



**An Autonomous institute affiliated to Savitribhai Phule Pune University,
Pune**

Examination Rules and Regulation

B.Tech Programme

2018-19

1. Commencement

- These Rules and Regulations are implemented after approval from the Academic Council and Governing Council of MITAOE. They are subject to changes modifications from time to time as and when required
- These rules and Regulations are applicable to students enrolling for the B.Tech degree programmes at MITAOE from the Academic year 2016-17.

2. Preamble

The rules and Regulations listed herein have been formulated by the institute to facilitate the smooth and orderly conduct of the academic programmes, examinations and other activities of the B.Tech students.

- The Rules and Regulations made shall be applicable to all the B.Tech Programmes offered at the Institute.
- They shall also be applicable to any new B.Tech programmes that may be started at the institute in the future.
- The Academic and non-academic requirements prescribed by the Academic Council have to be fulfilled by a student for eligibility towards award of the B.Tech degree

3. Examination Scheme.

The Institute shall have Examination Scheme based on semester pattern for every Program and course contents (Syllabi) for the courses recommended by the Board of Studies (BoS) and approved by the Academic Council.

3.1 Performance Assessment

The evaluation of a student for his/her academic performance in a course shall be based on his/her performance in tutorials, practicals, home work assignments, seminars quizzes, In semester examinations and End Semester examinations. There shall be assessment of all the students attending a course

3.1.1 Continuous Internal Evaluation (CIE)

- In-semester Examination (ISE) : The ISE shall be of subjective type. The mode of conduct of ISE will be announced by the course faculty at the beginning of the course.
- Mid semester examination (MSE) : One mid semester examination will be conducted for some courses of First year B.Tech in place of two in-semester examinations
- Internal Assessment (IA)
This shall be conducted by the course teacher all through the semester. This shall include homework assignments, problem solving, group discussions, quiz, seminar, various other activities carried out in class. The course teacher shall announce the detailed methodology for conducting the various segments of CIE/IA together with their weightages at the beginning of the semester.

- End-semester Examination : The ESE will be based on the complete syllabus and will be conducted at the end of the semester
- For the block study pattern introduced from S.Y.B.Tech (2017-18) onwards an In-course examination (ICE) will be conducted midway in each cycle which will be based on fifty percent of the syllabus. An end-course examination (ECE) will be conducted at the end of each cycle and will be based on the entire syllabus. Each semester will comprise of two cycles.
- The block study pattern will be extended to Third Year BTECH. An In-course examination (ICE) will be conducted midway in each cycle which will be based on fifty percent of the syllabus and an end-course examination (ECE) will be conducted at the end of each cycle and will be based on the entire syllabus.

4.0 Course Registration

- Each student shall be required to register for the course at the commencement of each semester on the date notified in the academic calendar.
- Students who fail to register on the notified date may be permitted for late registration after payment of an additional fee decided by the authorities of the institute.
- Each student shall fulfill the following conditions at the time of registration for course work in any semester:
 - Each student of the First Year shall register for all the courses in the first two semesters. Similarly Direct Second Year students will also register for all courses in the third and fourth semester.
 - A student who has been detained or has failed a particular course will have to re-register for that course whenever it is offered next i.e. odd or even semester. It is mandatory for the students to register for the backlog courses first and the remaining credits can be fulfilled by taking the required number of courses from the regular semester.
 - A student shall be permitted to register for more than the average course load, ie upto a maximum of 30 credits, if he / she has shown satisfactory performance in course work in the previous semesters i.e. a CGPA ≥ 5.5

4.1 Rules for registration for S.Y.B.Tech and TY BTECH courses with effect from academic year 2018 – 2019 including the students from SPPU pattern who are being absorbed into the autonomous system (as per Chairman, Academic council) are given below

4.1.1 Students who have been admitted in FY BTECH in the academic year 2016 – 2017 will be allowed to register for TY BTECH courses with the additional credits as per the table given below. During the registration for the above credits, it

is mandatory for a student to first register for the FY BTECH and SY BTECH backlog/dropped/detained courses and then remaining credits of TY BTECH. Also the student can register only for those courses which are offered during the current semester.

