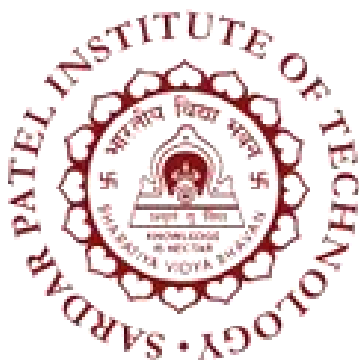




Bhartiya Vidya Bhavan's

Sardar Patel Institute of Technology

(Autonomous Institute Affiliated to University of Mumbai)

[Knowledge is Nectar]

EXAMINATION REGULATIONS 2022-23

FOR U.G. & PG PROGRAMS

w.e.f. A.Y. 2022-23

Preamble

Bharatiya Vidya Bhavan's Sardar Patel Institute of Technology is an Autonomous Institute affiliated to University of Mumbai. This document has been published to enhance the quality of education and to reveal transparency, clarity and accuracy in academic activities at the Institute.

This official Examination Manual for under graduate as well as post graduate semester programs has been published for the use of administrators, teachers, administrative staff and learners. Degree is awarded by Mumbai University to the graduates after successful completion of the program.

Glossary:

1. **UG:** Undergraduate
2. **BOS:** Board of Studies
3. **AC:** Academic Council
4. **B.Tech:** Bachelor of Technology
5. **DAPC:** Department Academic Program Committee
6. **DTE:** Director of Technical Education (M.S.)
7. **SGPI:** Semester Grade Performance Index
8. **CGPI:** Cumulative Grade Performance Index
9. **COE:** Controller of Examination
10. **DEC:** Departmental Examination Coordinator
11. **EC:** Examination Committee
12. **ESE:** End Semester Examination
13. **COMP:** Computer Engineering
14. **IT:** Information Technology
15. **ETRX:** Electronics Engineering
16. **EXTC:** Electronics & Telecommunication Engineering
17. **CSE:** Computer Science and Engineering
18. **AIML:** Artificial Intelligence & Machine Learning
19. **CSDS:** Data Science
20. **HOD:** Head of the Department
21. **TPO:** Training and Placement Officer
22. **ISE:** In Semester Evaluation
23. **MSE:** Mid-Semester Examination
24. **ESE:** End Semester Examination
25. **University:** Mumbai University
26. **BS:** Basic Sciences
27. **ES:** Engineering Sciences
28. **HSS:** Humanities and Social Sciences

29. OE: Open Elective

30. LLC: Liberal Learning Courses

1. Examination Committee (EC)

1.1 The constitution of EC: The structure of EC is as follows

- a) Director / Principal (Chairman)
- b) Dean Academics
- c) Controller of Examination (COE): Member Secretary
- d) University Nominee [COE of Mumbai University (MU) or his nominee not below the rank of Deputy Registrar]
- e) One expert possessing ten years of industrial/field experience nominated by the Chairman.
- f) Department Examination Co-ordinators (DEC)

1.2 The Powers and Duties of EC:

- 1. The EC shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
- 2. The EC shall recommend examination reforms and shall implement them after approval of academic council.
- 3. The EC shall prepare the detailed time table of examinations as per the schedule approved by academic council.
- 4. The EC shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, and invigilators.
- 5. **Complaint Redressal Committee (CRC) shall be an independent committee consisting of three members appointed by Chairman, EC as and when required to deal with the complaints related to the conduct of examinations.**

6. The recommendations of the CRC shall be approved by the Chairman, EC to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the EC.
7. For any meeting of EC, one-third members shall constitute a quorum. However, the same meeting shall be held after 30 minutes of the scheduled time, for which, no quorum shall be applicable.
8. The members of EC shall meet at least twice during the academic year and at other times as and when necessary.
9. The various formats shall be prepared by EC for record keeping and monitoring all examination related activities.
10. The EC shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.
11. COE shall be assisted by the department exam coordinators (DEC) for carrying out the following activities during examinations.
 - i. Paper Setting and Printing
 - ii. Examinations (Theory)
 - iii. Examinations (Practical, Project/Dissertation, seminar, online examination)
 - iv. Assessment of answer books
 - v. Preparation and declaration of provisional grades
 - vi. Preparation and declaration of final results

2. General Guidelines Registration and Examination:

2.1. Criteria for Registration and Re-registration in a program

After completion of the valid period of the first registration for a particular program, if a student has failed to earn the required number of credits for completion of that program, he/she can get

re-registered for a specified period, depending on the duration of the program. Such re-registration facility is available only once and immediately after the expiry of the valid period of the first registration.

