

**SAMARTH EDUCATIONAL TRUST**

**ARVIND GAVALI**

**COLLEGE OF ENGINEERING, SATARA**

**(AN AUTONOMOUS INSTITUTE)**



■ **NAAC** Accredited

■ **NBA** Accredited

■ **ISO 9001:2015**

# **Examination Manual**

**Examination Cell**  
AGCE, Satara

# Our Inspiration



**Hon. Shri. Arvind K. Gavali**  
**Hon'ble Founder President**  
Samarth Educational Trust

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*"You will find a wealth of learning opportunities here that would serve as an essential steppingstone to a fulfilling life and career."*

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AGCE is a herald in recognizing the needs of the industry and meeting the requirements by developing human capital equipped with knowledge, skills and values essential for good performance. It integrates knowledge with professional inputs from industry and orients the students with qualitative theoretical knowledge that enables them to use in practical situations.

The faculty of AGCE strives to keep pace with the changing trends in academics and industry. We train our students to face the challenges at global context. Our aim is to impart knowledge and enhance professional skills which enable the students of different backgrounds to achieve their educational goals and develop their overall personalities to become effective global leaders. AGCE takes pride in its faculty, students and alumni who have proven their mettle at the frontiers of knowledge and creativity across the spectrum of academic and professional activities by engaging in research and community services.



**Hon. Shri. Nishant Arvind Gavali**  
**Hon'ble Founder Secretary**  
Samarth Educational Trust

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*"We build a bright future at Arvind Gavali College of Engineering, Satara"*

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As an educational institute we have always prided ourselves on our cutting-edge approach to education. We believe that education must keep pace with the world and today when the world can change at a moment's notice, we have managed to keep our students at par with the best in the world. Extraordinary education extends the biggest service to the individual, to the nation and to the humanity at large. With students fired with the spark of determination to excel, a competent and dedicated faculty here, leaves no stone unturned.

Everybody is geared towards ensuring best practices, and that is definitely the case at AGCE. Thus, our approach to education has always been aimed at involving the students in academics through interactions. We have the best technology in place for ensuring that our students do not miss out on anything. And our faculty is the engine that keeps the institution running with its ceaseless efforts and constant innovation.

# From the Principal's Desk



**Dr. Sharad S. Mulik**

**Principal / Director**

Arvind Gavali College of  
Engineering, Satara.

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*"Transforming society by building socially, culturally, environmentally and ethically responsible citizens by imparting quality education in the fields of engineering and Computer Applications."*

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It gives me immense pleasure to introduce you to our beautiful Arvind Gavali College of Engineering (AGCE), Satara. Ever since its inception in 2010, our campus has been striving to impart quality education to budding professionals. Our institute has been dedicated to its mission to nurture students who are builders of our nation by advancing knowledge and imparting quality education. It has therefore, emerged as a preferred destination for aspiring professionals. A result of combination of the futuristic vision and meticulous planning of the Hon. Founder President, Shri. Arvind K. Gavali, AGCE has ventured into a key position of eminence in the sphere of education.

The corporate world is changing rapidly in ways that have a profound impact on the role of professional institutions. The key to meet these challenges is to give more emphasis on industry-institute interaction, to train the students in technical and soft skills and to invite the experts from industry for guest lectures. AGCE combines innovative teaching learning, strong academic practices with extra and co-curricular activities, sports, adventure, cultural and CSR activities, which form an important part of the life of the students here. The campus is clean and green, with excellent infrastructure which is visible the moment you step onto the AGCE campus. The academic culture, along with unparalleled global standards provides a solid foundation to our students for the future career goals. The alumni are also involved in adding value to the teaching learning process. For the holistic development of teachers and students, AGCE provides a value-based research culture.

# From the Dean's Desk



**Dr. Vishal Hingmire**

Dean Academics (Autonomy)

*"We are dedicated to achieve Academic Excellence through innovative practices, while ensuring a holistic development of students and faculty through research, extra-curricular and socio-environmental awareness"*



**Mr. Suhas Patil**

Dean Academics (DBATU)

*"We are committed to have excellent academics, state-of-the-art infrastructure and research-oriented culture for enriching students' learning experience and creating responsible and skilled future professionals"*

At AGCE, Satara, we strive to achieve the best in professional education with a focus on research, academics and overall development of students. Hon. Shri. Arvind K. Gavali, our founder president has inculcated the values to continuously strive for excellence. As the Dean Academics, I have ensured to build a system of excellent teaching-learning process by the inclusion of best practices such as academic handbook, value added courses and student activities. AGCE, Satara is a preferred destination for students who wish to pursue professional courses. Right from the beautiful, clean and green campus to the experienced faculty, well equipped infrastructure, research-oriented environment and ample of extra-curricular activities, AGCE, Satara provides the students with the best facilities and opportunities to pursue their education. The placements at the institute are very good, and students are made corporate ready through an exhaustive Student Training Program consisting of GD, PI, Aptitude, Technical training among many other things. We are proud of the good, positive environment we have built at the campus under the able guidance, encouragement and support of our Principle, Dr. Sharad S. Mulik, who is our constant source of inspiration. We are continuously motivated to strive to achieve the best in taking our campus to new, un-assailed heights.

AGCE, Satara is an institute dedicated to the holistic growth and development of each and every student for a better career progression. With the constant visionary support and guidance of our Founder President, Hon. Shri. Arvind K. Gavali, we have built our mission to provide high quality education. We inspire our students to engage in both academic and enriching co-curricular and extra-curricular activities. We aim at developing dynamic young competent professionals and making them ready to face global challenges. Various modules of the Student Training Program focus on making the students Corporate-ready by enhancing their communication skills, critical thinking abilities, problem solving abilities and creativity. We are proud of our placement track record and performance of our alumni in the industry. We promote a strong research and innovation culture at the institute for the students & faculty members.

