

Vidarbha Youth Welfare Society's
**PROF. RAM MEGHE INSTITUTE OF
TECHNOLOGY AND RESEARCH**
Badnera – Amravati
An Autonomous Institute



EXAMINATION RULES AND PROCEDURE
(For Examination and Evaluation of UG and PG Programmes under autonomy)

Academic Year: 2024-25

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1. Preamble:

Established in the year 1983, Prof. Ram Meghe Institute of Technology & Research (PRMITR) is one of the premier Institutions of Maharashtra with 40 years of glorious past. PRMITR offers quality education in Engineering/Technology and Management, under the ambit of the Vidarbha Youth Welfare Society, Amravati.

The Institute has been granted autonomous status with effect from academic year 2023-24 vide UGC order No: F. 2-10/ 2023 (AC-Policy), Dated 31 May 2023 and the parent University i.e. Sant Gadge Baba Amravati University Notification No. 74/2023, Dated 12/06/2023.

The Institute has adopted New Education Policy (NEP-2020) with effect from academic year 2023-24 in accordance Govt. of Maharashtra resolution: No: एनईपी -२०२२/ (६७/२३) / तांशि -२, दिनांक : ४ जुलै, २०२३ and offers following NEP enabled programs under autonomy –

- i. B. Tech. degree programme in seven disciplines-
(i) Computer Science & Engineering (ii) Information Technology (iii) Artificial Intelligence and Data Science (iv) Electronics & Telecommunications (v) Computer Science & Engineering (Internet of Things) (vi) Civil Engineering and (vii) Mechanical Engineering.
- ii. M. Tech. degree programme in seven disciplines-
(i) Computer Science and Engineering (ii) Information Technology (iii) Electronics and Telecommunication (vi) Structural Engg (vii) Environmental Engg (iv) CAD/CAM and (v) Thermal Engg
- iii. Master degree Program in Management Studies (MBA) and,
- iv. Master degree Program in Computer Applications (MCA)

In exercise of the powers, conferred by UGC (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges Regulations, 2023 Dated 3rd April 2023, sub-section (3.3) and (3.4) of section 3; sub-section (10) of section 72 read with sub-section (7) of section 71 and section 122 of the Maharashtra Public Universities Act 2016 (Mah. Act No. VI of 2017); and section (3)(iii) and 3(iv) of Govt. of Maharashtra prescribed uniform Statute No. 3 of 2019 dated 14 January 2019 relating to norms for grant of autonomy to affiliated colleges and the methodology of examination and evaluation, PRMITR has been empowered to:

1. Evolve methods of assessment of students' performance, conduct of examinations and notification of results;
2. Announce results, issue mark sheets, migration and other certificates; however, the degree shall be awarded by the parent University with the name of the college (i.e. Prof. Ram Meghe Institute of Technology and Research, Badnera – Amravati) on the degree certificate.

2. Definitions:

In these Rules and in other Rules relating to the examinations, unless there is anything repugnant in the subject or context:

1. “Academic Year or Year” means a year defined in the Ordinances/Regulations for UG & PG programmes.
2. “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 fulfil 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.
3. “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.
4. “Candidate” means a person who has been admitted to an examination by the Institute.
5. “Collegiate Candidate” means an applicant who applied for admission to Examination through a Department in which he was prosecuting a regular course of studies.
6. “Examinee” means a person who presents himself for an examination to which he has been admitted.
7. “Examination” means an examination prescribed by the Institute under Ordinances/Regulations.
8. “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.
9. 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 there at and shall include a student who may have joined the Institute College again in the same class by virtue of readmission in accordance with provisions made in R-20 of Administrative Manual.
10. “Mid Semester Examination” and “Mid Semester Improvement Examination”, hereinafter referred to as MSE and MSIE respectively, means an examination conducted by the Institute once at mid of the current semester in accordance with provisions made in R-20 of Administrative Manual.
11. “End Semester Examination” and “End Semester Supplementary Examination”, hereinafter referred to as ESE and ESSE respectively, means an examination conducted by the Institute once at the end of the current semester in accordance with provisions made in R-20 of Administrative Manual Ordinances/ Regulations.
12. “Exam Cell” means the cell formed by COE and approved by the Principal to carry out all examination related functions effectively and smoothly.

3. General Rules:

1. In these rules unless a different intention appears, words referred to in masculine gender shall be taken to include a reference to feminine as well as other genders; and words in the singular shall include the plural and vice-versa.
2. Save as otherwise specifically provided in rules, the conditions prescribed for admission to examinations under these rules shall apply to all persons who wish to take the examinations of the Institute.
3. A collegiate candidate desirous of taking an examination, unless otherwise provided in any rules, shall undertake 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 R-20 of Administrative Manual.
Explanation: 'Undertaking a regular course of study' means attendance not less than 75% of the lectures delivered in each course and in practical work wherever prescribed.
4. 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 of Ordinances/Regulations of the 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. Academic council shall decide the terms, vacations and holidays for each academic year and Dean (Academics) shall convey the same to concerned stakeholders of the institute through academic calendar.
7. The syllabus and the text-books/ reference books 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 any 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/ project/ group discussion and viva-voce shall be conducted through printed or photocopied question papers.
10. Notwithstanding anything to the contrary in these rules, no person shall be admitted to examination if he has already passed the same examination or an examination of another University which has been recognized as equivalent to that examination.
11. All examinations for autonomous programmes of the Institute for academic year 2024-25 and thereafter shall be conducted in accordance with the rules and

regulations mentioned here in “Examination Rules and Regulations, AY 2024-25” unless amended by examination committee.

4. Examination Committee:

1. The structure of examination committee shall be –

i. Principal	Chairman
ii. Dean (Academics)	Member
iii. Five regular faculty members of PRMITR having experience of more than Ten years	Member
iv. Evaluation Expert from other Institute/ University nominated by Principal, PRMITR.	Member
v. Controller of Examination	Member Secretary

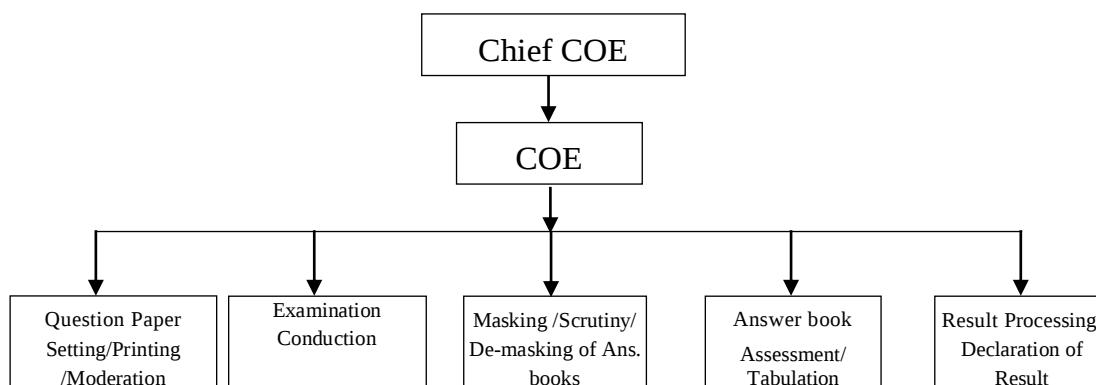
2. Powers and duties of examination committee:

- i. To frame the rules and procedure of the examination
- ii. To undertake exercise towards examination reforms wherever necessary.
- iii. Based on the circumstances, to resolve whether to print question paper of any or all examinations in house within the exam cell by the COE; or get the printing work done from a neutral third party outside the Institute campus after executing a legal agreement, signed by competent authorities of the both parties, consisting of necessary clauses of confidentiality, time constraints, quantum of work and involved cost.
- iv. To decide upon the use of various IT tools/ software to be used in various examination processes for ease of answer book evaluation, report card generation etc.
- v. The committee shall finalize the time table of MSE, MSIE, ESE and ESSE as per academic calendar of the Institute.
- vi. The committee shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the examinees and Institute employees involved in the examination process.
- vii. To finalize the recommendations of the committee formed from time to time, 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.
- viii. The committee shall meet at least twice during the academic year and such other times as may be required. The date and time of the meeting shall be notified to all members by Notice/ telephone/ message and/or e-mail at least two days in advance.

- ix. Two-third members shall constitute a quorum for examination committee. The meeting may be adjourned for the want of quorum for 15 minutes and then no quorum shall be required for such adjourned meeting.
- x. The committee shall perform such duties and responsibilities that are assigned from time to time by committee chairman.

5. Chief Controller of Examination (Chief COE) and Controller of Examination (COE):

- i. The Principal of the Institute shall be the Chief COE. He shall publish the rules and regulations for Examination at the start of each academic year.
- ii. The Chief COE shall nominate a regular faculty member of the Institute having an academic experience of more than twenty years as COE. No evaluation/moderation work of any course(s) shall be allocated to the COE as long as he is holding the office.



