

**2.5.3 IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA)/Formative Assessment have brought in considerable improvement in Examination Management System (EMS) of the Institution**



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

## **Examination Rules and Regulation**

### **B.Tech Programme**

**2017-18**

Prepared by	Verified by
	
Deputy Controller of Examinations	Controller of Examinations

## **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 Evaluation Scheme**

- 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. It 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 (ESE) : 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.

#### **4.0 Course Registration**

- i) Each student shall be required to register for the course at the commencement of each semester on the date notified in the academic calendar.
- ii) 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.
- iii) Each student shall fulfill the following conditions at the time of registration for course work in any semester:
  - a) 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.
  - b) 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.
  - c) A student shall be permitted to register for more than the average number of courses, 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  $\geq 5.5$



d) A few modifications in the rules for registration for S.Y.B.Tech courses with effect from academic year 2017 – 2018 (as per Chairman, Academic council dated 11/07/2017) are given below

- Students failing in F. Y. B. Tech courses will be allowed to register for the additional credits in the current S. Y. B. Tech semester as per the table 1 given below:

<b>CGPA Range</b>	<b>Number of Additional Credits Allowed</b>	<b>Total Credits Permitted in the Semester</b>
4.0 – 4.99	5	$(22+5) = 27$
5.0 – 5.49	7	$(22+7) = 29$
Greater than 5.5	8	$(22+8) = 30$

Table I

During the registration for the above credits, a student will have to first register for the F.Y.B.Tech Courses and then remaining credits of S.Y.B.Tech. In addition the student shall register only for those courses which are offered during that semester.

#### 4.1 Exceptions

- Credits can be transferred from the other universities where student can go and pursue some courses
- Credits can be given to students for doing internship / training in any industry
- 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 134 credits to graduate, but their promotion to consequent years will be the same as regular students.
- 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 136 credits to graduate.

Similarly a second year failed student who will join autonomy in the third year will have to earn 90 credits to graduate.

### **Absorption of First Year failed MITAOE students from Savitribai Phule Pune**

#### **University Pattern:**

Students completing one year in SPPU Pattern and joining autonomy in S.Y.B.Tech will have the following equivalence (Table 2):

First Year (SPPU) Pattern		F.Y.B.Tech MITAOE Pattern	
Course Name	Credits	Course Name	Credits
Engineering Mathematics – I	5	Mathematics – I	5
Engineering Mathematics – II	4	Mathematics – II	5
Engineering Physics	5	Physics	4
Engineering Chemistry	5	Chemistry	4
Basic Electrical Engineering	4	Electrical and Electronics Engineering	4
Basic Electronics Engineering	4		
Engineering Mechanics	5	Applied Mechanics	4
Engineering Graphics – I	4	Engineering Graphics	4
Engineering Graphics – II	1		
Basic Civil and Environmental	4	Experimental Tools and	2

Engineering		Techniques	
Basic Mechanical Engineering	4		
Workshop Practices	1	Design Thinking	2
Fundamentals of Programming Languages – I	2	Computer Programming	4
Fundamentals of Programming Languages – II	2		

The above students will have to pass all the remaining First Year backlog courses in the SPPU Pattern itself. The number of credits of S. Y. B. Tech under MITAOE Autonomous Pattern that such students can register for is as below:

<b>Credits Earned in SPPU Pattern (out of 50)</b>	<b>Credits Allowed in S.Y.B.Tech</b>
0 – 20	00
21 – 24	18
25 – 50	22

#### **4.2 Re-examination :**



- i) ESE/ECE shall be conducted for a particular course only once in a semester but to give a chance to failed students a re-examination will be conducted.
- ii) Re-examination for end semester 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 90 and the scores of the Internal Assessment (IA) will be carried forward (for F.Y.BTech). In case of Second year B.Tech the re-examination will again be of 100 marks that will be scaled down to 80 marks and the internal assessment marks will be carried forward.
- 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 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 instate/ national / international events
- viii) The decision about which of the absent students should be allowed to appear for reexamination 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.

#### **4.4 Detention**

- i) Students failing to secure 75% attendance in any course will be detained for the same. There will be a system of course wise detention 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. In any case the number of credits for the detained student cannot exceed 28 in any semester. 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

iii) 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.

### **5.0 Supplementary / Remedial Term**

i) A supplementary or remedial term shall be conducted during the summer months for backlog subjects. A student will be allowed to register for a maximum of three subjects 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. However a Department shall be free to arrange any additional courses for its students during this term.

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 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

### **6.0 Evaluation Process**

The current practice of evaluation shall be follows:

#### **6.1 In semester (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. In case of ISE, there shall be two such examinations equi-spaced in the semester. For few courses of F.YB.Tech one mid semester examination (MSE) will be conducted in the semester will be based on 50 % of the syllabus for that particular course. In case of S.Y.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.

## **6.2 End Semester Examination (ESE) /End course Examination (ECE)**

This 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

### **6.2.1 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.

## **6.2 Assessment of UG Project**

- i) Evaluation of projects / dissertations shall be conducted as per the schedule approved by the BOE.
- 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 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.

## **6.3 Central assessment**

- i) Assessment for End Semester Examination (ESE) 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.

#### **6.4 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 by DEI in consultation with the Head of Department well in advance of examinations. The schedule contains the details of Paper, dates, venue, valuer, senior expert etc. According to the schedule the students report to the respective venue. If student remains absent for the said date he/she is not entitled to file grievance after the date of paper showing.
- 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) The updated marks of ESE shall be used in the grading process.

#### **6.5 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.

#### **7.0 Tabulation and Declaration of Result:**

Results shall be declared within 15 working days after the last theory/practical examination. Grade card is available online at Institute website after declaration of result. The student needs to login with his/her credentials and he/she cannot use this grade card for official purpose. This facility is used only for getting the information about grades obtained in the examination.

#### **8.0 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, IA and ESE. 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	Grade Points	Description
AA	10	Outstanding
AB	9	Excellent
BB	8	Very good
BC	7	Good
CC	6	Satisfactory
CD	5	Average
DD	4	Marginal
FF	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

### 8.1 The Grading Process

The faculty shall use the marks of ISE, IA and ESE for assigning grades.. The institute follows the system of relative grading. The relative grading has to be set separately for each course as it will vary based on the marks given in each course

- i) The concerned faculty shall use the ISE, IA and ESE 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 grade sheets will be then examined and verified by the Grade Moderation committee.
- iv) The combined system of passing will be followed – a minimum of 40 percent marks to be earned by combining Internal assessment (IA) and theory examination marks.

## 8.2 Performance Indices

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

The SGPA is calculated to two decimal places.

### 8.2.2 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.

### 8.2.3 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.	7.35 and more than 7.35	First Class with Distinction
2.	6.75 or more but less than 7.35	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

### 8.3 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.

### 8.3.1 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) 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.
- b) Letter grade FF in any course implies failure in that course.

**iii) The Transitional Grades NP and XX shall be awarded in the follo**

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

#### **8.4 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.

#### **9.0 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 norm
- iii) A student can seek admission to the first semester of final year B.Tech program in autonomy pattern if and only if he/she has cleared all courses of S.E. and cleared T.E. or eligible to avail ATKT as per SPPU norms.

- 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.
- v) If any student is desirous of converting his / her SPPU mark list into grade card he /she will have to submit request application to the Director through the Dean Academics. Such students will get new grade cards by converting the SPPU marklists. The conversion will be done by the absolute grading system.

Table 5 : Absolute grading system for conversion

Range of marks	Grade
80-100	AA
70-79	AB
60-69	BB
55-59	BC
50-54	CC
45-49	CD
40-44	DD
00-39	FF

## 10.0 Maximum period for completion of B.Tech

- The duration of undergraduate program leading to the B. Tech degree is eight semesters (four years)
- 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
- In any case the student has to complete the programme requirement of 176 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

<b>Year in which the student is entering in to autonomy from SPPU pattern/ Lateral admission</b>	<b>Maximum period in semesters</b>
Second Year	10
Third Year	08
Final Year	04

### **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 or 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 cell (Flying 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 cell shall submit its report and recommendations to the Director / Examination Committee for appropriate actions.
- ii) If the malpractice case is detected, the room invigilator / Flying Squad member will seize the incriminating materials and the answer script(s), and report the same to officer in-charge immediately in the prescribed form.
- iii) When malpractice / use of unfair means is brought to the notice of the officer 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 valuation centre along with other answer script 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 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 detest 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 but enter them in a separate list which shall be enclosed in a sealed cover and forwarded to the controller of Examinations.

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

This matter shall be placed before the Examination Committee. The Examination Committee shall get the question paper examined by the Chairman, BOS concerned. On the report of the Chairman, BOS, Examination Committee 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 College shall cancel the examination of a course on the leakage of a question paper. The College shall take the examination of this course 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 Officer-in-Charge shall provide at his level 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 Officer-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



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

**Examination Rules and Regulation**  
**B.Tech Programme**  
**2018-19**

Prepared by	Verified by
	
Deputy Controller of Examinations	Controller of Examinations

## **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.
- A semester long course will also be conducted. It will have one mid semester examination, midway in each semester and an End semester examination at the end of the semester.

#### **4.0 Course Registration**

- i) Each student shall be required to register for the course at the commencement of each semester on the date notified in the academic calendar.
- ii) 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.
- iii) Each student shall fulfill the following conditions at the time of registration for course work in any semester:
  - a) 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.
  - b) 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.

- c) 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  $\geq 5.5$

**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	$[(20/21)+9] = 29/30$

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 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

- iv) Detained students will be able to register for odd courses in odd semester and even course in even semester only. Exceptions may be 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.

### **8.2.1 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) A separate passing system will be followed viz for earning the credits of each course (passing the course) it is mandatory to score 40 percent marks in Internal assessment as well as the written examinations separately.

There will be separate passing heads for theory courses and the corresponding laboratory courses.

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 equivalent grade points are listed in the table.

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

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 : 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.

**iv) 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.
- d) 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 : Maximum period for completion of B.Tech Degree

<b>Year in which the student is entering in to autonomy from SPPU pattern/ Lateral admission</b>	<b>Maximum period in semesters</b>
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 inquiry, 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 Senior Supervisor 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) Satisfied minimum academic requirements.
- ii) Satisfied all requirement specified by the concerned department; if any.
- iii) Satisfied all requirements specified by the Academic Council and/or ordinances.
- iv) Paid all the dues to the institute.
- v) No pending case of indiscipline.

The degree awarding authority is the Savitribai Phule Pune University. The students will apply to the SPPU for their degree certificates on successful completion of the four years of the Bachelor of Technology. The student must have earned the prescribed number of credits to be eligible for the B.Tech degree.

The degree certificates will be prepared by the Savitribai Phule Pune University. The degree certificate will be distributed to the concerned students from the Institution.

## **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

An Autonomous institute affiliated to Savitribhai Phule Pune University, Pune

**Examination Rules and Regulation**

**B.Tech Programme**

**2019-2020**

Prepared by	Verified by
	
Deputy Controller of Examinations	Controller of Examinations

## **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 also in line with the Savitribai Phule Pune University.
- These rules and Regulations are applicable to students enrolling for the B.Tech degree programmes at MITAOE under the autonomous pattern 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. The flow of the examination system starting from registration for courses to result generation is highlighted in the Figure 1.

### **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, mid-semester examinations and End Semester examinations. There shall be assessment of all the students attending a course

### **3.1.1 Continuous Internal Assessment (CIA)**

- Mid-semester Examination (MSE) : The MSE shall be based on fifty percent of the curriculum of the course. The mode of conduct of MSE will be announced by the course faculty at the beginning of the course.
- 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 IA together with their weightages at the beginning of the semester.
- End-semester Examination : The ESE will be based on the entire syllabus and will be conducted at the end of the semester

## **4. Course Registration**

- i) Each student shall be required to register for the course at the commencement of each semester on the date notified in the academic calendar.
- ii) 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.
- iii) Each student shall fulfill the following conditions at the time of registration for course work in any semester:
  - a) 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.

- b) 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.
- c) 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  $CGPA \geq 6.0$

#### 4.1 Rules for registration

**4.1.1 Registration for** courses with effect from academic year 2019-20 including the students from SPPU pattern who are being absorbed into the autonomous system (as per Chairman, Academic council) are given below in Table I.

The students seeking admission to higher classes will be allowed to register 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 backlog/dropped/detained courses and then remaining credits of the regular year. 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 appeared First/ Second / Third Year Engineering in Savitribai Phule Pune University will be allowed to register for courses under autonomy. These

students can register only for those courses which are offered during the current semester. The above students will have to pass all the backlog courses in the SPPU Pattern itself.

## **4.2 Exceptions**

- i) Credits can be transferred from the other universities/Institutes where student can go and pursue some courses/internship
- 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 grade card is also based on their scores from second Year onwards. Direct Second year students require 122 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 122 credits at MITAOE to graduate. Similarly a second year failed student who will join autonomy in the third year will have to earn 80 credits at MITAOE to graduate and students joining autonomy in the final year BTECH will have to earn 39 credits in the autonomous pattern. The remaining credits earned by the above students at SPPU will be integrated with the credits earned under autonomous pattern and CGPA will be calculated accordingly.

