

Nagar Yuwak Shikshan Sanstha's

Yeshwantrao Chavan College of Engineering

(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

(Accredited 'A' Grade by NAAC)

Hingna Road, Wanadongri, Nagpur - 441 110

Ph.: 07104-242919, 242623, Fax: 07104-242376,

Website: www.ycce.edu E-mail : principal@ycce.edu, info@ycce.edu



ACADEMIC REGULATIONS


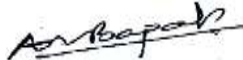
Prepared by Dean (Academic Matters)

Approved by the Principal

Published by the Registrar

20th June 2019

Applicable for AY 2019-20 Onwards

		1.07
Principal	Dean (Acad. Matters)	Version



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Preamble

Yeshwantrao Chavan College of Engineering, Nagpur, the flagship institution of the Meghe Group was founded in 1984 by Nagar Yuwak Shikshan Sanstha under the Chairmanship of Hon'ble Shri. Dattaji Meghe, Member of Parliament. The institution recently celebrated its Silver Jubilee Year. The institution offers 7 undergraduate (BE) programmes with an intake capacity of 1020. The institution also offer 12 full time M.Tech. programs. All eligible programs are accredited by the National Board of Accreditation (NBA). All UG regular programmes are permanently affiliated with Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. Besides, the Institution is a recognized centre by Rashtrasant Tukadoji Maharaj Nagpur University for Higher Learning and Research.

Over the past 34 years, the Institution has grown to become a centre of excellence in engineering education and a preferred destination for parents, students and leading software & core companies for recruitment of manpower. In the current year the institution has emerged as highest placement opportunity provider for college students in coveted and core sectors. It is also amongst the select few well performing institutions chosen under Technical Education Quality Improvement Programme (TEQIP) of Govt. of India, funded by the World Bank. The Institution received financial aid to the tune of Rs. 8.42 Crores under first phase of TEQIP, which has been spent on creating state-of-art infrastructure, laboratories, computational facilities, library etc. YCCE is consistently in Top 150 ranked Institutions by National Institutional Ranking Framework(NIRF). These institutes include all IITs NITs etc.

YCCE has been granted 'Autonomous Status' by Rashtrasant Tukadoji Maharaj Nagpur University on recommendations of University Grants Commission. YCCE shall function as an Autonomous College from academic year 2010-11. The purpose of Grant of Autonomy is to promote Academic Excellence. As per National Knowledge commission report of Working group on Engineering Education (March 2008) provided sufficient guidelines for the structure, contents and base for curriculum development for undergraduate engineering education, the curriculum under Autonomy is designed and developed from the invaluable contributions from renowned subject experts from IIT - Mumbai, IIT - Roorkee, IIT - Khragpur, IIT - Delhi, IISc- Bangalore, BITS Pilani- Goa, SVNIT -Surat, VNIT - Nagpur, MNIT - Jaipur, DAIICT - Gandhinagar and scientists of BARC - Mumbai. The cutting edge technology, up-to-date syllabus content at par with current requirement of the industry, effective scheme of examination, gradation pattern, Semester long Internship are some of the salient features of academic autonomy.

YCCE is keen to play a significant role in providing excellence in education by adhering to the International benchmark and to become a role model for other Institution. Accordingly, an Academic Advisory Board comprising of renowned educationists and industrialists has been constituted. Inception of this Academic Advisory Board for the Institution is very positive step which demonstrates the desire of the Institution to play a key role in emerging global education paradigm in the next decade. The Institution has a formal International Advisory Board comprising of eminent personalities from the field of education, research and technology at international Universities.

The Institution is also committed towards its social responsibilities by rendering services to the community under TEQIP programme. For last three years the institution is also implementing 'Fee Waiver Scheme' for economically weaker section, women and physically handicapped meritorious students. The institute is striving to produce globally competitive and locally relevant engineers and is expected to be a benchmark institute in the global perspective.



OUR VISION

**To become the most preferred institution
providing innovative, research and value
based, professional education
for the society at large.**

OUR MISSION

YCCE is committed to:

- **Attract best talent and create learning ambience**
- **Practice Innovative teaching-learning & research**
- **Integrate Industry-Institute Collaborations**
- **Nurture students towards holistic Development and choicest career**



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ACADEMIC REGULATIONS

Academic programs of this institution are governed by rules and regulations as approved by Academic Council, which is the highest academic body of the autonomous college. These academic rules and regulations are applicable to all students who are admitted to this college from academic session 2010-2011 onwards.

1.0 Abbreviations and Definitions

- 1.1 "Autonomous Institution/ College" means an institution / college designated as autonomous by Rashtrasant Tukadoji Maharaj Nagpur University.
- 1.2 "Academic Autonomy" means freedom in all aspects of conducting academic programs, granted by University for promoting excellence.
- 1.3 "AC" means Academic Council.
- 1.4 "AICTE" means All India Council for Technical Education.
- 1.5 "JEE (Main)" mean Joint Entrance Examination (Main)
- 1.6 "ATKT" means Allowed To Keep Terms.
- 1.7 "BoM" means Board of Management.
- 1.8 "BoS" means Board of Studies.
- 1.9 "Branch" means specialization in a program like B.E. in Civil Engineering or M.Tech. in CAD/CAM.
- 1.10 "CA" means Continuous Assessment.
- 1.11 "CGPA" means Cumulative Grade Point Average.
- 1.12 "CoE" means Controller of Examinations.
- 1.13 "Commission" or "UGC" means University Grants Commission.
- 1.14 "Course" or "Subject" means a theory/ practical/ other item mentioned in the Scheme of Examination, identified by the number and title.
- 1.15 "DAC" means Disciplinary Action Committee.
- 1.16 "DAM" means Dean (Academic Matters).
- 1.17 "DSA" means Dean (Students Activities).
- 1.18 "DTE" means Directorate of Technical Education, Government of Maharashtra.
- 1.19 "ESE" means End Semester Examination.
- 1.20 "FYC" means First Year Coordinator.
- 1.21 "GATE" means Graduate Aptitude Test in Engineering.
- 1.22 "Government" means Government of Maharashtra.
- 1.23 "Institution" or "College" or "YCCE" means Yeshwantrao Chavan College of Engineering, Nagpur unless indicated otherwise.
- 1.24 "M.E." means Master of Engineering by Research Program.
- 1.25 "MSBTE" means the Maharashtra State Board of Technical Education.
- 1.26 "MSE" means Mid Semester Examination.
- 1.27 "PTDP" means Bachelor of Engineering (B.E.) Part Time Degree Program.
- 1.28 "Post graduate or PG Program" means Master of Technology (M.Tech.) degree program.
- 1.29 "RRMC" means Result Review and Moderation Committee.
- 1.30 "SGPA" means Semester Grade Point Average.
- 1.31 "SoE" means Scheme of Examination.
- 1.32 "RTMNU " or "University" means Rashtrasant Tukadoji Maharaj Nagpur University
- 1.33 "TA" means Teachers Assessment.



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1.34 "Undergraduate" or "UG" Program means Bachelor of Engineering (B.E.) degree program.

Please be noted that where the words "he", "him", "his", occur, they also mean "she", "her" and "hers".

2.0 Programs offered

YCCE offers programs at UG, PG and doctoral level as per following

2.1 Following are the branches of study of UG program (Full Time):

- Civil Engineering
- Computer Technology
- Electrical Engineering
- Electronics Engineering
- Electronics and Telecommunications Engineering
- Information Technology
- Mechanical Engineering

2.2 Following are the branches of study of PG programs (Full Time):

Name of the department offering the Program	Title of Post Graduate Program
Civil Engineering	1. Structural Engineering 2. Environmental Engineering
Mechanical Engineering	Computer Aided Design/ Computer Aided Manufacturing
Electrical Engineering	Integrated Power System
Electronics Engineering	Electronics Engineering
Electronics and Telecommunications Engineering	Communications Engineering
Computer Technology	Computer Science Engineering

2.3 The Institution also offers the Doctoral Program leading to degree of Ph.D. in the departments.

3.0 Admission to full time UG programme in Engineering

3.1 Admissions to the first year of all the programmes shall be made through the Maharashtra Combined Common Entrance Test (MHT-CET) conducted by the Government of Maharashtra or on the basis of performance in JEE (Mains) conducted by Central Board of Secondary Education.

3.2 The intake capacity of each Programme, criteria for reservation, eligibility requirements shall be decided by the AICTE/Government/ DTE directives.

3.3 The Institution shall also admit to first year of the programmes, a limited number of students at Institution Level as per the quota decided by Government.

3.4 The Institution shall also admit to first year of the programmes, Non-Resident Indian (NRI) students as per the approval accorded by AICTE and the guidelines of the Government.

3.5 The selected student will be admitted to the UG programme after he / she fulfills all admission requirements as indicated in the offerletter issued by



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the Competent Authority.

