

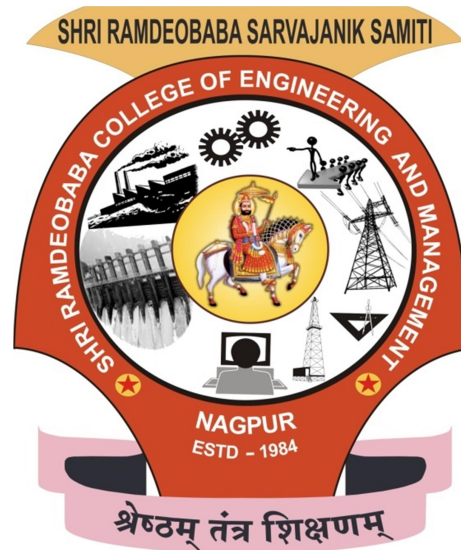
**SHRI RAMDEOBABA COLLEGE OF ENGINEERING**

**AND MANAGEMENT**

**NAGPUR**

An Autonomous College of Rashtrasant Tukadoji Maharaj

Nagpur University, Nagpur.



**EXAMINATION MANUAL**

**2020-21**

Published by

**Dr. R. S. Pande**

Chief Controller of Examinations

Shri Ramdeobaba College of Engineering & Management

Ramdeo Tekdi, Gittikhadan, Katol Road, Nagpur - 440013

Ph.: 0712-2580011 Fax: 0712-2583237

**An Autonomous Institution permanently affiliated to Rashtrasant Tukadoji  
Maharaj Nagpur University.**

**An ISO 9001:2015 Certified Institution.**

**NAAC Accredited with 'A' Grade.**

## Index

Sr.No.	Title	Page No.
1	Preamble	1
2	Examination Committee	3
3	Controller of Examinations	4
4	Coordinator DEC and In-charge First Year B.E.	6
5	Conduct of Test/Internal Practical Examinations/Continuous Evaluation	7
6	Submission of Examination Form	7
7	Eligibility Criteria regarding “Appointment of Paper Setter/Moderator/ Examiner/ Re-assessor/Practical Examiner”	8
8	Question Paper Setting and Moderation	10
9	Finalization of Internal Assessment (Theory & Practical), Grades of the Audit Courses and Incentives	12
10	Conduct of End Semester Examination	13
11	Examination Vigilance Squad	14
12	Dealing with the cases of Unfair–means	15
13	Assessment of Answer Books	17
14	Duties and Responsibilities of In-charge Spot valuation	17
15	Verification and Correction of Marks and Grade Moderation	18
16	Conduct of End Semester Practical Examination	19
17	Post-examination process of the Choice Based Credit System (CBCS) for M.Tech. Programmes	21
18	Project Evaluation	21
19	Tabulation Register Generation and Results Declaration	22
20	Provision of Grace Marks for Persons with Disabilities	22
21	Grade Cards of Students Availing Credit Transfer Scheme	23
22	Grade Cards to the Absorbed Students from Non-CBCS Pattern to CBCS Pattern in PG Programmes	23
23	Number of Attempts for the Courses Closed in a Semester	24
24	Grading System	25
25	Negligence/unfair means resorted to by paper setters, examiners, moderators, valuers, referees, teachers or any other persons connected with the conduct of examinations	26
	ANNEXTURE-I	
	ANNEXTURE-II	

## **1. Preamble:**

Shri Ramdeobaba College of Engineering And Management, Nagpur has been conferred and granted autonomous statuses vide Notification No. BCUD/J/2011/35, dated 13.4.2011 of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. The Institute has already constituted the Academic Council which has been conferred with powers and duties, one of which is to formulate the methodology of conduction of examination to evaluate the performance of the students.

## **I. Definitions:**

1. In these Rules and in other Rules relating to the examinations, unless there is anything repugnant in the subject or context :
  - i) “Academic Year or Year” means a year defined in the Ordinances/Regulations for UG & PG programmes.
  - ii) “Admission to an Examination” means the issuance of an admission card to a candidate in token of his having complied with all the conditions laid down in the Ordinances/Regulations of the Institute. Provided that a candidate who does not fulfill all the conditions may, at the discretion of a competent authority of the Institute, be admitted provisionally and, in case all conditions are not fulfilled by him, his admission shall be liable to be cancelled.
  - iii) “Applicant” means a person who has submitted an application to the Institute in the form prescribed for admission to an examination i.e. the Examination Form.
  - iv) “Candidate” means a person who has been admitted to an examination by the Institute.
  - v) “Collegiate Candidate” means an applicant who applied for admission to Examination through a Department in which he was prosecuting a regular course of studies.
  - vi) “Examinee” means a person who presents himself for an examination to which he has been admitted.
  - vii) “Examination” means an examination prescribed by the Institute under Ordinances/Regulations.
  - viii) “Examination Fee” means the fee prescribed by the concerned rules and includes the fee for Statement of grades, but does not include any other fee.
  - ix) An “Ex-student” is a person, who having once been admitted to an examination of this Institute, is again required to take the same examination by reason of his failure or

absence thereat and shall include a student who may have joined a College again in the same class.

- x) "Test Examination" means an examination conducted by a Department in accordance with the provisions made in Ordinances/Regulations.
  - xi) "End Semester Examination", "Make-up Examination" means an examination conducted by the Institute in accordance with the provisions made in Ordinances/Regulations.
2. In these rules unless a different intention appears.
- (a) Words referred to in masculine gender shall be taken to include a reference to feminine gender; and
  - (b) Words in the singular shall include the plural and vice-versa.

## **II. Rules:**

1. Save as otherwise specifically provided, the conditions prescribed for admission to examinations under these rules shall apply to all persons who wish to take the examinations of the Institute.
2. A Collegiate candidate desirous of taking an examination, unless otherwise provided in any rules, shall prosecute a regular course of study in the Department leading to the examination for which he applies for not less than the period prescribed in the Ordinances/Regulations.  

Explanation: 'Prosecution of a regular course of study' means attendance not less than 75% of the lectures delivered in each course and in practical work wherever prescribed.
3. Notwithstanding anything in any Examination Rules, the provisions shall apply in regard to the deficiency in attendance at lectures and practical for the course of studies, as per provisions R-17 & R-16 for UG & PG respectively of Ordinances/Regulations.
4. All candidates who have migrated from other Universities or Boards shall produce a Migration Certificate from the 'concerned University or Board' with their application for admission to End Semester Examination in this Institute.
5. Ordinarily the Syllabi and the scheme for the Examinations shall be published in the Prospectuses before the commencement of the academic year in which the programme commences.

