examinations are sent promptly to the CEP centre.
6. Preparation for CEP:
 - (a) The Director or the Dy. Director of CEP shall make adequate arrangements to receive answer books coming from the examination centers to the CEP center.
 - (b) On receipt of the answer books at the CEP venue, the staff employed for this work shall check the answer books, junior supervisors reports and ascertain

whether the number of candidates present, absent, and unfair means cases indicated in the report are correct. In case of any discrepancy it shall be resolved in consultation with the Dy. CEP Director or Dy. CoE (Evaluation), who shall be the coordinator for CEP.

- (c) No candidate may use identification marks, make an appeal to the examiners, or mark a response in the answer books that is not supporting. This is not permitted. This will be treated as a case of unfair means.
- (d) The bundle of answer books so prepared shall be coded using bar code stickers on the area demarcated on answer books. It shall also be ascertained that, there are no marks of identification on the bundle of papers or on the individual answer book. The junior supervisors report shall be taken away and kept in a separate file. Papers or bundles tied or presented in a doubtful manner be separated.
- (e) It shall be seen and verified that, all the answer books for the courses are received from the center of examination. In case of non-receipt of answer-books from the examination center, the CEP Director shall take immediate action(s) for receiving the said answer books from the examination section or control room under intimation to the Dy. CEP Director.
- (f) The received answer books at the CEP center shall be scanned immediately on the day or the next of the receipt. The digitally scanned answer books shall be made available to the respective approved examiners for evaluation or moderation or re-valuation.
- (g) In case of any event of missing answer books or any unpleasant experience, the Dy. CEP Director or Dy. CoE (Evaluation) shall consult the CoE and take further action accordingly.

3.1.2 Actual Evaluation work:

1. Prior to the commencement of the evaluation, the chairperson of each course shall conduct a meeting of the panel members and submit the 'Pre-evaluation Meeting Form' before starting the evaluation.
2. The evaluation, moderation, or re-valuation shall be completed through online digital valuation system (DVS) at the CEP center.
3. The Dy. Director of the CEP shall receive the bundles of answer books sent by the senior supervisor of the examination. After the proper scanning, arrange for the evaluation of the answer books centrally as per the CEP prescribed by the institution.

4. On the first day of the commencement of the CEP, the examiners shall be given information regarding the program and seating arrangement. On the first day of the CEP maximum prescribed number of papers should be given to each examiner for evaluation.
5. On the first day of the CEP, the chairperson or the coordinator of the Board of Paper-setters, examiners, moderators, or, in his or her absence, the senior paper-setter of the concerned course nominated by the CEP Director shall convene the meeting of all the examiners and moderators to discuss the question paper(s), scheme of marking, synoptic/model answers, as well as discrepancies (if any) in a paper so as to attain uniformity, standard, and consistency in evaluation. He or she shall watch the day-to-day progress of the evaluation and assist the Director in the smooth conduct of CEP. If necessary, he or she shall apply sample checking of answer-books. The Chairperson shall submit to the Director, CEP a consolidated report in the prescribed format on the performance of the candidates, the evaluation work, his general observations and suggestions, etc. on the last day. The report shall then be presented to the concerned BoS through Dean, Academics by the examination cell.
6. The examiner will be paid TA, DA, or LCA, provided he or she evaluates the minimum prescribed number of answer books per day. He or she shall not assess more than the prescribed maximum limit for the number of answer books per day. The number of answer books will be allocated by the Dy. CEP Director or the Dy. CoE (Evaluation).
7. It shall be ensured that the marks given by the moderator to each question are written on the area de-marked on the digital answer books for moderator marks entry. The marks awarded by the moderator shall be taken as final.
8. Every examiner shall be required to record the biometric attendance each day at the time of reporting at the CEP center. He or she will produce the identity card issued by the Director of CEP while entering the CEP center premises.
9. In case the examiner detects the use of unfair means while evaluating the answer-books, he or she should report and submit the concerned answer books to the Dy.CEP Director or the CoE.
10. In the case of outside examiners or on demand by any examiner, the CEP Director shall invariably issue the attendance certificate to the examiners attending the CEP and having completed the assigned work.

11. The CEP Director or the Dy. Director shall not avail of the leave facility during the CEP period unless there are exceptional reasons. In such circumstances, the Chairperson, BoE, will be kept informed by the CEP Director or the Dy. Director.
12. The final list of examiners who have attended the CEP should be sent to the Examination Cell immediately after the CEP work is over. A separate list of examiners who have not attended the evaluation work should also be sent to the Examination Cell at the same time.

Moderation:

1. For In-Sem examinations, the moderation system will not be applicable.
2. For End-Sem examinations, the moderation system shall be applicable to all the programs for the undergraduate and postgraduate examinations.
3. 50% moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of that paper.
4. 50% moderation shall be carried out in the case of candidates obtaining 70% and above marks.
5. The moderation of answer books of at least 5% of the total number of candidates obtaining marks between minimum passing marks and marks required for first Class with Distinction shall be carried out on a random sample basis.
6. One moderator shall be appointed per five examiners. However, Chairperson, Board of Paper Setters will act as the moderator where there are less than five examiners.
7. Moderation work shall be carried out simultaneously with the central evaluation of answer books at the CEP center.
8. Where marks awarded by the moderator vary from those awarded by the original examiner, the marks awarded by the moderator shall be taken as final.

3.1.3 Post-Evaluation Work:

1. The chairperson of each course shall conduct a meeting of the panel members and submit the 'Post-Evaluation Meeting Form'.
2. The activities of the preparation of mark lists would be as follows:
 - (a) Recording absentees from the Junior Supervisor's Report.

- (b) Cross-checking of absentees by a different pair of assistants.
 - (c) Recording marks on computerized mark lists from the answer books evaluated through DVS.
 - (d) Checking of mark-list memos by different pairs of assistants.
 - (e) Checking of the total of marks to be done by another assistant.
3. If any supplement (if applicable) is found detached from the main answer book, CEP Director shall make efforts to relocate its main answer book, and he or she shall carefully attach the supplement to the main answer book. It shall be then ascertained whether all marks are credited to the answer book as well as to supplement, and they are noted down properly in the mark-list.
4. In the case of any police case record regarding unfair means, the CEP Director is not supposed to hand over answer books or any examination material to the Police or any outside agency without the prior permission of the Chairman, Board of Examinations.

4 Guidelines against Unfair Means

1. (a) On receipt of a report regarding the use of unfair means by any candidate at any institute examination, including breach of any of the rules laid down by the institute authorities, for proper conduct of examination, the BoE shall have the power, at any time, to institute an inquiry and to punish such candidates for resorting to unfair means or for breach of the rules, by exclusion of such candidate from any examination, from any course in an institution, or from any convocation for the purpose of conferring a degree, either permanently or for a specified period; or by cancellation of the result of the candidate in the institute examination for which the candidate appeared; or by deprivation of any scholarship held by him or her, or by cancellation of the award of any prize or medal given to him or her, or by imposition of fine or in any two or more of the aforesaid ways, within a period of one year.
- (b) Where the examinations of the courses are conducted by the institute, the Director or Head of the institute, on receipt of a report regarding the use of unfair means by any candidate at any such examination, including breach of any of the rules laid down by the institutional authorities for proper conduct of examination, shall have power at any time to institute inquiry and to punish such candidate for resorting to unfair means or for breaching any of the rules, by exclusion of such a candidate from any such examination or from any institution course, either permanently or for a specified period; or by cancellation of the result of the candidate in the institute examination for which he or she appeared; or by deprivation or by cancellation of the award of an institute prize or medal given to him or her, or by imposition of a fine or any two or more of the aforesaid ways.
- (c) On receipt of a report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher, or any other person connected with the conduct of examinations held by the institution, including breach of the rules laid down for proper conduct of examination, the UMIC or BoE shall have the power at any time to institute an inquiry and to punish for such malpractices or lapses by declaring the paper-setter disqualified, examiner, moderator, referee, teacher, or any other person concerned connected with the conduct of examinations from any examination work either permanently, for a specified period, or by referring his or her case to the authorities concerned with taking such disciplinary action as deemed fit, as per the rules provided for or in any two or more of the aforesaid ways.

2. Competent Authority:

- (a) The UMIC or the BoE of the institute constituted shall be the competent authority to take appropriate disciplinary action against the candidates using, attempting to use, aiding, abetting, instigating, or allowing to use unfair means at the examination conducted by the institute.
- (b) The Director of the institution shall have the competent authority to take appropriate disciplinary action against the candidate(s) using or attempting to use, aid, abette, instigate, or allow unfair means at the examination conducted by the institute or institution.