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1. Powers and duties of COE:

- 1. The COE shall be –
 - a. The principal officer-in-charge for conduct of examinations, assessment of answer books and declaration of the results. He shall discharge his functions autonomously under the superintendence, directions and time to time guidance of the Chief COE under the academic regulations of the Institute and ensure confidentiality at every stage of the examination process.
 - b. The member secretary of Examination Committee and the sub-committees, if any, appointed by the Examination Committee. He shall be responsible for prompt and proper implementation of the decisions taken by the committee(s).
 - c. The COE shall be responsible to:
 - i. make all necessary arrangements for conducting examinations, assessment of answer books and declaration of results.
 - ii. prepare and announce in advance the schedule of examinations;

- iii. arrange for printing of question papers;
 - iv. arrange to get performance of the candidates assessed in the examinations, timely process the results and arrange for publication of results of examinations;
 - v. 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;
 - vi. take disciplinary action wherever necessary, connected with examinations, against the candidates, paper setters, examiners, moderators, or any other persons, found guilty of malpractices in relation to the examinations.
2. The COE shall exercise such other powers and perform such other duties as may be prescribed or assigned to him from time to time by the Examination Committee.
 3. For smooth conduction of examination and central assessment of answer papers, if required, the Chief COE may depute one or two senior faculty member(s) as Deputy COE who shall discharge their functions under the superintendence and directions of COE.
 4. Various formats in the examinations cell shall have following nomenclatures:
 - (i) A - Admission/Administration (ii) E – Examination
 - (iii) F - Finance (iv) R – Result

6. Exam Cell

- i. The COE shall form an Exam Cell to maintain all the records of the student evaluations and the examinations and to carry out all examination related functions properly and smoothly.
- ii. Assessment/ moderation of answer books of all examinations shall be done centrally through Central Assessment System.
- iii. All answer books of ESE/ ESSE shall be masked and then coded. The coded answer books shall then be handed over to the examiners for assessment. After completion of the assessment, answer books shall be decoded and de-masked and the marks shall be entered in ERP.
- iv. On the date notified by the HOD to students, the answer books of MSE/ MSIE shall be shown to the students by respective course teacher(s). Student's grievances, if any, shall be resolved by the respective course teachers and modified statement of marks shall be forwarded to the exam cell for further processing.

7. Departmental Examination Coordinator (DEC)

Each HOD shall nominate a teacher of the department to act as a Departmental Examination Coordinator (DEC) for one academic year. If necessary, HOD may nominate one more teacher to assist the DEC. The name of DEC of each programme shall be communicated to COE by HOD.

The DEC shall work under the superintendence of COE and perform exam and valuation related duties as assigned by COE from time to time.

Duties and responsibilities of DEC:

The DEC shall -

1. display a copy of time table of all theory and practical examinations on the notice boards of the department and circulate the same amongst the course teachers of the concerned departments.
2. inform the teacher concerned about schedule of examination well in advance if he belongs to the other department.
3. visit different rooms/ halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination.
4. receive blank answer-books bearing serial numbers and relevant formats, from the office of COE for conduction of an exam.
5. ensure that, upon receipt of answer paper from examinee, the invigilator cancels blank pages by marking a line across the same.
6. submit the account of total answer-books received, answer-books used during examination, spoiled answer-books and the number of answer-books returned to the office exam cell after completion of the examination.
7. receive the cases of misbehaviour, malpractices, use of unfair means etc. from the invigilator during MSE/ MSIE and forward the same to the concerned HOD for decision.
8. check the answer books received from invigilators during MSE/ MSIE as per attendance record submitted by the invigilators, arrange them according to registration/ roll numbers and forward the course wise bundles of the papers to exam cell along with the attendance record.
9. display the marks on notice board and show valued answer book to the students on the scheduled day.
10. Ensure that the teachers/ valuers takes signature of the concerned student on the valued answer books at the scheduled time of showing the answer books to the students.
11. Ensure that concerned teacher/ assessor resolve student issues/ queries related with assessment, if any.

12. on application of the students, ensure that student's grievances, if any, are being addressed to, and corrected marks are being displayed on the notice board.
13. handover the assessed papers and copy of the corrected marks as displayed on the notice board to the COE for further processing.

8. Conduct of Mid Semester Examination (MSE)/ Mid Semester Improvement Examination (MSIE)/ Teacher Assessment (TA):

a) Mid Semester Examination (MSE)

1. For the prescribed courses MSE shall be based on Unit I and Unit II of the syllabus. MSE shall be conducted once in each semester as per the schedule given in academic calendar.
2. Question paper for the mid semester examination shall be of maximum THIRTY marks and unless specified otherwise, maximum duration of the paper shall be of One and half hours.
3. If a program has only one section/ class then the concerned course teacher shall be the paper setter. He shall submit three different paper sets in printed form, in sealed cover to COE seven days before the prescribed date of onset of MSE. Paper setter shall not repeat more than 20% questions in any of the three sets.
4. If the program has more than one sections/ classes (say class A, B, C) and the concerned course is being taught by two or more teachers, then the HOD shall ensure that the concerned teacher(s) jointly prepares the paper, in order to avoid repetition of more than 20% questions in any of the three sets, and submits the paper sets in printed form, in sealed cover to COE seven days before the prescribed date of onset of MSE.
5. In case, the concerned teacher(s) fails to submit the question paper of MSE before the date prescribed by HOD, he shall get the paper setting work done from other concerned course teacher(s) of the Institute or from concerned teachers of colleges other than PRMITR and submit three paper sets in printed form, in separate sealed covers to COE, three days before the prescribed date of onset of MSE. He shall inform the name of the course, who has failed to discharge his duty as a paper setter, to the Principal for necessary action.
6. The COE will randomly select any one of the question paper set out of the three received in sealed cover from the HOD, make multiple photocopies in sufficient numbers and provide the same to HOD thirty minutes before the scheduled time for conduction of the examination.
7. The questions shall be serially numbered such as 1, 2, 3,.... Sub-questions shall be numbered as a, b, c,
8. The internal choice in the MSE/ MSIE question paper shall be as follows-

For B. Tech./ M. Tech. / MCA Programmes:

Internal Choice	Max. Marks	Part of Syllabus
Q 1(a),(b),... OR Q 2(a),(b),...	15	Unit No. 1
Q 3(a),(b),... OR Q 4(a),(b),...	15	Unit No. 2
	Total 30	

For MBA Programme:

Internal Choice	Max. Marks	Part of Syllabus
Q 1(a),(b),... OR Q 2(a),(b),...	15	Unit No. 1
Q 3(a) OR (b) , Q 4(a) (b),...	15	Unit No. 2
	Total 30	

9. Use of Bloom's Taxonomy shall be practiced by paper setters while setting the question paper. Paper setter shall set the questions to test the skills of the examinees in applying the knowledge acquired, rather than recalling (testing the memory) of mere book information.
10. Marks shall be indicated on the right side of a question/ sub-question along with the course outcome (CO) being targeted.
11. For assessment of answer books, each paper setter is expected to decide the scheme of marking, giving distribution of marks for different points in the question and in case of numerical problems, step-by-step solution of problems with distribution of marks for different steps.
12. The assessed answer book must be shown to the examinee to resolve the grievances related to marks obtained if any, on the date notified by the HOD and signature of examinee must be taken on answer book.
13. The marks, once entered in ERP after student's counselling shall not be altered, without consent of the Principal.
14. When notified by the COE, HOD shall submit the answer papers of all courses and marks as displayed by course teacher on notice board, to exam cell for further processing and storage for next six months.
15. If an examinee fails to appear or remains absent in any or all courses in MSE, he shall be assigned zero marks in that particular course(s).

b) Mid Semester Improvement Examination (MSIE)

1. MSIE of a course shall be conducted **only once** in current semester after two weeks from the date of last paper of MSE or as per the schedule.
2. A candidate who fails to appear in MSE in any or all papers or the candidate who wish to improve his MSE score in any or all papers shall be eligible to appear for MSIE after registering through ERP after paying the prescribed fees.
3. Examinee who appears in current semester for both MSE and MSIE, out of his scores of MSE and MSIE, best of the two shall be awarded to him as final score.

Illustrative example: In a particular course, if an examinee scores 22 and 19 marks in MSE and MSIE respectively, final score awarded to him for that course shall be 22 marks.

4. MSIE exam fee as mentioned in clause 2 above, shall be waived off on production of one of the following documents to the HOD -
 - i. Original medical certificate from district civil surgeon, in case a candidate remains absent in any or all papers due to health/ medical reasons. Principal/Chief COE has the right to waive off MSIE exam fee in exceptional cases.
 - ii. Approval by the Principal to the recommendation of Sports Director, PRMITR, if the candidate remains absent in any or all papers, on the ground of participation at inter-university level tournaments and/or events on the dates coinciding with the date of regular MSE with prior permission of HOD.
 - iii. Approval by the Principal to the recommendation by Dean (Academics), if the candidate remains absent in any or all papers due to any other reason such as, but not limited to, his participation in technical events at IITs, NITs and other Institutes of repute on the dates coinciding with the MSE schedule. However, the candidate shall have to take prior approval of the HOD and submit the participation certificate to avail the fee waiver.
 - iv. **Note: The respective HOD shall forward the list of such candidates five days before the onset of MSIE along with certificates/ documents to the COE.**
5. If a candidate remains absent in both MSE and MSIE in current semester, he shall not be eligible to appear for MSE/ MSIE later on. However, in exceptional cases, the Principal may allow him to appear either in MSE or MSIE in the next academic year in the same even/ odd semester by paying prescribed fees.

c) Teacher assessment (TA)

- i. Maximum weightage for TA shall be of 10 marks, based on the performance and attendance of the students in respective theory course. Performance of the students shall be evaluated through home assignments, offline/ online surprise tests, seminars, fieldwork, or any other suitable means. At the beginning of the semester, respective course teacher shall inform the students, the way in which he is planning to evaluate their performance. The students shall be regularly monitored for performance and record of assessment shall be maintained by the course teacher.
- ii. At the end of the semester, course teacher shall tabulate TA marks allotted to students, display it on notice board for students' reference and enter the same in ERP. Marks once entered shall not be altered without the permission of the Principal.