6. The Academic Council shall notify the terms, vacations and holidays for the Academic year.
7. The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any course in which the Institute conducts examination shall be determined from time to time by the Academic Council after considering the recommendations of the Board of Studies. All changes in the Syllabi or in the scheme of examinations shall be notified for general information before the commencement of the Programmes leading to the examination.
8. No question shall be put at any Examination calling for or necessitating a declaration of religious belief on the part of the examinee. No answer given by an examinee shall be objected to on the ground of its giving expression to any particular form of religious belief.
9. All examinations except practical/Group Discussion and viva-voce shall be conducted by means of printed or cyclostyled question papers.
10. Except as otherwise provided under the rules relating to particular examinations, each paper shall be of three hour's duration.
11. In order to pass an examination, an examinee must satisfy the conditions laid down in the Ordinances/Regulations of the Institute.
12. Notwithstanding anything to the contrary in these rules, no person shall be admitted to Examination if he/she has already passed the same examination or an examination of another University which has been recognized as equivalent to that examination.

## **2. Examination Committee:**

Institute has constituted Examination Committee as per direction no. 3 of 2016 issued by Rashtrant Tukadoji Maharaj Nagpur University and the provision made in the XII Plan of U.G.C. guidelines for autonomous colleges. The examination committee shall consist of the following members.

- i) Principal (Chairman)
- ii) Three Regular Senior Faculty Members of the institute possessing teaching/research experience of more than Ten years.
- iii) Controller of Examinations, of Shri Ramdeobaba College of Engineering and Management, Nagpur as Member Secretary.
- iv) One Evaluation Expert nominated by the Principal.

## **2.1 Powers and duties of examination committee :**

- i) The committee shall ensure proper organization of all examinations related works including paper setting, moderation, exam conduction, evaluation, result processing and declaration of results.
- ii) The committee shall finalize the time table of regular and make-up examinations.
- iii) The committee shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means.
- iv) The recommendations of the Unfair Means Committee shall be placed before the Examination Committee. Examination Committee will finalize the recommendations of the Unfair Means Committee.
- v) To finalize the recommendations of the committee formed to deal with the cases of negligence/unfair means resorted to by paper setters, examiners, moderators, valuers, referees, teachers or any other persons connected with the conduct of examinations.
- vi) Undertake exercise towards examination reforms.
- vii) The committee shall meet at least twice during the academic year and such other times as may be required.
- viii) Two-third members shall constitute a quorum for examination committee. The meeting may be adjourned for the want of quorum, and then no quorum shall be required for such adjourned meeting, which will be conducted within 15 minutes.
- ix) The committee shall perform such duties and responsibilities that are assigned from time to time by Board of Management.

## **3. Controller of Examinations:**

The Controller of Examinations will be a permanent faculty member of the Institute, nominated by the Principal. The Controller of Examinations will form his/her team as per the guidelines given in the XII Plan of U.G.C. guidelines for autonomous colleges.

### **3.1 Duties of Controller of Examinations:**

1.
  - a) Controller of Examinations shall be appointed by the Principal and shall function autonomously under the Academic Regulations of the Institute.
  - b) Controller of Examinations shall be the principal officer-in-charge for conduct of examinations, assessment of answer books and declaration of the results. He/she shall discharge his/her functions under the superintendence, directions and guidance of the Principal.

- c) An autonomous Office of COE shall ensure confidentiality at every stage of the examination process. All the office bearers of the Office of COE and staff related to the examination shall give a declaration to the effect that none of their close/blood(first) relatives is/are appearing in the ongoing examinations.
2. Controller of Examinations shall be the member secretary of Examination Committee and the sub-committees appointed by the Examination Committee. He shall be responsible for prompt and proper implementation of the decisions taken by the committee(s).
3. The Controller of Examinations shall be responsible for making all arrangements necessary for holding examinations, assessment of answer books and declaration of results.
4. The COE shall be responsible:
  - a) to prepare and announce in advance the calendar of examinations;
  - b) to arrange for printing of question papers;
  - c) to arrange to get performance of the candidates at the examinations properly assessed and process the results;
  - d) to arrange for timely publication of results of examinations;
  - e) to postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons alleged to have committed malpractices;
  - f) to take disciplinary action wherever necessary, connected with examinations, against the candidates, paper setters, examiners, moderators, or any other persons and found guilty of malpractices in relation to the examinations.
5. The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him from time to time, by Examination Committee.
6. For smooth functioning of the above, the Principal shall depute a senior faculty member as Officer in Charge to assist COE for:
  - a) Conduct of Examination
  - b) Central Assessment of Answer papers.

Various formats in the examinations cell will have following nomenclatures

A - Admission/Administration

E - Examination



F - Finance

R – Result

#### **4. Coordinator DEC and In-charge First Year B.E.:**

HOD may nominate a senior teacher from his department to act as Coordinator DEC for one academic year. However, for First Year B.E. (Sem-I and Sem-II), the In-charge First Year B. E. shall be the Coordinator of DEC. In-charge First Year B.E. will be appointed by Principal for two years. The name of DEC and In-charge First Year B.E. will be communicated to COE.

The Coordinator DEC / In-charge First Year B.E.,

- i) Shall act as coordinator for conducting test/practical examinations.
- ii) Shall be responsible for smooth and proper conduction of test/practical examinations.
- iii) Shall prepare and display a copy of time table for test/practical examinations on the notice boards of the respective departments and circulate the same amongst the course teachers and the departments concerned.
- iv) Shall prepare the time table in such a way that examination for a course common to different branches will be conducted on the same date and time. A list of such common course(s)/subject(s) with this effect shall be provided by the office of COE from time to time.
- v) Shall make necessary seating arrangement of students for test examinations. No two students appearing for examinations in the same course should be seated side-by-side on the same bench/table.
- vi) Shall make necessary arrangements for setting up the question papers of all courses for the test examinations.
- vii) Shall inform, well in advance, to the teacher concerned about schedule of examination, if he/she belongs to the other department.
- viii) Shall ensure to make available sufficient number of copies of each question paper submitted by the respective course teacher in a sealed envelope to him/her.
- ix) Shall take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination.
- x) Shall receive :
  - a. Blank answer-books bearing serial numbers,
  - b. Relevant formats, from the office of COE & acknowledge the receipt of the same.

- xi) Shall submit the account of total answer-books received, answer-books used during examination, spoiled answer-books & the number of answer-books returned to the office of COE after completion of the said examination.
- xii) Shall receive the cases of misbehavior, malpractices, use of unfair means etc. from the invigilator and forward the same to the concerned HOD.
- xiii) Shall check the answer books received from invigilators as per attendance record submitted by the invigilators and arrange them according to roll numbers.
- xiv) Shall make necessary arrangements for the evaluation of Test Answer Books.
- xv) Shall instruct concerned course teachers/valuer(s) to complete the valuation work as per the provisions made in R-19.1 (a) & R-18.1 (a) of the ordinances/regulations for UG & PG respectively.
- xvi) Shall instruct concerned course teachers/valuer(s) to display the marks and schedule for answer book showing to the students. The teachers/valuer(s) should take the signature of the concerned students on the valued answer books at the time of showing the answer books to the students.

Grievances, if any, shall be addressed by the HOD on application of the students. Correction(s) in marks, if any, should be incorporated and the marks should be entered in the MIS by the concerned course teachers/valuer(s).

