

KOLHAPUR INSTITUTE OF TECHNOLOGY'S
COLLEGE OF ENGINEERING(AUTONOMOUS),
KOLHAPUR
(Affiliated to Shivaji University Kolhapur)

EXAMINATION RULES AND REGULATIONS



Last Modified July 2021

Glossary

Abbreviation		Meaning
KIT	:	Kolhapur Institute of Technology
BoE:	:	Board of Examination
DEE :	:	Dean Examinations & Evaluation
ADEE :	:	Associate Dean Examinations & Evaluation
DRPRE :	:	Deputy Registrar Pre-Examination
DRONE:	:	Deputy Registrar On-Examination
DRPOE:	:	Deputy Registrar Post-Examination
CEC:	:	Central Examination Coordinator
DEC:	:	Departmental Examination Coordinator
DPAC:	:	Departmental Programme Academic Committee
IEC:	:	Institutional Evaluation Committee
HOD:	:	Head of the Department
DAC:	:	Departmental Academic Coordinator
PEC:	:	Programme Evaluation Coordinator
HBSH:	:	Head of the Basic Science and Humanities
ELC:	:	Examination Lapses Committee
GMC:	:	Grade Moderation Committee
ISE:	:	In Semester Evaluation
ISE-I:	:	In Semester Evaluation - I
ISE-II:	:	In Semester Evaluation - II
MSE:	:	Mid Semester Examination
ESE:	:	End Semester Examination
SUK:	:	Shivaji University Kolhapur
EDP:	:	Electronic Data Processing
AICTE:	:	All India Council for Technical Education
NBA:	:	National Board of Accreditation
NAAC:	:	National Assessment and Accreditation Council
AC:	:	Academic Council
DAIP:	:	Departmental Advisory Integrity Panel
IAIP:	:	Institutional Advisory Integrity Panel
DPAC:	:	In Semester Evaluation - I

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1 Introduction

1.1 Preamble

Kolhapur Institute of Technology's College of Engineering, Kolhapur; an institute established in May 1983 reflects the vision of leading industrialists and educationalists. The vast exposure and experience of its founder members has helped this Institute to establish its identity as an Institute of repute in the field of Engineering. The Institute has been awarded "A" status by Govt. of Maharashtra in recognition of its overall academic excellence and infrastructure. Institute is permanently affiliated to Shivaji University, Kolhapur and is approved by AICTE, New Delhi. The Institute has been accredited by NBA in the year 2005 and 2008. In January 2015, the Institute was accredited with "A" grade (3.12 CGPA) by NAAC. Spread over a sprawling 30 acres, the natural form of the landscape has been preserved. The spacious campus houses the main building, hostels for boys & girls, workshops with a built-up area of around 27,500 sq. m. and an innovative waste recycling system, windmills, gardens dotted with solar powered lamps.

The structure embraces within its fold classrooms, drawing halls, laboratories, computing facilities, seminar halls, library, canteen, open-air auditorium and a gymnasium. The interiors have been crafted keeping in mind the fact that '*ambiance does inspire and stimulate intellectual endeavours*'. The playground behind the main building, where all the outdoor activities are held. The teaching-learning process is student centric and governed by the concept of outcome based education.

This booklet gives comprehensive information on the rules and regulations for Examination Cell. All undergraduate and post graduate programmes will be governed by these rules and regulations. All departments will adhere to these rules and regulations approved by the academic council from time to time, keeping in view the ever growing challenges and new developments. The stakeholders particularly the students and parents/guardians are advised to be fully familiar with the academic system of the institute. Students should know the rules and regulations governing academic requirements, evaluation system, and grading system. These rules and regulations are developed through discussions with HODs, senior faculties and as per the directives of UGC, AICTE and by studying the rules and regulations of other reputed autonomous institutes. It is expected that this booklet will bring transparency in examination related activities of the institute. Kolhapur Institute of Technology's College of Engineering, Kolhapur has student oriented academic system, every possible opportunity is provided to progress academically and overall development of the students is ensured.

1.2 Constitution of BoE

The Academic Council has been conferred with certain powers and duties to decide the methodology for examination and evaluation of the programmes run by this institute. The various committees constituted, shall continue to function and shall be governed by the Academic Council. Board of Examination (BOE) is one of such committees instituted on similar lines as those of Maharashtra University Act 1994. The constitution of BOE is as follows:

1. Director (Chairman)
2. University Nominee (COE of Shivaji University (SU) or his nominee not below the rank of Deputy Registrar)
3. One expert from other premium institute possessing ten years of experience nominated by the Chairman.
4. Dean Academics
5. Dean Quality Assurance

6. Associate Dean Examinations and Evaluation
7. Deputy Registrar Pre-Examination (Invitee)
8. Deputy Registrar On-Examination (Invitee)
9. Deputy Registrar Post-Examination (Invitee)
10. Four teachers with ten years teaching experience nominated by rotation according to seniority.
11. Dean Examinations and Evaluation: Member Secretary

1.3 Organization chart of BoE



Figure 1: Organization Chart of BoE

1.4 Functions and Powers of BoE

The BoE shall –

1. Ensure proper execution of the various duties in conducting examinations viz. paper setting, time table preparation, evaluation and declaration of results.
2. Recommend examination reforms and shall implement them after approval of academic council.
3. Prepare the detailed time table of examinations as per the schedule approved by academic council.
4. Arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty and invigilators.
5. Chairman, BoE shall constitute Complaint Redressal Committee (CRC) consisting of three members as and when required to deal with the complaints related to the conduct of examinations.
6. The recommendations of the CRC shall be forwarded to the Examination Lapses Committee for appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the BOE.
7. The BOE shall perform such other duties and responsibilities assigned by Academic Council of the Institute from time to time.

8. The committee shall meet twice during the academic year and such other times as may be required.
9. Two-Third members shall constitute the quorum. If the meeting is adjourned for want of quorum then no quorum shall be required for such a meeting.
10. The various formats shall be prepared by BOE for record keeping and monitoring all examination related activities and shall be coded as E XX (for examination). Refer Appendix-A for the list of such formats.
11. CoE shall be assisted by the coordinators (either DEC's or competent faculty nominated by CoE) for carrying out the following activities during ISE-I, ISE-II, MSE and ESE.
 - (a) Paper Setting and Printing: **Dy Registrar Pre-Exam**
 - (b) Conduct of Examinations (Theory): **Dy Registrar On-Exam**
 - (c) Conduct of Examinations (Practical, Project/Dissertation, Seminar, Online Examination): **DEC of concerned department**
 - (d) Evaluation of answer books: **Dy Registrar Post-Exam**
 - (e) Preparation and declaration of provisional grades: **Dy Registrar Post-Exam**

2 Roles and Responsibilities

2.1 Dean Examinations and Evaluation (DEE)

1. DEE is an authorized person to implement all examination rules and regulations laid by BoE/Director. He/She is incharge of all Autonomous Examination processes for smooth functioning.
2. The DEE shall be appointed by the Director or on the recommendations of a selection committee constituted for the purpose.
3. The DEE shall be the principal officer incharge of the conduct of examinations and declaration of results. DEE shall discharge his/her functions under the superintendence, direction and guidance of the BOE.
4. His/Her appointment shall be for a term of Four years, and he/she shall be eligible for reappointment for only one more term of four years. The qualifications and experience for the purpose of selection of the DEE shall be such as may be prescribed.
5. The DEE shall be the Member-Secretary of the BOE and of the committees appointed by the board except the committees constituted under section 32(5)(a) for appointment of paper-setters, examiners, revaluation and moderators. He/She shall be responsible for prompt and proper implementation of their decisions.
6. The DEE shall be responsible for making all arrangements necessary for holding examinations and declaration of results. It shall be his/her responsibility –
 - (a) To announce in advance the calendar of examinations;
 - (b) To take followup of printing of question papers;
 - (c) To arrange to get performance of the candidates at the examinations properly assessed/evaluated, and process the results.
 - (d) To arrange for the timely publication of results of examinations and other tests .
 - (e) To postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil

or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices.

- (f) To take disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations with permission of the Director.
- (g) To review from time to time, the results of examinations and forward reports thereon to the Academic Council
- 7. The DEE shall exercise such other powers and perform such other duties as may be pre-scribed or assigned to him, from time to time, by the BOE and Director.
- 8. The DEE is an authorized signatory for grade cards and results.
- 9. The DEE is an authorized person to appoint the squad for prevention of malpractices during Examination.
- 10. The DEE is an authorized person to implement all examination rules and regulations laid by BoE/Director.

2.2 Associate Dean Examinations and Evaluation (ADEE)

- 1. ADEE shall look into various examination forms and its processing, time scheduling, preparing name list, preparing examinee summary list.
- 2. ADEE shall look into the process of mapping of an examinee in the selected platform of examination.
- 3. ADEE shall assist in Electronic Data Processing at DEE office viz. Ledger, result preparation and Grade Card printing, Scanning of Answer Scripts, QR Code generation, etc.
- 4. ADEE shall supervise proofreading of Question Papers, Selection of QP set, Printing of question papers.
- 5. ADEE shall perform such other duties assigned to him, from time to time, by the DEE.

2.3 Deputy Registrars

- 1. The Deputy Registrar in charge of Section/Unit/Department shall be personally responsible for the smooth conduct and working of his section, for the allotment of work to the Clerk. Who shall be directly responsible to him.
- 2. He shall convene regular meetings of the officers and/or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any. He shall also get the daily reports/worksheets from the officers and guide the officers and/or staff to ensure that the job assigned to each of them is understood by them and to see that they conduct the business without any difficulties.
- 3. He shall issue Warnings and reprimand to erring employees. He shall also maintain or cause to maintain leave register, movement register and all other official registers of appointments etc.
- 4. He shall inspect periodically and after every fifteen days the attendance register and countersign it for having inspected the same and taken such action as he may deem fit in case of habitual latecomers or those who habitually are absent by issuing earnings periodically in writing and recommending to the DEE to take the disciplinary action of severe nature, in case, the same employee shows no

improvement.

5. It shall be the duty of the Deputy Registrar to maintain cordial public relations and to attend the queries of the members of the Public. It shall also be the duty to help the members of the public to solve their difficulties concerning his section to entertain the complaints, if any, against the staff working under him.
6. He shall carry out his duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
7. He shall be solely responsible for the work of the highly confidential nature that may be undertaken by his section. He shall be responsible for preserving the documents, deeds etc. concerning his section.
8. The Deputy Registrar must personally look into the lapses/court cases concerning his section and must take steps to deal with the legal matters of his section adequately. He must keep the DEE informed about the cases and obtain his orders wherever necessary.
9. Any other work assigned to him by the DEE from time to time.

Deputy Registrar Pre-Exam

In addition to the duties mentioned above, DRPRE shall -

1. Collect the programme wise structure from respective BOS chairman in prescribed format.
2. Collect the course wise Examination Panel from respective BOS chairman in prescribed format.
3. Prepare the instructions, circulars, guidelines of examinations and publish.
4. Prepare and release paper settings orders. In case of non-acceptance make the alternate arrangements in consultation with DEE.
5. Collect question papers, select QP for examination on a random basis, typeset as per the template and print number of copies considering examinee count.
6. Collect the paper settings bills from the paper setter, verify and forward it for approval.
7. Provide an attendance certificate to the paper setter.
8. Prepare the draft time table of examination considering suggestions from BOS chairman, get approval from BOE and publish it for the examinee.
9. Prepare & print the hall tickets of the Examinee and forward to the concerned BOS chairman for distribution.
10. Follow the other guidelines related to conduct of examination as listed and mentioned in the rule book.

Deputy Registrar On-Exam

In addition to the duties mentioned above, DRONE shall -

1. collect the Final Examination time table from DRPRE.
2. make the applicable daily seating arrangements and display them on the appropriate platform.
3. prepare orders of Junior and senior Invigilator for proctored Examination and supporting faculty, staff and peons as and when required. The printed orders to be forwarded to the concerned department for distribution.

4. supervise and guide Sr supervisor for Online/Offline exam preparation collect and maintain various reports like answer book/question paper utilization, student attendance etc.
5. supervise and generate QR code and hand over to Sr. Supervisor for further process
6. Responsible for smooth functioning of the Examination.
7. Handling Lapses cases reported by Jr/ Sr supervisor. Letters to students, Prepare MoM.
8. Prepare the various bills of staff/faculty involved in the conduction of examination.
9. Assign clerks/lab assistants/staff for Scanning of Answer books and sending them to the store.
10. Follow the other guidelines related to conduct of examination as listed and mentioned in the rule book.

Deputy Registrar Post-Exam

In addition to the duties mentioned above, DRPOE shall -

1. Insert the Question paper pattern in the template available in Contineo software.
2. Prepare and send evaluation/moderation order to concerned course faculty.
3. Assign answer book packets to evaluators and receive them back .
4. Look into runtime errors reported by evaluators and correct them as and when required.
5. prepare late evaluator list
6. Make alternate arrangements of the evaluator in concern with DEE.
7. Schedule meeting of Grade moderation committee
8. Prepare a paper showing the schedule of student's program wise and solve grievances if any.
9. Take follow up of result processing with Contineo software authorities
10. Verify the Results processed by Contineo in concern with DEE.
11. download ledger from Contineo software and prepare the ledger as per the requirements of the Institute
12. Responsible for the revaluation process of answer scripts if any.
13. Prepare the various bills of staff/faculty involved in the evaluation /moderation of examination.
14. Responsible for the revaluation process of answer scripts if any.
15. Follow the other guidelines related to conduct of examination as listed and mentioned in the rule book.