CGPA Range	Number of Additional Credits Allowed	Total Credits Permitted in the Semester
4.5 – 4.99	5	$[(20/21)+5] = 25/26$
5.0 – 5.99	7	$[(20/21)+7] = 27/28$
Greater than 6.0	9	$[(20/21)+9] = 29/30$

4.1.2 Students who have been admitted in FY BTECH in the academic year 2017 – 2018 will be allowed to register for SY BTECH courses with the additional credits as per the table given below. During the registration for the above credits, it is mandatory for a student to first register for the FY BTECH backlog/detained courses and then remaining credits of SY BTECH. Also the student can register only for those courses which are offered during the current semester.

CGPA Range	Number of Additional Credits Allowed	Total Credits Permitted in the Semester
4.5 – 4.99	5	$(21+5) = 26$
5.0 – 5.99	7	$(21+7) = 28$
Greater than 6.0	9	$(21+9) = 30$

4.1.3 Direct Second Year students who have been admitted in SY BTECH in the academic year 2017 – 2018 will be allowed to register for TY BTECH courses with the additional credits as per the table given below. During the registration for the above credits, it is mandatory for a student to first register for the SY BTECH backlog/detained courses and then remaining credits of TY BTECH. Also the student can register only for those courses which are offered during the current semester.

CGPA Range	Number of Additional Credits Allowed	Total Credits Permitted in the Semester
4.5 – 4.99	5	$[(20/21)+5] = 25/26$
5.0 – 5.99	7	$[(20/21)+7] = 27/28$

Greater than 6.0	9	$[(20/21)+9] = 29/30$
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4.1.4 Students who have appeared First Year Engineering in Savitribai Phule Pune University will be allowed to register for SY BTECH courses. Also the student can register only for those courses which are offered during the current semester. The above students will have to pass all the First Year backlog courses in the SPPU Pattern itself.

4.1.5 Students who have appeared First Year Engineering in Savitribai Phule Pune University and have been admitted to SY BTECH in 2017 – 2018, will be allowed to register for TY BTECH courses with the additional credits as per the table given below. During the registration for the above credits, it is mandatory for a student to first appear for the FE (SPPU Backlog courses) and register for SY BTECH backlog / dropped / detained courses and then remaining credits of TY BTECH. Also the student can register only for those courses which are offered during the current semester. The above students will have to pass all the First Year backlog courses in the SPPU Pattern itself.

CGPA Range	Number of Additional Credits Allowed	Total Credits Permitted in the Semester
4.5 – 4.99	5	$[(20/21)+5] = 25/26$
5.0 – 5.99	7	$[(20/21)+7] = 27/28$
Greater than 6.0	9	$[(20/21)+9] = 29/30$

4.1.6 Students who have appeared First Year and Second Year Engineering in Savitribai Phule Pune University and will be taking admission to TY BTECH in academic year 2018 – 2019, will be allowed to register for TY BTECH courses with the additional credits as per the table given below. During the registration for the above credits, it is mandatory for a student to first appear for the FE and SE(SPPU Backlog courses) then remaining credits of TY BTECH. The above students will have to pass all the First Year and Second Year backlog courses in the SPPU Pattern itself.

Credits Earned in SPPU Pattern	Credits Allowed in TY BTECH
0 – 49	00
50 – 74	17
75 – 100	21

4.2 Exceptions

- i) Credits can be transferred from the other universities where student can go and pursue some courses
- ii) For students taking admission directly to second year credits are given from third semester onwards as they join in the second year. Their final mark sheet is also based on marks scored from second Year onwards. Direct Second year students require 118 credits to graduate, but their promotion to consequent years will be the same as regular students.
- iii) Absorption of failed students (from SPPU pattern) into the autonomous system: The First Year failed student (Discontinued or Year Down) will join the autonomous system in the second year and hence will have to earn 118 credits to graduate. Similarly a second year failed student who will join autonomy in the third year will have to earn 76 credits to graduate.

