

# EXAMINATION RULES

## Rules and Regulations for Examinations and Evaluations for UG/PG Programs (Revised Examination Rules for old curriculum wef academic year 2018-19)

**1. Preamble:** Government College of Engineering, Jalgaon is one of the pioneer engineering institutes of Government of Maharashtra in North Maharashtra University area. The institute is established in 1996. The institute offers Under Graduate and Post Graduate programmes in engineering. In future it will also offer Doctoral Programmes in engineering. The institute has been awarded an autonomous status vide UGC, New Delhi letter No. 22-1/2014(AC) dated 19.06.2014 and NMU letter No- NMU/2/223/2014 dated 10.07.2014.

Being an autonomous institute, it is essential to constitute various authorities of autonomous institute and develop suitable mechanism for curriculum design, examination/evaluation system and rules/regulations/ordinances for autonomous institute to implement autonomy effectively. The institute has already formed the Academic Council (AC), Academic Programme Evaluation Committee (APEC), Board of Studies (BoS) and Departmental Faculty Boards (DFB) and approved by Board of Management (BoM). These authorities have been conferred with certain powers and duties as per UGC guidelines. This institute has already framed the autonomy rules for UG and PG programmes which already approved by AC in its first meeting held on 27.04.2014. One of the important responsibilities of autonomous institute is to decide the methodology for examination and evaluation. Therefore; the institute shall form Examination Rules for UG and PG programmes as approved by AC.

**2. Executive Authorities for Academic and Examination:** Academic Council is the highest authority to take decision in the academic matters of an autonomous institute. Academic standard of the institute mainly depends on decision/policies of AC and its effective implementation. Therefore; this autonomous institute shall constitute Examination Committee (EC) and Academic & Examination Cell (AEC) for effective implementation of decision/policies of AC in respect of academic reforms including curriculum and examination/evaluation reforms.

**2.1 Examination Committee (EC):** Institute shall constitute Examination Committee under the chairmanship of Director / Principal of the institute in the similar lines of Maharashtra University Act 1994. It shall be approved by Academic Council of the institute and shall consist of the following members.

- a) Director / Principal (Chairman)
- b) Dean, Academic of the institute.
- c) Controller of Examination, North Maharashtra University, Jalgaon.
- d) One senior faculty member of university department not below the rank of associate professor; nominated by Hon. Vice Chancellor of NMU, Jalgaon.
- e) One evaluation expert from industry.
- f) Three regular senior faculty members of the institute nominated by Principal of the institute.
- g) Controller of Examination, Government College of Engineering, Jalgaon (Member Secretary)

h) All Head of the Departments (HoDs)/BoS chairpersons as invitee members

**2.1.1 Meetings of Examination Committee:** The meetings of examination committee shall be conducted as per following guidelines.

- The committee shall meet twice during the academic year and such other times as may be required.
- Two-third members shall constitute a quorum for examination committee. If the meeting is adjourned for the want of quorum, then no quorum shall be required for such adjourned meeting, which will be conducted within 15 minutes.
- Honorarium: On consideration of the honorarium payable to members of BoM, AC and BoS; it decided that -
  - i. Honorarium is not payable to faculty/staff members of this institute.
  - ii. Rs 2000.00 per meeting or per day may be the honorarium to the other member of EC.

**2.1.2 The duties of examination committee:** The examination committee shall perform following duties for the smooth conduct of examination, evaluation and declaration of result.

- The committee shall ensure proper organization and execution of all types of examinations.
- The committee shall ensure proper evaluation, tabulation and declaration of results of all examinations.
- The committee shall ensure timely execution of examination related activities specified in academic calendar.
- To deal with the cases of use of unfair means by any faculty member/examiner/moderator/invigator/Senior Supervisor/Assistant CoE/CoE/Dean or any person (except students) at any examination.
- Undertake experiments in examination reforms.
- To suggest essential modifications in examination rules for effective implementation of autonomy to AC for its approval.

**2.1.3 The powers of examination committee:** To perform the duties specified in point No 2.1.2 properly; it is conferred with following powers.

- Appoint examiners, moderators and paper- setters from amongst the persons included in the panels prepared and approved by the respective Board of Studies (BoS). Such appointments shall not be issued to any person whose close intimates (real/step father and mother, husband/wife, real/step brother and sister, real/step son and daughter) are examinee at that programme. AEC shall obtain appropriate undertaking in this regard from concerned members and submit to EC. However, such members can participate in all other activities (if otherwise eligible) which are not related to examinations.
- The committee shall perform such duties and responsibilities that are assigned from time to time by Board of Management or Academic Council.
- The committee shall inquire; decide the punishment by following the guidelines for imposing punishment on the person (except students) involved in unfair means prescribed in point no 18.6, in respect of cases of unfair means referred to it. However depending on the situation committee may quantify the severity of the punishment.
- Chairman EC is empowered to appoint examiners, moderators and paper- setters out of panel in exceptional cases when the persons included in the panels prepared and approved

by the respective Board of Studies (BoS) are not available as examiners, moderators and paper- setters.

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

- a) Dean, Academic of the institute.
- b) Controller of Examination (CoE), of the institute.
- c) Assistant CoE (Pre-exam) and Assistant CoE (Post-exam).
- d) MIS officer in-charge
- e) Three faculty members of the institute (one each for pre-exam, ESE and post-exam activities).
- f) Programmer/Data entry operator/other class III
- g) Three class III members of the institute (one each for pre-exam, ESE and post-exam activities).

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

- To coordinate the meetings of Academic Council (AC) and Examination Committee (EC).
- To maintain the record of minutes of meetings and related documents of the meetings of AC and EC.
- To monitor and facilitate the implementation of academic reforms suggested by Academic Council.
- To ensure eligibility of all admitted students as per norms and procedure.
- To collect registration and examination forms through concerned department and issue permanent registration number (PRN) to each admitted student.
- To maintain the record of all students through MIS.
- To issue appointment orders to examiners, moderators and paper- setters etc as per directives of EC. It shall obtain appropriate undertaking in the format from examiners, moderators and paper- setters stating that his/her close intimates (real/step father and mother, husband/wife, real/step brother and sister, real/step son and daughter) is/are not examinee at that programme and submit all such undertaking to EC.
- To issue appointment orders to invigilators, relievers and vigilance squad etc. Such appointments shall not be issued to any person whose close intimates (real/step father and mother, husband/wife, real/step brother and sister, real/step son and daughter) are examinee at that programme. AEC shall obtain appropriate undertaking in this regard from concerned members. However, such members can participate in all other activities (if otherwise eligible) which are not related to examinations.
- To print the answer books, supplements, graph papers and all other examination related stationery well in advance following the State Government procedures.
- The AEC shall ensure the strict vigilance during the conduct of all types of examination to avoid the use of unfair means by anybody.

- The AEC shall ensure proper organization of all types of examinations including conduct of ESE, evaluation, reevaluation, issue of photocopy of answer book, tabulation and declaration of results as per directives of EC.
- To issue grade card, provisional degree certificate (if otherwise eligible) and migration certificate.
- The AEC shall prepare the time schedule of all types of examinations and dates of declaration of the results at the beginning of the term and get it approved by EC.
- To prepare academic calendar and get it approved in Examination Committee and Academic Council.
- To compile result analyses carried out by all programmes/departments and present the same in the meeting of AC and EC.
- Dean Academics shall monitor the overall working of AEC while CoE shall look after examination related work.

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

### **3 Examinations :**

The various examinations for B. Tech. and M. Tech. Programmes shall be conducted in accordance with the curriculum structure and autonomy Rule and Regulations for UG and PG Programmes as approved by Academic Council for the various Programmes. The students shall be evaluated for his/her academic performance in a theory course through Internal Sessional Assessment (ISA), two In Semester Examinations (ISE-I & ISE – II) and End Semester Examination (ESE) while academic performance in a laboratory course shall be evaluated through Internal Continuous Assessment (ICA) and End Semester Examination (ESE).

**3.1 ISA for theory courses:** Internal Sessional Assessment should support the principle of continuous assessment and may be based on two to four different tools like surprise test, group discussion, quiz, home assignments, presentation skills, etc. The tools (with their weightage) to be used for ISA shall be declared by course teacher (with prior approval of course coordinator) at the beginning of semester. The course teacher shall keep the all relevant record of the Internal Sessional Assessment. The course coordinator shall ensure that each course teacher has performed proper Internal Sessional Assessment.

**3.2 ISE for theory courses:** In each semester; two ISE shall be conducted as per schedule. In general, ISE – I shall be based on 1/3<sup>rd</sup> syllabus and ISE - II shall be based on next 1/3<sup>rd</sup> syllabus other than that covered in ISE – I as declared by course coordinator. The course coordinator shall declare the exact syllabus for each ISE at least two weeks in advance in coordination with all course teachers.

**3.3 ESE for theory courses:** There shall be five ESEs in one academic year; out of which the first two ESEs (viz winter and re-examination winter) shall be conducted only for all the courses of odd semester while next two ESE (summer and re-examination summer) shall be

conducted only for all the courses of even semester and the fifth ESE (Complementary Examination) shall be conducted for all the theory courses of odd as well as even semester. Regular ESE shall be conducted immediately after the semester is over while re-examination and Complementary Examination shall be conducted with a gap of at least two weeks after the previous ESE. Every ESE shall be based on complete syllabus of the respective course.

**3.4 ICA for laboratory courses:** Internal Continuous Assessment should support for regular performance of practical and its regular assessment. It shall be based on the understanding the principles, skills to be developed, punctuality, regular submission and neatness of the journal for each practical/experiment carried out. It shall be assessed by subject teacher and its record shall be maintained in the appropriate format.

**3.5 ESE for laboratory course:** There shall be four ESEs for laboratory courses in one academic year; out of which the first two ESEs (viz winter and re-examination winter) shall be conducted only for the courses of odd semester while next two ESE (summer and re-examination summer) shall be conducted only for the courses of even semester. Regular ESE shall be conducted immediately after the semester is over while re-examination shall be conducted with a gap of at least two weeks after the previous ESE for laboratory courses. It shall be based on complete syllabus as specified in detailed curriculum.