#### **5. Conduct of Test/Internal Practical Examinations/Continuous Evaluation:**

- i) All Test /Practical Examinations shall be conducted as per the schedule given in the Academic Calendar and as per the Examination Scheme given in the Ordinances/Regulations for UG/PG.
- ii) Head of the Department/In-charge, First year B.E. shall be the Coordinator of Departmental Examination Committee (DEC). PG Coordinator, appointed by the HOD, for M. Tech. Programme shall be the member of DEC.

#### **6. Submission of Examination Form:**

- i) Exam fees of regular students for both, odd and even semester examinations will be collected along with the admission fees. Ex-Student shall pay the examination fees online after declaration of the examination form submission date.
- ii) For regular students examination form will be auto-filled from examination section. Ex and DC student shall fill examination form online after declaration of the date.

They will take a print out of the same and keep with them as a proof of online submission.

- iii) Students will be allowed to fill the exam form after the notified last date with late fees and super late fees. Exam forms will not be accepted once the last date with the super late fees expires.
- iv) A candidate who is unable to present himself for any examination shall not receive a refund of his fees.
- v) The HOD/DEC shall mark a student “Detained”, if the student is detained. This shall be approved by Dean Academics and Principal.
- vi) Similarly Dean Admissions shall have right to withhold result of any student for any reason related to admission. He shall mark “With-held” against the student name in MIS. He only shall be able to revoke the withhold remark.
- vii) Programme/Semester wise Admit cards (Hall Tickets) should be printed and distributed to the students before commencement of the examination.
- viii) If a candidate suppresses some vital information and tries to appear at an examination for which he is not due, the total amount of fee paid by him shall be forfeited. He shall further be asked to appear before the disciplinary action committee constituted by the Principal. The decision of the disciplinary action committee will be final in his case.

**7. Eligibility Criteria regarding “Appointment of Paper Setter/Moderator/ Examiner/ Re-assessor/Practical Examiner”:**

- i) The “Examiners’ Appointment Committee” will finalize the panel of the Paper Setter/Moderator/Examiner/Re-assessor/Practical Examiner for one academic year in the beginning of Academic Session.
  - a. Committee for the boards except that of the Applied Sciences board (First Year B.E.) shall comprise of Chairman BOS and a member nominated by the respective BOS.
  - b. Committee for Applied Sciences board (First Year B.E.) shall comprise of Chairman BOS, HOD Physics, HOD Chemistry, HOD Mathematics and HOD Humanities.
- ii) The Paper Setter/Moderator/Examiner/Re-assessor/Practical Examiner shall be appointed by Chairman of respective BOS/HOD in the same chronological order. The

- person appointed to perform such work shall have relevant qualification enforced from time to time, and shall be a regular employee of a College/Organization.
- iii) The Paper Setters shall have at least five years of teaching experience and at least one-year experience of teaching the course for which appointment is to be made. In case the Paper Setter is appointed from Industry/Organization/Field, he/she shall have at least two years of professional experience in the relevant field.
  - iv) The Moderator shall have at least seven years of teaching experience in the respective program for which appointment is to be made. In case the moderator is appointed from outside the Institute he/she must have at least seven years experience in the relevant field.
  - v) The Practical Examiner (Internal/External) shall have at least three years of teaching experience. In case the Examiner is appointed from Industry/Organization/Field he/she shall have at least two years of professional experience in the relevant field.
  - vi) However, if a person is not available as per the norms mentioned in (iii), (iv) & (v) of 4 above, as an exceptional case, the norms may be relaxed for the appointments with prior written approval from the Principal.
  - vii) No person can claim appointment as Paper Setter/Moderator/Examiner/Re-assessor or any other appointment related to examination work as a matter of right.
  - viii) The appointments as Paper Setter/Moderator/Examiner/Re-assessor/Practical examiner shall be made as per the following guidelines.
    - a. Appointment of paper setter and moderator shall be made at least two months before the end semester examination.
    - b. Appointment of assessor shall be made fifteen days before the end semester examination.
    - c. Appointment of Internal/External examiner for practical/project/viva/seminar shall be made fifteen days before the scheduled examination.
  - ix) In case the Paper Setter/Assessor/Re-assessor/Practical examiner is from outside the Institute he/she shall communicate his/her acceptance immediately. However, if it is not possible for him/her to accept the said appointment he/she shall communicate the same to the concerned authority immediately and in case of Practical Examination at least a week before the date of examination. In case no communication is received from Paper setter/Moderator/Examiner/Re-assessor/Practical Examiner within prescribed time limit it may be presumed that the appointment is not accepted.

- x) The Paper Setter/Moderator/Examiner/Re-assessor shall follow all the directions given by the Academic Council from time to time with regards to pattern of question papers, setting of question papers, model answers scheme of marking etc.

### **8. Question Paper Setting and Moderation:**

Question paper for the end semester examination shall be of 60 marks and maximum duration shall be of 3 hours respectively. However, for some course(s)/subject(s) the duration may vary as mentioned in the curriculum.

1. Paper Setter(s) shall set the question paper as per the pattern and template prescribed by the college from time to time.
2. The Paper Setter shall ensure strict confidentiality and shall not disclose his/her appointment.
3. The Paper Setter/Moderator of Institutes other than RCOEM shall submit his/her willingness/unwillingness to the authority within seven days from the date of receipt of the letter of appointment. Provided that if no communication is received from the Paper Setters/Moderators within the prescribed time limit, it will be presumed that the appointment has not been accepted by the concerned teacher(s)/person(s) as the Paper Setters/ Examiners/Moderators.
4. The faculty members of Shri Ramdeobaba College of Engineering & Management, Nagpur cannot refuse to accept the assignment of the examination work. However, if there is a genuine inability in accepting the appointment, the concerned faculty member shall communicate reasons in writing to the Controller of Examinations within the prescribed time limit. The Controller of Examinations shall place the letter received from the faculty member for the consideration before the Examination Committee.
5. The Paper Setter shall submit one/two paper sets as has been mentioned in the appointment letter.
6. Nature of question paper should be precise. Paper setter should design the question paper such that,
  - i) questions are written with simple, straight forward and meaningful wordings;
  - ii) questions are unambiguous;
  - iii) questions should be commensurate with the marks allotted;
  - iv) question paper covers the entire syllabus of the course;
  - v) the full question paper can be answered within the stipulated time allotted for it;

7. Paper Setter(s) shall not repeat the same question in the same/different set(s).
8. Paper Setter(s) shall not set question(s) outside the scope of the syllabus.
9. Questions should be set in such a way that it will test the skill of applying the knowledge acquired, rather than testing the memory or merely book information.
10. Marks shall be indicated on the right side of sub-question or the question.
11. Course outcomes should also be marked on the right side of sub-question or the question.
12. In order to have uniformity in the assessment of answer books, for the courses where more than one valuer is involved, the course coordinator should conduct a meeting of all the valuers and brief them with regard to the scheme of marking for the theoretical questions as well as questions involving numericals.
13. The Paper Setter should specifically mention the charts, tables, IS codes, data books etc required, if any, for the examination.
14. Paper Setters shall submit a declaration form (Form No.: COE/E/107(1)) to the COE office.
15. Moderators shall submit a declaration form (Form No.: COE/E/107(2)) to the COE office.
16. Paper setting and moderation process will be as under:
  - i) COE will send mail to Chairman BOS/HOD/DEC of all the departments regarding number of paper sets required instructions for setter and moderators, declaration form, question paper template and the last date for submitting the sealed envelopes containing print out of the moderated question papers.
  - ii) DEC will appoint duties for paper setting and moderation in MIS as per the panel approved by the BOS. Accordingly email and message will be sent to the paper setter and moderator through MIS.
  - iii) A paper setter may be assigned duty for setting maximum two sets of the same subject.
  - iv) For all the courses only single moderation is required. Paper setter of a subject cannot be a moderator for the same question paper set i.e. for a particular set of a subject, paper setter and moderator should be different.
  - v) Paper should be set in the question paper template only.
  - vi) When paper set is ready by the setter, moderator and paper setter should sit together and complete the moderation work.