5.0 Re-examination :

- i) ESE/ECE shall be conducted for a particular course only once in a semester but to give a chance to failed but genuine students a re-examination will be conducted.
- ii) Re-examination for end semester examination/ end course examination will be conducted within 10 days of declaration of result of End Semester examination as announced in the academic calendar. The re-examination will be of 100 marks, which will be scaled down to 80 and the scores of the Internal Assessment (IA) will be carried forward (for F.Y.BTech & SY BTECH. For Third year B.Tech the re-examination will again be of 100 marks that will be scaled down to 70 marks and the internal assessment marks will be added.
- iii) Re-examination shall be conducted after the declaration of result for the regular semester. Grade ranges and cut offs shall be the same as that of the regular semester for that course. The re-examination shall be conducted after every semester examination.
- iv) The grade card will indicate the fact that the particular course has been cleared in the second attempt for the students passing a particular course in the re-examination.
- v) A student shall have to register for the re-examination by paying additional examination fees per course that he/she registers for.
- vi) Re- examination will be conducted only for those students whose term has been granted but due to some legitimate reasons were unable to attend the ESE or failed in any course in ESE. Under no circumstances shall a detained student be allowed to appear for the re-examination.

- vii) The legitimate reasons include illness on or immediately before the exam date (may include the critical illness of a close family member); bereavement i.e. death of someone in a close relationship with the student; or a sufficiently crowded exam schedule (2 or more End semester exams in one day); representing the institute in state/ national / international events
- viii) The decision about which of the absent students should be allowed to appear for re-examination shall be taken by the Academic Council on a case to case basis. It is also subject to the condition that the information about the above mentioned reasons should have been intimated to the concerned authorities from time to time.

6.0 Detention

i) Students failing to secure 75% attendance in any course will be detained for the same. A system of course wise detention will be followed from the first year onwards. The detained student will not be allowed to appear for the examination of the course in which his attendance is less than 75%.

ii) The detained student will have to re-register for the above course in the next academic year. The detained students may be permitted to register for the courses in which they are detained in the Summer / remedial term. Such students will have to secure 100 % attendance in the summer term in order to be allowed to appear for the remedial/ summer examination

ii) Detained students will be able to register for odd courses in odd semester and even course in even semester only. Exceptions maybe considered at the discretion of the Academic Council.

7.0 Remedial Term

i) A supplementary or remedial term shall be conducted during the summer months for backlog courses. A student will be allowed to register for a maximum of three courses in a remedial term.

ii) The remedial term shall be utilized primarily to facilitate the failed students to attend the courses that they have failed. This term shall not be utilized to launch any new credit courses. The remedial term will be conducted only for courses of First and Second Year B. Tech.

iii) The academic activity in the remedial term will be for approximately 3 to 4 weeks. One credit of course work shall require two hours per week in this term. It shall also be necessary to fulfill requirements of Continuous Internal Evaluation for all the courses like that in a regular semester.

iv) Courses that will be offered in the remedial term shall be announced before the conclusion of the even semester. Students intending to avail of this facility will have to register for the courses offered by paying the prescribed fees within the stipulated time.

v) The detained students may be permitted to register for the courses in which they are detained in the remedial term. Such students will have to secure 100 % attendance in the summer term in order to be allowed to appear for the remedial/ summer examination

8.0 Evaluation Process

The current practice of evaluation is as follows:

8.1 Insemester (ISE)/ Mid semester (MSE)/ In course Examination (ICE)

This examination shall be conducted at the department in the scheduled week and the evaluated papers shall be shown to the students within six to seven working days. Mid semester examination (MSE) conducted in the semester will be based on 50 % of the syllabus for that particular course. In case of S.Y.B.Tech and TY B.Tech, one in-course examination (ICE) will be conducted in the cycle which will again be based on 50 % of the syllabus for the particular course.

8.2 End Semester Examination (ESE) /End course Examination (ECE)

The End Semester examination shall be conducted after completion of the semester for which the dates are given in the Academic Calendar. The duration of examination will be of 3 hours, as per the examination scheme decided by the Board of Studies. For SY and TY B.Tech an end course examination will be conducted at the end of each cycle.

8.2.1 Conduct of End Semester Practical Examination / Presentations/ Orals

- i) End Semester practical examination/ presentations/ orals shall be conducted as per the schedule approved by the BOE. In case of emergency or due to some unavoidable circumstances the examination dates may be rescheduled with the approval of the BOE.
- ii) The Departmental Examination Incharge / First Year Coordinator shall act as coordinator for conducting practical examinations and various examination related activities of the concerned department. He / She shall be responsible for the proper conduct of practical examination / presentation / orals. He /She shall take the services of the staff of his/her department for this purpose.