**4 Duration of Examination:** Duration of examination shall be based on type of examination and maximum marks or credit of that examination.

**4.1 ISE for theory courses:** Duration of ISE1 and ISE 2 shall be one hour each irrespective of its marks either 15 or 8.

**4.2 ESE for theory courses:** Duration of ESE shall be as specified in detailed curriculum.

**4.3 ESE for laboratory course:** Duration of ESE for laboratory course shall be three hours or as specified in curriculum structure.

## **5 Question Paper Setting:**

Following guidelines shall be strictly followed by examination committee for appointment of paper setter and by paper setters for setting the question paper of any of the examination.

**5.1 ISE:** The course coordinator shall set question paper based on the pre-decided syllabus for the respective ISE in coordination with course teacher/s. The question paper shall be set for one hour duration (i. e. the students should be able to solve the complete question paper comfortably within 1 Hour.) and for 15 or 8 marks as specified in curriculum structure with at the most 1/3 rd option.

**5.2 ESE:** Following guidelines shall be strictly followed by examination committee -

### **5.2.1 Appointment:**

- The paper setter appointed for UG course shall have at least UG degree in concerned/allied branch of engineering or PG degree in concerned/allied branch of non

engineering subjects and the examiner eligible for PG course shall have at least PG degree in concerned/allied branch of engineering or Ph.D degree in concerned/allied branch of non engineering subjects.

- He/she shall have at least two years of teaching experience and at least one-year experience of teaching the course for which appointment is to be made. However, if experts are not available as per the norms mentioned above the experienced teachers may be appointed as a special case with due approval from chairman examination committee.
- No person can claim appointment as paper setter as a matter of right.
- Examination committee shall appoint paper setters from amongst the persons included in the panels prepared by the respective BoS. However; chairman EC can appoint examiners, moderators and paper- setters out of panel in exceptional cases when the persons included in the panels prepared and approved by the respective Board of Studies (BoS) are not available as examiners, moderators and paper- setters.
- Appointments of person as a paper setter shall be made at least two months before the end semester examination.

### **5.2.2 Instructions to paper setter:**

- The paper setter should not accept appointment order if his /her close intimate (real/step father and mother, husband/wife, real/step brother and sister, real/step son and daughter) is/are the examinee at that programme. AEC shall obtain appropriate undertaking in this regard from concerned members and submit to EC.
- The paper setter shall follow all the directions given by EC from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.
- It is mandatory for the teaching staff members of Government College of Engineering., Jalgaon to accept the appointment as paper setter, if he/ she qualify as a paper setter.
- In case paper setter is from outside the institute, he/she shall communicate his/her acceptance immediately; however if it is not possible to accept the appointment due to his/her preoccupation he/she shall communicate the same to concern authority well in advance at least two weeks before the last date of submission of question paper. In case no communication is received from paper setter within prescribed time limit it will be presumed that the appointment is accepted.
- The question paper for end semester examination shall be for 60 or 30 marks as specified in the curriculum and maximum duration shall be 3 or 2 hours respectively or as specified in the curriculum.
- The question paper of a course of three or more credits shall include minimum four and maximum six questions while that of two credits shall include minimum three and maximum five questions.
- There shall be maximum 30% internal choice (e.g. maximum option of 18 marks for 60 marks question paper). The students have to attempt all questions.
- The paper setter shall not disclose his/her appointment and shall not make any correspondence on post cards regarding any matter connected with the examination.
- The paper setter shall submit one/ two paper sets as per his/her appointment order.
- Nature of question paper should be precise.

- Paper setter should design question paper such that the questions – (i) are written with simple, straight forward and meaningful wording (ii) are unambiguous (iii) are asked for relevant marks and (iv) cover the entire syllabus of the course.
- Question should be set in such a way that it will test the skill of applying the knowledge acquired and thinking ability in addition to testing the memory and skills acquired.
- The questions should be serially numbered as 1, 2, 3, 4, 5 & 6 while sub-questions shall be numbered as a, b, c, d etc.
- All questions shall be mandatory with maximum 30% internal choice (e.g. maximum option of 18 marks for 60 marks question paper). Marks shall be indicated on the right side of sub-question or the question.
- Diagrams or sketches if any, should be drawn in black ink or with black ball pen and should be attached separately (to the question paper) with question number mentioned below the sketch. Scanned images of diagrams or sketches may be included in soft copy of question paper. **The diagram/figure in question paper shall be clear, visible, readable and understandable.** For guidance of assessment of answer books, paper setters should prepare the scheme of marking, giving distribution of marks for different points in the question.
- In case of numerical problems, solution of the problems with distribution of marks for different stages shall be given in scheme of marking.
- The paper setter should specifically mention the charts, tables, IS codes, data books etc. required for the examination.
- “Common Instructions to Candidates” shall be sent to paper setter with appointment order. However paper setter is requested to delete excess instructions or add some instructions, if required.
- Each paper setter will have to submit a declaration, along with the paper.
- The paper setter is provided with a CD/DVD containing the format of question paper and common instructions to candidates.
- Each paper setter shall be provided the syllabus and preferably the teaching plan submitted by the course teacher who has taught the course. Paper Setter may refer this teaching plan while setting question paper so as to understand the depth of a particular topic of syllabus dealt by course teacher. However course teacher shall submit teaching plan in the following format duly signed by course coordinator and concerned HoD.

**Corse Code and Name of Course:**  
**Name of Course Teacher:**

**Branch:**

**Year/Semester:**

Lecture No.	Topics of the syllabus covered/to be covered	Depth to which covered
1		
2		

**Sign of course teacher**

**Sign of course coordinator**

**Sign of HoD**

- The hard copy of the question paper and the soft copy shall be placed in the green envelope (Cover – A) and the scheme of marking shall be placed in red envelope (Cover

– B). These two envelopes (Cover–A and Cover – B) and shall be placed in yellow envelope (Cover – C). These three envelopes (three Cover -C, one for each paper set) shall then be placed, along with the declaration in appropriate format, in the brown envelope (Cover – D).

- In case of any difficulty regarding getting soft copy and/or hard copy, the setter may report to Assistant CoE (Pre-Examination). TA/ DA shall be paid for such work for outside examiners.

**5.3 Format of the question paper:** In general half of A4 size paper should be used for ISE examination and if required, the question paper may be printed on both sides. Times New Roman font and size 12 pt should be used for ISE question paper. However ESE question paper shall be submitted using following format.

- In general A4 size paper should be used for ESE examination.
- Both the sides of the papers should be used for printing.
- White colored paper shall be used for the question paper printing.
- Following format shall be used.
  - a. The question papers shall be prepared in *MS-Word* word processor only
  - b. Font to be used shall be Times New Roman, size 12 pt.
- Matter to be printed on question paper:
  - a. Name of the institute to be printed on the top of question paper.

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b. Name of Examination: *Example:* First year B. Tech. Examination: Winter/Re-exam  
Winter/ Summer/Re-exam Summer/Complimentary 20\_\_

**OR**

Second year B. Tech. (Civil) Examination: Winter/Re-exam Winter/Summer/Re-exam Summer/Complimentary 20\_\_

- c. Course code and course name: *Example* ME303 Fluid Mechanics
- d. Maximum marks: 30 or 60; as given by the setter.
- e. Duration: 2 or 3 hours; as given by the setter.
- f. Instructions: as given by paper setter
- g. Page Numbering eg 1, 2, 3. ----

### **6. Question Paper Moderation**

ISE question paper need not be moderated; however ESE question paper should be moderated using following guidelines.

- The moderation of the ESE question paper sets received shall be carried out by respective chairman BoS in coordination with Assistant CoE (Pre-Examination) as per his/her convenience, at least 3 days in advance to the date of commencement of examination. Under unavoidable / exceptional circumstances; the faculty holding charge of chairman BoS (i.e. charge of HoD) shall do the moderation of question papers.
- Chairman BoS shall not perform moderation work if his /her close intimate (real/step father and mother, husband/wife, real/step brother and sister, real/step son and daughter) is/are the



examinee at that programme. AEC shall obtain appropriate undertaking in this regard from concerned members and submit to EC.

- The moderation work will be carried out in the AEC office and report shall be submitted in the proforma given below on the same day to AEC
- Following particulars should be checked and moderated accordingly:
  - a. Check the cover of envelope A and hard copy of the question paper.
  - b. All necessary corrections are to be carried out on hard copy of the question paper.
  - c. Check and correct the course code, course name, time allotted, number of questions, and total marks, instructions given to the students (instruction number 6 of the paper format to be deleted, if not applicable)
  - d. Check total number of questions (maximum 06) and, wherever possible, check and correct marks allotted per question, internal choice and total option given (max. 30%)
  - e. Check repetition of questions, format and **visibility/readability of the figures, and its data** while moderating the question paper set.
  - f. Check the cover and contents of envelope B, and will submit information on whether the envelope B contains solution or not.
- Moderator shall not have any communication with the paper setter.
- Moderator shall sign envelopes A, B and C (same envelopes submitted by the paper setter) with necessary remarks.
- Assistant CoE (Pre-Examination) shall make necessary correction in the question paper as suggested by question paper moderator.

#### **Format for Moderation of ESE Question Paper**

**Name of the Moderator:**

**Department:**

**Course Code:**

**Sr. No. on Cover D :**

**Course Name:**

Sr. No.	Guideline No.	Remarks mentioning corrections made
1	Check the information on cover of envelope A and hardcopy of the question paper and make necessary corrections if required.	
2	Check and correct the course code, course name, time allotted, and total marks, instructions given to the students (delete the instructions which are not applicable) on hard copy of question paper and make necessary corrections if required.	
3	Check total number of questions (minimum and maximum as per guidelines) and if required/possible correct marks allotted per question, internal choice and total option given (max. 30%) on hard copy of question paper and make necessary corrections if required. Same correction should be done in the solution/marking scheme of that question paper too.	
4	Check repetition of questions, format and readability of the figures, while moderating the question paper set on hard copy of question paper and make necessary corrections if required .	