With the help of a strong connection with our alumni and industry, the institute offers enhanced experience of industry-institute interaction to all students. Highly qualified, experienced and dedicated faculty members nurture the overall development of students.

# From the COE Desk



**Dr. Sagar Gorad**  
Controller of Examinations

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*"In essence, the Examinations Cell is a central office responsible for the integrity, efficiency, and fairness of the entire examination process".*

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The Examination Cell and the Office of the Controller of Examinations (CoE) at AGCE, Satara function as integral components of the academic framework of the institution, ensuring the fair, transparent, and timely conduct of all examination and evaluation processes. With the conferment of autonomous status, AGCE, Satara has embraced the responsibility of framing its own curricula and conducting internal and end-semester examinations.

This document outlines the comprehensive Examination Regulations that govern the academic assessment process at AGCE, Satara providing clarity and uniformity in procedures across all departments and programs. The regulations aim to maintain academic integrity, promote continuous evaluation, and align with the academic policies of the affiliating university, regulatory bodies like AICTE and UGC, and best practices in higher education.

These regulations are intended to serve as a guiding document for students, faculty, and administrative staff in all matters related to academic assessments. The document will be periodically reviewed and updated to incorporate necessary academic reforms and technological advancements, in line with the evolving needs of higher education.



**Mr. Shrikant Arage**  
Deputy Controller of Examinations

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*"Examination cell ensures strict compliance of institutional policies and procedures during examinations and monitors the examination invigilation process".*

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As the Deputy Controller of Examinations at AGCE, Satara, I take pride in supporting and managing the core functions of the Examination Cell. In our autonomous setup, we play an active role in planning, coordinating, and executing all examination-related activities with accuracy, transparency, and strict adherence to academic policies.

I work closely with the Controller of Examinations and academic departments to ensure that every stage of the examination process—from paper setting to result declaration—runs smoothly and efficiently. I also oversee the day-to-day operations of the Examination Cell, address academic queries, and ensure compliance with the norms of regulatory bodies.

This Examination Regulations document reflects the standard practices we follow in collaboration with the CoE and institutional leadership. It serves as a reliable reference for students, faculty, and administrators to understand and participate effectively in the examination system.

We remain committed to maintaining the credibility, fairness, and academic integrity of the examination process at AGCE, Satara ensuring that our autonomous framework continues to meet the highest educational standards.

## Vision of the Institute

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*"To be an institute of excellence, developing skilled engineers to serve the industry and society".*

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## Mission of the Institute

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- "M1: To provide quality education through innovative and flexible teaching-learning methods, supporting academic freedom*
  - M2: To develop professional skills, promote innovation, and encourage multidisciplinary learning in a conducive environment*
  - M3: To inculcate ethical values, environmental awareness, and a sense of social responsibility among students"*
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# ABBREVIATIONS

<b>AGCE</b>	:	Arvind Gavali College of Engineering
<b>BOE</b>	:	Board of Examinations
<b>COE</b>	:	Controller of Examinations
<b>Dy. COE</b>	:	Deputy Controller of Examinations
<b>DEC</b>	:	Departmental Examination Coordinator
<b>HOD</b>	:	Head of the Department
<b>ELC</b>	:	Examination Lapses Committee
<b>CRC</b>	:	Complaints Redressal Committee
<b>GMC</b>	:	Grade Moderation Committee
<b>CA</b>	:	Continuous Assessment
<b>CA I</b>	:	Continuous Assessment - I
<b>CA II</b>	:	Continuous Assessment - II
<b>MSE</b>	:	Mid Semester Examination
<b>ESE</b>	:	End Semester Examination
<b>DBATU</b>	:	Dr. Babasaheb Ambedkar Technological University, Lonere
<b>AICTE</b>	:	All India Council for Technical Education
<b>NBA</b>	:	National Board of Accreditation
<b>NAAC</b>	:	National Assessment and Accreditation Council
<b>AC</b>	:	Academic Council
<b>DAIP</b>	:	Departmental Advisory Integrity Panel
<b>IAIP</b>	:	Institutional Advisory Integrity Panel

## 1. Introduction

### 1.1 Preamble

Arvind Gavali College of Engineering (AGCE), Satara, established in 2010 under Samarth Educational Trust is a premier institute in Western Maharashtra, imparting quality engineering education to students belonging to both rural and urban areas. AGCE, Satara is one of the most rapidly evolving engineering institutes, approved by AICTE, New Delhi and The Government of Maharashtra, affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, Raigad. It is the first institute in Satara to be accredited by NAAC with B+ grade, and B++ grade in the second cycle of NAAC accreditation in the year 2023. The Departments of Computer Science and Engineering and Mechanical Engineering are accredited by NBA in the year 2023. AGCE, Satara has received the ISO 9001:2015 Quality Management System certification and received recognition from UGC, under Section (2f) of the UGC Act, 1956. We, at AGCE, Satara impart quality education, including soft skills and technical skills to all the students coming from rural and urban areas giving them employment opportunities, as per their skills, without any discrimination.

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 teaching-learning process is student centric and governed by the concept of outcome-based education.

This booklet gives comprehensive information on the regulations of 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 regulations governing academic requirements, evaluation system, and grading system. These regulations are developed through discussions with HODs, senior faculty members and as per the directives of UGC, AICTE as well as after studying the regulations of other reputed autonomous institutes. It is expected that this booklet will bring transparency in examination related activities of the institute. AGCE, Satara has student oriented academic system, and every possible opportunity is provided to progress academically and overall development of the students is ensured.

In case of any dispute or difference of opinion regarding the interpretation of these regulations, or any other matter not covered in these regulations, the decision of the Chairman of the Governing Body of Arvind Gavali College of Engineering (AGCE), Satara shall be final and binding.