- vii) They will take the print out, and ensure that all the questions, marks, figures, equations etc are properly printed. This print out will be signed by the paper setter, moderator and Chairman BOS/HOD. This shall be sealed in the envelope issued from COE office, and submitted to Chairman BOS/HOD/DEC.
- viii) Paper setter and moderator must ensure that the material related with the question paper set is destroyed completely.
- ix) Chairman BOS/HOD/DEC will submit all envelopes of question paper sets of their department, list of paper setters and moderators and the declaration form by the paper setter and moderator to the COE office.

**9. Finalization of Internal Assessment (Theory & Practical), Grades of the Audit Courses and Incentives:**

**9.1 Internal Assessment (Theory & Practical):** After freezing the internal marks (theory, practical, seminar, project etc) consolidated as well as subject wise print out should be taken. Final internal marks should be shown to the students and their sign should be taken on this consolidated statement. Correction(s) in marks, if any, should be incorporated in the MIS. A copy of corrected final internal marks signed by the subject teacher and HOD should be sent to the COE office before the last date notified from COE office. After submission of these marks to the office of COE, alteration/correction in marks shall not be accepted. Any change in the marks submitted shall be accepted by COE in exceptional cases only, after approval from the Principal.

**9.2 Grades of the Audit Courses:** Grades of the audit course should be entered by the concerned faculty. A copy of grades with the students name/roll number signed by the concerned teacher and HOD should be sent to the COE office before the last date notified from COE office. After submission of these grades to the office of COE, alteration/correction in grades shall not be accepted. Any change in the grades submitted shall be accepted by COE in exceptional cases only, after approval from the Principal.

**9.3 Incentives:** Incentives for the extracurricular activities should be entered by HOD, Sports in MIS and signed hard copy of the same should be sent to the COE office before the last date notified from the COE office. Academic incentives will be given by the departments. Hard copy of the same duly signed by the HOD will be sent to the COE office before the last date notified from the COE office. After submission of the incentive points to the office of COE, alteration/correction in incentives shall not be accepted. Any change shall be accepted by COE in exceptional cases only, after approval from the Principal.

## **10. Conduct of End Semester Examination:**

### **10.1 Appointment of Officer-in-Charge and Co-officer-In-charge:**

Principal shall appoint senior teachers of Institute to act as Officer in-Charge and Co-officer-in-Charge for smooth and proper conduction of End Semester Examination. End Semester Examination for all Programmes shall commence on the day as per academic calendar and the time-table prepared by COE and approved by Examinations Committee. However, in case of any contingency, the COE is empowered to reschedule any examination.

### **10.2 Duties & Responsibilities of the Officer-in-Charge:**

- i) Communicate with Station Officer, Police Station, Gittikhadan, Katol Road, Nagpur for keeping the Police 'Bandobast' during the Examination.
- ii) Prepare master plan of seating arrangement, with regards to total number of students appearing for the examination.
- iii) Appoint invigilators, and administrative staff for conduct of examinations,
- iv) Receive blank answer books bearing serial numbers and sealed packets containing question papers and keep them in his personal custody.
- v) Check the name of examination, course (subject), paper, date & time printed on the envelope with the examination time-table prior to conduction of examination.
- vi) Open the sealed packets of question papers, 30 minutes before the start of Examination, both OIC and Co-Officer-in-charge should sign the packet in presence of two witnesses on each day of Examination.
- vii) Open only those question paper packets which are required on a particular day and shift as is given in the time-table of the Examination.
- viii) Give the memorandum of instruction to invigilators as received from the COE office and ask them to scrupulously follow the same.
- ix) Display the examination related instructions for student as received from the COE office at appropriate places.
- x) Take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination.
- xi) Submit the account of total answer-books received, answer-books used during examination, spoiled answer-books & the number of answer-books returned to the office of COE after completion of the examination.
- xii) Receive the cases of misbehavior, malpractices, use of unfair means etc from the invigilator and forward the same to the office of COE.



- xiii) Provide at his/her level the facility of amanuensis/writer to the blind examinee with extra time of one hour and to the physically handicapped examinee with extra time of half an hour over and above the stipulated time limit of the paper to write answers after verifying the Medical Certificate issued by the Civil Surgeon/Orthopedic Surgeon. The writer should be lesser qualified than the blind/physically handicapped student.
- xiv) Provide at his/her level the facility of giving extra half an hour, over and above the stipulated time of the paper, to write answers during the examination to the paraplegics, orthopedically handicapped students who have hand co-ordination problem and to the visually handicapped students after verification of Medical Certificate issued by the Civil Surgeon/ Orthopedic Surgeon.
- xv) Send to the Controller of Examinations a list of concerned writers and examinees to whom the facilities under paras 13 & 14 above have been provided at the centre.
- xvi) Enter the roll numbers of the absentees in the MIS and send the absentee record to the COE office and spot valuation centre.
- xvii) Check the answer books received from invigilators as per attendance record submitted by invigilators and arrange them according to the roll numbers.
- xviii) Submit the answer papers to the Spot-Valuation Centre immediately after completion of that paper.
- xix) Prepare the statement of remunerations to be paid to the staff involved in the end semester examination as per the rules. Remuneration shall be paid to the staff after the examination is over and account of payment shall be submitted to the accounts office within a week.

## **11. Examination Vigilance Squad:**

### **11.1 Appointment of Vigilance Squad:**

- i) Chief Controller of Examinations shall appoint a team comprising of Senior Faculty members of the Institute to act as members of Vigilance Squad.
- ii) The vigilance squad shall consist of male & female faculty members of the Institute.

### **11.2 Duties of Vigilance Squad:**

- i) Make physical verification of students appearing for the examination. However, the verification of all female students shall be carried out by female faculty member only.