5	Check the cover and contents of envelope B and will submit information on whether the envelope B contains solution or not.	
6	Mention percentage option (in terms of marks; maximum 18 in case of 60 marks paper) available after corrections by Moderator	
7	Visibility/readability of the figures, and its data.	
8	<b>Additional Remarks, if any:</b>	

**Signature of the Moderator with Date**

**7. Printing of question paper, answer books and other stationery:**

Following guidelines shall be followed for printing of ISE/ESE question paper.

**7.1 ISE:** ISE question paper shall be printed at departmental level by course coordinator using the facilities available in the department. Sealed packets of the question papers shall be retained by the course coordinator or departmental coordinator at least two days before the commencement of the respective ISE.

**7.2 ESE:** ESE question papers shall be printed at institute level as following procedure and guidelines.

- Assistant CoE (Pre-Examination) shall get one sealed envelope per course offered during the semester from the Chairman, examination committee and obtain his/her signature on selected sealed envelope. Both, Chairman, examination committee and Assistant CoE (Pre-Examination) shall certify the sealed status of envelope.
- Printing of the question paper shall be done one working day before the examination and sealed immediately using the procedure given in point No 8 by Assistant CoE (Pre-Examination) and retain in his/her custody.
- Sealed packets containing question papers shall be arranged date-wise in sequence.  
No. of copies to be printed will be decided by the following formula and rounded off to the next number that is multiple of 5.

$$T = N + A$$

Where,  $T$  = Total number of question papers to be printed

$N$  = No. of candidates appearing,

$A$  = Additional question papers = 20% of the number of students appearing, subjected to a minimum of 5 and maximum of 20 question papers.

- Soft copy of the question paper provided by the paper setter shall be used for the printing. However incase the non-availability of the soft copy, Assistant CoE (Pre-Examination) shall use hard copy, get it scanned and use it for printing and destroy the stencil.
- Setting up the format of the question paper or any modifications suggested by moderator if required, shall be done by Asst. CoE (Pre-examination) and the printing command shall be given without creating any file on any of the storage device. However, the care shall be taken that the content of original question paper does not get changed due to setting up the format.

- The original hard copy moderated by moderator and its soft copy in the form of CD/DVD shall be placed in original envelop which will then be placed in envelop E and shall be sealed by Assistant CoE (Pre-Examination).
- No part of the question paper shall be saved on any of the storage device during and after printing.
- Damaged question papers, extra copies of question paper, part of the question paper, the upper portion of which is affixed on the packet and stencils if any, etc. shall be taken in possession by the Assistant CoE (Pre-Examination) immediately after they are created and shall be destroyed by crushing it at the end of the printing work every day.
- Pending commands given to the printing machine if any shall be erased before closing the room.

### **7.3 The printing committee:**

- The committee for printing the question papers shall consists of,
  - i Assistant CoE (Pre-Examination)
  - ii. One faculty member (If required)
  - iii. DTP operator for printing - Class III
  - iv. One Class IV
- Person other than those deputed for printing would not be allowed to enter the printing section.
- The person deputed for the printing shall not leave the room until the work is completed.
- No member shall carry any communication or storage device, such as mobile, blue tooth, pen drive or any such device that may be used for transferring or storing the data from the computer.

### **7.4 Printing of answer books, supplements and other stationery:**

- The printing committee is responsible and authorized for printing of answer books, supplements, graph papers, drawing sheets and all other stationery related to examination.
- Assistant CoE (Pre-Examination) shall collect and compile the requirement of ISE, ISA answer books for the entire academic year well in advance. He/she shall estimate the requirement of ESE answer books for the entire academic year well in advance.
- The printing committee shall get all stationery printed in sufficient quantity well in advance following Government norms and procedure.
- The printing committee shall get all formats printed in sufficient quantity well in advance following Government norms and procedure which are required during examination/evaluation process.
- Assistant CoE (Pre-Examination) shall handover stationery to CoE/HoD or any other official and maintain the account of answer books, supplements, graph papers, drawing sheets.

### **7.5 Other guidelines**

All computer accessory that can be used to transfer or save the data shall be removed or disabled, if not possible to remove it physically, from the computer used for printing.

### **8. Sealing of Question Papers Packets:**

Following guidelines shall be followed for sealing of printed ISE/ESE question paper.

**8.1 ISE:** ISE question papers shall be sealed by course coordinator as soon as the printing work is over and put his/her dated signature on sealed packet. Sealed packets of the question papers of ISE shall be retained by the course coordinator/departmental coordinator at least two days before the commencement of the ISE.

**8.2 ESE:** Following guidelines shall be followed for sealing of printed ESE question paper by Assistant CoE (Pre-Examination)

- Requisite number of question papers would be printed using available printing machine.
- After printing the requisite number of question papers, they would be counted and placed in the packets (Envelop *F*). In order to minimize number of packets, optimal combinations out of the 50, 20, 10 and 5 question papers in each packet lots shall be selected.
- The number of question papers placed in each packet would be ascertained by the second person in the team.
- Open end of the packet shall be pasted with gum.
- The matter printed on the top of the question paper would be cut and pasted on the packet so that all the three joints of the packet would be covered as shown below in Fig 1.
- Subsequently packets shall be sealed using sealing wax with the personal metal seal of the Assistant CoE (Pre-Examination) as shown in the Fig 1 by letters MS encircled.
- Assistant CoE (Pre-Examination) shall put his/her signatures on the places as shown in Fig 1.
- Sealed packet of question paper shall be issued to CoE/Coordinator Examination and the acknowledgement shall be taken in the format and duplicate copy shall be issued to him.

<b>Government College of Engineering, Jalgaon</b> <i>(An Autonomous Institute of Government of Maharashtra, NAAC Accredited and Affiliated to K.B.C.N.M.U., Jalgaon)</i>	
<b>Name of Examination: First year B. Tech.</b>	<b>Examination: Winter 2014</b>
<b>Course code and course name: ET151 Basic Electronics Engineering</b>	
<b>Maximum marks: 30.</b>	<b>Duration: 2 hours.</b>
Sign of Asst CoE Pre-Exam	Sign of Asst CoE Pre-Exam

Fig 1: A sample question paper packet showing positions of seals and signatures.

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

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

**9. Evaluation of the Quality of Question Papers:**

In order to maintain the quality and standard of question papers of the various examinations, they shall be evaluated using suitable mechanism. The ISE question papers shall be evaluated by concerned BoS chairman and appropriate instructions/suggestions shall be given to paper setter/course coordinator. The ESE question papers shall be evaluated on five point scale from the various academic/ industrial subject experts outside the institute. The Format for Evaluation shall be as given bellow. In addition; the quality of ESE question paper shall be discussed in BoS meeting and appropriate comments may be communicated to Examination Committee through AEC.

### Format for Evaluation of the ESE Question Paper

**Name of the Evaluator:**

**Department:**

**Course Code:**

**Exam: Winter/Summer/Re-exam 20....**

**Course Name:**

1. Uniform coverage of entire syllabus prescribed for the course.  
 a) 5            b) 4            c) 3            d) 2            e) 1
2. Options provided in the question paper.  
 a) 5            b) 4            c) 3            d) 2            e) 1
3. The time allotted for the paper.  
 a) 5            b) 4            c) 3            d) 2            e) 1
4. Language of the questions asked.  
 a) 5            b) 4            c) 3            d) 2            e) 1
5. Clarity and completeness of the questions asked.  
 a) 5            b) 4            c) 3            d) 2            e) 1
6. The standard of questions to judge the knowledge and analytical skills of student.  
 a) 5            b) 4            c) 3            d) 2            e) 1
7. The difficulty level of the questions asked for average student.  
 a) 5            b) 4            c) 3            d) 2            e) 1
8. Innovative questions asked in the paper.  
 a) 5            b) 4            c) 3            d) 2            e) 1
9. Quality of the scheme of marking and model answers  
 a) 5            b) 4            c) 3            d) 2            e) 1
10. The overall quality of the paper.  
 a) 5            b) 4            c) 3            d) 2            e) 1

Dated Signature of Evaluator.

<b>Quality</b>	Excellent	Good	Average	Below Average	Poor
<b>Points</b>	5	4	3	2	1

#### 10. Conduct of examination:

The various examinations for UG and PG programs shall be conducted in accordance with the evaluation scheme approved by AC and as per Rules and Regulations for B. Tech. and M. Tech. programmes respectively. Dean Academics shall supervise the smooth conduct of all types of examination and issue guidelines/instructions to members of AEC; however CoE is

responsible for smooth conduct of all types of examination in coordination with all other members of AEC. General guidelines for conducting various examinations are given below.

**10.1 ISE:** ISE shall be conducted at the departmental level as per following guidelines.

- HoD shall work as departmental CoE for ISE and he/she is responsible for smooth and proper conduct of the ISE.
- HoD (Applied Science)/First year Coordinator shall work as CoE for the conduct of ISE of F. Y. B. Tech and he/she is responsible for smooth and proper conduct of the ISE of F. Y. B. Tech.
- HoD/First year Coordinator shall prepare detailed time table of ISE, display its copy of on notice boards of their departments, circulate it among the course coordinator/course teachers and submit its one copy to AEC. There shall be ISE for maximum two courses in a day (This rule is not applicable for make-up examination).
- HoD/First year Coordinator shall appoint invigilators for ISE. However, the course coordinator shall be one of the invigilators
- Seating arrangement shall be made for ISE in each department in the class rooms allotted to respective department.
- HoD/First year Coordinator shall send the requirement of answer books, drawing sheets, graph papers, blank proforma and other stationery required for conducting the ISE to CoE and obtain the same well in advance from AEC office and keep it in his/her custody.
- On the day of examination, the course coordinator shall bring the sealed packets of question papers in front of HoD/First year Co-coordinator at least 20 minutes before the beginning of the ISE. The course coordinator shall be responsible for maintaining secrecy of question paper, supply of required number of question papers and communicating corrections if any to the examinee.
- Invigilators shall distribute the answer books to the students at least 10 minutes before the start of the test, and question papers at beginning of the ISE. He/she shall check the identity cards of the students, check whether the students have occupied their right seats as per the seating arrangement, check whether students have correctly filled the details on front page of answer books and then sign on the answer books of the students. He/she shall then obtain the signature of the students on the attendance sheet and maintain the attendance record of the students of his/her class/hall. At the end of the ISE, he/she shall collect the answer books from the students and arrange them sequentially as per the class roll numbers of the students, separately for each course, and hand over the same to HoD/course coordinator.
- Invigilator shall observe the general discipline in the class/hall during the ISE and report the cases of indiscipline, misbehavior and use of unfair means to the HoD for further necessary action as per point No 18 of examination rules. HoD shall forward all such cases to Discipline and Redress Committee through CoE.
- Course teacher shall collect the answer books of the respective course from HoD/course coordinator, after the ISE is over on the same day for assessment.
- HoD shall maintain the record of answer books received and consumed for the ISE/ISA.