## 1.2 Constitution of Board of Examinations

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. Principal (Chairman)
2. Controller of Examinations (COE): Member Secretary
3. University Nominee (COE of Dr. Babasaheb Ambedkar Technological University (DBATU) or his nominee not below the rank of Deputy Registrar)
4. One expert from other premium institute possessing ten years of experience nominated by the Chairman.
5. Dean Academics
6. Dean Quality Assurance
7. Dean Research and Development
8. Deputy Controller of Examinations (Dy. COE) (Invitee)
9. Four teachers with ten years teaching experience nominated by rotation according to seniority.

Sr. No.	Name of The Member	Designation	Position
1	Dr. Sharad S. Mulik	Principal/ Director	Chairman
2	Dr. Narendra Jadhav	COE, DBATU, Lonere	University Nominee
3	Dr. Ajit A. Bhosale	Asso. Dean Academics, Cummins College, Pune	Director's Nominee
4	Dr. Sagar R. Gorad	COE	Member Secretary
5	Dr. Vishal Hingmire	Dean Academics (Autonomy) & Dean, Quality Assurance	Member
6	Mr. Suhas Patil	Dean Academics (DBATU)	Member
7	Dr. Gayatri S. Mirajkar	Dean (R&D)	Member
8	Mr. Shrikant Arage	Dy. COE	Member
9	Dr. Varsha K. Bhosale	HOD (CSE)	Director's Nominee
10	Dr Avinash N. Khadtare	HOD (MEC)	Director's Nominee
11	Mr. Suraj S. Ghadage	HOD (B. Voc)	Director's Nominee
12	Mr. Pranav A. Pathak	Faculty (MCA)	Director's Nominee

## Functions and Powers of BOE

The BOE shall –

1. Ensure proper execution of the various duties in conducting examinations viz. paper setting, timetable preparation, evaluation and declaration of results.
2. Recommend examination reforms and shall implement them after approval of Academic Council.
3. Prepare a detailed timetable 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 (ELC) 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.
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).
11. The COE and Dy. COE shall be assisted by the coordinators (DECs and Sr. Supervisors nominated by BOE) for carrying out the following activities during MSE and ESE.
  - (a) Paper Setting and Printing
  - (b) Conduct of Examinations (Theory)
  - (c) Conduct of Examinations (Practical, Project/ Dissertation, Seminar, Online Examination)
  - (d) Evaluation of answer books
  - (e) Preparation and declaration of provisional grades

## 2. Roles and Responsibilities

### 2.1 Controller of Examinations (COE)

1. The COE is an authorised person to implement all examination rules and regulations laid by BOE and Principal/ Director. He/ She is in charge of all autonomous examination processes for smooth functioning.
2. The COE shall be appointed by the Principal/ Director on the recommendations of a selection committee constituted for the purpose.
3. The COE shall be the principal officer in charge of the conduct of examinations and declaration of results. The COE 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 COE shall be such as may be prescribed.
5. The COE 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) of Maharashtra Universities Act, 1994 for appointment of paper-setters, examiners, revaluation and moderators. He/ She shall be responsible for prompt and proper implementation of their decisions.
6. The COE shall be responsible for making all arrangements necessary for holding examinations and declaration of results. It shall be his/ her responsibility -
  - (f) To announce in advance, the calendar of examinations.
  - (g) To ensure the printing of question papers.
  - (h) To arrange to get performance of the candidates at the examinations properly assessed/ evaluated and process the results.
  - (i) To arrange for the timely publication of results of examinations and other tests.
  - (j) 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.
  - (k) 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 Principal/ Director.
  - (l) To review from time to time, the results of examinations and forward reports thereon to the Academic Council.
7. The COE shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the BOE and Principal/ Director.

8. The COE is an authorised signatory for grade cards and results.
9. The COE is an authorised person to appoint the squad for prevention of malpractices during examination.
10. The COE is an authorised person to implement all examination rules and regulations laid by BOE and Principal/ Director.
11. The COE shall
  - (a) Collect the programme wise structure from respective BOS chairman in prescribed format.
  - (b) Collect the course wise Examination Panel from respective BOS chairman in prescribed format.
  - (c) Prepare the instructions, circulars, guidelines of examinations and publish.
  - (d) Prepare and release paper setting orders. In case of non-acceptance make the alternate arrangements.
  - (e) Prepare and send evaluation/moderation order to the concerned course faculty.
  - (f) Schedule meetings of Grade Moderation Committee.
  - (g) Take follow up of result processing with ERP software authorities.
  - (h) Verify the results processed by ERP software.

## **2.2 Deputy Controller of Examinations (Dy. COE)**

1. Dy. COE shall look into various examination forms and its processing, time scheduling, preparing name list, preparing examinee summary list.
2. Dy. COE shall look into the process of mapping of an examinee in the selected platform of examination.
3. Dy. COE shall assist in Electronic Data Processing at Examination Cell viz. QR Code generation, scanning of answer Scripts, result preparation, grade card printing, ledger, etc.
4. Dy. COE shall supervise proofreading of Question Papers (QP), selection of QP set, printing of question papers.
5. Dy. COE shall perform such other duties assigned to him, from time to time, by the COE.
6. Dy. COE shall
  - (a) Collect question papers, select QP for examination on a random basis, typeset as per the template and print number of copies considering examinee count.
  - (b) Collect the paper settings bills from the paper setter, verify and forward it for approval.
  - (c) Prepare the draft timetable of examination considering suggestions from COE, BOS chairman, get approval from COE, BOE and publish it for the examinees.

