

**Khandesh College Education Society's  
College of Engineering and Management (CoEM),  
Jalgaon.**



Transforming lives.... Inventing the future....

**Rules, Regulations and Ordinances for  
Conduct of Examinations under Academic Autonomy  
(Effective from A.Y. 2025–26).**

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**1) Preamble:** Khandesh College Education Society's, College of Engineering and Management (CoEM), Jalgaon is one of the pioneer engineering institute in Jalgaon region and affiliated with 'Dr. Babasaheb Ambedkar Technological University, Lonere'. The institute was established in 2001. The institute offers program under 'Engineering & Technology' UG and PG.

The institute has been awarded an autonomous status vide UGC, New Delhi letter No. F.2-10/2023(AC-Policy) dated 27/05/2025 and DBATU letter No. DBATU/AFFIL/2025/1164 dated 06/06/2025.

Being an autonomous institute, it was essential to constitute various committees of autonomous institutes and develop suitable mechanisms for curriculum design, examination/evaluation system and rules/regulations/ordinances to implement autonomy effectively. Accordingly, the institute proposes the design of examination/evaluation system and rules/regulations/ordinances has been designed and will be implemented and the allied mechanism. The institute proposes various committees of autonomy like Board of Governing (BoG), Academic Council (AC), Examination Committee (EC), Academic Examination Committee (AEC), Board of Studies (BoS) and Departmental Faculty Boards (DFB), etc. to be approved by appropriate authorities. The authorities have been conferred with certain powers and duties as per UGC and the guideline from DBATU to function smoothly from the inception of autonomy.

The curriculum of program under the 'Engineering and Technology' to be prepared for the academic year 2025-26 as per the NEP 2020 compliance. Hence, it is essential to prepare the examination rules for the new curriculum. These rules are included in this document.

**2) Executive Authorities for Academic and Examination:** AC is the highest authority to take decisions in the academic matters of an autonomous institute. The academic standard of the institute mainly depends on decision/policies of AC and its effective implementation; therefore, this autonomous institute shall constitute EC and AEC for effective implementation of decision/policies of AC in respect of academic requirements including curriculum and examination/evaluation.



**2.1 Examination Committee (EC):** The Institute shall constitute an EC under the chairmanship of the Director of the institute. It shall be approved by the AC of the institute and shall consist of the following members -

- i) Director (Chairman)
- ii) Dean Academic of the institute
- iii) Controller of Examination, CoE (Member Secretary).
- iv) Assistant CoE(s) Pre-Exam – Faculty member/s nominated by the Director.
- v) Assistant CoE(s) Post-Exam – Faculty member/s nominated by the Director.
- vi) All Head of the Departments (HoDs)/BoS chairpersons as invitee members.

**a) Meetings of Examination Committee (EC):** The meetings of the EC shall be conducted as per following guidelines:

- The committee shall meet twice during the academic year and such other times as may be required.
- Two-third members shall constitute a quorum for examination committee. If the meeting is adjourned for the want of quorum, then no quorum shall be required for such an adjourned meeting, which will be conducted within 30 minutes.

**b) The duties of EC:** The EC shall perform following duties for smooth conduct of examination, evaluation and declaration of result -

- The committee shall ensure proper organization and timely execution of all types of examinations as specified in the Academic Calendar.
- The committee shall ensure proper evaluation, tabulation and declaration of results of all types of examinations.
- To issue a grade card, Provisional Degree Certificate (if otherwise eligible), Migration Certificate and Transcripts (if required) to the concerned student.

**c) The powers of EC:** Appoint examiners, moderators and paper setters from amongst the persons included in the panels prepared and approved by the respective Board of Studies (BoS).

- Such appointments shall not be issued to any person whose close intimates - real/step- father and/or mother, husband/wife, real/step brother and/or sister, real/step son and/or daughter) are examiners at that program. AEC shall obtain appropriate undertaking in this regard from concerned members and submit to EC. However, such members can participate in all other activities (if otherwise eligible) which are not related to examinations.



- The committee shall perform such duties and responsibilities that are assigned from time to time by the BoG or AC.
- The EC shall confer power to BoS chairman and He/She is empowered to appoint examiners, moderators and paper setters out of the panel in exceptional cases, when the persons included in the panels prepared and approved by the respective BoS are not available as examiners, moderators and paper setters. Furthermore, these powers are delegated to the BoS Chairman to which that particular course.
- To deal and take appropriate action with the cases of use of unfair means supported /helped by any person including students, at any examination.
- To deal and take appropriate actions for the examination rules, if any examiner/ moderator/ invigilator/ CoE/ Dean proposes such reforms/essential modifications in examination rules for effective implementation of autonomy for its approval.

**2.2 Academic and Examination Cell (AEC):** Director (Chairman, EC) shall constitute AEC under the control of Dean – Academics. It shall consist of the following members (no. of members can be varied by Director as per requirement) –

- i) Dean, Academic of the institute
- ii) Controller of Examination (CoE) of the institute
- iii) Assistant CoE (Pre-examination) and Assistant CoE (Post-examination)
- iv) HoDs of all Discipline/Department
- v) IQAC Coordinator
- vi) MIS officer in-charge
- vii) One member from Extra-curricular activity in-charge
- viii) One member from Co-curricular activity in-charge

**2.3 The duties and responsibilities of AEC:** The AEC shall perform following duties for academic reforms and the smooth conduct of examination, evaluation and declaration of result-

- To coordinate with the minutes of meetings of the AC and EC and maintain the record of minutes of meetings and related documents of the meetings.
- To monitor and facilitate the implementation of academic reforms suggested by the AC.
- To ensure eligibility of all admitted students as per norms and procedure.
- To collect registration and examination forms through the concerned department and issue a ‘Permanent Registration Number (PRN)’ to each admitted student.



- To maintain the record w.r.t. all examinations of all students through MIS.
- To issue appointment orders to examiners, moderators and paper-setters etc. as per directives of EC and to obtain appropriate undertaking in the format from examiners, moderators and paper-setters stating that his/her close intimates (real/step father and mother, husband/wife, real/step brother and sister, real/step son and daughter) is/are not examinee at that course and submit all such undertaking to EC.
- To issue appointment orders to invigilators, relievers and vigilance squads, etc. barring such persons whose close intimates - real/step- father and/or mother, husband/wife, real/step brother and/or sister, real/step son and/or daughter) are examinees at that course. AEC shall obtain appropriate undertaking in this regard from concerned members. However, such members can participate in all other activities (if otherwise eligible) which are not related to examinations.
- To print the answer books, supplements, graph papers, drawing sheets, Envelopes, all exam related stationary well in advance.
- The AEC shall ensure strict vigilance during the conduct of all types of examination to avoid the use of unfair means by anybody.
- The AEC shall ensure proper organization of all types of examinations including conduct of ESE, evaluation, revaluation, tabulation and declaration of results as per directives of EC.
- The AEC shall prepare the time schedule of all types of examinations and dates of declaration of the results at the beginning of the term and get it approved from EC.
- To prepare the academic calendar and get it approved by the EC and Academic Council.
- To compile result analyses carried out by all courses and present the same in the meeting of AC and EC.
- Dean, Academics shall monitor the overall working of AEC while CoE shall look after examination related work.

**Note:** Any person should not work in AEC if his /her close intimate (real/step father and mother, husband/wife, real/step brother and sister, real/step son and daughter) is/are the examinee at this institute. Chairman, EC shall obtain appropriate undertaking in this regard from concerned members and submit to EC.

3) **Examinations:** The various examinations for Engineering and Technology Program shall be conducted in accordance with the curriculum structure as well as Autonomy Rules, Regulations and Ordinances for all courses under the Program.



- The students shall be evaluated for their academic performance in a theory courses through Mid Semester Examination (MSE), Continuous Assessment (CA), and End Semester Examination (ESE), academic performance in a laboratory courses shall be evaluated through Continuous Assessment (CA) and End Semester Examination (ESE), academic performance of the Term Work for the course shall be evaluated through Continuous Assessment (CA) and for Audit courses, the evaluation shall be done on the basis of submission of the certificate duly approved by DEC.

**3.1 CA for theory courses:** Continuous Assessment is designed to support the principle of ongoing evaluation throughout the course.