**10.2 ESE of Theory Courses:** ESE - TH shall be conducted at the Institute level as per following guidelines.

- Students shall report the institute 20 minutes prior to the scheduled time and occupy their seat in the examination hall. Students shall not be permitted to appear the examination; if they are late by more than 10 minutes after the commencement of examination.
- CoE is responsible for smooth and proper conduct of the ESE and he/she shall communicate with the Police Station for keeping the Police ‘*Bandobast*’ during the Examination.
- CoE/AEC shall prepare detailed time table of ESE and circulate among all departments for display on their departmental notice boards. There shall be ESE for maximum one course of the same class in a day (This rule is not applicable for make-up examination).
- CoE/AEC shall appoint staff for examination, invigilator and vigilance squad for ESE using following guidelines.
  - (i) In general one invigilator per 30 – 35 students shall be appointed. Full time or visiting faculty member can be appointed as invigilator; however, the course coordinator shall be one of the invigilators.
  - (ii) Reliever : No of relievers required and appointed shall be as per following chart. Full time or visiting faculty member can be appointed as reliever. When reliever is not appointed due to less number of rooms/halls (less than or equal to three), the vigilance squad members shall relieve the invigilators.

<b>No of rooms/halls</b>	1-3	4 - 6	7-12	More than 13
<b>No of relievers to be appointed</b>	0	1	2	3

- (iii) Vigilance squad shall consist of 2-3 senior faculty members including at least one lady faculty. No of vigilance squad members required and appointed shall be as per following chart.

<b>No of rooms/halls</b>	1-6	More than 7
<b>No of vigilance squad members to be appointed</b>	2	3

- (iv) Administrative staff and class IV for examination control room may be appointed as per the volume of work.
  - (v) Masking & sealing assistant: 2 - 3 class III employees of the Institute.
  - (vi) Sweeper: One for 1 to 5 class rooms, two for 6 to 10 class rooms, three for 11 to 15 class rooms and so on.
  - (vii) Waterman: One for 1 to 3 class rooms, two for 4 to 6 class rooms, three for 7 to 9 class rooms and so on.
  - (viii) One bellman shall be appointed.
- Seating arrangement for ESE shall be made at the Institute level and CoE shall display the same on examination notice board.
  - CoE shall prepare bell schedule and inform to bellman, students, invigilators and vigilance squad etc.
  - CoE or his/her authorized representative shall collect the sealed packets of question papers from Asst. CoE (Pre-examination) one hour before the commencement of examination. He/she shall verify the correctness of course code, course name etc printed on the cover page of sealed packet as per schedule of examination and report to Principal and Asst. CoE (Pre-examination) for any discrepancy.

- CoE shall distribute answer papers and all other related stationery to junior invigilators well in advance.
- CoE shall sign him/herself and obtain signature of other concerned persons as specified on the sealed packets of question papers certifying the intactness of that packet; 30 minutes before the commencement of examination. Then he/she shall count the question papers and distribute to junior invigilators as per seating plan well in advance.
- CoE shall maintain the account of question papers and report to Principal and Asst. CoE (Pre-examination) if any discrepancy is found in the sealed packet of question papers.
- Invigilators shall enter their class/hall at least 20 minutes before the start of examination and he/she shall
  - i) check whether the students have occupied their seats as per the seating arrangement plan,
  - ii) read loudly all instructions as provided so that all students in the room/hall should know and understand the instructions.
  - iii) distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
  - iv) distribute the question papers to the students at the beginning of the examination,
  - v) check the identity cards of the students and sign on their answer books, if all details are correct,
  - vi) take the signature of students on the attendance proforma, mark 'AB' for absent students and maintain the attendance record of his/her room/hall,
  - vii) distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma,
  - viii) maintain general discipline in the classroom by frequently moving in the class room/hall and preventing any malpractices, attempt of copying by the students.
  - ix) report cases of students misbehavior, indiscipline, malpractices and copying cases to the CoE for further necessary action,
  - x) give warning to the students to tie their supplements, 10 minutes before the end of examination,
  - xi) collect the answer books from the students at the end of examination and arrange them sequentially as per the exam. Seat numbers of students for each course separately,
  - xii) hand over the answer books and filled in proforma to the CoE.
- Invigilator shall observe the general discipline in the class/hall during the ESE and report the cases of indiscipline, misbehavior and copying cases to the CoE for further necessary action. CoE shall forward all such cases to Discipline and Redress Committee.
- CoE shall maintain the record of answer books received and consumed for the ESE.
- CoE/Vigilance squad shall take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination. He/she shall also send the relieving supervisors to various rooms/halls to relieve the invigilators for not more than 10 minutes at a time.
- If any examinee is not in position to write at all, or write as fluently as normal student, on account of physical disability or injury due to accident just before the examination and produces a medical certificate from the Civil Surgeon on this account, then a writer shall be allowed to such examinee. Such a writer shall not be a student of any Programme of B. Tech. / M. Tech. of the Institute or any other Technical Diploma or Degree course of other Institutes. The examinee shall, however, apply in a prescribed proforma to CoE asking for permission to allow for such a writer. CoE then shall verify the medical certificate and give a



permission letter to the examinee for the writer after taking the undertaking from the writer in a prescribed proforma. The examinee shall produce the permission letter to the invigilator for examination of each course.

- In case of physically disabled examinee, who can write but at much slower speed as compared to normal student, he/she may be allowed to write for 20 or 30 minutes extra for the examination of 2 or 3 and more hours duration respectively. The examinee shall, however, apply in a prescribed proforma to CoE asking for permission to allow for additional time. CoE then shall verify the medical certificate and give a permission letter to the examinee for the additional time.
- At the end of examination CoE shall check answer books as per the attendance record submitted by the invigilators and then sort out the answer books of each course separately. He/she shall then get it masked from masking assistant.
- Masking assistant shall hide the exam seat no. and serial no. of each answer book by suitably folding the front page of the answer book and pasting with brown tape, as per the procedure laid down or instructions given by CoE.
- CoE shall direct the sealing assistant to tie the bundles of answer books of each course separately along with two copies of question paper, copy of attendance sheet, record of supplements issued etc. and pack them in packets of cloth and seal them with sealing wax, and paste a packing slip on each packet indicating all details of packed answer books. There after CoE shall handover all the packets to Assistant CoE (Post-Examination) for assessment.
- Sealing assistant shall maintain the account of answers books and supplements received and consumed for the examination in a register. He/she shall also prepare the bills of remuneration of all staff involved in the examination work and submit to the CoE for further action.
- Assistant CoE (Post-Examination) shall receive all the packets of answer books of all courses for all Programmes for assessment.

**10.3 ESE of Laboratory Courses/Project/Seminar/ Dissertation:** ESE of LAB/Project/Seminar/ Dissertation shall be conducted at the departmental level as per following guidelines.

- HoD shall work as departmental CoE for ESE of LAB/Project/Seminar/ Dissertation and he/she is responsible for smooth and proper conduct of the ESE.
- CoE/Examination cell shall prepare course wise time table of ESE of LAB/Project/Seminar/ Dissertation and concerned HoD shall prepare detailed batch wise/laboratory wise time table, display its copy of on notice boards of their departments, circulate it among the course coordinator/course teachers and submit its one copy to AEC. There shall be ESE of LAB/Project/Seminar/ Dissertation for maximum one course of the same class in a day (This rule is not applicable for make-up examination).
- Consent of HoD of other departments shall be taken, if necessary, to avoid overlapping of schedule or any other problem.
- CoE shall appoint External and Internal Examiner as approved by Examination Committee. However, the course coordinator shall be appointed as internal examiner if he/she is eligible.
- BoS shall recommend the list of external/internal examiners for practical examination of each course to examination committee. Examination Committee shall finalize the names of external examiners, from among the list recommended by BoS. In case external examiner doesn't report for the examination due to emergency, the concern HoD shall make alternative

arrangement from the list of panels. In case no examiner available in the panel; the HoD is empowered to make suitable arrangement with the consent of Chairman Examination Committee. HoD shall send the appointment letters to the external/internal examiners.