9. Submission of End Semester Examination Form:

1. Regular/ ex-students shall pay the examination fees online on or before notified last date for the submission of examination form through ERP, for both odd and even semester examinations. The schedule of examination fee shall be in accordance with R-20 of Administrative Manual.
2. For collegiate candidates' examination form will be filled through ERP. Ex and DC student shall fill examination form online on declaration of the date to fill the exam form. They shall have to take a print out of the same and keep with them as a proof of online submission.
3. Examinees may be allowed to submit the end semester examination form after the notified last date with late fees as decided by the exam committee.
4. A candidate who is unable to present himself for any examination shall not receive refund of the examination fee.
5. If a student does not fulfil necessary academic criterion that leads to his detention, the HOD shall mark such student as "Detained". List of such students shall be displayed on the notice board and submitted to the Principal for final approval.
6. COE shall have right to withhold result of any student for any applicable reason.
7. Programme/Semester wise Admit cards (Hall Tickets) shall be printed by exam cell and distributed to students through HOD one week before commencement of the end semester examination.
8. If a candidate suppresses some vital information and tries to appear at an examination for which he is not eligible, 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 COE as and when required. The decision of the disciplinary action committee will be final in his case.

10. Formation of Panel and appointment of Paper setters / evaluators:

1. Formation of Panel

- i. For each course of the program, HOD shall form a "Paper Setter/ Evaluator Panel" of not more than TEN members out of which at least FOUR shall be external members (other than from PRMITR), and forward the same to COE.
- ii. Before including the external members in the panel, HOD shall obtain his consent through e-mail.
- iii. The members of the panel 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 shall have at least two years of professional experience in the relevant field.

- iv. The person to be included in the panel shall have relevant qualification enforced from time to time, and shall be employee of a College/ Organization/ employer of industrial enterprise.
- v. However, if a person is not available as per the norms mentioned in clause (iii) and (iv) as above, the norms for appointments of paper setters shall be relaxed as an exception with prior approval of the Principal.
- vi. The Chief COE/COE shall finalize the name of the paper setters of each course of each program from the respective panel.
- vii. No member of the Examination Committee shall be eligible to render his services as paper setter / moderator or evaluator.

2. Appointment of Paper setters / evaluators

- i. The COE shall issue paper setting appointments as finalized by Chief COE/COE to setters at least one month before the onset of ESE.
- ii. Appointed Paper setter shall not disclose his appointment and shall not make any correspondence regarding any matter concerned with the examination with others. Communication if any, regarding the received appointment, shall only be made with the COE.
- iii. No person from the panel shall claim appointment as Paper Setter/ Moderator/ Examiner or any other appointment related to examination work as a matter of right.
- iv. Appointment of paper evaluator shall be made fifteen days before the onset of ESE.
- v. In case the Paper Setter/evaluator is from outside the Institute, he shall communicate his acceptance within a week from the receipt of the appointment letter. If it is not possible for him to accept the said appointment, he shall communicate the same to the COE immediately. In case no communication is received from Paper setter within prescribed time limit as mentioned in the appointment letter, it shall be presumed that the appointment is not accepted. Under such case, COE shall get the setting work done from other member(s) of the panel with due intimation to the principal.
- vi. It is mandatory for the faculty members of PRMITR 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 COE within the prescribed time limit. The COE shall place the letter received from the faculty member for consideration before the Principal/ Chief COE for decision.
- vii. The Paper Setter/Moderator/evaluator shall follow all the directives 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.

11. Formation of Panel and appointment of Internal/External Examiners for Practical /Project examination

1. Formation of Panel of External Examiners.

- i. At the start of each academic year, HOD shall form a separate panel of at least five External examiners (Other than from PRMITR) for each of the practical course and forward the same to the Principal for approval.
- ii. The External Practical/ Project Examiner shall have at least three years of teaching experience in the relevant programme. In case the Examiner is appointed from Industry/ Organization/ Field he shall have at least two years of professional experience in the relevant field.
- iii. Before including the name of an examiner in the panel, HOD shall obtain his written consent through e-mail.

2. Appointment of Internal/ External Examiners for Practical/Project Assessment

- i. One month before the start of practical examination, for each practical course HOD shall nominate one member from the panel based on his expertise, as an external examiner & respective practical course teacher(s)/ project guide as internal examiner. He shall forward the consolidated list of external / internal examiners to the Principal for approval.
- ii. Upon approval, appointment of Internal and External examiners shall be made by HOD at least fifteen days before the end semester examination.
- iii. No person shall claim appointment as Internal/ External Examiner or any other appointment related to examination work as a matter of right.
- iv. Appointed External Examiner shall communicate his acceptance to HOD within a week from the receipt of the appointment letter. If it is not possible for him to accept the said appointment, he shall communicate the same to the HOD at the earliest. In case no communication is received from examiner within prescribed time limit as mentioned in the appointment letter, it shall be presumed that the appointment is not accepted. Under such circumstances, HOD shall cancel his appointment and nominate other examiner from the panel as external examiner. If none of the examiner from the panel is available/ ready to accept the appointment then HOD shall appoint examiner out of the panel with consent of the principal.
- v. It is mandatory for the faculty members of PRMITR to accept assignment as an internal examiner. However, if there is a genuine inability in accepting the appointment, the concerned faculty member shall communicate reasons in writing to the HOD within the prescribed time limit. The HOD shall place the letter received from the faculty member for the consideration before the Principal for decision.

**12. End Semester Exam (ESE) / End Semester Supplementary Exam (ESSE),
Question Paper Setting and Moderation:**

a) ESE/ ESSE

1. ESE and ESSE of a course shall be conducted only once at the end of the current semester.
2. Except as otherwise provided under the rules relating to particular examination, an examinee shall be eligible to appear for any or all courses in ESSE after paying prescribed fee only if he fails in those particular courses in ESE.
3. Except as otherwise provided under the rules relating to particular examination, in order to pass the examination of any course, an examinee must have scored at least-

For B. Tech.	40% of the overall maximum marks prescribed for that course in [(ESE/ESSE)+(MSE/ MSIE) + TA].
For M. Tech. and MBA	40% of the maximum marks prescribed for that course in ESE/ ESSE and 50% of the overall maximum marks prescribed for that course in [(ESE/ESSE) + (MSE/ MSIE) + TA].
For MCA	40% of the maximum marks prescribed for that course in ESE/ ESSE and 40% of the overall maximum marks prescribed for that course in [(ESE/ESSE) + (MSE/ MSIE) + TA].

4. If a candidate remains absent or fails in both ESE and ESSE in odd semester of current academic year, he shall be permitted to appear for ESE/ESSE in the odd semester of next academic year after paying the prescribed fees
5. If a candidate remains absent or fails in both ESE and ESSE in even semester of current academic year, he shall be permitted to appear for ESE/ESSE in the even semester of next academic year after paying the prescribed fees
6. Question paper for the ESE/ ESSE shall be of 60 marks and unless specified otherwise, maximum time duration of the paper shall be of Three hours.

b) ESE/ ESSE Question Paper Setting

1. Each paper setter shall use formatted blank pages provided by the Institute for paper setting.
2. The questions shall be serially numbered such as 1, 2, 3.... sub-questions, if any, shall be numbered as a, b, c....

3. Following format of internal choice and marks shall be followed by the paper setter for the paper setting –

For B. Tech/ M. Tech/ MCA:

Internal Choice	Max. Marks	Syllabus
Q 1# (i), (ii), (iii), (iv)	4	Unit No. 1
Q 2# (i), (ii), (iii), (iv)	4	Unit No. 2
Q 3(a), (b)... OR Q 4a), (b)...	13	Unit No. 3
Q 5(a), (b)... OR Q 6 (a), (b)....	13	Unit No. 4
Q 7(a), (b)... OR Q 8 (a), (b)...	13	Unit No. 5
Q 9(a), (b)... OR Q 10 (a), (b)...	13	Unit No. 6
	Total 60	

For Q1 and Q2, **four** Multiple Choice based questions (MCQ) (i), (ii), (iii), (iv) should be set of **01 mark** each with **no internal choice**.

For MBA:

Internal Choice	Max. Marks	Syllabus
Q 1(a) (b) OR Q 2 (a) (b)	10	Unit No. 1
Q 3(a) (b) OR Q 4 (a) (b)	10	Unit No. 2
Q 5(a) (b) OR Q 6 (a) (b)	20	Unit No. 3
Q 7(a) (b) OR Q 8 (a) (b)	20	Unit No. 4
	Total 60	

4. Diagrams/ sketches required to be included in questions, if any, shall be drawn by setters in neat and clean manner in black ink / black ball pen / black pencil with respective question / sub question number written below the diagram/sketch.
5. For guidance in assessment of answer book, paper setters are expected to prepare the scheme of marking, giving distribution of marks for different points in the question.
6. In case of numerical problems, the step-by-step solution of problems with distribution of marks for different steps shall be given in scheme of marking.
7. The Paper Setter shall have to submit one or two paper sets as mentioned in the appointment letter.
8. Paper setter shall design the question paper such that,
 - i. questions are written with simple, straight forward and meaningful wordings;
 - ii. questions shall be unambiguous;
 - iii. questions should commensurate with the marks allotted;
 - iv. question paper covers the entire syllabus of the course;
 - v. the full question paper could be answered within the stipulated time allotted for it.
9. Paper Setter shall not repeat the same questions more than 20% in the different sets.