8.2.2 Assessment of UG Project

- i) Evaluation of projects / dissertations shall be conducted as per the schedule decided at the departmental level.

- ii) The evaluation of the UG projects shall be carried out by a panel of examiners consisting of Chairman, external examiner and Internal examiner /project guide as per the declared schedule.
- iii) The appointment orders of Examiners from Industry / Academics for the end semester evaluation of UG project shall be issued by COE based on the recommendations from Chairperson, BOS.

8.3 Central assessment

- i) Assessment for all the examinations conducted in the semester namely In-course examination (ICE)/ Mid Semester examination (MSE)/ End Semester(ESE) / End Course Examination (ECE) shall be done centrally.
- ii) All the assessment of a course shall be done by the concerned faculty.
- iii) It shall be mandatory for every faculty to assess the answer books of his/her course or answer books of other courses as instructed by the Examination Section within the stipulated time.
- iv) In case of any discrepancies in the question paper that may affect the assessment, a committee consisting of Dean Academics, Chairman BOS and COE shall decide the course of action and shall give guidelines for assessment.

8.4 Paper Showing and Grievance Handling

- i) After the End Semester assessment and marks entry in the prescribed format, the faculty shall submit the ESE mark list and he/she shall collect the answer books from exam section for showing the answer books to students.
- ii) The schedule for paper showing is displayed in advance to the students at the departmental level by the respective course faculty. According to the schedule the students report to the respective venue.
- iii) After the evaluation of answer sheets the students are shown the marks. Students can fill up the verification forms if they have any queries or grievances regarding the evaluation of their answer scripts. A scrutiny committee will be appointed to address the queries /grievances. The result of the verification will be intimated to the concerned students and faculty within a week.
- iv) If student remains absent for the declared date for paper showing he/she is not entitled to file grievance after the date.
- v) The verified/ modified marks of ESE shall be used in the grading process.

8.5 Disposal of Answer sheets

The answer sheets of any examination during the academic year shall be preserved for one year after declaration of results of that particular examination. The process of disposal of answer sheets of previous academic year examinations shall be initiated and carried out under the supervision of the COE.

9.0 Tabulation and Declaration of Result:

Results shall be declared within 10 working days after the last theory/practical examination. The soft copy of the results is sent to the heads of respective departments for circulation to the respective students. The hard copies of the grade card are printed after the declaration of the results of the re-examination/ remedial examinations.

10.0 The Grading System

i) For every course taken by a student he/she is assigned a grade based on his/her combined performance in all the assessments including ISE/ICE, IA and ESE/ECE. Performance is first quantified as marks and then assigned letter grades

The grade indicates a qualitative assessment of the student's performance and is associated with an equivalent number called a grade point.

ii) The academic performance shall be graded on a 10 point scale. The letter grades and their equivalent grade points are listed in Table 3

Grades	Range of Marks	Grade Points	Description
AA	80-100	10	Outstanding
AB	70-79	9	Excellent
BB	60-69	8	Very good
BC	55-59	7	Good
CC	50-54	6	Satisfactory
CD	45-49	5	Average
DD	40-44	4	Marginal
FF	00-39	0	Fail (Permitted to repeat ESE)
XX		--	Detained (Re register for the course)
NP		--	Absent for the examination

Table 3 : The grading System

iii) The letter grades (up to DD only) awarded to a student in all the courses shall be converted into a semester and cumulative grade point average to be calculated following the procedure given in section 8.2

10.1 The Grading Process

The faculty shall use the marks of ISE/ICE, IA and ESE/ECE for assigning grades.

- i) The concerned faculty shall use the ISE/ICE, IA and ESE/ECE marks to decide the total marks for each student. If the total has a fractional part then it shall be rounded off to the next integer.
- ii) The grades will then be assigned to each student.
- iii) The grades will be then examined and verified by the Grade Moderation committee.

10.2 Performance Indices

10.2.1 Calculation of Semester Grade Point Average (SGPA)

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

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where,

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

P_i = Grade point earned in the i th course $i=1, 2, \dots, n$ represent the number of courses in which a student is registered in the concerned semester

The SGPA is calculated to two decimal places.