3. Definition-Unless the context otherwise requires:

- (a) "Candidate" means and includes a person who is enrolled as such by the institute for receiving instruction qualifying for any degree, diploma, or certificate awarded by the university. It includes an ex-candidate and a candidate registered as a candidate (examinee) for any of the degrees, diplomas, or certificate examination.
- (b) "Unfair means" includes one or more of the following acts of commission or acts of omission on the part of the candidate(s) during the examination period.
 - i. Possessing unfair means material and/or copying there from.
 - ii. Transcribing any unauthorized material or any other use thereof.
 - iii. Intimidating or using obscene language or threatening or using violence against the invigilator or person on duty for the conduct of the examination or man-handling him or her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
 - iv. Unauthorized communication with other examinees or anyone else inside or outside the examination hall.
 - v. Mutual or mass copying.
 - vi. Smuggling-out, either blank or written, or smuggling-in of answer books as copying material.
 - vii. Smuggling in a blank or written answer book and forging the signature of the Jr. Supervisor thereon.
 - viii. Interfering with or counterfeiting the institute seal, answer books, or office stationery used in the examinations.

- ix. Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with the conduct of examinations.
 - x. Impersonation at the institute examination.
 - xi. Revealing identity in any form in the answer written or in any other part of the answer book by the candidate at the institution examination.
 - xii. Or any other similar act(s) of commission and/or acts of omissions which may be considered an unfair means by the competent authority.
- (c) “Unfair means relating to examination” means and includes directly or indirectly committing, attempting to commit, or threatening to commit any act or coercion, undue influence, fraud, or malpractice with a view to obtain wrongful gain to him or to any other person or causing wrongful loss to another person or persons.
 - (d) “Unfair means material” means and includes any material whatsoever, related to the course of the examination, printed, typed, handwritten, or otherwise, on the person, clothes, or body of the candidate (examinee) or on wood or other material, in any manner, or in the form of a chart, diagram, map, drawing, or electronic aid such as a programmable calculator, e-watch, cell phone, etc. which is not allowed in the examination hall.
 - (e) “Possession of unfair means material by a candidate” means having any unauthorized material on his or her person, desk, chair, table, or at any place within his or her reach in the examination center and its environs or premises at any time from the commencement of the examination till its conclusion.
 - (f) “Candidate found in possession” means a candidate, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the Vigilance Committee or Examination Squad or any other person authorized for this purpose, on this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed, destroyed, snatched away, or otherwise taken away or spoiled by the candidate or by any other person acting on his behalf to such an extent that it has become illegible. Provided, report to that effect is submitted by the Sr. Supervisor or any other authorized person to the CoE or Director of the Institution Concerned, or any officer authorized on this behalf.
 - (g) “Material related to the course of examination” means and includes, if the material is produced as evidence, any material certified as related to the course of the examination by a competent person, and if the material is not

produced as evidence or has become eligible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the course of the examination.

4. During examination, examinees and other candidates shall be under disciplinary control of the Chief CoE.
5. The CoE of the examination cell shall, in the case of unfair means, follow the procedure as under:
 - (a) The candidate shall be called upon to surrender to the CoE, the unfair means material found in his or her possession, if any, and his or her answer book.
 - (b) The signature of the candidate concerned shall be obtained on the relevant materials and list thereon. Sr. Supervisor and the CoE shall also sign on all the relevant materials and documents.
 - (c) Statement of the candidate and his or her undertaking in the prescribed format and the statements of the Jr. Supervisor and Sr. Supervisor concerned shall be recorded in writing by the CoE. If the candidate refuses to make a statement or undertake the Sr. Supervisor concerned, and the CoE shall record accordingly under their signatures.
 - (d) The CoE shall take one or more of the following decisions, depending upon seriousness or gravity of the case:
 - i. In the case of impersonation or violence, expel the candidate concerned from the examination and not allow him or her to appear for the remaining examination.
 - ii. Obtain an undertaking from the candidate to effect the decision of the competent authority concerned in his or her case shall be final and binding and allow him or her to continue with his or her examination.
 - iii. May report the case to the concerned police station as per the provisions of Maharashtra Act No. XXXI 1982: An Act to provide for preventing malpractices at the institute and other specified examinations.
 - iv. Confiscate his or her answer book and mark it as “suspected unfair means case” and issue him or her a fresh answer book duly marked.
 - (e) All the materials and list of materials mentioned above and the undertaking with the statement of the candidate and that of the Jr. Supervisor as mentioned in clauses No. (ii) and (iii), and the answer book(s) shall be

forwarded by the CoE, along with his report, to the Controller of Examinations or the Director of the Institution, as the case may be, in a separate and confidential sealed envelope marked “Suspected unfair means case”.

- (f) In cases of unfair means of oral communication, the Jr. Supervisor and the Sr. Supervisor or authorized person concerned shall record the facts in writing and shall report the same to the CoE or the Director of the Institution, as the case may be.
6. Procedures to be followed by the examiner during evaluation: If the examiner, at the time of evaluation of the answer book, suspects that there is a prima facie evidence that the candidate(s) whose answer book(s) is the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his or her report, preferably through the chairperson in the course, and through the Director of CEP, along with the evidence, to the CoE or the Director of the Institution, as the case may be, with his or her opinion in separate confidential sealed envelope, marked as “Suspected unfair means case”.
 7. The case, which is prima-facie a case of unfair means, was reported to the institute by the CoE, Jr. or Sr. Supervisor, and/or examiners shall be inquired into by the UMIC, BoE, or the Director of the Institution, as the case may be, in the event of unfair means reported through any other sources, the officer or person in charge of the sub-section or unit concerned to which the case is primarily pertained, at the examination cell of the institute shall scrutinize the case and collect preliminary information to find out whether there is a prima-facie case so as to fix up the primary responsibility for framing a charge sheet, and then shall submit the said case with his or her primary report to the competent authority concerned. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The Officer of the Sub-Section/Unit concerned through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, police authorities, and the Court of Justice shall deal with the case till it is finally disposed of.
 8. The examination results of the concerned candidate(s) involved in such cases shall be held in reserve till the competent authority takes a final decision in the matter and the candidate(s) concerned shall be informed accordingly.
 9. Appointment of Unfair Means Inquiry Committee:
 - (a) For the purpose of investigating unfair means resorted to by candidates at the institute examination, the BoE shall appoint or approve an unfair means

inquiry committee in terms of the provisions made under Section 32(6)(a) of the Maharashtra Universities Act, 1994. The term of the Committee shall be five years subject to the provisions of Sections 42 and 43 of the said Act.

- (b) For the purpose of investigating unfair means resorted to by candidates at the examination held by the Institution, the Unfair Means Inquiry Committee appointed by the Institution shall consist of Director, CoE, one Dean, one HoD's representative, Legal Expert etc. one of whom shall be designated as Chairperson. The Unfair Means Inquiry Committee appointed by the Institution shall consist of minimum five teachers to be nominated by the Director or the Head of the Institution, the Director shall be designated as Chairperson.
- (c) The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to the competent authority concerned, which will issue final orders with regard to the penal action to be taken against the candidate(s) after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the implicated candidate concerned in his or her defence, the principles of natural justice have been followed and the recommended quantum of punishment is in accordance with the guidelines laid down on this behalf.

10. Procedure of the Committee should be as under:

- (a) The CoE of the institute, the Director of the Institution, or the Officer authorised, as the case may be, shall inform the candidate concerned in writing of the act of unfair means alleged to have been committed by him or her, and shall ask him or her to show cause as to why the charge(s) levelled against him or her should not be held as proved, and the punishment stipulated in the show cause notice be imposed.
- (b) The candidate may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply or explanation to the show cause notice served on him or her therein. The candidate himself or herself only shall present his or her case before the Committee.
- (c) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge(s) against the candidate shall be shown to him or her by the inquiry committee, if the candidate presents himself or herself before the Committee. The evidence, if any, shall be recorded in the presence of the delinquent.

- (d) Reasonable opportunity, including oral hearing, shall be given to the candidate in his or her defense before the Committee. The reply or explanation given by the candidate to the show cause notice shall be considered by the Committee before making a final recommendation in the case.
 - (e) The Committee shall follow the above procedure in the spirit of the principle of natural justice.
 - (f) After serving a show cause notice, if the implicated candidate fails to appear before the Inquiry Committee on the day, time, and place fixed for the meeting, the candidate may be given one more opportunity to appear before the Committee in his or her defense. Even after offering two chances, if the candidate concerned fails to appear before the Committee, the Committee shall take a decision in his or her case in absentia on the basis of the available evidence or documents, which shall be binding on the candidate concerned.
 - (g) The Committee shall submit its report to the competent authority concerned, along with its recommendations regarding punishment to be inflicted or otherwise.
11. Punishment: The competent authority concerned, after taking into consideration the report of the committee shall pass such orders as it deems fit, including granting the candidate benefit of doubt, issuing a warning, or exonerating him or her from the charges and shall impose anyone or more of the following punishments on the candidate(s) found guilty of using unfair means:
- (a) Annulment of performance of the candidate in full or in part in the examination he or she has appeared for.
 - (b) Debarring candidates from appearing for any examination of the institution for a stipulated period not exceeding five years.
 - (c) Debarring candidates from taking admission for any course in the institution for a stipulated period not exceeding five years.
 - (d) Cancellation of the institution's scholarship(s) or award(s) or prizes or medal etc. awarded to him or her in that examination.
 - (e) In addition to the above-mentioned punishment, the competent authority may impose a fine on the candidate declared guilty. If the candidate concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a candidate additional punishment or penalty, as it may deem fit.
 - (f) As far as possible, the quantum of punishment should be as prescribed (category wise) in (12) below.

