





Examination Rules and Regulation

B. Tech. Programme

A.Y. 2024 - 2025

Prepared by	Verified by
	
Assistant 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 from the Academic year 2016-17 (commencement of autonomy).

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 Theory and Practical heads. The Theory component includes Internal Assessment (IA), Mid Semester Examinations (MSE) and End Semester Examinations (ESE). The Practical component includes Continuous Assessment (CA),

Practical Examinations (PR). There shall be assessment of all the students attending a course.

3.1.1 Internal Assessment (IA):

- This shall be conducted by the course teacher all through the semester.
- IA 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.

3.1.2 Mid Semester Examination (MSE):

- The MSE shall be based on fifty percent of the curriculum of the course for final year.
- For first, second and third year the MSE will be based on thirty percent of the curriculum for the courses.
- 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.

3.1.3 End Semester Examination (ESE):

- For Final Year, The ESE will be based on remaining fifty percent of the syllabus.
- For first, second and third year the ESE will be conducted on entire syllabus.
- It will be conducted at the end of the semester.

3.1.4 Continuous Assessment (CA):

- This shall be conducted by the course teacher all through the semester.
- The course teacher shall announce the detailed methodology for conducting the various segments of CA together with their weightages at the beginning of the semester.

3.1.5 Practical Examination (PR)

- The course teacher shall announce the detailed methodology for conducting the practical examination.
- It will be conducted at the end of the semester.

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 or dropped 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 also along with the courses of the regular semester.

4.1 Rules for registration

- Credits can be transferred from the other universities/Institutes where student can pursue some courses / internship if applicable with prior intimation and approval.
- 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 around 120 credits to graduate, but their promotion to consequent years will be the same as regular students.

5. Backlog Examination:

- ESE shall be conducted for a particular course only once in a semester but to give a chance to the failed students, a **Backlog Examination** will be conducted.

ii) **Backlog Examination** of all courses for both semester examination will be conducted at the end of the Academic Year. The **Backlog Examination** will be scheduled after the declaration of the End Semester examination results of Even Semester. The **Backlog Examination** will be of 70 marks for Final Year B Tech students and will be of 50 marks for First, Second and Third Year B Tech students. The scores of the Internal Assessment (IA) will be carried forward.

iii) 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 Backlog Examination.

iv) A student shall have to register for the **Backlog Examination** by paying additional examination fees per course that he/she registers for **Backlog Examination** after declaration of Result of Even Semester.

v) Backlog 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 and / or involved in UFM (Copy Case) be allowed to appear for the **Backlog Examination**.

vi) 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 crowded exam schedule (2 or more End semester exams in one day); representing the institute in state/ national / international events.

vii) 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) The practice of course wise detention will be continued in the current academic year. The detention will be based on;

a) Non fulfillment of 75 percent attendance in each course head (Theory/Practical).

b) Non completion of Internal assessment (IA) and / or continuous assessment (CA) viz scoring less than forty percent marks in the IA / CA.

ii) The detained student will have to re-register for the above course in the next academic year in whichever semester the course is offered next.

7. Remedial Term

i) A Summer Term or Remedial Term shall be conducted after the end of the academic year (after the even semester examinations) for backlog courses. This will include teaching of the backlog courses for two to three weeks, followed by examinations for those courses.

ii) The courses of both odd and even term will be offered for the remedial term. All courses of both terms will not be offered by default. The respective Schools / Departments will declare the courses for which the remedial term may be offered.

iii) Courses that will be offered in the remedial term shall be announced after 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 remedial term shall be utilized primarily to facilitate the failed students to attend the courses that they have not managed to pass. This term shall not be utilized to launch any new credit courses.

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

vi) The detained students will not be permitted to register for the courses in which they are detained in the remedial term. They will have to register for the course in which they are detained, whenever they are offered next.

8. Promotion Criteria

In order to be promoted to the higher class (year) each student will have to earn 50 percent of the credits of the previous year and 100 percent credits of the pre-previous year. The students who do not satisfy these criteria will not be permitted to take admission to the higher class and will consequently lose one academic year.

9. Evaluation Process

The evaluation is as follows:

9.1 Mid semester examination (MSE)

This examination shall be conducted centrally in the scheduled week approximately six weeks after commencement of the semester.

9.2 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 separate passing system will be followed for the current academic year. The students of the fourth year will be declared passed if they score a minimum of 40 percent marks separately in the Internal assessment head and 40 percent in the theory exam head (MSE + ESE).

For the First, second and third year, students has to score minimum of;

- 40 percent in IA &
- 40 percent in (IA +MSE) and ESE separately to earn a passing grade.