10.2.2 Calculation of Cumulative Grade point Average (CGPA)

An up-to-date assessment of the overall performance of a student from the time of his first registration is obtained by calculating a number called CGPA, which is the weighted average of the grade points obtained in all the courses in prescribed semesters for the UG/PG Programs. CGPA for a student of undergraduate/postgraduate Programs shall be calculated only when the grade point (minimum up to pass marks) of all the semester examinations is available.

$$CGPA = \frac{\sum_{j=1}^m C_j P_j}{\sum_{j=1}^m C_j}$$

Where,

C_j = The number of credits earned in the j th course up to the semester for which CGPA is to be calculated.

P_j = Grade point earned in the j th course. A grade point less than 4 in a undergraduate course shall not be taken into consideration for calculation of CGPA.

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

10.2.3 CGPA and class awarded

The system will calculate the Grade point average for each semester (SGPA) and consequently the Cumulative grade point average (CGPA) through the three steps as shown below

- i) Calculate the course grade point or weighted score of the course achieved by multiplying (Grade Point obtained for a particular course) by (Number of Credit Units for the Course)
- ii) Obtain the Grade Point Total by adding all the Grade Points (or weighted scores) for each course taken.
- iii) Obtain the Grade Point Average (GPA) by dividing the (Grade Point Total or total weighted score) by the (Total Number of Credit Units).

Table 4: Performance Indices

Sr No	GPA	Class awarded
1.	7.75 and more than 7.75	First Class with Distinction
2.	6.75 or more but less than 7.75	First Class
3.	6.25 or more but less than 6.75	Higher Second Class
4.	5.75 or more but less than 6.25	Second Class
5.	4.75 or more but less than 5.75	Pass Class

10.3 Guidelines for the Award of Grades:

The following are the general guidelines for the award of grades:

- i) For each student, all evaluations in different components of a course shall be done in absolute marks considering the weight-age in teaching scheme.
- ii) The marks of various components shall be added to get total marks secured on a 10- points scale. The rounding off shall be done on the higher side.
- iii) Examination committee shall appoint a sub-committee which shall be called as Grade Moderation committee. (GMC) This committee shall be responsible for grade moderation.
- iv) The course in-charge, course faculty and Grade moderation committee's decision regarding grade thresholds and grade allotment will be final.

10.3.1 Explanation for Grades

i) Passing Grades -The grades AA, AB, BB, BC, CC, CD and DD are passing grades. A candidate acquiring any one of these grades in a course shall be declared as passed. A student shall earn the credits for a course only if the student gets passing grade in that course.

ii) FF Grade

- a) Letter grade FF in any course implies failure in that course.
- b) A student who was awarded “FF” grade in a course has to repeat it compulsorily when it is offered next and until a passing grade is obtained.

iii) The Transitional Grades NP and XX shall be awarded in the following cases:

- a) Grade NP to a student only on satisfactory attendance at classes and performance in other components of assessment, but absence from ESE/ECE in a semester for valid and convincing reasons acceptable to the Department, such as,
 - a. Illness or accident, which disabled him/her from appearing at the examination;
 - b. A calamity in the family at the time of the examination, which required the student to be away from the College;
- b) Grades XX to a student on his/her overall performance in the course during the semester. This grade will be awarded to a student who is detained in that particular course.
- c) All the NP and XX grades awarded to the students shall be converted to appropriate letter grades within two days of the respective re-examinations.

iv) Both the SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such for ease of presentation. Whenever the CGPAs are to be used for the purpose of determining the merit ranking in a group of students, only the rounded off values shall be made use of.

v) When a student gets the grade NP or XX for any course during a semester, the SGPA for that semester and the CGPA at the end of that semester shall be tentatively calculated ignoring the NP and XX graded course(s). The SGPA and CGPA for that semester shall be finally recalculated after conversion of NP and XX grade(s) to appropriate grade(s), taking into account the converted grade(s).

vi) For UG Direct Second Year Admitted Students CGPA will be calculated from III to VIII Semester.

vii) A student is considered to have completed a course successfully and earned the credits if he/she secures a letter grade other than NP, XX or FF in that course