2.4 Head of Department

Head of the Department shall –

1. Prepare course wise structure and examination panel and obtain the approval from BoS and Academic Council. Report the changes made as per the suggestions received from BoS and / or AC to the exam section.
2. Maintain the coordination, follow up of examination related activities with DEC and Course Coordinator, and take necessary actions if required.

3. Strictly follow the deadlines for timely submission of necessary information/reports required by the Examination Cell.
4. Submit one copy of the detained students list to the exam section at the end of term through proper channels.
5. Work in coordination with GMC.
6. Distribute hall tickets to the examinee provided by the exam cell.
7. Submit the Quality review report after completion of each examination to the exam cell and Dean Quality Assurance.
8. Prepare the result analysis subject wise, faculty wise etc. and submit it to the exam cell.
9. Submit the spiral bound copy, plagiarism report, soft copy of thesis of the M Tech students after getting approval from DAIP and IAIP. and submit the hard bound copy after the final viva-voce.

2.5 Senior Supervisor

DRONE shall appoint an appropriate number of faculty as senior supervisor in concern with DEE. Following are some of the responsibilities of a senior supervisor to be executed during the conduct of examination.

1. Prepare block wise seating arrangement and invigilation charts in concern with DRONE.
2. Prepare and distribute the block wise question paper packets, answer scripts. make available standard material required and / or suggested by the paper setter after getting approval from DRPRE / DRONE.
3. Deliver the instructions to the junior invigilators to be read and followed in the examination hall and communicate the appropriate instructions to the examinees (Refer Appendix D).
4. Handle the grievances, malpractices if any during examination and report to DRONE and attend related ELC meetings.
5. Maintain record and submit all examination related documents to the examination Cell.

2.6 Departmental Examination Coordinator (DEC)

Every department may have a faculty/ staff (working as DEC) for liaisoning purposes with the exam cell who will be working under HoD. Some of the responsibilities are –

1. Preparation of schedule of ESE for laboratory, seminar and dissertation phases in coordination with HOD and examination cell.
2. Coordination of ESE for laboratory, seminar and dissertation phases.
3. Prepare and submit examination related bills in prescribed format to the account section.
4. Coordination of grade moderation and paper showing work.
5. Recording and maintaining all examination related documents.

2.7 Course Coordinator

There shall be a course coordinator per course. In case of single division, by default the course teacher shall be the course coordinator. If there are multiple divisions then the BOS chairman will decide the appropriate course coordinator for the respective course. The course coordinator shall –

1. Prepare the course content delivery plan and coordinate the execution of the same.
2. Be responsible for the quality of the question paper.
3. Make necessary arrangements for timely evaluation/moderation/revaluation in concern with DRPOE/DEE.
4. Work in coordination with BoS chairman/DEC/DRPOE/DEE for grade moderation and paper showing.

2.8 Examination Lapses Committee (ELC)

Sr No.	Name of Committee Member	Designation	Position in ELC
1	-----	Director-KITCOE	Chairman
2	-----	Dean Examinations and Evaluation	Member
3	----	Dean Academics	Member
4	--	Registrar	Member
5	--	Dean Quality Assurance	Member
6	--	Asso Dean Exam & Evaluation	Member
7	--	HOD First Year	Member
8	--	Dy Reg Post Exam	Member
9	--	Dy Reg Pre Exam	Member
10	--	Dy Reg On Exam	Member Secretary

ELC shall –

1. Take primary disciplinary action for malpractices and lapses on part of the examinee.
2. Arbitrate the grievances of the examinee regarding paper-setting, evaluation, moderation, revaluation, supervision and conduct of examinations.
3. Take necessary action in the event of malpractices noticed/observed through any unknown source/entity connected with the examinations (Refer Appendix F, G and H).
4. Submit the report of the actions taken to the BoE.

2.9 Grade Moderation Committee (GMC)

Sr No.	Name of Committee Member	Designation	Position in ELC
1	--	Director-KITCOE	Chairman
2	--	Dean Examinations and Evaluation	Member
3	--	Dean Academics	Member
4	--	Associate Dean Exam & Evaluation	Member
5	--	Dy Reg Post Exam	Member
6	...	Concerned HoD	Member
7	...	Concerned DEC	Member
8	...	Concerned Course Coordinator	Member

GMC shall be monitoring the relative grading by following the guidelines mentioned in the academic rule book. The GMC shall -

1. Be present in the exam cell during the grade moderation process as per the schedule declared by exam cell.
2. Monitor the mapping of the range of marks with awarded grades for respective courses.
3. Discuss the critical cases of grades and recommend modifications if any.

4. Report to DRPOE/DEE for exceptional cases of low/high grade and uneven distribution of grades.

3 Appointment of Paper Setters and Evaluators

3.1 Appointment of Paper Setter

1. Appointments shall be made by DRPRE to the paper setter from a pre-approved examination panel received from the concerned BoS chairman of respective programmes.
2. DRPRE shall appoint an internal paper setter for the MSE and should consider the appointment of an external faculty member for the paper setting of the ESE/Makeup examination/ POE in addition to the internal paper setter. (Refer Appendix B and C).
3. In case of unavailability of appointed paper setters, DEE/DRPRE shall make alternative arrangements from the pre-approved examination panel received from the concerned BoS chairman of respective programmes.

3.2 Appointment of Evaluator

1. Appointments shall be made by DRPOE to the faculty from a pre-approved examination panel of respective courses.
2. DRPOE shall appoint internal faculty for evaluation of MSE and internal & external faculty for evaluation of ESE/Makeup examination/OE-POE-DP.
3. In case of unavailability of an appointed evaluator, the course coordinator in consultation with BoS chairman/DRPOE/DEE shall make alternative arrangements.
4. Refer to the guidelines provided in Appendix E for the evaluation purpose.
5. If any anomalies are observed in evaluation, the evaluator is liable for disciplinary action as per the decision of ELC.

3.3 Question Paper Setting and Printing

Guidelines/instructions to the paper setters are given Appendix-C.

1. As per the examination schedule, the appointed paper setter shall prepare the question papers.
2. The DRPRE and DRONE shall take care of question paper printing/photocopying the required number of copies (with 10 extra copies for record purpose).
3. Persons involved with paper setting and printing shall maintain secrecy of the question paper and shall be responsible for the same.
4. The printed question papers shall be organized in a packet with proper seal and signature. DRPRE shall handover this sealed packet to the DRONE. DRONE shall handover the sealed packet to CEC well in advance of the scheduled time of examination of respective course. The CEC shall keep all packets in the exam cell and use each packet as per the examination schedule.
5. For all examinations, the faculty who has set the question paper should submit the model answer / synoptic answers.
6. Each question shall be mapped with Course Outcome (CO) and Bloom's Level (BL).
7. If any anomalies reported by the question paper quality review committee, the paper setter is liable for disciplinary action as per the decision of ELC.

4 Conduct of Examination

4.1 General

1. Various examinations shall be conducted in accordance with the Academic rules and regulations for all the courses listed in programme structure, approved by BoS of respective programmes and Academic Council.
2. The evaluation of a student for each semester shall be based on his/her performance in In-semester Evaluation (ISE)/In-semester Evaluation-I (ISE-I)/In-semester Evaluation-II (ISE-II), Mid-Semester Examination (MSE) and End Semester Examination (ESE). The weightage for each evaluation is given in Table 1.
3. The answer scripts of descriptive ESE and Make-up examination of theory courses shall be shown to students as per the declared schedule.
4. There shall not be paper showing for MSE, OE, POE.
5. There shall not be paper showing for the ONLINE objective type of examinations.
6. The ISE-I and ISE-II components for the theory courses shall be shown to the students by concerned faculty.
7. The ISE component for the lab course shall be shown to the students by concerned faculty.
8. The courses such as seminar, project and dissertation phases etc. ,shall be evaluated for the weightage provided as per the structure of the concerned programme.

The above listed points may vary for the other certification courses such as B. Tech (Hons), BIM, Minor, Online certification, shall be decided and announced by the course teacher/ expert from the industry with permission of concerned BoS chairman

4.2 In-Semester Evaluation (ISE/ISE-I/ISE-II)

1. ISE for a course shall be carried out using evaluation tools such as assignments, oral, seminar, test (surprise/declared/quiz/open book), poster presentation, model presentation and group discussions etc. The evaluation tool(s) for ISE shall be decided and announced by the course coordinator at the beginning of the semester as per the academic calendar. The record of evaluation shall be maintained by the course teacher and shall be submitted to the academic coordinator.
2. Student's performance shall be continuously monitored and record of evaluation(s) shall be maintained in the prescribed proforma by course teacher and monitored by DPAC. Course teachers shall use the appropriate digital platform for updating students' performance and communicating to the student.
3. The ISE evaluations shall be updated in the software and freezed by the course teacher, HoD and Dean Academic before the end of the term with sufficient time margin before the commencement of ESE.
4. The BOS chairman shall collect the list of students with unsatisfactory performances in all relevant courses from course teachers and report them to the exam cell through Dean Academics.
5. The BOS chairman shall collect the list of students having unsatisfactory attendance in all relevant courses from course teachers and report them to the exam cell through Dean Academics.

Evaluation	Weightage for Theory Credit Course	Weightage for Theory Audit course	Weightage for Lab course
ISE-I	10%	Nil	Nil
MSE	30%	Nil	Nil
ISE-II	10%	Nil	Nil
ISE	Nil	As per structure	As per structure
ESE	50%	As per structure	As per structure

Table 1: Weightage for Evaluation

4.3 Mid-Semester Examination and End Semester Examination (MSE & ESE)

1. There shall be MSE and ESE for every theory credit course and ESE for audit courses.
2. MSE and ESE (written/online/offline/descriptive online) for every theory course (credit and audit) shall be conducted centrally as per the schedule declared by DRPRE/DRONE. The weightage for MSE shall be as indicated in Table 1.
3. The modalities for the conduct of examinations will be decided by the BOE as and when required. The same will be communicated to the examinee in advance.
4. MSE shall be based on 50% of the syllabus. There shall not be a make-up examination for MSE.
5. ESE shall be based on the 30% weightage of MSE syllabus and 70% weightage of the remaining syllabus. The question paper of ESE may have additional options up to 20% for all theory/audit courses. Absent students shall be awarded with 'F1' grade. Such students shall be allowed to appear for make-up examination.
6. All the questions of ESE/MSE shall be mapped to Course Outcome (CO) and Bloom's Level (BL).
7. MSE question paper shall be of 50 marks and of 2 hours duration. Any exceptions to this rule, shall be informed to the DRPRE in proper mode well in advance. Marks obtained will be converted to 30 marks.
8. ESE question paper shall be of 100 marks and of 3 hours duration. Any exceptions to this rule, shall be informed to the DRPRE in proper mode well in advance. Marks obtained will be converted to 50 marks.
9. The weightage for difficulty level of questions shall be:
Difficult-30%, Moderate-40%, Easy-30%.
10. All examinations for theory courses shall commence as per the schedule approved by the BoE. However, in case of any emergency, the BoE Chairman is empowered to reschedule any examination.
11. DRONE shall be responsible for smooth conduction of the examination. However, DRONE shall take the services of staff provided by the examination cell.
12. The appointment of the required number of invigilators shall be done by DRONE/Senior Supervisor centrally as per the examination schedule. Invigilation duty shall be mandatory for faculty as per the schedule communicated to them prior to the exam. It is mandatory for the course coordinator to be available for any clarifications needed during the exam of the concerned course. On the day of examination, the Senior supervisor shall collect the sealed packets of question papers from DRONE, open them 30 minutes before the

- examination and distribute it to the invigilators 20 minutes before the beginning of the examination.
13. Invigilators shall distribute the answer scripts to the examinee 10 minutes before the start of the examination and question paper at scheduled time. He/she shall check the identity cards and hall ticket of the examinee; check whether the students have occupied their right seats as per the seating arrangement, check whether students have correctly filled the details on the front page of answer scripts and then shall sign on the answer scripts of the students. He shall then obtain the signature of the students on the attendance proforma and maintain the attendance record of the students of his/her block.
 14. Invigilators shall monitor general discipline in the block during the conduct of examination and report the cases of indiscipline, misbehavior and copy cases to the senior supervisor for further necessary action.
 15. Generated QR codes shall be affixed by the invigilators as per made available to him prior to handover of answer-scripts.
 16. At the end of the examination, the invigilator shall collect the answer scripts from the students and arrange them sequentially as per PRN numbers of the students, separately for each course, and handover it to the senior supervisor.
 17. The senior supervisor shall submit the answer scripts to the DRONE for further process.
 18. Seating arrangement shall be made centrally for MSE/ESE/Makeup Examination.
 19. DRONE shall appoint staff for examination as per following structure –
 - (a) Invigilator: one invigilator for a block of 25-40 students, additional invigilators shall be appointed as reliever depending upon the number of blocks.
 - (b) Peon: two at the Examination Cell, and one peon per two blocks.
 - (c) Invigilators shall be appointed centrally among the faculty of all departments. Depending on the need and availability, DEE/ADEE may change the number of staff for conducting examinations.
 20. The senior supervisor shall receive the sealed packets of printed question papers for each course from the DRONE prior to the conduction of all examinations.
 21. On each day of examination, the senior supervisor shall open the required number of packets of question papers 30 minutes before the start of examination. Prior to opening, however, he/she shall sign on all the packets indicating the date and time of opening the packets. He/She shall then take out the required number of question papers from the packets and arrange to distribute them in required quantity to the invigilators.
 22. The senior supervisor shall handover the required examination related material to the invigilators 30 minutes before the start of the examination.
 23. The invigilators shall follow the instructions given in Appendix-D.
 24. The senior supervisor shall monitor the smooth conduction and discipline during the examination.
 25. The senior supervisor shall forward the cases of misbehavior, indiscipline, malpractices to DRONE and attend the ELC meeting as and when required.
 26. If any examinee is not in a position to write at all, or write as a 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 to that effect, then a

?writer? shall be allowed to such examinee. Such a writer shall neither be a student or a degree holder of any technical programme (Diploma, B.E. /B. Tech., M.E. /M. Tech., Ph. D., etc.). The examinee shall, however, apply in a prescribed proforma to the Director asking for permission to allow for such a writer. Director shall then verify the medical certificate and give a permission letter to the examinee for using the writer. DEE shall then take the undertaking from the writer in a prescribed proforma. Such examinee shall produce the permission letter from DEE for using writer to the invigilator.