10. Paper setter shall specifically mention the charts, tables, IS codes, data books, etc. if required for the examination.
11. Paper Setter shall ensure that no questions outside the scope of the syllabus are included in the paper.
12. Use of Bloom's Taxonomy shall be practiced by setters. Questions shall be set to test the skill of applying the knowledge acquired, rather than recalling (testing the memory) or merely book information.
13. Marks shall be indicated on the right side of question /sub-question along with the course outcome (CO) being targeted.
14. The Paper Setter shall specifically mention the charts, tables, IS codes, data books etc. required, if any, for the examination.
15. Common "instructions to the examinee" shall be mentioned in the question paper.
16. Three envelopes marked as Cover – A, Cover – B and Cover – C shall be provided to each setter.
17. The paper setter shall submit the paper set(s) maintaining the highest confidentiality in soft form as well as in paper form on or before the due date as mentioned in the appointment letter, as per the following -

a) **Paper Set in Soft form:**

- (i) Paper Setter shall forward the paper set in .pdf format as well as in editable .docx format solely to coee@mitra.ac.in without any CC or BCC to self or anyone. The setter shall delete the email from the send folder once the paper has been send to COE on the aforesaid email id.
- (ii) For forwarding the paper, external setters shall use the same email id specified in the appointment order. Internal setters shall forward the paper using their official mitra email id.
- (iii) The format for file name to be used shall be as follows-
 < CourseCode_CourseName_Set-I/II.pdf > and
 < CourseCode_CourseName_Set-I/II.docx >

For example: 1SF01_Applied_Mathematics-I_Set-I.docx
 1SF01_Applied_Mathematics-I_Set-I.pdf

b) **Paper Set in print format: For paper submission in printed paper format:**

The paper setter shall insert-

- i. hard copy of the question paper in the envelope marked as 'Cover – A'.
- ii. memorandum/ solution in the envelope marked as 'Cover – B'.
- iii. cover A and B in the envelope marked as 'Cover – C' along with the prescribed declaration form.

18. TA/ DA shall be paid to external examiners in accordance with the prevailing TA/ DA rules framed by PRMIT&R for examination work such as paper setting, conduction of practical examination etc.

c) Procedure for moderation of question papers

1. The moderation of the ESE/ ESSE paper sets shall be carried out by subject experts nominated by COE at least seven days in advance to the date of commencement examination.
2. In few cases COE may request the concerned HOD or his/ her nominee for urgent moderation.
3. Moderator shall not have any communication with the paper setters.
4. Moderation of all the question paper sets pertaining to First Year will be carried out by the Chairman of respective Course Board (e.g. Science and Humanities.)
5. The moderation work shall be carried out at the COE office.
6. Following particulars shall be checked and moderated accordingly in each cover C:
 - i. Check cover C and open the same and check all envelopes enclosed in it for any marks of tampering, if there are any such marks, report it to COE immediately.
 - ii. If no marks of tampering are seen, sign envelopes A and B (same envelopes submitted by the paper setter) with necessary remarks.
 - iii. Open cover A to moderate the question paper.
 - iv. Check the Branch of study, semester/ year, Course code, course name, time allotted, number of questions, internal options, marks allotted to each question, total marks, and instructions for students etc.
 - v. Carry out all necessary corrections on the hard copy of the question paper.
 - vi. Check the repetitions of questions, clarity and readability of the figures, etc. and convey to COE in case if any corrections are needed from the paper setters.
 - vii. Moderator shall sign hard copy of each moderated paper set, enclose the same in separate cover D, seal the cover with his sign and put all covers (A, B in cover D.
7. Format for ESE / ESSE question paper moderation

Name of the Moderator: _____

Department: _____

Course Code and Name: _____

Sr. No.	Guidelines	Remarks (mention corrections made, if any)
1	Check the cover of envelope A and hard copy of the question paper and ensure that they are not tampered with.	

2	Check the Branch of study, semester/ year, Course code, course name, time allotted, number of questions, internal options, marks allotted to each question, total marks, and instructions for students.	
3	Check the repetitions of questions, clarity and readability of the figures	
4	Check if all necessary corrections are carried out on hard copy of the question paper.	
5	Enclose and seal the moderated question paper in cover D.	

Additional Remarks, if any: _____

Signature of the Moderator with Date

13. Question Paper Printing

As decided by exam committee the COE may either get the printing work done in Institute or through any third party based on the circumstances, urgency and quantum of the work.

If it is decided by exam committee to get the printing work done within the Institute campus at the designated place then –

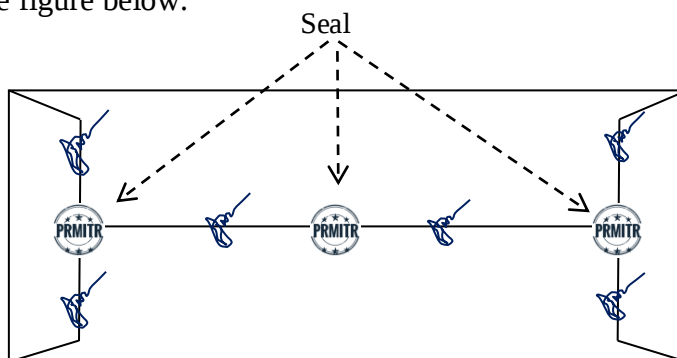
1. At least five working days before the onset of ESE, the Chief COE or his nominee shall randomly select any two paper sets from the three sets (available in separate covers 'D' and sealed by the moderator) to be used for ESE/ ESSE.
2. The cover D marked with ESE shall be used for End Semester Examination and the other marked with ESSE shall be used for End Semester Supplementary Examination.
3. Printing of the question papers shall be carried out one working day before the onset of ESE or ESSE.
4. If formatting is not required, hard copy of the question paper shall be scanned and requisite number of copies shall be printed or photocopied.
5. COE shall appoint/ nominate DTP operator(s) for typing and/or formatting of the question papers of ESE/ ESSE if necessary, without creating any file on any of the storage device.
6. No part of the question paper shall be saved on the hard disk during the entire process of paper setting and paper printing.
7. No person other than those deputed for printing work shall be allowed to enter the printing room/ section. He shall not leave the room until all printing work is over and room is sealed.
8. No person deputed for the typesetting/ printing shall be allowed to carry in the printing room any communication or storage device, such as camera, mobile

phone, pen drive, hard disk etc. or any such a device that can be used for transferring or storing the data from the computer being used for the aforesaid purpose.

9. Internet, USB ports, CD writers, LAN cards, modems, blue tooth or any other accessory that can be used to transfer or save the data shall be disabled from the computer used for typesetting and/or printing purpose.
10. Total No. of copies to be printed shall equal to the No. of Students appearing for the respective course plus maximum TEN additional papers
11. These manuscripts of the question paper as submitted by the setter shall be retained at least for one additional semester.
12. Damaged question papers, extra copies of question papers, part of the question paper etc. shall be destroyed by using shredder machine or by burning at the end of the printing work every day.
13. Pending commands given to the printing machine if any shall be erased before closing the examination control room.

14. Question papers packets, Sealing of packets and sealing cupboards and rooms

- i. After printing and counting the requisite number of question papers, they shall be sealed in packet (Cover E).
- ii. The matter printed on the top of the question paper such as program of study, semester/ year, course code, course name etc. shall be pasted on the packet for identification.
- iii. The plain side of the packet shall be printed with a statement to be signed by any two examinee witnesses at the time of opening the packet Twenty minutes before start of examination.
- iv. To minimize the number of packets, optimal combinations such as 30/20/10 question papers in each packet shall be selected.
- v. Packets shall be sealed using sealing wax with the personal metal seal and signatures of the COE as shown in the figure below.



- vi. Immediately after completing the work, the paper seals duly signed by COE with date & time shall be pasted on all cupboards present in the printing section and all doors of the printing section.

15. Evaluation of the ESE Question Paper:

1. In case if marking scheme is not available, in order to have uniformity in the assessment of answer books, for the courses where more than one assessor is involved, the course coordinator shall conduct a meeting of all the assessor and brief them with regard to the scheme of marking for the theoretical questions as well as questions involving numerical.
2. In order to maintain the quality and standard of question papers of the ESE/ ESSE, question papers shall be evaluated from the various academic/ industrial experts nominated by IQAC with prescribed remuneration in online or offline mode. Each evaluator shall give the feedback on quality of the question paper. Based on the feedback, IQAC coordinator shall submit the necessary report to the Principal for necessary action.