10.4 Grade Improvement Scheme

- i) A student who has passed the B.Tech Degree examination from the institute and wishes to improve his/her grade points and whose CGPA is less than 6.75 will be permitted to reappear for the examinations

- ii) The candidate will be allowed to reappear for the examination for improvement of grade within a period of three years from the date of passing the Bachelors examination.
- iii) A student will be allowed to reappear for maximum of four theory courses.
- iv) A maximum of two attempts will be allowed for grade improvement within the stipulated period of three years.
- v) There will be no provision for improvement of grades in practicals / internal assessment/ seminar or project work.
- vi) No additional classes or counseling will be organized for these students. Examination of these students will be conducted along with the regular students' examination. There will not be any separate question paper of arrangement for the students registered for grade improvement.
- vii) If the student fails to appear for the improvement examination after registration or if there is no up gradation in the grade after availing the improvement chance, the grade obtained in the first appearance will be retained.
- viii) If the grade secured at the improvement examination is improved, it shall be considered as final grade. A new grade card will be issued to the student and will be marked as 'Grade Improvement Examination'.
- ix) A student appearing for improvement of grades shall not be entitled to get benefit of any prize/scholarship/award.

11.0 Absorption of students from SP Pune University pattern into Autonomy pattern

- i) A student can enter into autonomy pattern of MITAOE at the second year level if and only if he/she has cleared First Year Engineering or is eligible to avail ATKT as per SPPU norms. The courses that a student has not cleared while entering into the S.Y. autonomy pattern will have to be cleared in the SPPU pattern itself.
- ii) A student can take admission to first semester of third year into autonomy pattern if and only if he/she has cleared all subjects of F.E and cleared S.E. or eligible to avail ATKT as per SPPU norms.
- iii) Guidelines are for the above provided in section 4.1
- iv) For students who enter into autonomy from SPPU pattern the grade cards shall be prepared as per the examination scheme, grading system and rules and regulations. The CGPA shall be calculated based on the performance from the year in which he/she has entered into the autonomy pattern.

12.0 Maximum period for completion of B.Tech

- a) The duration of undergraduate program leading to the B. Tech degree is eight semesters (four years)
- b). However the academically weaker students will be granted a flexibility to conduct their studies at a slower pace and complete their degree requirements in more than eight semesters. The maximum duration for course completion will be twelve semesters

c) In any case the student has to complete the programme requirement of 160 credits within 12 semesters. Failure to complete the programme requirements by any student in this period shall lead to cancellation of his/her admission to the college forthwith.

A student entering into autonomy from the SPPU pattern shall have to complete his/her B.Tech program in the stipulated period as tabulated below irrespective of the number of years he/she was in Savitribai Phule Pune University (SPPU) pattern.

Table 6 : Maximum period for completion of B.Tech Degree

Year in which the student is entering in to autonomy from SPPU pattern/ Lateral admission	Maximum period in semesters
Second Year	10
Third Year	08
Final Year	06

11.0 Acts of Malpractices / Unfair Means :

Every student appearing for the ISE & End Semester Examination is liable to be charged with committing malpractice(s) / use of unfair means, if he / she is observed as committing any of the following acts:

- i) Misbehavior with officials / using unfair means / creating nuisance / using obscene language / violence / threat at the centre to the person involved in conduct of examination etc or any other kind of rude behavior in or near the Examination Hall.
- ii) Writing on the Question Paper/ Admission Card & or passing on any type of written paper to the other student(s) in the examination Hall.
- iii) Disclosing his/her identity by writing any words or by making any peculiar marks on the pages other than the facing sheet in the answer scripts.
- iv) Possession of electronic gadgets like mobile phones, Programmable calculator, pen-drive or such other storage devices in the Examination Hall.
- v) Communicating with any other student(s) any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- vi) Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- vii) Making any request of representation or offer of any threat for inducement or bribery to Room Invigilator and / or any other official for favours in the Examination Hall or in the answer script.
- viii) Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence or influence upon them for favour in the examination.