27. In case of physically disabled examinee, who can write but at much slower speed as compared to normal student, he/she may be allowed an extra time (at most 20% more time) for writing the examination for all the courses, provided he/she seeks permission from Director for extra writing time on account of his/her disability by producing medical certificate from Civil Surgeon to this effect.
28. After receiving the answer scripts from invigilators, the senior supervisor shall verify the details on the first page of the answer script, and cross check the count as per the attendance record submitted by the invigilators and then sort the answer scripts course/programme wise.
29. The senior supervisor shall direct the sealing assistant to tie the bundles of answer scripts of each course separately along with two copies of question paper, copy of attendance sheet, record of supplements issued etc and pack them. Thereafter the senior supervisor shall handover all packets to the DRONE on the same day or latest on the next day. The senior supervisor shall maintain the record of all such packets of answer scripts handed over to DRONE.
30. Office-clerk (examination) shall maintain the account of answer scripts 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 those to DRONE for further action.
31. DRONE shall verify the bill for remunerations of staff involved in ESE/Makeup Examination as per rules. Remuneration shall be paid to the staff involved in conduct of examination after the examination is over and summary of payment shall be submitted to the office.
32. In case of any natural calamity, pandemic situation, government guidelines etc, DEE/Director shall discuss and finalize examination modalities (Online/offline-Descriptive/Objective/Blended) in the BOE meeting and implement accordingly.

4.4 Digital Valuation

Institute has adopted a digital on-screen evaluation system. Primary requirements of this process are answer-script cutting machine, scanning machine, computers, LAN connectivity, etc. After the exam, the answer scripts will be sealed and transferred to the cutting and scanning facility. Unique QR code is affixed on every answer script at the time of examination. The answer scripts are prepared for the scanner by cutting the stitched edge. The two way scanner reads the QR code and generates a separate pdf file for every answer script. These pdf files are uploaded course wise to the software for onscreen evaluation.

To hide the identity of the examinee to the evaluator, the first two pages will be masked. Then the packets with maximum upto 10 answer scripts will be generated on random basis for assignment to evaluator.

To maintain confidentiality of the process, a separate on-screen evaluation centre is facilitated to the evaluators where the evaluation would be done and the marks will be entered online in the given software. However, to speed up the process and to maintain quality, the examination cell shall sign MOU with other premier institutes for external evaluation. Every evaluator will

be given a separate username and password for login into the software to do evaluation. When the packet is completely evaluated, the evaluator will take the print out of the marks slip and submit it to the examination cell. The moderation of evaluation would be performed as per rules of examination. After evaluation is complete, various reports will be generated. During the on-screen evaluation process live updates of moderation, pending evaluations, and evaluation completed courses are available on dashboard. The format of submission of marks is decided by the Board of Examination/Academic Council. Finally, results will be generated and declared by the Examination Cell. Please refer figure 2.

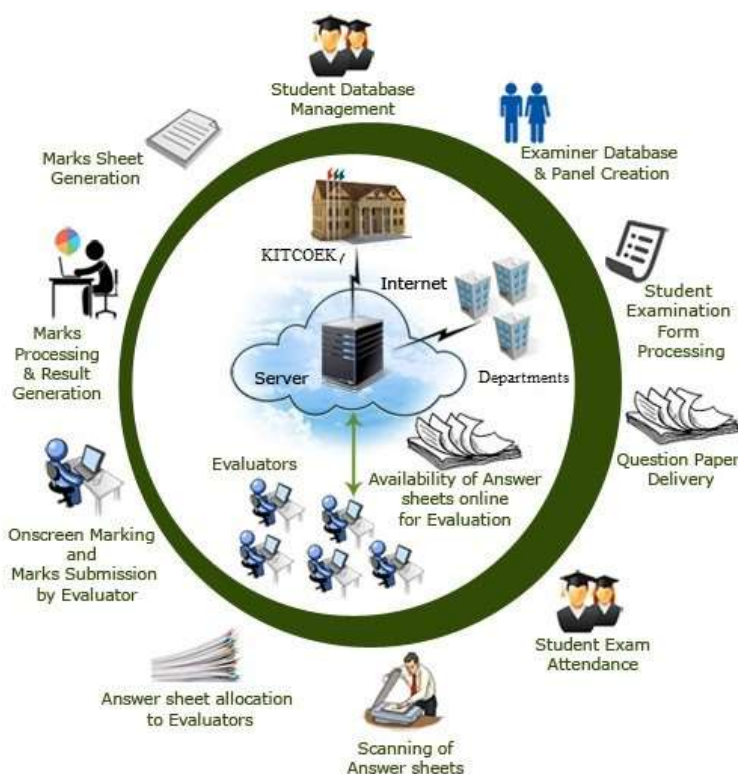


Figure 2: Digital Valuation System

4.5 Audit Course evaluation

The paper setting, evaluation, and conduct of ESE for the audit course shall be as per the structure provided by the respective BOS.

4.6 End Semester Examination for Lab courses

1. End Semester Examination for the lab courses shall be conducted after the theory course(s) as per the examination schedule. However, in case of any emergency, the examination may be rescheduled with the prior approval of the Director.
2. DEC/HOD shall act as coordinator for conducting POE/OE/dissertation phase examinations. HOD/DEC of the concerned department shall be responsible for proper and smooth conduct of such examinations and various examination related activities of the department. He/She shall take the services of staff from the department for this purpose.
3. DEC in consultation with HOD and DRPRE shall prepare a detailed timetable (batch wise/course wise) for the lab examination. The competent faculty from other

institutes/industry shall be appointed as external exam-iner for the lab course ESE (UG and PG). The HOD and DEC shall submit the schedule and final list of examiners for all lab examinations to the exam cell. Based on the list of examiners received from HOD, DRONE along with DEE shall issue the appointment orders. In case of need for substitute appointment, the internal examiner/chairman shall convey the same to DEE through HOD/DEC. DRONE along with DEE shall prepare the substitute appointment order and issue it.

4. For UG project and PG dissertation examinations, a competent external examiner outside KIT's College of Engineering is mandatory.
5. For PG dissertation ESE examinations, the HOD and DEC shall send the panel of examiners to the exam cell. The appointment orders of chairman, internal and external examiner shall be issued by DRONE along with DEE. In case of need for substitute appointment for PG dissertation, the chairman shall convey the same to DEE/ADEE through DEC. DRONE along with DEE/ADEE shall prepare the substitute appointment order and issue it.
6. HOD and DEC shall appoint staff for lab examination as per following structure and forward the copy of the same to the examination cell –
 - (a) Faculty Expert: one (POE only)
 - (b) Laboratory Assistant : one (OE/POE)
 - (c) Laboratory Peon : one (OE/POE)
7. The structure of staff for practical examination in Workshop Practice shall be as under-
 - (a) External Examiner: One for each workshop.
 - (b) Internal Examiner: One for each workshop, preferably the course faculty.
 - (c) Foreman : One for each workshop appointed by Central Workshop Coordinator
 - (d) Shop Instructor : One for each workshop, in which the examination is to be conducted appointed by Central Workshop Coordinator
 - (e) Peon: One for each workshop, in which examination is to be conducted appointed by Central Workshop Coordinator.
8. In case of multiple divisions, for each division separate internal and external examiners may be appointed. In case an external examiner doesn't report for the examination due to an emergency, the concerned DEC shall make alternative arrangements in consultation with HOD and the same shall be communicated to the examination cell.
9. Internal examiner/faculty expert along with laboratory assistant and laboratory peon shall make all the necessary arrangements of equipment/laboratory set-up required for conduction of lab examination of the courses for which their appointment is made.
10. Lab examination shall be conducted in any one of the following manners:
 - (a) Oral Examination (viva voce) only (OE): Both internal and external examiners shall assess examinee knowledge of the course. The maximum number of students to assess is up to 40 students per day.
 - (b) Practical and Oral Examination (PoE): The students are required to perform the given task as a lab work. The performance of the students shall be assessed jointly by both the examiners considering the lab work and knowledge of the course. The maximum number of students to assess is up to 40 students per day.

11. After the lab examination of the course is over, the internal examiner along with the external examiner shall prepare the mark list, and enter in the software. The internal examiner shall submit the sealed hard copy of the mark list to DEC/HOD for future verification during grade moderation. These marks are not to be disclosed to the students. DEC/HOD shall prepare a consolidated summary report of collected hard copies to the examination cell.
12. DEC in concern with HOD shall compile and forward the bills (T.A./D.A., remuneration) of support staff at the end of examination to examination cell.

4.7 Evaluation of Seminars, Micro-projects, Mini-projects, U.G. Projects and P.G. Dissertations

1. Evaluation of seminars, mini-projects, projects/dissertations shall be conducted as per the schedule approved by BOE. The evaluation of seminars and mini-projects shall be carried out as per the structure.
2. The evaluation for laboratory courses, seminar, mini-projects shall be on the basis of ISE and ESE. ISE shall be a continuous evaluation carried out throughout the semester and based on performance of students in laboratory, experimental write-up, report write-up, presentation, oral, and test (surprise /declared/quiz) assignment. The course teacher shall use various evaluation tools as mentioned above for ISE. ISE marks for laboratory courses shall be shown to students. External and internal examiners shall conduct ESE wherever applicable as per the examination scheme mentioned in the structure.
3. The evaluation for the project shall be on the basis of ISE and ESE. ISE shall be a continuous evaluation carried out throughout the semester. A project evaluation committee consisting two faculty members related to the subject area of project work and guide shall be constituted. The distribution of weightage for ISE shall be 25% each by two faculty members and 50% by guide. Each student shall give at least two progress seminars before the committee as per the schedule in the academic calendar. A report on project work shall be submitted by students at the time of second progress seminar. ESE in the form of demonstration/presentation followed by oral shall be conducted by an external examiner and internal examiner/guide. The above mode of evaluations and attendance for ISE and ESE as and when declared shall be mandatory for all students inclusive of students carrying out their project work in industry/institute.
4. Common rubrics shall be developed to assess seminar, mini-project and major project courses for each programme by departmental academic and programme evaluation committee. The rubrics for the laboratory course shall be developed by the concerned course coordinator. A course coordinator is the teacher who conducts the relevant theory course or as decided by the departmental academic and programme evaluation committee.
5. DEC/HOD shall act as a coordinator for evaluating the students for seminars, mini projects and shall be responsible for smooth conduct of various examination related activities. He/She shall, however, take the services of staff of his/her department for this purpose. The student is evaluated for his/her seminar or mini-project through the quality of work carried out, the novelty in the concept, the report submitted and presentation(s) etc.
6. The evaluation of UG projects shall be carried out by a panel of examiners consisting of Chairman, external examiner, and internal examiner/guide as per following schedules given in Table 2 Appointments of the external examiners for end

semester evaluation of UG project shall be issued by DRPRE/DEE based on the recommendations from HOD. DEC shall prepare a detailed timetable (batch-wise/student-wise) for the project examination and coordinate the conduct of the same.

7. The UG project report shall be evaluated by both external examiner and internal examiner (who preferably shall be a Guide) and an oral examination is conducted after the ESE.
8. After the project examination is over, internal examiner and external examiner shall fill in the marks in the software, print it, sign on it, write all details on the sealed packet and handover the same to exam cell on the same day, or latest by the next day along with TA/DA and remuneration bills.