- (d) Prepare & print the hall tickets of the examinees and forward to the concerned BOS chairman for distribution.
- (e) Make the applicable daily seating arrangements and display them on the appropriate platform.
- (f) Supervise and guide Sr. Supervisor for Online/ Offline exam preparation, collect and maintain various reports like answer book/ question paper utilisation, student attendance etc.
- (g) Supervise and generate QR code and hand over to Sr. Supervisor for further processing.
- (h) Handling Lapses cases reported by Sr supervisor.
- (i) Prepare the various bills of staff/ faculty involved in the conduction of examination.
- (j) Assign clerk's/ lab assistants/ staff for scanning of answer books and sending them to the store.
- (k) Prepare late evaluators list.
- (l) Make alternate arrangements of the evaluator in consultation with the COE.
- (m) Prepare a program wise paper showing schedule for students and solve grievances if any.
- (n) Download ledger from ERP software and prepare the ledger as per the requirements of the institute.
- (o) Responsible for the revaluation process of answer scripts if any.
- (p) Prepare the various bills of staff/ faculty involved in the evaluation/ moderation of examination

### **2.3 Head of the Department (HOD)**

1. HOD shall 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 Examination Cell through the office of the Dean Academics.
2. HOD shall maintain the coordination, follow up of examination related activities with DEC and Course Coordinator, and take necessary actions if required.
3. HOD shall strictly follow the deadlines for timely submission of necessary information/ reports required by the Examination Cell.
4. HOD shall submit one copy of the detained students list to the Examination Cell at the end of term through the office of the Dean Academics.
5. HOD shall work in coordination with Grade Moderation Committee (GMC).
6. HOD shall arrange for distribution of hall tickets to the examinees provided by the Examination Cell.



7. HOD shall submit the quality review report after completion of each examination to the Examination Cell as well as offices of Dean Academics and Dean Quality Assurance.
8. HOD shall submit the spiral bound copy, plagiarism report, soft copy of thesis of the PG students after getting approval from DAIP and IAIP and submit the hard bound copy after the final viva-voce. Also, make necessary arrangements for timely evaluation/ moderation/ revaluation in consultation with Examination Cell.

#### **2.4 Senior Supervisor**

The COE in consultation with BOE shall appoint an appropriate number of faculty members as Sr. Supervisors. Following are the responsibilities of a Sr. Supervisor to be executed during the conduct of examination.

1. Verify block wise seating arrangement and invigilation charts prepared by Examination Cell.
2. Distribute the room-wise question paper packets, answer scripts, make available standard material required as suggested by the paper setter after getting approval from Dy. COE.
3. Handle the grievances, malpractices if any during examination and report to the COE and attend related ELC meetings.
4. Maintain record and submit all examination related documents to the Examination Cell.

#### **2.5 Departmental Examination Coordinator (DEC)**

Every department shall have a faculty/ staff working as DEC for coordination purposes with the Examination 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 conduction of ESE of laboratory, seminar and dissertation phases.
3. Preparation and submission of 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 of the department.

#### **2.6 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 consultation with DEC and HOD.
4. Work in coordination with DEC and HOD for grade moderation and paper showing.

## 2.7 Examination Lapses Committee (ELC)

Sr. No.	Name of The Member	Designation	Position
1	Dr. Sharad S. Mulik	Principal/ Director	Chairman
2	Dr. Sagar R. Gorad	Controller of Examinations	Member
3	Dr. Vishal S. Hingmire	Dean Academics (Autonomy)	Member
4	Mr. Nitin U. Kanse	Registrar	Member
5	Mr. Suhas Patil	Dean Academics (DBATU)	Member
6	Mr. Shrikant G. Arage	Deputy Controller of Examinations	Member

1. ELC shall take primary disciplinary action for malpractices and lapses on part of the examinee.
2. ELC shall arbitrate the grievances of the examinee regarding paper-setting, evaluation, moderation, revaluation, supervision and conduct of examinations.
3. ELC shall take necessary action in the event of malpractices noticed/ observed through any unknown source/ entity connected with the examinations (Refer Appendix A, B and C).
4. ELC shall submit the report of the actions taken to the BOE.

## 2.8 Grade Moderation Committee (GMC)

Sr. No.	Name of Committee Member	Designation	Position
1	Dr. Sharad S. Mulik	Principal	Chairman
2	Dr. Sagar R. Gorad	Controller of Examinations	Member
3	Dr. Vishal S. Hingmire	Dean Academics	Member
4	Mr. Shrikant G. Arage	Deputy Controller of Examinations	Member
5	-----	Concerned HOD	Member
6	-----	Concerned DEC	Member
7	-----	Concerned Course Coordinator	Member

The GMC shall -

1. Be present in the Examination Cell during the grade moderation process as per the schedule declared.
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.

Review 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 the COE of paper setters from a pre-approved examination panel received from the concerned BoS chairman.
2. The COE 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 D and E).
3. In case of unavailability of appointed paper setters, the COE 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 the COE of evaluators from a pre-approved examination panel of respective courses.
2. The COE shall appoint internal faculty for evaluation of MSE and internal & external faculty for evaluation of ESE/ Make-up examination.
3. In case of unavailability of an appointed evaluator, the course coordinator in consultation with BOS chairman/COE shall make alternative arrangements.
4. Refer to the guidelines provided in Appendix F 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-E.

1. As per the schedule, the appointed paper setter shall prepare the question papers.
2. The Dy. COE 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 organised in a packet with proper seal and signature. Dy. COE shall handover the sealed packet(s) to Sr. Supervisor well in advance of the scheduled time of examination of respective course.
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 anomaly is 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 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 course shall be based on his/ her performance in combination of Continuous Assessment I, Continuous Assessment II, Mid-Semester Examination (MSE) and End Semester Examination (ESE) as applicable for a given course. The guidelines on evaluation pattern for different types of courses are given in Appendix-H.
3. The answer scripts of descriptive MSE, ESE and Make-up examination of theory courses shall be shown to students as per the declared schedule.
4. The CA I and CA II components for the theory and lab courses shall be shown to the students by concerned faculty.
5. 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 MOOC courses, Online certifications, etc. and shall be decided and announced by the course teacher/ expert from the industry with permission of concerned BOS chairman as well as the Dean of Academics.