Valid period of first Registration for B. Tech: 6 Years (For lateral entry students: 5 Years)

Valid period of first Registration for M. Tech: 4 Years

Valid period of first Registration for MCA: 5 Years

Valid period of Re-registration for all programs: 2 Years

- Re-registered candidates will have to undergo an internal assessment system and appear in End-Semester Examinations along with the regular students. Re-registration shall not be deemed as discontinuity in the studies.
- A student, who discontinues the academic program for any reason and rejoins the program at a later date, shall be governed by the rules, regulations, courses of study and syllabi in force at the time of his/her rejoining the program.

2.2 Attendance Requirements

A student must maintain 100% attendance separately in lectures, tutorials and practical classes for a course. A relaxation up to 25% approved by the H.O.D is allowed for medical emergencies, family issues, representing the institute in extracurricular and cocurricular activities, workshops, competitions or hackathons. Student must take prior permission in writing from the HOD/Dean Academics to participate in the various University/State/National level, educational events.

75% attendance is mandatory to appear for the End Semester Examination.

2.3.Examination fees structure per course

- Regular Examination : No exam fees
- Re-examination fee(Failed in earlier examination) : Rs. 500/-
- Grade improvement examination fees per course : Rs 1000/-
- Medical reasons/Personal Emergency Re-examination fee: Rs 1000/-

- Detained students Re-examination fee: 5000/-
- Special Examination fee: Rs 8000/-

3. Performance Evaluation

3.1 In-Semester Evaluation (ISE): shall be conducted exclusively by the subject teacher, who shall spell out the components of ISE in advance, maintain transparency in its operation, declare the evaluation results in time and return the answer scripts and assignment sheets to the students on a regular basis after the evaluation is completed. The following are the suggested (Indicative) modes of ISE:

- Multiple Assignments
- Open Book Examination
- Presentation
- Quiz
- Oral (internal/external)
- Group Discussion/Activity
- Project/Program/Design
- Attendance in theory sessions
- Peer Evaluation
- Any other way

3.2 Mid-Semester Evaluation (MSE): To be normally conducted in the mid of the semester, schedule of which will be announced by the Controller of Examinations at least one week in advance and the MSE examination will be conducted by the department. Question papers for MSE must be set after mutual discussion by all faculty teaching a specific course based on 40-50% of the syllabus. The paper will be of 1 hour duration and 20 marks.

3.3 End Semester (Regular) examination

Regular examinations will be conducted at the end of each semester. Those students whose name is appeared in the defaulter list received from the department will not be allowed to attempt the regular examination. This shall include a written examination of 3 hours duration of 100 marks for theory courses. For Lab ESE practical examination or oral examination or Quiz may be conducted.

3.4. Re-examination

Students, detained due to absence also referred to as defaulter are allowed to appear only in Re-examination.

The students who are unable to attempt due to medical reasons or those students who are declared as "failed" in the recently conducted End Semester (Regular) examination can attempt the Re-examination. This examination is also allowed to those students who have passed the End Semester (Regular) examination and wish to reappear the examination for the "Grade improvement purpose". **Grade improvement examination will be scheduled either along with re-examination or special examination as the case may be. All students who will attempt the re-examination will have a grade penalty of one grade.**

3.5 Special Examination

Grade penalty is applicable to students who adopt unfair means in the examinations and they shall appear only in Special Examination to be conducted at the end of the academic year and pay the appropriate exam fee.