- 3.6 Candidates have to fulfill the medical standards required for admission as set out in the information brochure of MHTCET/JEE (Main) and/or RTMNU.
- 3.7 If at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer letter of admission, the Principal/ Director of the Institution may revoke the admission of the candidate and report the matter to the BoM and concerned government authorities as necessary.

4.0 Admission to Direct Second Year of UG Degree Program in Engineering

There shall be a lateral admission to all courses in the Second year for students having Diploma in Engineering in equivalent branches on merit basis through an admission process directly in accordance with the Rules and Regulations of DTE every year. The number of seats offered to students for admission is decided by the Government of Maharashtra every year. The admission process is conducted by the DTE, Maharashtra State.

5.0 Admission to Part Time Degree Programs in engineering

The clause is withdrawn

6.0 Admissions to PG engineering programs

The admission to PG programs will be offered to

- a) The candidate who possesses a Bachelor's Degree in Engineering/Technology from educational institutions approved by AICTE/Government of India OR M.Sc. OR Candidate in final semester of program OR AMIE in respective discipline.
- b) The candidate who has a valid GATE score.

A student should have obtained the eligibility certificate from the RTMNU if he has passed the qualifying examination from other than RTMNU.

The admissions will be done as per existing rules of Govt. of Maharashtra.

7.0 The eligibility for registration to ME by research program in engineering

The clause is withdrawn

8.0 The eligibility for registration to doctoral degree in engineering

The candidates possessing educational qualifications as specified by the RTMNU can register for Doctoral Degree programs in engineering. The candidate's registration shall have to be confirmed by RTMNU.

A student should have obtained the eligibility certificate from the RTMNU if he has passed the qualifying examination from other than RTMNU.

9.0 The eligibility for registration to doctoral degree in science

The clause is withdrawn



10.0 Enrolment:

The students admitted to the programs offered by the Institution will be enrolled at RTMNU, soon after the admission, if he is not enrolled earlier. The candidature of the student will be provisional till his enrolment is accepted and an enrolment number is assigned by the RTMNU.

11.0 Duration of Degree Programs

11.1 Minimum Duration of the programs:

- a) The full time UG Programme shall be of four years / eight semester duration. For those students who are admitted directly to Second Year of regular BE program, the minimum duration shall be of three years/ six semesters.
- c) The full time PG Programmes shall be of two years / four semester duration.
- e) The Doctoral Programmes shall be as per the directives of RTMNU.

12.0 Fees to be charged for the Under Graduate, Post Graduate and Research degree programs

- 12.1 For the UG and PG programs, the tuition and other fees charged to students over the duration of programmes shall be as per the approval of the Competent Authority set up by the Government. The dates for payment of fees will be declared well in advance and intimated to the students through the website and other notices.
- 12.2 The tuition and other fees payable by the student will have to be deposited in the institution's office/bank as prescribed by the Competent Authority, as per the given dates in the calendar of activities. The dates for payment of fees will be declared well in advance and intimated to the students through the website and other notices.
- 12.3 For the doctoral degree programmes, the tuition and/or other fees charged to students over the duration of the programmes shall be as decided by the BoM.

13.0 Scheme of Examination

Every Programme has a prescribed course structure which, in general terms, is known as Scheme of Examination (SoE). It prescribes courses to be studied in each semester. The details of the SoE are as follows:

- 13.1. Every Programme shall have a SoE and course contents (Syllabi) for the courses recommended by the BoS and approved by the AC.
- 13.2. Composition of the SoE for
UG programs:
 - a) Basic Sciences, Basic Engineering Sciences, Humanities and Management, and related engineering courses.



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- b) Professional Core engineering courses related to the concerned discipline.
- c) General Proficiency courses and Professional Development courses.
- d) Professional Electives.
- e) Free Electives / Open Electives
- f) Comprehensive Viva, Seminars and Project.
- g) Other requirements such as Industrial training/Industrial visits / Audit Courses etc.

PG programs:

- h) Professional Core engineering courses related to the concerned discipline.
- i) Professional Electives
- j) Seminars and Project/Dissertation

13.3. The Institution shall follow a semester system. The academic year is divided into two main semesters and one supplementary/Summer term. Main semesters are for regular class work. Supplementary/summer term is primarily for unsuccessful students and those who have dropped the courses or to conduct the special courses.

13.4. Each main semester shall be of typically 19 weeks duration inclusive of registration, course work, examinations, assessment etc.

13.5. Course Credit System/Structure

A student earns the credits for a particular course by fulfilling the academic requirements viz. attendance and evaluation. There are mainly two types of courses-Theory courses and Laboratory courses. Theory courses consist of Lecture (L) hours and Tutorial (T) hours while some courses may have Laboratory Practical (P). In Laboratory courses (P) a student shall have to earn credits while working in a Laboratory/Drawing hall/Workshop/assigned place of learning. The total credits required for completing a program shall be between 160-170; while for students admitted under lateral entry will have to earn around 110 to 120 credits (The exact number shall be mentioned in the SoE). The total number of credits in a Semester which a student shall register will be as prescribed in the SoE of the specific branch from SoE 2018-19 onwards.

Number of credits for a course in any semester is generally calculated as follows.

Table 1

Sr.No	Course	hour / week	Credits for UG	Credits for PG
1	Lecture	1*	1	2
2	Tutorial hour / week	1*	1	2
3	Workshop / Laboratory / Drawing hours / week	2*	1	2
4	Seminar	1	1	2
5	Project/Dissertation Stage I		4	14
6	Project/ Dissertation Stage II		6	20



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*The values will be multiplied by 2 for Summer Terms.

13.6. Medium of Instructions:

The medium of Instruction for all coursework, examination and all academic activities shall be English.

13.7. Audit Courses

A student will be allowed to register audit courses during the entire UG Program. Students will opt for audit courses only on recommendation of Faculty Advisor.

Audit Course shall not carry any credit but will be reflected in Grade Card as "Audit" and will be awarded "G" grade if student passes the course with minimum attendance and evaluation requirements. However, these will not be considered in the CGPA calculation.

If a student is unable to secure a "G" grade, he will be awarded "H" grade. For such cases, the student will either re-appear in examination or re-register for the same course whenever the opportunity arises in subsequent semester.

13.8. Seminars

Seminar is a course requirement wherein under the guidance of a faculty member a student is expected to do in depth study in a specialized area by doing literature survey, understanding different aspects of the problem and arriving at a status report in that area. While undergoing a seminar course, the student is expected to learn investigation methodologies, study relevant research papers, correlate work of various authors/ researchers critically, study concepts, techniques, prevailing results etc., analyze it and present a seminar report. It is mandatory to give a seminar presentation before a panel constituted for the purpose.



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13.9. Comprehensive viva

The examination of student under this head is aimed at assessing the student's understanding of various courses studied during the entire program.

The Viva-voce examination will be conducted by a panel of examiners consisting of the departmental committee and at least one external expert, preferably from an Industry.

13.10. Projects/Dissertation

Project/ Dissertation is a mandatory course requirement, wherein, under the guidance of a faculty member, a final year student is required to do some innovative work with application of knowledge gained while undergoing various theory and laboratory courses of study. The Project/Dissertation may be related to a theoretical analysis, an experimental investigation, a proto-type design, a new correlation and analysis of data, fabrication and setup of new equipment. The student is expected to do literature survey and carry out development and/or experimentation. Through the project work, the student is expected to exhibit both the analytical and practical skills.

A student will carry out the Project/ Dissertation work under the guidance of the faculty supervisor from the same department unless specifically permitted by the Head of the Department for alternate arrangements. The registration for the Project/ Dissertation work is normally in two phases, each spread over a semester. The first phase shall commence in 7th semester and the second phase shall commence in 8th semester. At the end of the first phase, the student is required to submit preliminary report of his work by a prescribed date to the Course Coordinator and present it to a Panel of Examiners. The second phase of the work is continued in the subsequent semester.

The student shall register the title along with Project/ Dissertation synopsis within a month from the date of registration by the date provided in the Academic Calendar. The change in title, if any, shall be allowed once, provided such request is received from student duly approved by the supervisor, Chairman BoS of respective Board and DAM.

The student will submit the report on Project/ Dissertation work in the format prescribed by the Institution.

The final project/dissertation report should be submitted by the prescribed date.

Generally there should not be any extension in the schedule for dissertation report. However, for genuine reasons (such as medical reasons (Accident and / or hospitalization of a student) or other emergency circumstances (death of immediate close relative i.e. father, mother, brother and sister), extension in submission of dissertation report beyond the date specified in



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the calendar for one month with permission from Chairman, BoS, may be granted. If the dissertation cannot be completed due to valid reasons, student will be temporarily awarded 'Z' grade at the time of finalization of grades. The 'Z' grade will be converted to a performance grade when such a student submits the report and undergo the oral examination. Further, if such late reports are not submitted, the 'Z' grade will be automatically converted to 'F'.

Re-registration for the Project/ Dissertation will be required in the following semester if a student secures "F" grade in a project/dissertation work. He may submit the project/dissertation immediately after re-registration, if desired.