### 4.2 Continuous Assessment (CA I and CA II)

1. CA 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 CA shall be decided and announced by the course coordinator at the beginning of the semester as per the academic calendar.
2. Student's performance shall be continuously monitored, and record of evaluation(s) shall be maintained in the prescribed format by course teacher and monitored by HOD.
3. The CA evaluations shall be updated in the software and finalised by the course teacher, HOD and Dean Academics before the end of the term with sufficient time margin before the commencement of ESE.

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

1. MSE and ESE (written/ online/ offline/ descriptive online) for theory course (credit and audit) shall be conducted centrally as per the schedule declared by Examination Cell.
2. 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.
3. MSE shall be based on 50% of the syllabus. There shall not be a make-up examination for MSE.
4. ESE shall be based on the 30% weightage of MSE syllabus and 70% weightage of the remaining syllabus. Absent students shall be awarded with 'F1' grade. Such students shall be allowed to appear for make-up examination.
5. All the questions of ESE/ MSE shall be mapped to Course Outcome (CO) and Bloom's Level (BL).
6. MSE question paper shall be of 30 marks and of 1 hour 30 minutes duration. Any exceptions to this rule, shall be informed to the Examination Cell in proper mode well in advance.
7. ESE question paper shall be of 50 marks and of 2 hours duration. Any exceptions to this rule, shall be informed to the Examination Cell in proper mode well in advance.
8. 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.
9. The appointment of the required number of invigilators shall be done by Dy. COE centrally as per the examination schedule. Invigilation duty shall be mandatory for faculty as per the schedule communicated to them prior to the examination. It is mandatory for the course coordinator to be available for any clarifications needed during the examination of the concerned course. On the day of examination, the Sr. supervisor shall collect the sealed packets of question papers from Dy. COE, open them 30 minutes before the examination and distribute it to the invigilators 20 minutes before the beginning of the examination.
10. 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 room.



11. Invigilators shall monitor general discipline in the room during the conduct of examination and report the cases of indiscipline, misbehaviour and copy cases to the Sr. Supervisor for further necessary action.
12. Generated QR codes shall be affixed by the invigilators as made available to him/ her prior to handover of answer-scripts back to Examination Cell.
13. 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 to the Sr. Supervisor.
14. The Sr. Supervisor shall submit the answer scripts to the Dy. COE for further process.
15. Seating arrangement shall be made centrally for MSE/ ESE/ Makeup Examination.
16. Dy. COE shall appoint staff for examination as per following structure –
  - (a) Invigilator: one invigilator for a room of 25-40 students, additional invigilators shall be appointed as reliever depending upon the number of rooms.
  - (b) Peon: two at the Examination Cell, and one peon per block.
  - (c) Invigilators shall be appointed centrally among the faculty of all departments. Depending on the need and availability, the COE/ Dy. COE in consultation with Principal/ Director, may change the number of staff for conducting examinations.
17. The Sr. Supervisor shall receive the sealed packets of printed question papers for each course from the Dy. COE prior to the conduction of all examinations.
18. The Sr. Supervisor shall handover the required examination related material to the invigilators 30 minutes before the start of the examination.
19. The invigilators shall follow the instructions given in Appendix-G.
20. The Sr. Supervisor shall monitor the smooth conduction and discipline during the examination.
21. The Sr. Supervisor shall forward the cases of misbehaviour, indiscipline, malpractices to Dy. COE and attend the ELC meeting as and when required.
22. After receiving the answers 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.
23. The Sr. Supervisor shall direct the 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 and pack them. Thereafter the Sr. Supervisor shall handover all packets to the Dy. COE on the same day or latest on the next day. The Sr. Supervisor shall maintain the record of all such packets of answer scripts handed over to the Dy. COE.

24. 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 compile the bills of remuneration of all staff involved in the examination work and submit those to the Dy. COE for further action.
25. The Dy. COE 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.
26. In case of any natural calamity, pandemic situation, government guidelines, etc., the COE shall discuss with Principal/ Director and finalise examination modalities (Online/ Offline-Descriptive/ Objective/ Blended) in the BOE meeting and implement accordingly.
27. 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 Principal/ Director asking for permission to allow for such a writer. Principal shall then verify the medical certificate and give a permission letter to the examinee for using the writer. The COE shall then take the undertaking from the writer in a prescribed proforma. Such examinee shall produce the permission letter from COE for using writer to the invigilator.
28. 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 Principal/ Director for extra writing time on account of his/ her disability by producing medical certificate from Civil Surgeon to this effect.

#### **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 examination, 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 edges. 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 from the evaluator, the first two pages will be masked. Then the packets with maximum up to 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 can 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. The moderation of evaluation would be performed as per norms. 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.

#### **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 maybe rescheduled with the prior approval of the Principal/ 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 Dy. COE shall prepare a detailed timetable (batch wise/ course wise) for the lab examinations. The competent faculty from other institutes/industry shall be appointed as external examiner 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 Examination Cell. Based on the list of examiners received from HOD, Dy. COE along with the COE shall issue the appointment orders. In case of need for substitute appointment, the internal examiner/ chairman of BOS shall convey the same to the COE through HOD/ DEC. Dy. COE along with the COE shall prepare the substitute appointment order and issue it.
4. For UG project and PG dissertation examinations, a competent external examiner outside Arvind Gavali College of Engineering, Satara is mandatory.

5. For PG dissertation ESE examinations, the HOD and DEC shall send the panel of examiners to the Examination Cell. The appointment orders of chairman, internal and external examiner shall be issued by Dy. COE along with the COE. In case of need for substitute appointment for PG dissertation, the chairman shall convey the same to the COE/ Dy. COE through DEC. Dy. COE along with the COE shall prepare the substitute appointment order and issue it.
6. 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.
7. 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.
  1. 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.
8. 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 and submit to the Examination Cell.
9. 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 BOS. The evaluation of seminars and mini projects shall be carried out as per the structure.