This examination will be for those students who failed or remained absent in the End semester (Regular) Examination as well as Re-examination can attempt the "Special Examination". All students engaged in malpractice during odd and even semester MSE/ESE are eligible to appear only in "Special Examination". This examination will be conducted at the end of each academic year and not at the end of odd or even semesters. **All students who will attempt the special examination will have a grade penalty of one grade.**

All Theory examinations(Regular ESE, Re-examination or Special Examination) will be of 3 hours duration and 100 marks each.

3.6 Evaluation of Final year/Mini Project work: The project work shall be normally conducted in four phases, spread over two semesters.

- i. **ISE evaluation:** The student shall be required to present the work done before an Internal Project Evaluation Committee
- ii. **ESE evaluation :** The student shall be required to present the work done before an Project Evaluation Committee consisting of an external examiner and project guide

3.7 Evaluation of Internship:

The guidelines for students undergoing a 6-months long internship will be available on the institute website by the TPO/Internship coordinator. Students should refer to the guidelines from time to time.

4. Passing Criteria

ESE Passing Criteria: End semester examination(ESE) is a separate passing head. The student needs to score a minimum passing mark of median ESE/2 in ESE as well as minimum passing marks of median/2 out of 100 in the total marks of all theory or laboratory courses.

A student who is declared failed since the total marks scored by the student in the course is less than minimum passing marks of median/2 in spite of passing the ESE exam, then student has to appear for a re-examination for Theory ISE or Lab ISE and ESE as the case may be as scheduled by the course instructor.

5. Grading System:

- (a) The Institute shall follow the **hybrid grading policy**, that is the combination of absolute and relative grading systems. It is relatively bounded but absolutely bracketed.
- (b) For any course, GRADE will be awarded based on the performance on the SCALE of 100. Weightage for Theory is 60% and 40% while lab is 80% and 20%. The overall weightage is calculated based on the number of credits assigned, whether courses have both theory and practical or only theory courses, only tutorial or lab courses as shown in Table 1. Faculty have liberty to modify the weightage in only lab or tutorial lab courses with prior approval from Dean Academics and Principal.
- (c) The Department Academic Program Committee (DAPC) will study the marks obtained by the entire class and decide the score. AB grade will be awarded to that score. Let this score be S_A . S_A will not be more than the top score of the class. It can be equal to or lower than the top score.

Table 1: Sample Weightage Calculation based on Credits

	Credits theory	Credits tutorial	Credits lab	ISE_theory weightage/tutorial weightage	MSE theory weightage	ESE weightage/	LAB ISE weightage/tutorial weightage	LAB ESE weightage
	3	0	1	15	15	45	20	5
	2	0	1	13	14	40	27	6
Comm Skills	1	0	1	-	-	-	100	-

	1	0	0	20	20	60	-	-
	2	0	0	20	20	60	-	-
	3	0	0	20	20	60	-	-
	0	1	1	50	-	0	40	10
	2	1	0	13	14	45	33	-
HSS	2	0	0	100				
Mob programming	0	0	2	-	-	-	75	25

(d) All the students who have scores more than S_A will receive the AA (Top Grade).

(e) All the students who have scored below half median of the class in ESE examination ($< M_ESE/2$, where M_ESE is the ESE Theory median of the class)

or

below half median of the class in total marks assigned to the course. ($< M/2$, where M is the median of the total marks of the class) will be declared failed with grade FF.

(f) The range between S_A and $M/2$ will be divided in 6 equal intervals and will be allotted these grades chronologically.

(g) A student is considered to have completed a course successfully and earned the credits if he/she secures a letter grade other than PN, 'X', NR, NP or FF in that course. Letter grade FF in any course implies failure in that course.