SEMESTER LONG INTERNSHIP FOR FINAL PROJECT

Students who are undergoing semester long/ year long internships will complete their project work at the Industry where he/she is doing the internship.

13.11. Practical / Industrial Training

Each department shall have the flexibility to specify Practical Training as a part of minimum requirement for award of degree. Practical training will be done in summer term following fourth/sixth semester of UG program. The minimum duration for practical training shall be five weeks. The training shall be done in industry or R&D institutions in India/abroad. The institution may offer the Campus Recruitment Training or other similar modules to students against this course in SoE.

The student will have to submit the documents of attendance and the report of training in the specified format. The evaluation of the training on the basis of report submitted by the student will be done in seventh semester of UG.

13.12. Work Visit

Some departments may prescribe work visit as part of the curriculum. Under this, the students will visit an industry/site to get exposure of various technologies employed in industry.

14.0 Course code and Course Numbering Scheme

Course Numbers are denoted by SIX digit unique alpha numeric characters. First two characters represent the department offering the course. The third character represents version of scheme of examination. The fourth character represents the level of course, 1 being the level of first year while 4 represents final year. The fifth and Sixth character represents a sequential number assigned by the department offering the course. The numeric part of the course number indicates the level of the course.

Example: CV2101 means a course offered by the department of Civil Engineering. The SOE is of 2018 onwards and if offered to First Year, the last two characters (01) represent the first course on the list of department. CV22--, CV23--, CV24-- for 2nd, 3rd and 4th year and CV9-- for PG courses.



15.0 Change of Branch:

Students are eligible to apply for a change of branch only after successfully completing the first two semesters of UG. The rules/ guidelines shall be as per the following directives in place; issued by the Government.

- 15.1 Change of branch shall be offered to the candidates, if clear vacancies exist.
- 15.2 Students must apply for change of branch within 15 days after the declaration of the second semester result by stating their choices in order of preference.
- 15.3 All such transfers shall be permitted only at the beginning of the third semester.

16.0 Registration

16.1. Faculty Advisor

A student or a group of students is assigned to a faculty advisor from the concerned department, who will mentor the student from his third semester to final of BE in the Institution. The students are expected to consult the faculty advisor on any matter relating to their academic performance and the courses they may take in various semesters / summer terms. The faculty advisor is assigned to extend guidance to the students enabling them to complete their courses of study for the required degree in a smooth and timely manner. The faculty advisor is the person to whom the parents/guardians should contact for performance related issues of their ward. In view of the guidance to the students, the role of faculty advisor is outlined as below

- 16.1.1. Guidance about the rules and regulations of the courses of study for a particular degree.
- 16.1.2. Pay special attention to weaker students.
- 16.1.3. Liaison with parents for the academic performances and other personal problems of their wards.

16.2 Registration for the First Two Semesters of UG

The students admitted to the First year of UG course will have to register for the courses as per the advice of faculty advisor. There are no requirements of accumulated credits for registration to first two semesters.

16.3 Registration for third and subsequent semesters of UG. (Second year onwards)

- 16.3.1. For registration in third semester of UG, a student must have earned a minimum of 60 % credits of first two semesters. The students who are admitted under lateral entry scheme, there shall be no minimum credit requirement. For the students of PTDP, they shall secure minimum of 60% of the total credits proposed at first two semesters in the SoE of the respective programs.
- 16.3.2. For registration at fifth semester of UG, a student must have earned all the credits of first two semesters 60% credits of third



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and fourth semesters. For students admitted under lateral entry, student must have earned minimum of 60% credit of second year for registration to fifth semester. The students of PTDP shall have earned the all credits of the first two semesters and minimum of 60% of the total credits proposed at third and fourth semesters in the SoE of the respective programs.

- 16.3.3. For registration at seventh semester of UG, a student must have earned all credits of first four semesters and at least 60% Credits of fifth and sixth semesters. For students admitted under lateral entry, a student must have earned all credits of third and fourth semesters and at least 60% Credits of fifth and sixth semesters. The students of PTDP shall have earned the all credits of the first four semesters and minimum of 60 % of the total credits proposed at fifth and sixth semesters in the SoE of the respective programs.
- 16.3.4 A student will be allowed to register for the courses only if he/she has cleared all financial dues of the previous year / semester of the Institution and/or Hostel.
- 16.3.5. A student will not be able to register for the courses if he has been debarred from registration on specific grounds.

16.4 Registration of PG students

- 16.4.1 There are no requirements of accumulated credits for registration to first two semesters of M. Tech. Degree Program
- 16.4.2 A student should have earned at least 75% of the stipulated credits for first two semesters for admission to third semester of the M.Tech. Degree Program.
- 16.4.3 In case the required credits as per above clause are in decimals, the value after the decimal point will be ignored. This means the required credits will be rounded off to lower integer value.
- 16.5 Each student shall be required to register for course work on the advice of Faculty Advisor at commencement of each semester on the day fixed for such registration and notified in academic calendar. Registration will involve filling up a registration form by stating the theory course / Laboratory / Workshop / Seminar / Project, etc.
- 16.6 Each student shall also register for the Group Discussions/Personality Development / Special courses in consultation and approval of Faculty Advisor.
- 16.7 Student who fails to register for course work on notified day may be permitted by the Department for late registration on another notified day after payment of additional fee fixed by the Institution.
- 16.8 If a student is not in a position to register during any semester, he shall obtain prior permission from the DAM; his admission to that semester will be cancelled.
- 16.9 A student shall re-register in all failed courses whenever they are offered.
- 16.10 Freedom to change the course during re-registration is offered only for electives.
- 16.11 A student will not be permitted to re-register for the courses they have already passed during the period of study.



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- 16.12 A student whose CGPA is less than minimum threshold limit (5.0 for UG programs and 5.5 for PG programs), may be permitted to register for lesser number of courses in consultation with Faculty Advisor, but not below 16 credits in any case.
- 16.13 A student who has passed in all the course heads obtaining grades between 'A+' and 'D' will have the option to register for one or more courses to improve the CGPA.
- 16.14 Evaluation of the students admitted under Lateral Entry after Diploma
The students admitted shall have to register for the courses at the third semester of the Programme to which they are admitted; in consultation with the Faculty Advisor. Further, they shall undergo additional academic requirements, if any, as specified by the Academic Council.
- 16.15 Entry of Students from University Pattern to Autonomous Pattern
A student of this Institution studying under RTMNU pattern can be absorbed into autonomous pattern subject to conditions mentioned below:
A student can be absorbed into autonomous pattern in any semester provided he has fully passed all previous semesters in University pattern. When student switches over from university pattern to autonomous pattern, he shall be presumed to have earned credits of all courses offered in previous semesters of that programme in autonomous pattern. The SGPA of such student shall be calculated for each semester he has passed under RTM Nagpur University or equivalent university as per absolute grading system as.
- $SGPA = (\% \text{ marks scored at the semester} + 7.5) / 10$ for percentage of marks scored by student upto and equal to 85% OR
 $SGPA = 9.25$ for percentage of marks scored above 85%.
- If a student has passed a semester in RTM Nagpur University or equivalent program, he shall be presumed to have earned all credits prescribed for equivalent semesters in autonomy.
- 16.16 A student who becomes ineligible for admission to the higher year/semester due to non-accumulation of required credits at the immediately lower semester/year and has thus been forced to discontinue for a year, then he may seek readmission to the said semester/year of the program. In such case of readmission, the courses passed by a student, credits, related grade and grade points obtained by the student from the courses in that semester shall be null and void. A student shall have to earn the credits from all the courses in the said semester/year afresh as per the existing scheme of examination and related syllabi content.

17.0 Course Completion:

A student will have to complete all the requirements for the courses at which he is registered. The HoD will report the names of students who failed to complete the stipulated requirements in course(s), if any, to CoE at least 07 days ahead of commencement of ESE. Such student will not be permitted to take the ESE for the



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courses where he has not completed the course requirements. He shall, however, be eligible to take the ESE in other courses where he has completed the course requirements satisfactorily.