It is divided into two types as follows -

- Continuous Assessment-1 (CA-1)** included various tools such as Class Test 1 can consist of a theory examination of 20 marks based on unit 1. Class Test 2 can consist of 20 marks of diverse assessment methods such as surprise tests, open-book tests, group discussions, quizzes, presentations, brainstorming activities, etc. The marks for this component is determined based on the best of the two class tests. The marks for this component are calculated out of 10.
- Continuous Assessment-2 (CA-2)** focuses on continuous assignments given by the course teacher. These assignments are designed to assess different learning levels as defined in Bloom's Taxonomy. Evaluation is conducted using a rubric developed by the course coordinator to ensure consistency and fairness. The marks for this component are calculated out of 10. The tools (with their weightage) to be used for CA shall be declared by the course coordinator (with prior approval of HoD) at the beginning of the semester. The course teacher shall keep all the relevant records of the 'Continuous Assessment'. The course coordinator shall ensure that each course teacher has performed proper 'Continuous Assessment (CA)'.

**3.2 MSE for theory courses:** In each semester; one MSE shall be conducted as per schedule.

In general, MSE shall be based on at least 50 % of the syllabus. The course coordinator shall declare the exact syllabus for the MSE at least two weeks in advance in coordination with all course teachers.

**3.3 ESE for theory courses:** There shall be multiple ESE's in one academic year; out of which the first ESE (viz. regular winter examination) shall be conducted only for all the courses of odd semester while next second ESE (regular summer examination) shall be conducted



only for all the courses of even semester. The Re-ESE is only for regular students who secure FF grade in regular winter and summer examinations and the same shall be conducted after respective regular examinations of that academic semester only.

- Regular ESE's shall be conducted immediately after the concerned semester is over.
- Every ESE shall be based on the complete syllabus of the respective course.
- Re-examination shall be conducted with a gap of at least two weeks after the previous regular ESE (and after the declaration of the results of that semester).
- For appearing in the Re-exam, the student shall have to do exam registration, after declaring the result of regular winter/summer examination within 7 days. For appearing in the Re-exam, it is mandatory for the student to do exam registration for the regular winter/summer examination. If any student fails to do so, (s)he will not be allowed to appear for the Re-exam.
- If a student is representing the Institute in District/State/National/University level for any kind of Co-curricular and Extracurricular activities with Prior permission through AEC then such a student shall be allowed to appear in Special ESE.

**3.4 Continuous Assessment (CA) for laboratory courses:** CA should support regular performance of practical and its regular assessment. It shall be based on the understanding of the principles, skills to be developed, punctuality, regular submission and neatness of the journals/files for each practical/experiment carried out and or rubrics designed by the course teacher. It shall be assessed by the course teacher and its record shall be maintained in the appropriate format as per the curricula.

**3.5 ESE for laboratory courses:** There shall be multiple ESE's in one academic year; out of which the first ESE (viz. regular winter examination) shall be conducted only for all the courses of odd semester while next second ESE (regular summer examination) shall be conducted only for all the courses of even semester. The Re-ESE is only for regular students who secure FF grade in regular winter and summer examinations and the same shall be conducted after respective regular examinations of that academic semester only.

- Regular ESE's shall be conducted immediately after the concerned semester is over.
- Every ESE shall be based on the complete syllabus of the respective course.
- Re-examination shall be conducted with a gap of at least two weeks after the previous regular ESE (and after the declaration of the results of that semester).
- For appearing in the Re-exam, the student shall have to do exam registration, after



declaring the result of regular winter/summer examination within 7 days. For appearing in the Re-exam, it is mandatory for the student to do exam registration for the regular winter/summer examination. If any student fails to do so, (s)he will not be allowed to appear for the Re-exam.

- If a student is representing the Institute in District/State/National/University level for any kind of Co-curricular and Extracurricular activities with Prior permission through AEC then such a student shall be allowed to appear in Special ESE.

**3.6 Duration of various Examinations:** The time duration of various examinations shall be as specified below -

- MSE for theory courses:** Duration of MSE shall be 1 hour.
- ESE for theory courses:** Duration of ESE shall be 3 hours or 04 hours as specified in the structure approved concerning BoS and AC.
- ESE for laboratory course:** Duration of ESE for laboratory course shall be 2 or 3 hours.

4) **Question Paper Setting:** The guidelines for appointment of paper-setters for all the examinations are as follows. These guidelines shall be strictly followed by the paper setters.

**4.1 MSE:** The MSE shall be based on at least 50% of the syllabus. The course teacher shall set a question paper based on the pre-decided syllabus for the respective MSE in coordination with respective course coordinator or HoD. The MSE question paper shall be set for 1.00 hour duration (i.e. the students should be able to solve the complete question paper comfortably) and for 20 marks as specified in curriculum structure.

**4.2 ESE:** Following are the guidelines for paper setting -

- It is compulsory to set two sets of the question paper by the internal course teacher, who have taught that course and one set of question paper by the external course teacher, who have taught that course.
- The ACoE (Pre-exam) shall appoint paper-setters from amongst the persons included in the panels prepared by the respective BoS.
- Appointments of the paper-setter shall be made at least 15 days before the ESE.
- Appointment: The paper setter appointed for Engineering and Technology program shall have at least PG degree in concerned/allied branch of engineering or PG degree in concerned/allied branch of non-engineering disciplines.



- e) No person can claim appointment as paper setter as a matter of right.
- f) Instructions to paper setters - The paper setter should not accept appointment orders if his/her close intimate (real/step father and mother, husband/wife, real/step brother and sister, real/step son and daughter) is/are the examinee at that Institute.  
AEC shall obtain appropriate undertaking in this regard from concerned members and submit to EC. In such cases if the course teacher is unable to set the question paper, the course coordinator shall complete it, with prior permission of concern BoS, Chairman.
- g) The paper-setter shall follow all the directions given by EC from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.
- h) The question paper for ESE shall be 3 or 4 hours for 60 Marks as per the curriculum structure of the concern course.
- i) Question paper shall be submitted to ACoE (Pre-exam) for further proceeding. Question paper format shall be as per the approval of AEC.
- j) The paper setter shall not disclose his/her appointment and shall not make any correspondence regarding any matter connected with the examination.
- k) Paper setters should design question paper such that the questions are written with simple, straight forward and meaningful wording, unambiguous and are asked for relevant marks and cover the entire syllabus of the course.
- l) Questions should be set in such a way that it will test the skill of applying the knowledge acquired and thinking ability in addition to testing the memory and skills acquired (as per the norms of Blooms Taxonomy).
- m) The questions should be serially numbered such as 1, 2, 3... while sub-questions shall be numbered as a, b, c... etc.
- n) Marks shall be indicated on the right side of the question or the sub-question.
- o) Diagrams or sketches, if any, should be drawn in black ink or with black ball pen and should be attached to the question paper with question number mentioned below the sketch. The diagram/figure in question paper shall be clear, visible, readable and understandable.
- p) For guidance of assessment of answer books, paper setters should prepare the scheme of marking for different points in the question.
- q) In case of numerical problems, solutions of the problems with distribution of marks for different stages shall be given in the scheme of marking.
- r) The paper setter should specifically mention the charts, tables, IS codes, data books etc.



- s) 'Common instructions to the Candidates' shall be sent to the paper-setter with an appointment order. However, a paper-setter is requested to delete excess instructions or add some instructions, if required.
- t) The paper setter is provided with a sample copy containing the format of question paper and common instructions to candidates.
- u) The submission of the question paper shall be only through appropriate channel as given by the A.CoE (Pre-Exam) /Institute.
- v) The old stationary shall be utilized first.
- w) The submission of question paper and marking scheme with solution to numerical shall be only through appropriate channel.
- x) In case of any difficulty regarding submission, the setter may report to A.CoE (Pre-Exam).
- y) Paper setter shall submit the question paper to ACoE (Pre-Exam) and receive the acknowledgement through appropriate channel.

**4.3 Format of the question paper:** The paper is set in online mode only through appropriate channel and format decided by ACE.

**5) Question Paper Moderation:** MSE and CA question paper need not to be moderated, however ESE question paper shall be moderated using following guidelines -

- The moderation of the ESE question paper sets received shall be carried out by the BoS, Course Chairman who are authorized to moderate the question papers and modify them, if there are any requirements. BoS, Course Chairman shall not moderate question papers, if his/her close intimate (real/step father and/or mother, husband/wife, real/step brother and/or sister, real/step son and/or daughter) is/are the examinee at that program. CoE shall obtain appropriate undertaking in this regard from AEC.
- The moderation work will be carried out on appropriate channel and a report shall be submitted in the proforma given below on the same day to AEC.
- In case of moderation carried through appropriate channel, it can be done from anywhere, but within the stipulated time and within the confidentiality norms of that examination.