## **5 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. 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

iii) 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. 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. 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. Evaluation Process**

The evaluation is as follows:

### **8.1 In semester examination (ISE)**

This examination shall be conducted centrally in the scheduled week and the evaluated papers shall be shown to the students within six to seven working days. The ISE will be based on 50 % of the syllabus for a particular course.

## **8.2 End Semester Examination (ESE)**

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 as per the examination scheme decided by the Board of Studies.

### **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.

### **8.2.1 Assessment of UG Project**

- i) Evaluation of projects / dissertations shall be conducted as per the declared schedule.
- 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 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) Each BOS chairman will submit panel of examiners for all the courses under the particular board. The panel will include i) chairman for the course ii) moderators and iii) members.
- v) The Chairman of each course will be expected to conduct a meeting of the course team before commencement of the assessment of answer sheets for respective courses
- vi) The minutes of the meeting, thus conducted, will have to be submitted to the office of the Controller of Examinations. The assessment of the question paper shall also be done and errors if any shall be minuted along with corrective actions.
- vii) 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 in case of 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 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 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) A separate passing system will be followed viz for earning the credits of each course (passing the course) it is mandatory to score 40 percent marks in Internal assessment as well as the written examinations separately.

There will be separate passing heads for theory courses and the corresponding laboratory courses.

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

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 (Permitted to repeat ESE)

The grading System

- v) 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 10.2.

### 10.1 The Grading Process

The marks of the ISE, IA and ESE will be used 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.

- i) The grades will then be assigned to each student.
- ii) 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).

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

The conversion of CGPA into percentage of marks be calculated as per the following formulae

$$\% \text{ of Marks} = (\text{CGPA} - 0.75) \times 10$$



### **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.

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) 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.

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

#### **10.4 Promotion Criteria**

The revised promotion criteria effective from academic year 2019- 2020

- i) Students seeking admission to second year B.Tech in Academic year 2019 – 2020 should have earned minimum of 50% credits of First year B.Tech.
- ii) Students seeking admission to Third Year B.Tech in Academic year 2019 – 2020 should have earned minimum 50% credits of second year B.Tech and 100% credits of First year B.Tech.
- iii) Students seeking admission to Final Year B.Tech in Academic year 2019 2020 should have earned minimum 50% credits of the third year B.Tech and 100% credits of First Year and Second year B.Tech.

#### **10.5 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 Absorption of students from SP Pune University pattern into Autonomy pattern**

- i) A student can enter into autonomy pattern of MITAOE if he/she has cleared the courses in the SPPU pattern or is eligible to avail ATKT as per SPPU norms. The courses that a student has not cleared while entering into the autonomy pattern will have to be cleared in the SPPU pattern itself.
- ii) 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. 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 164 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.

Maximum period for completion of B.Tech Degree

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

### **13 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.

### **13.1 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.

### **13.2 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 inquiry, 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.

### **13.3 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).

### **13.4 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.

#### **13.4.1 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.

#### **13.4.2 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.

#### **13.4.3 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 Examination-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.

#### **14 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.

### **15 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.

### **16 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.

### **17 Awards 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) Satisfied minimum academic requirements.
- ii) Satisfied all requirement specified by the concerned department; if any.
- iii) Satisfied all requirements specified by the Academic Council and/or ordinances.
- iv) Paid all the dues to the institute.
- v) No pending case of indiscipline.

The degree awarding authority is the Savitribai Phule Pune University. The students will apply to the SPPU for their degree certificates on successful completion of the four years of the Bachelor of Technology. The student must have earned the prescribed number of credits to be eligible for the B.Tech degree.

The degree certificates will be prepared by the Savitribai Phule Pune University. The degree certificates will be distributed to the concerned students from the Institution.

## **18 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.

## **19 Terminations from the Program**

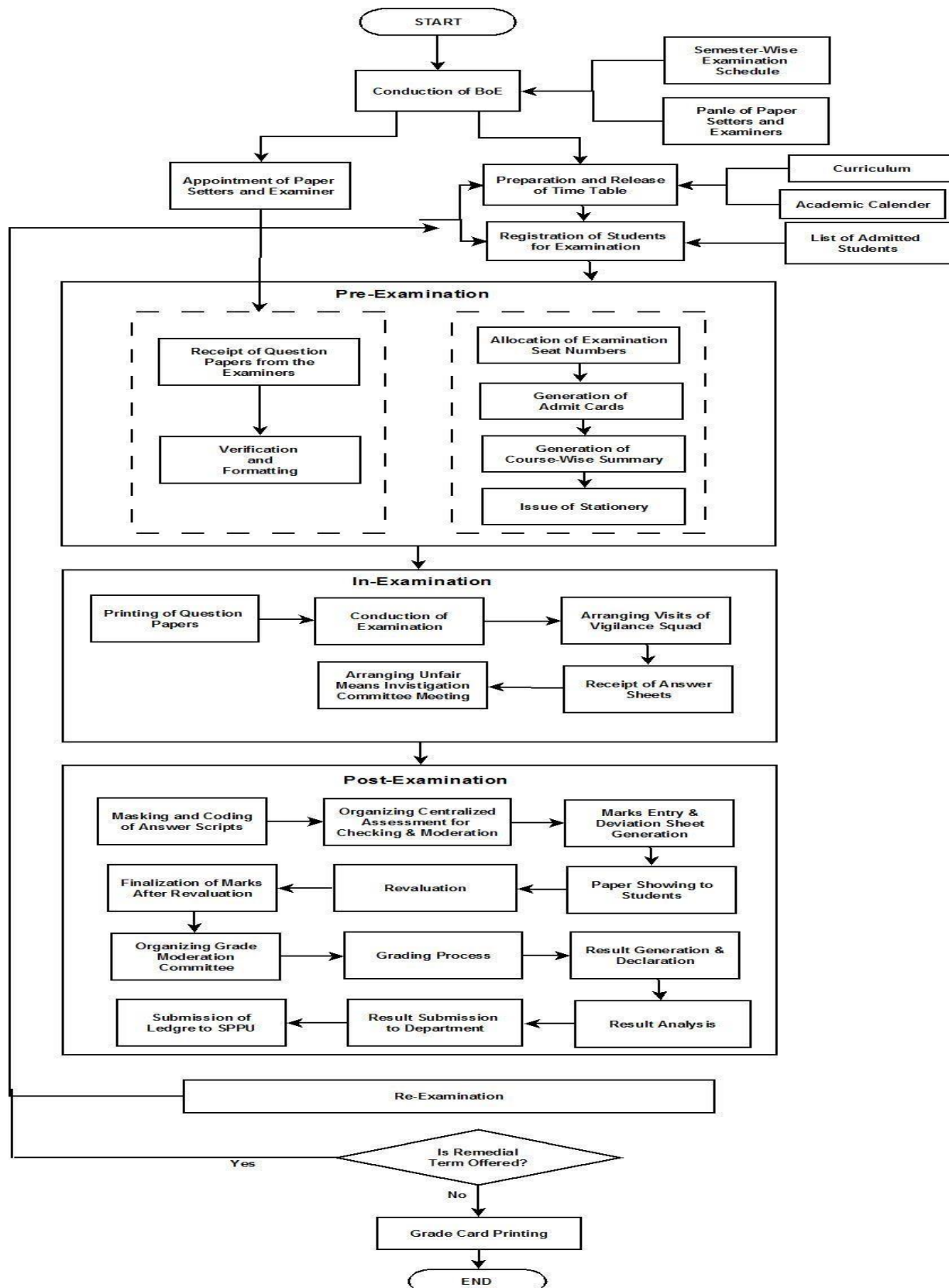
The admission of a student to the UG program may be terminated and the student may be asked to leave the institution in the following circumstances:

- 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.

## **20 Interpretations 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

**FIGURE 1 EXAMINATION FLOW DIAGRAM**





**MIT**

Academy of  
Engineering

An Autonomous institute affiliated to Savitribhai Phule Pune University, Pune

## Examination Rules and Regulation

### B.Tech Programme

Prepared by	Verified by
	
Deputy Controller of Examinations	Controller of Examinations

## **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 also in line with the SPPU.
- 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, open ended assignments, mid-semester examinations and End Semester examinations. There shall be assessment of all the students attending a course

#### **3.1.1 Continuous Assessment**

- **Mid-semester Examination (MSE):** The MSE shall be based on fifty percent of the curriculum of the course. The mode of conduct of MSE will be announced by the course faculty at the beginning of the course. It will be conducted approximately after five weeks from commencement of the term. A component of Open ended assignment (OEA) is added to the MSE. The OEA will have a weightage of 10 marks for First year BTech and 15 marks for the second, third and final year B.Tech.
- **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 IA together with their weightages at the beginning of the semester.
- **End-semester Examination:** The ESE will be based on remaining fifty percent of the syllabus and will be conducted at the end of the semester. Open ended assignment component is also added to the ESE. The weightages would be same as that for the MSE.
- The combined passing system would be followed for the current academic year on account of the pandemic situation.

#### **4. Course Registration**

- Each student shall be required to register for the course at the commencement of each semester.
- 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

##### **4.1 Rules for registration**

**4.1.1 Registration for** courses with effect from academic year 2019-20 including the students from SPPU pattern who are being absorbed into the autonomous system (as per Chairman, Academic council) are given below

Students who have appeared First/ Second / Third Year Engineering in Savitribai Phule Pune University will be allowed to register for courses under autonomy. These students can register only for those courses which are offered during the current semester. The above students will have to pass all the backlog courses in the SPPU Pattern itself and will have to follow the ATKT rules of the university.

## **4.2 Exceptions**

- i) Credits can be transferred from the other universities/Institutes where student can go and pursue some courses/internship
- 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 grade card is also based on their scores from second Year onwards. Direct Second year students require 122 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 122 credits at MITAOE to graduate. Similarly a second year failed student who will join autonomy in the third year will have to earn 80 credits at MITAOE to graduate and students joining autonomy in the final year BTECH will have to earn 39 credits in the autonomous pattern. The remaining credits earned by the above students at SPPU will be integrated with the credits earned under autonomous pattern and CGPA will be calculated accordingly.

## **5 Re-examination :**

- i) ESE shall be conducted for a particular course only once in a semester but to give a chance to the failed students, a re-examination will be conducted.
- ii) Re-examination for end semester 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 50 marks, open ended assignment of 20



marks will also be conducted and the scores of the Internal Assessment (IA) will be carried forward. For First year B.Tech the re-examination will again be of 50 marks, open ended assignment of 10 marks will also be conducted 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. 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 may be considered at the discretion of the Academic Council.

## **7. Remedial Term**

i) A supplementary or remedial term shall be conducted during the summer months (after the even semester) for backlog courses. A student will be allowed to register for a maximum of five courses in a remedial term. In the current academic year (due to the prevailing situation) each student is allowed to register for five theory and additionally an equal number of practical courses.

ii) The academic activity in the remedial term will be for approximately 3 to 4 weeks. It shall also be necessary to fulfill requirements of Continuous Internal Evaluation for all the courses like that in a regular semester.

iii) 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.

iv) 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. Evaluation Process**

The evaluation is as follows:

### **8.1 Mid semester examination (MSE)**

This examination shall be conducted centrally in the scheduled week and the evaluated papers shall be shown to the students within six to seven working days. The MSE will be based on 50 % of the syllabus for a particular course.

## **8.2 End Semester Examination (ESE)**

The End Semester examination shall be conducted after completion of the semester for which the dates are given in the Academic Calendar. The evaluated papers shall be shown to the students within six to seven working days. The ESE will be based on 50 % of the syllabus for a particular course.

### **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 Coordinator / 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 declared schedule.
- 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 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) Each BOS chairman will submit panel of examiners for all the courses under the particular board. The panel will include i) chairman for the course ii) moderators and iii) members.
- v) The Chairman of each course will be expected to conduct a meeting of the course team before commencement of the assessment of answer sheets for respective courses
- vi) The minutes of the meeting, thus conducted, will have to be submitted to the office of the Controller of Examinations. The assessment of the question paper shall also be done and errors if any shall be minuted along with corrective actions.
- vii) 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) After the evaluation of answer sheets the students are shown the marks. 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) Students can fill up the verification forms in case of 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.
- 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 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 The Grading System**

- i) For every course taken by a student he/she is assigned a grade based on his/her performance in all the assessments including ISE, IA and ESE. 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 below

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 (Permitted to repeat ESE)
PP		-	Completed the Audit course successfully
NN		-	Not completed the audit course

### The grading System

- iv) 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 10.2.

#### 10.1 The Grading Process

The marks of the MSE, IA and ESE will be used 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.

- i) The grades will then be assigned to each student.
- ii) 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 Computation of CGPA

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).

The conversion of CGPA into percentage of marks be calculated as per the following formula

$$\% \text{ of Marks} = (\text{CGPA} - 0.75) * 10$$

### **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) An Examination moderation committee shall be appointed by the respective Deans. This committee shall be responsible for grade moderation.
- iv) The course in-charge, course faculty and Examination 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:**

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;
- c. 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.

**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)** 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.

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

**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 or 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.

## **10.5 Exceptional Cases**

### **10.5.1 Students with disabilities**

As per the directives of the Government of Maharashtra GR 2016 / 302 dated 4 March 2017- the assessment and evaluation of the specially abled students (Divyang) must be done in a manner different from the other students. A list of twenty one special needs have been listed. These specially abled students shall be allowed certain concessions in the examinations- namely provision of extra time for the duration of examination, facility of a writer and provision for award of additional grace marks and other facilities that are listed in the above mentioned GR.