18.0 Evaluation

The AC will decide from time to time on the system of examinations in each course in each semester. The current practice of Assessment is as follows:

- 18.1. A student is evaluated for theory courses through Teachers Assessment (TA), Three mid semester examinations (MSE) and one End Semester Examination (ESE)
- 18.2. The relative weightage is 10% for TA, 30% from two better of three MSE,, and 60% for ESE.
The teacher shall announce the method of TA at the beginning of the semester. All MSE and ESE are compulsory for all students. The marking will be on absolute basis. The total marks are calculated in each course as per the weightage indicated above. No credits are awarded if the student remains absent in the ESE.
- 18.3. The laboratory courses will have Continuous Assessment (CA) which will be based on punctuality, turn to turn assessment of student's work, quality of records maintained, group discussions, overall understanding of the experiment and viva-voce examination (as per requirement of structure of course). The CA for laboratory courses shall be 40% and ESE may be on an experiment or viva or written test or a combination of these, and shall carry a weightage of 60%.
Practical Courses with 100% continuous evaluation will not have ESE. The student shall either successfully complete the course or shall get I grade if the course work is not satisfactory
- 18.4. The instructor shall announce the mode of evaluation and distribution of marks for CA at the beginning of the laboratory course. It is obligatory for students to maintain and submit laboratory journal, drawing sheets, prescribed documentation for the laboratory course, jobs in Workshop and reports, wherever necessary.
- 18.5. The MSE and ESE shall be conducted centrally as per the schedule announced in the academic calendar.
- 18.6. The ESE shall be conducted for the duration as given in SoE and will be held as per the schedule declared in the Academic calendar for that semester. The detailed time-table for this will be declared at least one week before the commencement of ESE by the CoE.
- 18.7. The question paper formats will be displayed on notice boards/ Institution website for information of the students.
- 18.8. All examinations and other modes of evaluations, under TA, announced by the teachers with the approval of HoD/ Chairman of BoS are compulsory.
- 18.9. Assessment of Seminars, Mini-projects, Projects, Dissertation etc:
Every student has to undertake Seminars/Projects of professional nature and interest. It will be evaluated on the basis of the quality of work carried out, the report submitted and presentation(s) during the Seminar. A panel of examiners shall evaluate the dissertation report and an oral examination shall be conducted in ESE. The assessment of the dissertation work shall be



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- done on preliminary presentation (25% of the total weightage); initiative, interest, effort and regularity shown (25% weightage) and oral examination (50% Weightage).
- 18.10. The assessment of the project will be as per the details given in the Scheme of Examination. The TA for the project Phases 1 and 2 will be based on the seminars, reports, technical achievements, analytical skills exhibited in solution to the problem and dissertation.
- 18.11. Project evaluation of PG:
Evaluation of dissertation will be taken up only after the student completes all the core as well as elective course requirements satisfactorily.
- a. The dissertation work shall be evaluated by midterm seminar(s), quality of work carried out, dissertation report submission and the viva-voce examinations.
 - b. A panel of examiners shall evaluate the dissertation report and an oral examination shall be conducted in ESE. The assessment of the dissertation work shall be done on preliminary presentation (25% of the total weightage); initiative, interest, effort and regularity shown (25% weightage) and oral examination (50% Weightage).
 - c. The examination of the Project/ Dissertation will be conducted by a panel of examiners consisting of the department committee and at least one external expert, preferably from an Industry.
- 18.12. Rescheduling of MSE-I and MSE-II
The clause to be withdrawn
- 18.13. Examination form submission
The students shall submit online examination form in order to be eligible for evaluation.
- 18.13.1. All the regular student shall submit an examination form for all the courses for which he has registered for the semester by date mentioned in the notice of examination published by the institution
 - 18.13.2. If a student has re-registered for one or more courses in the semester, he shall submit an examination form for all the courses for which he has re-registered in the semester.
 - 18.13.3. An ex-student shall submit the form for the courses in which he has failed in earlier examinations and intends to take the ensuing examination.
 - 18.13.4. A student shall pay the examination fee as decided by the competent authority.
- 18.14. Forego of Continuous Assessment marks:
- 18.14.1. The in-sem evaluation of the theory or lab course shall be carried for his first attempt as a regular student and if the student fails then in the subsequent re-sit examination of the same term. If the student does not pass the course and attempts the examination in such course again in any subsequent examination, then he/she shall exercise an option to forego the marks of in-sem examination,



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- if he/she wishes so, while applying for the examination.
- 18.14.2. If the marks of in-sem are foregone by the student, then his/her marks secured out of 60 shall be proportionately extrapolated to 100.
 - 18.14.3. The decision to forego of continuous Assessment marks marks will be irrevocable.
 - 18.14.4. The facility to forego of continuous assessment will not be applicable to Project in final Year of UG and PG programs.

19.0 The Grading System

- 19.1. The evaluation of students will be done on the basis of grades as detailed below

- 19.1.1. For every course, the students will be evaluated on the basis of the grading system. Table 2 shows the various grades that can be awarded to students.
- 19.1.2. For every course taken by a student, he will be assigned a grade based on his combined performance in all the assessments. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point.
- 19.1.3. The academic performance of a student shall be graded on a ten-point scale. The grades and their equivalent grade points are listed in Table 3.
- 19.1.4. The Grades (up to D only) awarded to a student in all the courses shall be converted into a semester performance index and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) respectively.
- 19.1.5. A student who has secured marks out of 100 and they are more than the minimum cut off as defined by Table No 2 (Statistical Method) or 4 (Absolute method) of AR, will be awarded suitable pass grade in that course only if he has scored at least 12 marks out of 60 at ESE in that course. This provision will be applicable to students of UG and PG programs who are studying under new "Autonomous 2014" scheme and "Autonomous 2018" scheme.

- 19.2. Statistical Method for the Award of Grades

- 19.2.1. Award of Grades in a course
For the award of grades in a course, all component-wise evaluation shall be done in marks
The marks of different components viz. Teachers Assessment (TA), Mid-Semester Examinations (MSE), End-Semester-Examination (ESE), would be reduced to relative weightages of each component as given in Scheme of Examination. Marks so obtained would be converted to grades at the end of semester, as per the guidelines given below:

For 30 or more number of students in a course, the statistical method shall be used with marginal adjustment for natural cut-



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off. The mean (X) and the standard deviation (σ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per Table 2 given below.

Whenever a course examination has less than 30 students, grades will be based on absolute marks and conversion will be done as per Table No. 4

If there are regular as well as ex-students at the examination, the grade cut off will be calculated on the basis of marks scored by regular students and will be applicable to all students

Table 2 : Awards of Grade Using Statistical Method

Table showing method for conversion of marks into Grades			
RANGE OF MARKS			GRADE
$\geq X + 1.5 \sigma$			A+
$\geq X + 1.0 \sigma$	To	$< X + 1.5 \sigma$	A
$\geq X + 0.5 \sigma$	To	$< X + 1.0 \sigma$	B+
$\geq X$	To	$< X + 0.5 \sigma$	B
$\geq X - 0.5 \sigma$	To	$< X$	C+
$\geq X - 1.0 \sigma$	To	$< X - 0.5 \sigma$	C
$\geq X - 1.5 \sigma$	To	$< X - 1.0 \sigma$	D
$< X - 1.5 \sigma$			F
Where X is arithmetic mean and σ is Standard deviation			

19.2.2. The award of grades will be subjected to the following process

A) THEORY COURSES

If $(X - 1.5 \sigma) > 40$ then grade calculation for C+ ,C, D& F shall be as given below , while that for A+,A,B+ & B shall be same as per Table 2 of the Academic Regulations

$$C+ = > X - (X - 40)/3,$$

$$C \geq X - (X - 40) \times 2/3,$$

$$D \geq X - (X - 40) \times 3/3,$$

$$F \leq X - (X - 40) \times 3/3$$

B) THEORY COURSES

(Number of students having F Grade)

If $(X - 1.5 \sigma) < 40$ for all those theory courses with passing marks of 40 then lower limit for award of D grade shall be reduced up to 30 marks step by step, so that failure % as calculated by formula,

$$\left(\frac{\text{Total Students - Detained Students}}{\text{Total Students}} \right) \times 100$$

Should not exceed



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15%.

C) PRACTICAL COURSES:

If $(X - 1.5 \sigma) < 50$ then Cutoff for passing shall be 50.

But if $(X - 1.5 \sigma) > 50$ then grades calculation for C+, C, D & F shall be as given below, while that for A+, A, B+ & B shall be same as per Table 2 of the Academic Regulations

$$C+ = X - (X - 50)/3,$$

$$C \geq X - (X - 50) \times 2/3,$$

$$D \geq X - (X - 50) \times 3/3,$$

$$F < X - (X - 50) \times 3/3$$

19.2.3. 4c`1` The grades awarded to the students will be converted into the equivalent grade points according to the Table no. 3

Table 3: Grades, Equivalent Grade Points & Academic Performance		
Academic Performance	Conversion of Grades into Grade Points	
	Grade	Grade Point
Outstanding	A+	10
Excellent	A	9
Very Good	B+	8.25
Good	B	7.5
Average	C+	6.75
Below Average	C	6
Marginal	D	5
Poor	F	0
Satisfactory completion of Audit Course	G	Nil
Non completion of Audit Course	H	Nil
Incomplete Course requirements	I	Nil
Revoking of Continuous Assessment marks	T	Nil

19.2.4. If the number of examinees at the examination is less than 30, in a particular course, then Table 4A will be used for theory courses while Table 4B will be used for Non Theory courses like Practicals, Seminars, Projects etc. for award of grades.