- ix) Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and / or inserting pages written outside the examination hall in to the answer scripts.
- x) Receiving material from outside or inside the Examination Hall for the purpose of copying.
- xi) Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript or such other material or matter in the Examination Hall.
- xii) Copying or taking aid from any material or matter referred to in sub- clauses (x & xi) above to answer in the examination.
- xiii) Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- xiv) Committing any other act of commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.
- xv) Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg, any part of body, clothing, socks, instrument box, identity Card, Hall Ticket, Scales etc.
- xvi) Destroying any evidence of malpractice, like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the examination Hall. Notwithstanding anything contained above, any other activity in which the student has indulged and which in the opinion of the authorities of MITAOE constitutes malpractice/ use of Unfair means will be construed as malpractice/ use of Unfair means.

11.1 Procedure for reporting malpractices / use of unfair means

- i) The Director shall constitute a vigilance squad to ensure proper conduct of examination and for prevention of unfair means for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the college. This squad shall submit its report and recommendations to the Director / Examination Section for appropriate actions.
- ii) If the malpractice case is detected, the room invigilator / Squad member will seize the incriminating materials and the answer script(s), and report the same to Examination in-charge immediately in the prescribed form.
- iii) When malpractice / use of unfair means is brought to the notice of the examination in charge either by Squad members or by the room invigilators, he/she shall hold a preliminary inquiry and take on record the report of the room invigilator, the statement of the student concerned. Only then he/she will forward unfair means report along with answer script(s) and other incriminating material and other enclosures in a sealed cover to the controller of Examinations. However, answer scripts of subsequent papers of such student noted under unfair means shall be sent directly to the Examination Section along with other answer scripts and shall not be marked as unfair means case anywhere.
- iv) The student, the room invigilator, the concerned Squad Member (if the case was detected by the squad member) shall be required to give their statement in the prescribed form supplied by the controller of examinations. These statements shall always be concise, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.
- v) The statement of all concerned shall be in their own handwriting.
- vi) If the student refuses to handover the incriminating materials or the student refuses to give the statement, the student shall be asked to record in writing his/ her refusal to give a

statement. If he/she refuses to do even that the facts will be recorded by the officer in-charge and / or the squad member.

- vii) The student(s) noted under unfair means shall be allowed to write the subsequent papers. Having allowed to appear for the papers after noted the case under unfair means, the student/s shall have no claim over the performance of the subsequent papers. The answer scripts of those students noted under unfair means shall be evaluated and the results shall be kept in abeyance, until such time the Board of Examination approves the recommendations of the Examination Sub-committee appointed for the same.
- viii) When, a student noted under unfair means the following steps shall be strictly adhered to:
 - a) Debar the student from writing that particular paper, in which he/she has been caught under alleged unfair means.
 - b) Issue a memo instructing the student to attend the meeting of the unfair means committee if required.
 - c) Send the answer script of that particular paper directly to the controller of examinations, along with relevant documents. It shall be super scribed on the left hand corner of the facing sheet as U/F Case. There shall not be an indication of U/F Case on the pages other than the facing sheet of the answer script.
 - d) Permit the student to write the subsequent papers of the examination, if any, and such answer scripts shall be sent to valuation centre along with other answer scripts, without being marked as U/F Case anywhere.

11.2 Procedure For Imposing Penalties & Punishments

- i) Examination Sub-committee (Unfair means Investigation committee), consisting of the Controller of Examinations (COE) as the Chairman, and other members shall be constituted to inquire into the Unfair means cases during the Examinations and to recommend the action to be taken on the cases to the Board of Examinations.
- ii) The above committee shall meet after the conclusion of each End Semester examination on the dates fixed by the COE and inquire on all matters connected with the students Caught using unfair means. After detailed inquired, the committee shall prepare a report giving its recommendation on the penalties and punishments to be imposed for the consideration of the Board of Examination.
- iii) In the case of failure by the student to attend the inquiry on the specified date, the committee shall inquire into the charges alleged against the student and impose the necessary penalties and punishments.
- iv) The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose. The student is awarded punishment only once though he may have indulged in Unfair means in several papers. This punishment will be decided taking into consideration all Unfair means during the End Semester examination.
- v) The Unfair means committee shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged Unfair means. After ascertaining the severity of the case, the Unfair means committee shall recommend suitable penalties or punishments on the student.

11.3 Authority for imposing penalties & punishments

The Board of Examination will be the authority for approving or modifying the recommendations of the Examination Sub-committee (Unfair means committee).