Format for Evaluator's feedback on the ESE Question Paper

Course Code: Course Name: Exam: W/ S 20—

Tick Appropriate –

1. Does the question paper uniformly cover entire syllabus prescribed for the Course?
i) Yes ii) No
2. Whether the time allocated for the paper was sufficient?
i) Yes ii) No
3. Was the paper clearly written and was appropriate to understand the meaning?
i) Yes ii) No
4. Was the language used appropriate? Does the paper suffer from grammatical mistakes?
i) Yes ii) No
5. What is the standard of paper to judge the knowledge and Analytical skills of student?
i) Excellent ii) Good iii) Very Good iii) satisfactory vi) poor
6. What was the difficulty level of the paper?
i) too easy ii) moderate iii) too difficult
7. Any innovative ideas seen in the paper?
i) Yes, to a great extent ii) to some extent iii) No
8. Whether the scheme of marking is appropriate?
i) Yes ii) No
9. What is the overall quality of the paper?
i) Excellent ii) Very good iii) Good iv) Satisfactory v) Poor

Observations/ Comments by the evaluator (if any) _____

Question Paper Evaluated by:

Sign

Name

Address

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

1. Internal Assessment

- i. Internal Assessment (Theory & Practical): After freezing the internal marks (theory, practical, seminar, project etc.) consolidated as well as course wise print out shall be taken by the exam cell. COE shall forward the prints to concerned HOD for verification and confirmation.
- ii. HOD and the course teacher shall sign a copy of final internal marks and forward it to COE before the notified last date.
- iii. After submission of these marks to the office of COE, alteration/correction in marks shall not be accepted. Any request for change shall be entertained by COE in exceptional cases only after approval from the Principal.

2. Grades of the Audit Courses:

- i. A copy of grades of the audit course with the students name, registration number/roll number, signed by the concerned teacher and HOD shall be sent to the COE office before the last date notified by COE.
- ii. After submission of these grades to the office of COE, alteration/correction in grades shall not be accepted. Any request for change shall be entertained by COE in exceptional cases only after approval from the Principal.

3. Incentives:

- (i) Extracurricular activities incentives including Sports and academic incentives shall be entered in ERP by HOD. Signed hard copy of the same shall be sent to the COE office separately before the last date notified by the COE office.
- (ii) After submission of the incentive to the office of COE, alteration/ correction in it shall not be accepted. Any request for change shall be entertained by COE in exceptional cases only after approval from the Principal.

17. Conduct of End Semester Examination:

1. Exam Conduction Officer

Principal shall nominate one senior teacher of Institute as **Exam Conduction Officer** to assist COE for examination conduction. End Semester Examination of all programmes shall commence on the day as per the exam time-table prepared by COE and approved by Principal. However, in case of any unforeseen contingency, the COE is empowered to reschedule any examination.

2. Duties & Responsibilities of the Exam Conduction Officer:

1. Prepare master plan of seating arrangement, with regards to total number of students appearing for the examination.
2. Appoint invigilators, and administrative staff for conduct of examinations
3. Receive blank answer books bearing serial numbers and sealed packets containing question papers from COE and keep them in personal custody.
4. Check the name of examination, course, paper, date & time printed on the envelope with the examination time-table prior to conduction of examination.
5. Give the memorandum of instruction to invigilators as received from the COE office and ask them to scrupulously follow the same.
6. Display the examination related instructions for student as received from the COE office at appropriate places.
7. Take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination.
8. 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.
9. Receive the cases of misbehaviour, malpractices, use of unfair means etc. from the invigilator and forward the same to the office of COE.
10. Enter the registration/ enrolment numbers of the absentees in the ERP and send the absentee record to the COE office and spot valuation centre.
11. Check the answer books received from invigilators as per attendance record submitted by invigilators and arrange them according to the registration/ enrolment numbers.
12. Submit the answer papers to the Spot-Valuation Centre immediately after completion of that paper for masking and further processing.

18. Conduct of End Semester Practical / Project Examination:

A. End Semester Practical Examination

1. There shall be one End Semester Practical Examination, as specified in scheme of the programme.
2. Time table for practical examination pertaining to a programme shall be prepared by the HOD as per the slot provided by the COE according to the schedule mentioned in the Academic Calendar. HOD shall submit the copy of time table to COE for information.
3. There shall be an Internal Examiner and External Examiner to conduct the End Semester practical examinations as well as project evaluation.
4. The Internal and External Examiner shall be appointed by the respective HOD from the panel. If appointed external examiner fails to turn up for the examination for any reason whatsoever, the concerned HOD shall make necessary alternative arrangement from the panel of examiners.
5. In case from the panel, no examiner is available/ ready to accept the appointment then with consent of the Principal, the HOD shall appoint examiner from outside the panel, provided he fulfils the prescribed qualification and experience criteria. The HOD shall forward the duly signed and stamped list of course wise Internal and External Examiners to the Exam Cell.
6. The DEC, shall coordinate the conduction of practical examinations of the department and shall be responsible for various related activities. He may take the assistance of staff members of his department for this purpose.
7. DEC shall prepare detailed timetable (batch wise) for the practical examination in consultation with Head of the Department.
8. The HOD shall nominate 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, preferably the course teacher.
 - b) External Examiner: One for each practical course.
 - c) Teacher assisting the internal examiner: One for each practical course.
 - d) Laboratory Assistant/ Attendant: One for each practical course.
9. Internal examiners along with supporting staff shall make all the necessary arrangements of equipment/ laboratory setup required for conducting practical examination in their respective course labs.
10. 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 shall be treated as final in case of difference of opinion between them.

11. The internal examiner shall enter marks in ERP and generate the foil. The External and Internal examiners both shall sign each page of the foils showing the final marks allotted to the examinees.
12. One copy of foil, grade moderation report and attendance shall be retained by the HOD for record.
13. Answer books, attendance, foil of all the courses of a semester duly signed by the respective valuer/ course coordinator and HOD shall be sent on next working day to the COE office when the practical examination of a particular semester is over.
14. Result processing and grade moderation shall be done as per the prescribed procedure.
15. 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.
16. 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.
17. 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.

19. Provisions for Divyanga/Differently Abled/Visually impaired

1. COE shall make provision the facility of writer to the blind examinee with extra time of one hour and to the differently abled 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/ Orthopaedic Surgeon. The writer shall be lesser qualified than the blind/ differently abled student.
2. COE shall make provisions for 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 impaired students who have hand to mind co-ordination problem and to the visually impaired students after verification of Medical Certificate issued by the Civil Surgeon/ Orthopaedic Surgeon.

20. Spot Valuation Centre and Assessment of Answer Books

Assessment of answer books shall be done at the Spot Valuation Centre.

1. Appointment of Deputy COE for Examination Evaluation Process

- i. Principal shall nominate one senior teacher of Institute as Deputy COE to assist COE for examination evaluation process.
- ii. The Deputy COE shall be responsible for smooth and timely completion of the assessment of answer books.

2. Duties and Responsibilities of Deputy COE for Examination Evaluation Process:

1. 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.
2. Instruct the valuer to use red ink for valuation of answer books, write their name & put their signature on each answer book after valuation.
3. He shall be responsible for the scrutiny of valued answer books.
4. Handover the bundles of valued answer books after scrutiny to the Masking /De-masking section

The Procedure for scrutiny of answer books is as follows:

Scrutinizer shall.

- i. Check all questions and sub questions are valued
- ii. Ensure that the marks given by the valuer are as per the marks allotted to the questions.
- iii. Check correct posting of marks allotted by the valuer to each question/ sub question on the Front Page of answer book.
- iv. Make totals of marks awarded to each sub question(s) and questions and overall grand total.
- v. See that the valuer has signed at the place provided.
- vi. Report to Valuation Officer in case of any discrepancy, which shall be amended by bringing it to notice of the concerned valuer. In any case, the Scrutinizer or any person of Valuation Centre shall not correct any such mistakes on their own.
- vii. After removal of discrepancies, if any, transparent adhesive tape shall be pasted on the marks obtained by the candidate.
- viii. Scrutinizer shall put his signature on the bundle slip provided with the bundle to certify that scrutiny has been done satisfactorily.

21. Masking / De-masking of Answer books & Tabulation

Masking and de-masking of answer books shall be done at the Examination cell

1. Appointment of Deputy COE for Masking/De-masking and Tabulation In-charge.

- i. Principal shall nominate one senior teacher of Institute as Deputy COE to assist COE for Masking/De-masking and Tabulation work.
- ii. The Deputy COE shall be responsible for smooth and timely completion of the masking / de-masking and tabulation work.

2 Duties and Responsibilities of Deputy COE for Masking/De-masking and Tabulation work.

- i. Receive the answer books from the Examination Conduction Officer, count them and process them for masking.
- ii. Each answer book shall be decoded (assigned a unique code number) and number written on bundle slip.

- iii. Make bundles of 30 answer books each, for every course and fill the bundle cover slip.
- iv. Handover the masked answer books to the Spot valuation in charge
- v. After valuation receive the bundles of valued answer books from Spot Valuation Centre. Process the bundles of valued answer books received from Spot Valuation Center for de-masking.
- vi. The bundles of de-masked answer books shall be handed over to tabulation In-charge for Tabulation
- vii. Deputy COE shall supervise the job of masking/ de-masking of answer papers and tabulation of marks.
- viii. Instruct the data entry operator to enter the marks in ERP and generate the foil.
- ix. Check the entry in Foil and entry made in ERP

22. Photocopy & Revaluation of the Assessed Answer Book/s:

Examinees having grievances if any, shall apply for obtaining photocopy of the answer books by paying requisite fees. On demand of the examinee the paper may be reassessed by paying requisite fees. Marks after grievance redressal shall be conveyed to the respective examinee.

Rules & Procedure for providing the Photocopies of assessed Answer book(s) to the examinee & Process of Revaluation of the Answer book(s).

General Rules:

- i. Applying for Photocopy of answer book and applying for Revaluation will be two independent processes.
- ii. Applying for the Photocopy of the answer book or having Photocopy of the answer book shall not be a pre-requisite for applying for revaluation of the answer book in the said subject.
- iii. **The Examinee can independently apply for Revaluation or photocopy or both simultaneously, if he desires so.**
- iv. The Examinee who desires to apply for revaluation are requested to note that, his / her original marks will become **null & void** as soon as he submits his application for the revaluation.