9.2.1 Conduct of End Semester Theory Examination / Practical Examination / Presentations / Orals

i) A senior supervisor will be appointed for conduction of all the theory examinations (mid semester, end semester, re-examinations and remedial examinations). The senior supervisor will conduct all the examinations across the institute. The senior supervisor and his team will be appointed from each school, by rotation, to conduct all the examinations in a semester.

ii) End Semester practical examination/ presentations/ orals shall be conducted as per the schedule declared by the individual schools. 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 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.

9.2.2 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 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.

9.3 Central assessment

- i) Assessment for all the examinations conducted in the semester shall be done centrally in case of offline examinations.
- ii) All the assessment of a course shall be done by the concerned faculty / team.
- 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/ champion 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.

9.4 Paper Showing and Re-evaluation

- i) After the Mid Semester / assessment and the evaluation is carried out and marks entry is done in the prescribed format, the faculty 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. 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 address the queries /grievances.
- iii) If student remains absent for the declared date for paper showing he/she is not entitled to file grievance after the date.
- iv) The verified/ modified marks of MSE shall be used in the grading process.
- v) After the End Semester Examination, the evaluation of answer sheets will be carried out. The marks entry will be done in ERP, and grading is done. After grading the results are published through ERP.
- vi) Students can check their earned marks and grades through their ERP login. In case of any queries or grievances regarding the evaluation of their answer scripts, the students can apply for the re-evaluation as per the instructions shared by COE time to time.

9.5 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.

10. Tabulation and Declaration of Result

Results shall be declared within ten to fifteen 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 faculties and students. The hard copies of the grade card are printed after the declaration of the results of the Backlog examination/ remedial examinations.

11. 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 MSE, 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

Table 1: 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 11.2.

11.1 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 reviewed by the Grade Moderation committee as and when the need arise.

11.2 Performance Indices

11.2.1 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.

11.2.2 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 an 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.

11.2.3 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

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

11.3 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) The course in-charge, course faculty and Grade moderation committee's decision regarding grade thresholds and grade allotment will be final.

11.3.1 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.

iv) 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.

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

11.4 Awarding of grace marks

The Institute shall consider the grant of grace marks as below (As decided in the Examination Grade Moderation committee meeting dated 27 December 2022 and 2 January 2023).

1. Grace marks to the extent of 1 percent of the total marks for the semester – maximum up to seven marks, wherever applicable, can be considered for the grant.
 - These marks will be awarded for not more than three courses in a semester
 - Grace will be awarded first to those courses in which a student is failing by the least number of marks.
 - Grace marks will only be awarded for theory examinations
 - The grant of grace marks will not be applicable to practical courses/ project work and non-credit courses.
 - The decision regarding the number of grace marks or the courses to which they are awarded, cannot be contested by any student.
2. The grace marks will be awarded only, if a candidate appears in all the papers prescribed for the examination in case of regular candidates. Absence of a candidate in any papers(s) that he or she has registered for, will make him ineligible for grace marks in the said examination.
3. Grace marks shall be awarded only to the required extent to help the candidate pass the paper/subject and not more even if the candidate has a higher limit of eligible grace marks in that examination.
4. If a candidate who passes in all subjects and heads of passing in the examination without the benefit of any grace mark but misses Distinction or First class by marks

less than 1% his/her aggregate in the final examination, such grace marks shall be awarded to him/her to entitle him/her for the respective higher division. Such marks shall be added to the paper in which he/she gets the least marks in the final. The marks entered in the final result will be inclusive of such grace marks and will not be shown separately.

5. The students cannot claim the grant of grace marks as a matter of right. The final decision / authority regarding award of grace marks is with the examination moderation committee.
6. The grace policy is not applicable to the students having backlogs. The criteria of combined passing will be implemented for these students.

11.5 New Grading System

The new grading system is proposed to be implemented from the 2023 admitted batch of students. The details are as below:

Range of Marks	Grade	Grade Points
90-100	O (Outstanding)	10
80-89	A+ (Excellent)	9
70-79	A (Very good)	8
60-69	B+ (Good)	7
51-59	B (Above average)	6
46-50	C (Average)	5
40-45	P (Pass)	4
Below 40	F (Fail)	0
-	NP (Absent)	0
-	X (Detained)	0
Audit Course	PP / NN	Completed / Not completed

Table 2: New Grading System

The calculation of SGPA and CGPA will be the same as described earlier.

11.5 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 of the final year (semester seven and eight only)
- 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.

11.6 Exceptional Cases

11.6.1 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.

11.6.2 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.

11.6.2 Grant of additional marks for extracurricular activities

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

13. 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.

14. Acts of Malpractices / Unfair Means:

Every student appearing for the 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 Smart phones, Smart watches, Programmable calculator, Smart 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.