SN	Phases	Internal/ External
1	Synopsis submission seminar	Guide and DAC
2	First phase work and presentation	Guide / Committee
3	ISE-I	Guide / Committee
4	Second phase progress seminar	Guide and DAC / Committee

5	Report submission	Guide and DAC
6	ISE-II	Guide / Committee
7	Final orals and presentations	Guide and External Examiner

Table 2: UG Project evaluation phases

4.8 Evaluation of PG Seminars, Dissertations

1. The evaluation of courses, such as seminar, mini-projects where ISE is the only component, shall be continuous in the form of presentations, tests (surprise / declared / quiz), assignment, oral and quality of report write-up. ISE marks shall be displayed.
2. The evaluation of in-plant training during summer vacation shall be based on presentation and submission of training reports.
3. There shall be two to four phases for dissertation work by a student. These shall be referred to as dissertation phase I, II, III and IV. Dissertation Evaluation Committee (DIEC) shall be constituted by HoD to evaluate a batch (normally students working under a guide) of students. DIEC shall be composed of guide/s, and two subject experts (nominated by HoD) related to the area of dissertation work. ISE phase I and II shall be in third semester while ISE phase III and IV shall be in fourth semester. ISE phase I shall involve assessing student work for topic selection, relevant literature survey, scope of work, defined objectives and thereby synopsis approval. ISE phase II shall be conducted to assess the progress of the dissertation work for problem formulation, methodology, experimental work, and results (if any). In ISE phase III further progress of experimental/modelling/simulation study shall be assessed with more emphasis on results and discussions. ISE phase IV shall be used to assess completion of work with reference to defined objectives, presentation of results and relevant discussions and conclusions for the study. The distribution of weightage for ISE shall be 25% each by two subject experts and 50% by guide.
4. There shall be two phases of ESE for dissertation work by a student. These shall be referred to as ESE dissertation phase II and IV. Evaluation committee for ESE shall comprise of Chairman (who shall be one of the DIEC members for ESE other than guide and nominated by HoD), internal examiner (guide) and external examiner (who shall be a subject expert from other college/institute/industry and to be selected by DEE from the panel of examiners submitted by the respective department). The internal and external examiners shall be the same for both phases of ESE. In case, the same internal and external examiners are not available, prior approval for substitute examiners should be taken from DEE.
5. All the phases of ISE and ESE for dissertation work shall be conducted as per the schedule given in the academic calendar.
6. If the student's performance is found to be not satisfactory at any phase of ISE for dissertation work, then he/she shall be given four weeks for improvement. The student with satisfactory performance in ISE phase I and II shall be recommended for ESE of semester III. The student with satisfactory performance in ISE of phase III and IV shall be recommended for ESE of semester IV. Such students shall submit a soft copy and the draftspiral bound copy of dissertation to examination cell after ISE phase IV with plagiarism report.
7. **DAIP and IAIP-**
The Institute has to form the Institutional Academic Integrity Panel (IAIP). "Higher Educational Institution (HEI)" means a university recognized under section 2(f) of the UGC Act, 1956 or an institution deemed to be university under section 3 of the UGC Act, 1956 or an affiliating college / institution or a

constituent unit of a university.

(a) HEI shall notify a IAIP whose composition shall be as given below:

- i. Chairman - Pro-VC/Dean/Senior Academician of the HEI.
- ii. Member - Senior Academician other than Chairman, to be nominated by the Head of HEI.
- iii. Member - One member nominated by the Head of HEI from outside the HEI
- iv. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the HEI.

The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

(b) The IAIP shall consider the recommendations of DAIP.

(c) The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

(d) The IAIP shall follow the principles of natural justice while deciding the allegation of plagiarism against the student, faculty, researcher and staff of HEI.

(e) The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.

(f) The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the HEI within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.

(g) The IAIP shall provide a copy of the report to the person(s) against whom the inquiry report is submitted.

The Constitution of Institutional Academic Integrity Panel (IAIP) and Departmental Academic Integrity Panel (DAIP) of respective departments are as below –

Institutional Academic Integrity Panel (IAIP):

Constitutions of Departmental Academic Integrity Panels (DAIP) of respective departments are as below –

SN	Name	Position	Designation
1	--	Chairman	Director
2	--	Member	Dean PG & Research
3	--	Member	HOD USIC, SUK
4	--	Member	Librarian

Table 3: Institutional Academic Integrity Panel (IAIP)

SN	Name	Position	Designation
1	--	Chairman	HOD
2	--	Member	Asst. Prof., ETC Dept
3	--	Member	PG Coordinator

Table 4: DAIP Computer Science and Engineering

SN	Name	Position	Designation
1	--	Chairman	HOD
2	--	Member	Dean Academics
3	--	Member	PG Coordinator

Table 5: DAIP Mechanical Engineering

SN	Name	Position	Designation
1	--	Chairman	HOD ETC
2	--	Member	HOD Mechanical
3	--	Member	PG Coordinator

Table 6: DAIP Electronics and Telecommunication Engineering

SN	Name	Position	Designation
1	--	Chairman	HOD Biotech
2	--	Member	HOD Civil & Env
3	--	Member	PG Coordinator

Table 7: DAIP Biotechnology Engineering

SN	Name	Position	Designation
1	--	Chairman	HOD
2	--	Member	HOD Biotech
3	--	Member	PG Coordinator

Table 8: DAIP Environmental Engineering

8. The soft copy of the dissertation report shall be sent to the external examiner at least eight days prior to the date of ESE along with the evaluation sheet. The responsibility of sending the soft copy to the external examiner shall lie with the Chairman of ESE.
9. M. Tech. dissertation evaluation shall be carried out by both guide and external examiner by referring to the rubrics developed. Evaluation reports of the guide and external examiner should be submitted along with the submission of a draft copy of the report to the examination cell.
10. Final hard bound copy of dissertation report in prescribed format incorporated with all necessary corrections suggested during ESE of semester IV shall be submitted to the department and examination cell.
11. Maximum one month extension after completion of two years from the date of admission may be allowed for submission of draft spiral bound copy of dissertation for medical/other genuine reasons. However, the student shall pay prescribed late submission fee in addition to the fee paid towards examination. If it is not possible to complete the dissertation work within the allowed extension of one month, the student shall register by paying the prescribed fee for the next semester to complete the work.

12. Common rubrics shall be developed to assess seminar and dissertation for each programme. The rubrics for the laboratory course shall be developed by the concerned course coordinator. A course coordinator is the teacher who conducts the relevant theory course or as decided by the DPAC.

5 Central Assessments/Evaluations

5.1 General

1. It shall be mandatory for every faculty of KIT's College of Engineering (Autonomous), Kolhapur to assess the MSE, ESE and Makeup Examination answer scripts of his/her course or answer scripts of other courses as instructed by the BOS Chairman, BOE, within stipulated time.
2. Evaluation for MSE, ESE and Makeup Examination (theory) shall be done centrally at the Examination Cell. However, answer scripts may be made available at the examiners location by considering the fair means of assessment in online mode.
3. In case of any discrepancies in the question paper that may affect the evaluation, a committee consisting of DRPOE, DEE, HoD and Dean Academics shall decide the course of action and shall give the guidelines for evaluation.
4. In case of any natural calamity, pandemic situation, government guidelines etc, DEE/Director shall discuss and finalize examination modalities (Online/offline- Descriptive/Objective/Blended) in the BOE meeting and implement accordingly, then it shall be mandatory for every faculty of KIT's College of Engineering(Autonomous), Kolhapur to assess the answer scripts.

5.2 Evaluation Procedure

1. DRPOE shall issue/assign a packet of answer scripts to the concerned evaluator.
2. The evaluator shall assess and submit/return the assessed/moderated packet of answer scripts to the DRPOE. Assessment should be completed within stipulated time.
3. The examiners shall follow the instruction given in Appendix E.
4. In case of any discrepancies observed or reported by the student in evaluation, Director/DEE is authorized to get the answer scripts evaluated from any other competent internal or external evaluator and update the results accordingly. The DEE shall report the same to BOE for further necessary action, if any.

5.3 Procedure to show MSE/ESE answers books to students

1. To resolve the examinee queries related to answer script evaluation and to provide a transparent evaluation process, paper showing activity shall be carried out after MSE/ESE.
2. The DEC in consultation with DRPOE shall prepare a time table for showing the answer scripts to the concerned students. The time table shall be displayed on the department notice board.
3. The concerned course faculty shall show the answer scripts to the students as per the schedule declared.
4. The course faculty shall review the answer scripts based on the queries from students. He/She shall keep record of student's attendance in this process.

5. The faculty shall submit the mark list of Change in MSE/ESE marks, student attendance sheet along with the answer scripts to the exam cell on the same day.
6. The updated marks of MSE/ESE/Makeup examination shall be used by the faculty in the grade moderation process. The guidelines/instructions for the examiners are given in Appendix-E.

5.4 Preservation of Answer Books

All evaluated answer books shall be preserved for one year in examination cell from the date of examination.

6 Grading System and Declaration of Results

6.1 Grading System

1. For every credit course taken by a student, he/she is assigned a grade point based on his/her combined performance in all the evaluation schemes as per the table 9. The grade indicates the quality of a student's performance and is associated with equivalent number called a grade point.
2. The academic performance shall be graded on a ten point scale as per guidelines given below. The letter grades and their equivalent grade points are listed in the table 9.
3. The letter Grades awarded to a student in all the courses shall be converted into performance indices called Semester Grade Point Index (SGPI) and Cumulative Grade Point Index (CGPI), Procedure for calculating the grade points is given below. An 'A+' grade stands for outstanding achievement relative to the class. The 'C+' grade stands for average performance and it refers to 'average' as per course teacher's expectations in a holistic sense and is not based on the class average. The 'D' grade stands for marginal performance and is the minimum passing grade. The 'F1' grade denotes poor performance. A student who obtains F1 grade in any course shall either appear for makeup examination or re-register for the course/s, till a passing grade is obtained. The 'F2' grade denotes failure of students due to shortage of minimum attendance (less than 50%) and not satisfactory performance in laboratory courses. The 'F3' grade denotes failure of students due to disciplinary action. A student who obtains 'F2/F3' grade in any course has to necessarily re-register for the course in the subsequent semesters until a passing grade is obtained. Such students shall not be allowed to appear for makeup examinations.
4. The concerned faculty shall use ISE-I, ISE-II, MSE and ESE marks to decide the total marks. The marks of mode of evaluation shall be up-to two decimal places and shall not be rounded. The total of ISE I, ISE II, MSE and ESE will be computed and rounded to the nearest higher integer.
5. A student will be given maximum of two grace marks per course to obtain passing grade in maximum of three courses provided, he/she has passed in all other courses for that semester. If a student has failed in more than three courses, no grace marks will be applicable in any course.
6. The grace marks shall be applicable only to regular students and shall not be applicable to any re-registered student in a course.
7. F1 grade shall be assigned to a student in a theory course in the following cases;
 - (a) Sum of marks obtained by the student in ISE-I, ISE-II, MSE, ESE and grace (if any) is less than 40.

- (b) Marks obtained in ESE are less than 20.
- (c) Marks obtained in ISE-I, ISE-II and MSE are less than 20.
8. F1 grade shall be assigned in a laboratory course to a student who shall get less than 40% marks in ESE. F2 grade shall be assigned in a laboratory course to a student having attendance less than 50%.
 9. If a student gets F2 or F3 grade in any of the courses, his/her term will be detained and he/she is not allowed to appear for ESE in any of the subjects. The student is required to take the fresh admission to the same class by paying all fees in the next academic year.
 10. Relative grading shall be applicable to courses where the number of students registered is greater than or equal to 20.
 11. Then, the mean (μ) and standard deviation (σ) of total marks of passed students shall be computed. From these, the relative grading thresholds shall be decided.

Grade Point	Grade	Academic Performance
10	A+	Outstanding
9	A	Excellent
8	B+	Very Good
7	B	Good
6	C+	Average
5	C	Below Average
4	D	Marginal
0	F1	Fail due to poor performance
0	F2	Fail due to poor attendance
0	F3	Fail due to disciplinary action
-	I	Incomplete
-	W	Withdrawal
-	AB	Absent
-	EX	Exempted
-	NP	Not Passed
-	PP	Passed

Table 9: Grade Table

6.2 MSE, ESE, Makeup examination results

DRPOE shall prepare and display the result of MSE/ESE/Makeup examination as per academic calendar. The examination cell shall prepare and send the ledger copy to the DEC/HOD after declaration of the result.

6.3 Compilation of Grades

Examination cell shall use the marks of MSE, ISE and ESE for grade moderation process. The DEE/DY.COE/DECs and HoD shall conduct the grade moderation process of the department. The Grade Moderation Process shall involve the following steps-

6.3.1 For Courses with Relative Grading

1. BOE Chairman in consultation with the DEE/ADEE/DECs and HOD shall form a Grade Moderation Committee (GMC).
2. The concerned teacher shall use MSE, ISE, ISE-I, ISE-II and ESE marks to decide the total marks. If the total has a fractional part then the faculty shall round the total to the immediate next integer if the fractional part is ≥ 0.5 . If the fractional part is < 0.5 , it shall be rounded to immediate lower integer.
3. By reviewing the total marks, the faculty shall assign F1 grade to the students who have got total marks less than 40.
4. Maximum 2 grace marks per course in maximum three theory (credit) courses in a semester shall be awarded only for acquiring D grade, irrespective of number of courses registered for, provided he/she has failed in not more than two theory courses. If a student has failed in more than two theory courses, no grace marks will be applicable in any course. The grace marks shall be applicable only to regular students and shall not be applicable to any re-registered student in a course.
5. For lab courses where the ISE marks are shown to students, the grace marks shall not be applicable. Also for courses where the evaluation is based on 100% ISE, grace marks shall not be applicable.
6. In the further grading process, the failed students shall be excluded.
7. Then, the mean (μ) and standard deviation (σ) of total marks of passed students shall be computed. From these, the relative grading thresholds shall be decided with the use of following table (Table 10).
8. After the relative grade thresholds are calculated, the faculty shall check the histogram of the grades and adjust the thresholds to get nearly bell shaped histogram.
9. After this the faculty shall get the grade thresholds, approved from GMC. After approval, the faculty shall finalize the grade thresholds.
10. The grades shall be calculated as per the Tables 10 and 11 and assigned to each student.
11. The faculty shall prepare the grade sheet, verify it, sign it, and get the signature of the course coordinator and DEC and handover the grade sheet to the HoD.
12. DEC/HoD shall receive grade sheets of all courses of the department from respective faculty, verify, approve it and display the class wise provisional result on the departmental notice board/MOODLE/LMS.
13. Absolute grading is applicable to the courses where the number of students registered for a course is less than 20. Allocation of grace marks shall be same as mentioned in academic rules and regulations.