- (g) The candidate concerned shall be informed of the punishment finally imposed on him or her in writing by the competent authority or by the Officer authorised by it in this behalf, under intimation to the Institution he or she belongs to.

12. The Broad Categories of Unfair Means Resorted to by candidates at the institute Examinations and the Quantum of Punishment for each Category thereof.

Sr. No.	Nature of Malpractice	Quantum of Punishment
1	Possession of copying material.	Annulment of the performance of the candidate at the 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 of this table, in addition to the punishment prescribed thereat.
2	Actual copying from the copying material.	Exclusion of the candidate from Institution examination for one additional examination.
3	Possession of another candidate's answer-book.	Exclusion of the candidate from Institution examination for one additional examination (Both the candidates).
4	Possession of another candidate's answer book + actual evidence of copying there from.	Exclusion of the candidate from Institution examination for two additional examinations (Both the candidates).
5	Mutual or Mass copying.	Exclusion of the candidate(s) from Institution examination for two additional examinations.

6	<p>(i) Smuggling-out or smuggling-in of answer book as copying material.</p> <p>(ii) Smuggling-in of written answer book based on the question paper set at the examination.</p> <p>(iii) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon.</p>	<p>Exclusion of the candidate from Institution examination for two additional examinations.</p> <p>Exclusion of the candidate from Institution examination for three additional examinations.</p> <p>Exclusion of the candidate Institution examination for four additional examinations.</p>
7	Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement.	Exclusion of the candidate from Institution examination for four additional examinations.
8	Interfering with or counterfeiting of institute seal, or answer books or office stationery used in the examinations.	Exclusion of the candidate from Institution examination for four additional examinations.
9	Answer book main or supplement written outside the examination hall or any other insertion in the answer book.	Exclusion of the candidate from Institution examination for four additional examinations.
10	Insertion of currency notes or to bribe or attempting to bribe any of the person(s) connected with the conduct of examinations.	Exclusion of the candidate from Institution examination for four additional examinations. (Note: This money shall be credited to the Income of examination cell)
11	Using obscene language or violence threat at the examination centre by a candidate at the Institution examination to Jr./Sr Supervisors/CoE or Examiners.	Exclusion of the candidate from Institution examination for four additional examinations.

12	(a) Impersonation at the Institution examination. (b) Impersonation by the candidate of Institution candidate at S.S.C or H.S.C or any other examinations.	Exclusion of the candidate from Institution examination for five additional examinations (both the candidates if impersonator is the candidate of Institution). Exclusion of the impersonator from 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 candidate at the Institution examination.	Annulment of the performance of the candidate at the Institution examination in full.
14	Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the candidate at the Institution examination in full.
15	All other malpractices not covered in the aforesaid categories. Unfair means case registered for more than once	Annulment of the performance of the candidate at the 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 candidate for malpractice used at examination and he or she is caught again for malpractices used at the examinations, in this event he or she shall be dealt severely. Enhanced punishment can be imposed on such candidates. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.	
17	Candidate involved in malpractices at PR/Dissertation/Project Report examinations shall be dealt with as per the punishment provided for the TH examination.	
18	The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the candidate declared guilty.	

*(Note: The term “Annulment of Performance in full” includes performance of the candidate at the TH as well as the annual PR examination, but does not include performance at TW, PROJ work with its TW, OR, PR, and dissertation examinations unless malpractice is used thereat).

13. Malpractices used or lapses committed by any paper-setters, examiners, or mod-

erators, referees, teachers, or any other persons connected with the conduct of examination

I. Competent Authority:

- (a) The BoE shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers, or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating, or allowing the use of malpractice at the examinations conducted by the institution.
- (b) The management (includes the Trustees, Managing Body, or Governing Body) of the institution shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers, or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating, or allowing to use malpractice(s) at the examination conducted by the institute.

II. Definition: Unless the Context Otherwise Requires:

- (a) “Paper-setter, examiner, moderator, referee, and teacher” means and includes persons duly appointed as such for the examination by the competent authority, and the term “any other person connected with the conduct of examination” means and includes the person(s) appointed on examination duty by the competent authority.
- (b) Malpractice or lapses include one or more of the following acts or omissions on the part of the person(s) included in (a) relating to the examination:
 - (i) Leakage of question(s) or question paper sets at the institution examination before the time of examination.
 - (ii) The examiner or moderator intentionally awards marks to candidates in evaluation of answer books, dissertations, or project work to which the candidate is not entitled or not assigning marks to the candidate to which the candidate is entitled.
 - (iii) Paper-setter omitting question, Sr. No. of questions, repeating questions or setting questions outside the scope of the curriculum.
 - (iv) The examiner or referee showing negligence in detecting malpractice used by candidate(s).

- (v) Jr. Supervisor, Sr. Supervisor, CoE showing negligence or apathy in carrying out duties or aiding, abetting, allowing, or instigating candidates to use malpractice(s).
- (vi) Or any other similar act(s) of commission and/or act(s) of omission which may be considered malpractices or lapses by the competent authority.
- (c) “Malpractice or lapse relating to examination” means and includes directly or indirectly committing, attempting to commit, or threatening to commit any act of unfair means, fraud, or undue influence with view to obtaining wrongful gain to him or her or to any other person, or causing wrongful loss to other person(s) or omitting to do what he or she is bound to do as duties.

III. Investigating Committee:

- (i) The UMIC appointed or approved by the BoE under the provisions of Section 32(6)(a), 42, and 43 of the Maharashtra Universities Act 1994, to investigate unfair means resorted to by candidates at the institute examinations shall also investigate the cases of malpractices used and/or lapses committed, by the paper-setters, examiners, moderators, referees, teachers, or any other persons connected with the conduct of examination at the institution’s examinations.
- (ii) Similarly, UMIC appointed by the institution to investigate unfair means resorted to by candidate(s) at the examinations concerned shall also investigate malpractices or lapses on the part of paper-setters, examiners, moderators, referees, teachers, or any other person connected with the conduct of examinations conducted by the institute or institution.

IV. Procedure for Investigation:

- (i) The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers, or any other persons connected with the conduct of examinations, reported to the institution shall be scrutinized by the officer or in-charge of the Sub-Section or unit concerned with which the case is primarily pertained at the Examination Section of the Institution. He or she shall collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge sheet, and then shall submit the said case with his primary report to the competent authority concerned. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the UMIC for further

investigation. The officer of the sub-section or unit concerned through which the case has originated or is pertaining to, shall be the Presenting Officer of the Case Before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

- (ii) The competent authority or the officer authorized by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher, or any other person connected with the conduct of examination) in writing of the act of malpractices used and/or lapses committed by him or her at the examination, and shall ask him or her to show cause as to why the charge(s) levelled against him or her should not be held as proved, and the punishment stipulated in the Show Cause Notice will be imposed.
- (iii) The person concerned shall be asked to appear before the inquiry committee on a day, time, and place fixed for meeting, with written reply or explanation to the show cause notice served on him or her and charge is levelled against him or her therein. The person concerned himself or herself only shall present his or her case before the committee.
- (iv) The documents that are being taken into consideration or to be relied upon for the purpose of proving charge(s) against the person concerned shall be shown to him or her by the inquiry committee if he or she presents himself or herself before the committee. The evidence, if any, should be recorded in the presence of the delinquent.
- (v) Reasonable opportunity, including oral hearing, shall be given to the person concerned, in his or her defence before the Committee. A reply or explanation given to the show cause notice shall also be considered by the committee before making the final report or recommendation.
- (vi) The Committee should follow the above procedure in the spirit of principles of natural justice.
- (vii) If the person concerned fails to appear before the Committee on the day, time, and place fixed for the meeting, he or she will be given one more opportunity to appear before the Committee in his or her defence. Even after offering two chances, if the person concerned fails to appear before the Committee, the Committee shall take a decision in his or her case in his or her absence on the basis of whatever evidence or documents available before it, and the same shall be binding on the implicated person concerned.