- ii) Ensure that the examinee does not carry with him/her any cell phone/mobile phones, book(s), written/printed papers or any other objectionable material in the examination hall.
- iii) Ensure that the examinee does not write anything on the question paper supplied to him/her.
- iv) Conduct themselves at the examination centre with utmost caution, courtesy and respect, without causing any kind of commotion, which may disturb the examinees.
- v) Not cause any kind of harassment either to the students or to any of the officials of the examination center.
- vi) Inspect the examination center regularly, go for surprise checking on and often to ensure that the arrangements made for the conduct of examinations are proper and adequate.
- vii) Initiate action to curb malpractices like copying, possession of in-discriminatory materials related to examinations, as per the rules and guidelines framed.
  - a) The vigilance squad shall report the cases of malpractices detected to the OIC for necessary action and subsequently inform the same to COE.
  - b) The vigilance squad shall carry out any other duties assigned by the COE from time to time for the smooth conduction of the examinations.
  - c) The vigilance squad shall not release any press statement under any circumstances.

## **12. Dealing with the cases of Unfair–means:**

Unfair Means Committee will be constituted by the Principal for each academic year to deal with the cases of alleged misconduct and use of unfair means by the students in all the examinations conducted by the Institute. This committee will consist of three members; one out of three members will be the Chairman of the Committee. The committee shall have one student member nominated by the Principal in consultation with Dean, Students Affair for one academic year.

As soon as a student is indentified by the invigilator or by the authorized person, of having resorted to unfair means his answer book shall be seized. The papers (hand written/printed/photocopied etc) found in possession of the student shall be signed by the student, Invigilator and Officer-in-Charge and tagged with his/her answer book in candidate's presence. If mobile phone/any electronic gadget is found in possession of the student, it should be seized and sealed in an envelope. The envelope shall be signed by the student, Invigilator and Officer-in-Charge. The OIC shall ask the candidate to make a statement in

writing, explaining his/her conduct. In case the candidate refuses to do so, the fact of his/her refusal shall be recorded by the OIC, which should be attested by at least one invigilator on duty. In the case of practical tests/ performance tests on PCs the act of using unfair means should be recorded by the internal examiner. Evidence in the form of softcopy/photostat/photograph etc should be submitted along with the statement of the student.

**At least one member of the student welfare and counseling cell shall be present during the examination period. All cases of unfair means shall be referred to the counselor and the student will be asked to meet the counselor at the end of the paper, on the same day, in which he / she was caught using unfair means. The report of the counselor shall be a part of the unfair means document. The counselor (s) shall be invited to attend the meeting of unfair means committee.**

After completing all above formalities, a fresh answer book shall be given to the student for completing the examination. **He/she must be informed that he/she need not repeat the questions he/she has solved in seized answer book; he/she may solve the remaining part of the question paper.** After a particular test/examination session is over, these answer books (duly marked I & II with Red ink) and the envelope containing the seized electronic gadget/mobile phone shall be sent separately to the Controller of Examination along with the report.

After the examination in all the theory and practical courses is over, the Unfair Means Committee shall enquire into the cases of attempt of unfair means in the examinations. COE office will intimate the date, time and venue to the students by sms/email/notification on the college web-site, for appearing before the Unfair Means Committee. Unfair Means Committee will interrogate the student one by one and indentify clearly the category of nature of offence as listed in the **ANNEXTURE-I** of the Examination Manual. If the student fails to report on the specified date and time, committee will take the decision on the basis of reports available. The Unfair Means Committee shall submit its recommendations to the Examination Committee for consideration and necessary orders. The Examination Committee will finalize the recommendations of the Unfair Means Committee.

- NOTE:**
- 1.** Broad categories of unfair means resorted to by students at the examinations and the quantum of punishment for each category thereof is given in the **ANNEXTURE-I** of the College EXAMINATION MANUAL.
  - 2.** In case any discrepancy arises **regarding definitions only** then Ordinance No. 17 of 2008, of R.T.M. Nagpur University may be referred.

### **13. Assessment of Answer Books**

Assessment of answer books shall be done at the central place (except for Choice Based Credit system of all the M.Tech. programmes), the Spot Valuation Centre.

1. Principal, in consultation with COE, shall appoint a senior faculty member as Incharge, Spot Valuation Centre. He may depute a faculty member to act as Assistant to the Incharge-Spot valuation.
2. The Incharge-Spot valuation, shall select his/her team with the approval of Principal. He/she shall be responsible for smooth and timely completion of the assessment of answer books.
3. The Principal, in consultation with Incharge-Spot valuation & COE, shall appoint a Officer to supervise the job of masking/demasking of answer papers and entry of marks in the roll list.
4. Normal working hours of Spot Valuation Centre shall be from 10.00 am to 5.00 pm. Considering the quantum of work and valuation schedule, working hours may be extended as and when it is needed.
5. DEC will enter the subject wise valuer list in the MIS for all the subjects under his board. He will take the print out of the list of valuers and send one copy to COE office and one copy to spot valuation incharge, duly signed by Chairman BOS/HOD.
6. In order to have uniformity in the assessment of answer books, for the courses where more than one valuer is involved, the course coordinator should conduct a meeting of all the valuers in the department/spot valuation centre and brief them with regard to the scheme of marking for the theoretical questions as well as questions involving numerical.

### **14. Duties and Responsibilities of In-charge Spot valuation:**

- i. Receive the time table of the examination and formats from the office of COE.
- ii. Receive the answer books from the Officer In-charge Examinations, in sealed envelopes/bundles, count them and process them for masking.
- iii. Make bundles of 30 answer books each, for every course (subject).
- iv. Issue a bundle of 30 answer books to the valuer and insist that valuer should complete the valuation of 30 answer books in a day.
- v. Instruct the valuer to use red ink for valuation of answer books, write their name & put their signature on each answer book after valuation.
- vi. Instruct the room supervisor to accept the bundle of valued answer books from the valuer.

- vii. Process the answer books for de-masking.
- viii. Instruct the data entry operator to enter the marks in MIS and generate the foil.
- ix. Instruct the Dy. Spot Valuation In-charge to put his signature on foil after verifying entries of marks with the marks allotted in the answer book.
- x. Arrange the valued answer books roll number wise, course (subject) wise, branch wise and semester wise.
- xi. Send a copy of foil in a sealed envelope, bundle wise, to the concerned department along with respective bundle of valued answer books.
- xii. Prepare the statement of remunerations to be paid to the staff involved in the spot valuation centre as well as to the valuers and submit the details of accounts to the finance officer in the format prescribed and a copy of same should be sent to the COE for maintaining the records.

**15. Verification and Correction of Marks and Grade Moderation:**

- i) After receiving the answer copies and foil the valuer has to check the entry of marks in the foil from the answer copies. If there is any typographic error from data entry operator, it should be manually corrected in the foil.
- ii) A copy of corrected marks should be displayed on the notice board with date and time for answer paper showing to the students
- iii) After showing the paper to the students, take the sign of the student on the answer book as well as on the foil.
- iv) After paper showing grievances, if any, should be addressed by the valuer in co-ordination with the HOD/Chairman BOS. Marks after grievance redress should be shown to the students.
- v) All the fields of Grievance form should be properly filled and the grievance forms should be retained in the department.
- vi) Enter the marks in MIS through HOD log-in and generate the updated foil.
- vii) Result processing and Grade Moderation should be done in MIS through HoD log-in. System will calculate the mean, standard deviation and grades as per the norms.
- viii) Valuer/course coordinator will do the grade moderation. Departmental grade moderation committee will finalize the grade.
- ix) After finalization, the grades should be displayed to the students.