#### **10.5.1.2 Special Provision of Amanuensis/Writer**

- i) The departmental exam coordinator shall help in the arrangement for the facility of amanuensis / writer to the visually challenged examinee or any examinee who is temporarily

incapacitated due to an accident or mishap, with extra time of half an hour to one hour 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 coordinator 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.

#### **10.5.2 Grant of additional marks for extra curricular activities**

As per Ordinance 163 of Savitribai Phule Pune University (Circular 75 of 2015) additional marks may be granted to a candidate appearing for the university examination, as an incentive for participation in National Service Scheme (NSS). A maximum of 15 marks may be granted to the candidate who has enrolled in NSS in the academic year and has completed the requirements laid out for the same.

### **11. Absorption of students from SP Pune University pattern into Autonomy pattern**

i) A student can enter into autonomy pattern of MITAOE if he/she has cleared the courses in the SPPU pattern or is eligible to avail ATKT as per SPPU norms. The courses that a student has not cleared while entering into the autonomy pattern will have to be cleared in the SPPU pattern itself.

ii) 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. The credits earned by the above students at SPPU will be integrated with the credits earned under autonomous pattern and CGPA will be calculated accordingly.

## **12. Maximum period for completion of B.Tech**

- b) 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 164 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.

## **13 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) 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.
- xv) 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.

### **13.1 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.

### **13.2 Procedure For Imposing Penalties & Punishments**

- i) Examination Sub-committee (Unfair means Investigation committee), consisting of the Controller of Examinations (COE) 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 inquiry, 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 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.

### **13.3 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).

### **13.4 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.

#### **13.4.1 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.

#### **13.4.2 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.

#### **14 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.

#### **15 Issue of Transcript**

Candidates can apply for transcripts by submitting application (by email ) & photocopies of the grade sheets, name of the University where he/she wish to apply and prescribed fees.

#### **16 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.

#### **17 Awards of Degree and Degree Certificate**

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

- i) 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.
- 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 student will be required to apply for the degree certificate on the Savitribai Phule Pune university website. The degree certificates will be distributed from the Institution office after receiving them from the Savitribai Phule Pune University. The university may also dispatch the degree certificate by post to individual students.

## **18 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.

## **19 Terminations from the Program**

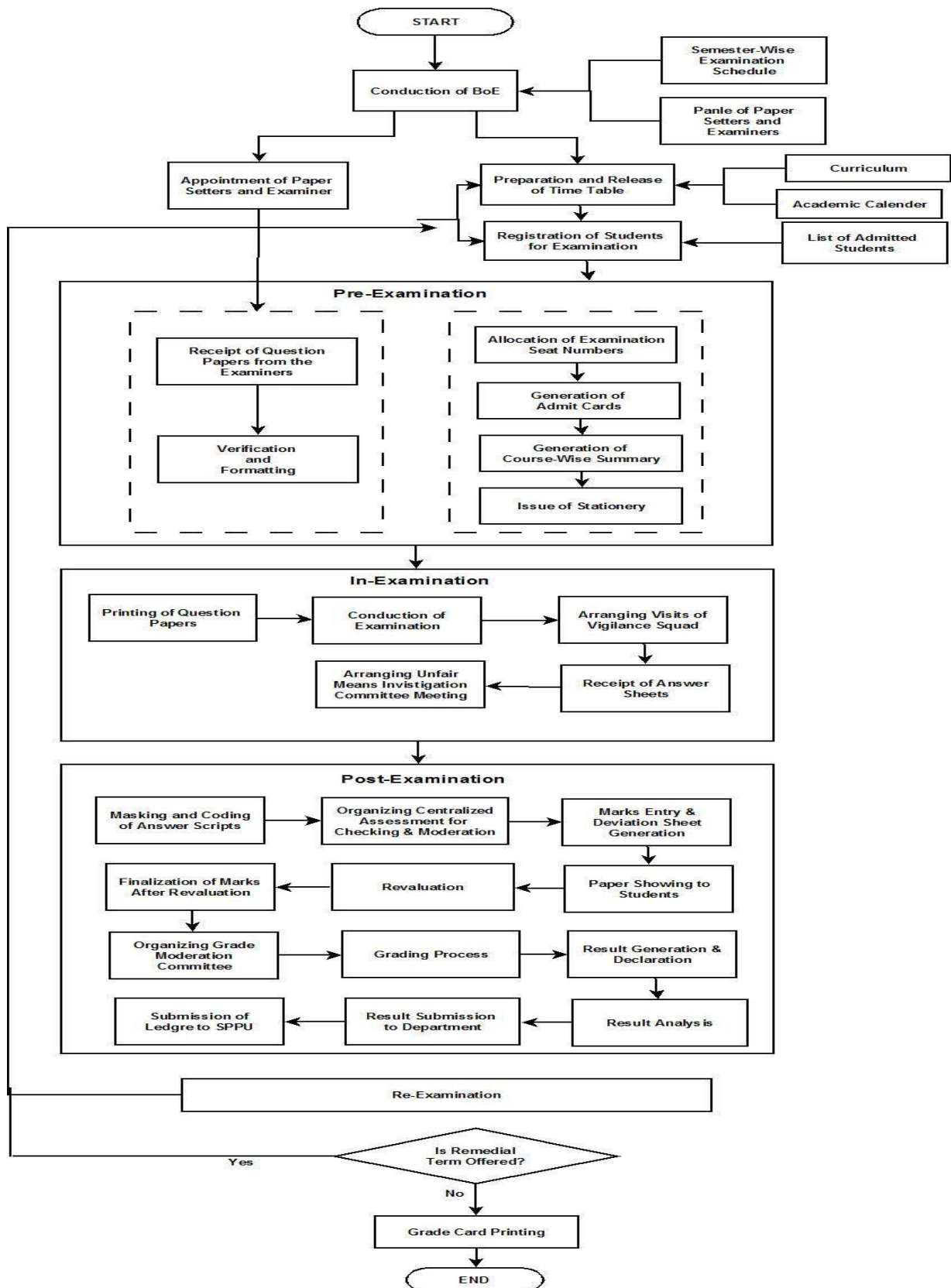
The admission of a student to the UG program may be terminated and the student may be asked to leave the institution in the following circumstances:

- 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.

## **20 Interpretations 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

FIGURE 1 EXAM FLOW CHART





**MIT**

Academy of  
Engineering

An Autonomous institute affiliated to Savitribhai Phule Pune University, Pune

## Examination Rules and Regulation

### B.Tech Programme

Prepared by	Verified by
	
Deputy Controller of Examinations	Controller of Examinations

## **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 also in line with the SPPU.
- 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. The flow of the examination system starting from registration for courses to result generation is highlighted in the Figure 1.

### **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, mid-semester examinations and End Semester examinations. There shall be assessment of all the students attending a course

### **3.1.1 Continuous Internal Assessment (CIA)**

- Mid-semester Examination (MSE): The MSE shall be based on fifty percent of the curriculum of the course. The mode of conduct of MSE will be announced by the course faculty at the beginning of the course. It will be conducted approximately after five weeks from commencement of the term
- 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 IA together with their weightages at the beginning of the semester.
- End-semester Examination : The ESE will be based on remaining fifty percent of the syllabus and will be conducted at the end of the semester

## **4. Course Registration**

- i) Each student shall be required to register for the course at the commencement of each semester.
- ii) 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.
- iii) Each student shall fulfill the following conditions at the time of registration for course work in any semester:
  - a) 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.
  - b) 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.

### **4.1 Rules for registration**

**4.1.1 Registration for** courses with effect from academic year 2019-20 including the students from SPPU pattern who are being absorbed into the autonomous system (as per Chairman, Academic council) are given below

Students who have appeared First/ Second / Third Year Engineering in Savitribai Phule Pune University will be allowed to register for courses under autonomy. These students can register only for those courses which are offered during the current semester. The above students will have to pass all the backlog courses in the SPPU Pattern itself and will have to follow the ATKT rules of the university.

## **4.2 Exceptions**

- i) Credits can be transferred from the other universities/Institutes where student can go and pursue some courses/internship
- 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 grade card is also based on their scores from second Year onwards. Direct Second year students require 122 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 122 credits at MITAOE to graduate. Similarly a second year failed student who will join autonomy in the third year will have to earn 80 credits at MITAOE to graduate and students joining autonomy in the final year BTECH will have to earn 39 credits in the autonomous pattern. The remaining credits earned by the above students at SPPU will be integrated with the credits earned under autonomous pattern and CGPA will be calculated accordingly.

## **4 Re-examination :**

- i) ESE shall be conducted for a particular course only once in a semester but to give a chance to the failed students, a re-examination will be conducted.
- ii) Re-examination for end semester 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 50 marks, open ended assignment of 20 marks will also be conducted and the scores of the Internal Assessment (IA) will be carried

forward. For First year B.Tech the re-examination will again be of 50 marks, open ended assignment of 20 marks will also be conducted 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. 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 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. Remedial Term**

i) A supplementary or remedial term shall be conducted during the summer months (after the even semester examinations) 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.

iii) The academic activity in the remedial term will be for approximately 3 to 4 weeks. 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. Evaluation Process**

The evaluation is as follows:

### **8.1 Mid semester examination (MSE)**



This examination shall be conducted centrally in the scheduled week and the evaluated papers shall be shown to the students within six to seven working days. The MSE will be based on 50 percent of the syllabus for a particular course. An open ended assignment will also be conducted as a part of the mid semester examination.

## **8.2 End Semester Examination (ESE)**

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 as per the examination scheme decided by the Board of Studies. The end semester examination will be based on three units of the syllabus (remaining 50 percent) for each course.

The combined passing system will be followed for the current academic year. The students will be declared passed if they score a minimum of 40 percent marks by combining the IA and the theory examination marks (MSE and ESE).

### **8.2.1 Conduct of End Semester Theory Examination/Practical Examination / Presentations/ Orals**

- i) A senior supervisor will be appointed for conduction of the theory examinations (both mid semester, end semester and re-examinations). The senior supervisor will conduct all the examinations across the institute. The senior supervisor and his team will be appointed from each department by rotation to conduct all the examinations in one semester.
- ii) 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.
- iii) The Departmental Examination Coordinator / 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 declared schedule.
- 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 shall be done centrally when the offline examinations are conducted.
- 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) Each BOS chairman will submit panel of examiners for all the courses under the particular board. The panel will include i) chairman for the course ii) moderators and iii) members.
- v) The Chairman of each course will be expected to conduct a meeting of the course team before commencement of the assessment of answer sheets for respective courses
- vi) The minutes of the meeting, thus conducted, will have to be submitted to the office of the Controller of Examinations. The assessment of the question paper shall also be done and errors if any shall be minuted along with corrective actions.
- vii) 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 in case of 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 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 The Grading System**

- i) The absolute grading system is followed, where the marks earned by the students are converted into grades as indicated in the table below.

For every course taken by a student he/she is assigned a grade based on his/her performance in all the assessments including ISE, IA and ESE. 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 below.

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 (Permitted to repeat ESE)
PP		-	Completed the Audit course successfully
NN		-	Not completed the audit course

The

grading System

iv) 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 10.2.

## 10.1 The Grading Process

The marks of the ISE, IA and ESE will be used 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.

- i) The grades will then be assigned to each student.
- ii) 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 Computation of CGPA

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).

The conversion of CGPA into percentage of marks be calculated as per the following formula

$$\% \text{ of Marks} = (CGPA - 0.75) * 10$$

### 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:**

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;

c. 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.

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) 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.

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

#### **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.

## **10.5 Exceptional Cases**

### **10.5.1 Students with disabilities**

As per the directives of the Government of Maharashtra GR 2016 / 302 dated 4 March 2017- the assessment and evaluation of the specially abled students (Divyang) must be done in a manner different from the other students. A list of twenty one special needs have been listed. These specially abled students shall be allowed certain concessions in the examinations- namely provision of extra time for the duration of examination, facility of a writer and provision for award of additional grace marks and other facilities that are listed in the above mentioned GR.

#### **10.5.1.2 Special Provision of Amanuensis/Writer**

- i) The departmental exam coordinator shall help in the arrangement for the facility of amanuensis/writer to the visually challenged examinee or any examinee who is temporarily incapacitated due to an accident or mishap, with extra time of half an hour to one hour 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 coordinator 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.

### **10.5.2 Grant of additional marks for extra curricular activities**

As per Ordinance 163 of Savitribai Phule Pune University (Circular 75 of 2015) additional marks may be granted to a candidate appearing for the university examination, as an incentive for participation in National Service Scheme (NSS). A maximum of 15 marks

may be granted to the candidate who has enrolled in NSS in the academic year and has completed the requirements laid out for the same.

### **11. Absorption of students from SP Pune University pattern into Autonomy pattern**

- i) A student can enter into autonomy pattern of MITAOE if he/she has cleared the courses in the SPPU pattern or is eligible to avail ATKT as per SPPU norms. The courses that a student has not cleared while entering into the autonomy pattern will have to be cleared in the SPPU pattern itself.
- ii) 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. The credits earned by the above students at SPPU will be integrated with the credits earned under autonomous pattern and CGPA will be calculated accordingly.