Table 2: Grade Definitions

Grade	Points	Definition
FF	00	All the students who have scored below half the median of the class or have adopted unfair means will be declared failure in the course. ($< M/2$, where M is the median of the class)
AA	10	All the students who have scores more than S_A will receive the AA. (Top Grade)

AB (S _A)	09	The range between S _A and M/2 will be divided in 6 equal intervals and will be allotted these grades chronologically. The bottom limits for these grades will be as follows: M/2.....DD M/2+I1.....CD M/2+I2.....CC M/2+I3.....BC M/2+I4.....BB M/2+I5.....AB
BB	08	
BC	07	
CC	06	
CD	05	
DD	04	
X	0	Defaulter
NP	0	Absent
PN	-	pending
NR	-	not registered

- (h) The Transitional Grades PN shall be awarded by the teachers in the following cases:
- Grade PN to a student only on satisfactory attendance at classes and performance in other components of assessment, but absence from ESE in a semester for valid and convincing reasons acceptable to the Department, such as,
 - Illness or accident, which disabled him/her from appearing at the examination;
 - A calamity in the family at the time of the examination, which required the student to be away from the Institute.
 - All the PN, NP and X grades awarded to the students shall be converted by the teachers to appropriate letter grades and communicated to the Academic Section after the respective Re-examination ESE at the end of the semester. Any outstanding PN and X grades that are present after the last scheduled Special examination ESE at the end of the academic year shall be automatically converted to FF grade.
- (i) A *Semester Grade Point Average* (SGPA) shall be computed for all the students in a Department for each semester, as follows:

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

where C_i is Credits for the course, GP_i is the grade point obtained for the course and n is Number of courses registered in the semester.

A *Cumulative Grade Point Average* (CGPA) shall be computed for all the students in a Department at the end of each academic year by taking into consideration their performance in the present and the past semesters as follows:

$$CGPA = \frac{\sum_{j=1}^m \sum_{i=1}^n C_{ij} * GP_{ij}}{\sum_{j=1}^m \sum_{i=1}^n C_{ij}}$$

where m is the number of courses registered up-to that semester, Cij is the credit of jth course in ith subject, and GPij is Grade Points obtained in the jth course in ith semester.

- (i) 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.
- (j) When a student gets the grade PN or X 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 PN and X graded course(s). The SGPA and CGPA for that semester shall be finally recalculated after conversion of PN and X grade(s) to appropriate grade(s), considering the converted grade(s).
- (k) It shall be open to each student to take additional courses such as MINORS from the fourth semester onwards, with the concurrence of the Faculty Advisor. While the performance of the student in such courses shall be included in the Grade Card, they do not contribute to SGPA or CGPA of the concerned student.
- (l) The CGPA, SGPA and the grades obtained in all the courses in a semester will be communicated to every student at the end of every semester, except VIIIth semester, through a grade sheet. In its place a consolidated grade sheet (with 160 credits) will be issued in the final semester. This consolidated grade sheet supersedes all the earlier grade sheets.
- (m) Both SGPA and CGPA will be rounded off to the second place of decimal and recorded as such. Whenever these grade point averages are to be used for the purpose of determining the inter-se merit ranking of a group of students, only the rounded off values will be used.
- (n) CGPA to Marks Conversion: CGPA shall be converted into percentage marks, if required, using the following formula:

$$\% \text{ marks} = (CGPA - 0.5) \times 10$$

- (o) Specially abled students shall be given grace marks up to 5% of the total marks in a semester across all courses in the semester.

7. MOOC/SWAYAM / NPTEL COURSES:

A student may complete SWAYAM-NPTEL courses for HSS or Open Elective as mentioned in the curriculum and transfer equivalent credits to partially complete the mandatory credit

requirements of the concerned B.Tech. Program. (For example, 1 credit course is equivalent to 4-week course of SWAYAM/ NPTEL)

Before the commencement of each Semester, Parent Department shall release a list of SWAYAM-NPTEL courses approved as Departmental Elective/ Open Elective courses /MNC courses.

A student shall only request for transfer of credits from such notified SWAYAM-NPTEL Courses as published by the concerned Departments.

SWAYAM-NPTEL Courses are considered for transfer of credits only if the concerned student has successfully completed and obtained the SWAYAM-NPTEL Certificate to this effect.

The credit equivalence for SWAYAM-NPTEL Courses: 12 weeks – 3 credits; 8 weeks – 2 credits; 4 weeks – 1 or 0 credits.