- (viii) The Committee shall submit its report to the competent authority concerned along with its recommendations regarding punishment to be inflicted on the person concerned or otherwise.

V. Punishment:

The competent authority, after taking into consideration the report of the committee, shall pass such orders as it deems fit, including granting the implicated person benefit of doubt, issuing a warning or exonerating him or her from the charge(s) and shall impose anyone or more of the following punishments for the implicated person found guilty of using malpractice or committing lapses at the examination:

- (i) Declaring disqualified the paper-setter, examiner, moderator, referee, teacher or any other person concerned with the conduct of examination, from any examination work either permanently or for a specified period.
- (ii) Imposing a fine: If the person concerned fails to pay the fine within a stipulated period, the competent authority may impose it on such a person additional punishment or penalty as it may deem fit.
- (iii) Referring his or her case to the disciplinary authority concerned for taking such disciplinary action as deemed fit as per the rules governing his or her service conditions.
- (iv) The competent authority or the officer authorized on this behalf shall inform the person concerned of the decision taken in his or her case and the punishments imposed on him or her.
- (v) An appeal made within one week of the imposition of the punishment, other than the punishment referred to in clause No. (iii) above, shall lie with the BoE if the case pertains to the institution examination or with the management of the institute or institution, if the case is pertaining to the institute or institution examination and their decision in the appeal shall be final and binding.
- (vi) The competent authority shall supply a typed copy of the relevant extract of the fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his or her case to the appellant or petitioner, if applied for in writing.
- (vii) The court matters in respective cases of malpractices or lapses shall be dealt with by the respective competent authority.
- (viii) As far as possible, the quantum of punishment should be prescribed category-wise, as in point (14) below

14. Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any other person connected with the Conduct of Institution Examinations.

Sr. No.	Nature of Malpractice/Lapses	Punishment
1	Paper-setter found responsible for leakage of the question set in the end semester examination whether intentionally or due to negligence before the time of examination.	Disqualification from any examination work + disciplinary action by the competent authorities as per the rules applicable.
2	Leakage of the question/question paper set of the end semester examination before the time of examination by any person(s) connected with the conduct of examinations.	Disciplinary action against the guilty/responsible person(s) as per the prevailing rules or the standard code by the authorities concerned.
3	Favouring a candidate (examinee) by examiner, moderator, referee in evaluation of answer books/dissertation/project report/thesis by assigning the examinee marks to which the examinee is not entitled to the examination.	Disqualification from any examination work + disciplinary action by the authorities concerned.
4	Examiner/moderator/referee intentionally/negligently not assigning the candidate in evaluation of his or her answer books/dissertation/project work, the marks to which the candidate is entitled to at the Institution examination.	Disqualification from any examination work + disciplinary action by the authorities concerned.
5	Paper-setter omitting question at the time of finalisation of question paper set at the examination or repeating Sr.No. of question while writing.	Disqualification from any examination work for a period of three years.
6	Paper-setter repeating question in same/different section(s).	Disqualification from any examination work for a period of three years.

7	Paper-setter setting question outside the scope of the curriculum.	Disqualification from any examination work for a period of three years.
8	While assessing answer books examiner showing negligence in detecting malpractices used by the candidate(s).	As decided by the concerned competent authorities of the institute.
9	Guiding teacher showing negligence in supervision of dissertation/project work (e.g. use of manipulated data by a candidate).	As decided by the concerned competent authorities of the institute.
10	Sr. Supervisor/Coordinator Examination (departmental) showing apathy in carrying out duties related to examinations (e.g. not taking rounds to the examination halls during examination period or opening the packet of question paper before prescribed time).	As decided by the concerned competent authorities of the institute.
11	Jr. Supervisor/Invigilator helping candidate in copying answers while in the examination or showing negligence in reporting cases of copying by candidates when on supervision duty.	Disqualification from any examination work up to a period of three years + disciplinary action by concerned competent authority as per the rule if he or she is an institution employee.
12	Jr. Supervisor/Invigilator/teacher helping candidate (examinee) in mass copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned competent authorities as per the rule if he or she is an institution employee.
13	The competent authority, in addition to the above mentioned punishment, may impose a fine on the person concerned if declared guilty.	
14	The competent authority may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of Maharashtra Act No. XXXI of 1982.	

5 Result:

5.1 Rules of Passing

1. To pass the theory examination, a candidate must score a minimum of 40% in both CCE and ESE to be eligible for a letter grade other than 'FX'. However, the passing standard or threshold for each of the courses, there shall be a minimum of 40% marks from the CCE, ISE, and ESE scores taken together (refer to Table 1 & Table 3).
2. To pass the TW or PR or OR or presentation, the candidate has to earn a minimum of 40% marks in each respective examination head.
3. In case the CCE head is not applicable to the course, to pass the Theory course head, the candidate has to earn a minimum of 40% marks in the end-of-semester examination and 40% total marks from the ISE and ESE scores taken together.
4. The failing candidate can repeat the ESE to pass the head in any semester and the ISE marks will be retained as they are.
5. To earn credits for a course (TW or PR or OR or presentation), candidates must pass the course with a minimum passing marks or grade.
6. For first year B.Tech. candidates admitted under 2022 pattern, it is mandatory to appear for the 'Physical and Medical Test'. The present candidates will be graded "AC". Absent candidates will be marked with an "ACN" grade on the grade card. However, it is mandatory for all the candidates to obtain a grade "AC" to be declared as a pass. This rule is not applicable for the candidate admitted under 2023 pattern.
7. Candidates can apply only for the re-evaluation or photocopying of the end-semester theory examination.

5.2 Amendment of Results:

(A) Due to errors:

In any case where it is found that the result of an examination has been affected, by errors, the CoE shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of the BoE, provided the errors are detected within 6 months from the date of the declaration of results. Errors detected thereafter, shall be placed before the BoE.

Error Means:

1. Errors in computer or data entry, printing, programming, and the like.
2. Clerical error, manual or machine, in totaling or entering marks in ledger or register.
3. Error due to negligence or oversight of the examiner or any other person connected with evaluation, moderation, and result preparation.

(B) Due to fraud, malpractices, etc.:

In any case where the result of an examination has been ascertained and published and it is found that such a result has been affected by any malpractice, fraud, or any other improper conduct whereby an examinee has benefited and that such examinee has, in the opinion of the BoE, been party to, privy to, or connived at such malpractice, fraud, or improper conduct, the BoE shall have power, at any time, notwithstanding the issue of the certificate or the award of a prize or Scholarship, to amend the result of such examinee, and to make such declaration as the BoE considers necessary on that behalf.

5.3 Rules of ATKT (Allowed To Keep Term):

1. UG program:

- (a) A candidate can register for the third semester (S.Y.B.Tech.), if he or she earns a minimum of 50% credits of the total of both the first and second semesters (F.Y. B.Tech.).
- (b) A candidate can register for the fifth semester (T.Y.B.Tech.), if he or she earns a minimum 50% credits of the total of both the third and fourth semesters (S.Y. B.Tech.) and all the credits of the first and second semesters (F.Y.B.Tech.).
- (c) A candidate can register for the seventh semester (final year B.Tech.), if he or she earns a minimum 50% credits of the total of both fifth and sixth semesters (T.Y.B.Tech.) and all the credits of the third and fourth semesters (S.Y.B.Tech.).
- (d) A candidate will be awarded the bachelors degree if he or she earns the required credits and clears all the mandatory non-credit courses in the respective semesters.

2. PG Program:

- (a) A candidate can register for the third semester (S.Y.) if he or she earns minimum 50% credits of the total of both first and second semesters (F.Y.).
- (b) A candidate will be awarded the Master's degree if he or she earns the required credits and clears all the mandatory non-credit courses in the respective semesters.

5.4 Grace Marks:

The grace marks for UG and PG program are shown in the form of dollar (\$).

5.4.1 For passing in each Head of Passing:

The examinee shall be given the benefit of grace marks only for passing a theory examinations as follows: provided that the benefit of such gracing marks given in different

Sr. No.	Head of Passing	Grace Marks Upto
1	Upto 50	2
2	51-100	3
3	101-150	4
4	151-200	5
5	201-250	6
6	251-300	7
7	301-350	8
8	351-400	9
9	401 & above	10

heads of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies such as AICTE, UGC, etc.

5.4.2 For getting Higher Class:

- A candidate who passes all the courses and heads of passing in the examination without the benefit of either gracing or condonation rules, and whose total number of marks falls short of securing second class, higher second class, or first class. by marks not more than 1% of the aggregate marks of that examination or up to 10 marks, whichever is less, shall be given the required marks to get the next higher class or grade, as the case may be.