### **12. 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 164 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.

### **13. 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) 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.

- xv) 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.

### **13.1 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.

### **13.2 Procedure For Imposing Penalties & Punishments**

- i) Examination Sub-committee (Unfair means Investigation committee), consisting of the Controller of Examinations (COE) 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.

### **13.3 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).

### **13.4 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.

#### **13.4.1 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.

#### **13.4.2 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.

#### **14 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.

#### **15 Issue of Transcript**

Candidates can apply for transcripts by submitting application (by email ) & photocopies of the grade sheets, name of the University where he/she wish to apply and prescribed fees.

#### **16. 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.

#### **17 Awards of Degree and Degree Certificate**

After successful completion of the program at the Institution, the student will be eligible for award of degree by Savitribai Phule Pune University. 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 student will be required to apply for the degree certificate on the Savitribai Phule Pune university website. The degree certificates will be distributed from the Institution office after receiving them from the Savitribai Phule Pune University. The university may also dispatch the degree certificate by post to individual students.

## **18 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.

## **19 Terminations 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:

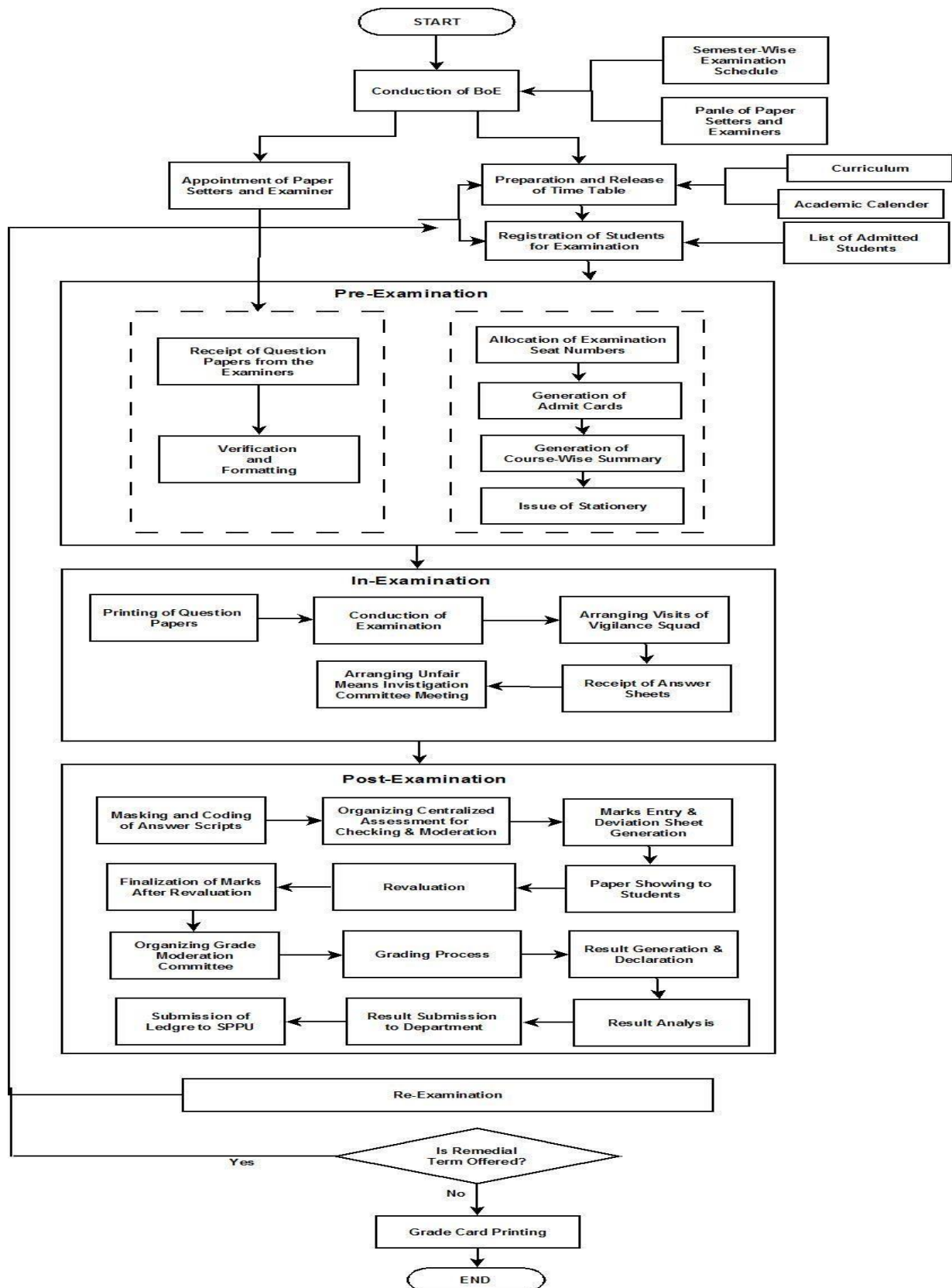
- i) The student fails to satisfy the requirements of the program within the maximum period stipulated for that program.
- ii) The student fails to satisfy the norms of discipline specified by the Institution from time to time.

## **20 Interpretations 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



**FIGURE 1 EXAM FLOW CHART**



## AMCAT Aspiring Mind Online Platform for conduct of MSE and ESE examination and tests of placement Activity

The screenshot shows the AMCAT Aspiring Mind Online Platform dashboard for a recruiter. The browser tabs include 'Inbox (30) - jhmungase@comp...', '21-22 Sem 8 with SLIP Student', 'Marks Entry', 'AMCAT - Recruiter interface', and 'Google'. The address bar shows the URL 'https://employer.aspiringminds.com/dashboard'.

The dashboard features a green header with 'Account Summary' and 'MIT AOE' links, and a user profile icon. A left sidebar contains navigation options: 'Assessments' (with sub-options 'Create Assessment' and 'My Assessments'), 'Video Assessments', 'Authoring Tool', 'User Management', and 'Live Proctoring'.

The main 'Dashboard' section includes a filter for 'User: MIT AOE' and date ranges 'From: 08-06-2022' to 'To: 08-07-2022'. It displays six key metrics in colored boxes:

- 2002 SCHEDULED
- 1858 COMPLETED
- 725 STRONG CONSIDER
- 1 IN PROGRESS
- 143 EXPIRED
- 0 PENDING

A central banner for 'Analytical Skills' describes it as an 'Adaptive test to evaluate analytic skills and predict success'. To the right, a video player for 'SHL The SHL Talent Acquisition...' is shown with a 'SCHEDULE DEMO' button.

Below the metrics is a 'Create new assessments' section with a search bar for keywords like 'Sales, Software Engineer, English'. At the bottom, the 'Assessments Statistics' section shows a legend for 'Scheduled' (red dot) and 'Completed' (blue dot), with a 'View' toggle set to 'Week'.

The Windows taskbar at the bottom shows the search bar, task view, and various application icons, along with system information: 24°C, Light rain, 10:19, and 08-07-2022.

Inbox (30) - jhmungase@comp

21-22 Sem 8 with SLIP Student

Marks Entry

AMCAT - Recruiter interface

Google

← → ↺ https://employer.aspiringminds.com/test/list?assessmentSearch=&selectedPage=0&searchType=0&orderBy=-1&testStatus=0&statusType=0 ☆

Account Summary MIT AOE

Assessments

Create Assessment

My Assessments

Video Assessments

Authoring Tool

User Management

Live Proctoring

## My Assessments

Assessment Name

My Assessments

SEARCH

Sort By No Sorting Applied

View all candidates

ET221 : Electronic Devices & Circuits SY Regular January 2022	178	170	170	0			
ME232T_Thermal Engineering_ESE_SY Regular January 2022	132	127	127	0			
CV204T: Geotechnical Engineering_ESE_2021-2022	42	41	41	0			
ET223 : Signals and Systems SY Regular January 2022_Version 1	170	168	0	0			
CS221T_Data_structure_DSY_MSE_2021-22	32	28	28	0			

Type here to search

24°C Light rain

10:21 08-07-2022



Inbox (30) - jhmungase@co

21-22 Sem 8 with SLIP Stud

Marks Entry

AMCAT - Recruiter interface

AMCAT - Recruiter interface

Google

← → ↻

https://employer.aspiringminds.com/test/grading?data=eyJzZWxlY3RlZlE1vZHVzZSI6Ijc3OTgxlidGVzdEEljoIMTYxMzg4NCIsImVudGVydmld2Vyljc

☆

⌵

Account Summary

MIT AOE

Assessments

Create Assessment

My Assessments

Video Assessments

Authoring Tool

User Management

Live Proctoring

Evaluate Candidates: ET221 : Electronic Devices ...

View As

Candidate's name: Anand mukund

AMCAT ID: 293061394560076

Test Name : ET221 : Electronic Devices & Circuits SY Regular January 2022

Question

23. ET221 : Electronic Devices & Circuits SY Regular January 2022

The input impedance with feedback for a voltage-series feedback having open loop voltage gain  $A = -100$ , input resistance  $R_i = 15\text{ k}\Omega$ , output resistance  $R_o = 20\text{ k}\Omega$  and a feedback of  $\beta = -0.25$  is \_\_\_\_\_

[VIEW MORE](#)

Candidate's response

390

Expected Response

390 K ohm

Scorecard

Total Score

2 / 2

Comment

Type here to search

24°C Light rain 10:24 08-07-2022

Create Assessment

My Assessments

Video Assessments

Authoring Tool

User Management

Live Proctoring

Last updated on : 2022-07-08 10:23:10

Search by :

☒ EMAIL ID

☐ AMCAT ID

☐ Name

☐ Tags

Enter EMAIL ID

SEARCH

Select Scheduling Type :

☒ Candidate Login

☐ Common Login

Reports

Excel

Actions

Reports

Schedule Date: 175 days

Status: 1

Status Key

Status	Name & AMCAT ID	Contact	Test Scores	Expiry date	Action
<input type="checkbox"/> <input checked="" type="radio"/>	Yash Bhangale 293061394296124	yash.bhangale@mitaoe.ac...	ET221 : Electronic Devices & Circuits...	2022-01-17 18:00:00	
<input type="checkbox"/> <input checked="" type="radio"/>	Aditya Kumbhar 293061394757897	aditya.kumbhar@mitaoe.ac...	ET221 : Electronic Devices & Circuits... 55	2022-01-17 18:00:00	
<input type="checkbox"/> <input checked="" type="radio"/>	Vaishnav Katre 293061394249192	vaishnav.katre@mitaoe.ac...	ET221 : Electronic Devices & Circuits... 115.33	2022-01-17 18:00:00	
<input type="checkbox"/> <input checked="" type="radio"/>	Abdul Uman 293061394083975	abdul.uman@mitaoe.ac.in	ET221 : Electronic Devices & Circuits... 105.57	2022-01-17 18:00:00	

21-22 Sem 8 with SLIP Student

Marks Entry

AMCAT - Recruiter interface

Google

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24°C Light rain 10:24 08-07-2022



# MIT Academy of Engineering, Alandi(D.), Pune

## In-House ERP – Examination Section

### Course Information

Course Info | ERP

Not secure 172.168.0.18/public/course\_info.php

Search... Dashboard Settings Profile Help

ERP

Course Information

Table of Subjects

Semester	Program	Class	Year	Department	Subject ID	Type	Subject Name	Credits
1	BTECH	FY BTECH	2016	FY.BTech	AS101T	Theory	Mathematics - I	4
1	BTECH	FY BTECH	2016	FY.BTech	AS101U	Tutorial	Mathematics - I	1
1	BTECH	FY BTECH	2016	FY.BTech	AS102L	Practical	Physics	1
1	BTECH	FY BTECH	2016	FY.BTech	AS102T	Theory	Physics	3
1	BTECH	FY BTECH	2016	FY.BTech	AS103L	Practical	Chemistry	1
1	BTECH	FY BTECH	2016	FY.BTech	AS103T	Theory	Chemistry	3
1	BTECH	FY BTECH	2016	FY.BTech	CV101L	Practical	Applied Mechanics	1
1	BTECH	FY BTECH	2016	FY.BTech	CV101T	Theory	Applied Mechanics	5
1	BTECH	FY BTECH	2016	FY.BTech	EK101L	Practical	Electrical and Electronics Engineering	1
1	BTECH	FY BTECH	2016	FY.BTech	EK101T	Theory	Electrical and Electronics Engineering	5
1	BTECH	FY BTECH	2016	FY.BTech	HP101L	Practical	Language and Communication - I	1
1	BTECH	FY BTECH	2016	FY.BTech	HP101T	Theory	Language and Communication - I	1
1	BTECH	FY BTECH	2016	FY.BTech	IT101L	Practical	Computer Programming	2
1	BTECH	FY BTECH	2016	FY.BTech	IT101T	Theory	Computer Programming	2
1	BTECH	FY BTECH	2016	FY.BTech	ME101L	Practical	Engineering Graphics	2
1	BTECH	FY BTECH	2016	FY.BTech	ME101T	Theory	Engineering Graphics	2
1	BTECH	FY BTECH	2016	FY.BTech	ME102L	Practical	Experimental Tools and Techniques	1
1	BTECH	FY BTECH	2016	FY.BTech	ME103L	Practical	Design Thinking	1
1	MTECH	FY MTECH	2016	FY MTECH	AS501	Theory	Computing and Higher Mathematics	4

### Student Information

Student Info | ERP

Not secure 172.168.0.18/public/student\_info.php

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ERP

Student Information

Table of students

PRN	Name	Mother Name	Date Of Birth	Gender	Program Class	Mobile	Department Block
0120160010	RAKESH S PATIL	INDUMATI PATIL	1998-04-06	Male		9565759726	Computer Engineering B4
0120160011	REKHAR ASHUTOSH SUNIL	SANDEEPA	1899-11-30	Male	BTECH	9784667493	Electronics Engineering B1
0120160012	IMALI SURAJ RAMESH	SHAILIJA	1999-02-09	Male		7057291977	Mechanical Engineering B5
0120160013	KHARAT NAYAN PRAKASH	REKHA	1997-11-26	Male		9922915345	Chemical Engineering B2
0120160014	MADGE SHIVETA SHASHANK	SURBICHA	1997-09-12	Female		9552952477	Information Technology Engineering B5
0120160015	SONAWALE FRITEE MAHENDRA	MANISHA	1999-04-02	Female		7709173156	Civil Engineering B2
0120160016	AJAY YADAV	NIRMALA	1899-11-30	Male		8956559496	Computer Engineering B3
0120160017	KALE SURAJ BABU	SHAMAL	1899-11-30	Male		7387602469	Chemical Engineering B1
0120160018	MASKE NILESH ANIL	SWATI	1999-01-07	Male		7756871331	Mechanical Engineering B5
0120160019	KHARE SURAJ ANIL	SUNITA	1998-06-01	Male		7758002153	Civil Engineering B1

Showing 11 of 5172

Activate Windows  
Go to Settings to activate Windows.