Grade	\geq Min Threshold	$<$ Max Threshold
F1	0	40
D	$\text{Max}[40, L(\mu - 3 * \sigma - 2.5)]$	$L(\mu - 3 * \sigma + 2.5)$
C	$\text{Min}[L(\mu - 3 * \sigma + 2.5), L(\mu - 2 * \sigma - 2.5)]$	$L(\mu - 2 * \sigma + 2.5)$
C+	$\text{Min}[L(\mu - 2 * \sigma + 2.5), L(\mu - \sigma - 2.5)]$	$L(\mu - \sigma + 2.5)$
B	$\text{Min}[L(\mu - \sigma + 2.5), L(\mu - 2.5)]$	$L(\mu + 2.5)$
B+	$\text{Min}[L(\mu + 2.5), L(\mu + \sigma - 2.5)]$	$L(\mu + \sigma + 2.5)$
A	$\text{Min}[L(\mu + \sigma + 2.5), L(\mu + 2 * \sigma - 2.5)]$	$L(\mu + 3 * \sigma - 2.5)]$
A+	$\text{Max}[L(\mu + 2 * \sigma + 2.5), 90]$	100

Table 10: Relative grading thresholds for theory credit courses

Grade	\geq Min Threshold	$<$ Max Threshold
F1	0	40
D	$\text{Max}[40, L(\mu - 3 * \sigma - 2.5)]$	$L(\mu - 3 * \sigma + 2.5)$
C	$\text{Min}[L(\mu - 3 * \sigma + 2.5), L(\mu - 2 * \sigma - 2.5)]$	$L(\mu - 2 * \sigma + 2.5)$
C+	$\text{Min}[L(\mu - 2 * \sigma + 2.5), L(\mu - \sigma - 2.5)]$	$L(\mu - \sigma + 2.5)$
B	$\text{Min}[L(\mu - \sigma + 2.5), L(\mu - 2.5)]$	$L(\mu + 2.5)$
B+	$\text{Min}[L(\mu + 2.5), L(\mu + \sigma - 2.5)]$	$L(\mu + \sigma + 2.5)$
A	$\text{Min}[L(\mu + \sigma + 2.5), L(\mu + 2 * \sigma - 2.5)]$	$L(\mu + 3 * \sigma - 2.5)]$
A+	$\text{Max}[L(\mu + 1.5 * \sigma + 2.5), 90]$	100

Table 11: Thresholds for Lab./ Project/ Mini-Project /Seminar

6.3.2 The process of grading for courses with absolute grading

1. The courses where the number of students registered for a course are ≤ 20 , absolute grading shall be used.
2. Maximum 2 grace marks per course in maximum three theory (credit) courses in a semester shall be awarded only for acquiring D grade, irrespective of number of courses registered for, provided he/she has failed in not more than two theory courses. If a student has failed in more than two theory courses, no grace marks will be applicable in any course. The grace marks shall be applicable only to regular students and shall not be applicable to any re-registered student in a course.
3. The rules for grace marks of relative grading shall apply for absolute grading also.
4. The absolute grades of credit courses shall be calculated as per table 12 and grades of audit courses shall be calculated as per table 13

The award of grades and computation of Semester Grade Performance Index (SGPI) and Cumulative Grade Performance Index (CGPI), as applicable, shall be done in accordance with Academic Rules and Regulations for U.G. and P.G. document.

6.4 Results

1. The relative/absolute grading approved by the GMC shall be received by the Examination Cell and considering the results of backlog students, re-registered students, result of make-up examination, the overall result, calculation of SGPI, CGPI, Pass/Fail status etc., shall be declared by the examination cell.
2. The examination cell shall then prepare the grade cards, tabulation register (ledger) and statistics of the result.

Grade	Min Threshold	Max Threshold
<i>F</i>	≥ 0	< 40
<i>D</i>	≥ 40	< 45
<i>C</i>	≥ 45	< 50
<i>C+</i>	≥ 50	< 60
<i>B</i>	≥ 60	< 70
<i>B+</i>	≥ 70	< 80
<i>A</i>	≥ 80	< 90
<i>A+</i>	≥ 90	≤ 100

Table 12: Absolute grading thresholds for credit course

Grade	Min Threshold	Max Threshold
<i>NP</i>	≥ 0	< 40
<i>PP</i>	≥ 40	≤ 100

Table 13: Absolute grading for audit courses

3. The final results shall be declared after obtaining endorsement from BOE and copies of the ledger shall be sent to the department.
4. In case of any discrepancies observed or reported in the evaluation and grade moderation process, DEE is authorized to get the answer scripts evaluated from any other competent internal or external examiner and update the results accordingly. The DEE shall report the same to the DIRECTOR for further necessary action if any.

6.5 Amendment of Results due to errors

In case of errors observed in the result, it shall be corrected and amended in results with concern of the Director. A report listing such amendments shall be submitted by the DEE to BOE. The amended result shall be endorsed by BOE before its declaration. The error means -

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

7 Unfair Means/Malpractice at Examination

7.1 General

Government of Maharashtra enacted the Maharashtra Act No. XXXI of 1982, (Refer Appendix-F) providing prevention against Malpractices at the University/College/Board Examinations. Under the section of this 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.

7.2 Competent Authority

On receipt of a report regarding unfair means at examination, including breach of any rules laid down by institute authorities for proper conduct of examination, ELC shall be the competent

authority to investigate, recommend and recommend appropriate disciplinary action against the person involved. These forward the facts and findings of inquiry to BOE along with recommendation. BOE shall take appropriate disciplinary action against the concerned teacher/staff.

7.3 Procedure for Dealing with Cases of Unfair Means at Examination Hall

In case of unfair means at the examination hall, Jr. Supervisor/Sr. Supervisor/DRONE/squad shall adhere to the following procedure -

1. The student shall be called upon to surrender the objectionable material, if any, and his/her answer script to Jr. Supervisor/Sr. Supervisor/DRONE/squad examination found in his/her possession.
2. Signature of the concerned examinee/Jr. Supervisor/Sr. Supervisor/DRONE/squad examination shall be obtained on the objectionable materials and/ or list thereof.
3. The answer script of the concerned examinee shall be confiscated along with unfair means material. This shall be marked as 'Suspected Unfair Means Case'. A Statement of the examinee in prescribed form shall be obtained and he/she shall be issued a fresh answer script, if necessary, duly marked as ? Second answer script?.
4. An undertaking shall be obtained in prescribed form from the concerned examinee stating that the decision of the concerned competent authority in his/her case shall be final and binding on him/her. He/She shall then be allowed to continue with his/her examinations.
5. Statement of the concerned invigilator in prescribed form, shall be obtained by coordinator examination who subsequently shall make forwarding remarks in the same format. If the examinee refuses to make a statement or to give undertaking, the concerned invigilator and Jr. Supervisor/Sr. Supervisor/DRONE/squad examination shall record accordingly on the same form.
6. Show-cause notice/mail shall be issued/send to the examinee in prescribed form instructing him/her to appear before ELC.
7. In the case of impersonation or violence, the concerned examinee shall be expelled by Jr. Supervisor/Sr. Supervisor/DRONE/squad from the examination and shall not be allowed to appear for remaining examinations of that semester. A report of the action taken shall be sent to the DEE/Director.
8. All the materials, statement and/ or undertaking of the examinee and the prepared report of Jr. Supervisor/Sr. Supervisor/DRONE/squad along with the forwarding remarks shall be forwarded by Jr. supervisor to DRONE/DEE in a separate and confidential sealed envelope marked with 'Unfair Means Case'.
9. In case of unfair means of oral communication, the invigilator and/or concerned authorized person shall record the facts in writing and report the same through Jr. supervisor to the DRONE/DEE.
10. DEE after finding the prima-facie of the case of malpractice received from Jr. Supervisor shall send it to ELC. DRONE/DEE or his/her representative shall present the case of malpractice before ELC and shall deal with the case till it is finally disposed of.

7.4 Procedure for Dealing with Unfair Means at Evaluation Centre

1. During the evaluation of answer scripts, if examiner suspects that there is prima-facie evidence that the examinee/s, whose answer script/s the examiner is assessing, appears to have resorted to unfair means in the examination, examiner shall forward his/her report along with the evidence and his/her opinion to the exam cell. DRPOE/ DEE who shall then present the case in a separate sealed envelope marked with 'Suspected Unfair Means Case' to ELC.
2. If any staff/faculty is found involved in any type of malpractice/unfair means/negligence during the assessment, DRPOE/DEE shall report the case to ELC for further action.
3. DEE or his/her nominated representative shall present the case of malpractice before ELC and shall deal with the case till it is finally disposed off.

7.5 Procedure for Dealing with Unfair Means at Paper Setting/Printing/Examination

1. If any staff/faculty/any person/s related with paper setting and or printing, is found involved in any type of malpractice/unfair means, such cases shall be reported to the exam cell. The exam cell shall report to DEE and the same shall be presented to ELC for further action.
2. If any student/person is found involved with any type of malpractices related to examination in and out of the campus before the commencement of examination, such cases shall be reported to the exam cell. The exam cell shall report to DEE and the same shall be presented to ELC for further action.
3. DEE or his/her representative shall present the case of malpractice before ELC and shall deal with the case till it is finally disposed off.

7.6 Procedure to be followed by Examination Lapses Committee

1. For the purpose of investigating unfair means by examinee/staff/faculty/person at the examination, ELC shall decide the punishment on the basis of facts and findings of the case after ensuring that reasonable opportunity has been given to the concerned implicated student/examinee/person in his/her defence. The same shall be reported to BoE.
2. The ELC shall inquire and decide the punishment by following the guidelines for imposing punishment on examinee(s)/staff/faculty/persons involved in unfair means as prescribed in Appendix- G and Appendix-H. However depending on the situation, the committee may quantify the severity of the punishment.
3. The ELC shall then issue final order/s with regard to the penalty action to be taken against the implicated examinee/staff/faculty/persons.
4. As the examinee/staff/faculty/persons is asked to appear physically before the committee, he/she shall give a written reply/explanation to the charges levelled against him/her. Reasonable opportunity, including written/oral hearing, shall be given to the examinee in his/her defence. The committee shall also consider the reply/explanation given by the examinee/staff/faculty/persons before making the final decision.
5. After issuing show cause notice if the implicated examinee fails to appear before committee on the day at specified time and venue 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.
6. In disciplinary action against a concerned implicated student/examinee/Staff/Faculty/person, the committee shall have rights to cancel institution scholarship/s or awards or prizes or medals/ etc. achieved by him/her in that examination.
7. The penalties/punishment/actions may include-Imposition of fine ranging from Rs.500/-

upto Rs.10,000/- also the candidate may be debar for one to two year.

8. The committee shall dispose off the case within one month from the examination end date and in no case later than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee shall be issued to the respective examinee and same shall be informed to all the concerned authorities.
9. If a Paper Setter/Examiner/Faculty member or any other person related with conduct/evaluation of examination is suspected to be involved with unfair means or practices by a complaint launched by anybody either in written or oral or by any other means, the concerned co-ordinator shall submit the report to DEE who shall forward it to ELC. The concerned person through whom the case originated shall present the case before ELC and shall deal with the case till it is finally disposed off.
10. For unfair means in conduct of examination:
 - (a) 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 defence before the committee. The reply/explanation given by the concerned person shall also be considered by the committee before making the final report/ recommendation.
 - (b) The committee shall follow the procedure in the spirit of natural justice.
 - (c) If the concerned person fails to appear before committee on the specified day at the time and venue fixed for meeting, the committee shall take the decision in his/her case in absentia on the basis of whatever evidence/documents available to the committee. The same shall be binding on concerned implicated persons.
 - (d) The committee shall submit the report to the BOE along with recommendations regarding punishment to be inflicted on the concerned person or otherwise, after taking into consideration the categories prescribed in Appendix-F.
 - (e) After receiving the report along with the recommendations from ELC, the BOE shall 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 into consideration the categories mentioned in Appendix-F.
11. For Unfair Means in Conduct of ISE-I and ISE-II Examination: If the student is involved in any type of malpractice in ISE-I and ISE-II, DEC shall obtain the statement of such student in the prescribed form and the statement of invigilator with forwarding remarks of the HOD and take necessary action. In cases such as violence or any other serious matter where it is felt necessary to take severe action, DEC/HOD shall refer the case to the ELC.

8 Make up Examination for theory, practical exam, oral exam, and project

1. There shall be a makeup examination cum improvement examination per semester for all courses (theory and laboratory) immediately after result declaration of the ESE before the commencement of next semester.
2. The students with F1 grade in an odd semester and/or even semester in theory/laboratory credit course in an academic year shall be allowed to appear for a makeup examination. A student failing in an Audit course shall have to re-register for the course/equivalent course, whenever it is offered in subsequent semester/s.
3. The students, who have secured D or C grade in a course in an odd/even

semester in an academic year and applied for CGPI improvement, can appear for such makeup examinations for the same academic year. Students with F2/F3 grades in a course shall not be allowed to appear for makeup examination of that course in that semester/year.