2. The evaluation for seminar, mini projects shall be on the basis of CA and ESE. CA shall be a continuous evaluation carried out throughout the semester and based on performance of students in report write-up, presentation, oral, and test (surprise/ declared/ quiz) assignment. External and internal examiners shall conduct OE wherever applicable as per the examination scheme mentioned in the structure.
3. The evaluation for the project shall be on the basis of CA and ESE. CA shall be a continuous evaluation carried out throughout the semester. A project evaluation committee consisting of two faculty members related to the subject area of project work and guide shall be constituted. The distribution of weightage for CA 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 CA 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 under the guidance of Dean Academics.
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 end semester evaluation of UG and PG projects shall be carried out by a panel of examiners consisting of Chairman, external examiner, and internal examiner/ guide. Appointments of the external examiners for end semester evaluation of UG and PG project shall be issued by Examination Cell 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. 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 Examination Cell on the same day, or latest by the next day along with TA/ DA and remuneration bills.
8. Institutional Academic Integrity Panel (IAIP): There shall be an institute level the Institutional Academic Integrity Panel (IAIP) with following composition.

- (a) Chairman - Dean Research & Development.
- (b) Member - Senior Academician to be nominated by the Principal/ Director within the institute
- (c) Member - One member to be nominated by the Principal/ Director from outside the institute
- (d) Member - A person well versed with anti-plagiarism tools, to be nominated by the Principal/ Director

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).

- 9. The IAIP shall consider the recommendations of Department Academic Integrity Panels (DAIPs). The IAIP shall also investigate cases of plagiarism as per the norms. The IAIP shall follow the principles of natural justice while deciding the allegation of plagiarism against the student, faculty, researcher and staff of the institute. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Principal/ Director within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint/ initiation of the proceedings. The IAIP shall provide a copy of the report to the person(s) against whom the inquiry report is submitted.
- 10. Final hard bound copy of dissertation report in prescribed format incorporated with all necessary corrections suggested during ESE of semester IV for PG programs shall be submitted to the department and Examination Cell.

## 5. Central Assessments/ Evaluation

### 5.1 General

1. It shall be mandatory for every faculty of Arvind Gavali College of Engineering, Satara 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 the COE, Dy. COE, 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., the COE in consultation with the Principal/ Director shall discuss and finalise examination modalities (Online/ offline, Descriptive/ Objective/ Blended) in the BOE meeting and implement accordingly.

### 5.2 Evaluation Procedure

1. Dy. COE shall assign a packet of answer scripts to the concerned evaluator.
2. The examiners shall follow the instruction given in Appendix F.
3. In case of any discrepancies observed or reported by the student in evaluation, the COE in consultation with Principal/ Director is authorised to get the answer scripts evaluated from any other competent internal or external evaluator and update the results accordingly. The COE shall report the same to BOE for further necessary action, if any.

### 5.3 Procedure to show MSE/ ESE answer 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 Dy. COE shall prepare a timetable for showing the answer scripts to the concerned students. The timetable shall be displayed on the department notice board.
3. The faculty shall submit the mark list of change in MSE/ ESE marks to the Examination Cell on the same day.
4. The updated marks of MSE/ ESE shall be used by the faculty in the grade moderation process. The guidelines/ instructions for the examiners are given in Appendix-F.



#### **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 1. The grade indicates the quality of a student's performance and is associated with equivalent number called a grade point.

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 1: Grade Table

2. 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. 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.
3. The concerned faculty shall use CA I, CA 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.
4. A student will be given maximum of two grace marks per course to obtain passing grade in maximum of three courses (theory) 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.

5. The grace marks shall be applicable only to regular students and shall not be applicable to any re-registered student in a course.
6. F1 grade shall be assigned to a student in a theory course in the following cases.
  - a) Sum of marks obtained in CA I, CA II, MSE, ESE and grace (if any) is less than 40 (out of 100).
  - b) Marks obtained in ESE are less than 20 (out of 50).
7. F1 grade shall be assigned in a laboratory course to a student who shall get less than 40% marks of the total marks assigned.
8. F2 grade shall be assigned in a course to a student having attendance less than 65%.
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 ( $\mu$ ) and standard deviation ( $\sigma$ ) of total marks of passed students shall be computed. From these, the relative grading thresholds shall be decided.

### **6.1 MSE, ESE, Makeup examination results**

COE 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.

### **6.2 Compilation of Grades**

1. Examination Cell shall use the marks of CA, MSE and ESE for grade moderation process in consultation with Grade Moderation Committee (GMC) of the department.
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 three courses. If a student has failed in more than three courses (theory), 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. For courses where the evaluation is based on 100% CA, grace marks shall not be applicable.
4. In the further grading process, the failed students shall be excluded.

5. Then, the mean ( $\mu$ ) and standard deviation ( $\sigma$ ) 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 2).

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 2: Relative grading thresholds for theory credit courses

6. 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.
7. After this the faculty shall get the grade thresholds approved by GMC. After approval, the faculty shall finalise the grade thresholds.
8. The grades shall be calculated as per the Tables 2 and 3 and assigned to each student.

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 3: Thresholds for Lab./ Project/ Mini-Project/ Seminar

9. 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.
10. 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.