- HoD shall appoint staff for ESE of LAB/Project/Seminar/ Dissertation examination as per following structure and forward the copy of the same to Coordinatorexamination.
  - i) Laboratory Expert: (For performance in practical examination only) One faculty member for each laboratory course.
  - ii) Laboratory assistant: One Laboratory assistant of the respective laboratory.
  - iii) Laboratory Peon: One for each course, preferably peon of the respective laboratory.
- For workshop practical, the structure of staff for practical examination shall be as under;
  - i) Foreman : One for each practical course
  - ii) Shop Instructor : One for each shop, in which the examination is to be conducted
  - iii) Peon: One for each shop, in which examination is to be conducted.
- In case of common courses in the same semester of different programmes, different internal and external examiners may be appointed for each programme.
- Internal examiners along with laboratory experts/assistant and laboratory peons shall make all the necessary arrangements of equipment/laboratory set up required for conducting practical examination for their respective courses.
- ESE of laboratory courses shall be conducted in any one of the following manner as specified in curriculum:
  - i) Oral examination (viva voce) only. Both internal and external examiners shall ask questions to the students based on the practical content of the course, so as to assess his/her practical knowledge of the course.
  - ii) Practical examination, in which student is required to perform a given practical, followed by the oral examination (viva voce) based on the practical content of the course. The performance of the students then shall be judged by both Internal and External examiner.
- For assessment of seminar the student shall be asked to give presentation in the presence of other examinee followed by question and answer session. Examiner shall judge the student on the basis of presentation/communication skill, depth of understanding, selection of seminar topic, literature survey, seminar report etc.
- For assessment of project/dissertation the student/s shall be asked to give presentation and demonstration followed by question and answer session. Examiner shall judge the student on the basis of depth of understanding concepts/principles used, selection of project/dissertation topic and related literature survey, contribution in the execution of project/dissertation, project/dissertation report, presentation/communication skill etc.
- After the practical examination of the course is over, internal examiner along with the external examiner shall enter the marks given to the students on the answer book, sign on it, seal all the answers books/drawing sheets/workshop jobs of the practical examination in a packet, write all details on the packet and hand over the same to HoD/departmental coordinator on the same day. However; in case or oral examination, answer papers may not be issued to students. HoD/departmental coordinator shall preserve the answer books for next one year and then hand over the same to the store for further action.
- After the ESE of the laboratory course is over, internal examiner along with the external examiner shall fill in the marks given to the students in the mark sheet, sign on it, seal it in a packet, write all details on the packet and hand over the same to HoD/departmental coordinator on the same day.

- HoD/Departmental coordinator shall hand over the packets of mark sheet to the Asst CoE (post-exam) to enter marks in MIS.

## **11. Assessment:**

Assessment of various examinations shall be done as per following guidelines.

**11.1 ISA:** Course teacher shall assess the performance of the students in respective theory courses as principles stated earlier in point No 3.1. Performance shall be regularly monitored and record of assessment shall be maintained in the prescribed proforma and marks shall be entered in MIS by course coordinator.

**11.2 ICA:** The course teacher shall assess the student's performance based on the understanding the principles, skills to be developed, punctuality, regular submission and neatness of the journal for each practical/experiment carried out. **In addition, ICA of special courses like seminar, project and dissertation should include the evaluation of paper published (for PG students)/paper presented (for UG students) in any technical event as specified in autonomy rule R 7.** Performance shall be regularly monitored and record of assessment shall be maintained in the prescribed proforma and marks shall be entered in MIS by course coordinator.

**11.3 ISE:** Assessment of In Semester Examination shall do by the course teacher/course coordinator. Record shall be maintained in the prescribed proforma and marks shall be entered in MIS by course coordinator.

**11.4 ESE of Laboratory Courses:** Assessment of End Semester Examination of Laboratory Courses shall be done using following guidelines.

- It shall be assessed by both internal and external examiners at the time of examination as specified in point No 10.3.
- It shall be assessed batch wise and there should not be more than 15 students for UG and 12 students for PG in one batch.
- In one day there may be at the most three batches. i.e. in one day one examiner can assess at the most 45 UG students or 36 PG students.
- Marks shall be entered in MIS generated blank mark statement by both the examiners and sealed envelope shall be handed over to departmental co-ordinator.

**11.5 ESE of Special Courses Like Project/Seminar/Dissertation:**

- It shall be assessed by both internal and external examiners at the time of examination as specified in point No 10.3.
- There should not be more than 30 students for seminar or ten project groups for UG and not more than 18 students for seminar or five dissertation for PG in one day.
- Marks shall be entered in MIS generated blank mark statement/MIS by both the examiners and signed hard copy of marks shall be submitted in sealed envelope to departmental co-ordinator/HoD.

**11.6 ESE of Theory Courses:** Assessment of End Semester Examination of theory courses shall be executed at institute level under the control of Assistant CoE (Post-examination) as Central Assessment Programme (CAP) using following guidelines.

- For central assessment of answer books of ESE, Principal/Director of Institute shall form a committee under the control of Assistant CoE (Post-examination) at institute level.
- Assistant CoE (Post-Examination) shall issue office order for assessment to assessor as per directions of Chairman, examination committee.
- Assessment is compulsory to all teaching staff of this institute. Wherever number of persons involved in assessment is more than one, in such cases, course coordinator shall request all assessors to sit together to decide a common scheme of evaluation and prepare its minutes in writing before beginning assessment.
- Normal working hours of CAP shall be 8 a.m. to 8 p.m. considering quantum of work and time consent, working hours may be extended as per requirement.
- Assistant CoE (Post -Examination) will receive masked answer books from CoE and carry out the assessment as per given procedure in stipulated time period
- **Assessment procedure** : After receiving the order for assessment of answer books, the assessor shall
  - i) not disclose the order as it is confidential.
  - ii) report at the CAP.
  - iii) submit the “Evaluator’s Declaration” form given by Assistant CoE (Post-Examination) .
  - iv) collect sealed bundle of answer books from CAP officials, count all the answer books in the bundle and check for proper masking of answer books. If any discrepancy, get it clarified from CAP officials immediately. In any case, do not receive any unmasked answer book.
  - v) collect question paper and solution/scheme of marking of the course from CAP officials
  - vi) not assess any answer book without solutions/scheme of marking.
  - vii) award step-wise marks for each solved question and minimum awarded mark shall be  $\frac{1}{2}$  i.e. half.
  - viii) transfer marks as it is without rounding off on the front page of the answer book and write -- (dash) for not attempted (completely ignored) question by the student.
  - ix) do addition of marks and round off marks to higher integer if required.
  - x) assess the answer in terms of marks only. He/she neither shall put any comment nor shall put any markings on the answer book.
  - xi) put signature with his/her name in the space provided on the front page of the answer book.
  - xii) hand over the bundle to CAP officials for further action under any of the following situation.
    - a) answer book found with a written request stating cancellation of previously written answer,
    - b) found with multiple-writings,/ with multiple use of inks.
    - c) found attached with any currency note to the answer book and or found requesting assessor to assess answer book favorably,
    - d) mass copying,
    - e) found disclosing identity of the examinee in any form with a intent to get clear-cut illegal benefit,
    - f) found writing abusive and threatening language

- g) question paper with missing data, misprint of any nature and all other such cases
- xii) handover valued answer books to officials.
- **Moderation:** Moderation of valued answer books of F. Y. B. Tech. students shall be carried using following guidelines.
  - i) Moderation shall be carried out for those courses which are valued by more than one evaluator.
  - ii) In general, moderator shall be other than evaluators and preferably senior to all evaluators. In exceptional case; chairman EC can use his/her discretionary power and appoint any suitable moderator.
  - iii) In general all answer books which are awarded marks in the range 85% to 100 % or 1/3rd +/- 5 % marks of maximum marks shall be moderated while 10 % answer books of the remaining answer books shall be moderated.
  - iv) Marks awarded by moderator shall be final except the cases falling under point no (v) and (vi).
  - v) After moderation if it is found in case of 50 % or more number of moderated answer books; the change in marks is more than 20 % of maximum marks then Asst. CoE (Post. Exam) shall convene the meeting of all evaluators and moderator to receive uniform evaluation scheme. If required; evaluators shall re-evaluate all the answer books as per uniform evaluation scheme without any additional remuneration.
  - vi) After moderation if it is found in case of 75 % or more number of moderated answer books evaluated by one evaluator has one sided (either increase or decrease) change in marks then Asst. CoE (Post. Exam) shall convene the meeting of all evaluators and moderator to receive uniform evaluation scheme. If required; evaluators shall re-evaluate all answer books as per uniform evaluation scheme without any additional remuneration.
  - vii) The remuneration rates for moderation shall be same as that for revaluation.
- **Re-totaling:**
  - i) Re-totaller shall see that examinee attempted the questions considering the internal choice and shall check the marks given by the assessor are as per the marks allotted to the questions.
  - ii) Re-totaller shall see all questions and sub questions are valued and awarded marks
  - iii) Re-totaller shall report to Assistant CoE (Post-Examination)/CAP official in case of any discrepancy who shall get it corrected from the concerned evaluator.
  - iv) The Re-totaller, Assistant CoE (Post-Examination)/CAP official shall not correct any such mistakes on their own under any circumstances.
  - v) Re-totaller shall unmask the answer books and arrange sequentially.
- A faculty member appointed in CAP shall feed the marks in the MIS at CAP.
- The Assistant CoE (Post-Examination) shall send all valued masked answer books in sealed bundles to the CoE on the last day of CAP.
- **Display of marks, model answers and marking scheme:** Marks shall be displayed on or after last day of ESE but within 3 days (02 day in case of makeup examination) from the last day of ESE. The model answers and marking scheme used for assessment of the answer papers shall be made available for the perusal of students on written application to Asst CoE (Post-Examination).
- **Preservation of assessed answer books:** All valued answerbacks shall be preserved for two consecutive semesters in the AEC office.

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

**12.1 ISA:** Marks secured by student in each evaluation tool shall be timely displayed by course teacher. At the end of the semester, course teacher shall tabulate marks allotted to students for Internal Sessional Assessment, display it on notice board with the signature of course coordinator for students' reference and rectify any grievance received from students in that respect and finalise ISA marks. Course coordinator shall enter ISA marks in MIS and display its print on notice board and hand over the copy of the same to Departmental coordinator/HoD. He/she shall collect the marks for all Courses in all Semesters, compile them semester wise, and hand over the copy of the same to CoE who shall compile marks for all Programmes for further necessary action.

**12.2 ICA:** The course teacher shall keep record of marks secured by student in each assignment/experiment in the format. At the end of the semester, course teacher shall tabulate marks allotted to students for Internal Continuous Assessment, display it on notice board with the signature of course coordinator for students' reference and rectify any grievance received from students in that respect and finalise ICA marks. Course coordinator shall enter ICA marks in MIS and display its print on notice board and hand over the copy of the same to Departmental coordinator/HoD. He/she shall collect the marks for all Courses in all Semesters, compile them semester wise, and hand over the copy of the same to CoE who shall compile marks for all Programmes for further necessary action.