**Following particulars should be checked and moderated accordingly -**

- a) All necessary corrections are to be carried out on copy of the question paper.
- b) Check and correct the course code, course name, time allotted, number of questions, total marks, and instructions given to the students.



- c) Check total number of questions as per the pattern and wherever possible, check and correct the marks allotted per question.
- d) Check repetition of questions and quality of questions, format and visibility/readability of the figures, and its data while moderating the question paper set.
- e) Check whether a model answer and scheme of marking is provided or not.
- f) Moderators can make necessary changes in the question paper like edit/add/delete row/making the row blank if moderated through appropriate channel.
- g) Moderators can revert the question paper to the ACoE (Pre-exam) through the appropriate channel in case of any modification/correction.
- h) Moderators shall not have any communication with the paper setters.

**6) Printing of question paper, answer books and other stationery:** Following are the guidelines for printing of CA/MSE/ESE question papers -

**6.1 Class test 1 and 2:** The course teacher shall print the sufficient quantity of question papers for at the departmental level.

**6.2 MSE:** MSE question paper shall be printed at departmental level by course coordinator using the facilities available in the department. In case of the Open Elective courses, the question paper with sufficient quantity shall be printed and kept at the departmental level who offers the course.

- a) MSE shall be conducted in accordance with the rules and regulations of 'CoE'.
- b) The Question papers shall be handed over to CoE before the conduct of MSE.
- c) After the examination, the answer books shall be handed over to the department.
- d) The entry of Marks shall be done by the Department.

**6.3 ESE:** ESE question papers shall be printed at the Institute level, at CoE, with following procedure and guidelines.

- a) The A. CoE (Pre-Examination) shall update the status through appropriate channel after moderation.
- b) Printing of the question paper shall be completed 2 working days before the examination and sealed immediately using the procedure given by Assistant CoE (Pre-Examination) and retained in his/her own custody.
- c) Sealed packets containing question papers shall be arranged date-wise in sequence.
- d) No. of copies to be printed will be decided by the number of students registered for that course **PLUS 05** copies.



- e) The paper is set through appropriate channel; the printing shall be done directly through the command through appropriate channel (to maintain secrecy).
- f) Setting up the format of the question paper or any modifications suggested by moderator if required, shall be done by A.CoE (Pre-exam) and the printing command shall be given without creating any file on any of the storage devices. However, the care shall be taken that the content of the original question paper does not get changed due to setting up the format.
- g) The original hard copy moderated by the moderator shall be placed in the original envelope which will then be placed in secrete envelop and shall be sealed by A.CoE (Pre-Examination).
- h) No part of the question paper shall be saved on any of the storage devices during and after printing.
- i) Damaged question papers, extra copies of question paper, part of the question paper, the upper portion of which is affixed on the packet and stencils if any, etc. shall be taken in possession by the A.CoE (Pre-Exam) immediately after they are created and shall be destroyed by shredding/crushing it at the end of the printing work every day.
- j) Pending commands given to the printing machine, if any, shall be erased before closing the room.

**6.4 The printing committee:** The committee for printing the question papers shall consist of-

- Assistant CoE (Pre-Examination)
- One faculty member (If required)
- One attendant(peon)

**Note –**

- Persons other than those deputed for printing shall not be allowed to enter the printing section.
- The person deputed for the printing shall not leave the room until the work is completed.

**6.5 Printing/Purchase of answer books, supplements and other stationery -**

- a) The Director shall appoint a purchase committee. The Purchase Committee is responsible and authorized for printing of answer books, supplements, graph papers, drawing sheets and all other stationery related to examination.
- b) Dean and CoE shall collect and compile and estimate the requirement of MSE, CA and ESE answer books for the entire academic year well in advance.



- c) The Purchase Committee shall get all stationery printed, if required, in sufficient quantity well in advance following Society's/Institutions norms and procedure.
- d) CoE shall handover stationery to ACoE (Pre-exam) HoD or any other official and maintain the account of answer books, supplements, graph papers, drawing sheets at AEC with the help of peon.

**7) Sealing of question paper packets:** The guidelines for sealing MSE/ESE question papers:

**7.1 MSE:** MSE question papers shall be kept in custody by course coordinator HoD at least two days before the commencement of the MSE, as soon as the printing work is over. In case of the Open Elective courses, the question paper with sufficient quantity shall be kept at the departmental level who offers the course.

**7.2 ESE:** Following are the guidelines for sealing of printed ESE question paper by ACoE (Pre-Exam) -

- a) Requisite number of question papers shall be printed using the printing machine.
- b) After printing the requisite number of question papers, they shall be counted and placed in the secret packets.
- c) The number of question papers placed in each packet shall be ascertained by the second person in the team.
- d) The matter printed on the top of the question paper shall be cut and pasted on the packet so that all the three joints of the packet shall be covered.
- e) The open end of the packet shall be pasted with gum, and subsequently packets shall be sealed.
- f) Assistant CoE (Pre-Examination) shall put his/her signatures on the places.
- g) Sealed packet of question paper shall be issued to CoE/Coordinator Examination and the acknowledgement shall be taken in the format and duplicate copy shall be issued to him.

**7.3 ESE question paper packet:** These shall be made of cloth woven paper, thickness min. or greater than 140 gsm, size- suitable to accommodate A4 size question papers, the plain side of which shall be printed with the statement to be signed by the CoE and others while opening the packet 30 minutes before the commencement of the final examination.

**7.4 Sealing of the room and cupboards:** Paper seals duly signed with date and time have to be pasted on all the cupboards in the printing section, all the doors of the printing section.



8) **Evaluation of the Quality of Question Papers:** In order to maintain the quality and standard of question papers of the various examinations, they shall be evaluated by using some strategy. The quality of the ESE question paper shall be discussed in BoS meeting and appropriate comments may be communicated to the EC through AEC.

9) **Conduct of the examination:** The various examinations for 'Engineering and Technology' programs shall be conducted in accordance with the evaluation scheme approved by AC and as per Rules and Regulations. Dean Academics shall supervise the smooth conduct of all types of examination and issue guidelines/instructions to members of AEC; however CoE is responsible for smooth conduct of all types of examination in coordination with all other members of AEC.

**General guidelines for conducting various examinations are given below:**

9.1 **MSE:** MSE shall be conducted at the 'CoE' as per following guidelines:

- a) HoD shall appoint a Departmental Exam Coordinator (DEC) for MSE and he/she is responsible for smooth and proper conduct of the MSE in coordination with CoE.
- b) DEC shall prepare a detailed time table of MSE, display its copy on notice boards of their departments, circulate it among the course coordinator/course teachers and submit its one copy to AEC.
- c) In general, there shall be two MSE courses of the same class on the particular day.
- d) DEC shall appoint invigilators for MSE with permission of HoD in consultation with CoE; however, the course coordinator shall be one of them.
- e) Seating arrangements, preparation of attendance sheets, etc. shall be done for MSE in each department in the class rooms allotted to respective departments. For the First year, the classrooms of other departments shall be used in coordination with the HoD.
- f) DEC shall send the requirement of answer books, drawing sheets, graph papers, blank proforma and other such stationery required for conducting the MSE to CoE and obtain the same well in advance from CoE office.
- g) On the day of examination, the course coordinator shall bring the packets of question papers in front of DEC at least 20 minutes before the start of the MSE.
- h) The course coordinator shall be responsible for maintaining secrecy of question paper, supply of required number of question papers and communicating corrections if any to the examinee.
- i) DEC shall appoint the invigilators for the courses they offer in coordination of the HoDs and CoE.



- j) Invigilators shall distribute the answer books to the students at least 10 minutes before the start of the test, and question papers at the beginning of the MSE.
- k) The invigilator is supposed to check the identity cards of the students. Check whether the students have occupied their right seats as per the seating arrangement. Check whether students have correctly filled the details on the front page of answer books and then sign on the answer books of the students.
- l) Invigilator shall then obtain the signature of the students on the attendance sheet and maintain the attendance record of the students of his/her class/hall. At the end of the examination of that paper/course, he/she shall collect the answer books from the students and arrange them sequentially as per the seating arrangement of the students and hand over the same to DEC/course coordinator/CoE.
- m) Invigilators shall observe the general discipline in the class/hall during the MSE and report the cases of Indiscipline, Mis-behaviour and Use of unfair means to the DEC/HoD/CoE for further necessary action as per the examination rules. HoD shall forward all such cases directly to the Discipline and Redress Committee, the copy of which to be sent to AEC for information and checking the results generated through MIS/appropriate software.
- n) The course teacher shall collect the answer books of the respective course from DEC, after the MSE is over on the same day for assessment.
- o) DEC shall maintain the record of answer books received and consumed for the MSE/CA.