- Provided that the benefits of the above-mentioned grace marks shall not be given if the candidate fails to secure the necessary passing marks in the aggregate head of passing also, if prescribed in the examination concerned.
- Provided further that the benefits of the above-mentioned grace marks shall be given to the candidate for such examinations only for which provision of award of class has been prescribed.
- Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies such as AICTE, UGC, etc.

5.4.3 For getting Distinction in the course only:

- A candidate who passes all the courses or heads of passing the examination without benefit of either gracing or condonation rules, and whose total number of marks in the course(s) falls short by not more than three marks for getting distinction in the course(s) shall be given necessary grace marks up to three in maximum two courses, subject to a maximum of 1% of the total marks for that head of passing, whichever is more, in a given examination.
- Provided that benefit of the above-mentioned grace marks shall be given to the candidate only for such examinations for which there is a provision for distinction in a course has been prescribed.
- Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies such as AICTE, UGC, etc.

5.4.4 Condonation

If a candidate fails in only one head of passing, having passed in all other heads of passing, his or her deficiency of marks in such a head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that head of passing in which he or she is failing, whichever is less. However, condonation, whether in one head of passing or aggregate head of passing, be restricted to a maximum of 10 marks only. Condonation of deficiency of marks be shown in the grade card in the form of an asterisk and an ordinance number. Provided that this condonation of marks is concurrent with the rules and guidelines of professional statutory bodies at the all India level such as AICTE.

Notes for Ordinances from 5.4.1 to 5.4.4:

1. If a candidate fails in a head of passing that is included in another head of passing of the same course, he shall be entitled to the benefit of the condonation in both heads, if necessary, subject to the maximum limit of condonation permissible.
2. If a deficiency of marks is condoned, the class or grade in the examination concerned by the candidate shall be declared on the actual marks obtained by the candidate.
3. The benefit of not more than one ordinance shall only be given for one examination of one course.
4. The benefits of the above-mentioned ordinances may be given to the candidates appearing in the examination with a backlog and/or exemption whenever such an exemption or system of backlog has been provided.
5. The benefits under the above-mentioned ordinances shall be given at the time of declaration of final examinations only.
6. The final examination for the purposes of these ordinances means and includes such examinations on the basis of the marks on which a class or grade is awarded.

5.4.5 For candidates with Disabilities:

The Grace marks for passing a theory examinations for candidates with disabilities (Divyang candidates):

1. A candidate with disability (Divyang candidates) who fails in one or more heads of passing or in the aggregate heads of passing shall be given the benefit of grace marks to the extent of a maximum of 3% of the aggregate marks of the examination of the course in the following manner:
 - (a) by distributing the grace marks to one or more heads of passing in which he or she fails;
and/or
 - (b) in the aggregate head of passing, if he or she fails to obtain the required grace marks as per the standard of passing prescribed for that course.
2. A candidate with a disability (Divyang candidate) shall be given the benefit of grace marks in theory Examinations in each semester of the course.

3. A candidate with a disability (Divyang candidate) shall be entitled to get benefit of these grace marks, in addition to the grace marks awarded to examinees under other ordinances.
4. A candidate with a disability (Divyang candidate) shall be entitled to grant of all such benefits as per the directives of the state government or competent authority, issued from time to time.

5.5 Best of Performance:

1. Notwithstanding anything contained in any other ordinance, if an examinee passes in any one or more course(s), head(s) of passing any examination he shall not be allowed to appear for course(s) or head(s) unless there is specific provision to the effect in respect of the concerned examination.
2. If an examinee fails in any course(s) or heads of passing in the examination, the marks obtained by him or her in such course(s) or head(s) of passing shall not be carried forward.
If an examinee does not appear in any course of passing in which he or she has failed in previous attempt, his or her performance in such course or head of passing shall be treated as nil unless he or she claims the benefits provided in clause (3) below.
3. If an examinee appears for the course or head of passing of the same examination of the institute for more than once, the highest marks obtained by him or her in the last two preceding examinations shall have effect on the result of the concerned examinations, on the following conditions:
 - (a) If an examinee submits an application for the purpose along with copies of the grade card for the concerned examination attested by the Director of the institute with a fee of Rs. 100 within a period of one week from the day of the declaration of the result.
 - (b) If, due to such marks from the previous attempt, the examinee passes the course concerned and also the examination as a whole.
 - (c) If an examinee has not failed in more than one course or head of passing.
4. In case of a change of marks due to verification or revaluation, the date on which revised grade card is issued, shall be the date of the declaration of the result of the examination for the purpose of clause (3a) above.
5. The clause (3) shall not be applicable to:

- (a) All examinations for which passing in all the courses is required at the one and the same attempt.
- (b) If the examinee remains absent for the course or head of passing of the examinations.

6 Grading System

There shall be absolute grading. The 10 point grades are defined in Section (6.3)

6.1 UG program:

1. A grade is assigned to each head based on marks obtained by a candidate in examination of the course. The marks obtained in ISE and ESE are considered together to calculate the grade of the course. The grades and their equivalent grade points for theory, practical, oral, TW, and project examinations are given in Table 7.

Table 7: Marks/Grades/Grade Points for the B.Tech program (for all heads of passing)
(⁺ = applicable for each course only)

Grade	%Marks ⁺	Grade Point	Description of Performance
O	90-100	10	Outstanding
A	80-89	9	Excellent
B	70-79	8	Very Good
C	60-69	7	Good
D	50-59	6	Average
E	40-49	5	Below Average
F	Below 40	0	Fail
FX	-	0	Detained, Repeat the course
IC	-	0	Incomplete course - Absent for exam. but continue for the course
AC	-	-	Audit Course Completed
ACN	-	-	Audit Course Not Completed
PP	-	-	Passed (Only for Non Audit course)
NP	-	-	Not passed (Only for Non Audit course)

2. The institute shall follow the award of these letter grades and the corresponding grade points to the candidates based on their performance at the end of every semester.

6.2 PG program:

6.2.1 M.Tech.

A grade is assigned based on the total marks obtained by a candidate in all the heads of examination for the course. These grades and their equivalent grade

points are given in Table 8.

Table 8: Marks/Grades/Grade Points for regular M.Tech program (for all heads of passing) (+ = applicable for each course only)

Grade	%Marks ⁺	Grade Point	Description of Performance
O	90-100	10	Outstanding
A	80-89	9	Excellent
B	70-79	8	Very Good
C	60-69	7	Good
D	50-59	6	Average
E	40-49	5	Below Average
F	Below 40	0	Fail
FX	-	0	Detained, Repeat the course
IC	-	0	Incomplete course - Absent for exam. but continue for the course
AC	-	-	Audit Course Completed
ACN	-	-	Audit Course Not Completed
PP	-	-	Passed (Only for Non Audit course)
NP	-	-	Not passed (Only for Non Audit course)

6.2.2 MCA

A grade is assigned to each head based on marks obtained by a candidate in examination of the course. The marks obtained in internal and end-semester examination are considered together to calculate the grade of the course. These grades and their equivalent grade points are given in Table 9.

6.2.3 MBA

A grade is assigned to each head based on marks obtained by a candidate in examination of the course. The marks obtained in Comprehensive Concurrent Evaluation (CCE) and end-semester examination are considered together to calculate the grade of the course. These grades and their equivalent grade points are given in Table 10.

6.3 Grade definitions

1. The grades 'O', 'A', 'B', 'C', 'D', 'E', 'P' are passing grades.

Table 9: Marks/Grades/Grade Points for regular MCA program (for all heads of passing) (+ = applicable for each course only).

Grade	%Marks ⁺	Grade Point	Description of Performance
O	90-100	10	Outstanding
A	80-89	9	Excellent
B	70-79	8	Very Good
C	60-69	7	Good
D	50-59	6	Average
E	40-49	5	Below Average
F	Below 40	0	Fail
FX	-	0	Detained, Repeat the course
IC	-	0	Incomplete course - Absent for exam. but continue for the course
AC	-	-	Audit Course Completed
ACN	-	-	Audit Course Not Completed
PP	-	-	Passed (Only for Non Audit course)
NP	-	-	Not passed (Only for Non Audit course)

Table 10: Marks/Grades/Grade Points for regular MBA program (for all heads of passing)(+ = applicable for each course only).

Grade	%Marks ⁺	Grade Point	Description of Performance
O	90-100	10	Outstanding
A	80-89	9	Excellent
B	70-79	8	Very Good
C	60-69	7	Good
D	50-59	6	Average
E	40-49	5	Below Average
F	Below 40	0	Fail
FX	-	0	Detained, Repeat the course
IC	-	0	Incomplete course - Absent for exam. but continue for the course
AC	-	-	Audit Course Completed
ACN	-	-	Audit Course Not Completed
PP	-	-	Passed (Only for Non Audit course)
NP	-	-	Not passed (Only for Non Audit course)

2. A candidate acquiring any one of these grades in a course shall be declared as PASS. And the candidate shall earn the credits for a course only if the candidate gets a passing grade in that course.