11.4 Other Examination Matters

Also the examiners shall, if he/ she suspects use of unfair means while valuing the answer scripts or other material such as insertion of answer sheet, revealing of identity or enclosure, such as currency, shall return the answer script with reasons in writing to the controller of examination and by name desist from further valuation. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to other students are furnished.

11.4.1 Questions Out of Syllabus / Wrong question/ Question with Incomplete data

This matter shall be placed before the Controller of Examinations. The COE shall get the question paper examined by the Chairman, BOS concerned. On the report of the Chairman, BOS, the COE shall either reject the representation or direct the examiner to allot full marks to those students who have attempted such question. The Chairman, BOS may take opinion of the course expert.

11.4.2 Leakage of a Question Paper

The Director/COE shall cancel the examination of a course on the leakage of a question paper. The examination of this course will be conducted after the last paper of schedule of the examination. A high level Enquiry committee constituted by the Director shall examine the causes, the reasons and the person(s) responsible for leakage of the question paper. There after the Enquiry Committee shall submit the report to the Director for necessary action.

11.4.3 Special Provision of Amanuensis/Writer

- i)** The Examination in-Charge shall help in the arrangement for the facility of amanuensis/writer to the visually challenged examinee with extra time of one hour and to the physically handicapped examinee with extra time of half an hour over and above the stipulated time of the examination of the paper. The writer should be less qualified than the visually challenged / physically handicapped student. Before providing any such facility the controller of examination shall verify the medical certificate issued by a civil surgeon/orthopedic surgeon.
- ii)** The Examination in-Charge shall provide at his level the facility of giving extra half an hour, over and above the stipulated time of the paper, to write answers during the examination to the paraplegias, orthopedically handicapped students who have hand co-ordination problem and to the visually handicapped students after verification of Medical Certificate issued by the Civil Surgeon/Orthopedic Surgeon.
- iii)** The Officer-in-Charge shall send to the controller of examination a list of concerned writers and examinees to whom the above facilities have been provided at the centre.

12.0 Issue of Duplicate Mark Sheet and TC

The students are required to come in person to the institute office to issue duplicate mark sheets and TC.

13.0 Issue of Transcript

Candidates can apply for transcripts by submitting application (available on institute website <http://mitaoe.ac.in>) & photocopies of the grade sheets, name of the University where he/she wish to apply and prescribed fees.

14.0 Passing Certificate / Provisional Degree

The students, who have completed all requirements as set out in these rules and regulations, will be eligible for issue of Passing Certificate/ provisional certificate during graduation day ceremony of the institution.

15.0 Award of Degree and Degree Certificate

After successful completion of the program at the Institution, the student will be eligible for award of degree. A student shall be eligible for the award of the degree only if the student has

- i) Minimum CGPA of 4.75 and earned the minimum credits required as specified in the curriculum he/she is registered for.
- ii) Satisfied minimum academic requirements.
- iii) Satisfied all requirement specified by the concerned department; if any.
- iv) Satisfied all requirements specified by the Academic Council and/or ordinances.
- v) Paid all the dues to the institute.
- vi) No pending case of indiscipline.

The degree certificate in person will be distributed from the Institution office after submitting the copies of grade sheets(original) of all semesters and proving his / her identity.

16.0 Transitory Regulations

These regulations are applicable to students who were discontinued for some reasons and rejoin the program. They shall be governed by the scheme of examination, syllabi contents and the rules and regulations in force at the time of rejoining of student.

A candidate, who is detained or discontinued in the year/semester, will be re-registered on paying the prescribed fees as decided time to time. On readmission, he shall be required to pass in all the courses in the curriculum prescribed for such batch of students in which the student joins subsequently. However, exemption will be given to those candidates who have already passed in such courses in the earlier semester(s) he was originally admitted into.

17.0 Termination from the Program

The admission of a student to the UG program may be terminated and the student may be asked to leave the institution in the following circumstances:

- i) The student fails to satisfy the requirements of the program within the maximum period stipulated for that program.
- ii) The student fails to satisfy the norms of discipline specified by the Institution from time to time.

18.0 Interpretation of Rules and Regulations

In case of any dispute, ambiguity or difference of opinion in interpretation of these rules and regulations or any other matter not covered here, the decision of the Chairman, Academic Council / Director of the institute shall be final and binding