**9.2 ESE of Theory Courses:** ESE for theory courses shall be conducted at the institute level as per following guidelines -

- a) Students shall report the institute 15 minutes prior to the scheduled time and occupy their seat in the examination hall. Students shall not be permitted to appear if they are late by more than 30 minutes after the commencement of such examination.
- b) CoE/Senior Supervisor is responsible for smooth and proper conduct of the ESE.
- c) CoE/AEC shall prepare a detailed time table of ESE and display it on the notice board.
- d) There shall be ESE, for maximum one course of the same class in a day.
- e) CoE/AEC shall appoint staff for examination, invigilator and vigilance squad for ESE using following guidelines -
  - Appropriate faculty members can be appointed as invigilator.
  - Appropriate faculty members can be appointed as reliever.



- When a reliever is not appointed due to less number of rooms/halls (less than or equal to three), the vigilance squad members shall relieve the invigilators.
- In general, one invigilator per 30 - 40 students shall be appointed.
- The No. of relievers and Vigilance squad shall consist as per following table (In the Vigilance squad, at least one lady faculty must be there)

No. of blocks	Up to 3	From 4 to 6	from 7 to 12	From 13 to 18	From 19 to 24	Above 25
No. of relievers required	-	1	2	3	4	5
No. of Vigilance Squad	2	3	5	7	9	11

- Upto 3 blocks, the Vigilance squad shall work as reliever.
- Administrative staff and class attendant/ peon for the examination control room may be appointed as the volume of work.
  - For Masking & sealing assistant for Moderation work: 1 to 3 clerk employees (of the Institute).
  - Sweeper: One for 1-10 class rooms, Two for 11-20 class rooms and Three for 21-30 class rooms and so on.
  - Waterman: One for 1-10 class rooms, Two for 11-20 class rooms, Three for 21-30 class rooms and so on.
  - One bellman shall be appointed.

e) Seating arrangements for ESE shall be made at the institute level and CoE shall display the same on examination notice board on the same day of the Examination 45 minutes before the start of the examination.

f) ACoE (Pre-exam) shall prepare bell schedules and inform bellman, students, invigilators and vigilance squads etc.

g) ACoE (Pre-exam) or his/her authorized representative shall handover the sealed packets of question papers to the Senior supervisor at least 30 minutes before the commencement of ESE.

h) The Senior Supervisor shall verify the correctness of course code, course name etc. printed on the cover page of sealed packet as per schedule of ESE and report to CoE/Director and ACoE (Pre-examination) for any discrepancy.



- i) ACoE (Pre-examination) shall distribute all the exam related stationary in sufficient quantity to the stationary clerk appointed on annual basis for conduction of the examination prior to the start of the examination.
- j) ACoE (Pre-examination) and Senior supervisor shall sign and obtain signature of other concerned persons as specified on the sealed packets of question papers certifying the intactness of that packet; 30 minutes before the commencement of examination.
- k) Senior Supervisor shall then count the question papers and distribute to junior invigilators as per seating plan well in advance.
- l) Senior Supervisor shall maintain the account of question papers and report to the ACoE (Pre-exam), if any discrepancy is found in the sealed packet of question papers.
- m) Duty of the Invigilator/s. He/She shall -
  - enter their class/hall at least 15 minutes before the start of examination and he/she shall check whether the students have occupied their seats as per the seating arrangement plan.
  - read loudly all instructions as provided so that all students in the room/hall should know and understand the instructions.
  - distribute answer books to the students at least 10 minutes before the start of the exam. and ask them to fill in correct details on the front page of the answer books.
  - distribute the question papers to the students at the beginning of the examination, after ringing the bell.
  - Check the identity cards, Examination Hall Ticket duly signed by the Director and sign on their answer books, if all details are correct.
  - take the signature of students on the attendance proforma, mark 'absent' for absent students and maintain the attendance record of his/her room/hall.
  - distribute the graph papers to the students as and when demanded and maintain the record of the same in the given proforma.
  - maintain general discipline in the classroom by frequently moving in the classroom/hall and preventing any malpractices, attempts of copying by the students.
  - report cases of students' misbehaviour, indiscipline, malpractices and unfair practices and copying cases to the CoE for further necessary action. CoE shall forward all such cases to 'Discipline Committee' first and then, if the issue is not resolved then to the 'Students' Grievance Redressal Committee'.



- collect the answer books from the students at the end of examination and arrange them sequentially as per the seat number of students for each course separately.
- hand over the answer books and filled proforma to the Senior Supervisor/member assistant to ACoE (Pre-exam).

n) ACoE (Pre-exam) shall maintain the record of answer books received and consumed for the ESE.

o) CoE and Senior Supervisors' shall take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination. He/she shall also send the relieving supervisors to various rooms/halls to relieve the invigilators for not more than 10 minutes at a time.

p) If any examinee having injury and/or physical disability as to write in an exam., due to accident just before the exam. and produces a medical certificate from the Civil Surgeon or Director with the production of Certificate, on this account, then a writer shall be allowed to such examinee. Such a writer shall not be a student of any relevant Program of the Institute or any other Technical Diploma/Degree of other Institutes. The examinee shall, however, apply in a prescribed proforma to CoE asking for permission to allow for such a writer, in advance. CoE then shall verify the medical certificate and give a permission letter to the examinee for the writer after taking the undertaking from the writer in a prescribed proforma. The examinee shall produce the permission letter to the invigilator for ESE.

q) In the case of a physically disabled examinee, who can write but at much slower speed as compared to a normal student, he/she may be allowed to write for '10 minutes/hour' of examination, extra. Total time duration will vary as per the total time duration of ESE. The examinee shall, however, apply in a prescribed proforma to CoE asking for permission to allow for additional time upon production of medical certificate from the Civil Surgeon on this account. CoE then shall verify the medical certificate and give a permission letter to the examinee for the additional time.

r) At the end of examination ACoE (Post-exam) shall check answer books as per the attendance record submitted by the Senior Supervisor/s.

s) The team of ACoE (Post-exam) then sort out such bundled answer books of each course separately and arrange to get it masked from the masking assistant.

t) ACoE (Post exam) along with the Senior supervisor shall direct the sealing assistant to tie the bundles of answer books of each course separately along with 2 copies of question paper and attach a packing slip on each bundle indicating all details of packed answer books.



- u) A copy of attendance sheet of the ESE shall be separately submitted to the ACoE (Post Exam) for his/her perusal/record.
- v) The ACoE (Post Exam) shall maintain the account of answers books received and consumed for the examination in a register. He/she shall also prepare the bills of remuneration of all staff involved in the examination work and submit to the CoE for further action.

### **9.3 ESE of Laboratory Courses/Project/Seminar/ Dissertation:**

ESE of LAB/Project/Seminar/ Dissertation shall be conducted at the departmental level as per following guidelines with the Consultation of CoE-

- a) DEC shall work as departmental CoE for ESE of LAB/Project/Seminar/ Dissertation and he/she is responsible for smooth and proper conduct of the ESE of Laboratory Courses/Project/Seminar/ Dissertation.
- b) DEC shall prepare course wise time table of ESE of LAB/Project/Seminar/ Dissertation and prepare detailed batch wise/laboratory wise time table, display its copy on notice boards of their departments, circulate it among the course coordinator/course teachers and submit its one copy to AEC.
  - There shall be ESE of LAB/Project/Seminar/ Dissertation for maximum one course of the same class in a day.
- c) BoS shall recommend the list of external/internal examiners for practical examination of each course to the examination committee. In case an external examiner doesn't report for the examination due to an emergency, the concerned HoD shall make alternative arrangements.
- d) HoD's shall appoint External and Internal Examiners as per the panel given by concern BoS Chairman and approved by the EC. However, the course coordinator shall be appointed as internal examiner if he/she is eligible.
- e) DEC shall send the appointment letters to the external/internal examiners.
- f) DEC shall appoint staff for ESE of LAB/Project/Seminar/ Dissertation examination as per following structure -
  - Laboratory Expert (for performance in Practical examination only) - One faculty member for each laboratory course.
  - Laboratory assistant - One Laboratory assistant of the respective laboratory.
  - Laboratory Peon – As per the appointment.
- g) In case of common courses in the same semester of different discipline/department, different internal and external examiners may be appointed for each course.



h) Internal examiners along with laboratory experts/assistant and laboratory peons shall make all the necessary arrangements of equipment/laboratory set up required for conducting practical examination for their respective courses.

i) AEC will start the activity for attendance and marks entry before the start of the exam, and the course coordinator shall generate the attendance/marks list through his/her login. Attendance and blank marks list shall be printed and kept for the record, bills, etc.

j) ESE of laboratory courses shall be conducted in following manner or as specified in curriculum.