- x) Answer books, foil and the hard copy of the grade moderation report duly signed by the valuer/course coordinator and Chairman BOS/HOD should be sent to the COE office.
- xi) One copy of foil and grade moderation report should be kept with HoD.

**16. Conduct of End Semester Practical Examination:**

- i) There shall be one End Semester Practical Examination, as specified in scheme of the programme.
- ii) Mode of examination for non performance type of practical shall be declared by the course coordinator in the beginning of the session. Type of practical course i.e. performance type or non performance type shall be decided by the respective BOS.
- iii) Time table for practical examination pertaining to a programme shall be prepared by the coordinator DEC as per the slot provided by the COE according to the schedule mentioned in the Academic Calendar. Coordinator DEC shall submit the copy of time table to COE, for information.
- iv) There shall be an Internal Examiner and External Examiner to conduct the End Semester practical examinations as well as project evaluation.
- v) The Internal and External Examiner shall be appointed by the Chairman of the respective BOS/HOD. DEC will enter the list of Internal and External Examiner in MIS. If, external examiner listed in the panel fails to turn up for the examination for whatsoever may be the reason, the concerned Chairman BOS/HOD in consultation with Coordinator DEC shall make necessary alternative arrangement from the list of examiners. In case no examiner is available from the panel given, then the Coordinator DEC is empowered to make any other suitable arrangement with the consent of Chairman BOS/HOD. DEC will print the list of subject wise Internal and External Examiners and send it to COE office duly signed and stamped by Chairman BOS/HOD.
- vi) The Coordinator DEC, shall act as coordinator for conducting practical examinations of their respective departments and shall be responsible for various related activities. He/she may take the assistance of staff members of his/her department for this purpose.
- vii) Respective Coordinator DEC shall prepare detailed timetable (batch wise) for the practical examination. A consent of Heads of other Departments shall be taken, if necessary, to avoid overlapping of schedule or any other problem.

- viii) The Coordinator DEC, shall appoint staff for practical examination as per the following structure and shall forward the copy of the same to coordinator examination:
- a. Internal Examiner: One for each practical course (subject), preferably the course teacher, as approved by Chairman BOS/HOD.
  - b. External Examiner: One for each practical course, as approved by Chairman BOS/HOD.
  - c. Teacher assisting the internal examiner: One for each practical course.
  - d. Laboratory Assistant: One for each practical course.
  - e. Laboratory Attendant: One for each practical course.
- ix) Internal examiners along with supporting staff shall make all the necessary arrangements of equipments/laboratory setup required for conducting practical examination in their respective course(s).
- x) The marks of the practical examination shall be allotted by the External and Internal examiners in consultation with each other. Judgment of the External examiner being treated as final in case of difference of opinion between them.
- xi) The marks should be entered in MIS and foil should be generated. The External and Internal examiners both shall sign each page of the foils showing the final marks allotted to the examinees.
- xii) Result processing and grade moderation should be done as per the procedure mentioned in vii, viii and ix of 15.
- xii) One copy of foil, grade moderation report and attendance should be kept with HoD.
- xiii) Answer books, foil, attendance and the hard copy of the grade moderation report duly signed by the valuer/course coordinator and Chairman BOS/HOD of all the courses of a semester should be sent to the COE office together when the practical examination of a particular semester is over.
- xiii) The Coordinator DEC shall prepare the estimate for T.A./D.A. and remunerations of external examiners, internal examiners and other staff involved in the practical examination as per the rules. T.A./D.A. and remuneration to the external examiners shall be paid as per rules and regulations, after the examination of the respective course is over. Remuneration to internal examiners and other staff shall be paid after completion of the practical examination and account of payment shall be submitted to the account office within a week.

**17. Post-examination process of the Choice Based Credit System (CBCS) for M.Tech. Programmes:**

- i. After the examination of a course is over, Officer In-charge (OIC) will send the answer papers to the respective department. OIC will send a record of number of students present, absent and roll number of absent students to the department as well as to the COE office.
- ii. In the department HOD will make the arrangements for receiving the answer papers, keeping it in safe custody and distributing it to the valuers.
- iii. The valuation of the answer papers will be done in the department. Department may decide it to have centralized or de-centralized valuation. Faculty members will have to do the valuation **in the department only**.
- iv. After the valuation is over, the valuer should display the marks as well as date and time of paper showing to the students.
- v. After showing the paper to the students, he should take the sign of the student on the answer book as well as on the foil.
- vi. Grievances; if any should be addressed by the valuer in co-ordination with the HOD. Marks after grievance redress should be shown to the students.
- vii. The marks should be entered in GEMS by the valuer/course coordinator. Result processing should be done in the GEMS. System will calculate the mean, standard deviation and grades as per the norms.
- viii. Valuer/course coordinator will do the grade moderation. Departmental grade moderation committee will finalize the grade.
- ix. After finalization, the grades should be displayed to the students.
- x. Answer books and the hard copy of the grade moderation report duly signed by the valuer/course coordinator and Chairman BOS/HOD should be sent to the COE office.
- xi. Gazette, Tabulation Register (TR) and grade cards will be generated in COE office and result will be declared.

**18. Project Evaluation:**

**18.1. For B.E. Programme:** The evaluation of project work shall be done as per R-30 of Ordinance/Regulation for UG programme.

**18.2. For M. Tech. Programme:** The evaluation of project work shall be done as per R-30.1 of Ordinance/Regulation for PG programme.



**18.3. For MBA Programme:** The evaluation of project work shall be done as per R-30.2 of Ordinance/Regulation for PG programme.

**18.4. For MCA Programme:** The evaluation of project work shall be done as per R-30.3 of ordinance/regulation for PG programme.

**18.5. For MBA Integrated Programme:** The evaluation of project work shall be done as per R-30 of Ordinance/Regulation for MBA Integrated Programme.

**19. Tabulation Register Generation and Results Declaration:**

- i) Statement of internal marks (theory and practical) should be generated through MIS after freezing. These internal marks will be used for TR generation in the COE office. HOD should send a copy of internal marks (theory and practical) duly signed by subject teacher and HOD.
- ii) After final grade moderation the report will be sent to the COE office duly signed by subject teacher/course coordinator and HOD.
- iii) After receiving grade moderation report from department, provisional TR is generated by MIS and placed before the Scrutiny Committee for verification of entry of marks.
- iv) After corrections, if any, TR is placed before Examination committee for approval.
- v) After approval, Gazette, TR and grade cards are generated through MIS. Result is announced from COE office through MIS/declared on college web site and gazette is sent to the registrar office and to the respective departments.

**20. Provision of Grace Marks for Persons with Disabilities:**

With reference to the Government Resolution No. संकीर्ण -2016 / प्र.क. 302 / विशि-3 , dated the 4<sup>th</sup> March 2017, the college authority has issued the Direction governing facilities to be extended to Persons with Disabilities (दिव्यांग) as per Govt. Resolution. As per this GR, Divyang Students will be given grace marks of 3% of the total marks. Grace marks will be provided only when such student **passes all the courses of a semester** after availing the grace marks of 3%. When such students pass with grace marks then \* mark will be given as superscript to the subjects in which grace marks are provided and in the grade card meaning of \* mark will be written as under:

\* Pass with Grace Marks as per GR No.: Misc-2016/P.K. 302/UE-3, Dt: 4 March 2017.