14.1 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 Senior Supervisor immediately in the prescribed form.
- iii) When malpractice / use of unfair means is brought to the notice of the Senior Supervisor 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. The 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.
- 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 Unfair means (Copy) Case.

14.2 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 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.

14.3 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).

14.4 Other Examination Matters

Also the examiners shall, if he/ she suspects use of unfair mans 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.

14.4.1 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.

14.4.2 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.

15. Issue of Duplicate Grade Card and TC

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

16. Issue of Transcript

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

17. 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 Degree Certificate.

18. 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; 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 by Savitribai Phule Pune University. The university may also dispatch the degree certificate by post to individual students.

19. 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 re-admission, he/she 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/she was originally admitted into.

20. 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.

21. 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

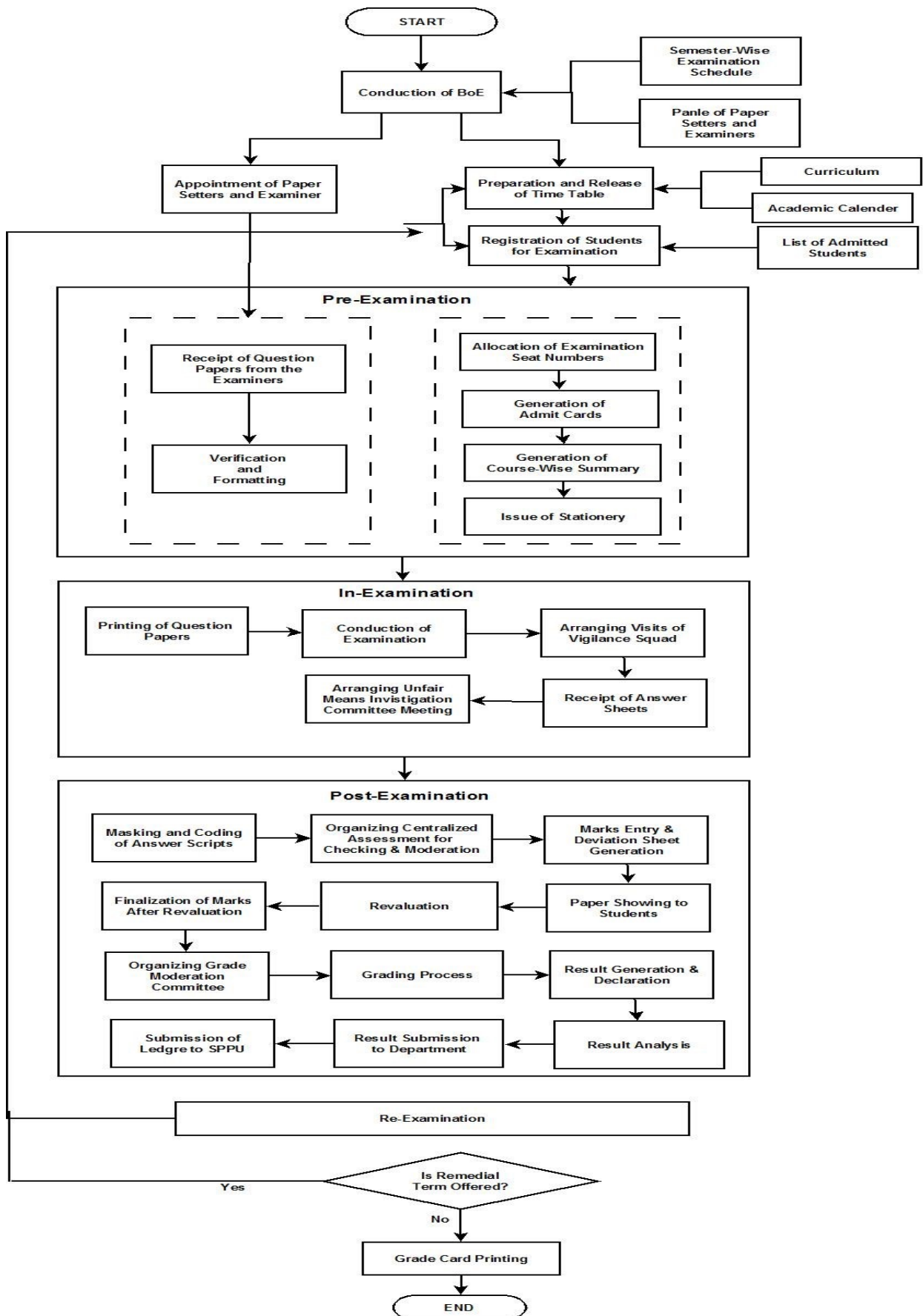


FIGURE 1: EXAM FLOW CHART