Rules & Procedure for providing the Photocopy (ies) of assessed answer book(s)

1. The facility of obtaining Photocopy (ies) of assessed answer book(s) by the examinee is extended with a view to bring transparency in the examinations system and ensure its credibility.

2. Under these rules applying for the Photocopy (ies) of answer-books shall be permitted For theory papers of all the examinations conducted by the institute in the current session.
3. The Examinee(s) shall apply for the photocopy online through ERP within 05 working days from the date of declaration of ESE/ESSE result to which the candidate has registered for the said course in the prescribed format along with the non-refundable fee prescribed for the purpose by Controller of Examinations.
4. The students shall have to apply for certified copy of the answer book within 7 days from the date of declaration of ESE/ ESSE.
5. Copy of the Answer books of the ESE/ESSE (in PDF format), excluding front page, shall be provided to students on their ERP registered e-mail id (within 24 Hours).
6. After the expiry of seven days from the date of declaration of ESE/ ESSE, the request for scanned copy of the answer book shall not be entertained. No application after the due date will be entertained on any ground whatsoever.
7. On receipt of Photocopy (ies) the applicant examinee shall be the sole custodian of it and under any circumstances the examinee shall not part with the custody / possession of the same and shall not use the same for any other purpose(s).
8. The Photocopy (ies) so obtained by the examinee shall be for his / her exclusive and relevant use. Neither the said examinee nor any other person can use the said copy to dispute or challenge the quality of assessment or quantum of marks assigned to the answer there-in.
9. *If the examinee is found guilty of indulging in any act / attempt he / she shall be liable to be tried before the Unfair Means Inquiry Committee and the decision taken by the authorities based on the recommendation of the said committee shall be final.*

Rules and Procedure for the Reassessment/Revaluation of the Answer book(s)

1. If the examinee is not satisfied with the marks awarded, he / she may apply for revaluation in the prescribed form (Online/ Offline) within the prescribed period and in the manner prescribed here-in-after.
2. The revaluation facility shall be for theory papers of all the examinations conducted for the respective current academic session and the applications received within prescribed time limit.
3. All Examinees can apply for the revaluation of the answer book(s) with whatever marks he / she secured and even the Zero Marks.
4. The Examinee can apply for the revaluation of his /her answer book(s) for as many courses as he / she desires.
5. The Examinee shall apply for Revaluation (**within 05 working days**) in the prescribed form along-with prescribed fee and in the manner & procedure notified by Controller of Examinations.
6. The applications for revaluation received after the last date shall not be accepted by the exam Cell under any circumstances, whatsoever.

7. When a candidate applies for Revaluation, he/she has to surrender the original marks and will have to accept the revised marks which may **INCREASE or DECREASE** or lead to **NO CHANGE**.

Reassessment/ Revaluation Procedure

1. Unless specified otherwise, for a paper of ESE/ ESSE having total 60 marks if the marks awarded by the subsequent examiner vary/ deviate on either side by more than or equal to -
 - (i) 3 marks and less than or equal 9 marks, then the original marks of the applicant examinee shall be changed and marks awarded by the subsequent examiner shall be awarded to the examinee.
 - (ii) 10 marks then the answer books shall be reassessed by the second subsequent examiner and the mean of the higher two examiners shall be considered for awarding the marks to the examinee.
2. After reassessment, updated marks if any shall be entered in ERP.
3. Result processing and Grade Moderation shall be done in ERP as per the norms.
4. After finalization, the grade report shall be generated for each examinee. The grade report shall also be available in ERP in student login.

23. Preservation /Retention of Answer books

- a) The corrected answer books of End Semester Examination (MSE, MSIE, ESE and ESSE) are to be retained for a period of one academic year (two consecutive semesters).
- b) The right to access the copy of the corrected answer books of (MSE, MSIE, ESE and ESSE) will not be available beyond the period of one academic year (two consecutive semesters).

24. Tabulation Register Generation and Results Declaration:

- 1 Statement of internal marks (theory and practical) shall be generated through ERP after freezing.
- 2 HOD shall send a copy of internal marks (theory and practical) duly signed by course teacher and HOD to COE. These internal marks shall be used for TR generation in the COE office.
- 3 Provisional TR shall be generated through ERP and placed before the Scrutiny Committee for verification of entry of marks.
- 4 After corrections, if any, TR shall be placed before Examination committee for approval.
- 5 After approval, Gazette, TR and grade cards shall be generated through ERP.
- 6 Grade report shall have the signature of COE/ Head of the Institute.

- 7 Result shall be announced from COE office through ERP and Tabulation Record (TR) shall be sent to the respective departments.
- 8 The Institute shall strive to declare the results of every End Semester/ End Semester Supplementary examination conducted by it within thirty days from the last date of the examination for that particular programme and shall in any case declare the results latest within forty-five days thereof : Provided that, if for any reasons whatsoever, the Institute is unable to finally declare the results of any examination and evaluation within the aforesaid period of forty-five days, Controller of Examination and Evaluation shall prepare a detailed report incorporating the reasons for such delay and submit the same to the Principal/ Chief Controller of Examination.

25. Examination Grading System

General Rules

- (i) Unless specified otherwise, relative Grading shall be used for all programmes. Few Programmes such as M.Tech may have absolute grading subject to predefined criterion of number of students. However, irrespective of the programme, absolute grading shall be used if numbers of examinees appearing for ESE are less than THIRTY (eg. Program Elective courses).
- (ii) For the award of grade to any course, all component-wise evaluation shall be done in marks. The marks of different components viz. Teachers Assessment (TA), Mid Semester Examinations (MSE), End- Semester-Examination (ESE), shall be added and then be converted to relative/ absolute grade in accordance with the applicable conditions of grading.
- (iii) Once a student 'fails' in a course in ESE in relative grading system or remains absent in that examination due to any reason whatsoever and later appears in ESSE, relative grading shall be used to award the grade based on the mean and the standard deviation of ESE of the current academic year.
- (iv) Once a student 'fails' in a course in ESE in absolute grading system or remains absent in that examination due to any reason whatsoever and later appears in ESSE, absolute grading shall be used to award the grade based on absolute grading table of the current academic year.
- (v) Audit courses shall only be graded in binary i.e. SF (Satisfactory) and UF (Unsatisfactory). Grade report of the final semester and the degree certificate shall be issued only when an examinee earns SF grade in all audit courses of the program.
- (vi) Result Review and Grade Moderation Committee may moderate the results.

1. Absolute Grading System:

The marks obtained by examinee in theory / practical course shall be converted to absolute grades in accordance with table No. 1.

Table No. 1

ABSOLUTE GRADING (if No. of examinees in ESE are less than 30)				
B.Tech. and M.C.A.			M.Tech. and M.B.A.	
Range of Marks (R)		Grade	Range of Marks (R)	Grade
R ≥ 80 %		AA	R ≥ 85 %	AA
80% > R ≥ 70 %		AB	85% > R ≥ 75 %	AB
70% > R ≥ 60 %		BB	75% > R ≥ 70 %	BB
60% > R ≥ 55 %		BC	70% > R ≥ 65 %	BC
55% > R ≥ 50 %		CC	65% > R ≥ 60 %	CC
50% > R ≥ 45 %		CD	60% > R ≥ 55 %	CD
45 % > R ≥ 40 %		DD	55 % > R ≥ 50 %	DD
CONDITIONS FOR ‘FAIL’ GRADE IN THEORY COURSE			CONDITIONS FOR ‘FAIL’ GRADE IN THEORY COURSE	
B. Tech.	R < 40% of the prescribed max marks for (TA +MSE +ESE)	FF	(i) R < 40% of the prescribed max marks for ESE OR (ii) R < 50% of the prescribed max. marks for (TA+MSE+ESE) OR both conditions	FF
MCA	(i) R < 40% of the prescribed max marks for ESE OR (ii) R < 40% of the prescribed max marks for (TA+MSE +ESE)OR both conditions			
CONDITION FOR ‘FAIL’ GRADE IN PRACTICAL/ INTERNAL COURSE (B.Tech., M.B.A. and M.C.A.)				FF
R < 50% of prescribed max. (Internal + External) marks.				

2. Relative Grading System

- (i) For the relative grading, Mean (M) and standard deviation (σ) shall be calculated with the following formulae.

$$M = \frac{\sum \text{Marks of } N \text{ examinees}}{N} \quad \text{and} \quad \sigma = \sqrt{\frac{\sum (X - M)^2}{(N - 1)}}$$

Where, X = Marks of an individual examinee, and

N = Total No. of Examinees - Total No. detained Examinees

- (ii) Unless specified otherwise, **for all UG courses**, the marks obtained by examinee in theory course shall be converted to grades in accordance with table No. 2.

Table No. 2

FOR THEORY COURSE			GRADE
--	X	$\geq M + 1.5 \sigma$	AA
$M + 1.5 \sigma >$	X	$\geq M + 1 \sigma$	AB
$M + 1 \sigma >$	X	$\geq M + 0.5 \sigma$	BB
$M + 0.5 \sigma >$	X	$\geq M + 0 \sigma$	BC
$M + 0 \sigma >$	X	$\geq M - 0.5 \sigma$	CC
$M - 0.5 \sigma >$	X	$\geq M - 1 \sigma$	CD
$M - 1 \sigma >$	X	$\geq 40\%$ of the prescribed max marks for (TA+ MSE + ESE)	DD
CONDITION FOR 'FAIL' GRADE	X	$< 40\%$ of the prescribed max marks for (TA+ MSE + ESE)	FF

- (iii) Unless specified otherwise, **for MBA and MCA courses**, the marks obtained by examinee in theory shall be converted to grades in accordance with table No. 3 and 4 respectively.