4. If a student applies for appearing in such makeup examination/improvement examination for a theory or POE or project, the ISE-I, ISE-II and MSE marks of the course and grade obtained in the course during regular semester examination shall be null and void.
5. For makeup examination absolute grading shall be used as before for assigning the grades.
6. The evaluated answer scripts of makeup examination shall be shown to students.
7. Grace marks shall not be awarded in makeup examination.
8. If the student fails to clear the course, even in makeup examination, he/she shall have to re-register for the course whenever it is offered and undergo all the modes of evaluations afresh. (Y.D.)
9. There shall not be any other re-examination for makeup examination for whatsoever reason.
10. A student shall be permitted to apply for CGPI improvement provided his/her CGPI is less than 6.50 after the declaration of result of that semester.
11. Students shall apply for the makeup examination during the given schedule usually within 15 days of result declaration. Applications received after the given period may be entertained only in rare cases at the discretion of the Director/Dean Academics.
12. Applicant should return his/her original result document/s at the time of applying.
13. CGPI improvement procedure shall include result verification by examination cell, recommendation by programme academic coordinator and HoD of respective department, payment of prescribed fee and final approval by Director/Dean Academics.
14. A student can apply for CGPI improvement in a maximum of two courses per semester.
15. Makeup examination is compulsory in all failure courses.
16. If the grade obtained by the student at the improvement examination is improved, it shall be considered as the final grade. For such students a new grade card shall be issued with a remark "grade after improvement" for that course(s) in which grade is improved.
17. The makeup examination shall be of 100 marks and shall be based on all units in the syllabus with appropriate weightage to each module.
18. For makeup examination absolute grading shall be used and the following grade table shall be applied for deciding grades.

Letter Grade	Marks	Grade Point
F1	<40	0
D	40 - 49	4
C	50 - 59	5
C+	60 - 69	6
B	70 - 79	7
B+	80 - 89	8
A	≥90	9

- 9 If the Student absent for ESE in any semester with prior permission of Director/Dean Academic/DEE due to co-curricular/Extra co-curricular activities/sports in other Institute/University, then he/she is eligible for Makeup Examination or Separate Examination will be conducted by Examination Cell.CGPI Improvement

9.1 Under Graduate

1. A student in third and final year, and student who has passed final year B. Tech. shall be permitted to apply for CGPI improvement provided his/her CGPI is less than 6.50 by the end of third/final year. Such students may apply for CGPI improvement by re- registering for the course(s), of current academic year or immediately preceding academic year, in which the student has obtained D or C grade. [e.g. 1. A student in final year may apply for the course(s) of final and third year. The student shall be permitted to appear for makeup examination in final year /re-register for the course(s) of third year for CGPI improvement. 2. A student in third year may apply for the course(s) of third and second year. The student shall be permitted to appear for makeup examination in third year /re-register for the course(s) of second year for CGPI improvement]
2. Re-registration should be done as per schedule in the Academic Calendar.
3. A student who has passed final year B.Tech. shall apply for CGPI improvement within 15 days after declaration of makeup examination result. He/she shall re-register for the course(s) of final and third year in which the student wants to apply for grade improvement. Such students shall return all the concerned original grade cards to the DEE.
4. If the grade obtained by the student at the improvement examination is improved, it shall be considered as the final grade. For such students a new grade card shall be issued with a remark 'grade after improvement' for that course(s) in which grade is improved.
5. No student shall be permitted to improve grades in courses like laboratory / seminar / mini-project / project.
6. A student shall be permitted to apply for CGPI improvement by re-registering for a maximum of five courses in an academic year.

9.2 Post Graduate

1. A student in first and second year M. Tech. shall be permitted to apply for CGPI improvement provided his/her CGPI is less than 6.50 by the end of First/Second year. Such students may apply for CGPI improvement by re-registering for the course(s), of current academic year or immediately preceding academic year, in which the student has obtained D or C grade.
2. Re-registration should be done as per schedule in the Academic Calendar.
3. A student who has passed M. Tech. shall apply for CGPI improvement within 15 days after declaration of makeup examination result. He/she shall re-register for the course(s) of first year in which the student wants to apply for grade improvement. Such students shall return all the concerned original grade cards to DEE.
4. If the grade obtained by the student at the improvement examination is improved, it shall be considered as the final grade. For such students a new grade card shall be issued with a remark 'grade after improvement' for that course(s) in which grade is improved.
5. No student shall be permitted to improve grades in courses like laboratory / seminar / dissertation.

10 Online Examinations

1. The online examination is allowed and this mode of examination is optional for teachers. For conducting such types of examinations, the faculty must inform the exam cell at least one week before the time table/seating arrangement is finalized. Permission for conducting such exams shall be granted by Director/DEE based on available resources and in consultation with HOD.
2. MSE, ESE and Makeup can be taken in the form of an online examination. The examination cell shall arrange to create courses/users etc. on a suitable platform for such examinations.
3. For online examination, the root/admin password of the server must be with DRPRE/DRONE. DRPRE/DRONE shall arrange to create necessary online examinations on the server and provide the username and password to the concerned teacher. The concerned teacher shall add the questions to the online examination platform. DRONE shall verify that the online exam operates properly.
4. If the online examinations are conducted from the campus, access to the online course material, other resources on the same or other server, internet access must be disabled for the candidates. This should be ensured by DRONE. DRONE and the concerned teacher shall be responsible for the proper conduct of the respective online examination.
5. After the online examination, all electronic exam data must be submitted to the exam cell in the form of a CD with all output files in excel so as to retrieve questions, attempts and grades of each student.

11 Calculation of Performance Indices

11.1 Calculation of SGPI

The performance of a student in a semester is indicated by a number called SGPI. The SGPI is the weighted average of the grade points obtained in all the courses registered by the student during the semester.

SGPI shall be the weighted average of the grade points obtained in all the courses registered by the student during a semester.

$$SGPI = \frac{\sum_{i=1}^m C_i G_i}{\sum_{i=1}^m C_i}$$

Where,

C_i = number of credits assigned for i^{th} course of semester,

$i = 1..n$ represents course number in which the student has registered in that semester,

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

11.2 Calculation of CGPI

CGPI is the weighted average of the grade points obtained in all the courses registered by a student from the beginning of the fifth semester

$$CGPI = \frac{\sum_{i=1}^m C_i G_i}{\sum_{i=1}^m C_i}$$

Where,

C_i = number of credits assigned for i^{th} course of semester,

$i = 1..n$ represents course number in which the student has registered in that semester,

SGPI and CGPI are calculated only after make-up examination. SGPI and CGPI will be rounded up to second decimal place. The final CGPI is converted into equivalent percentage for students as per following table -

CGPI of student	Equivalent Percentage
Up to 4.5	40
From 4.51 Up to 5.00	45
From 5.01 Up to 5.50	50
From 5.51 Up to 6.00	55
From 6.01 Up to 6.50	60
From 6.51 Up to 7.00	65
From 7.01 Up to 7.50	70
From 7.51 Up to 8.00	75
From 8.01 Up to 8.50	80
From 8.51 Up to 9.00	85
From 9.01 Up to 9.50	90
From 9.51 to 10.00	95

12 Grade Report (Card)

1. A grade report (card) shall be issued to students at the end of semester after the declaration of makeup/improvement examination results.
2. The grade report shall include the following;
 - (a) The list of courses registered for an academic year along with credits.
 - (b) The letter grade obtained in each course.
 - (c) The total number of credits earned by a student.
 - (d) SGPI, and CGPI (as applicable).
 - (e) Examination details (Name of student/PRN No/Branch)
3. Grading System, calculation of performance indices and conversion of CGPI to equivalent percentage shall be provided on the back page of the grade card

$$(\text{Equivalent \%} = (\text{CGPI} - 0.5) * 10).$$
4. The student must earn 75% credit for promoting to the higher class.
5. The SGPI & CGPI are calculated only after ESE & Makeup Examination and will be rounded up to second decimal place.
6. Result and class obtained shall be indicated only in the grade report of Final Year.

13 Award of Degree

1. A student shall be eligible for the award of B.Tech./M.Tech. degree from the College and the University provided the student has:
 - (a) Registered and passed all the prescribed courses and earned minimum credit requirement for the degree.
 - (b) Obtained $\text{CGPI} \geq 5.0$
 - (c) Paid all the institute dues and satisfied all the requirements prescribed.

- (d) No case of indiscipline pending against him/her.
 - (e) Obtained eligibility certificate from University.
2. Produces institute level No Dues Certificate at the time of collecting final grade report.
 3. AC shall recommend the list of students to Shivaji University for award of B. Tech. / M.Tech. Degree.

14 Award of Medals

1. Awards shall be given to the students for excellent performance in academics, sports/extra-curricular/co-curricular activities, and overall performance.
2. Gold, Silver and Bronze medals shall be awarded to students with excellent Academic performance based on CGPI in each programme.
3. Students shall be awarded with academically best performing students amongst all The programmes based on CGPI.
4. An overall best student award shall be given for a student considering all-round performance in academics, extra-curricular and co-curricular activities.
5. The award of scholarships/free-ships and other benefits shall be in accordance with rules of Government of Maharashtra and Government of India.

Appendices

Appendix A List of the formats used in examination cell

Form No.	Contents
E-01	Appointment as question paper setter
E-02	Acceptance by paper setter
E-02A	Declaration by paper setter
E-03	Acceptance and declaration by chairman
E-04	Instructions to candidates
E-05	Acknowledgement of documents
E-06	Confidential statement of issuing the chosen sealed packets of question paper
E-07	Remuneration bill form for examiners and paper setters
E-08	Confidential statement for delivering question papers to the coordinator examination
E-09	Invigilator report of MSE/ESE
E-10	Schedule of Practical/Oral Examination
E-11	Bill form for invigilators
E-12	Appointment as Invigilators for MSE/ESE
E-13	Appointment of external/internal examiner for practical examination
E-14	ISE marks sheet for dissertation phase I/II/III/IV
E-15	ESE marks sheet dissertation phase II/IV
E-16	Statement of answer books handed over for evaluation
E-17	Record of question papers of ESE
E-18	Application for a writer/extension of time in ESE
E-19	Appointment of examiner for ESE
E-20	Declaration by examiner
E-21	Reserved
E-22	Statement of Examinee involved in unfair means in ESE
E-23	Invigilator report regarding unfair means and malpractice by examinee in ESE
E-24	Undertaking from examinee involved in unfair means at the end semester examination
E-25	Show cause notice to examinee
E-26	Report and recommendations by complaint redressal committee
E-27	Undertaking for custody of ISE-I, ISE-II, ESE answer books.
E-28	Record of evaluation by examiner
E-29	Certificate of attendance paper setting/ Evaluation/ Practical/Oral/Dissertation
E-30	Evaluation sheet
E-31	Remuneration bill form of Coordinator/Officer in-charge
E-32A	ISE marks sheet
E-32B	Grace marks sheet
E-33A	ESE marks sheet
E-33B	Change in ESE marks sheet
E-34	Remuneration bill form for support staff
E-35	Remuneration bill form of assistants/helpers at examination
E-36	Examination application form
E-37	Reserved
E-38	Appointment of coordinators
E-39	Attendance sheet of Practical/Oral/Dissertation examination
E-40A	ISE-I marks sheet
E-40B	ISE-II marks sheet
E-41	Reserved
E-42	Reserved

Appendix B Guidelines/Instructions for Appointment of External Paper Setters

Appointment of examiners for theory and/or lab examinations shall be made ten days before the commencement of ESE.

1. The acceptance of appointment by an external paper setter/examiner is expected within eight days from the dispatch of the appointment order. However, if no written or verbal communication is received from the paper setter/examiner within the prescribed time period, then his/her appointment is treated as cancelled and a new appointment order shall be issued to another paper setter/examiner from the panel submitted by HoD. It is mandatory for the faculty members of KIT's College of Engineering, Kolhapur to accept the appointment as paper setter/examiner.
2. If the paper setter/examiner other than course faculty is appointed, he/she should not disclose his/her appointment. He/She shall make correspondence regarding any matter connected with the examination in sealed envelope only.
3. The paper setter/examiner should follow all the directions given by the BOE from time to time regarding of pattern of question papers, setting of question papers, submission of model answers, scheme of marking, and evaluation.

Appendix C Guidelines/Instructions to the Question Paper Setter

Guideline for MSE

1. The question paper format with common instructions printed on it shall be provided to the paper setter.
2. The question paper for MSE shall normally be of 50marks of 2 hours durations. Any exceptions to this rule, shall be informed to the BoE well in advance. Marks obtained will be converted in 30 marks.
3. The nature of question paper should be precise. Paper setter should design question paper such that the questions:
 - (a) are unambiguous
 - (b) are written in simple, and meaningful words.
 - (c) are asked for appropriate marks
 - (d) cover the 50% syllabus for Mid Semester Examination.
 - (e) 50% weightage on the syllabus covered up to MSE
4. Question should be set in such a way that it shall test the skill of applying the knowledge acquired, rather than testing the memory. Questions shall not be based on merely book information. The questions should check the student's analytical ability.
 - (a) There shall be maximum three questions.
 - (b) Every question should address one of the Cos.
 - (c) The questions shall be serially numbered as 01, 02 & 03.
 - (d) The number of sub-questions, if any, shall be restricted to four and numbered as a, b, c and d.
 - (e) Marks allotted to a question or sub-question shall and indicated on the right side of that question or sub-question.
 - (f) Diagrams or sketches, if any, shall be drawn in black ink or with black ball pen and shall be attached separately (to the question paper) with question number mentioned below the sketch.
 - (g) A scheme of marking, giving distribution of marks for different points in the question, shall be prepared by the paper setter for the guidance of examiners assessing the answer books. In case of numerical problems, solutions of the problems with distribution of marks for different stages shall be given in the scheme of marking.
 - (h) The paper setter shall specifically mention the Charts, Tables, other documents/standards/ coded data books etc. The use of which shall be permitted during the actual conduct of the examination. Preprinted data-sheets may be provided as per need, to be used by students during the examinations.
 - (i) If a faculty member, teaching a course feels that, for M.Tech theory courses, programmable calculator is required for solving the question paper of his/her course, he/she should mention it explicitly in the instructions. The students then will be allowed to use programmable calculator only if the question paper has such explicit instruction that allows the students to use programmable calculator.