## Seat Number Allocation

Exam Info | ERP x Allocate Seat Numbers Automati x +

Not secure | 172.168.0.18/public/allocate\_seatno\_form.php

ERP Search Dashboard Settings Profile Help

Exams Information  
Course Information  
Student Information  
Reset Student Password  
**Allocate Seat Numbers**  
Allocate Seat Number Manually  
Generate Hallticket  
Generate Student Name List  
Generate Course - Wise Summary  
Reset Examination Form  
Grade Entry

### Allocate Seat Numbers Automatically

**Examination ID:**  
Please Select

**Department:**  
Please Select

**Starting Seat Number:**  
Starting Seat Number

Allocate Seat Numbers

Activate Windows  
Go to Settings to activate Windows

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## Hall Ticket Generation

Exam Info | ERP x Generate Hall Ticket | Examina x +

Not secure | 172.168.0.18/public/generate\_hallticket\_form.php

ERP Search Dashboard Settings Profile Help

Exams Information  
Course Information  
Student Information  
Reset Student Password  
Allocate Seat Numbers  
Allocate Seat Number Manually  
**Generate Hallticket**  
Generate Student Name List  
Generate Course - Wise Summary  
Reset Examination Form  
Grade Entry

### Generate Hallticket

**Program**  
Please Select

**Exam Id**  
Please Select

**Department**  
Please Select

**Semester**  
Please Select

Generate

Activate Windows  
Go to Settings to activate Windows

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Exam Info | ERP x Hall Ticket x +

Not secure | 172.168.0.18/public/generate\_hallticket.php

Set Microsoft Edge as the default application for reading PDF files? Set as default

Draw Read aloud

1 of 69

EXAMINATION: TY BTECH SEMESTER - V 2021 - 2022  
SEAT NO: T213001 PRN NO: 0120190010 YEAR: TY BTECH SEMESTER: V  
STUDENT NAME: ADITYA BALOWRIA  
MOTHER NAME: CHAMPA DEVI  
BRANCH: CIVIL ENGINEERING

COURSE CODE COURSE TYPE COURSE NAME

CS361T	TH	PROJECT MANAGEMENT
CV305L	PR	CONCRETE TECHNOLOGY
CV305T	TH	CONCRETE TECHNOLOGY
CV306L	PR	DRINKING WATER AND SANITARY ENGINEERING
CV306T	TH	DRINKING WATER AND SANITARY ENGINEERING
CV307T	TH	DESIGN OF STEEL STRUCTURES
CV326L	PR	SOLID WASTE MANAGEMENT
CV326T	TH	SOLID WASTE MANAGEMENT
CV342L	PR	SKILL DEVELOPMENT COURSE-2
CV350L	PR	PROJECT DESIGN

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Game

ENG 1:42 PM 4/19/2023

## Student Name list Generation

Exam Info | ERP x Allocate Seat Numbers Automatic x +

Not secure | 172.168.0.18/public/generate\_student\_namelist\_form.php

Search Dashboard Settings Profile Help

ERP

Exams Information  
Course Information  
Student Information  
Reset Student Password  
Allocate Seat Numbers  
Allocate Seat Number Manually  
Generate Hallticket  
Generate Student Name List  
Generate Course - Wise Summary  
Reset Examination Form  
Grade Entry

### Generate Student Namelist

Examination ID:  
TY BTECH SEMESTER - VI 2022 - 2023

Department:  
Civil Engineering

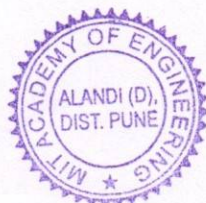
Generate Student Namelist

Activate Windows  
Go to Settings to activate Windows

Type here to search

37°C Sunny

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## Course wise summary generation

ERP

Generate Course - Wise Summary

Program: BTech

Exam Id: TY BTECH SEMESTER - VI 2022 - 2023

Department: Computer Engineering

Semester: 6

Pattern: 2021

Generate

Activate Windows  
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## Examiner Appointment

Appointment of Examiners

Program: B.Tech

Department: Computer Engineering

Semester: Semester 6

Examination: TY BTECH SEMESTER - VI 2022 - 2023

Subject: CS321T DESIGN AND ANALYSIS OF ALGORITHMS

Name of Examiner: Mrs. N. P. Hajare

Affiliation of Examiner: MITAOE

Email Id of Examiner: np Hajare@mitaoe.ac.in

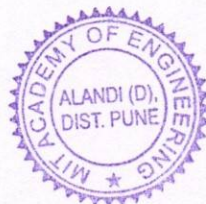
Select Duty of Examiner: Paper Setter

Select Type of Examination: End Semester Examination

Submission Date: 02/05/2023

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## Marks Entry

Marks Entry

Program: E.Tech

Department: Computer Engineering

Semester: Semester 6

Examination: TY BTECH SEMESTER - VI 2022 - 2023

Subject: CS322T COMPILER DESIGN

Block: Block 1

[Go for Marks Entry](#) [Reset](#)

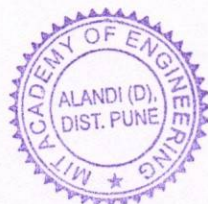
Activate Windows  
Go to Settings to activate Windows.

CS342T : THEORY OF COMPUTATION

T214001	KARANJOT SINGH	19
T214002	RAJIVANSH SINGH	9
T214003	MUNDHE SHRIKANT TUKARAM	15
T214004	PATIL VAISHAY BAJIRAO	23
T214005	LAD SUNIL RACHESHAYAM	16
T214006	KENDRE SHUBHAM IRSA	29
T214007	VITTHAL BAI KALIL	24
T214008	NIRVIKAR NAYAN BAPU	15
T214009	OMKAR GOVIND PAWAR	19
T214010	KHANDKE VYANKATESH DUNIL	19

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

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## Grading

Exam Info | ERP x Automatic Grading x 172.168.0.18 x +

Not secure | 172.168.0.18/public/auto\_grading/index.php

### Automatic Grading

Program: B.Tech

Department: Civil Engineering

Semester: Semester 5

Examination: TY BTECH SEMESTER - VI 2022 - 2023

Subject: CV307T DESIGN OF STEEL STRUCTURES

Block: Block 1

Grading Criteria: M100

Go for Automatic Grading Reset

Activate Windows  
Go to Settings to activate Windows.

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## Result Analysis

Exam Info | ERP x Result Analysis x +

Not secure | 172.168.0.18/public/result\_analysis/index.php

### Result Analysis

Program: B.Tech

Department: Civil Engineering

Semester: Semester 5

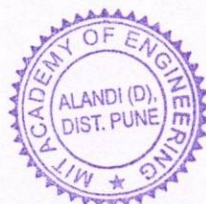
Examination: TY BTECH SEMESTER - V 2022 - 2023

Is Re-Examination: Regular Examination

Generate Result Analysis Reset

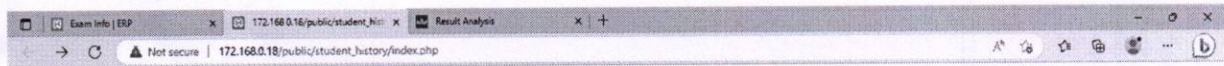
Activate Windows  
Go to Settings to activate Windows.

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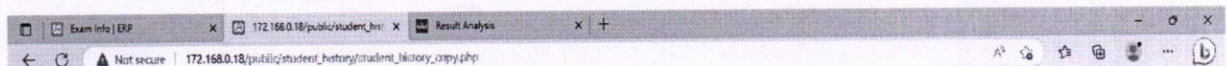
## Student History



### Student Examination History

Enter the PRN:

Activate Windows  
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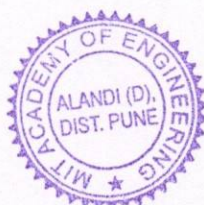
PRN: 0120200001  
Name: AKSHITA PANDITA  
Mother Name: HEM LATA  
Gender: Female  
Address: akshita.pandita@mitaoe.ac.in  
Mobile Number: 6283020877  
Program: BTECH  
Class: FY BTECH  
Department: Electronics and Telecommunication Engineering  
Block: B1

### FY BTECH SEMESTER - I 2020 - 2021

Seat Number: F201001

Subject ID	Subject Name	Credits	Grade	Obtained
AS105L	CALCULUS AND DIFFERENTIAL EQUATIONS	1	BC	
		PR		29
AS105T	CALCULUS AND DIFFERENTIAL EQUATIONS	3	CC	
		MSE		2
		OE1		8
		ESE		21
		OE2		10
		IA		22
CH101L	SCIENCE OF NATURE	1	AB	
		PR		39
CH101T	SCIENCE OF NATURE	3	AB	
		MSE		26
		OE1		10
		ESE		20
		OE2		6
		IA		35
CS101L	LOGIC DEVELOPMENT - C PROGRAMMING	2	BB	
		PR		30
CS101T	LOGIC DEVELOPMENT - C PROGRAMMING	1	BB	

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FY BTECH SEMESTER - 2 2020 - 2021 REGULAR			
Seat Number: F201001			
Subject ID	Subject Name	Credits Grade Obtained	
AS106L	ENGINEERING PHYSICS	1	AB
		PR	38
		3	AB
AS106T	ENGINEERING PHYSICS	MSE	29
		OE1	8
		ESE	24
		OE2	8
		IA	31
AS107L	STATISTICS AND INTEGRAL CALCULUS	1	AB
		PR	39
		3	AB
AS107T	STATISTICS AND INTEGRAL CALCULUS	MSE	28
		OE1	5
		ESE	33
		OE2	9
		IA	33
CS102L	APPLICATION PROGRAMMING - PYTHON	2	AB
		PR	38
		1	AA
CS102T	APPLICATION PROGRAMMING - PYTHON	ESE	33
		IA	18
		1	AA
EX102L	ELECTRICAL AND ELECTRONICS ENGINEERING	PR	43
		3	AA
		MSE	33
EX102T	ELECTRICAL AND ELECTRONICS ENGINEERING	OE1	5
		ESE	28
		OE2	9
		IA	39

Activate Windows  
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## Question Paper Received Status

Program:	B.Tech
Department:	Civil Engineering
Semester:	Semester 5
Examination:	FY BTECH SEMESTER - V 2021 - 2022
<input type="button" value="Get Question Paper Received Status"/> <input type="button" value="Reset"/>	

Activate Windows  
Go to Settings to activate Windows.