The grading system for such SWAYAM-NPTEL Courses with transfer of credits is specified in Table 3 given below:

**Table 3: Grading System for SWAYAM-NPTEL
(HSS/Open Electives/Program Electives) Courses**

Final Score on the SWAYAM-NPTEL Certificate	Grade Awarded
86% and above	AA
From 71% to 85%	AB
From 61% to 70%	BB
From 56% to 60%	BC
From 51% to 55%	CC
From 46% to 50%	CD
From 40% to 45%	DD
0-39%	FF
Pending	PN

A student must submit the original SWAYAM-NPTEL Course Certificates to the controller of Examination. On verification of the SWAYAM-NPTEL Course Certificates equivalent Credits will be assigned in the grade card.

A student may submit a request for credit transfer from SWAYAM-NPTEL Courses before the last instruction day of each Semester of the B.Tech. program/MCA program as specified in the Academic Calendar.

LLC (Life Literature Culture) Courses are skill-based courses focused on the actual activities to be performed during the sessions and its practice at home. Hence their grading system is having little difference as compared to that of MOOC (NPTEL) courses. The table below indicates the proposed grading scheme for the LLC courses.

Students who have NG/FF in seva satva need to apply for additional course in the next semester when the Seva satva coordinator floats the google form. You will have to repeat a course allotted by the co-ordinator and complete it in the next semester.

Remember to check your result status when the faculty coordinator shares the final marksheet. If you have less than 40/100 in seva satva, you have to repeat the course.

Those students who have HSSE NG/FF, contact Dr.Sutar for further re-examinations. You have 3 options, you may choose what suits you best.

1. Complete an equivalent NPTEL course after intimation to Dr.Sutar . If you fail to register for NPTEL examination and only complete assignments, you will be declared failed again. Inform Dr.Sutar and CoE in writing if you are dropping out of a NPTEL course mid way. As soon as certificate is obtained from NPTEL, **submit hardcopy of NPTEL certificate with UID, name, sem, Branch written on it in exam section.**

2. You may pay a fee of Rs 5000/- in the exam section as supplementary/remedial classes fee as per deadline given. Contact Dr. Sutar who will arrange remedial lectures by the course coordinator. They will conduct a few lectures and give assignments/Projects which have to be submitted to the course teacher. The time table, deadline will be communicated by Dr.Sutar .

3. If you have not chosen option 1 and fail to register for remedial courses, then you can opt to enroll when the course you have failed is offered again in later semesters. You don't have to pay any extra fees. If any HSS course is ongoing, approach Dr.Sutar and enroll yourself for it if applicable.

Seva-Satva	Grade Awarded
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86% and above	AA
From 71% to 85%	AB
From 61% to 70%	BB
From 56% to 60%	BC
From 51% to 55%	CC
From 46% to 50%	CD
From 40% to 45%	DD
0-39%	FF
Pending	NG

8. Promotion Rules

- a) **From I Year to II Year:** To be able to register in the Second Year (IIIrd semester), a student should have completed, with DD or better grade, at least 22 credits at the end of first year including Induction program in Ist Year I Semester, IInd Semester, re- examination and special examination put together.
- b) **From II Year to III Year:** For promotion to Third year, a student should have (i) Cleared all the Course Work requirements of Ist Year including and (ii) passed, with DD or better Grade, at least 28 credits in IInd Year including re- examination and special examination.
- c) **From III Year to IV Year:** For promotion to Fourth year, a student should have (i) Cleared all the Course Work requirements of Ist Year, IInd Year and (ii) passed, with DD or better Grade, at least 28 credits in IIIrd Year re- examinations and special examination.
- d) **ODD to EVEN Semester:** There are no restrictions for promotion from odd semester to even semester in an academic year.

Withholding of Grades: The Grades of a student in a semester shall be withheld and not declared if the student fails to pay the dues to the Institute or has disciplinary action pending against him/her.

9. Award of Class

First Division with Distinction: A student who has passed all the courses without securing PN, X, or FF Grades during the period of study and with a **CGPA of 8.00 and above** is considered eligible for the award of First Division with Distinction.

First Division:

- a) If a Student has withdrawn temporarily from the Institute on the grounds like prolonged illness, grave calamity in the family or any other serious happening for integral multiples of a semester, even if he/she gets a **CGPA of 8.00** or more will be eligible for the award of First Division only.
- b) A student with a CGPA of 6.50 and above but less than 8.00 is considered eligible for the award of First Division.