- For oral examination (viva voce) only, both internal and external examiners shall ask questions to the students based on the practical content of the course, so as to assess his/her practical knowledge of the course.
- Answer sheets may not be issued to the examinee for an oral exam.
- Practical examination, in which a student is required to perform a given practical, followed by the oral examination (viva voce) based on the practical content of the course. Answer sheet of appropriate page no. shall be given to the examinee. The performance of the students then shall be judged by both Internal and External examiners.
- For assessment of the seminar, the student shall be asked to give a presentation in the presence of another examinee followed by a question and answer session. The examiner shall judge the student on the basis of presentation/communication skill, depth of understanding, selection of seminar topic, literature review, survey and seminar report etc.
- For assessment of project/dissertation the student/s shall be asked to give a presentation and demonstration followed by a question and answer session. Examiners shall judge the student on the basis of depth of understanding concepts/principles used, selection of project/dissertation topic and related literature survey, contribution in the execution of project/dissertation, and the report submitted, presentation/communication skill etc.

k) After the practical examination of the course is over, internal examiner along with the external examiner shall enter the marks given to the students on the answer book, sign on it, bundle all the answers books/drawing sheets of the practical examination, write all details on the bundle and hand over the same to DEC on the same day. DEC shall preserve the answer books as per the institute level policy approved by EC and AC.



- l) After the ESE of the laboratory course is over, internal examiner along with the external examiner shall fill in the marks given to the students in the mark sheet, sign on it, write all details on the packet/bundle and hand over the same to DEC on the same day and shall enter marks in MIS.

**10) Assessment:** Assessment of various examinations shall be carried as per following guidelines –

**10.1 CA (for TH):** Course teacher shall assess the performance of the students in respective theory courses as principles stated earlier in point no 3.1.

- a) Performance shall be regularly monitored and record of assessment shall be maintained in the prescribed proforma by course teacher as and when the activity is ended.
- b) The consolidated marks list prepared by class teacher and shall be printed and preserved at departmental level, taking sign of every course teacher and/or course coordinator.

**10.2 CA (for PR):** The course teacher shall assess the student's performance based on the understanding of the principles, skills to be developed, punctuality, regular submission and neatness of the journal for each practical/experiment carried out.

- a) In addition, CA of special courses like seminar, project and dissertation should include the evaluation of paper published paper presented (for UG and PG students) in any technical event as specified.
- b) Performance shall be regularly monitored and record of assessment shall be maintained in the prescribed proforma and marks shall be entered in MIS by course coordinator as and when the activity is ended.
- c) The consolidated marks list generated by the class teacher shall be printed and preserved at departmental level taking sign of every course teacher and/or course coordinator.

**10.3 MSE:** Assessment of MSE shall be carried by the course teacher/course coordinator.

Records shall be maintained in the prescribed proforma by course coordinator as and when the activity is ended. The consolidated marks list generated by the class teacher shall be printed and preserved at departmental level taking sign of every course teacher and/or course coordinator.



**10.4 ESE of Laboratory Courses:** Assessment of ESE of Laboratory Courses shall be done using following guidelines -

- a) It shall be assessed by both internal and external examiners at the time of examination.
- b) It shall be assessed batch wise and there should not be more than 20 students for Engineering and Technology Program, in one batch.
- c) In one day there may be at the most three batches, i.e. in one day one examiner can assess at most 60 students.
- d) Marks shall be entered on the Marksheets, to be jointly prepared and signed, by both the examiners and the same shall be submitted to the DEC. After that it shall be handed over to the HoD of concern discipline/department who offers that course.

**10.5 ESE of Special Courses like Project/Seminar/Dissertation:**

- a) It shall be assessed by both internal and external examiners at the time of examination.
- b) There should not be more than 40 students for seminar or 10 project groups for 'Engineering and Technology Program'.
- c) Marksheets shall be prepared by both the examiners and signed copy of marks shall be submitted in a sealed envelope to HoD of concern discipline/department who offer that course.

**10.6 ESE of Theory Courses:** Assessment of ESE of theory courses shall be executed at institute level under the control of A.CoE (Post-examination) as Central Assessment Process (CAP) using following guidelines -

- a) For central assessment of answer books of ESE, the CoE shall direct the A.CoE (Post Exam) at institute level. A.CoE (Post-Exam) shall issue office order for assessment to assessor as per directions of AEC.
- b) Assessment is compulsory to all teaching staff of the institute. Wherever the no. of persons involved in assessment is more than one, in such cases, A.CoE (Post Exam) shall request all assessors to sit together to decide a common scheme of evaluation and prepare its minutes in writing before beginning assessment.
- c) Normal working hours of CAP shall be 8 a.m. to 8 p.m. considering quantum of work and time and consent. Working hours shall be or may be changed as per requirement.
- d) **Assessment procedure:** After receiving the order for assessment of answer books, the assessor shall -
  - Not disclose the order as it is confidential.
  - Report at the CAP.



- Submit the ‘Evaluator's Declaration’ form given by A.CoE (Post-Examination).
- Collect a sealed bundle of answer books from CAP officials, count all the answer books in the bundle and check for proper masking of answer books. If there is any discrepancy, get it clarified from CAP officials immediately.
- Collect question paper and solution/scheme of marking of the concerned course from CAP officials.
- Not assess any answer book without scheme of marking.
- Award step-wise marks for each solved question.
- Make addition of marks and round off marks to higher integers, if required.
- assess the answer in terms of marks only. He/she neither shall put any comment nor shall put any markings on the answer book.
- put a signature with his/her name in the space provided on the front page of the answer book.
- not hand over the bundle to CAP officials for further action under any of the following situation-
  - answer book found writing abusive and threatening language
  - Handover valued answer books to CAP officials.
  - Report at the CAP centre.

e) **Moderation:** Moderation of evaluated answer books of ‘Engineering and Technology Program’ students shall be carried using following guidelines -

- Moderation shall be carried out for those courses specified by the AEC in the specified ratio, w.r.t. following table -

Marks Range O/o 60 marks	Moderation range
0 - 3	100 %
3 -17 (Random pick)	20 %
17 - 19	100 %
19 – 48 (Random pick)	20 %
48 - 60	100 %

- In general, moderators shall be other than evaluators and preferably senior to all evaluators. In exceptional cases, the BoS Chairman, EC can use his/her discretionary power and appoint any suitable moderator.



- Marks awarded by moderator shall be final, (after 'Open House' for the students in presence of the course coordinator/teacher and HoD of the concerned discipline/department and/or the panel as decided by the AEC).
- The clerk appointed in CAP shall feed the marks in the MIS at CAP and appropriate sheet as per CO/PO requirement.

f) **Preservation of assessed answer books:** The A.CoE (Post-Exam) shall keep all evaluated answer books in bundles, in consultation with the CoE, on the last day of CAP and the same shall be preserved for to next NAAC cycle of the institute or as per the institute level policy revised from time to time.

**11) Declaration of Marks:** Marks of various passing heads/evaluation tools shall be displayed on notice board/institute's website using following guidelines -

**11.1 CA-1:** Marks secured by students, by evaluation tools or criteria, shall be timely displayed by the course teacher. At the end of the semester, course teachers shall tabulate marks allotted to students for Internal Sessional Assessment and the same shall be displayed on notice board with the signature of course coordinator for students' reference; and rectify any grievance received from students in that respect and finalize CA marks. Course coordinator shall enter CA marks in MIS and display its print on notice board and hand over the copy of the same to HoD.

**11.2 CA-2:** The course teacher shall keep a record of marks secured by students in each assignment/experiment in the format. At the end of the semester, course teachers shall tabulate marks allotted to students for Internal Continuous Assessment, display it on notice board with the signature of course coordinator for students' reference and rectify any grievance received from students in that respect and finalize CA marks. Course coordinator shall enter CA marks in MIS and display its print on notice board and hand over the copy of the same to HoD.