## Question Paper Received Status

Program: BTech

Department: Civil Engineering

Semester: 5

Examination: TY BTECH SEMESTER - V 2021 - 2022

Subject ID	Subject Name	Name of Paper Setter	Received Date and Time	
CV305T	CONCRETE TECHNOLOGY	Mr. Atif Shaikh	Not Received	
CV305T	CONCRETE TECHNOLOGY	Mr. Atif Shaikh	2021-12-07 02:39:54	<a href="#">Download</a>
CV306T	DRINKING WATER AND SANITARY ENGINEERING	Mr. Khushal Karade	2021-12-07 06:58:21	<a href="#">Download</a>
CV306T	DRINKING WATER AND SANITARY ENGINEERING	Dr. Shyam Shukla	2021-12-07 21:35:09	<a href="#">Download</a>
CV307T	DESIGN OF STEEL STRUCTURES	Mr. Nilesh Baglekar	Not Received	
CV307T	DESIGN OF STEEL STRUCTURES	Mr. Vijay Pingle	2021-12-05 21:23:49	<a href="#">Download</a>
CV325T	CONSTRUCTION PLANNING AND MANAGEMENT	Mr. Manish Khadare	2021-12-06 19:24:23	<a href="#">Download</a>
CV325T	CONSTRUCTION PLANNING AND MANAGEMENT	Mr. Sumit Patil	2021-12-06 20:50:13	<a href="#">Download</a>
CV326T	SOLID WASTE MANAGEMENT	Mr. Khushal Karade	Not Received	
CV326T	SOLID WASTE MANAGEMENT	Mr. Sachin Shinde	Not Received	

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## Barcode Generation

## Barcode Generation

Program:

Department:

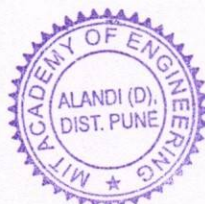
Semester:

Examination:

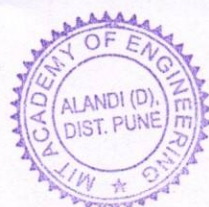
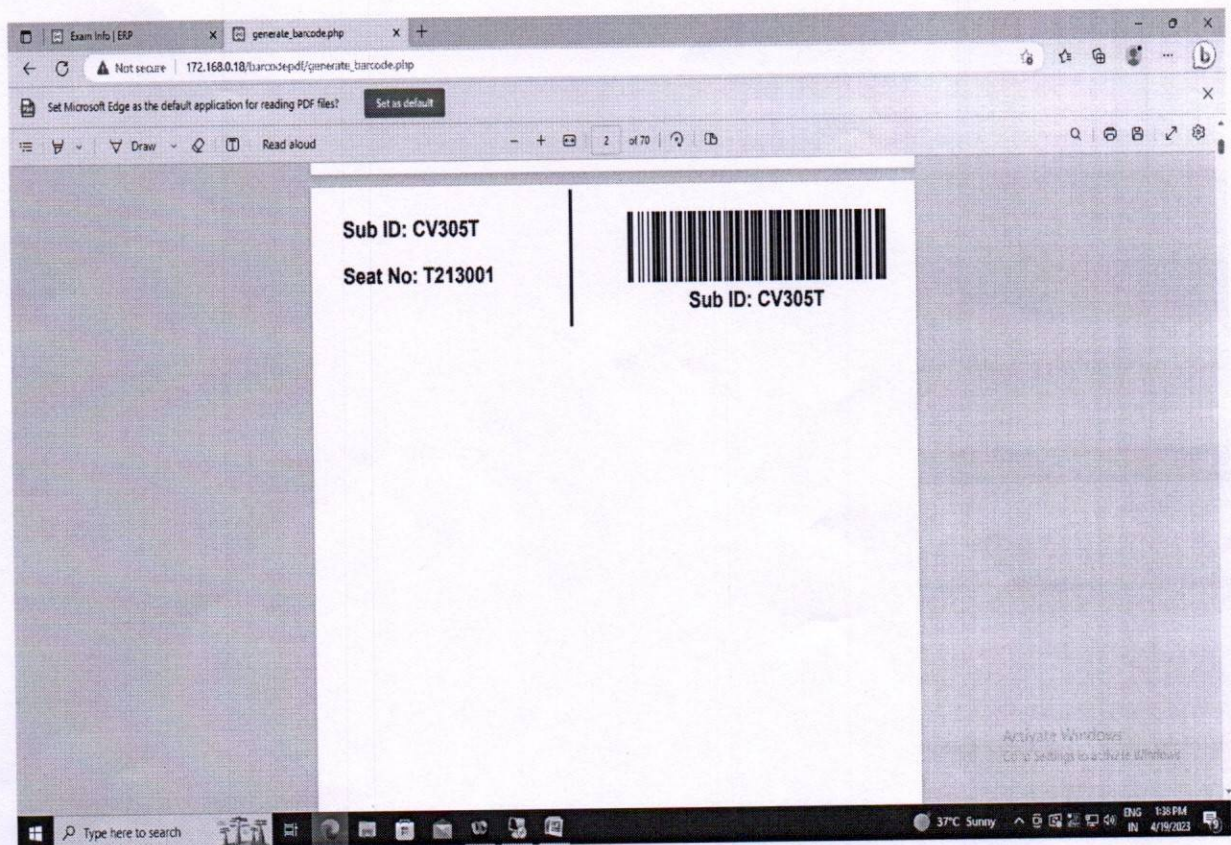
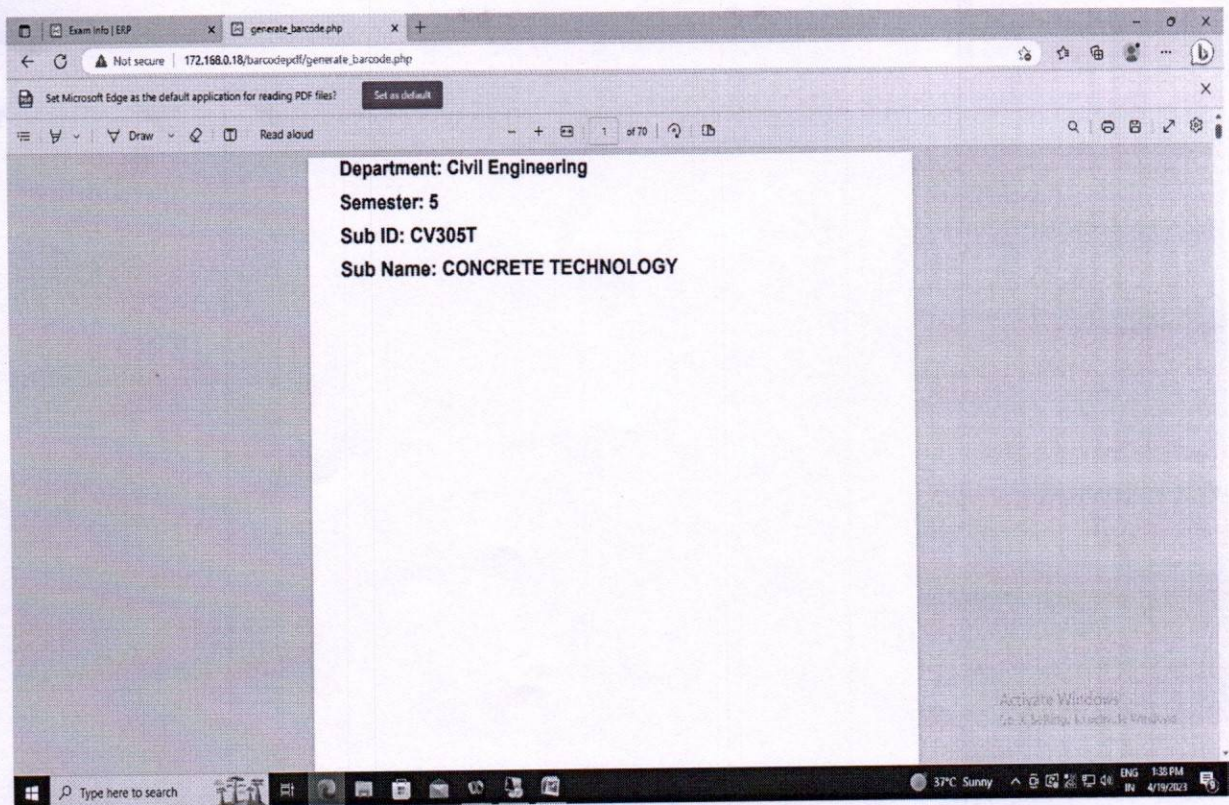
Subject:

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## Ledger

SY\_BTECH\_2021\_2022\_LEDGER.pdf - Adobe Reader

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FILE NO: MITACADEX001/20 PERM REG NO: 0120200002

MIT ACADEMY OF ENGINEERING  
(AN AUTONOMOUS INSTITUTE AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY)

DATE: 27 SEP 2022 LEDGER OF GRADES FOR SEMESTER - I TO SEMESTER - IV PAGE NO. 1

NOTE: FIRST LINE: SEAT NO. NAME OF THE CANDIDATE, MOTHER'S NAME, PERMANENT REG. NO.  
OTHER LINES: COURSE CODE, COURSE NAME, EARNED CREDITS, EARNED GRADE, EARNED GRADE POINTS

F201002 RISHABH NAUTYAL					SANGITA NAUTYAL					0120200002				
SEMESTER - I										SEMESTER - II				
AS105L	CALCULUS AND DIFFERENTIAL EQUATIONS	1	AB	09	AS107L	STATISTICS AND INTEGRAL CALCULUS	1	BB	08	AS107L	STATISTICS AND INTEGRAL CALCULUS	3	BC	21
AS105T	CALCULUS AND DIFFERENTIAL EQUATIONS	3	BB	24	AS107T	STATISTICS AND INTEGRAL CALCULUS	3	BC	21	CH101L	SCIENCE OF NATURE	1	CD	06
AS106L	ENGINEERING PHYSICS	1	BB	08	CH101T	SCIENCE OF NATURE	3	BC	21	CS101L	LOGIC DEVELOPMENT - C PROGRAMMING	2	AB	16
AS106T	ENGINEERING PHYSICS	3	BB	24	CS101T	LOGIC DEVELOPMENT - C PROGRAMMING	1	AB	08	CS102L	APPLICATION PROGRAMMING - PYTHON	1	AA	10
CS101L	LOGIC DEVELOPMENT - C PROGRAMMING	2	BB	10	CS102T	APPLICATION PROGRAMMING - PYTHON	1	AA	10	EX101L	ELECTRICAL AND ELECTRONICS ENGINEERING	1	AB	08
CS101T	LOGIC DEVELOPMENT - C PROGRAMMING	1	AB	08	EX101T	ELECTRICAL AND ELECTRONICS ENGINEERING	3	AA	30	ME101L	ENGLISH FOR ENGINEERS	2	AB	16
CV102L	APPLIED MECHANICS	1	BB	08	ME101T	ENGLISH FOR ENGINEERS	2	AB	16	ME102L	DESIGN THINKING	2	AB	16
CV102T	APPLIED MECHANICS	3	BB	24	ME102T	DESIGN THINKING	2	AB	16					
HP103L	ENGLISH FOR ENGINEERS	2	AB	16										
ME101L	DESIGN THINKING	2	AB	16										
TOTAL CREDITS EARNED: 19 TOTAL GRADE POINTS EARNED: 158 S.G.P.A.: 8.32					TOTAL CREDITS EARNED: 21 TOTAL GRADE POINTS EARNED: 176 S.G.P.A.: 8.38									
S210001 RISHABH NAUTYAL										SANGITA NAUTYAL 0120200002 BRANCH: CIVIL ENGINEERING				
SEMESTER - III										SEMESTER - IV				
CV204L	GEOTECHNICAL ENGINEERING	0	FF *	00	AS203L	APPLIED MATHEMATICS	0	FF *	00	CV214L	MECHANICS OF FLUIDS	1	DD	04
CV204T	GEOTECHNICAL ENGINEERING	3	BC	21	AS203T	APPLIED MATHEMATICS	3	DD	12	CV214T	MECHANICS OF FLUIDS	0	FF *	00
CV205L	BUILDING DESIGN AND CONSTRUCTION	1	DD	04	CV214L	MECHANICS OF FLUIDS	1	DD	04	CV215L	GEOSPATIAL ENGINEERING	0	NP *	00
CV205T	BUILDING DESIGN AND CONSTRUCTION	3	AB	27	CV214T	MECHANICS OF FLUIDS	0	NP *	00	CV215T	GEOSPATIAL ENGINEERING	3	CD	18
CV206L	MECHANICS OF SOLIDS	1	BC	07	CV215L	GEOSPATIAL ENGINEERING	1	DD	04	CV216L	STRUCTURAL ANALYSIS	0	FF *	00
CV206T	MECHANICS OF SOLIDS	3	CD	15	CV215T	GEOSPATIAL ENGINEERING	3	DD	12	CV216T	STRUCTURAL ANALYSIS	3	DD	12
CV230L	MINOR PROJECT DESIGN	0	FF *	00	CV216L	STRUCTURAL ANALYSIS	1	DD	04	CV240L	MINOR PROJECT - IMPLEMENTATION	0	FF *	00
CV230T	MINOR PROJECT DESIGN	2	CD *	10	CV216T	STRUCTURAL ANALYSIS	3	DD	12	ET224L	DIGITAL PROTOTYPING	2	DD	08
ET230L	RAPID PROTOTYPING	2	BC	14	CV240L	MINOR PROJECT - IMPLEMENTATION	0	FF *	00	HP202L	PROFESSIONAL COMMUNICATION	0	FF *	00
ME221L	MATERIAL ENGINEERING	1	DD	04	ET224L	DIGITAL PROTOTYPING	2	DD	08	HP202T	PROFESSIONAL COMMUNICATION	0	FF *	00
ME221T	MATERIAL ENGINEERING	3	DD	12	HP202L	PROFESSIONAL COMMUNICATION	0	FF *	00	HP202T	PROFESSIONAL COMMUNICATION	0	FF *	00
TOTAL CREDITS EARNED: 19 TOTAL GRADE POINTS EARNED: 114 S.G.P.A.: 6.43					TOTAL CREDITS EARNED: 13 TOTAL GRADE POINTS EARNED: 55 S.G.P.A.: 2.82									
TOTAL CREDITS EARNED: 72 TOTAL GRADE POINTS EARNED: 503 CGPA TILL SEMESTER - 4: 6.19														