## **21. Grade Cards of Students Availing Credit Transfer Scheme:**

Following procedure will be followed for preparing the grade cards of students availing credit transfer scheme.

- i. Student will have to submit the copy of grade card received from the college where he/she has completed semester/semesters under credit transfer scheme. This copy of the grade card should be signed by HoD of concerned department of our college.
- ii. Grade cards from CoE office will be issued as per the equivalence scheme.
- iii. In the grade card for non-equivalence subject # mark will be put and note will be written:  
# Credit transfer case. Completed \_\_\_\_\_ Sem B.E. at \_\_\_\_\_ (College name).
- iv. Equivalent grades, credits and credit points will be printed in the grade card. Equivalent grades will be obtained from the credit points he/she has received in the corresponding course. If the credit points are less than minimum passing credit points of our college, then minimum credit points required for passing in our college will be considered and corresponding grade will be awarded.
- v. If credits are not complete after an exam, only SGPA will be printed in the grade card and CGPA will not be printed.
- vi. Existing DC rules will not be applicable for credit transfer cases.

## **22. Grade Cards to the Absorbed Students from Non-CBCS Pattern to CBCS Pattern in PG Programmes:**

The student, from non-CBCS pattern, desirous of seeking absorption and admission in CBCS pattern, has to fulfill the prevailing promotional norms of CBCS pattern to become eligible for admission. Such students have to clear the backlog subjects (courses) if any, by appearing for the respective examinations of the college. For the non-CBCS courses closed before academic year 2017-18, maximum four consecutive available attempts starting from Regular Winter 2017 (as and when the examination is conducted) examination will be provided to pass the backlog non-CBCS courses whereas for the non-CBCS courses closed from academic year 2017-18 and onwards, maximum four consecutive available attempts starting immediately after the closure of the course (as and when the examination is conducted) will be provided. For the courses (compulsory/elective/any other) of all PG and UG programs which are closed by the respective department in a semester from 2017-18 academic session and onwards, after the immediate make-up examination from closure of course, maximum

four consecutive available attempts will be provided (as and when the examination is conducted) to pass these courses.

Thereafter, the End Semester evaluation pattern/ conduction method shall be decided by respective Board of Studies for such courses only. On successful completion of the course as per the evaluation pattern decided by BoS, the student shall be awarded grade not higher than 'BC' based on his/her performance. In addition, all above students desirous of seeking absorption and admission in autonomous CBCS pattern, also have to pass new courses if any, introduced in earlier semesters of the autonomous CBCS pattern. Such additional courses shall be treated as audit courses and he/she will have to pass by earning 'Satisfactory Grade' in those courses. These audit courses will not be mentioned in the grade cards. However for such courses a certificate from the concerned Chairman BoS/HoD will be submitted to CoE office. Without this the results of such students of that semester will not be declared and grade card will not be issued.

To such students semester-wise grade cards will be issued which will belong to the respective scheme in which he/she has passed the semester courses and following remark will be put on the grade card of CBCS scheme:

Absorbed in Choice Based Credit System in ----- semester.

### **23. Number of Attempts for the Courses Closed in a Semester:**

For the courses closed before academic year 2017-18, maximum four consecutive available attempts starting from Regular Winter 2017 (as and when the examination is conducted) examination will be provided to pass the backlog courses whereas for the courses closed from academic year 2017-18 and onwards, maximum four consecutive available attempts starting immediately after the closure of the course (as and when the examination is conducted) will be provided. For the courses (compulsory/elective/any other) of all PG and UG programs which are closed by the respective department in a semester from 2017-18 academic session and onwards, after the immediate make-up examination from closure of course, maximum four consecutive available attempts will be provided (as and when the examination is conducted) to pass these courses.

Thereafter, the End Semester evaluation pattern/ conduction method shall be decided by respective Board of Studies for such courses only. On successful completion of the course as

per the evaluation pattern decided by BoS, the student shall be awarded grade not higher than 'BC' based on his/her performance. Once the college stops conducting examination for such courses, the students who wish to improve their grades after completion of the degree cannot opt for these courses for improvement of grade.

**24. Grading System: (As per Ordinances & Regulations)**

For every course(subject) taken by a student he/she shall be assigned a grade based on his/her combined performance in all components of evaluation scheme of that particular course/practical. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point.

The academic performance of a student shall be graded on a ten point scale given as under:

**24.1 Grading System for UG:** Grading System as defined in R- 20 of Academic Ordinances & Regulations for UG Program shall be applicable.

**24.2 Grading System for PG.:** Grading System as defined in R- 19 of Academic Ordinances & Regulations for PG Program shall be applicable.

**24.3 Structure of Grading of Academics Performance (UG/PG):**

**For Audit Courses:**

Academic Performance	Grades
Satisfactory	SF
Unsatisfactory	USF

**24.4 Guidelines for Award of Grade:** Guidelines as defined in R-29 of Ordinances/Regulations for UG and PG Programme shall be applicable.

**24.5 Incentive credits to the students participating in NCC/ NSS/ Games & Sports/ Cultural Activities/ACEES:**

Guidelines in R-7.1 in Ordinances/ Regulations for UG and PG Programmes shall be applicable.

**24.6 Grade Card: Guidelines as defined in R-23 & R-22 of Ordinances/ Regulations for UG/and PG Program respectively, shall be applicable.**

**24.7 Calculation of SGPA and CGPA:** Calculation of SGPA & CGPA shall be done as defined in R-28 of Ordinances/Regulations for UG and PG Programmes.

**24.8 Indication of Attempt on Grade Card: Indicating of attempt shall be done as defined in R-32 of Ordinances/ Regulations for UG and PG Programme.**

**24.9 Award of Degree: Regulation as defined in R-22 & R-21 of Ordinances/ Regulations for UG and PG Programmes respectively shall be applicable.**

**25. Negligence/unfair means resorted to by paper setters, examiners, moderators, valuers, referees, teachers or any other persons connected with the conduct of examinations:**

The broad categories of negligence/unfair means resorted to by paper setters, examiners, moderators, valuers, referees, teachers or any other persons connected with the conduct of examinations and punitive action is given in **ANNEXTURE-II** of the college Examination Manual.