**11.3 MSE:** Concerned Course Coordinator shall prepare and display the results of MSE of respective courses within a week from the last date of completion of MSE for students' reference and rectify any grievance received from students in that respect and finalize MSE marks. Course coordinator shall enter MSE marks in appropriate channel and display its print on notice board and hand over the copy of the same to the HOD.



**11.4 ESE of Theory Courses:** Assistant CoE (Post-Examination) shall get it entered and cross-checked ESE marks in MIS and appropriate channel, and display its print on notice board.

**11.5 ESE of Laboratory Courses:** The concern course coordinator shall get the marks entered in MIS after the examination is over. The marks shall be entered and locked in MIS as and when the link is made active by the AEC official. The marks list shall be preserved by the concerned BoS Chairman who offers that course.

**12) Record of Audit Points:** Record of audit points earned by students during the semester shall be maintained by class teacher/coordinator as per following procedure:

- The student shall submit the application along with supporting documents for grant of audit point to class teacher before the end of term end, as declared in the academic calendar.
- HoD shall call a meeting of all class teachers/coordinators within Seven days from the end of term and grant audit points as per guidelines of autonomy rules.
- Class teacher shall prepare a table indicating total audit point earned by each student for all corresponding activities and the same shall be displayed on departmental notice board.
- Students may contact to class teacher/coordinator for any grievance/query of audit points earned within next three days and get it solved. After the end of the grievance/querry, the class teacher/coordinator shall enter audit points earned by students in the MIS.

**13) Declaration of Result and Distribution of ‘Statement of Grade’:** After the declaration of marks of each ESE, the final result shall be declared and MIS officer shall process for the results. ‘Statement of Grade’ Cards shall be distributed to students by student section using following guidelines:

- MIS shall combine the marks (after Open House) of all the examinations i.e. MSE, CA, ESE etc. of each Theory/TW/Laboratory course of the students and shall award grades in respective course.
- Separate Grade Moderation Committee shall be formed for each semester consisting of all course coordinators of that respective semester under the chairmanship of Dean Academics.



- Grade Moderation Committee shall complete verification/modification of grades awarded as per autonomy rules and AEC shall distribute the reports to the concern HoD. Chairman, Grade Moderation Committee shall verify the final grades awarded, credits and earned grade points semester wise and audit points semester wise submit it to the AEC.
- After receiving the semester wise results from Chairman, Grade Moderation Committee of each courses, the AEC shall prepare the result sheet through MIS and declare the final results.
- AEC shall prepare and print Grade Cards through MIS. Grade Cards shall be distributed to the students through the student Section.

**14) Provisional Degree and Migration Certificate:** Aspiring students are entitled to receive provisional degree and/or migration certificate before receiving the final degree certificate but after the Final Result declaration.

**15) Unfair Means/Disorderly Conduct at Examination:** Government of Maharashtra enacted the Maharashtra Act No. XXXI of 1982 (Appendix-A) providing for preventing Malpractices at the University/College/Board Examinations. Under the section of the act, use of unfair means of any kind by an examinee/any person/person related to examination during the conduct of examination is a cognizable and non-bailable offense. For implementation of the act, the following procedure shall be adopted:

#### **15.1 Competent Authority:**

- a) On receipt of a report regarding use of unfair means by any student at ESE, including breach of any rules laid down by institute authorities, for proper conduct of examination, the SGRC under the chairmanship of Dean, shall be the competent authority. It shall investigate, and take appropriate disciplinary action against the student using, attempting to use, aiding, abating, instigating or using any other unfair means at examination centre. The report shall be put before the Examination Committee for final approval.
- b) On receipt of a report regarding use of unfair means from Invigilator/Senior Supervisor/CoE/HoD/ or any other person at ESE, including breach of any rules laid down by the Institute authorities, for proper conduct of examination; the Director of the



institute shall be the competent authority to investigate, recommend and take appropriate disciplinary action against such Invigilator/Senior Supervisor/CoE/HoD or any other person. Chairman, Examination Committee can appoint a special committee to investigate, recommend and take appropriate disciplinary action in this regard. Its report shall be put before the Director for final approval.

- c) For any type of misconduct, copy case, etc. during MSE and CA, concerned HoD (who is working as CoE) shall forward the case to the SGRC. HoD shall submit the statement of the student, Invigilator and HoD to SGRC. Also, concern HoD shall communicate to the concern student to be present in front of the SGRC. SGRC is the competent authority to investigate, and take the appropriate decision, and decide the punishment and the final report shall be submitted to the concerned HoD. The Xerox copy of which is to be submitted to AEC for information and result verification. Concern HoD shall do the needful for appropriate entry in MIS as and when the activity is started by AEC.

**15.2 Procedure for Dealing with Unfair Means Cases at ESE:** In case of unfair means, the CoE/examination coordinator shall follow the following procedure -

- a) The student shall be called upon to surrender to the Senior Supervisor/CoE with unfair means material found in his/her possession, if any, and his/her answer book.
- b) Signature of the concerned examinee shall be obtained on the relevant material and listed there on. Concerned Invigilators shall also sign on all relevant material and documents and counter signed by ACoE (Pre-exam)/Senior Supervisor on duty.
- c) Confiscate his/her answer book along with unfair means material; mark it as 'Suspected Unfair Means Case'; and ask him to leave the examination place immediately; and if such a convicted student does not obey, then the CoE shall take procedural action and call upon the police station, as per the provision of Maharashtra University Act No. XXXI, 1982 for preventing malpractices at University/board/other examination and file FIR against such student.
- d) Obtain his/her undertaking in format to the effect that the decision of the competent authority in his/her case shall be final and binding on him/her and allow to continue with his/her examinations for next papers/ courses. Statement of the concerned invigilator in format shall be obtained by the ACoE (Pre exam)/Senior Supervisor on duty and he/she shall make forwarding remarks in the same format.



e) The format for copy cases to be filled by member assistant to ACoE (Pre exam) is as given below:

**Khandesh College Education Society's  
COLLEGE OF ENGINEERING AND MANAGEMENT, JALGAON**

An Autonomous Institute

Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere  
NAAC Accredited | UGC 2(F) | Approved by AICTE New Delhi, Government of Maharashtra

**ENGINEERING (B.Tech) :**

**MANAGEMENT (MBA) :**

**STUDENT MALPRACTICE FORM**

**Name of College** :- \_\_\_\_\_

**Center / DTE Code** :- \_\_\_\_\_

**Name in Full (in CAPITAL Letter)** :- \_\_\_\_\_

**PRN Number** :- \_\_\_\_\_

**Subject** :- \_\_\_\_\_

**Branch** :- \_\_\_\_\_

**Semester** :- \_\_\_\_\_

**Date** :- \_\_\_\_\_

**Timing** :- \_\_\_\_\_

**Nature of Malpractice**

(Use Separate Sheet if required) :- \_\_\_\_\_  
\_\_\_\_\_

**Student Acceptance with sign** :- \_\_\_\_\_

**Student Address with Pin** :- \_\_\_\_\_  
\_\_\_\_\_

**Hall Supervisor Report**

(Use Separate Sheet if required) :- \_\_\_\_\_  
\_\_\_\_\_

**Name of the Supervisor** :- \_\_\_\_\_

**Hall Supervisor Sign** :- \_\_\_\_\_

**Principal**

**Sr. Supervisor( External)**

**Office In-Charge(Internal)**

- f) Issue show-cause notice in appropriate format to the examinee instructing to appear before the SGRC.
- g) In the case of impersonation or violence, expel the concerned examinee from the examination and not allow him/her to appear for the remaining examination and report the action taken to the Chairman, SGRC; and a Case may be reported to the concerned police station in a prescribed format, as per the provision of Maharashtra University Act No. XXXI, 1982 for preventing malpractices at University/board/other examination and it should be informed to the Chairman, SGRC.



- h) All the materials and list of materials, statement and undertaking of examinee, and statement of Invigilator along with the forwarding remarks shall be forwarded by the ACoE (Pre exam)/Senior Supervisor to the Chairman, SGRC in separate and confidential sealed envelope marked with 'Unfair Means Case'.
- i) In case of unfair means for which written proofs are not available (e.g. chit chatting with neighbor, looking in neighbor's answer book etc.) invigilator and/or concerned authorized person shall record the facts in writing and report the same through CoE/Exam coordinator to the Chairman SGRC; in such case the video recording, if available, shall be treated as a proof of such unfair means at the examination.
- j) ACoE (Pre-exam)/Senior Supervisor/Invigilator shall be the presenting officer of the case of malpractice which originated through him before SGRC, Police authority, Court of Justice and shall deal with the case till it is finally disposed of.