**12.3 ISE:** Concerned Course Coordinator shall prepare and display the results of each ISE of respective course within three days from the last date of completion of ISE for students' reference and rectify any grievance received from students in that respect and finalise ISE marks. Course coordinator shall enter ISE marks in MIS and display its print on notice board and hand over the copy of the same to the departmental coordinator/HoD. He/she shall collect the marks for all courses in all semesters, compile them semester wise, and hand over the copy of the same to CoE who shall compile marks for all programmes for further necessary action.

**12.4 ESE of Theory Courses:** Assistant CoE (Post-Examination) or an officer of AEC shall enter ESE marks in MIS and display its print on notice board and hand over the copy of the same to departmental coordinator/HoD.

**12.5 ESE of Laboratory Courses:** Assistant CoE (Post-Examination) or an officer of AEC shall receive the sealed envelope containing marks of ESE of laboratory course from concerned HoD and enter the marks in MIS. He/she shall take print out of marks entered in MIS to display on notice board on or after the last day of ESE of laboratory courses and hand over its copy to departmental coordinator/HoD for further necessary action.

### **13. Revaluation:**

Revaluation of answer books at various examinations of theory courses is permitted and it shall be carried out as per following guidelines.

**13.1 ISA:** Students shall contact to course teacher for any query about his/her evaluation/assessment in any of the ISA tool within 3 days from the declaration of marks of that ISA tool. It implies revaluation/grievance of ISA shall be done at course teacher level. The final mark list of each ISA tool shall be submitted to the course coordinator.

**13.2 ICA:** Revaluation of ICA of laboratory courses is neither required nor permitted as marks are given in the presence of a student and his/her signature is to be obtained on assessment sheet.

**13.3 ISE:**The subject teacher shall show assessed answer books of ISE to the student and make necessary corrections if required and finalize the marks. It implies revaluation/grievance of ISE shall be done at course teacher level. The final mark list each ISE shall be submitted to the course coordinator.

**13.4 ESE of Laboratory Courses:** Revaluation of ESE of laboratory courses of laboratory courses is not permitted.

**13.5 ESE of Theory Courses:** Revaluation of ESE of theory courses shall be carried out as per following guidelines.

- The aspiring candidate shall apply for revaluation to AEC in prescribed format by paying requisite fees within 03 working days (02 working days in case of makeup examination) (both days inclusive) or as specified in academic calendar from the day of display of marks and obtain the acknowledgement.
- Assistant CoE (Post-Examination) shall collect and compile all received applications of revaluation. Prepare course wise bundles of re-masked answer papers.
- Assistant CoE (Post-Examination) shall issue appointment order to examiners for revaluation in consultation with Chairman, examination committee. In general examiner appointed for revaluation should be other than the first examiner and senior most faculty member in the panel suggested by respective BoS.
- The marks assigned by evaluator appointed for revaluation shall be the final marks (i. e. marks after revaluation) provided that the change in marks is more than 5 % but less than or equal to 20% of prescribed total marks for ESE or result of that course of the candidate can change from fail to pass (**considering the benefit of grace marks as per autonomy rule R 21**). If change in marks is more than 20% then the third evaluator shall be appointed and marks assigned by that evaluator shall be the final marks.
- Revaluation work shall be completed within 5 days (**03 days in case of makeup examination**) from the last day of receiving application for revaluation.

#### **14 Re-revaluation and Issue of Photocopy of Answer Book:**

The candidate who has applied for revaluation shall be entitled to apply for a combined process of re-revaluation and issue of photocopy of his/her assessed answer books of end

semester theory examination(s) in which he/she has appeared. The aspiring candidate shall apply to AEC office in prescribed format by paying requisite fees as per following procedure and obtain the acknowledgement:

#### **14.1 Procedure for Re-valuation and Issue of Photocopy:**

- The candidate shall submit application form as per the prescribed schedule in the academic calendar for this activity.
- The candidate shall pay requisite fees and attach its receipt to application form.
- Any application received after the last date mentioned in the academic calendar will not be accepted.
- Applications incomplete in any respect and with illegible entries may be rejected.
- On receipt of such application(s); AEC office shall submit them to the Assistant CoE (Post-Examination) on same day through CoE.
- Upon receipt of the application the Assistant CoE (Post-Examination) shall scrutinize the application for the following and make necessary corrections if required and then issue photo copy to candidates.
  - a. Whether the total marks displayed in the given paper matches with the marks awarded to the candidate on the cover page of the answer book.
  - b. Whether the question-wise marks awarded to all the questions inside the answer book are correctly carried over on the cover page.
  - c. Whether the total of the question-wise marks on the cover page is correct.
  - d. Whether all the answers in the answer book have been assessed by the examiner.
- If any discrepancy on any of the counts under clause a, b, c or d mentioned herein above is/are noted, the same shall be corrected by the Assistant CoE (Post-Examination) with the authentication.
- If any question or part of it in the answer book is observed to be unassessed, the same shall be got assessed from the examiner in the subject and additional marks, if any, awarded shall be then carried, noted and added on the cover page and accordingly the total of the marks shall be corrected with the authentication by Assistant CoE (Pre-Examination).
- AEC shall issue such photo copy to aspiring candidate and simultaneously start the process of re-valuation as per the schedule specified in academic calendar for the activity.
- The marks assigned by evaluator appointed for re-valuation shall be the final marks (i. e. marks after re-valuation) provided that the change in marks is more than 5 % but less than or equal to 20 % of prescribed total marks for ESE or result of that course of the candidate can change from fail to pass (considering the benefit of grace marks as per autonomy rule R 21). If change in marks is more than 20 %, then another evaluator shall be appointed and marks assigned by that evaluator shall be the final marks.
- Re-valuation work shall be completed as per the schedule specified in academic calendar for the activity.

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



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

**16 Declaration of Result and Distribution of Grade Card:** After the declaration of the re-valuation marks (re- revaluation) of each ESE and its makeup examination, the final result shall be declared and Grade Cards shall be distributed among students by Examination Cell using following guidelines.

- MIS shall combine the marks (after re-valuation if any) of all the examinations i.e. ISE I, ISE II, ISA, ICA, ESE etc of each Theory/Laboratory course of the students and shall award grades in respective course.
- The CoE/examination cell shall take the print out of the combined result along with grades and credits in respective course and forward to the Chairman, Grade Moderation Committee (Concerned HoD/First Year Coordinator) for verification/modification as per autonomy rules.
- Separate Grade Moderation Committee shall be formed for each semester consisting of all course coordinators of that respective semester under the chairmanship of HoD.
- Grade Moderation Committee shall complete verification/modification of grades awarded as per autonomy rules.
- Chairman, Grade Moderation Committee shall display the final grades awarded, credits and earned grade points semester wise on the departmental notice board and submit its copy to the AEC office.
- After receiving the semester wise results from Chairman, Grade Moderation Committee of each programme, the AEC shall prepare the tabulation register through MIS and declare the final results.
- Grade Moderation Committee shall also verify the audit points earned by students during the semester and total audit points earned till that semester.
- AEC shall prepare and print Grade Cards through MIS; then it should be signed by concerned HoD followed by Dean, Academics.
- Grade Cards shall be distributed among the students through concerned department.

**17 Provisional Degree and Migration Certificate:** Aspiring students are entitled to receive provisional degree and/or migration certificate before receiving the final degree certificate as per convocation schedule.

**17.1 Provisional Degree Certificate:** The institute shall issue “Provisional Degree Certificate” to the outgoing student who otherwise has completed all the requirements for award of degree as per autonomy rules of this institute **to be verified and approved by concerned program head.**

**17.2 Migration Certificate:** The institute shall issue “Migration Certificate” to the outgoing students, on his/her application in the prescribed format along with transfer certificate. The format for migration certificate shall be as decided by AEC.

**18. Unfair Means / Disorderly Conduct at Examination:**

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

**18.1 Competent Authority** On receipt of a report regarding use of unfair means by any student at ESE, including breach of any rules laid down by institute authorities, for proper conduct of examination, the Discipline and Redress Committee under the chairmanship of Dean – Student’s Affair constituted by the Academic Council shall be the competent authority. It shall investigate, recommend and take appropriate disciplinary action against the student using, attempting to use, aiding, abating, instigating or allowing to use unfair means at examination center. Its report shall be put before examination committee for final approval.

On receipt of a report regarding use of unfair means by any invigilator/Senior Supervisor/CoE/any other person at ESE, including breach of any rules laid down by institute authorities, for proper conduct of examination, the examination committee shall be the competent authority to investigate, recommend and take appropriate disciplinary action against the invigilator/Senior Supervisor/CoE/any other person using, attempting to use, aiding, abating, instigating or allowing to use unfair means at examination center. Examination committee can appoint a special committee to investigate, recommend and take appropriate disciplinary action in this regard. Its report shall be put before academic council for final approval.