Table No. 3

FOR THEORY EXAMINATION (MBA)			GRADE
--	X	$\geq M + 1.5 \sigma$	AA
$M + 1.5 \sigma >$	X	$\geq M + 1 \sigma$	AB
$M + 1 \sigma >$	X	$\geq M + 0.5 \sigma$	BB
$M + 0.5 \sigma >$	X	$\geq M + 0 \sigma$	BC
$M + 0 \sigma >$	X	$\geq M - 0.5 \sigma$	CC
$M - 0.5 \sigma >$	X	$\geq M - 1 \sigma$	CD
$M - 1 \sigma >$	X	$\geq 40\%$ of prescribed max. marks for (ESE) AND	DD

		$\geq 50\%$ of prescribed max. marks for (TA+MSE + ESE)	
Conditions for fail grade (M.B.A.)	X	< 40% of prescribed max. marks for (ESE) OR < 50% of the prescribed max. marks for (TA+ MSE+ ESE)	FF

Table No. 4

FOR THEORY EXAMINATION (MCA)			GRADE
--	X	$\geq M + 1.5 \sigma$	AA
$M + 1.5 \sigma >$	X	$\geq M + 1 \sigma$	AB
$M + 1 \sigma >$	X	$\geq M + 0.5 \sigma$	BB
$M + 0.5 \sigma >$	X	$\geq M + 0 \sigma$	BC
$M + 0 \sigma >$	X	$\geq M - 0.5 \sigma$	CC
$M - 0.5 \sigma >$	X	$\geq M - 1 \sigma$	CD
$M - 1 \sigma >$	X	$\geq 40\%$ of prescribed max. marks for (ESE) AND (TA+ MSE+ESE)	DD
Conditions for fail grade	X	< 40% of prescribed max. marks for (ESE) OR (TA+ MSE+ESE)	FF

- (iv) Unless specified otherwise, **for all UG/PG Courses**, the marks obtained by examinee in Practical / Internal courses shall be converted to grades in accordance with table No. 5

Table No. 5

FOR PRACTICAL COURSE/ INTERNAL COURSE			GRADE
--	X	$\geq M + 1.5 \sigma$	AA
$M + 1.5 \sigma >$	X	$\geq M + 1 \sigma$	AB
$M + 1 \sigma >$	X	$\geq M + 0.5 \sigma$	BB
$M + 0.5 \sigma >$	X	$\geq M + 0 \sigma$	BC
$M + 0 \sigma >$	X	$\geq M - 0.5 \sigma$	CC
$M - 0.5 \sigma >$	X	$\geq M - 1 \sigma$	CD
$M - 1 \sigma >$	X	$\geq 50\%$ of prescribed maximum (Internal + External) marks.	DD
CONDITION FOR 'FAIL' GRADE	X	< 50% of prescribed maximum (Internal + External) marks.	FF

3. Academic Performance and Grade to Grade Point conversion

Unless specified otherwise, table 6 shall be used for academic performance and Grade to Grade Point conversion for all UG (B.Tech.) and PG (M.Tech., M.B.A., and M.C.A) programmes

Table No. 6.

Academic Performance	Grade	Grade Points
Outstanding	AA	10
Excellent	AB	9
Very Good	BB	8.25
Good	BC	7.5
Average	CC	6.75
Below Average	CD	6
Marginal	DD	5
Unsatisfactory	FF	0
Satisfactory completion of Audit Course	SF	--
Non completion of Audit Course	UF	--
Incomplete course requirements (Detention)	II	--
Temporary withdrawal	WW	--
Non completion of Project/ dissertation, Extension in Project/dissertation	ZZ	--

4. Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

(i) Calculation of Semester Grade Point Average (SGPA)

The performance of a student in a semester is indicated by a number called SGPA. The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester and is calculated to two decimal places using the following formula.

$$SGPA = \frac{\sum C_i P_i}{\sum C_i}$$

Where,

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

P_i = Grade points earned in the i^{th} course.

$I = 1, 2, \dots, n$ represent the number of courses in which a student is registered in the concerned semester.

(ii) Calculation of Cumulative Grade Point Average (CGPA)

An up to date assessment of the overall performance of a student from the time of his

first registration is obtained by calculating a number called CGPA, which is weighted average of the grade points obtained in all the courses registered by the student since he entered the Institution and is calculated to two decimal places using

the following formula.

$$CGPA = \frac{\sum C_j P_j}{\sum C_j}$$

Where,

C_j = The number of credits for the j^{th} course up to the semester for which CGPA is to be calculated

P_j = Grade points earned in the j^{th} course.

$J = 1, 2, \dots, m$ represent the number of courses in which a student is registered up to the semester for which the CGPA is to be calculated The CGPA is also calculated to two decimal places.

It is to be noted that the CGPA is not average of SGPA

5. CGPA to equivalent Percentage Conversion

CGPA shall be calculated with the following formula.

$$\% = (CGPA * 9.5)$$

6. The Division / Class to be awarded at the end of the course

Subject to the student earning grade higher than 'FF' in all the courses of the programme, Division/Class to be awarded shall be in accordance with the AICTE guidelines as shown in table No. 5.

Table No. 5

CGPA	Division / Class
≥ 7.9	Distinction Class
≥ 6.32	First Class
$6.32 > CGPA \geq 5.0$	Pass
< 5.0	Fail

For every course taken by a student, he shall be assigned a grade based on his 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.

1. Grading of Academics Performance (UG/PG): For Audit Courses:

Academic Performance	Grades
Satisfactory	SF
Unsatisfactory	UF

Declaration of results in case of unsatisfactory (UF) grade in Audit courses

If a student obtains unsatisfactory grade (UF) in any of the audit course(s) in a given semester examination then his/her result shall be withheld until he/ she obtains satisfactory grade (SF) in the respective audit course(s)

26. Provision of Grace Marks and Incentives

- (i) It is mandatory for every student admitted to any of the UG/PG Degree/Diploma/Certificate course to appear for ESE/ESSE and PASS respective all courses in respective examinations for securing the degree/diploma/certificate of the concerned programme.
- (ii) The provision of Grace Marks and incentive marks will be applicable only to those students who will appear for ESE/ESSE. The provisions of grace marks will not be applicable to the students who remain absent for theory examination or part of it and/or for practical/ sessional/ internal assessment/head of passing.
- (iii) Students who are not categorized as Person With Disability (PWD) a 1% of overall maximum registered marks will be applicable as the grace marks. However, for the PWD students, a 3% of overall maximum registered marks will be applicable as the grace marks.
- (iv) Grace marks or incentive marks whichever is higher will be applied only if the grant of such marks leads to passing in the respective course.
As per the SGBAU Ordinance No. 1 of 1985, grace marks under Rule A-1 (PART ONE) and condonation marks under Rule A-1 (PART TWO) of the Ordinance No. 18 of 2001 shall not be made applicable together for passing in a subject (course) / practical/ sessional internal assessment/ head of passing or an examination.
(Thus, the student cannot avail the benefit of grace marks and incentive marks together for passing the course).
- (v) The above said marks will be awarded to maximum 3 courses and limited to maximum 4 marks per course.
- (vi) The priority for allocating grace marks will be given to subjects requiring the lowest marks for passing.
- (vii) In cases where a student requires the same amount of grace marks for multiple subjects, an additional filter will be applied, specifically by ordering subjects based on Course Code.

- (viii) Incentive marks will not be awarded for activities which are the part of curriculum. Whereas, the incentive marks will be awarded to student subjected to he/she has performed/achieved the following activity in respective semester:

Sr. No.	Activity	Max. Incentive Marks
1	Participation in N.S.S., N.C.C.	5
2	Participation in Inter Collegiate (University level) Tournaments	5
3	Participation in Inter University Tournaments	5
4	Participation in Inter Collegiate Cultural activities recognized by the University	5
5	Inter University Participation in Cultural activities	5
6	Donation of Blood each time	2

Note: Submission of certificate from relevant authority is mandatory for seeking these marks

- (viii) Once availed the benefit of incentive marks in current semester for any above specific activity, the student cannot claim the incentive marks for same activity in any other semester.
- (x) If the incentive marks are not utilized for passing the course(s), it will be added to the SGPA of respective semester after multiplying by factor 0.025. No grace marks or incentive marks will be carried forward to the next semester. To pass an examination, grace marks shall be awarded to examinee as per regulation R20.