**15.3 Procedure for Dealing with Unfair Means Cases at Assessment Centre:** During the assessment of answer book, if examiner suspects that there is *prima facie* evidence that the examinee/s, whose answer book/s the examiner is assessing, appears to have used unfair means in the examination, examiner shall forward his/her report along with the evidence and/or his/her opinion to the ACoE (Post-Examination). Then ACoE (Post-Examination) shall forward the case in a separate sealed envelope marked with 'Suspected Unfair Means Case' to the SGRC. If any staff/student/any person is found involved in any type of malpractice/unfair means, ACoE (Post-Examination) shall report the case to the Chairman, EC for further action through CoE and Dean Academics. ACoE (Post-Examination) will be the presenting officer of the case of such malpractice before the EC, Police authority, Court of Justice and shall deal with the case till it is finally disposed-off.

**15.4 Procedure for Dealing with Unfair Means Cases at Paper Setting/Printing:** If any student/staff/any person/s/person related with paper setting/person at printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, A.CoE (Pre-Exam) shall report the case to the Chairman, EC for further action; and he will be the presenting officer of such case of malpractice before the EC, Police authority, and Court of Justice and shall deal with the case till it is finally disposed-off.

**15.5 Procedure to be followed by SGRC for Dealing with Unfair Means Cases:** SGRC shall make necessary investigation/enquiry and take appropriate decision as per the following guidelines:



**a) Examinee involved in unfair means:** For the purpose of investigating unfair means reported at the ESE –

- The SGRC, as appointed by the Director of the institute will function as a body to investigate in the matter and decide the punishment on the basis of facts and findings of the case after ensuring that reasonable opportunity has been given to the concerned implicated student/examinee/person in his/her defence. The SGRC will then issue final order/s with regard to the action to be taken against the implicated examinee/person/s.
- The SGRC shall inquire; decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means as prescribed, in respect of cases of unfair means referred to it. However, depending on the situation, the SGRC may quantify the severity of the punishment. As the examinee is asked to appear physically before the committee, he/she shall be given written reply/explanation to the charges levied on him/her. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defence. The committee shall also consider the reply/explanation given by the examinee before making the final decision.
- After issuing show cause notice, if the implicated examinee fails to appear before committee on the day, time and the place fixed for the meeting, the committee shall take decision in his/her case in absentia, on the basis of available evidence/documents, which shall be binding on the examinee concerned. In disciplinary action against a concerned implicated student/ examinee/person, the SGRC can also cancel Institution scholarship/s or awards/prize/medal etc. awarded to him/her in that year/semester.
- The SGRC shall dispose of the case within Three or Six days from the last date of examination and in no case later than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee, shall be issued to the respective examinee and the same shall be informed to the Director, CoE and other concerned officer through which the case is reported.
- SGRC shall put/recommend punishment to the EC. The EC shall approve the recommendations and shall forward it to the Director for final noting.



**b) For paper setter/examiner/moderator/evaluator/teacher/other persons involved in unfair means -**

- After receiving the report of malpractice in case of paper setter, examiner, moderator, evaluator, teacher or any other person related with conduct of examination along with primary documents; EC shall investigate into the matter and submit the report along with the recommendations to Director. The officer through whom the case originated shall be the 'Presenting Officer' before the EC, Police authorities, and Court of Justice and shall be dealt with until it is finally disposed-off. The implicated person shall be informed in writing about the malpractices used and/or lapses committed by him at the examination and ask him/her to be present before the EC on a particular day, date, time and place.
- The documents/evidences pertaining to malpractices, for which the person is implicated, shall be shown to him/her and reasonable opportunity, including oral hearing and/or Written explanation, shall be given to the concerned person in his/her defence before the SGRC. The reply/explanation given by the concerned person shall also be considered by the EC before making the final report/recommendation.
- The EC shall follow the procedure in the 'Spirit of Natural Justice'.
- If the concerned person fails to appear before the EC on the day, date, time, and place fixed for meeting, the committee shall take the decision in his/her case in absentia on the basis of whatever evidences/documents which are available before it and same shall be binding on concerned implicated person.
- The EC shall submit its report to the Director along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise after taking into consideration as prescribed.
- After receiving the report along with the recommendations from EC regarding punishment, the Director will pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning, and/or exonerating him/her from charges and shall impose any one or more of punishment taking into consideration the categories mentioned.



**15.6 Punishments to Students:** In every case, where a candidate appearing for an examination is found using or attempting to use Unfair Means/Malpractice at the examination, following punishment may be imposed by the SGRC:

- a) The Director, after taking into consideration the report of the SGRC, shall pass such orders as he deems fit, including granting the student a benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means-
  - Annulment of performance of the student in full or in part in the examinations/he has appeared for.
  - Debarring such student from appearing for any examination of the Institute for a stipulated period not exceeding two years.
  - Debarring student from taking admission for any discipline/department in the institute for a stipulated period not exceeding two years.
  - Cancellation of the Scholarship/s, Fellowship/s or award/s or prize or medal etc. awarded to him/her in that or Semester/Year.
  - In addition to the above mentioned punishments, Director may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, he may impose on such a student additional punishment/penalty as he/she may deem fit.
  - As possible the quantum of punishment should be as prescribed (category-wise).
  - The student concerned shall be informed of the punishment finally imposed on him/her in writing by the CoE.
- b) The broad categories of unfair means resorted to students at the Institute's examinations and the quantum of punishment for each category thereof (the examinations referred to are Institute examinations).
  - Following are the quantum of punishment against the nature that shall be followed by SGRC and decide the punishment accordingly. Following table shall be followed for any malpractice, copy cases, etc. in MSE, CA, TH-ESE and PR-ESE.



Sr. No.	Nature of Malpractice	Quantum of Punishment
1	Possession of copying material	Annulment of the performance of the student at the examination in full of the current examination.
<i>Note: This quantum of punishment shall apply also to the following categories of malpractices at Sr.2 to Sr. 12 in addition to the punishment prescribed thereof.</i>		
2	Actual copying from the copying material	Exclusion of the student from the examination for <u>One additional</u> examination
3	Possession of another student's Answer book	Exclusion of the student from the examination for <u>One Additional</u> examination ( <u>both the students</u> )
4	Mutual/Mass copying	Exclusion of the students from the examination for <u>Two additional</u> examinations
5	a) Smuggling-out or smuggling-in of answer book as copying material. b) Smuggling-in of written answer book and forging signature of the Jr. Supervisor thereon	Exclusion of the student from the examination for <u>Two additional</u> examinations Exclusion of the student from the examination for <u>Three additional</u> examinations

c) If on a 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.

**d) Practical/Dissertation/Project Examination:**

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

The Director, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

**(Note:** The Term 'Annulment of performance in full' includes performance of the student at the Theory as well as Practical examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used there at.)



**15.7 Punishments to paper setter/examiner/moderator/evaluator/teacher/other persons involved in unfair means:**

In every case, where a person performing examination duty is found using or attempting to use Unfair Means/Malpractice at the examination, following punishment may be imposed by EC. The EC shall finalize the punishment after due consideration of the type of use of unfair means, reports of the CoE or any other officer deputed by the Institute. The EC is the competent authority to decide the punishment as mentioned in the following table:

Sr. No.	Allegation/s	Punishment/s
1	Providing assistance to any candidate or any other person in any unauthorized manner in the examination room/hall.	Rs. 1000 and debarring from one subsequent examination including the re-examination
2	Taking assistance from any other person in an unauthorized manner for confidential work.	
3	Deliberately disclosing confidential things	
4	Assisting the candidate for smuggling in/out, replacing an answer-book or its any continuation sheet during the examination.	Rs. 2000 and debarring from any subsequent examinations up to two including the re-examination
5	Assisting the candidate for getting impersonated by any another person in the examination.	
6	Any other case of use of unfair means	
7	Leaving examination hall in any unauthorized manner	Rs. 1000
8	Remaining absent in any unauthorized manner for examination duty.	Rs. 1000
9	Using indecent and/or abusive language against the authorities during examination.	Debarring from any subsequent examinations up to three examinations including the re-examination and additional monetary fine.
10	Any other case of negligence of duty.	



**16) Examination Fees:** Examination fees shall be accepted from all such students who apply for appearing in the examination along with their examination forms as the fees approved by EC, FC and BoG updated from time to time to be uploaded on the official website/Circular/Notification /Notice Board.