Table No.4 A

Range of Marks	Grades
Marks equal to or greater than 90 %	A+
Marks equal to or greater than 80 % but less than 90%	A
Marks equal to or greater than 72 % but less than 80%	B+
Marks equal to or greater than 64 % but less than 72%	B



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Marks equal to or greater than 56 % but less than 64%	C+
Marks equal to or greater than 48 % but less than 56%	C
Marks equal to or greater than 40 % but less than 48%	D
Marks less than 40%	F

Table No.4 (B) (For Non Theory Courses)

Range of Marks	Grades
Marks equal to or greater than 90 %	A+
Marks equal to or greater than 80 % but less than 90%	A
Marks equal to or greater than 70 % but less than 80%	B+
Marks equal to or greater than 62 % but less than 70%	B
Marks equal to or greater than 58 % but less than 62%	C+
Marks equal to or greater than 54 % but less than 58%	C
Marks equal to or greater than 50 % but less than 54%	D
Marks less than 50%	F

19.2.5. Provided further, the calculation of arithmetic mean (X), Standard Deviation (σ), upper and lower cut offs of the various grades will be computed by using the marks scored by regular students at the examination for an individual course and the same values of grade cut-offs shall be used for processing the result of regular as well as ex-students appearing at the same examination. These cut off marks for the upper and lower limits of grades shall remain same for the re-sit examination of that term only. (i.e cutoff of ODDESE will be applicable to ODD RESIT and cutoff of EVEN ESE will be applicable to EVEN RESIT).

Students appearing for examination as Ex-Student, where there are no regular students, the grading will be done by absolute grading system. (e.g. In ODD ESE students of IV, VI, VIII semester appearing as Ex-Students will be awarded grades as per absolute grading table.)

In case of students appearing for examination in Summer Term, only absolute grading table will be used for awarding grade.

19.2.6. Explanation:
'F' Grades

A student who was awarded "F" grade in a core course has to repeat it compulsorily when it is offered next and until a passing grade is obtained.

For the elective courses in which 'F' grade has been obtained, the



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student may take the same course or any other course from the same category.

Further, 'F' grades secured in any course stay permanently on the grade card. The weightage of these grades is not counted in the calculation of the CGPA, however these are counted in the calculation of the SGPA.

'G' Grade

A student will be awarded "G" grade in a course if the student has registered for audit course only and provided that the student satisfies the attendance requirements as stipulated. This grade would carry no grade points and will not be used in computation of SGPA or CGPA. However, the grade sheet will show this course along with the grade "G".

'H' Grade

A student will be awarded "H" grade in a course if the student has registered for audit course only and he fails to satisfy the attendance requirements as stipulated. This grade would carry no grade points and will not be used in computation of SGPA or CGPA. However, the grade sheet will show this course along with the grade "H" and will remain permanently on the grade card.

'I' Grade

A student having attendance lower than 75% in a course, whatsoever may be the reason is prevented from appearing in the ESE for that course in that semester and the student will have to re-register for the course as and when it is offered. In such cases the student will be given "I" grade. The continuous assessment of laboratory course shall be null and void in such cases and the student shall have to re-register for the laboratory course as and when it is offered.

'T' Grade

If a student is absorbed into autonomy from RTM Nagpur University, and has not completed the semester successfully, then he is subjected to the absorption scheme for that semester, prepared by the respective BoS. If he has done the term work for the university course previously, which is equivalent to autonomous course, a student will be granted term under autonomy also. A student has to take the examination of equivalent autonomous course in the institution. In such cases, a student shall be given "T" grade for such courses.

The "T" grade will also be shown in the courses where the student has failed in the course and has opted to forego the continuous assessment marks. This grade will later be converted into suitable



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pass grades according to performance of the student in the institutional examinations.

19.3 Grade Point Average

19.3.1. 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.

$$SGPA = \frac{\sum C_i P_i}{\sum C_i}$$

where,

C_i = The number of credits for the i^{th} course of a semester for which SGPA is to be calculated

P_i = Grade points 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.

19.3.2 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 weighted average of the grade points obtained in all the courses registered by the student since he entered the Institution.

$$CGPA = \frac{\sum C_j P_j}{\sum C_j}$$

Where,

C_j = The number of credits for the j^{th} course up to the semester for which CGPA is to be calculated

P_j = Grade points earned in the j^{th} course.

$j = 1, 2, \dots, m$ 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.

19.3.3 Students admitted under lateral entry scheme,

The CGPA of diploma holder students admitted to direct second year B.E. under autonomy shall be calculated from third semester of undergraduate program onwards.

19.4 Semester Grade Reports

19.4.1 The semester grade report reflects the performance of the student in that semester (SGPA) and also the cumulative performance (CGPA).

19.4.2 The semester grade card issued at the end of each semester/ summer term to each student, after the publication of result, duly signed by CoE will contain the following:

- Name and Identification of student.



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- Month and year of appearance at examination
- Branch and Term of examination
- The credits for each course registered for that semester.
- The letter grade obtained in each course.
- The total number of credits earned by the student at the end of each semester.
- Grade point average of semester (SGPA) and Cumulative Grade Point Average (CGPA)

19.4.3 Semester grade card will not indicate class or division or rank.

19.4.4 The final semester grade sheet will show the performance of the student in all the semesters of degree program along with CGPA.

19.5 Scrutiny of Grades

A student may apply for scrutiny of grades to the Controller of Examinations on payment of prescribed fees, within three days from the date of display of grades / result. The RRMCC may check the entry of the weightages from different components of evaluation and their addition, the addition of marks in the final answer scripts and unchecked questions, if any. The results of scrutiny may lead to either a change in grade due to mistake(s) in any of the aspects scrutinized by the committee or the grade may remain unchanged. The results will be intimated to the Academic section within three days from the date of receipt of an application.

The fee paid by the student will be refunded if the grades are revised to the higher grades.

19.6 The result of examination will be declared on institutional notice board and website. The gazette of result will be sent to RTMNU.

1.0 Transparency in written examinations:

The institution believes in full transparency in the evaluation process and committed to just and fair evaluation of all students.

- a. The answer books of all written examinations will be shown to students after the valuation has been done within seven days from the date of examination.
- b. The student shall sign the cover page of answer book and return it to the teacher.
- c. If the student is unsatisfied with the valuation of MSE, he can discuss the specific points with the course faculty where he thinks the valuation needs reconsideration. The matter will be placed before the departmental committee. The committee's decision shall be final and binding on all the concerned.
- d. If his grievances remain unsolved, the student can approach the Grievances Redressal Committee.
- e. If the student has the grievances regarding the valuation of the ESE or the grade allotment, he/she shall submit the application to CoE. In such cases, the complete revaluation of answerbook shall be done and the change in the marks will be incorporated only if the change is ± 3 marks or more.



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- f. The students shall submit the grievances within the dates given in Academic Calendar.
- g. The answer books once evaluated shall never be given into student's possession.
- h. The marks of practical/non-theory courses of all programs shall be displayed on the notice board on the next day after completion of the examination of a particular course.

21.0 Re-sit Examination:

The students, who have secured the "F" grade in a course, shall apply for the re-sit examination within seven days of declaration of result, by paying the prescribed examination fees. The re-sit examination for students shall be held within 30 days from the date of declaration of result of ESE of a particular semester.

A student shall be permitted to take the ESE as well as resit of ESE of his/her regular term. In case, student fails in both the ESE and its resit of regular term, in the subsequent semester, he/she shall be permitted to take the ESE only. But the resit examination will be offered to him/her, if there are regular students for those courses in the ESE of a particular semester.

22.0 Class/Division

The academic performance of the student for the complete duration of program shall be classified as follows:

First Class with distinction:	CGPA 8.25 and above,
First Class:	CGPA 6.75 and above, but less than 8.25, and
Second Class:	CGPA less than 6.75

22.1 If a student needs to convert the performance index CGPA into equivalent percentage of marks, the following formula shall be used.

$$\text{Percent marks} = \text{CGPA} \times 10 - 7.5$$

22.2 For award for class/division, a condonation of up to 0.05 grade points will be admissible.

- i) Students having CGPA 6.70 to less than 6.75 shall be presumed to have secured First Division
- ii) Students having CGPA 8.20 to less than 8.25 shall be presumed to have secured Distinction Division

If the class/ division is awarded by above regulation, then their Grade Sheet for the Final Semester of the Program shall carry a remark " Division by Condonation" and their original academic record including CGPA will remain unchanged.

23.0 Award of ranks under autonomous scheme

- 23.1 Merit ranks will be declared only for those students who have
- a. been directly admitted to a course in the Institution under autonomous regulations, and
 - b. completed the entire course in the Institution only within the



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minimum possible prescribed time limit, and

- c. passed all courses prescribed for that program in first attempt only (i.e. he has not secured "F" grade in any course).

23.2 Academic performance will be the sole criterion for award of Merit Rank.

24.0 Attendance

24.1. Regular 100% attendance is expected of all students for every registered course in theory, tutorials, laboratory and workshop.