3. 'F' Grade - The grade 'F' shall be treated as a failure grade.
4. The candidate with 'F' grade will have to pass the concerned course by re-appearing for the examination.
5. The candidate with 'F' grade for any stage of the project work will have to carry out additional work or improvement as suggested by the examiners and re-appear for the examination.
6. 'AC' and 'ACN' Grade - The candidate registered for the audit course shall be awarded the grade 'AC' after satisfactory completion of the audit course and shall be included in the semester grade report for that course, provided the candidate has the minimum attendance as prescribed by the institute and satisfactory in-semester performance and secured a passing grade in that course. candidate who is unable to complete the audit course will be awarded as 'ACN' grade.
7. 'FX' Grade - The grade 'FX' in a course is awarded by the institute, if a candidate does not maintain the minimum attendance in the lecture or tutorial class as prescribed by the institute and/or his performance during the semester is not satisfactory and/or he or she fails in the TW head of that course.
8. The candidate with 'FX' grade in a given course is not permitted to take the end of the semester examination in that course. Such a candidate will have to re-register for the course.
9. The candidate with 'F' or 'FX' in a course shall not be awarded any credits for that course.
10. In addition to the grades given in Table 7, the instructors shall use a transitional grade 'IC' that shall be awarded in two cases:
 - (a) If a candidate has satisfactory attendance in the classes, have satisfactory performance in all components of the Continuous Comprehensive Evaluation (minimum 30% in aspect 1 and aspect 2, put together), but absent in ESE due to convincing, genuine reasons.
 - (b) Not having sufficient progress to submit the project work.
11. A candidate is considered to have completed a course successfully and earned the credits if the candidate secures a letter grade other than Grade 'IC' or Grade 'FX' in that course. A Letter grade 'FX' in any course implies failure in that course.

12. PP/NP Grade: The non-credit courses, such as Practical Training, Communication Skill, Field Visit Courses etc. shall be awarded PP/NP grades. No grade points are associated with these grades and performance in these courses is not accounted in the calculation of the performance indices SGPA and CGPA. However, the award of the degree is subject to obtain a PP grade in all such compulsory courses.

7 Performance Indices

1. The semester end grade sheet will contain grades for the courses along with titles and SGPA. Final grade sheet and transcript shall contain CGPA.

- (a) **SGPA:** The performance of a candidate in a semester is indicated by a number called the Semester Grade Point Average (SGPA).

A SGPA is the weighted average of the grade points obtained in all courses, registered by the candidate during the semester which shall be computed for all the candidates in a Department for each semester, as follows:

$$\text{SGPA} = \frac{\Sigma \text{Grade points earned} * \text{Credits for each course}}{\text{Total credits for the semester}}$$

It shall be calculated as follows:

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

Where, C_i = the number of credits earned in the i^{th} course of a semester for which SGPA is to be calculated.

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

$i = 1, 2, 3, \dots, p$ represents the number of courses in which a candidate is registered in the concerned semester. Suppose a candidate has registered for five course in a semester. The credits earned by him or her for five courses of this semester are C_1, C_2, C_3, C_4, C_5 and the grades earned are G_1, G_2, G_3, G_4, G_5 respectively, then his or her SGPA will be,

$$\text{SGPA} = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + C_4 G_4 + C_5 G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

- (b) **CGPA:** A Cumulative Grade Point Average (CGPA) is the weighted average of the grade points obtained in all the courses (TH/TW/PR/OR/presentation) of first semester to eighth semester for the candidates admitted in the first year and third to eighth semester for the candidates directly admitted at Second year.

CGPA is calculated in the same manner as the SGPA.

$$\text{CGPA} = \frac{\sum_{j=1}^m C_j G_j}{\sum_{j=1}^m C_j}$$

Where, C_j = the number of credits earned in the j^{th} course of a semester for which CGPA is to be calculated.

G_j = the grade point earned in the j^{th} course. 'A' letter grade lower than 'D' (i.e. grade point < 4) in a course shall not be taken into consideration

for the calculation of CGPA.

$j = 1, 2, 3, \dots, m$ represent the number of courses in which a candidate is registered upto the semester for which CGPA is to be calculated.

2. Whenever a candidate repeats or substitutes a course in any semester, the lower of the two grades obtained by him or her in the course shall be ignored in the computation of CGPA from that semester onwards and the candidates shall be given the benefit of a higher grade.
3. Both the SGPA and CGPA shall be rounded-off to second decimal place and recorded as such for ease of presentation. Whenever the CGPAs are to be used for the purpose of determining the merit ranking in a group of candidates, only the rounded off values shall be made use of.
4. When a candidate gains the grade 'IC' for any course during a semester, the SGPA for that semester and the CGPA at the end of that semester shall be tentatively calculated, ignoring the 'IC' graded course(s). The SGPA and CGPA for that semester shall be finally recalculated after the conversion of grade 'IC' to the appropriate grade as obtained after passing the respective course(s).
5. Other academic requirements for the program include the following two grades as viz., 'PP' (Passed) and 'NP' (Not Passed) for Non-Audit courses. However, there shall be no grade points associated with these grades, and they shall not figure in the calculation of SGPA or CGPA. But, obtaining a PP shall be a mandatory requirement to qualify for the UG Degree award.
6. It shall be open to each candidate to take additional courses for the audit from the sixth semester onwards, with the concurrence of the faculty mentor. The candidates having a $CGPA \geq 7.5$ and acquiring all the stipulated previous credits shall be normally encouraged to take such courses. While the performance of the candidate in the audited courses shall be included in the Semester Grade Report, they do not contribute to the SGPA or CGPA of the concerned candidate.
7. It shall be open to each candidate to take additional courses leading to Honors or Minors certification from the sixth semester onwards. The candidates with no backlogs in the previous semesters and having $CGPA \geq 6.5$ shall be normally encouraged to take such courses. While the performance of the candidate in Honors or Minors courses shall be included in a separate certificate and they do not contribute to the SGPA or CGPA of the concerned candidate.

7.1 Performance Improvement (CGPA) Scheme:

1. Candidates who secure CGPA less than 6.75 after completing the pre-requisite credits for the award of the degree and wish to improve their CGPA shall be permitted for CGPA improvement. Such candidates shall be permitted to withdraw their grade in a given course with a poor grade and permitted to reappear for the examinations for improving the grade and, in turn CGPA.
2. A candidate shall appear for a grade improvement examination within one year from the date of passing the UG program, with the condition that the candidate has not taken
 - (i) Leaving Certificate from the institute and
 - ii) Degree from the Savitribai Phule Pune University, through convocation.
3. A candidate seeking permission to register for CGPA improvement shall submit a written application within the stipulated time to the Dean (Academics) through the Head of the Department from where the candidate has graduated. No candidate shall be admitted once the semester credit registration process for that semester ends.
4. A candidate shall choose a maximum of three theory courses from a particular semester (either odd or even) offered for the third year or the final year for which the candidate has secured 'C' or 'D' grade. The candidate shall be required to register for these courses in a particular semester in which those courses are offered by paying the appropriate fees as laid down by the institute from time to time.
5. At the time of registration, the candidate shall be required to surrender all the original Semester Grade Cards issued to him or her by the institute. The candidate shall give an affidavit on Rs.100 judicial stamp paper that he or she shall not do any use of surrendered Semester Grade Cards till he or she gets official results of the courses for which he or she wishes to appear for grade improvement. No change of courses or drop of courses shall be permitted after the course registration.
6. A candidate who wishes to appear for grade improvement shall be exempted from attending the regular classes since the candidate has already undergone the course instructions. But he or she shall have to appear for all the evaluation tests or ESE conducted for the registered courses. Absentees for ESE shall automatically lead to the award of grade 'F' in that course.

7. The grading process as used for the regular candidates appearing for that course shall be applicable, and no concession of any sort shall be granted on account of absentee for any of the examinations.
8. A candidate wishing to use the facility for grade improvement shall be required to pass all three courses in a single attempt. He or she shall not be entitled to the summer repeat term in such cases.
9. If the candidate fails to secure higher grades, resulting in a reduction in overall CGPA, then the original result of the candidate before registering for grade improvement shall be retained.
10. A candidate who succeeds in improving their CGPA shall be issued a updated Semester Grade by the institute. These Semester Grade Cards shall have * against the courses for which the candidate has appeared for grade improvement and will state "Grade Improvement". The new Semester Grade Cards shall be issued to the candidates appearing for those courses. The name of the candidate shall be communicated to the Savitribai Phule Pune University and the candidate shall be required to apply for a degree certificate from the Savitribai Phule Pune University thereafter.