For any type of misconduct during ISE and ISA, concerned HoD shall be the competent authority to take action on the student to his/her best judgment. The statement of the student and invigilator in appropriate format with forwarding remark of concerned HoD shall be forwarded to Discipline and Redress Committee

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

- a) The student shall be called upon to surrender to the CoE/Exam coordinator with unfair means material found in his /her possession, if any, and his/her answer book.
- b) Signature of the concerned examinee shall be obtained on the relevant material and list there on. Concerned invigilator shall also sign on all relevant material and documents and counter signed by CoE/Exam coordinator.
- c) Confiscate his /her answer book along with unfair means material; mark it as “Suspected Unfair Means Case”. Obtain the statement of the examinee in the format and if demanded issue him/her fresh answer book duly marked as “Second Answer Book”
- d) Obtain his /her undertaking in format to the effect that decision of the competent authority in his /her case shall be final and binding on him/her and allow to continue with his /her examinations. Statement of the concerned invigilator in format shall be obtained by the CoE/Exam coordinator and he/she shall make forwarding remark in the same format. If

- examinee refuses to make statement or to give undertaking the concerned invigilator and CoE/Exam coordinator shall record accordingly under their signature.
- f) Issue show-cause notice in appropriate format to the examinee instructing to appear before Discipline and Redress Committee.
  - g) In the case of impersonation or violence, expel the concerned examinee from the examination and not allow him/her to appear for remaining examination and report the action taken to the Chairman, Discipline and Redress Committee.
  - h) Case may be reported to the concerned police station in a prescribed format, as per the provision of Maharashtra Act No. XXXI, 1982 for preventing malpractices at University/board/other examination and it should be informed to the Chairman, Discipline and Redress Committee
  - i) All the materials and list of materials, statement and undertaking of examinee, and statement of invigilator along with the forwarding remarks shall be forwarded by the CoE/Exam coordinator to the Chairman, Discipline and Redress Committee in separate and confidential sealed envelope marked with “Unfair Means Case”.
  - j) In case of unfair means for which written proofs are not available (e.g. chitchatting with neighbor, looking in neighbor’s answer book etc) invigilator and/or concerned authorized person shall record the facts in writing and report the same through CoE/Exam coordinator to the Chairman, Discipline and Redress Committee.
  - k) CoE/Exam coordinator shall be the presenting officer of the case of malpractice which is originated through him before Discipline and Redress Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

**18.3 Procedure for Dealing with Unfair Means Cases at Assessment Centre:** During the assessment of answer book, if examiner suspects that there is prima facie evidence that the examinee/s whose answer book/s the examiner is assessing appears to have used unfair means in the examination, examiner shall forward his/her report along with the evidence and his/her opinion to the Assistant CoE (Post-Examination). Then; Assistant CoE (Post-Examination) shall forward the case in separate sealed envelope marked with “Suspected Unfair Means Case” to the Discipline and Redress Committee.

If any staff is found involved in any type of malpractice/unfair means, Assistant CoE (Post-Examination) shall report the case to Examination Committee for further action. Assistant CoE (Post-Examination) will be the presenting officer of the case of malpractice which is originated through him/her before Examination Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

**18.4 Procedure for Dealing with Unfair Means Cases at Paper Setting/Printing:** If any student/staff/any person/s/person related with paper setting/person at printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, Assistant CoE (Pre-Examination) shall report the case to Examination Committee for further action. Assistant CoE (Pre-Examination) officer will be the presenting officer of the case of malpractice which is originated through him/her before Examination Committee, police authority, court of justice and shall deal with the case till it is finally disposed off.

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

**18.5.1 Examinee involved in unfair means:** For the purpose of investigating unfair means reported at the ESE;

- a) the Academic Council shall appoint Discipline and Redress Committee under the chairmanship of Dean – Student’s Affair which will function as a body to investigate in the matter and decide the punishment on the basis of facts and findings of the case after ensuring that reasonable opportunity has been given to the concerned implicated student/examinee/person in his/her defense.
- b) The Discipline and Redress Committee will then issue final order/s with regard to the penal action to be taken against the implicated examinee/person/s.
- c) The Discipline and Redress Committee shall inquire; decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means prescribed in point no 18.6, in respect of cases of unfair means referred to it. However depending on the situation committee may quantify the severity of the punishment.
- d) As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges leveled on him/her. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defense. The committee shall also consider the reply/explanation given by the examinee before making the final decision.
- e) After issuing show cause notice if the implicated examinee fail to appear before committee on the day, time and the place fixed for the meeting, the committee shall take decision in his/her case in absentia, on the basis of available evidence/documents, which shall be binding on the examinee concerned.
- f) In disciplinary action against concerned implicated student/ examinee/person, committee can also cancel Institution scholarship/s or awards or prize or medal etc. awarded to him/her in that examination.
- g) The committee shall dispose off the case within three days from the last date of examination and in no case latter than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee, shall be issued to the respective examinee and same shall be informed to the Dean -Academics, CoE and other concerned officer through which the case is reported.
- h) Discipline and Redress Committee shall recommend punishment to examination committee. The examination committee shall approve the recommendations and shall forward it to the academic council for final noting.

**18.5.2 For paper setter/examiner/moderator/evaluator/teacher/other persons involved in unfair means:**

- a) After receiving the report of malpractice in case of paper setter, examiner, moderator, evaluator, teacher or any other person related with conduct of examination along with primary documents; Examination Committee/Special Appointed Committee shall investigate into the matter and submit the report along with the recommendations to Academic Council. The officer through whom the case is originated shall be the presenting officer before the

Examination Committee, police authorities, and court of justice and shall be dealt with case till it is finally disposed off.

- b) The implicated person shall be informed in writing about the malpractices used and/or lapses committed by him at the examination and to ask him/her to be present before the Examination Committee/Special Appointed Committee on particular day, date, time and place.
- c) The documents pertaining to malpractices, for which the person is implicated, shall be shown to him/her and reasonable opportunity including oral hearing shall be given to the concerned person in his/her defense before the Discipline and Redress Committee. The reply/ explanation given by the concerned person shall also be considered by the Examination Committee /Special Appointed Committee before making final report/ recommendation.
- d) The Examination Committee /Special Appointed Committee shall follow the procedure in the spirit of natural justice.
- e) If the concerned person fails to appear before the Examination Committee /Special Appointed Committee, on the day, date, time, and place fixed for meeting, the committee shall take the decision in his/her case in absentia on the basis of whatever evidence/ documents which are available before it and same shall be binding on concerned implicated person.
- f) The Examination Committee /Special Appointed Committee shall submit its report to the Academic Council along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise after taking in to consideration the categories prescribed in point No 18.6
- g) After receiving the report along with the recommendations from Examination Committee /Special Appointed Committee regarding punishment the Academic Council will pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning, or exonerating him/her from charges and shall impose any one or more of punishment taking in to consideration the categories mentioned in point No 18.6.

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

Sr No	Allegation	Punishment
<b>CATEGORY – A</b>		
(The Committee shall recommend punishment after due consideration of the type of use of unfair means, reports of the invigilator, CoE or any other officer deputed by the Institute.)		
1	(a) Taking assistance from any other candidate or any other person in any un-authorized manner what so-ever in answering the question paper during the course of the examination. (b) Assisting any other candidate in any unauthorised manner whatsoever in answering the question paper during the course of the examination. (c) Deliberately disclosing one’s identity or making any distinctive mark in the answer-books for that purpose. (d) Carrying into the examination room/ hall any book,	Cancellation of the performance of concerned course in the examination which he/she is appearing.

	<p>paper, notes, electronic gadgets (excluding non-programmable calculator) or any other material whatsoever likely to be used directly or indirectly by the candidate in connection with the examination.</p> <p><b>(Examinee is alleged and it is proved that the objectionable material was brought by examinee in the examination hall/room even though it was not with examinee)</b></p>	
2	<p>(a) Carrying any such material mentioned above which relates to the subject of the Examination but not connected with the questions asked in that paper.</p> <p>(b) In those cases, where such material was found with the examinee but the examiner has reported that it has not been used by the examinee.</p> <p>(c) Found written on cloths, accessories or on any part of the body but the examiner has reported that it has not been used by the examinee.</p> <p><b>(Objectionable material found with the examinee but did not find using it for answering the question paper during the examination)</b></p>	<p>Cancellation of the performance of the full examination which he/she is appearing.</p>
3	<p>(a) Taking assistance from any book, paper, notes or any other objectionable material in answering the question paper during the examination.</p> <p>(b) In those cases, where such material was not directly found with the examinee but the examiner has reported with appropriate evidences that material produced was carried/used by concerned examinee.</p> <p>(c) Taking assistance from the information written on cloths, accessories or on any part of the body in answering the question paper during the examination.</p> <p><b>(Objectionable material found with the examinee and also found using it for answering the question paper during the examination)</b></p>	<p>Cancellation of the performance of the full examination which he/she is appearing and debarring from subsequent examination/examinations up to the maximum of two examinations including re-examination</p>
4	<p>(a) Smuggling in an answer-book or its any continuation sheet or question paper or its content in any form.</p> <p>(b) Taking out or arranging to send out an answer-book or its any page or continuation sheet during or after the examination.</p> <p>(c) Replacing or getting replaced an answer-book or its any page or continuation sheet during or after the examination.</p> <p>(d) Insertion of currency note/s in the answer book</p>	<p>Cancellation of the performance of the full examination which he/she is appearing and debarring from any subsequent examination /examinations up to a maximum of three examinations including the re-examination.</p>
5	<p>(a) Getting impersonated by any person in the examination.</p> <p>(b) Any other case of use of unfair means.</p>	<p>Cancellation of the performance of the full examination which he/she is appearing and debarring from</p>

		any subsequent examination/examinations up to a maximum of five examinations including the re-examination
<b>CATEGORY – B</b>		
(The Committee shall recommend punishment after due consideration of the type of disorderly conduct, reports of the invigilator, CoE or any other officer deputed by the Institute.)		
1	Using urinals/lavatories which are not allowed by the examination centre, in spite of warning given by the Invigilator/Superintendent/any other officer deputed by the University.	Cancellation of the performance of concerned course in the examination which he/she is appearing.
2	Using indecent and/or abusive language against the Invigilator Superintendent/any other officer deputed by Institute at the examinations centre.	Cancellation of the performance of the full examination which he/she is appearing and debaring from subsequent examination/examinations up to the maximum of one examinations including re-examination
3	Leaving the examination room before the expiry of half an hour with on handing over the answer books to the invigilator in charge	
4	Destroying of unfair means materials found with the candidate either by swallowing or throwing out of the room or window or elsewhere or in any other way.	Cancellation of the performance of the full examination which he/she is appearing and debaring from any subsequent examination/examinations up to a maximum of three examinations including the re-examination.
5	Intentionally tearing off his own answer book, Supplementary/Second answer book or a part of a leaf or a continuation sheet or of any other candidate appearing at the examination.	
6	Disrupting the examination in any way	
7	Forcing others to leave the examination room/hall.	Cancellation of the performance of the full examination which he/she is appearing and debaring from any subsequent examination/examinations up to a maximum of five examinations including the re-examination.
8	Carrying any weapon of offence into the examination room/hall.	
9	Refusal to hand over the crminating material during the course of the examination reported by the invigilator and the CoE or any other officer deputed by the Institute.	
10	Any other case of disorderly conduct	

**18.7 Punishments to paper setter/examiner/moderator/evaluator/teacher/other persons involved in unfair means :** In every case, where a person performing examination duty is

found using or attempting to use Unfair Means / Malpractice at the examination following punishment may be imposed by Discipline and Redress Committee.