27. Eligibility Criteria for Admission to the Higher Class for Students Studying in Autonomous Programs

(i) For UG (B. Tech.) Programs:

Semester	Conditions
II Sem	Semester I term has been granted to the student after its satisfactory completion
III Sem	(i) Semester II term has been granted to the student after its satisfactory completion AND (ii) Earned at least 60% (fraction ignored) of the combined credits of Sem I and Sem II <i>Note: Aforesaid conditions (i) and (ii) shall not be applicable to the direct second year admitted students</i>
IV Sem	Semester III term has been granted to the student after its satisfactory completion
V Sem	(i) Semester IV term has been granted to the student after its satisfactory completion AND (ii) Earned at least 60% (fraction ignored) of the combined credits of Sem III and Sem IV (iii) The students have passed the examination of Sem I and Sem II
VI Sem	Semester V term has been granted to the student after its satisfactory completion
VII Sem	(i) Semester VI term has been granted to the student after its satisfactory completion AND (ii) Earned at least 60% (fraction ignored) of the combined credits of Sem V and Sem VI (iii) The students have passed the examination of Sem III and Sem IV
VIII Sem	Semester VII term has been granted to the student after its satisfactory completion

(ii) For MBA/ MCA Programs:

Semester	Conditions
II Sem	Semester I term has been granted to the student after its satisfactory completion
III Sem	(i) Semester II term has been granted to the student after its satisfactory completion AND (ii) Earned at least 60% (fraction ignored) of the combined credits of Sem I and Sem II
IV Sem	Semester III term has been granted to the student after its satisfactory completion

(iii) For M. Tech Programs :**

Semester	Conditions
II Sem	Semester I term has been granted to the student after its satisfactory completion
III Sem	Semester II term has been granted to the student after its satisfactory completion
IV Sem	Semester III term has been granted to the student after its satisfactory completion

**** Note: A student shall be allowed to submit the dissertation only after passing all courses of the previous semesters of the program**

Eligibility for admission to the UG Bachelor's Degree with Double Minor/ Honors /Research as per UGC guidelines:

Minimum CGPA/CPI of 7.5 or minimum 75% after second semester for UG Bachelor's Degree with Double Minor/ Honors and Minimum CGPA/CPI of 7.5 or minimum 75% after sixth semester for UG Bachelor's Degree with Research.

28. Examination Vigilance Squad:

1. Appointment of Vigilance Squad:

- i. Chief COE 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 faculty members of the Institute, considering gender equality.

2. Duties of Vigilance Squad:

- i. If necessary, carry out physical verification of examinees and their belongings, such as compass box etc., to ensure that the examinee does not carry with him any cell phone/mobile phones, blue tooth devices, book(s), written/ printed papers, or any other objectionable material in the examination hall. However, physical verification of female examinee, if required, shall strictly be carried out only by female faculty member in a private room.
- ii. Ensure that the examinee does not write anything on the walls of the room, and question paper supplied to him.
- iii. Conduct themselves at the examination centre with utmost caution, courtesy and respect, without causing any kind of commotion, which may disturb the examinees.
- iv. Not cause any kind of harassment either to the students or to any of the officials of the examination centre.

- v. Inspect the examination centre regularly; go for surprise checking on and often to ensure that the arrangements made for the conduct of examinations are proper and adequate.
- vi. Initiate action to curb malpractices like copying, possession of in-discriminatory materials related to examinations, as per the rules and guidelines framed.
- vii. The vigilance squad shall report the cases of malpractices to COE for necessary action.
- viii. The vigilance squad shall carry out any other duties assigned by the COE from time to time for the smooth conduction of the examinations.
- ix. Under any circumstances, the vigilance squad shall not release any press statement in any form.

29. Dealing with the cases of Unfair-means:

1. Unfair Means Committee will be constituted by the Principal in 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 shall consist of Total three senior male and female teachers of the institute. One of the members of the committee shall be the Chairman of the Committee.
2. As soon as a student is identified having resorted to unfair means, his answer book shall be seized by the invigilator or by the authorized person.
3. The papers (hand written/ printed/ photocopied etc) found in possession of the student shall be signed by the student, Invigilator and Deputy COE and tagged with his answer book in candidate's presence.
4. If mobile phone/any electronic gadget is found in possession of the student, it shall be seized and sealed in an envelope. The envelope shall be signed by the student, Invigilator and Deputy COE.
5. The Deputy COE shall ask the candidate to make a statement in writing, explaining his conduct. In case the candidate refuses to do so, the fact of his refusal shall be recorded by the Deputy COE, which should be attested by at least one invigilator on duty.
6. In the case of practical tests/ performance tests on PCs the act of using unfair means shall be recorded by the internal examiner. Evidence in the form of softcopy/ photocopy/photograph etc. shall be submitted along with the statement of the student.
7. After completing all above formalities, a fresh answer book shall be given to the student for completing the examination. He shall be informed that he need not repeat the questions he has solved in seized answer book; he may solve the remaining part of the question paper.
8. After a particular 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 COE along with the report.

9. After the examination of all the theory and practical courses, the Unfair Means Committee shall enquire into the cases of attempt of unfair means in the examinations.
10. Before two days to the scheduled unfair means committee meeting, exam cell shall intimate the concerned students, by sms/ email/ ERP/ Institute web-site, to appear before the committee.
11. Unfair Means Committee will cross-examine the student one by one and identify clearly the category of nature of offence as listed in the ANNEXTURE-I of the Examination Manual.
12. If the student fails to report on the specified date and time, committee will take the decision Ex Parte, on the basis of available reports/ evidences.
13. The Unfair Means Committee shall submit its recommendations to the Examination Committee for consideration and necessary action. The Examination Committee is empowered to 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 Examination rules and regulations of PRMITR.
2. In case any discrepancy arises regarding definitions, only then concerned Ordinance(s) of the Sant Gadge Baba Amravati University shall be referred.
3. Broad categories of negligence/unfair means resorted to by paper setters, examiners, moderators, valuers, teachers or any other persons connected with the conduct of examinations and punitive action thereof.

ANNEXTURE-I

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

Category		Punitive Action
Category-A Student is found-		Current examination of this course only will be cancelled.
1	Talking to another student during the examination hours in the examination hall; ignoring the warnings given by the invigilator	
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.	
3	Writing question paper on any piece of paper except the answer-book during the examination.	
4	Changing seat in the examination hall without the permission of invigilator.	
Category-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 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).		Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.
Category-C		
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	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.

	having copied from any printed material or notes written on any part of his 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).	
2	Possession of another student's answer book.	Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course (both students).
3	Possession of another student's answer book and actual evidence of Copying there from	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 students).
Category-D		
1	Replacing an answer book or part thereof during or after the examination.	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.
2	Smuggling-out or smuggling-in of answerbook as copying material.	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).
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.	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).
4	Answer book written outside the examination hall.	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).
Category-E		
	Having received help from or giving help to another candidate through mobile phone or any electronic media pertaining to the	Current and one additional examination of all the courses will be cancelled and punishment can be extended up to

	questions set in the paper concerned.	cancellation of one more examination of all the courses (all the students who are involved).
Category-F		
1	If a student leaves the examination hall/ room without submitting answer-book.	Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.
2	If a student attempts to tear off or dispose-off the answer book.	Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.
3	Guilty of swallowing or destroying the material such as notes or paper found from him 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.	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.
Category-G		
1	Attempt to forge the signature of the invigilator/examiner on the answer book or any material related with examinations.	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.
2	Tampering with the written matter/ awarded marks on an evaluated answer book.	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.
3	Interfering with or counterfeiting of College seal or answer book.	Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence.

4	Tampering with the records of examination.	Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence.
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.	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).
6	Impersonating any candidate or getting impersonated by any person for taking the examinations.	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).
Category-H Use of obscene language/ force/ threat against Invigilator/ Co-officer/ Officer-in-charge/ any other person connected with the conduct of examination or student.		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.
Category-I		
	Revealing identity in any form in the answers written or in any other part of the answer book by the student in the examination.	Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.
	Insertion of currency notes or any ineligible insertion in the answer book.	Current examination of all courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all courses.
Category-J 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).
Category – K Any other malpractices not covered in category – A to J		Depending on the gravity of the offence, Unfair means committee can recommend the punishment to the concerned 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 is caught again for malpractices used at the examinations, in this event he 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, TEACHERS OR ANY OTHER PERSONS CONNECTED WITH THE CONDUCT OF EXAMINATIONS AND PUNITIVE ACTION THEREOF.

Cases of negligence/lapses

Categories A:	Punitive actions
1. Negligence on the part of examiner in setting/moderating the question paper 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. 3. Negligence on the part of invigilators: Use of mobile phone during invigilation duty for talking/ reading/ typing/ watching videos/ playing games etc. Neglecting the use of unfair means by examinees/ not taking due efforts to prevent the use of unfair means/ not reporting unfair means cases.	For first time, Principal will give verbal warning to the concerned faculty member, depending on the gravity of the case. If negligence/ lapse on the part of same faculty is observed second time, Principal will give warning letter to the concerned faculty member. If negligence/ lapse on the part of same faculty is observed third time, show cause notice will be issued by the Principal and same shall be entered in his service book. If negligence/lapse by the same faculty member is repeated further, appropriate disciplinary action will be taken by the Principal.

4. Negligence on the part of valuer/ examiner which results into delay in spot valuation work or delay in declaration of the results.	
5. 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.

Categories B:	Punitive actions
Cases of favoritism or victimization in the examination	Enquiry committee will be set and decision will be taken by the examination committee according to the findings
Categories C: Cases of mal-practices:	Punitive actions
1. Leakage of question paper or part thereof. 2. Shielding the cases of mal-practices by student/ person. 3. Helping in copying/ mass copying	Enquiry committee will be set and decision will be taken by the examination committee according to the findings.

Categories D:	Punitive actions
Cases not covered in any of the above categories	Enquiry committee will be set and decision will be taken by the examination committee accordingly

NOTE:

Depending on the findings of the enquiry committee and gravity of the case, examination committee may recommend punitive action such as, but not limited to, stopping the increments of the concerned person/ persons for one to five years.