Second Division: A student with a CGPA of 5.00 and above but less than 6.50 is considered eligible for the award of Second Division.

Third Division: A student with a CGPA of 4.00 and above but less than 5.00 is considered eligible for the award of Third Division.

10. Eligibility for the Award of Degree

A student shall fulfill the following requirements for the award of the B.Tech. degree:

- a) Credit Requirements: Minimum Earned Credit Requirements for the award of Degree is 160 with a CGPA of *not less than 4.00*. Each student for the B. Tech, Degree award shall be required to earn a total of 160 credits during his/her studentship at the Institute. While a student can register for more than 160 credits at the Institute, only 160 credits shall be considered for the Degree award.
- b) A student shall also complete the specified mandatory non-credit courses satisfactorily
- c) The minimum duration for a student for complying with the Degree requirement is *FOUR* academic years from the date of first registration for his/her first semester.
- d) The maximum duration for a student to comply with the Degree requirement is *SIX* academic years from the date of first registration for his/her first semester.
- e) In case the student opts for Honors/Minor certification schemes from 4th to 8th semester, he/she must earn additional 12 stars to qualify for such certification.

11. Grade improvement during the 4 year graduation period

- a) For grade improvement students who have secured CC to FF grade in a course in a semester, can appear for such grade improvement examinations in the same academic year as per the schedule announced by the Controller of Examination.
- b) Grade penalty of one grade is applicable in such cases.
- c) Students who improves his/her CGPA will be issued fresh mark lists by the institute. These

mark lists will

have star against the subjects for which he/she has appeared for grade improvement and will state “*Grade Improvement*”.

12.General Rules and Instructions for Open House

1. **Students’ grievances will not be resolved on the spot** and the students will have to fill Grievance Form made available in the room by the respective teacher. Any grievance listed below related to marking scheme and assessment should be notified in Grievances Form
 - a. Totalling mistake
 - b. Some part of answer not assessed or you expect more marks than what is given
 - c. **Note, the entire paper will not be rechecked, only specific sub questions in which you feel you have grievance.**
 - d. **If student grievance consists of more than 75% of the questions or all sub questions (ie. entire paper) or then the re-evaluation fee has to be paid.**
 - e. Mention question number without fail, else no checking will be done.
2. Students are required to fill **Grievance Form separately for each subject** and submit to the faculty/staff present in the classroom. Pens will be provided by college to fill the Grievance Form

Example to fill grievance form

Q3a not checked

or

Q3a ... 2 more marks expected

or

Q3a totalling mistake.

3. Submissions of the Grievance Form should be done in class room itself and will not be entertained afterwards.
4. All the grievances will be scrutinized by the course faculty and appropriate decisions will be taken.
5. The change in marks if any, will be displayed on the exam section notice board or revised results will be mailed to you. No personal / telephonic enquiry regarding this will be solicited.

6. **Papers will not be shown again after rechecking.**
7. **The decision of the committee covering all the queries will be treated as final**
8. Students are expected to come to see their answer books in person on the Open Day as per specified time table which will be communicated by the department. No query regarding any paper will be entertained after the allotted date and time for a respective course.
9. **Students are strictly not allowed to discuss and compare their respective answer papers in the open house session. If found to do so, the faculty incharge of the session has the right to ask them to leave the session.**
10. **Students are expected to carry only photocopy of synoptic and question paper with them and no other material such as carry pen, pencil or any other writing material or mobile phones with them**
11. No one other than the student is allowed to attend the Open Day; including Parents, Guardians, Friends or any other student representative.
- 12.
13. All the students are required to sign on an attendance sheet at the venue (class room) where the answer books will be shown to them.
14. **Tampering** of answer book with pen, pencil, using any writing material or other means will be strictly reviewed. If so found, then suitable disciplinary action will be taken and it will be considered as Unfair Means.
15. All instructions mentioned in notice should be followed strictly.