Sr No	Allegation	Punishment
<b>CATEGORY – A</b>		
(The Committee shall recommend punishment after due consideration of the type of use of unfair means, reports of the CoE or any other officer deputed by the Institute.)		
1	Providing assistance to any candidate or any other person in any unauthorised manner in examination room/hall.	Rs 500 and debarring from any subsequent examination/ examinations up to a maximum of three examinations including the re-examination.
2	Taking assistance from any other person in unauthorised manner for confidential work.	
3	Deliberately disclosing confidential things	Rs 1000 and debarring from any subsequent examination/ examinations up to a maximum of five examinations including the re-examination.
4	Assisting the candidate for smuggling in/out, replacing an answer-book or its any continuation sheet during examination.	
5	Assisting the candidate for getting impersonated by any other person in the examination.	
6	Any other case of use of unfair means.	
7	Leaving examination hall in any unauthorised manner	Rs 500
8	Remaining absent in any unauthorised manner for examination duty.	Rs 500
9	Using indecent and/or abusive language against the higher authorities during examination.	Debarring from any subsequent examination/examinations up to a maximum of five examinations including the re-examination and additional monetary fine.
10	Any other case of negligence of duty.	

#### 19. Examination and Revaluation Fees:

Examination fees shall accepted from all such students who apply for appearing the examination along with their examination forms. The fees charged shall be as follows.

Sr No	Description of examination	Amount in Rs for the examination					
		Winter/ Summer		Re-exam Winter/ Re-exam Summer		Complementary Examination	
		UG	PG	UG	PG	UG	PG
1	A theory course with written ESE	175	250	225	325	350	500
2	A theory course without written ESE	100	150	150	225	NA	NA
3	A practical course with ICA and ESE	175	250	300	400	NA	NA
4	A practical course with only ICA	75	125	125	175	NA	NA



5	A practical course with only ESE	100	150	200	300	NA	NA
6	Seminar/Dissertation Seminar	175	250	300	400	NA	NA
7	Project/Dissertation	250	1500	500	NA	NA	NA
8	Revaluation fees per course	150	200	225	300	300	400
9	Issue of photo copy and Re-revaluation of answer book	600	700	700	800	700	800

### 19.1 Fine for Late Submission of Examination Form:

Sr. No.	Delay (No of days from last day)	Fine in Rs (In addition to regular exam. Fees)
1	1 to 5 working days.	Rs 200
2	6 to 10 working days.	Rs 400
3	11 and more working days till term end.	Rs 400 + Rs 100 per delayed working day

### 20. Remunerations and TA/DA:

Any examination related work except internal continuous evaluation (ICA, ISE and ISA) shall be paid remuneration and TA/DA shall be paid to any examiner, and moderator etc who is coming to this institute from any other institute. **Paper setters (local or arrived in Jalgaon for any other reason) shall be paid only local conveyance if they submit question paper in person. In general they shall submit question papers by registered/speed post and the expenses for the same shall be payable. In exceptional case, chairman examination committee may ask paper setter to submit question paper in person and in such case paper setter shall be paid TA/DA as per rule.**

**20.1 Remuneration:** Any examination related work except internal continuous evaluation (ICA, ISE and ISA) shall be paid remuneration as per following guidelines.

Sr. No.	Examination Activity	Remuneration in Rs
<b>Overall Coordination in Academic and Examination Cell</b>		
1	Dean Academics	Rs 7000 pa for AY 2014-15 Rs 14000 pa for AY 2015-16 Rs 21000 pa for AY2016-17 Rs 24000 pa for AY2017-18 and onward.
2	Controller of Examination (CoE)	Rs 6000 pa for AY 2014-15 Rs 12000 pa for AY 2015-16 Rs 18000 pa for AY2016-17 Rs 21000 pa for AY2017-18 and onward.
3	Assistant CoE (Pre-Examination) and Assistant CoE (Post-Examination)	Rs 5000 pa for AY 2014-15 Rs 10000 pa for AY 2015-16 Rs 15000 pa for AY2016-17 Rs 18000 pa for AY2017-18 and onward
4	Faculty member appointed in AEC	Rs 4000 pa for AY 2014-15

		Rs 8000 pa for AY 2015-16 Rs 12000 pa for AY2016-17 Rs 15000 pa for AY2017-18 and onward	
5	Class III appointed in AEC (If handling additional work of examination)	Rs 6000 pa for AY 2015-16 Rs 9000 pa for AY2016-17 Rs 10500 pa for AY2017-18 and onward	
6	1.Chairman Grievance and Redress Committee	Rs 3000 per academic year	
7	Member Grievance and Redress Committee	Rs 2400 per academic year	
8	Cashier (If handling additional work of examination)	Rs 2000 pa for AY 2014-15 Rs 3000 pa for AY2015-16 Rs 4000 pa for AY2016-17 Rs 5000 pa for AY2017-18 and onward	
9	Class IV appointed in AEC	Rs 4000 pa for AY 2015-16 Rs 6000 pa for AY2016-17 Rs 7000 pa for AY2017-18 and onward	
<b>Coordination and conduct of examination</b>			
10	Departmental examination coordinator (ISE/ISA of TH)	Rs 500 per semester	
11	Course coordinator (TH)	Rs 500 per course per division	
12	Course coordinator (LAB)	Rs 200 per course per division	
<b>Paper setting, Moderation and Printing of ESE question papers.</b>			
		<b>UG</b>	<b>PG</b>
13	To set question paper of ISE/ISA examination with solution and submit it as hard and soft copy (Typed as per format)	100	100
14	To set question paper of ESE theory examination up to 2 credits and submit it as hard and soft copy (Typed as per format)	400	450
15	To set question paper of ESE theory examination more than 2 credits and submit it as hard and soft copy (Typed as per format)	500	550
16	To set question paper of ESE theory examination up to 2 credits and submits it as manuscript.**	150	200
17	To set question paper of ESE theory examination more than 2 credits and submit it as manuscript.**	200	250
18	To provide appropriate marking scheme without solutions of numerical of ESE theory examination up to 2 credits.	150	200
19	To provide appropriate marking scheme with model answers and solutions of numerical of ESE theory examination up to 2 credits.	600	800
20	To provide appropriate marking scheme without	200	300

	solutions of numerical of ESE theory examination more than 2 credits.			
21	To provide appropriate marking scheme with model answers and solutions of numerical of ESE theory examination more than 2 credits.	800		1000
22	Moderation of a question paper of ESE theory examination.	60		60
23	Faculty member appointed for paper printing (if required)	Rs 30 per course with minimum of Rs 600 per examination		
24	Class III appointed for paper printing (if required)	Rs 20 per course with minimum of Rs 400 per examination		
25	Class IV appointed for paper printing (if required)	Rs 12 per course with minimum of Rs 250 per examination		
<b>Conduct of ESE theory and laboratory courses.</b>				
Sr. No.	Examination Activity	Remuneration in Rs		
		Duration up to 2 Hrs	Duration 3 Hrs	Duration 4 Hrs
26	Chief Controller of Examination (Principal)	Rs 200 per day		
27	Faculty member appointed for conduct of ESE theory courses	100	150	200
28	Junior Invigilator	75	125	150
29	Vigilance squad chairman	100	150	200
30	Vigilance squad member	75	125	150
31	Class III appointed for any work related to conduct of ESE theory examination.	50	75	100
32	Class IV appointed in examination control room, bellman, waterman etc.	30	45	60
33	Class IV (sweeper)	Rs 40 per session (one examination of 2 – 4 Hrs).		
34	Departmental CoE for laboratory courses (HoD)	Rs 150 per day		
35	Departmental coordinator for conduct of ESE laboratory courses	Rs 150 per day		
36	Laboratory expert appointed for laboratory examination.	100 per batch	125 per batch	
37	Laboratory assistant appointed for laboratory examination.	70 per batch	70 per batch	
38	Class IV appointed for laboratory examination.	40 per batch	40 per batch	
<b>Valuation/Revaluation of ESE theory and laboratory courses.</b>				
39	Faculty member appointed for CAP.	Rs 200 per day		
40	Class III appointed for CAP.	Rs 120 per day		
41	Class IV appointed for CAP.	Rs 80 per day		
		<b>UG</b>		<b>PG</b>

42	Assessment of answer book of ISE	05	05
43	Assessment of answer book of ISA	05	05
44	Assessment of answer book of ICA	05	05
45	Assessment of answer book of ESE theory examination up to 2 credits.*	20	25
46	Assessment of answer book of ESE theory examination more than 2 credits.*	30	35
47	Moderation of answer book of ESE theory examination up to 2 credits.*	30	35
48	Moderation of answer book of ESE theory examination more than 2 credits.*	45	50
49	Revaluation of answer book of ESE theory examination up to 2 credits.*	40	50
50	Revaluation of answer book of ESE theory examination more than 2 credits.*	60	70
51	Assessment of ESE of laboratory courses (practical)* with performance	25	30
52	Assessment of ESE of laboratory courses (oral)* without performance.	20	25
53	Assessment of ESE of seminar.*	40	80
54	Assessment of ESE of project - I/dissertation - I.*	20	300
55	Assessment of ESE of project - II/dissertation- II.*	40	600
56	Evaluation of Ph D thesis		2000
57	Viva Voce of Ph D		1500
58	Evaluation of question paper of ESE theory examination.	350	500
59	Visiting faculty appointed for the invigilation of ISE/ISA/Self Study.	Rs 75 per invigilation	Rs 75 per invigilation

\*Minimum remuneration shall be Rs 200.00

\*\*Only external examiners can submit question paper in manuscript.

**Note: Chairman EC is empowered to decide the remuneration for any other work related to examination which is not covered in above table.**

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

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