8 Result

8.1 Result Declaration:

1. The Director or the Dy. Director of the CEP shall submit the mark lists to the Controller of Examinations as provided in the CEP scheme and as per the instructions issued by the institution from time to time.
2. As soon as the marks lists are received by the examination cell, the same shall be processed immediately.
3. The results of the concerned examination shall be declared within the specified period once approved by the BoE. The examination cell shall dispatch the result along with the grade card or passing certificates online or through Dept. to the candidates concerned.
4. The SGPA for each semester shall be printed on the grade card only if the candidate has passed in all the heads of examination and has earned all the credits in the respective semester.
5. The candidate will be declared a pass if he or she earns 50% credits out of the total credits assigned in the respective year.

Based on the performance of the candidate in the semester examinations, the institute will declare the results and issue the semester grade sheets. The class shall be awarded to a candidate based on the CGPA calculated. The award of the class shall be as per Table 11. The same will be applicable to UG and PG programs.

Table 11: CGPA and Class awarded

Sr. No.	CGPA	Class of the Degree Awarded
1	7.75 or More than 7.75	First Class with Distinction
2	6.75 or more but less than 7.75	First Class
3	6.25 or more but less than 6.75	Higher Second Class
4	5.5 or more but less than 6.25	Second Class
5	4.0 or more but less than 5.5	Pass Class

The CGPA and the grade award shall be as per Table 12. The same will be applicable to UG and PG programs.

Table 12: CGPA and Grade awarded

Sr. No.	CGPA Range	Grade	Performance Description
1	09.00 - 10.00	O	Outstanding
2	08.00 - 08.99	A	Excellent
3	07.00 - 07.99	B	Very Good
4	06.00 - 06.99	C	Good
5	05.00 - 05.99	D	Average
6	04.00 - 04.99	E	Below Average
7	Below 04.00	F	Fail

8.2 Photocopy and Revaluation:

The process of the Photocopy and Revaluation is not applicable for In-Sem Examination (ISE).

A. Supply of the photocopy(ies) of evaluated answer book(s):

1. Procedure for submission of application for supply of photocopy(ies) of the evaluated or re-evaluated answer book(s):
 - (a) Photocopy(ies) of evaluated answer book(s) of ESE examinations conducted by the institute for the award of degree certificates shall be provided to the candidate(s) as per the procedure prescribed hereinafter.
 - (b) Candidates of the institute shall fill out an online application for the demand of photocopy(ies) of evaluated answer book(s) using online application submission system available on the official website of the institute.
 - (c) Online application for obtaining photocopies of the evaluated answer book(s) shall be made along with the online payment of the requisite fees within the given schedule from the date of the declaration of the results of the examination concerned.
2. Fee structure:
 - Rs. 200 per answer book and
 - Rs. 30 processing charges per answer book.
 - These fees are non-refundable.
3. Terms relating to supply of photocopy(ies) of evaluated answer book(s):
 - (a) Photocopies of only the written part of the answer book(s) shall be provided. No photocopies of blank pages of answer book(s) shall be provided.

- (b) Photocopies of evaluated answer book(s) of candidate(s) shall be sent to the candidate concerned through his or her registered login on the official website of the institute. The examinee shall be the sole custodian of the photocopies so supplied and shall not transfer the same to anybody for any purpose whatsoever. The examinee shall further read refrain him or herself from putting such a photocopy or (photocopies) to any misuse that might jeopardize the reputation of the institute.
- (c) In case of misuse of photocopies by the examinee, the institute shall be at liberty to take action against such a candidate as per the provision of Section 48(5) of the Maharashtra Public University Act, 2016.
- (d) Upon receipt of the application forms by the institute “Examination Cell providing photocopy of the answer book(s)” (hereinafter referred to as “Examination Cell”) shall scrutinize the answer book(s) and shall verify the following:
 - i. Whether the total marks in the given paper were awarded to the examinee on the grade card matches with the marks awarded to the examinee on the cover page of the answer book(s).
 - ii. Whether the question-wise marks awarded to all the questions inside the answer book(s) are correctly carried over to the cover page?
 - iii. Whether the total of the question-wise marks on the cover page is correct?
 - iv. Whether all the answers to or parts thereof are in the answer book(s) have been evaluated by the examiner?
 - v. Any other matter as may be prescribed by the BoE of the institute.
- (e) Discrepancy, if any, on the counts mentioned above, noted by the examination cell shall be corrected by the examination cell.
- (f) If any question or part thereof in the answer book(s) is found to be not evaluated or re-evaluated, the same shall be evaluated or re-evaluated from the same examiner and additional marks awarded, if any, shall then be mentioned to the cover page and added in the total of the marks. If the examiner who has evaluated or re-evaluated the answer book(s) is not available due to death, resignation, or any other cause beyond his control, the answer book(s) shall be evaluated or re-evaluated from another examiner to be appointed by the Director.
- (g) The change, if any, on the counts mentioned in the clause above, shall be informed to the candidate concerned by the institute. The candidate concerned shall surrender the original grade card to the institute within

one week from the date of receipt of communication. A corrected grade card shall be issued to the candidate, as the case may be, on surrendering the original grade card to the institute, without charging any fees.

- (h) Photocopies of the answer book(s) shall be made available to the candidate after making corrections, if any, in the marks on the cover page and after awarding grace marks, if any, as per rules, and concealing the identity of the examiner or moderator or re-evaluator.
- (i) The designed officer of the examination cell shall certify on the main page of the answer book by placing his or her signature and seal. The designated officer, before issuance of the photocopy of the answer book, ensure that it contains all pages of the written part of the answer book.
- (j) No complaint regarding the manner of evaluation of answer book(s) by the examiner or modulator or re-evaluator shall be entertained by the institute.
- (k) Photocopies of an evaluated or re-evaluated answer book(s) will be permitted only once in respect of the examination concerned.
- (l) The institute shall not be liable for failure or delay in supplying photocopies of an evaluated or re-evaluated answer book(s) due to any reason beyond the control of the institute.

B. Revaluation of answer book(s) of Theory paper(s):

1. Procedure for submission of application for the revaluation of the answer book(s) of Theory Paper(s):
 - (a) A candidate shall be eligible to apply for the revaluation of the answer book(s) of the theory paper(s) of the institute examinations only after receipt of photocopies of those answer book(s).
 - (b) A candidate shall submit an application along with the requisite fees through an online payment option provided in the application, within given schedule from the receipt of photocopies.
 - (c) The application form shall have to be filled out and signed by the candidate concerned only.
2. Fee structure:
 - Rs. 250 per answer book.and
 - Rs. 30 processing charges per answer book.
 - These fees are non-refundable.
3. Terms relating to revaluation of answer book(s) of Theory paper(s):

- (a) For the purpose of this order, revaluation of the answer book(s) of the theory paper(s) shall be an additional facility provided to the candidates with a view to improving upon their results at the preceding institute examination, it being understood that delay in the declaration of revaluation result for any reason, whatsoever, shall not confer any right upon them to the next higher class, and such matters shall be always regulated in accordance with the relevant ordinance(s) and rules or regulations framed by the institute.
- (b) If, on verification of marks at the time of supply of photocopy(ies) of answer book(s), it is found that the marks originally shown on the grade card issued to a candidate have changed as a result of verification, the changed marks shall be considered original marks for the purpose of revaluation.
- (c) The revaluation of the answer book(s), however, shall not be permitted in respect of scripts of Practical Examination/Term Work/Internal Evaluation/Sessional Marks/Dissertation/Thesis/Clinical/MCQ (Multiple Choice Question in practical examination)/online examination/In-Sem theory examination and Viva-Voce, etc.
- (d) The change in marks after revaluation shall be communicated to the candidate concerned by the institute. The candidate concerned shall surrender the original grade card to the institute within one week from the date of receiving communication. A corrected grade card shall be issued to the candidate, as the case may be, on surrendering the original grade card to the institute, without charging any fees.
- (e) The fee for revaluation may be refunded, if the application is not entertained and not processed for revaluation, and if the candidate concerned submits his or her request for a refund.
- (f) A candidate will receive an advantage from the revaluation only if the difference between the pre-and post-revaluation marks is greater than or equal to 5% of the maximum marks of the theory paper(s).
- (g) The revised marks obtained by the candidate after revaluation as accepted by the institute shall be taken into account for the purpose of amendment of his result in accordance with the relevant rules of the institute.
- (h) As a result of revaluation, if a candidate attracts the provision of condonation of deficiency of marks or grace marks, the same shall be applied to him as per the relevant ordinance(s).