Grade	Min Threshold	Max Threshold
<i>F</i>	$\geq 0$	$< 40$
<i>D</i>	$\geq 40$	$< 45$
<i>C</i>	$\geq 45$	$< 50$
<i>C+</i>	$\geq 50$	$< 60$
<i>B</i>	$\geq 60$	$< 70$
<i>B+</i>	$\geq 70$	$< 80$
<i>A</i>	$\geq 80$	$< 90$
<i>A+</i>	$\geq 90$	$\leq 100$

Table 4: Absolute grading thresholds for credit course

Grade	Min Threshold	Max Threshold
<i>NP</i>	$\geq 0$	$< 40$
<i>PP</i>	$\geq 40$	$\leq 100$

Table 5: Absolute grading for audit courses

#### 11. The process of grading for courses with absolute grading -

- The courses where the number of students registered for a course are  $\leq 20$ , absolute grading shall be used.
- 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 three 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.
- The absolute grades of credit courses shall be calculated as per table 4 and grades of audit courses shall be calculated as per table 5.

### 6.4 Results

- 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.
- The Examination Cell shall then prepare the grade cards, tabulation register (ledger) and statistics of the result.

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, the COE is authorised to get the answer scripts evaluated from any other competent internal or external examiner and update the results accordingly. The COE shall report the same to the Principal 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 in consultation with the Principal/ Director. A report listing such amendments shall be submitted by the COE 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- A) 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 and recommend appropriate disciplinary action against the person involved. ELC shall forward the facts and findings of inquiry to BOE along with recommendation. BOE shall take appropriate disciplinary action against the concerned examinee/ teacher/ staff.

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

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

1. The student shall be called upon to surrender the objectionable material found in his/ her possession, if any, along with his/ her answer script to Sr. Supervisor.
2. Signature of the concerned examinee and the Sr. Supervisor 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 Sr. Supervisor 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 Sr. Supervisor shall record accordingly on the same form.



6. Show cause notice/ mail shall be issued 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 Sr. Supervisor or 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 COE and Principal/ Director.
8. All the materials, statement and undertaking of the examinee and the prepared report of Sr. Supervisor along with the forwarding remarks shall be forwarded to Dy. COE/ COE 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 authorised person shall record the facts in writing and report the same through Sr. Supervisor to the Dy. COE/ COE.
10. The COE after finding the prima-facie of the case of malpractice received from Sr. Supervisor shall send it to ELC. Dy. COE/ COE 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 Examination Cell. Dy. COE/ COE 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, Dy. COE/ COE shall report the case to ELC for further action.
3. The COE or his/ her nominated representative shall present the case of malpractice before ELC and shall deal with the case till it is finally disposed of.

#### **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 Examination Cell. The Examination Cell shall report to the COE 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 Examination Cell. The Examination Cell shall report to the COE and the same shall be presented to ELC for further action.
3. The COE or his/ her representative shall present the case of malpractice before ELC and shall deal with the case till it is finally disposed of.

### **7.6 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 based on 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-B and Appendix-C. 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 and action to be taken against the implicated examinee/ staff/ faculty/ persons.
4. As the examinee/ staff/ faculty/ person 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/ staff/ faculty/ person 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 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/- up to Rs. 10,000/-. Also, the candidate may get debarred for one to two years.

8. The committee shall dispose of 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 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 shall submit the report to the COE 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 of.
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-A.
  - (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 punishments taking into consideration the categories mentioned in Appendix-A.
11. For Unfair Means in Conduct of CA I and CA II Examination: If the student is involved in any type of malpractice in CA I and CA 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 Examinations

1. There shall be a makeup 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.
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 makeup examinations. 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. For makeup examination absolute grading shall be used as before for assigning the grades. Following grade table 6 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

Table 6: Absolute grading for makeup examination

5. The evaluated answer scripts of makeup examination shall be shown to students.
6. Grace marks shall not be awarded in makeup examination.
7. There shall not be any other re-examination for makeup examination for whatsoever reason.
8. 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 Principal/ Director.
9. Applicant should return his/her original result document(s) at the time of applying.
10. CGPI improvement procedure shall include result verification by Examination Cell, recommendation by HOD of respective department, payment of prescribed fee and final approval by Principal/ Director.

11. 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.
12. Makeup examination is compulsory in all failure courses.
14. If the student is absent for ESE in any semester with prior permission of Principal/ Director due to co-curricular/ extra co-curricular activities/ sports in other Institute/ University, then he/ she is eligible for Makeup Examination or Separate Examination which will be conducted by Examination Cell.

## 9. CGPI Improvement

### 9.1 Undergraduate

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 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. 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 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 Examination Cell.
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 registering for a maximum of five courses in an academic year.

### 9.2 Postgraduate

1. A student in first and second year of PG program 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 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. Registration should be done as per schedule in the Academic Calendar.
3. A student who has passed PG program shall apply for CGPI improvement within 15 days after declaration of makeup examination result. He/ she shall 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 Examination Cell.
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. Calculation of Performance Indices

### 10.1 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.

$$SGPI = \frac{\sum_i^m C_i G_i}{\sum_i^m C_i}$$

Where,

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

$i = 1 \dots m$  represents course number in which the student has registered in that semester,

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

### 10.2 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 first semester

$$CGPI = \frac{\sum_i^m C_i G_i}{\sum_i^m C_i}$$

Where,

$C_i$  = number of credits assigned for  $i^{\text{th}}$  course from the beginning of the first semester,

$i = 1 \dots m$  represents course number in which the student has registered from the beginning of the first semester,

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

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

Table 7: CGPI to equivalent percentage



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

## 11. 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 60% credits during his first year of studies at AGCE, Satara and 75% credits in subsequent years to get promoted 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.

## 12. Award of Degree

1. A student shall be eligible for the award of UG/ PG 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 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. Academic Council shall recommend the list of students to Dr. Babasaheb Ambedkar Technological University(BATU), Lonere for award of UG/ PG Degree.

### **13.Award of Medals**

1. Awards shall be given to the students for excellent performance in academics.
2. Gold, Silver and Bronze medals shall be awarded to students with excellent academic performance based on CGPI in each programme.
3. The award of scholarships/ freeships and other benefits shall be in accordance with rules of Government of Maharashtra and Government of India.