24.2. A maximum of 25% absence in the attendance may be condoned only on valid grounds.

24.3 A student can seek condonation of absence due to death in family or other emergency beyond student's control. However, students seeking condonation should inform the college authorities immediately and should seek sanction of the absence within a week after joining. The student should submit the documentary evidence to the college authority.

24.4 A student seeking sanction of leave on medical grounds should submit the medical certificate from registered medical practitioner on joining. This shall be approved by the DAM.

24.5 The students participating in Sports / Cultural event during a semester, shall be eligible for the maximum number of 10 days of absence. Any waiver in this context shall be on the approval of DSA and DAM. The DSA shall inform the concerned HoD in advance with a copy to the DAM. No cognizance shall be taken after the DAM announces the irregularity of the student. This, however, shall be within the limit of condonation of 25% of absence as mentioned in 24.2

24.6 The following activities shall be considered for condonation of attendance

- Sports and Games: Inter collegiate, Inter zonal, Inter University, State level, national level or Open tournaments
- Camps and expeditions of National Cadet Core
- National Social Service camps
- Cultural Programs promoted by University, or reputed organizations
- Seminar/ Symposia, paper presentation, Quiz competitions
- Leadership courses organized by authorized organizations
- Training programs
- Guest Lectures
- Students Association activities
- Projects in industries/ organizations
- Placement activities
- Any other; with the prior approval of the Principal

24.7 A student having attendance lower than 75% in a course, whatsoever may be the reason is prevented from appearing in the End-Semester Examination (ESE) for that course in that semester and the student will have to re-register for the course as and when it is offered. In such cases the student will be given "I" grade. The continuous assessment of laboratory course shall be null and void in such cases and the student shall have to re-register for the laboratory course as and when it is offered.



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- 24.8 The attendance shall be computed from the date of commencement of classes as per academic calendar of the Institution.

25.0 Conduct and Discipline of the students

25.1 Introduction

- 25.1.1 Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which will tend to bring down the prestige of the Institution.
- 25.1.2 The following additional acts of omission and/or commission by the students within or outside the precincts of the College shall constitute gross violation of 'code of conduct' and will be punishable.
- 25.1.3 A student admitted to the UG/PG programme shall abide by the "Rules and Regulations" issued by the Institution from time to time. These standing orders shall deal with the discipline of the students in the Hostels, Departments, inside and outside of the Institution premises. The standing orders may also deal with such other matters as are considered necessary for the general conduct of the students, co-curricular and extra-curricular activities.
- 25.1.4 Students should be aware that any rule imposed by the institution, University and Government is binding on him/her.

25.2 Identification Documents

- 25.2.1 Every Student admitted will be issued a photo identification card which must be retained by the student while he or she is registered at Institution. The ID card will remain as the property of Institution. The student must possess the valid ID card while in the institution.
- 25.2.2 The valid ID card must be presented for identification purposes as and when demanded by authorities. Any student refusing to provide the ID card shall be subjected to disciplinary action.
- 25.2.3 Any student who alters or intentionally mutilates an ID card or who uses the ID cards of another student or allows his ID card to be used by another will be subjected to disciplinary action.

25.3 General Conduct within campus

- 25.3.1 Students are required to move silently through the corridors without disturbing the nearby classes and laboratories.
- 25.3.2 Nobody should sit on the corridor walls or steps of the buildings.
- 25.3.3 Give way to teachers, staff and visitors while moving in the corridors, on the staircases and other places in the campus.
- 25.3.4 Behave in such a manner that suits a cultured engineer.

25.4 Uniform

- 25.4.1 All the students are required to wear the college uniform on campus.
- 25.4.2 The sample of uniform is kept in the Suvidha Store for the convenience of the students.
- 25.4.3 The boys are required to tuck in their shirts.
- 25.4.4 The uniform should not have additional colors/ embroidery/ other complex designs etc.
- 25.4.5 On the occasions like interviews or other formal functions, all the students shall wear formal apparel.



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25.5 Common Off / Absence

Remaining absent from the institution without prior permission of the authority is strictly prohibited.

- 25.5.1 The students involved in common off are liable to heavy fine, and punishment including expelling from the hostel as decided by the Institution from time to time.
- 25.5.2 The students involved in common off or having less attendance in class shall be liable for disciplinary action
- 25.5.3 If a student remains absent for a period of 05 days or more for a valid reason, he is required to apply to the DAM and take prior permission.
- 25.5.4 Decision about the absence of the student for genuine reasons is reserved with the DAM.

25.6 Seeking Guidance

- 25.6.1 In case of hostel related problems, the student shall contact the concerned warden/ rector first. For any additional help, he should contact the class teacher and HoD.
- 25.6.2 For any academic matters the student shall contact the course teacher first and then Faculty Advisor.
- 25.6.3 For any other personal grievances/ problems, student shall first contact faculty advisor and then HoD. The students should share their worries with their friends, teachers, staff and DSA.
- 25.6.4 For any specific problem the student can contact the DSA to seek the guidance.

25.7 Misbehavior

The students indulging in following acts shall be treated as misbehavior and will be liable for the punishment.

- 25.7.1 Lack of courtesy and decorum, as well as indecent behavior;
- 25.7.2 Submission of wrong/ false/ incorrect information at the time of admission or during the tenure in the Institution;
- 25.7.3 Infringement of instructions of security guard
- 25.7.4 Misbehaving with the faculty or staff of the Institution
- 25.7.5 Misbehaving in the hostel premises or Institution premises
- 25.7.6 Parking in unauthorized places
- 25.7.7 Willful damage of property of the Institution/Hostel/faculty/staff or of fellow students;
- 25.7.8 Use vehicles to move within the campus
- 25.7.9 Possession/consumption/distribution of alcoholic drinks and banned drugs;
- 25.7.10 Mutilation or unauthorized possession of library material, like Books, etc.;
- 25.7.11 Noisy and unseemly behavior, disturbing peace in the College/Hostel;
- 25.7.12 Hacking in computer systems, either hardware or software or both;
- 25.7.13 Using unfair means in the examinations;
- 25.7.14 Throwing the garbage outside the dustbins
- 25.7.15 Wasting Water and Electricity in the institution/hostel
- 25.7.16 Resorting to plagiarism;



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- 25.7.17 Writing on benches, walls or doors or defacing the property of Institution/hostel
- 25.7.18 Any act of indiscipline of a student reported to the Dean (Students Activities)
- 25.7.19 Any other act which will damage the image of the Institution in the society.
- 25.7.20 Using Mobile phones during the Instructional hours and within the Institution Building, Library, Reading room etc.

25.8 Habits

Smoking/chewing tobacco, pan, pan masala, or derivatives of tobacco, spitting and drinking alcohol are strictly prohibited in hostel building and premises. It is also a criminal offence as per the existing law provisions. All those who are found indulging in these activities will be charged as per the IPC rules and a strict action will be taken.

25.9 Action against ragging

- 25.9.1. As per due provision of Maharashtra prohibition of Ragging Act 1999 Ragging is a non-bailable cognizable offence. Whosoever indulges in ragging either-directly or indirectly shall be liable for punishment amounting to imprisonment up to 2 years and fine of Rs. 10,000/- along with dismissal from the institution.
- 25.9.2. Ragging within or outside of the institution is strictly prohibited.
- 25.9.3. Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside the institution shall be liable for the punishment as per the existing provisions of law and act.
- 25.9.4. The cases of ragging reported to the Institution authorities shall be forwarded to the Special Anti-Ragging Committee constituted as per the directions of Hon. Supreme Court of India.
- 25.9.5. The AntiRagging Committee will investigate the matter and recommend the suitable action to be taken against the accused students.

25.10 Disciplinary action

- 25.10.1 The student should strictly obey the rules and regulations given above. Violation of any of the above rules by the students shall be dealt with disciplinary action to the extent of even expelling him from the Institution and /or hostel.
- 25.10.2 The cases of indiscipline shall be reported to Disciplinary Action Committee (DAC). DAC shall enquire into the charges and recommend suitable action if the charges are substantiated.
- 25.10.3 The decision of Disciplinary Action Committee (DAC) shall be final and binding on the student and his parents.



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25.10.4 If a student is found indulging in anti-national activities contrary to the provisions of acts and laws enacted by Government, he shall be liable to be expelled from the institution without any notice.

25.10.5 In case of severe and serious matters, if required, a separate Discipline Committee may be formed by the DSA and the Principal, depending on the nature of the matter.

26.0 Co-curricular and /or Extracurricular activities (for UG students):

These are courses, with multiple options, to be completed at convenience of UG students. The student shall complete Part-A (Value Education), and a total of at least 2 items from Part-B (with at least one from each of the two groups) described below:

26.1 Part A- Value Education Courses

Invited-Lectures / Group-Discussions / Formal-Course / Self-study will be arranged on Value Education, co-ordinated by the DSA. The student is required to participate in at least one such activity.

26.2 Part B- Other Co-curricular / Extra-curricular Activities

The Co-curricular/Extra-curricular Activities are compulsory degree requirements.