13. Unfair Means/Malpractice at Examination

13.1 General

Government of Maharashtra enacted the Maharashtra Act No. XXXI of 1982, providing prevention against Malpractices at the University/College/Board Examinations. Under the section of this act, use of unfair means of any kind by an examinee/ any person/person related to examination during the conduct of examination is a cognizable and non-bailable offense. For implementation of the act following procedure shall be adopted

13.2 Competent Authority

On receipt of a report regarding use of unfair means by any student/person at examination, including breach of any rules laid down by institute authorities for proper conduct of examination, **Complaint Redressal Committee (CRC) shall be the competent authority**. This committee shall be the competent authority to investigate, recommend and take appropriate disciplinary action against the student/person/s using, attempting to use, aiding, abating, instigating or allowing unfair means at examinations.

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

In case of unfair means at examination hall, coordinator examination shall adhere to the following procedure.

The student shall be called upon to surrender the material found in his /her possession, if any, and his/her answer book to coordinator examination.

Signature of the concerned examinee shall be obtained on the relevant material and list thereof. Concerned invigilator shall also sign on all relevant materials and documents besides counter signature of coordinator examination.

The answer book of the concerned examinee shall be confiscated along with unfair means material. This shall be marked as “Suspected Unfair Means Case”. A Statement of the examinee in prescribed form shall be obtained and he/she shall be issued a fresh answer book, if necessary, duly marked as “Second Answer Book”.

An undertaking shall be obtained in prescribed form from the concerned examinee stating that the decision of the concerned competent authority in his/her case shall be final and binding on him/her. He/She shall then be allowed to continue with his/her examinations.

Statement of the concerned invigilator in prescribed form, shall be obtained by coordinator examination who subsequently shall make forwarding remarks in the same format. If the examinee refuses to make statement or to give undertaking, the concerned invigilator and coordinator examination shall record accordingly on the same form.

Show-cause notice shall be issued to the examinee in prescribed form instructing him/her to appear before CRC.

In the case of impersonation or violence, the concerned examinee shall be expelled by coordinator examination from the examination and shall not be allowed to appear for remaining examinations of that semester. A report to this effect with the action taken shall be sent to the COE.

All the materials, statement and undertaking of examinee and statement of Invigilator along with the forwarding remarks of coordinator examination shall be forwarded by coordinator examination through coordinator examination to COE in separate and confidential sealed envelope marked with “Unfair Means Case”.

In case of unfair means of oral type, invigilator and/or concerned authorized person shall record the facts in writing and report the same through coordinator examination to the COE.

COE after finding the prima-facie of the case of malpractice received from coordinator examination shall send it to CRC. Controller of Examinations or his/her representative shall present the case of malpractice before CRC and shall deal with the case till it is finally disposed of.

13.4 Procedure for Dealing with Unfair Means at Assessment Centre

During the assessment of answer books, if examiner suspects that there is prima-facie evidence that the examinee/s, whose answer book/s the examiner is assessing, appear/s to have resorted to unfair means in the examination, examiner shall forward his/her report along with the evidence and his/her opinion to the COE who shall then forward the case in separate sealed envelope marked with “Suspected Unfair Means Case” to CRC.

If any staff is found involved in any type of malpractice/unfair means, COE shall report the case to CRC for further action.

COE or his/her representative shall present the case of malpractice before CRC and shall deal with the case till it is finally disposed of.

13.5 Procedure to be followed by Complaint Redressal Committee (CRC)

A. For the purpose of investigating unfair means resorted to by examinee/s at the written MSE/ESE examination:

The EC shall appoint CRC which shall function as a body to investigate into the matter and decide the punishment on the basis of facts and findings of the case after ensuring that reasonable opportunity has been given to the concerned implicated student/examinee/person in his/her defense.

The CRC shall then issue final order/s with regard to the penalty action to be taken against the implicated examinee/persons.

The CRC shall inquire and decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means as prescribed by Examination Manual. However, depending on the situation, the committee may quantify the severity of the punishment.

As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges leveled against him/her. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defense. The committee shall also consider the reply/explanation given by the examinee before making the final decision.