## Appendix A: 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 examinations, 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-BAILABLE and cognizable. Your name may appear in the newspaper 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 use of unfair means, the University/ College also shall punish, by declaring your result for the Examination null & void, and by debarring you for a few more Examination sessions.
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.

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
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.	i.Exclusion of the student from University or College or Institution examination for two additional examinations ii.Exclusion of the student from University or College or Institution examination for three additional examinations iii.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	Exclusion of the student from University or College or Institution examination for four additional examinations

	connected with the conduct of 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 student 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.
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	<b>PRACTICAL / DISSERTATION / PROJECT REPORT EXAMINATION</b> 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 <b>Rs. 10,000/-</b> on the student declared guilty. <u>Note:</u> 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 B: 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 centre reported during the examination	Cancellation of performance of entire examination of the examinees (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)
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	(i) Cancellation of performance of entire examination of that semester and debarring from three additional

	is noticed	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 persons 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	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.

	for malpractice used at examination	
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 <u>Rs.10000/-</u>

**Appendix C: 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**

<b>Sr. No.</b>	<b>Nature of Malpractice / Lapses</b>	<b>Quantum of Punishment</b>
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 persons 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	Favoring 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.
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 <u>Rs.10000/-</u>

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 D: Guidelines/ Instructions for Appointment of Paper Setters**

Appointment of examiners for theory and/or lab examinations shall be made 20 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 BoS chairman. It is mandatory for the faculty members of AGCE, Satara 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 over email or 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 E: Guidelines/ Instructions to the Question Paper Setter

### Guidelines 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 50 marks of 1 hour 30 minutes duration. Any exceptions to this rule, shall be informed to the BOE well in advance.
3. The nature of question paper should be precise. Paper setter should design question paper such that the questions:
  - (f) are unambiguous.
  - (g) are written in simple, and meaningful words.
  - (h) are asked for appropriate marks.
  - (i) cover the 50% syllabus for Mid Semester Examination.
4. For MSE:
  - (c) There shall be maximum two questions.
  - (d) Every question should address one of the COs.
  - (e) The questions shall be serially numbered as 01 & 02.
  - (f) The number of sub-questions, if any, shall be restricted to four and numbered as a, b, c and d.
  - (g) Marks allotted to a question or sub-question shall be indicated on the right side of that question or sub-question.
  - (h) 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.
  - (i) 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 datasheets may be provided as per need, to be used by students during the examinations.
  - (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.



## Guidelines 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 50 marks and 2 hours duration. Any exceptions to this rule, shall be informed to the BOE well in advance.
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. For ESE:
  - (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, 04, 05 & 06.
  - (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 be indicated on the right side of that question or sub-question.
  - (f) 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.
  - (g) 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.
  - (h) The faculty members shall not write any instruction/s in the question paper which will violate the examination rules.
  - (i) 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.

## Appendix F: 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 and submit the 'Examiners Declaration' Form given by Examination Cell.
3. Verify the packets of answer books assigned for evaluation and 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.
4. Collect question paper and solution/scheme of marking of the course from Dy. COE/ office in-charge.
5. Award stepwise marks for each answer.
6. Enter marks carefully in the portal and verify the marks correctly.
7. Report immediately to Dy. COE/ office in-charge 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 colour.
  - (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 favouritism.
9. Submit assessed answer books to Dy. COE/ office in-charge along with mark sheet in prescribed format.

## **Appendix G: Guidelines/ Instructions to the Invigilators**

The invigilators shall enter the examination hall at least 30 minutes before the start of examination. He/she shall,

1. Ask the students to keep their books, notebooks, mobile phones and their written materials at the front of the hall/ outside the hall.
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 and hall tickets of the students and sign on their answer books, if all details are correct.
6. Take the signature of students on the attendance pro-forma, 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 pro-forma.
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 misbehaviour, indiscipline, malpractices and copying cases of students to the Sr. Supervisor 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 Sr. Supervisor.

## Appendix H: Guidelines on assessment schemes

Type 1: Theory courses with 3 or more credits									
	Marks	Unit		Unit	CA1	CA2	MSE	ESE	Total
CA1	10	-		1			10	6	16
MSE	30	1,2,3		2			10	6	16
CA2	10	-		3			10	6	16
ESE	50	1,2,3,4,5		4			-	16	16
				5			-	16	16
					10	10	30	50	80

Type 2: Theory courses with 2 theory credits (without lab component)									
	Marks	Unit		Unit	CA1	CA2	MSE	ESE	Total
CA1	10	-		1			15	5	20
MSE	30	1,2		2			15	5	20
CA2	10	-		3			-	20	20
ESE	50	1,2,3,4		4			-	20	20
					10	10	30	50	80

Type 3: Theory courses with 2 theory credits (with lab component)						
Theory	Marks	Unit		Lab	Marks	Experiments
CA1	25	1,2		CA1	25	50%
MSE	-	-		MSE	-	-
CA2	25	3,4		CA2	25	50%
ESE	50 (optional)	-		POE	50 (Optional)	-

Type 4: Theory courses with 1 credit with lab component						
Theory	Marks	Unit		Lab	Marks	Experiments
CA1	25	1,2		CA1	25	50%
MSE	-	-		MSE	-	-
CA2	25	3,4		CA2	25	50%
ESE	-	-		POE	50 (Optional)	-

Type 5: Theory courses with 1 credit without lab component		
	Marks	Unit
CA1	25	1,2
MSE	-	-
CA2	25	3,4
ESE	-	-

Type 6: Lab only courses		
Lab	Marks	Experiments
CA1	25	50%
MSE	0	-
CA2	25	50%
POE	50 (Optional)	-

Type 7: Seminar/Project	
	Marks
CA1	25
MSE	0
CA2	25
OE	50

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