(j) The faculty members shall not write any instruction/s in the question paper which will violate the examination rules.

(k) Format of the Question Paper for Printing

- Both sides of the papers shall be used for printing.
- Additional sheets may be used for printing if the contents of the question paper exceed two A4 size papers. Additional sheets shall be stapled with the main sheet.

Guideline for ESE

1. The question paper format with common instructions printed on it shall be provided to the paper setter.
2. The question paper for ESE shall normally be of 100 marks and 3 hours durations. Any exceptions to this rule, shall be informed to the BoE well in advance. Marks obtained will be converted in to 50 marks.
3. The nature of question paper should be precise. Paper setter should design question paper such that the questions:
 - (a) are unambiguous
 - (b) are written in simple, and meaningful words.
 - (c) are asked for appropriate marks
 - (d) cover the entire syllabus prescribed for the course.
 - (e) 30% weightage on the syllabus covered up to MSE
 - (f) 70% weightage on the remaining syllabus
4. Question should be set in such a way that it shall test the skill of applying the knowledge acquired, rather than testing the memory. Questions shall not be based on merely book information. The questions should check the students analytical ability and should contain minimum 40% analytical questions.
5. There shall be maximum six questions.
6. Every question should address one of the COs.
7. For a course where the candidates registered are less or equal to 20, options may be given in the question paper with 30-35% internal choice.
8. For a course where the candidates registered more than 20, internal options should not be given in the question paper.
9. The questions shall be serially numbered as 01, 02, 03, 04, 05 & 06.
10. The number of sub-questions, if any, shall be restricted to five and numbered as a, b, c, d, e and f.
11. Marks allotted to a question or sub-question shall and indicated on the right side of that question or sub-question.
12. Diagrams or sketches, if any, shall be drawn in black ink or with black ball pen and shall be attached separately (to the question paper) with question number mentioned below the sketch.

13. A scheme of marking, giving distribution of marks for different points in the question, shall be prepared by the paper setter for the guidance of examiners assessing the answer books. In case of numerical problems, solutions of the problems with distribution of marks for different stages shall be given in the scheme of marking.
14. The paper setter shall specifically mention the Charts, Tables, other documents/standards/coded data books etc. The use of which shall be permitted during the actual conduct of the examination. Preprinted data-sheets may be provided as per need, to be used by students during the examinations.
15. If a faculty member, teaching a course feels that, for M.Tech theory courses, programmable calculator is required for solving the question paper of his/her course, he/she should mention it explicitly in the instructions. The students then will be allowed to use programmable calculator only if the question paper has such explicit instruction that allows the students to use programmable calculator.
16. The faculty members shall not write any instruction/s in the question paper which will violate the examination rules.
17. Format of the Question Paper for Printing
 - Both sides of the papers shall be used for printing.
 - Additional sheets may be used for printing if the contents of the question paper exceed two A4 size papers. Additional sheets shall be stapled with the main sheet.

Typical Question Paper Format



**KOLHAPUR INSTITUTE OF TECHNOLOGY'S,
COLLEGE OF ENGINEERING (AUTONOMOUS), KOLHAPUR
(AFFILIATED TO SHIVAJI UNIVERSITY, KOLHAPUR)**

Set-

Choose an item. Choose an item. (Choose an item.)

(Semester- I)

MID SEMESTER EXAMINATION, NOVEMBER- 2022

Course Code : _____

Course Name : _____

Day and Date : Choose an item, _____

PRN : _____

Time : 00:00 To 00:00

Max Marks: 30

Instructions:**IMP: Verify that you have received question paper with correct course, code, branch etc.**

- i) All questions are compulsory.
 ii) Figure to the right indicate full marks.
 iii) Assume suitable data wherever necessary.

		Marks	B.L	CO's
Q.1	Attempt any two (Font and Size: Times New Roman12 Bold)	16		
A	Times New Roman 12 Regular		Choose an item.	
B			Choose an item.	
C			Choose an item.	
Q.2	Attempt any two (Font and Size: Times New Roman12 Bold)	14		
A	Times New Roman 12 Regular		Choose an item.	
B			Choose an item.	
C			Choose an item.	

*****This is a Question Paper sample Template*******You are requested to ensure that,**

- The title block of the question paper is as per format
- The course name is correctly mentioned with correct course code as per structure available on KIT website
- The name of the examination is correctly mentioned
- The instructions are appropriate and do not violate the present rules



**KOLHAPUR INSTITUTE OF TECHNOLOGY'S,
COLLEGE OF ENGINEERING (AUTONOMOUS), KOLHAPUR
(AFFILIATED TO SHIVAJI UNIVERSITY, KOLHAPUR)**

Set-

Choose an item. Choose an item. (Choose an item.)

(Semester- Choose an item.)

END SEMESTER EXAMINATION, AUGUST- 2022

Course Code : _____

Course Name : _____

Day and Date : **Select**
Exam , Click here to enter a date.
Day

PRN :

Time : 00:00 To 00:00

Max Marks: 100

Instructions:

IMP: Verify that you have received question paper with correct course, code, branch etc.

- All questions are compulsory.
- Figure to the right indicates full marks.
- Assume suitable data wherever necessary.

		Marks	BL	CO's
Q1	Attempt any two (Font and Size: Times New Roman 12 Bold)	16		
A	Times New Roman 12 Regular		Choose an item.	
B			Choose an item.	
C			Choose an item.	
Q2	Attempt any two (Font and Size: Times New Roman 12 Bold)	16		
A	Times New Roman 12 Regular		Choose an item.	
B			Choose an item.	
C			Choose an item.	
Q3	Attempt any two (Font and Size: Times New Roman 12 Bold)	16		
A	Times New Roman 12 Regular		Choose an item.	
B			Choose an item.	
C			Choose an item.	
Q4	Attempt any two (Font and Size: Times New Roman 12 Bold)	16		
A	Times New Roman 12 Regular		Choose an item.	
B			Choose an item.	
C			Choose an item.	
Q5	Attempt any three (Font and Size: Times New Roman 12 Bold)	18		
A	Times New Roman 12 Regular		Choose an item.	
B			Choose an item.	
C			Choose an item.	
D			Choose an item.	
Q6	Attempt any three (Font and Size: Times New Roman 12 Bold)	18		
A	Times New Roman 12 Regular		Choose an item.	
B			Choose an item.	
C			Choose an item.	
D			Choose an item.	

*****This is a Question Paper sample Template*****

You are requested to ensure that,

- The title block of the question paper is as per format
- The course name is correctly mentioned with correct course code as per structure available on KITCOEK website
- The name of the examination is correctly mentioned
- The instructions are appropriate and do not violate the present rules
- Question number 1 and 2 based on unit number 1,2 and 3
- Question number 3 to 6 is based on unit number 4,5 and 6



**KOLHAPUR INSTITUTE OF TECHNOLOGY'S,
COLLEGE OF ENGINEERING (AUTONOMOUS), KOLHAPUR
(AFFILIATED TO SHIVAJI UNIVERSITY, KOLHAPUR)**

Set-

Choose an item. Choose an item. (Choose an item.)

(Semester- Choose an item.)

MAKEUP EXAMINATION, OCTOBER- 2022

Course Code : _____

Course Name : _____

Day and Date : Tuesday , 18-Oct-22

PRN : _____

Time : 00:00 To 00:00

Max Marks: 100

Instructions:

DMP: Verify that you have received question paper with correct course, code, branch etc.

i) All questions are compulsory.

ii) Figure to the right indicate full marks.

iii) Assume suitable data wherever necessary.

		Marks	B.L	CO's
Q.1	Attempt any two (Font and Size: Times New Roman 12 Bold)	16		
A	Times New Roman 12 Regular		Choose an item.	
B			Choose an item.	
C			Choose an item.	
Q.2	Attempt any two (Font and Size: Times New Roman 12 Bold)	16		
A	Times New Roman 12 Regular		Choose an item.	
B			Choose an item.	
C			Choose an item.	
Q.3	Attempt any three (Font and Size: Times New Roman 12 Bold)	18		
A	Times New Roman 12 Regular		Choose an item.	
B			Choose an item.	
C			Choose an item.	
D				
Q.4	Attempt any two (Font and Size: Times New Roman 12 Bold)	16		
A	Times New Roman 12 Regular		Choose an item.	
B			Choose an item.	
C			Choose an item.	
Q.5	Attempt any two (Font and Size: Times New Roman 12 Bold)	16		
A	Times New Roman 12 Regular		Choose an item.	
B			Choose an item.	
C			Choose an item.	
Q.6	Attempt any three (Font and Size: Times New Roman 12 Bold)	18		
A	Times New Roman 12 Regular		Choose an item.	
B			Choose an item.	
C			Choose an item.	
D			Choose an item.	

*****This is a Question Paper sample Template*****

You are requested to ensure that,

- The title block of the question paper is as per format
- The course name is correctly mentioned with correct course code as per structure available on KITCOEK website
- The name of the examination is correctly mentioned
- The instructions are appropriate and do not violate the present rules
- The entire syllabus is covered.

Appendix D Guidelines/Instructions to the Invigilators / Jr. Supervisor

The invigilators shall enter the examination hall at least 15 minutes before the start of examination. He/She shall,

1. Ask the students to keep their books, note books, mobile phones and their written materials at the front of the hall/outside the hall. Enter correct seat numbers; use only blue ink for writing.
2. Check whether the students have occupied their seats as per the seating arrangement.
3. 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,
4. Distribute the question papers to the students at the beginning of the examination,
5. Check the identity cards of the students and sign on their answer books, if all details are correct,
6. Take the signature of students on the attendance proforma, mark "AB" for absent students and maintain the attendance record of his/her examination hall,
7. 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,
8. Maintain general discipline in the classroom by frequently moving in the examination hall and preventing any malpractices or attempt of copying by students.
9. Report cases of misbehavior, indiscipline, malpractices and copying cases of students to the SI for further necessary action,
10. Collect the answer books from the students at the end of examination and arrange them sequentially as per the examination seat numbers (PRN) of students for each course separately, Hand over the answer books to DEC.

Appendix E Guidelines/Instructions for Evaluation

After receiving the order for evaluation of answer books, the examiner shall -

1. Not disclose the order as it is confidential (Applicable only for examiners other than course faculty, if appointed).
2. Report at the Examination Cell.
3. Submit the 'Examiners Declaration' Form given by Examination Cell. (Form No. E-20)
4. Collect packets of answer books from office in-charge (evaluation); count all the answer books in the packet. If any difference in number of answer books is found, the examiner shall get it clarified immediately from DY.COE/office in-charge (evaluation).
5. Collect question paper and solution/scheme of marking of the course from office in-charge (evaluation). If a copy of solutions/scheme of marking is not available, he/she shall prepare solutions/model answers and claim the bill for that.
6. Award step-wise marks for each answer.
7. Transfer marks carefully on the front page of the answer book and carry out total of marks correctly.
8. Write marks in double digits (e.g. 01, 02, 12 etc) in the space provided on the front page of the answer book. Write 00 marks for the question to which answer/s written by the examinee is/are completely wrong. Also write the obtained marks in words. Write - (single dash) for the question which is not attempted (completely ignored) by the examinee.
9. Put signature with his/her name in the space provided on the front page of the answer book.
10. handover the bundle and report immediately to office in-charge (evaluation) for further action if he/she comes across any of the following cases while assessing the answer books-
 - (a) Answer book found with a written request stating cancellation of previously written answer.
 - (b) Answer book found with multiple-writings, or with multiple use of inks or use of ink other than blue color.
 - (c) Answer book found attached with any currency note and/or found requesting examiner to assess answer book favourably.
 - (d) Answer book found disclosing identity of the examinee in any form with an intent to get clear-cut illegal benefit.
 - (e) Answer book found with abusive and threatening language of writing.
 - (f) Question paper with missing data, misprint of any nature.
 - (g) Evidence of mass copying.
 - (h) Any other case, in which examiner feels that, the examinee has shown intent of seeking favoritism.
11. Submit assessed answer books to office in-charge (evaluation) along with mark sheet in prescribed format.

Appendix F Maharashtra Act No. XXXI of 1982 (A)

Attention of the students is invited to section 6 to 10 of the Maharashtra Act No. XXXI of 1982, for preventing Malpractice at University and other examination etc.

1. Bringing written notes and printed pages to the Examination Hall is an offence “It was in your pockets or handbag and you did not notice, or that you did not make use of it” is no excuse. Possession of any written notes and printed matter on a subject of the Examination, inside the hall is improper and illegal.
2. DO NOT BRING WRITTEN ANSWER- BOOKS into the Examination Hall. If caught, you are liable for punishment under Maharashtra Act No. XXXI of 1982 and Mumbai University ACT, 1974.
3. DO NOT SEND YOUR FRIEND OR ANY OTHER PERSON TO APPEAR IN THE EXAMINATION ON YOUR BEHALF. Both shall be liable for punishment under the Maharashtra Act No. XXXI Of 1982 and Mumbai University ACT, 1974
4. All offences in the Examination Hall are NON- AVAILABLE and cognizable. Trial in Court shall be summary. Your name may appear in the news paper for your malpractice.
5. In addition to police action, and punishment under the Maharashtra Act No. XXXI Of 1982, the University / College shall also enquire into your use of unfair means, the University / College also shall punish you, by declaring your result for the Examination null & void, and by debarring you for a few more Examinationsessions.
6. If you practice UNFAIR MEANS, YOU ARE LOSER ALL THE WAY, You fail in the Examination you are debarred, you are punished by the Court, and you CANNOT SHOW YOUR FACE to friends, relatives and neighbors.