After issuing show cause notice if the implicated examinee fails to appear before committee on the day at specified time and venue fixed for the meeting, the committee

shall take decision in his/her case in absentia, on the basis of available evidence/documents, which shall be binding on the examinee concerned.

In disciplinary action against a concerned implicated student/examinee/person, the committee shall have rights to cancel institution scholarship/s or awards or prizes or medals etc. achieved by him/her in that examination.

The committee shall dispose of the case within one week, from the last date of examination and in no case later than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee shall be issued to the respective examinee and same shall be informed to the Dean (Academics), COE and the person through whom the case was initiated.

B. For Unfair Means in Conduct of Practical Examination:

DEC shall be the competent authority to take action on the student who has been caught in copying or involved in any type of malpractice in practical examinations. DEC shall obtain the statement of such student in the prescribed form and the statement of invigilator with forwarding remarks of the Head of the concerned Department. In cases such as violence or any other serious matter where it is felt necessary to take severe action, DEC shall refer the case to the COE.

13.6 MALPRACTICES

Students are not allowed to leave the Examination Hall without submitting the answer script. They will not be permitted to enter the examination hall after 30 minutes of commencement of the examination and to leave the examination hall before 30 minutes of the closure of examination.

The nature of malpractice and the minimum punishment are indicated in the following table:

Sr. No.	Nature of the Malpractice	Punishment
1	Taking out, used or unused answer booklets outside the examination room.	Fine of Rs. 1000/- per paper. In case of used answer booklets, in addition to the above, the candidate shall be awarded an F Grade in that subject.

2	Verbal or oral communication with neighboring students after one warning.	Taking away the answer script and asking the student to leave the hall.
3	Possession of any incriminating material inside the examination hall (whether used or not) For Example: written or printed materials, bits, writings on scale, calculator, hand kerchief, dress, part of the body and hall ticket etc., Exchange of question papers and other materials with some answers. Exchange of question papers and other materials with some answers.	In case of continuous evaluation, zero marks will be awarded in that examination. In case of End semester examinations, award FF Grade. The candidate may be allowed to appear for only Special examination
4	Possession of answer book of another candidate. Giving answer book to another candidate.	The candidate shall be awarded zero marks in that examination and he/she shall be awarded FF Grade in that particular subject.
5	Misbehavior in the examination hall (unruly conduct, threatening the invigilator, or any other examination officials or other students). Repeated involvement in malpractices 2 to 4 above.	Cancellation of all theory examinations registered in that semester and further debarring from continuing his/her studies for one year (two subsequent semesters). However, such students may be permitted to appear for re-examinations of the previous semesters.
6	Cases of impersonation	Handing over the impersonator (outsider) to the police with a complaint to take appropriate action. Cancellation of all examinations (all papers registered) for the bonafide student for whom the impersonation was done and further the bonafide student will be debarred from

		continuing his/her studies and writing all examinations for two years. If a student of this institute is found to impersonate a bonafide student, the impersonating student will be debarred from continuing his/her studies and writing all examinations for two years.
7	Physical assault causing injury to the invigilator or any examination officials or other students.	Rustication from the Institute.

For any other type of malpractices reported, The Malpractice and Disciplinary Action Committee (Academic) may recommend appropriate punishment.

Grade Calculation Example

For any course, GRADE will be awarded based on the performance on the SCALE of 100. Weightage for Theory is 60% and 40% while lab is 80% and 20%.

The overall weightage is calculated based on the number of credits assigned, courses that have both theory and practical or only theory courses, only tutorial and lab courses. Faculty have liberty to slightly tweak the ratio in only lab or tutorial lab courses.

Irrespective of Marks of any evaluation component, weightage applies as mentioned above.

Example if the course has 3 credits for theory and 1 credit for practical.

3 0 1 ($\frac{3}{4}$ th weightage to theory and $\frac{1}{4}$ weightage to lab)

75% theory 25 % lab

Theory

60% ESE and 20% ISE and 20% MSE

$$0.6 \cdot 75 = 45\%$$

$$0.2 \cdot 75 = 15\%$$

Lab

20% ISE

5% ESE

$$0.8 \cdot 25 = 20\%$$

$$0.2 \cdot 25 = 5\%$$