14:18 PM 4/19/2023

## Grade Card

0120190358\_GARUDKAR\_NIKITA\_GRADE\_CARD\_TY.pdf - Adobe Reader

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19183

STATEMENT OF GRADES FOR THIRD YEAR BTECH EXAMINATION DECEMBER 2022

SEAT NO: 19183 PERM REG. NO: 0120190358

NAME OF STUDENT: GARUDKAR NIKITA SANJAYRAO

MOTHER NAME: LALITA

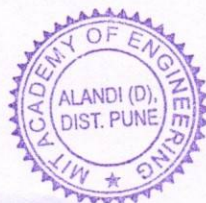
PROGRAMME: BTECH YEAR: IV ACADEMIC YEAR: 2021-2022

BRANCH: CHEMICAL ENGINEERING

CODE	COURSE NAME	CREDITS	GRADE
SEMESTER - I			
CH041L	CHEMICAL ENGINEERING OPERATIONS	1	BB
CH041T	CHEMICAL ENGINEERING OPERATIONS	3	CC
CH042L	SEPARATION PROCESS	1	BB
CH042T	SEPARATION PROCESS	3	BC *
CH043L	CHEMICAL REACTION ENGINEERING	1	BC
CH043T	CHEMICAL REACTION ENGINEERING	3	CD
CH044L	SKILL DEVELOPMENT COURSE - COMPUTATIONAL FLUID DYNAMICS	2	BB
CH044T	SKILL DEVELOPMENT COURSE - COMPUTATIONAL FLUID DYNAMICS	2	BB
CH045L	PROJECT DESIGN	1	BB
CH045T	PROJECT DESIGN	3	CD
CH046L	PROJECT MANAGEMENT	2	BC *
CH046T	PROJECT MANAGEMENT	2	BC *
SEMESTER - II			
CH051L	PROCESS DYNAMICS AND CONTROL	1	AA
CH051T	PROCESS DYNAMICS AND CONTROL	3	BB
CH052L	CHEMICAL EQUIPMENT DESIGN - I	1	BC
CH052T	CHEMICAL EQUIPMENT DESIGN - I	3	DD
CH053L	CHEMICAL PROCESS TECHNOLOGY	3	CC
CH053T	CHEMICAL PROCESS TECHNOLOGY	3	CC
CH054L	SKILL DEVELOPMENT COURSE - ASPEN ONE	2	CC
CH054T	SKILL DEVELOPMENT COURSE - ASPEN ONE	2	BB
CH055L	MAJOR PROJECT - IMPLEMENTATION	1	BB
CH055T	MAJOR PROJECT - IMPLEMENTATION	1	BB
CH056L	PROCESS MODELLING AND SIMULATION	3	CD
CH056T	PROCESS MODELLING AND SIMULATION	3	CD
HP305L	EMPLOYABILITY SKILLS	2	BB
HP305T	EMPLOYABILITY SKILLS	2	BB

CURRENT SEMESTER PERFORMANCE			CUMULATIVE PERFORMANCE		
CREDITS	GRADE POINTS	S.G.P.A.	CREDITS	GRADE POINTS	CGPA
21	126	6.07	128	862	7.23

14:17 PM 4/19/2023





## Proforma Invoice

<b>Ionidea Enterprise Solutions Pvt. Ltd.</b> #38-40, EPIP, WHITEFIELD, BENGALURU - 560067 GSTIN/UIN: 29AAACI2968J1Z6 State Name : Karnataka, Code : 29 CIN: U85110KA1996PTC020909 E-Mail : bgr.finance@ionidea.com Buyer (Bill to) <b>MIT Academy of Engineering</b> Alandi - Devachi, PUNE GSTIN/UIN : 27AAAAM1206F1Z6 PAN/IT No : AAAAM1206F State Name : Maharashtra, Code : 27 Contact : 020-30253500		Voucher No.		Dated		
		EDU2122022		19-May-21		
				Mode/Terms of Payment		
		Buyer's Ref./Order No.		Other References		
		WO:21/21-22/MITAOE				
Dispatched through		Destination				
Terms of Delivery						
SI No.	Description of Goods and Services	HSN/SAC	Quantity	Rate	per	Amount
1	<b>IonEducation Products</b> <i>IonEducation Yearly Term License (Per Student Per Year)</i> <i>IonCUDOS, OBE, IonEMS</i> <i>Studnet Life Cycle and Examinations Management, IonDVS-Digital Valuation</i> <i>IonAdmission, IonFMS, and Mobile Based Applications</i> <i>Rate: Rs400 Per Student for 3000 Students</i>	997331	3,000 No.	400.00	No.	12,00,000.00
2	<b>Hosting charges</b> <i>Yearly Hosting Charges for IonEducation Products in Ionidea Data Centre</i>	997331	1 No.	2,50,000.00	No.	2,50,000.00
						14,50,000.00
	<b>Out Put IGST @18%</b>			18 %		2,61,000.00
Total			3,001 No.			₹ 17,11,000.00
Amount Chargeable (in words)						E. & O.E
INR Seventeen Lakh Eleven Thousand Only						
Company's PAN : AAACI2968J		Company's Bank Details Bank Name : Kotak Bank C/A - 9211629543 A/c No. : 9211629543 Branch & IFS Code: Indiranagar & KKBK0000431 for Ionidea Enterprise Solutions Pvt. Ltd. <b>Rushikesh Pasar</b> <small>Digitally signed by Rushikesh Pasar          DN: cn=Rushikesh Pasar, o=IONIDEA ENTERPRISE PVT LTD,          email=bgr.finance@ionidea.com, c=IN          Date: 2021.05.19 15:58:08 +05'30'</small> Authorised Signatory				

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<b>MIT</b> Academy of Engineering Alandi-Devachi, Pune 412 105, Tel. 020-30253500, 30253600 Fax 020-30253799 GST 27AAAAAM1206F1Z6	<b>WORK ORDER</b>	Format No. MITAOE/ADMIN/S&P/F/03 Revision No.00 Date 1/1/2018
		<div style="border: 1px solid black; padding: 5px; text-align: center;">Suppliers Copy</div>
Dept.: Systems	Subject : ERP System	
To, Butterfly Innovations Private Limited Address: 3rd Floor, 'Zenith House' 4 Industrial Layout, Koramangala 5th Block Bengaluru, Karnataka 560095 Mobile: +91 8861598378 GST 29AAFCB5966Q1ZQ Email id: hemant@collpoll.com	W.O. No. 243/19-20/SYSTEM Date : 12/11/2019 Ref : As per your revised proposal dated 3 <sup>rd</sup> Oct. 2019 <b>Material required for :          MITAOE Campus</b>	

Sir,  
 As per your revised proposal dated 3<sup>rd</sup> Oct. 2019, we are pleased to place the following order for design and implementation of ERP System for MITAOE. You are requested to carry out the necessary work at our site as per specification mentioned below.

Description	Qty.	Rate	Total Rate
One-time Configuration and Setup Cost	01 No.	500000.00	500000.00
Subscription Cost per Registered User in the Pilot period - till 31st January 2020		Waived Off	
Subscription Cost per Registered User per year from 1st February 2020	3000 Nos.	422.00	1266000.00
No. of the Students to consider at actual.		Rs.	1766000.00
		GST 18%	317880.00
		Total Rs.	20,83,880.00

Rs. Twenty Lakhs Eighty Three Thousand Eight Hundred and Eighty only

**Design of ERP solution for MITAOE including following mentioned modules and to provide necessary services as mentioned below:**

1	Database ERP, Institutional Structure + Setup, Admission Process Administrative Staff Master Data, Faculty Master Data, Student Master Data, Curriculum Past Academic Data
2	Academic Management + Finance + HR, Examinations, Student Course Faculty Mapping Time Table, Post Examination Rules, Attendance System + Rules, Finance, Cost Centres and Cost Items Schema, Integration with Accounting solution, Fees Structure, Payment Gateway
3	Work-flow Management, Academic queries, Hostel Service, IT Helpdesk, Campus Care and safety, Examination department, Onboarding and Exit, Visitor Management *Custom services as per requirement
4	Miscellaneous: Institutional Calendar, Clubs and Chapters, Placement Management Infrastructure Management + Venue Booking, Hostel Management, Internal Quality Assurance Cell - IQAC, Mess Management



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**Details of the Services provided as mentioned below as mentioned in Annexure II of your proposal.**

Product Configuration & Delivery  
 Templates for Data Collection  
 Transforming and Preparing the Data  
 Creating the Cloud Instance for the institution  
 Loading the Data on the Platform  
 Instance Customization  
 Feature Toggles

**User Adoption and Engagement**

Training Delivery Methods - Web Based Training and Instructor Led training on Campus  
 User type specific product feature demonstration Institution department specific User  
 Adoption and Engagement Activities

**Support**

In-App Support  
 Phone Call Support [For Administrators and Faculty only]  
 WhatsApp Support Channel  
 Email Support

ERP System with following key benefits are considered as mentioned in the proposal.

ERP System with following Key Benefits are considered as mentioned in the proposal dated 3 Oct 2019 and as per the Annexure I in proposal.

- ☐ Admission Management
- ☐ Mobility Partner to other IT Systems
- ☐ Boost cross-campus, cross-department Collaboration
- ☐ Empowering Faculty Members with a robust LMS
- ☐ Infrastructure Management and Venue Booking
- ☐ Cashless Campus – Manage Payments
- ☐ Enhancing outside classroom, collaborative learning
- ☐ Real-time Feedback collection on various topics (IQAC)
- ☐ Real-time tailor-made Dashboards on important parameters such as Student Success, Student Aspirations, Campus Services, etc.

**Admission Process Management**

- ☐ End to end Admission Process Management
- ☐ Dynamic Digital Forms
- ☐ Fees Management
- ☐ Student Application Creation
- ☐ Form approval system and document verification system
- ☐ Dynamic status management for multi-phase admission process
- ☐ Engagement Platform to retain students

**Academic Management**

- ☐ Examination Results Institutional + Academic Calendar & Attendance
- ☐ Comprehensive User Record Management
- ☐ Curriculum Management
- ☐ Examinations Schedule and Results Publishing
- ☐ Programme and Course Master Data Management
- ☐ Time Table Management
- ☐ Attendance Taking and Management

Mobility Partner to other IT Systems used at MIT Group of Institutions  
 CollPoll has successfully integrated with multiple systems at other client institutions to create a unified digital experience. Examples of some of these systems are:

1. Payment Gateways e.g. CC Avenue
2. Accounting Solutions such as Tally, SAP B1, Microsoft Nav, etc.
3. Employability Assessments e.g. MeritTrac
4. Research Paper Management e.g. TypeSet
5. Hardware such as RFID cards, Flap-based access and Biometric systems
6. Microsoft Active Directory or Google Business Apps

-Notices  
 Campus Events  
 Campus Communities  
 Student Clubs + Chapters + Societies



*Paul*



Google Like Powerful Campus Search Engine  
 Enhancing Outside Classroom, Collaborative Learning  
 Digitizing dynamic Work-flows  
 Manage Raised Requests Host All Kinds of Services Track Progress + Chat Option  
 Real-time Feedback collection on various topics  
**Empower Faculty Members with robust LMS**  
☐ Lesson Plans ☐ Learning Material Upload ☐ Video Sessions ☐ Assignment Management  
☐ Live Quizzes ☐ Discussion Forums

**Grade-book**

☐ Flexible Assessment Module  
☐ Easy Evaluation/Result Marking

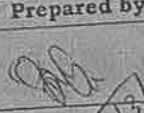

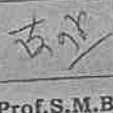

Infrastructure Management and Venue Booking  
 Cashless Campus – Manage Payments  
 Hostel Management  
 Manage all hostel allotments and checkout centrally  
 - Configurable inventory at room level  
 - Make Provisional/Confirmed allotments  
 - Manage payments online  
 - Checkout form linked with room inventory

**PAYMENT DETAILS:**

Name/Description	Actual Cost (INR)	Cost to Educational Institution (INR)	Payment Schedule
One-time Configuration and Setup Cost	Case to Case Basis	500000.00	Half at the time of signing of the agreement. Rest half after delivery sign off.
Subscription Cost per Registered User in the Pilot period – till 31 <sup>st</sup> Jan 2020	1000	Waived Off	N.A.
Subscription Cost per Registered User per year from 1 <sup>st</sup> February 2020 • No. of the Students to consider at actual.	3000	422	Half at the start of the period. Rest in three quarterly instalments. 1266000.00
		GST 18 %	317880.00
		Total Rs.	20,83,880.00

**Other Terms and Conditions:**

01. Report will be customized as per requirement of MITAOE.
02. System will be up by 1<sup>st</sup> Jan 2020
03. OBE will be implemented as per the need of NBA/NAAC/ISO.
04. Initially data of the students of Autonomous batch will be migrated first and then previous data of the students also need to be migrated from the date of establishment of the Institute in ERP System.
05. Support and upgraded version of software need to be provided time to time.