- **Fine for Late Submission of Examination Form:** The late fee for the students who make registration late after the due date of TH-ESE registration. The late fee will be charged to the students as the fees approved by EC, FC and BoG updated from time to time to be uploaded on the official website/Circular/Notification /Notice Board.

**17) Policy for SWAYAM/NPTEL Credit Transfer- onwards:**

Reference:

Request by SPOC-NPTEL Local Chapter

UGC has already issued the UGC (Credit Framework for online learning courses through SWAYAM) Regulation 2016, advising the Universities to identify courses where credits can be transferred on to the academic record of the students for courses completed on SWAYAM/NPTEL. AICTE has also put out gazette notification in 2016 and subsequently for adoption of these courses for credit transfer.

Following policy has been proposed, for the credit transfer of SWAYAM/NPTEL courses from academic year 2025-26.

- i) All the students who enrol and register for SWAYAM/NPTEL (Study Webs of Active Learning for Young Aspiring Minds - National Program for Technology Enhanced Learning) course are eligible for credit transfer provided the course is approved by respective BoS (Chairman).
- ii) Students need to complete the course registration in the respective SWAYAM/NPTEL course, and course registration shall be approved by the class teacher as per the curriculum mentioned.
- iii) SWAYAM/NPTEL enrolment fee will be reimbursed to the students who PASS the SWAYAM/NPTEL course with certificate type such as - Elite+Silver / Elite+Gold as per the policy.
- iv) The registration for SWAYAM/NPTEL courses are for TWO levels:
  - a) For Normal Degree - Major with Minor (i.e. Non-honour degree)
  - b) For the Honours degree and



a) For Normal Degree - Major with Minor (i.e. Non-honour degree): This is compulsory part to enrol w.r.t. curriculum for those courses which are equivalent to SWAYAM/NPTEL courses. The student has to choose the course as per their respective curriculum as – One Major and One Minor (as decided by BoS). If the student enrol in SWAYAM/NPTEL and its equivalent or a combination of both (i.e. Assignment at SWAYAM/NPTEL, and paper at institute equivalent courses (where he / she has to go through the entire process of evaluation i.e. CA-1, CA-2, MSE and ESE); then in such case the student has to decide, wide written application, which credit he/she wanted to choose for credit transfer.

b) For the Honours degree: This is purely a choice based system. The student shall decide whether to enrol to get an extra credit for the requirement to fulfil their honours degree requirement. The system of the registration for SWAYAM/NPTEL courses shall be as follow:

- i) SWAYAM/NPTEL for Honours and multidisciplinary Minor
- ii) SWAYAM/NPTEL for Honours with Research and multidisciplinary Minor
- iii) SWAYAM/NPTEL: Double Minor - Multidisciplinary and Specialization Minor

The evaluation system for the student who opt Honours degree, his/her evaluation is as per SWAYAM/NPTEL pattern (i.e. assignment – 25 and Proctor exam – 75 marks); this system is for those students who have registered at SWAYAM/NPTEL but could not able to complete the course with them, such student has to enrol at Institute (by filling in exam form of the institute) equivalent to that course and get it approved by HoD.

The marks secured in the SWAYAM/NPTEL courses are converted by the concerned course mentor/ coordinator such that, the highest securing student should get AA grade as per institute grading system mentioned in Autonomy rules. Accordingly, other students' marks will also be updated.

The final mark list of the students will be sent by the concerned course mentor/ coordinator to AEC for marks entry into MIS.



**18) Remunerations and TA/DA (For Autonomous Examination) :**

**18.1 TA/DA:** TA/DA shall be paid to any paper setter, examiner and moderators (for Theory ESE only), etc. who is coming to this institute from any other institute. Paper setters (local or arrived in Jalgaon for any other reason) shall be paid local conveyance only if they submit question paper in person; no DA shall be paid in that case. In general, they shall submit question papers by registered/speed post and the expenses for the same shall be payable. In exceptional case; Chairman, Examination Committee may ask paper setter to submit question paper in person and in such case paper setter shall be paid TA/DA as per institute rules and regulations.

**18.2 Remuneration:** Any examination related work except internal continuous evaluation (CA and MSE) shall be paid remuneration as per following:

Sr. No.	Examination activity	Remuneration in Rs.
	Overall Coordination in Academic and Examination Cell	
1	Director	10,000/- per Semester
2	Dean Academics	6,000/- per Semester
3	Controller of Examination (CoE)	5,000/- per Semester
4	Assistant CoE (Pre-Examination) and Assistant CoE (Post-Examination)	3,000/- per Semester
5	Each Faculty member appointed in AEC	2,000/- per Semester
6	Cashier	3,000/- per Semester

**Paper setting, Moderation and Printing of ESE question papers.**

Sr. No.	Examination activity	UG Remuneration in Rs.
7	To set question paper of ESE theory examination and submit it as hard and/or soft copy (Typed as per format)	500/-
8	To provide appropriate marking scheme without solutions of numerical of ESE theory examination	100/-
9	To provide appropriate marking scheme with model answers and solutions of numerical of ESE theory examination	400/-
10	Moderation of a question paper of ESE theory examination.	100/-
11	A.CoE Pre-Exam appointed for paper printing	300/- per person per day
12	Person/s appointed by CoE for paper printing (if required)	200/- per person per day
13	Peon/s appointed by CoE for paper printing (if required)	100/- per person per day



Conduct of ESE theory and laboratory courses					
Sr. No	Examination activity	Remuneration in Rs.			Duration 4 Hrs
		Duration 2 Hrs	Duration 3 Hrs		
14	Chief Controller of Examination (Director)	Rs. 200/- per day			
15	Senior Supervisor appointed by Director, for conduct of ESE theory exam	100/-	200/-	250/-	
16	Junior Invigilator	100/-	125/-	150/-	
17	Reliever faculty to the Invigilator (1 person upto 6 blocks)	100			
18	Internal Vigilance Squad member	150/- per day			
19	Person/s (Teaching fraternity) appointed for any work related to conduct of ESE theory examination.	75/-	100/-	125/-	
20	Person/s (Non-teaching) appointed for any work related to conduct of ESE theory examination.	25/-	50/-	75/-	
21	Peons/attendants appointed in examination control room, bellman, waterman, sweeper etc.	50/- per day			
22	Laboratory expert appointed for laboratory examination	75/- per batch			
23	Laboratory assistant appointed for laboratory examination	30/- per batch			
24	Peons/attendants appointed for laboratory examination	20/- per batch			
25	Faculty member appointed for Scrutiny and Data Entry MIS and Goggle sheet	3/- per paper			
26	Clerk appointed for Scrutiny and Data Entry MIS and Goggle sheet	2/- per paper			
27	Clerk appointed for Masking and unmasking for moderation	5/- per paper			



		UG per paper
28	Assessment of answer book of ESE theory examination.	25/-
29	Moderation of answer book of ESE theory examination.	30/-
30	Revaluation (Moderation Committee member) of answer book of ESE theory after Open House.	60/-
31	Assessment of ESE of laboratory courses (practical) with performance (for each, Internal and External examiner)	25/-
32	Assessment of ESE of laboratory courses (oral) without performance	20/-
33	Assessment of ESE of seminar	40/-
34	Assessment of ESE of project - I/dissertation	20/-
35	Assessment of ESE of project - II/dissertation	40/-
36	Visiting faculty appointed for the invigilation of MSE/ESE	125/- per Invigilation
37	Accountant (Finance Section) for handling billing of Examination	20/- per Examiner
38	External Examiner appointed for TH-ESE, PR-ESE: TA/Local Conveyance	125/- per Day

**Note:**

- In any case, the Minimum remuneration shall be Rs. 200/-
- Chairman, EC is empowered to decide the remuneration for any other work related to examination which is not covered in above table.

**18.3 TA/DA:** It shall be paid as per following guidelines:

- TA/Local Conveyance shall be according to the above table.
- In general DA shall be paid as per State Government norms.
- Hotel/food bills are payable as per State Government norms.
- Travel by bus, train and air is permissible as per State Government norms.
- Own/rental car is permissible for the examiner appointed for PG dissertation and Ph.D. viva-voce examination and car rates shall be as per State Government norms.
- Own/rental car is permissible for the examiner appointed for UG/PG examination other than PG dissertation and Ph. D. viva voce exam; if three or more examiners are travelling by the same car and car rates shall be as per State Government norms.