26.2.1 Co-Curricular Activities, which includes activities in professional societies like Institute of Electrical and Electronics Engineers (IEEE), Indian Society for Technical Education(ISTE), The Institution of Engineers (IEI), Computer Society of India (CSI), Department Associations, Lab Development, Participation in Paper Presentation, Model Building, etc.

26.2.2 Extra-Curricular Activities, such as National Social Service(NSS), National Cadet Core (NCC), Non Governmental Organizations(NGOs), Community Services, Social work, Yoga, Meditation, Language Course, Health Care Services, Activities in Alumni Association, Activities in Yash, Spandan, Pratikruti, TechFest, Participation in Sports, Games, Various Clubs of Institutions, Society for Promotion of Indian Classical Music and Culture Amongst Youth (SPICMACAY), etc.

On successful completion, a certificate regarding the activity that a student has participated in may be issued by the Faculty in-charge of that particular activity. With the recommendation of the Faculty in-charge of Co-Curricular / Extra-Curricular Activities, the DSA may approve the Report of Satisfactory Completion of such Co-Curricular and Extra-Curricular Activities.

27.0 The clause is withdrawn

28.0 Summer Term



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- 28.1 The Institution may offer an additional Term in May-June termed as Summer Term. Courses offered in the Summer Term will be treated as equivalent to a regular semester (odd / even) for all assessment purposes.
- 28.2 Summer Term is to provide opportunity to students to clear their backlogs and also courses dropped or the courses which he / she could not register for some reason. The Institution may use this semester to arrange add-on courses for regular students and/or for deputing them for practical training.
- 28.3 Those students who are willing to join the Summer Term will submit the "Willingness to join" in the prescribed format 15 days before the commencement of the Summer Term.
- 28.4 The students who were detained for the poor attendance can opt for the Summer Term.
- 28.5 Those students who have secured the "F" grade in ESE examinations but will like to learn the course once again and/or wish to revise their marks of continuous assessment can also be permitted to register for the Summer Term.
- 28.6 The students who have earlier taken an ESE and register afresh for the Summer Term will sign an undertaking to revoke the CA marks secured by them in their regular/ earlier attempt in the same course. Once revoked, the students shall not seek restoration of the CA marks.
- 28.7 Students will not be permitted to register for courses exceeding twelve credits in the Summer Term.
- 28.8 Summer Term will be at an accelerated pace and will be at double the rate of normal semester e.g. one credit of course shall require two hours/week so that the total contact hours are maintained same as in normal semester.
- 28.9 Student shall register for the Summer Term as per the schedule given in academic calendar.
- 28.10 A student will have to pay an additional fee, if any, prescribed by the Institution within the stipulated time.
- 28.11 Once registered, students will not be allowed to withdraw from a summer term.
- 28.12 Summer Term is a special semester and students cannot demand it as a matter of right.
- 28.13 It is optional for a student to make use of summer semester.



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29.0 Transitory Regulations

These regulations are applicable to students who were discontinued for some reasons and rejoin the program, then he 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 admitted to the same semester on paying the prescribed fees. 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.

30.0 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 if the student fails to satisfy the norms of discipline specified by the Institution from time to time.

31.0 Eligibility for award of Degree

A student shall be eligible for the award of the degree only if the student has

- a. Passed all prescribed courses.
- b. Satisfied minimum academic requirements.
- c. Satisfied all requirement specified by the concerned department; if any.
- d. Satisfied all requirements specified by the Academic Council and/or ordinances.
- e. Paid all the dues to the institute, and
- f. No pending case of indiscipline.

32.0 Betterment/ improvement of CGPA

32.1 A student who has completed all the requirements for award of degree but whose CGPA is less than minimum threshold limit for award of class / division may reappear for the End Semester Examination in any of the theory courses as and when conducted, for the purpose of improving the aggregate/ CGPA. He shall apply to the Institution for improvement of grades in theory courses within 45 days after the declaration of result which makes him eligible for award of degree. This reappearance shall be within a period of two academic years after becoming eligible for the award of the Degree.

32.2 However, this facility shall not be available to candidate who has been awarded the Degree. Candidates shall not be permitted to reappear either for Mid Semester Examinations or End Semester Examinations in Practical courses (including Project Viva voce) for the purpose of improvement.



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The student will be awarded the best of grades obtained at original attempt and second/subsequent attempt.

- 32.3 A revised Grade Card shall be issued to the candidate after incorporating the grades secured in subsequent improvements and on surrendering the original grade card.

33.0 Provisional Certificate:

The students, who have completed all requirements as set out in these rules and regulations, will be eligible for issue of "Provisional Certificate" from the institution, duly signed by the CoE.

34.0 Degree Certificate

- 34.1 After successful completion of the program at the Institution, the student will be eligible for award of degree in subsequent convocation of the RTMNU. The University Degree Certificates will be distributed from the Institution office to all successful candidates once received from the RTMNU.
- 34.2 A student can claim the degree certificate in person from the office of CoE after submitting the copies of grade sheets of all semesters and proving his identity. He shall produce either a photo identity card of the Institution, driving license with photo, passport, photo identity card issued by present employer or credit card of reputed bank bearing a photo.
- 34.3 A student can request the degree certificate through a messenger. In such case, a student should authorize the messenger to receive the degree certificate on his behalf. The above mentioned documents will, however, be mandatory for the messenger.

35.0 Issue of Transcripts

Candidates can apply for transcripts by submitting the photocopies of the grade sheets to the Office of Controller of Examinations and submitting the prescribed fees, if any.

The Transcripts, after attestation by the Registrar of the Institution, will be placed in sealed covers and will be handed over, in person, to the candidate. The transcripts can also be sent directly to the University, provided the candidate requests and furnishes envelopes with necessary postage stamps affixed along with the addresses of the Universities to which the transcripts are to be sent.

36.0 Merit List, Medals and Citations
Preparation of Merit/Rank List

- 36.1 The merit list shall be prepared for each programme offered under Autonomy, based on CGPA.
- 36.2 The merit list shall be declared from amongst the students satisfying following eligibility criteria



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- a. Student must have taken admission to entry level semester of the degree program under autonomy. No student absorbed from RTMNU will be considered.
 - b. Student must have completed the programme in minimum duration for the said programme.
 - c. Student must have successfully completed all the courses that are required for successful completion of the programme as per the Scheme of the Examination in **the first attempt**.
- 36.3 The merit list (provisional and final) shall be prepared by Tabulation committee and shall be notified by Controller of Examinations, on behalf of Examination Committee.
- 36.4 The merit list shall be prepared in two stages, the first stage being the provisional merit list.
- 36.5 The notified lists, provisional as well as final, shall be given wide publicity and shall be available on the college website and major departmental notice boards.
- 36.6 If anyone has any objection to the name(s) in the notified provisional merit list, the same shall be raised within 20 days after publishing the provisional merit list. The objections raised shall be submitted in writing giving the details in all respects, to the office of Controller of Examinations.
- 36.7 The Controller of Examinations shall scrutinize the objections received and direct the Tabulation Committee to incorporate the objections, if found correct. The amended merit list shall be called as Final Merit List and shall be published on the college website and notice boards.

Medals and Citations:

Awards of prizes, medals, scholarships or any other honours shall be based on the rank secured by the student consistent with the desire of donors, wherever applicable, and as per rules of the Institution.

37.0 Data verification

The organizations may need to verify the data of the students who graduated from the Institution for employment purposes / further education. Such requests shall be made on the letterheads of the organizations, which need the verification and shall state the personal and academic details of the student including the name, year of graduation and branch/ specialization of study. An email from the official accounts of the organizations will also be allowed in lieu of letter.

The CoE shall verify the data and the verification report will be sent within five working days.

A processing fee of Rs. 100 will be charged for issue of verification report. The processing fee shall be waived in case of recruitments done on campus or for major employers, at the discretion of the Principal/Director.



38.0 Other Matters

- 38.1 The physically challenged candidates who have availed additional examination time during their Higher Secondary School Certificate/ MHT-CET examinations will be given additional examination time on production of relevant proof /documents as per existing rules.
- 38.2 The students who have temporary physical disability due to accident etc., may be allowed a writer and/or additional time during the examination provided the student submits the medical documents from competent authorities well in advance and acceptance of the report by the Institution.

39.0 Rules and regulations applicable to new programs that may be introduced in future

The rules and regulations published here will be applicable to the new programs that will be started by the Institution in the same categories in future. The Institution will add rules for the courses that will be started and not covered in these rules.

40.0 Amendments to Rules and Regulations:

The BoM may, from time to time, revise, amend, or change the rules and regulation, SoE, and Syllabi proposed by BoS and recommended by AC.

41.0 Interpretation of Regulations

In case of any dispute, difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Chairman, Academic Council shall be final and binding.

42.0 Emergent Cases

Notwithstanding anything contained in the above regulations, the Chairman of the BoM/Academic Council may, in emergent situations take action on behalf of the BoM/Academic Council as he deems appropriate and report it to the next meeting of the BoM/Academic Council for its approval.