- (i) **Important Note:** In any case that arises after the revaluation, the institute will not accept grievance applications or complaints against the marks or re-evaluator's handling of the re-evaluation of the answer book(s).

C. General Terms:

1. The evaluated or Re-evaluated answer book(s) shall be preserved in physical form by the institute for a period of four months from the date of the declaration of the result of the examination concerned (except 4-5 sample copies of the unevaluated answer books). The soft copies will however remain in the server.
2. If the last day of submission of the application happens to be a holiday to the institute, the next working day will be treated as the last day.
3. Incomplete or incorrect application forms and/or illegible entries and those submitted after the due dates shall be summarily rejected without any further reference and fees paid along with the application forms shall not be refunded.
4. Any question as to the interpretation or application of this order shall be decided by the Director of the institute whose decision shall be final and binding.

Special Note: *Any other point or rule not mentioned above will be appropriately discussed by the members of the BoE and the decision will be made accordingly.*

9 Annexure

9.1 Structure and Duties of BoE:

The BoE shall be the authority to deal with all matters relating to examinations and evaluation. The BoE shall also oversee the conduct of examinations in the Autonomous institute.

9.1.1 Structure:

The BoE shall consist of the following members, namely:

1. Director and Chief Controller of Examinations: Chairman
2. Director, BoE and Evaluation, Savitribai Phule Pune University, Pune: Member (SPPU Nominee)
3. Industry expert: Member
4. External Academician: Member
5. Dean, Academics: Member
6. Representative of the Head of Department: Member
7. Controller of Examinations: Member Secretary

9.1.2 Powers and Duties:

(As per Maharashtra Act No. VI of 2017, The Maharashtra Public Universities Act 2016, 48(3) panel of Maharashtra public university act 2016).

1. (a) To devise policy, mechanism and operational strategies to do the tasks relating to evaluation of the performance of candidates efficiently and in a timely manner.
- (b) To ensure proper organization of examinations and tests by the institute, including moderation, tabulation, evaluation, and timely declaration of results: Provided that, the BoE shall, for the purposes of this clause, give effect on the recommendations of the Board of candidates' Development and the Board of Sports and Physical Education, regarding alternative arrangements.
- (c) To prepare the financial estimates relating to examinations and evaluations for incorporation in the annual financial estimates (budget) of the institute and shall submit the same to the Finance and Accounts Committee.

- (d) To arrange for strict vigilance during the conduct of examinations so as to avoid use of unfair means by the candidates, teachers, invigilators, supervisors, etc..
 - (e) To establish procedures and devise an operational mechanism for credit evaluation of the modular structure by the teachers and use of computer technology for the entire process of evaluation, including creating and effectively using a repository of question banks.
 - (f) To ensure that the evaluation of answer books for the award of degree certificates shall be done centrally through the central evaluation system by following system of masking and de-masking answer books or any other alternative system for ensuring the objective of secrecy.
 - (g) To undertake examination and evaluation reforms in order to make examination and evaluation system more efficient.
 - (h) To appoint paper-setters, examiners, and moderators from amongst the persons included in the panels prepared by the respective Boards of Studies and, where necessary, having regard to the recommendations made by the committee under clause (5b) of sub-section (5), remove them or debar them approve a detailed program of examinations and evaluations as prepared by the Chairman, BoE.
 - (i) To approve a detailed program of examinations and evaluations as prepared by the Chairman, BoE.
 - (j) To consider the reports of this review of the results of institute examinations forwarded by the Chairman, BoE.
 - (k) To hear and decide the complaints relating to the conduct of examinations and evaluation.
 - (l) To exercise such other powers in relation to examinations and evaluations as may be assigned to it by or under this Act.
2. In case of any emergency requiring immediate action to be taken, the Chairman of the BoE or any other officer or person authorized by him in that behalf, shall take such action as he thinks fit and necessary, and shall report the action taken by him at the next meeting of the Board.
 3. (a) In order to appoint paper-setters, examiners, and moderators, the BoE shall constitute committees for every course consisting of,
 - i. Director, Chairperson;
 - ii. Dean, Academics, Member

- iii. Chairperson BoS, Member
- iv. Two members of BoS, Member
- v. The CoE, Member Secretary

The appointment of paper-setters, examiners, and moderators recommended by the Chairperson (BoS) and the other two members of BoS of the above committee of each BoS will be forwarded to the CoE for further approval. The appointment of paper-setters, examiners, and moderators will be finally approved by the Director, CoE, and Dean (Academics).

- (b) The committee shall prepare lists of persons for various examinations and tests, included in the panels to be prepared by the Board of Studies and shall submit them to the Director, who shall submit the same with his recommendations, if any, to the BoE, which shall then appoint paper-setters, examiners and moderators, and where necessary, referees.
 - (c) No member of the BoE or the committees constituted under this section shall be appointed as a paper-setter, examiner, moderator or referee: Provided that, the Director shall have power to appoint a member of the BoE or the committees constituted under this section, as a paper-setter, examiner, moderator, or referee where there is no teacher relating to such a course who is not a member of the BoE or the committees is available.
4. It shall be obligatory on every teacher and on the non-teaching employee of the institute to render necessary assistance and service in respect of examinations of the institute and evaluation of candidates as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the institute, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or non-teaching employees of institutions, to comply with the order of the institute in this respect, the Director shall have the power to take appropriate action against them, which may include imposing penalties, including suspension of approval to the appointment of a teacher, as may be prescribed by the statutes.
5. (a) In order to investigate and take disciplinary action for failure to comply with the order of the institute for rendering assistance or service in respect of examinations by or on behalf of the institution or evaluation of candidates or formal practices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers, or any other persons connected with the conduct of examinations, including the pre-examination stage, and the post-examination stage or at any stage whatsoever, the BoE shall con-

stitute a committee of not more than five persons, of whom one shall be the Chairperson.

- (b) Such a committee shall submit its report and recommendations to the Chairman, BoE, and the disciplinary action to be taken against the person or persons involved in the malpractices, directly or indirectly, and the Director, BoE shall proceed to implement the decision.

9.2 Examination Remuneration:

The remuneration for the examination work will be paid to all examiners, paper setters, and moderators, re-valuators etc. as per rates mentioned in tables (13) to (15) below.

Table 13: Remuneration for the conduct of theory examination

Sr.No.	Particulars		For the session of 2 or 3 hrs. (Rs)	For the session more than 3 hrs. (Rs)	For the session less than 2 hrs. (Rs)
1	Senior Supervisor	Per paper/session	200	260	130
2	Assistant Senior Supervisor	Per paper/session	155	215	120
3	Junior/Relieving Supervisor /Internal Vigilance Squad	Per paper/session	170	200	100
4	Stationery Store Clerk	Per paper/session	40	–	20
5	Peon	Per paper/session	70	90	20
6	Watchman	For twelve hours attendance	130	130	–
7	Sweeper/Hamal/Scavenger	Per paper/session	90	90	–
8	Water Charges	Per Exam season	2000	–	–
9	Electrician or Generator Operator	Per Exam season	1000	–	–
10	Xerox Operator (To be divided among operators if more than one)	Per paper/session	100	–	50

Table 14: Remuneration for the conduct of practical examination

Sr.No.	Examination	For Paper Setting per Paper (Rs)	For Examining per Paper (Rs)	Per Candidate (Rs)		
				PR	TW	OR
1	F.Y. & S.Y.	610	26	26	16	16
2	T.Y. & Final Year	610	26	30	22	22
3	M.Tech. (All branches)	885	36	50	26	–
4	M.Tech. (Seminar)	–	–	–	110	110
5	M.Tech. (Project Stage I)	–	–	–	216	216
6	M.Tech. Dissertation (Project Stage II) (per examiner)	–	–	–	426	426
7	MCA	675	20	–	–	220 Project & Viva per candidate per Examiner
8	T.Y & Final Year (In-semester Examination)	230	10	–	–	–
9	M.Tech. (All branches) (Elective Paper In-semester Examination)	455	16	–	–	–
10	MBA	675	20	120 per candidate per Examiner	–	–

Table 15: Remuneration for the conduct of seminar and project examination

Sr.No.	Examination	Subject	Rates of Remuneration per Candidate, distributed equally amongst the examiners (Rs)	
			TW	OR
1	T.Y. (All Branches)	Seminar	–	70
2	Final Year (All Branches)	Project	156	156
3	Final Year (All Branches)	Seminar	156	156

Local Convenience allowance for local external examiner is Rs. 200.

TA and DA to be paid to the external examiner from outside will be based on their pay scale and distance of travel.

It will be the responsibility of the CoE to get the audit done for remuneration bills

and to ensure the payment of remuneration to the concerned paper setters, examiners, moderators, junior supervisors, senior supervisors, etc., within the stipulated time.