## ANNEXTURE-I

### THE BROAD CATEGORIES OF UNFAIR MEANS RESORTED TO BY STUDENTS AT THE EXAMINATIONS AND THE QUANTUM OF PUNISHMENT FOR EACH CATEGORY THEREOF

Category	Punitive Action
<p><b>Category-A</b> Student is found,</p> <ol style="list-style-type: none"> <li>1. Talking to another student during the examination hours in the examination hall; ignoring the warnings given by the invigilator,</li> <li>2. Talking to a person/student outside the examination hall after receipt of the question paper and before handing over the answer book to the invigilator,</li> <li>3. Writing question paper on any piece of paper except the answer-book during the examination,</li> <li>4. Changing seat in the examination hall without the permission of invigilator.</li> </ol>	<p>Current examination of this course only will be cancelled.</p>
<p><b>Category-B</b> If during the examination hours, i.e. after receipt of the question paper and before handing over the answer- book to the invigilator, a student is found in possession of relevant written or any printed material or notes written on any part of his/her body or clothing or instruments such as set-squares, calculator, scale, mobile phone / electronic gadgets etc. which have relevance to the syllabus of the examination paper concerned or having relevant notes written on chair, table, desk or drawing board, data book etc during the examination (i.e. possession of copying material).</p>	<p>Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.</p>
<p><b>Category-C</b></p> <ol style="list-style-type: none"> <li>1. If during the examination hours, i.e. after receipt of the question paper and before handing over the answer-book to the invigilator, a student is found attempting to copy, caught copying or having copied from any printed material or notes written on any part of his/her body or clothing or instruments such as set-squares, calculator, scale, mobile phone/electronic gadgets etc. or chair, table, desk or drawing board, data book etc (i.e. actual copying from the copying material).</li> <li>2. Possession of another student's answer book.</li> <li>3. Possession of another student's answer book + actual evidence of Copying there from</li> </ol>	<p>Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.</p> <p>Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of this course (both the students).</p> <p>Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses (both the students).</p>

<p><b>Category-D</b></p> <p>1. Replacing an answer book or part thereof during or after the examination.</p> <p>2. Smuggling-out or smuggling-in of answer book as copying material.</p> <p>3. Having received help from or giving help to another candidate through some written material pertaining to the questions set in the paper concerned or passing on a copy of question set in paper or a solution thereof to any other student.</p> <p>4. Answer book written outside the examination hall.</p>	<p>Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses.</p> <p>Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses (all the students who are involved).</p> <p>Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses (all the students who are involved).</p> <p>Current and one additional examination of all the courses will be cancelled and punishment can be extended up to cancellation of one more examination of all the courses (all the students who are involved).</p>
<p><b>Category-E</b></p> <p>Having received help from or giving help to another candidate through mobile phone or any electronic media pertaining to the questions set in the paper concerned.</p>	<p>Current and one additional examination of all the courses will be cancelled and punishment can be extended up to cancellation of one more examination of all the courses (all the students who are involved).</p>
<p><b>Category-F</b></p> <p>1. If a student leaves the examination hall/ room without submitting answer-book.</p> <p>2. If a student attempts to tear off or dispose off the answer book.</p> <p>3. Guilty of swallowing or destroying the material such as notes or paper found from him/her or running away with the material with the intention of destroying the evidence of using unfair means or being guilty of causing disappearance or destruction of any such material either by himself or with the assistance of any other person.</p>	<p>Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.</p> <p>Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.</p> <p>Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.</p>

<p><b>Category-G</b></p> <p>1. Attempt to forge the signature of the invigilator/examiner on the answer book or any material related with examinations.</p> <p>2. Tampering with the written matter/ awarded marks on an evaluated answer book.</p> <p>3. Interfering with or counterfeiting of College seal or answer book.</p> <p>4. Tampering with the records of examination.</p> <p>5. A candidate found guilty of seeking admission to the examination by making a false representation pertaining to his eligibility to appear at the examination.</p> <p>6. Impersonating any candidate or getting impersonated by any person for taking the examinations.</p>	<p>Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.</p> <p>Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.</p> <p>Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence.</p> <p>Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence.</p> <p>Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence (both the students).</p> <p>Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence (both the students).</p>
<p><b>Category-H</b></p> <p>Use of obscene language/force/threat against Invigilator/Co-officer/Officer-incharge/any other person connected with the conduct of examination or student.</p>	<p>Current examination of all courses will be cancelled and punishment can be extended up to cancellation of one to two additional examinations of all courses.</p>
<p><b>Category-I</b></p> <p>1. Revealing identity in any form in the answers written or in any other part of the answer book by the student in the examination.</p> <p>2. Insertion of currency notes or any other insertion in the answer book.</p>	<p>Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.</p> <p>Current examination of all courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all courses.</p>



<b>Category-J</b> Cases of mass copying.	Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence (all the students who are involved).
<b>Category-K</b> All other malpractices not covered in the aforesaid categories.	Depending on the gravity of the offence, unfair means committee can recommend the punishment (all the students who are involved).

**NOTE:**

1. If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.
2. Student involved in malpractices at Practical/Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.
3. The term “Cancellation of examination” includes performance of the student at the theory as well as practical examination, but does not include performance at term work, project work & dissertation examinations unless malpractices used thereat.

## ANNEXTURE-II

### THE BROAD CATEGORIES OF NEGLIGENCE/UNFAIR MEANS RESORTED TO BY PAPER SETTERS, EXAMINERS, MODERATORS, VALUERS, REFEREES, TEACHERS OR ANY OTHER PERSONS CONNECTED WITH THE CONDUCT OF EXAMINATIONS AND PUNITIVE ACTION

Category		Punitive Action
<b>Category-A: Cases of negligence/lapses</b>		
1. Negligence on the part of examiner in setting/moderating the question paper:		For first time, Principal will give verbal warning/warning letter to the concerned faculty member, depending on the gravity of the case.  If negligence/lapse is observed second time by the same faculty member, Principal will give warning letter to the concerned faculty member.  If it is observed for the third time by the same faculty member, show cause notice will be issued by the Principal for service book warning.  If negligence/lapse by the same faculty member is repeated further, appropriate disciplinary action will be taken by the Principal.
i	Total sum of marks allotted to the questions does not equal the total marks of the question paper.	
ii	Question paper is not complete.	
iii	Question or part of the question is repeated.	
iv	Question is incomplete.	
v	What students are supposed to do is not mentioned in the question.	
vi	Figure or data is missing or incomplete.	
vii	Questions set outside the scope of the syllabus.	
viii	Any act of negligence apart from above cases.	
2. Faculty member showing negligence/apathy in carrying out duties related to examinations allotted to him/her.		
3. Negligence on the part of valuer/examiner which results into delay in spot valuation work or delay in declaration of the results.		
4. Negligence on the part of paper setter/moderator which results into postponement of examination.		Enquiry committee will be set and decision will be taken by the examination committee according to the findings.
<b>Category-B: Cases of favoritism or victimization in the examination.</b>		Enquiry committee will be set and decision will be taken by the examination committee according to the findings.
<b>Category-C: Cases of mal-practices:</b>		
1	Leakage of question paper or part of question paper.	Enquiry committee will be set and decision will be taken by the examination committee according to the findings.
2	Shielding the cases of mal-practices by student/person.	
3	Helping in copying/mass copying.	

<b>Category-D: Cases not covered in any of the above categories.</b>	Enquiry committee will be set and decision will be taken by the examination committee according to the findings.
--	--

**NOTE:**

Depending on the findings of the enquiry committee and gravity of the case, examination committee may recommend to stop the increments of the concerned person/persons for one to five years.