Prepared by	Checked by	Forwarded by	Approved by
			
Assistant Stores and Purchase	Head Stores and Purchase	Prof. S.M. Bhagat Dean, QA	Dr. M.D. Goudar Director, MITAOE, Alandi (D)





## MASTERSOFT ERP

### 1. Admission Module Students Information

**STUDENT INFORMATION**

**Search New Student**

**Personal Details**

**Address Details**

**Admission Details**

**Document Upload**

**Qualification Details**

**Covid Information**

**Other Information**

**Verify Information**

**Student Personal Details**

ID No. 3331

Enrollment Number

Admission Type Regular

Registration No. 202201240164

Student Full Name DALVI PAYAS PURUSHOTTAM

Student First Name PAYAS

Student Middle Name PURUSHOTTAM

Student Last Name DALVI

\* Student Mobile No. 8767689409

Alternate Mobile No.

\* Student Email ID payas.dalvi@mkae.ac.in

Alternate Email ID dalvipayas@gmail.com

\* Date of Birth 10/06/2005

\* Birth Place Satara

Gender ☒ Male ☐ Female ☐ Others

\* Marital Status ☒ Single ☐ Married

\* Nationality Indian

Blood Group B+

\* Religion HINDU

\* Category OBC

Sub Caste Enter Sub Caste

Physically Disabled NO

\* Aadhar No. 369028455979

Passport No. Enter Passport No.

Admission Through Institute Level

Hosteller ☒ Yes ☐ No

Transportation ☐ Yes ☒ No

NRI/OCI/International Student/ PIO ☐ Yes ☒ No

Specify Parents Details ☐ Yes ☒ No

Specify Father Details ☐ Yes ☒ No

Specify Mother Details ☐ Yes ☒ No

Activate Windows

### 2. Admission Fee

**MIT Academy of Engineering**

CONFIGURATION • ACADEMIC • EXAMINATION • PAYROLL • ESTABLISHMENT

**FEE RELATED**

Receipt Type

Define Fees Counter

Fees Head

Standard Fees

Fees Head Currency Mapping

Payment Type Modification

Demand Modification

Fee Collection

Chalan Reconciliation

Reprint or Cancel Receipt

Build update payment type

Fees Receipt Details

Demand Cancellation

Fee Installment Allocation

New Admission Chalan Reconciliation

**Standard Fees**

\* Receipt Type Admission Fees

\* School/Institute SCHOOL OF CHEMICAL ENGINEERING

\* Degree Bachelor of Technology

\* Programme/Branch Chemical Engineering

\* Admission Batch 2021-22

\* Payment Type EWS

Fees Name Bachelor of Technology CHEM (SCE)2021-22 EWS Admission Fees

SHOW FEE DEFINITION COPY STANDARD FEES

Search Fee Item By Name

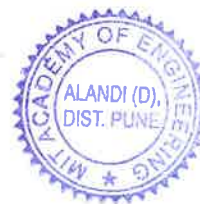
Bachelor of Design CD (SOD)2007-08 EBC Admission Fees  
Bachelor of Design CD (SOD)2020-21 Open Admission Fees  
Bachelor of Design CD (SOD)2021-22 Institute Level Admission Fees  
Bachelor of Design CD (SOD)2021-22 Open Admission Fees  
Bachelor of Design CD (SOD)2022-23 Institute Level Admission Fees  
Bachelor of Design CD (SOD)2022-23 Open Admission Fees  
Bachelor of Design PD (SOD)2020-21 Open Admission Fees  
Bachelor of Design PD (SOD)2021-22 Open Admission Fees  
Bachelor of Design PD (SOD)2022-23 Institute Level Admission Fees  
Bachelor of Design PD (SOD)2022-23 Open Admission Fees

**Standard Fee Definition**

Fee Items	Currency	Sem-1	Sem-2	Sem-3	Sem-4	Sem-5	Sem-6	Sem-7	Sem-8	Sem-9	Sem-10
Tuition Fees	INR	0.00	0.00	76087.00	0.00	76087.00	0.00	76087.00	0.00	0.00	0.00
Development Fees	INR	0.00	0.00	22827.00	0.00	22827.00	0.00	22827.00	0.00	0.00	0.00
University Fees	INR	0.00	0.00	707.00	0.00	707.00	0.00	707.00	0.00	0.00	0.00
TOTAL	INR	0	0	99621	0	99621	0	99621	0	0	0

SUBMIT CANCEL OVERALL FEE DEFINITION REPORT(SCE)

Activate Windows  
Go to Settings to activate Windows.



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## 3. Academics

MIT Academy of Engineering  
CONFIGURATION - ACADEMIC - EXAMINATION - PATROLL - ESTABLISHMENT

**COORDINATOR RELATED**

- Course Creation
- Offered Courses
- Bulk Course Registration
- Modify Course Registration
- Course Teacher Allotment
- Batch Allotment
- Teacher Student Allotment
- Academic Room Master
- Academic Room Mapping
- Elective Course Registration
- Cancel Course Registration
- Faculty Advisor Allotment
- Other Global Elective

**Course Creation**

Course Creation | Import Course Data

**Selection Criteria**

\*Degree: Bachelor of Technology  
\*Department Name: Department of Electronics Telecom...  
\*Programme/Branch: Electronics & Telecommunication E...  
\*Scheme/Path: B. Tech-Department of Electronics E...

\*Semester: III  
\*Editing Courses / Paper: Please Select

**Pre-Defined Mark Pattern for Respec**

**Marks**

Exam Name	Passing
INTERNAL	0
EXTERNAL	0
OVERALL TOTAL	0

Ready to Add New Course

**Course Details**

\*Course Code: \*Course Name: Course Short Name: [Activate Windows](#)  
Go to Settings to activate Windows.

## 4. Examination

MIT Academy of Engineering  
CONFIGURATION - ACADEMIC - EXAMINATION - PATROLL - ESTABLISHMENT

**CONDUCTION OF EXAMINATION**

- Lock/Unlock Marks
- Audit Course Grade Entry
- Decode No. Generation
- Mark Entry By Admin
- Exam Mark Conversion

**EXAM MARK ENTRY BY ADMIN**

\*Institute Name: SMCE - B. Tech-Department of ...  
\*Session: ODD 22-23  
\*Semester: I

\*Subject Type: Theory  
\*Course Name: CH101T - SCIENCE OF NATURE  
\*Exam Name: End Semester Examination

Total Students: 20

Note: Please Save and Lock for Final Submission.  
(902) for Absent  
(903) for UFM  
(904) for Detention  
(905) for Incomplete  
(906) for Withdrawal

SHOW STUDENT REGENERATE GRADE REPORT CANCEL

**Enter Marks for following Students**

Sr.No.	Reg No./Decode No.	Student Name	Internal Marks	End Semester Examination (Max: 80)	Total Marks	Grade
1	202101030014	KHOBRAGADE SIDDHANT BHAGYANAN	0.00	902.00	0	XX
2	202201030010	BAHARE ARUSHI RAJESH	25.00	11.00	32	FF
3	202201030017	KSHIRSAGAR DHANRAJ BHIMRAO	32.00	12.00	40	FF
4	202201030018	RAKH OM VITHAL	28.00	15.00	38	FF
5	202201030019	GHATOL KAPILKISHOR KESHAVRAO	27.00	19.00	46	FF
6	202201030020	KAGLEEN FATMA				

[Activate Windows](#)  
Go to Settings to activate Windows.



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## 5. Payroll

MIT Academy of Engineering  
CONFIGURATION → ACADEMIC → EXAMINATION → PAYROLL → ESTABLISHMENT

TRANSACTIONS ×

Employee Information  
Bulk Photo Update  
Bulk Photo Update From Folder

EMPLOYEE INFORMATION

Search Employee for Modification

Search Criteria  
☐ Name ☐ Department ☐ Designation ☐ Reference No. ☒ BioID ☐ Employee No. ☐ Employee Code

Search String  
443

SEARCH CANCEL

Login Details

Search:

Employee No.	Name	Department	Designation	Reference No.	Staff ID	BioID	Pay Status
443	DILIP BHARAT PANCHAL	Department of Mechanical Engineering	Assistant Professor	130	443	443	Y

Showing 1 to 1 of 1 entries

Personal Details

Reference No./DRNO: 365

\*Staff ID/Employee Code

\*BioID/RID

\*Title  
Please Select

\*First Name

Middle Name

Last Name

Father Name

Maiden Name

Mother Name

UAN No.

Activate Windows  
Go to Settings to activate Windows.

## 6. HRMS

MIT Academy of Engineering  
CONFIGURATION → ACADEMIC → EXAMINATION → PAYROLL → ESTABLISHMENT

TRANSACTIONS ×

Employee Service Book  
Bulk Update Opening Balance  
Late Comers and Thumb Problem Approval  
Employee Leave Card  
Leave Approval  
OD Application  
OD Approval  
Class Arrangement Acceptance

BULK UPDATE OPENING BALANCE

Opening Balance Entry

Transaction Type  
New Allotment

\*College Name  
SCHOOL OF MECHANICAL AND CIVIL

\*Staff Type  
vacation Employees

\*Period  
YEARLY

\*Year  
2023

\*From Date  
01/01/2023

\*To Date  
31/12/2023

\*Leave Name  
Casual Leave

SUBMIT CANCEL

Employee List

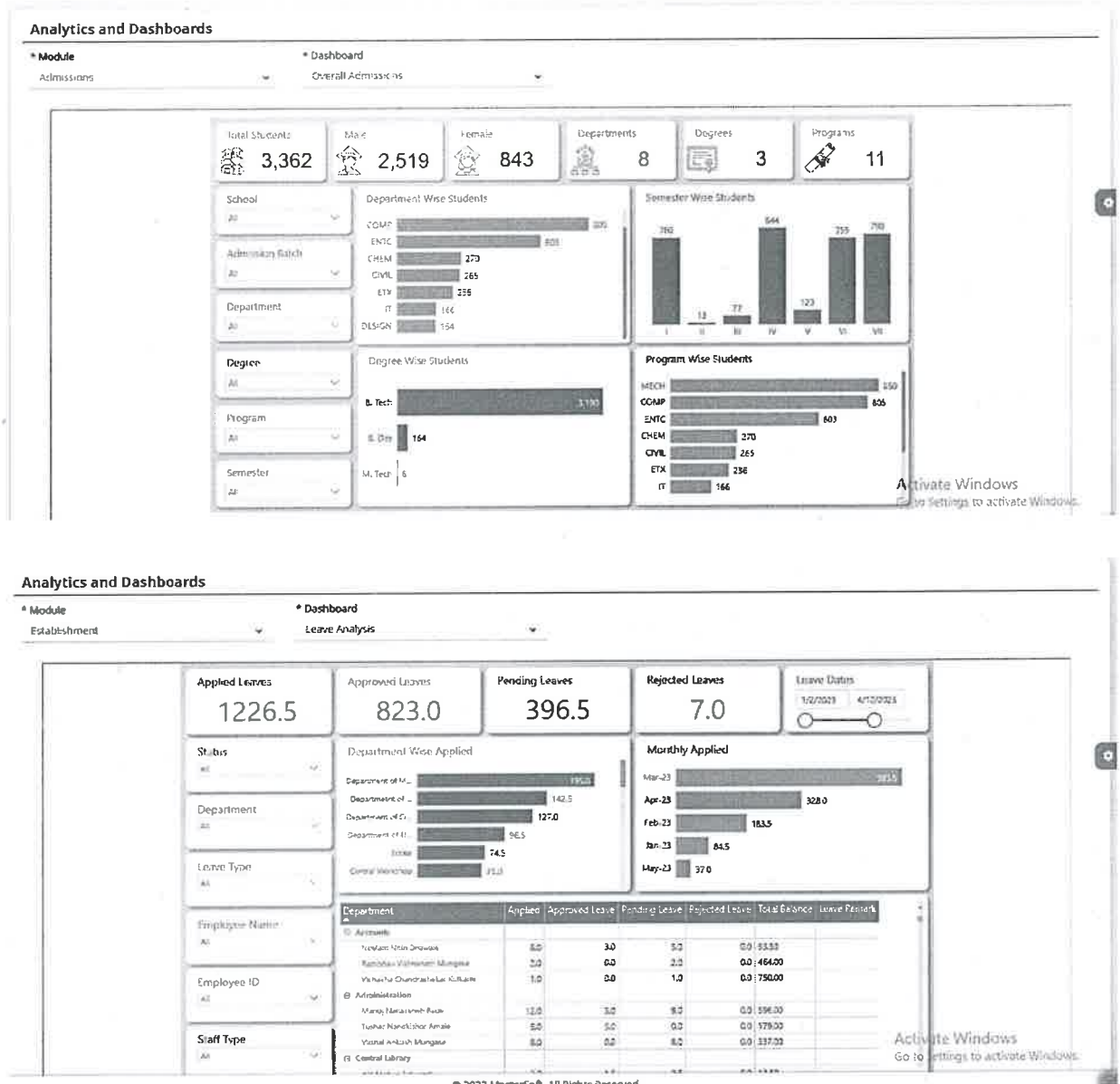
Name	Opening Balance
[683] - ATIF BADASHAH SHAHRI	0
[828] - VIPUL SUBODH CHITNIS	0
[50] - YOGESH JAYANT BHALERAO	0
[573] - SAURABH RAJENDRA DEO	0
[760] - SACHIN PARVAT DHAWANE	0
[814] - AMIT BABURAO BELVEKAR	0
[1026] - VISHAY SHIRAM AMBARDEKAR	0



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## 7. Dashboards



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