The broad categories of unfair means resorted to by student at the university / college institution examination and the quantum of punishment for each category thereof.

Sr. No.	Nature of Malpractice	Quantum of Punishment
1	Possession of copying material	Annulment of the performance of the student at the University / College / Institution examination in full. Note: This quantum of the punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereof.
2	Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
3	Possession of another students answer- book	Exclusion of the student from University or College or Institution examination for one additional examination. (BOTH THE STUDENTS)
4	Possession of another students answer- book + actual evidence of copying therefrom	Exclusion of the student from University or College or Institution examination for two additional examinations
5	Mutual / Mass copying	Exclusion of the student from University or College or Institution examination for two additional examinations

Continued...

Sr. No.	Nature of Malpractice	Quantum of Punishment
6	(i) Smuggling-out or smuggling-in of answer book as copying material. (ii) Smuggling-in of written answer book based on the question paper set at the examination. (iii) Smuggling-in of written answer book and forging signature of the Jr. Supervisor thereon.	Exclusion of the student from University or College or Institution examination for two additional examinations Exclusion of the student from University or College or Institution examination for three additional examinations Exclusion of the student from University or College or Institution examination for four additional examinations
7	Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement	Exclusion of the student from University or College or Institution examination for four additional examinations
8	Interfering with or counterfeiting of University/College/institution seal, or answer books or office stationery used in the examinations.	Exclusion of the student from University or College or Institution examination for four additional examinations
9	Answer book, main or supplement written outside the examination hall or any other insertion in answer book.	Exclusion of the student from University or College or Institution examination for four additional examinations.
10	Insertion of currency notes / to bribe or attempting to bribe any of the persons connected with the conduct of examinations	Exclusion of the student from University or College or Institution examination for four additional examinations (Note : this money shall be credited to the Vice - Chancellor's Fund)
11	Using obscene language / violence threat at the examination centre by a student at the University / College / institution examination to Jr. / Sr. Supervisors / Chief Conductor or Examiners.	Exclusion of the student from University or College or Institution examination for four additional examinations
12	a) Impersonation at the University / College / Institution examination b) Impersonation by a University / College / Institute students at S. S. C. / H. S. C. / any other examination	Exclusion of the student from University or College or Institution examination for five additional examinations. (both the students if impersonator is University or College or Institute students). Exclusion of the student from University or College or Institution examination for five additional examinations. Annulment of the performance of the student at the University or College or Institution examination in full.
13	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or College or Institution examination.	Exclusion of the student from University or College or Institution examination for five additional examinations. Annulment of the performance of the student at the University or College or Institution examination in full.
14	Found having written on palms or on the body or the clothes while in the examination	Annulment of the performance of the student at the University or College or Institution examination in full.

Continued...

Sr. No.	Nature of Malpractice	Quantum of Punishment
15	All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the University or College or Institution examination in full and severe punishment depending upon the gravity of the offence.
16	If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he / she is caught again for malpractices used at the examinations, in this event he / she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extent to double the punishment provided for the offence, when committed at the second or subsequent examination.	
17	PRACTICAL / DISSERTATION / PROJECT REPORT EXAMINATION	Student involved in malpractices at Practical / Dissertation / Project report examinations shall be dealt with as per the punishment provided for the theory examination.
18	The Competent Authority, in addition to the above mentioned punishments, may impose a fine not exceeding Rs. 10,000/- on the student declared guilty. Note : THE TERM "ANNULMENT OF PERFORMANCE IN FULL" INCLUDES PERFORMANCE OF THE STUDENT AT THE THEORY AS WELL AS ANNUAL PRACTICAL EXAMINATION, BUT DOES NOT INCLUDE PERFORMANCE AT TERM WORK, PROJECT WORK and DISSERTATION EXAMINATION.	

Appendix G Guidelines for imposing punishment for copy cases / misconduct

Sr. No.	Nature of Malpractice	Quantum of Punishment
1	Examinee found communicating or talking with other examinees during examination	Cancellation of examination of examinee in that course
2	Examinee found with copying material related to the paper but having not used the material	Cancellation of performance of examinee in that course
3	Revealing identity in any form in the answer written or in any other part of the answer book by the examinee with clear intent of getting illegal benefits	Cancellation of performance of entire examination of that semester (1)
4	Examinee found marking an appeal to the examiner revealing both i.e. name and address	Cancellation of performance of entire examination of that semester (1)
5	Examinee found writing provocation, abusive or threatening language in the answer book	Cancellation of performance of entire examination of that semester (1)
6	Examinee found having written on palm or on his/her body or on clothing in the examination	Cancellation of performance of entire examination of that semester (1)
7	Cases of mass copying/individual copying reported in evaluation center reported during the examination	Cancellation of performance of entire examination of the examinee/s (1)
8	Examinee caught copying from the copying material, whether examinee accepts or denies of the same	Cancellation of performance of entire examination of that semester and debarring from one additional subsequent examination (1+1)
9	Examinee found exchanging answer books/ slip of papers with other examinees/ writing from others answer book/ allowing other examinee to copy from his/her	Cancellation of performance of entire examination of that semester and debarring from one additional subsequent semester examination (1+1)
10	Examinee found influencing the examiner/ any other person connected with the examination	Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examinations (1+2)
11	Examinee possessing copying material and having copied from the same, but denial of its use, refusal to give statement to that effect. Misbehaviour with invigilator and officers related to examination	Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examinations (1+2)
12	Examinee found smuggling in or smuggling out answer book as copying material	Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examinations (1+2)
13	Examinee found destroying his own answer book/ taking away his own answer book and/or removing blank/ written pages from the main answer book	Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examinations (1+2)

Continued...

Sr. No.	Nature of Malpractice	Quantum of Punishment
14	Examinee possessing copying material and attempts to destroy the evidence/runs away with copying material. Misbehaviour with invigilator and officers related to exam	Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examination(1+3)
15	Examinee found smuggling in previously written answer book and inserting it in present answer book	Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examination (1+3)
16	Examinee found (i) impersonating or (ii) for whom impersonation is noticed	(i) Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examinations (1+3), plus he/she shall be handed to police authorities (ii) Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examinations (1+3), plus the case shall be reported to police station.
17	Insertion of currency note to bribe or attempting to bribe any of the person/s connected with examination	Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examination(1+3) and currency to be forfeited to Non-Government account of college
18	Examinee found sending out or taking in question paper from outside	Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examination (1+3)
19	Examinee found tempering with mark sheet/ certificate issued by the institute	Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examination (1+3)
20	Attempt to forge the signature of the invigilator on the answer book	Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examination (1+3)
21	Examinee found bringing or in possession of any weapon in examination room/ hall and making any kind of violence among examinees/ staff of examination	Cancellation of performance of entire examination of that semester and debarring from five additional subsequent examinations (1+5), plus handing over the examinee to police authorities.
22	Cases of mass copying reported during the examination	Result shall be held up. Punishment shall be based upon the actual investigation report.
23	If on previous occasion a disciplinary action was taken against a examinee for malpractice used at exam and he/she caught second time for malpractice used at examination	Enhanced punishment can be imposed on the examinee. This enhanced punishment may extend to double the punishment provided for the punishment for the earlier offence of malpractice.

Continued...

Sr. No.	Nature of Malpractice	Quantum of Punishment
24	Examinee involved in malpractices at Practical/dissertation/ project report examination	Case shall be dealt with by appropriate inquiry committee and recommend the punishment to competent authority
25	All other cases not covered Above	Punishment shall be decided by inquiry/ELC Committee based on above mentioned Punishment and imposes a fine not exceeding Rs. 10,000/-

Appendix H Guidelines for imposing punishment for Malpractices and lapses on the part of the paper Setter, Examiner, Moderator, Referee, Faculty or any other person connected with the conduct of the examination

Sr. No.	Nature of Malpractice/Lapses	Quantum of Punishment
1	Paper-setter found responsible for leakage of the question set in the end semester examination whether intentionally or due to the negligence before the time of examination	Disqualification from any examination work + disciplinary action by the competent authorities as per the rules applicable
2	Leakage of the question/question paper set of the end semester examination before the time of examination by any person /s connected with the conducts of examination	Disciplinary action by the competent authorities against the guilty/ responsible person/s as per the prevailing rules/code applicable
3	Favouring a student (examinee) by examiner, moderator, referee in evaluation of answer books / dissertation / project report /thesis by assigning the examinee marks to which the examinee is not entitled at the examination	Disqualification from any examination work + disciplinary action by the competent authorities
4	Examiner/ moderator/ referee intentionally/ negligently not assigning the marks in ESE to the student to which he/she is entitled, in evaluation of his /her answer books/ dissertation /project work,	Disqualification from any examination work + disciplinary action by the concerned competent authorities
5	Paper-setter not setting prescribed number of questions in ESE question paper set.	Disqualification from any examination work for a period of three years.
6	Paper-setter repeating question in same/different section/s	Disqualification from any examination work for a period of three years.
7	Paper-setter setting question outside the scope of the syllabus	Disqualification from any examination work for a period of three years.
8	While assessing answer books examiner showing negligence in detecting malpractices used by the student/s	As decided by the concerned competent authorities of the institute.
9	Faculty acting as Guide for U.G./P.G. projects/dissertations showing negligence in supervision of dissertation /project work (e.g. use of manipulated data by a student)	As decided by the concerned competent authorities of the institute.
10	DEC showing apathy in carrying out duties related to examination (such as not taking rounds to the examination halls during examination period or opening the packet of question paper before prescribed time)	As decided by the concerned competent authorities of the institute.

Continued...

Sr. No.	Nature of Malpractice/Lapses	Quantum of Punishment
11	Invigilator helping student in copying answers during the actual conduct of examination or showing negligence in reporting cases of copying when on supervision duty.	Disqualification from any examination work up to a period of three years + disciplinary action by concerned competent authority as per the rule.
12	Invigilator /faculty helping students (examinees) in mass copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned competent authorities as per the rule.
13	All other cases not covered Above	Punishment shall be decided by inquiry committee /ELC based on above mentioned punishment and impose a fine not exceeding Rs.10000/-

The competent authority may report the case of the concerned implicated person to the appropriate police Authorities as per the provision of Maharashtra Act No. XXXI of 1982.

Appendix I Office Staff at EXAMINATION CELL

Designation	Eligibility	Numbers
Dean Examination & Evaluation	Professor appointed by Director	01
Dy Registrar (Pre exam)	competent faculty appointed by Director	01
Dy Registrar (On exam)	competent faculty appointed by Director	01
Dy Registrar (Post exam)	competent faculty appointed by Director	01
Sr. Supervisor	DEC / Assistant Professor / Competent faculty appointed by DEE	02
Computer operator's/Clerk	competent staff/faculty appointed by Director	04
Scanning assistants	Competent faculty appointed by DEE	04
Peon/Sweeper	Class-IV	01

Appendix J Amendment of Examination Rules & Regulation (Applicable for F.Y.B.Tech/M.Tech from A.Y.2021-22)

Shivaji University granted autonomy to our institute from academic year 2017-18. We have successfully completed the first year of UG and PG programmes. We have followed the rules and regulations of examination system. While conducting the various examinations and result process as per the rules and regulations we have observed some following points as below-

1. The combined passing of MSE and ESE
2. The TWO Grace Mark per course, maximum three courses.
3. The students was absent for ISE component, But apply for MKUP examination.
4. The late admissions and incomplete of ISE, But apply for MKUP examination.
5. The overall results on higher side and quality gets hampered

The structure and syllabus of **F.Y.B.Tech** and **F.Y.M.Tech** students admitted from the academic year 2021-22 is changed and their examination shall be governed by the revised structure and syllabus as per the respective programme. The decisions taken by the statutory bodies of our institute for the examination pattern is as below-

1. The Mid semester Examination (MSE) shall be of **30 Marks** based on about 50 % of the syllabus. There shall be no re-examination for MSE.
2. The End Semester Examination (ESE) shall be of **50 Marks** based on about 30 % Weightage of MSE syllabus and about 70 % Weightage of the remaining syllabus.
3. Makeup Examination shall be of **100 marks** based on the entire syllabus with proportionate Weightage to all units according to approved syllabus.
4. Audit Courses shall be examined through the ESE for **100 Marks** and shall be based on the entire syllabus with proportionate Weightage to all units according to approved syllabus.
5. **(ISE-I +MSE+ISE-II) and ESE each of 50 Marks shall be treated as independent heads of passing.**
6. **To secure a pass result for any course, the student shall have to pass both the heads of that course.**

7. **The grace mark is applicable as per the previous policy, only considered as a head instead of course. (2 Grace Mark per head maximum three heads.)**
8. The grading systems are applicable as per previous policy and decision. (Relative grading and absolute grading)
9. The results will be displayed up to two decimal points.
 10. There shall not be paper showing for MSE, OE, and POE.
 11. There shall not be paper showing for the ONLINE objective type of Examinations.
 12. The ISE-I and ISE-II components for the theory courses shall be Shown to the Students by concerned faculty.
 14. The above rules are applicable from academic year 2021-22 for successive batches.
 13. All other rules and regulation as per the previous rule book.

===== THE END =====