43.0 Grace Marks

43.1. Grace marks shall be awarded for enabling an examinee for passing an examination, for all the schemes under autonomy.

43.2 Maximum of 03 grace marks shall be awarded for the course, only if the grade changes to "D" from "F" grade.

43.3. The grace marks shall be awarded in maximum two courses of given examination

43.4 The grace marks shall not be awarded to audit courses.

43.5 The grace marks shall be awarded only when the result in the examination changes to "pass".

43.6 If total grace marks awardable result into fraction, it shall be converted to next higher integer.

43.7 The grace marks shall be shown by one asterisk with added mark(s) above the head or right side of the original marks in tabulation register. However in grade sheet the grade so awarded (D grade) shall be



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indicated in terms of one asterisk(viz *). The following sign with a note shall be printed at the bottom of the grade sheet.

“Note: (*) pass by grace marks vide Principal’s Direction No 1 of 2017”

43.8 The examinee passing the examination with grace marks shall not be eligible for any medal(s), prizes or any other awards pertaining to that examination.



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Question paper Formats for Mid Semester Examinations

1. for MSE 1 (syllabus divided in 6 units)

	Alternative 1	Marks	Remarks	Alternative 2	Marks	Remarks	Based on
Q.1	a)	5	Compulsory	a)	15	Solve Q1 a or Q1 b	Unit - I
	b) or c)	10	Solve Q1 b or Q 1 c	or			
		10		b)	15		
Q.2	a)	5	Compulsory	a)	15	Solve Q2 a or Q2 b	Unit - II
	b) or c)	10	Solve Q2 b or Q 2 c	or			
		10		b)	15		

2. for MSE 2 (syllabus divided in 6 units)

	Alternative 1	Marks	Remarks	Alternative 2	Marks	Remarks	Based on
Q.1	a)	5	Compulsory	a)	15	Solve Q1 a or Q1 b	Unit - III
	b) or c)	10	Solve Q1 b or Q 1 c	or			
		10		b)	15		
Q.2	a)	5	Compulsory	a)	15	Solve Q2 a or Q2 b	Unit - IV
	b) or c)	10	Solve Q2 b or Q 2 c	or			
		10		b)	15		

3. for MSE 3 (syllabus divided in 6 units)

	Alternative 1	Marks	Remarks	Alternative 2	Marks	Remarks	Based on
Q.1	a)	5	Compulsory	a)	15	Solve Q1 a or Q1 b	Unit - V
	b) or c)	10	Solve Q1 b or Q 1 c	or			
		10		b)	15		
Q.2	a)	5	Compulsory	a)	15	Solve Q2 a or Q2 b	Unit - VI
	b) or c)	10	Solve Q2 b or Q 2 c	or			
		10		b)	15		



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Question paper Formats for End Semester Examinations
 (for three MSEs with two better of from three)
Effective From Session 2019-20

Option 1

Maximum Marks 60

Level -1	Level - 2	Level 3	Description 1	CO
Q No	Sub Question	Sub Question		
1 (On Unit - 1)	A	A1, A2, A3	You may set 3 sub-questions (A1 & A2 & A3) with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
	OR			
2 (On Unit - 2)	B	B1, B2, B3	You may set 3 sub-questions (B1 & B2 & B3) with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
	OR			
3 (On Unit - 3)	A	A1, A2, A3	You may set 3 sub-questions (A1 & A2 & A3) with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
	OR			
4 (On Unit - 4)	B	B1, B2, B3	You may set 3 sub-questions (B1 & B2 & B3) with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
	OR			
5 (On Unit - 5)	A	A1, A2, A3	You may set 3 sub-questions (A1 & A2 & A3) with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
	OR			
6	B	B1, B2, B3	You may set 3 sub-questions (B1 & B2 & B3) with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
	A	A1, A2,	You may set 3 sub-questions (A1 & A2 & A3)	



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(On Unit - 6)		A3	with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
	OR			
	B	B1, B2, B3	You may set 3 sub-questions (B1 & B2 & B3) with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	

Option 2

Maximum Marks 60

Level - 1	Level - 2	Description 1	Remarks	CO
Q No	Sub Question			
1 (On Unit - 1)	A, B, C	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____ C) Solve any One C1 _____ C2 _____	Each question will compulsorily have three sub questions Max marks for each question will be 10 Marks combination for Sub questions A B C will be 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
2 (On Unit - 2)	A, B, C	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____ C) Solve any One C1 _____ C2 _____	Each question will compulsorily have three sub questions Max marks for each question will be 10 and Marks combination for Sub questions A B C will be 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
3 (On Unit - 3)	A, B, C	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____ C) Solve any One C1 _____ C2 _____	Each question will compulsorily have three sub questions Max marks for each question will be 10 and Marks combination for Sub questions A B C will be 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
4 (A, B, C	A) Solve any one A1 _____ A2 _____ B) Solve any one	Each question will compulsorily have three sub questions Max marks for each question will	



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(On Unit - 4)		B1 _____ B2 _____ C)Solve any One C1 _____ C2 _____	be 10 and Marks combination for Sub questions A B C will be 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
5 (On Unit - 5)	A, B , C	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____ C)Solve any One C1 _____ C2 _____	Each question will compulsorily have three sub questions Max marks for each question will be 10 and Marks combination for Sub questions A B C will be 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
6 (On Unit - 6)	A, B , C	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____ C)Solve any One C1 _____ C2 _____	Each question will compulsorily have three sub questions Max marks for each question will be 10 and Marks combination for Sub questions A B C will be 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	



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Option 3
(Only For Design Oriented Courses)

Maximum Marks 60

Level -1	Level - 2	Description 1	Remarks	CO
Q No	Sub Question			
1 (On Unit - 1)	A, B	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____	Each question will compulsorily have two sub questions Max marks for each question will be 10 Marks combination for Sub questions A B will be 8,2 or 7,3 marks	
2 (On Unit - 2)	A, B	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____	Each question will compulsorily have two sub questions Max marks for each question will be 10 Marks combination for Sub questions A B will be 8,2 or 7,3 marks	
3 (On Unit - 3)	A, B	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____	Each question will compulsorily have two sub questions Max marks for each question will be 10 Marks combination for Sub questions A B will be 8,2 or 7,3 marks	
4 (On Unit - 4)	A, B	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____	Each question will compulsorily have two sub questions Max marks for each question will be 10 Marks combination for Sub questions A B will be 8,2 or 7,3 marks	
5 (On Unit - 5)	A, B	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____	Each question will compulsorily have two sub questions Max marks for each question will be 10 Marks combination for Sub questions A B will be 8,2 or 7,3 marks	



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6 (On Unit - 6)	A, B	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____	Each question will compulsorily have two sub questions Max marks for each question will be 10 Marks combination for Sub questions A B will be 8,2 or 7,3 marks	
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Changes made in original version: as per decision of AC #8 and 9

	Before revision	After revision
Added: AR 16.16	Nil	A student who becomes ineligible for admission to the higher year/semester due to non-accumulation of required credits at the immediately lower semester/year and has thus been forced to discontinue for a year, then he may seek readmission to the said semester/year of the program. In such case of readmission, the courses passed by a student, credits, related grade and grade points obtained by the student from the courses in that semester shall be null and void. A student shall have to earn the credits from all the courses in the said semester/year afresh as per the existing scheme of examination and related syllabi content."
AR29	<p>29.0 Transitory Regulations</p> <p>A candidate, who is detained or discontinued in the year/semester, will be admitted to the same semester on paying the prescribed fees. 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.</p>	<p>29.0 Transitory Regulations</p> <p>These regulations are applicable to students who were discontinued for some reasons and rejoin the program, then he shall be governed by the scheme of examination, syllabi contents and the rules and regulations in force at the time of rejoining of student.</p> <p>A candidate, who is detained or discontinued in the year/semester, will be admitted to the same semester on paying the prescribed fees. 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.</p>
AR 33	<p>33.0 Passing Certificate:</p> <p>The students, who have completed all requirements as set out in these rules and regulations, will be eligible for issue of "Passing</p>	<p>33.0 Provisional Certificate:</p> <p>The students, who have completed all requirements as set out in these rules and regulations, will be eligible for issue of "Provisional Certificate" from the institution, duly signed by the CoE.</p>



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	Certificate” from the institution, duly signed by the CoE.	
AR 28.7	Students will not be permitted to register for more than ten credits in the Summer Term.	Students will not be permitted to register for more than sixteen credits in the Summer Term.
AR 6.0	Programs offered	Added: UG programs II Shift: Electrical Engineering PG Programs II Shift: Very Large Scale Integration Design II Shift: Computer Science Engineering
AR36	Medal and Citations	The subtitle changes to Merit List, Medals and Citations The following topics added to AR 36 The rules for declaring merit List under autonomy The merit list shall be prepared for each programme offered under Autonomy, based on CGPA. The merit list shall be declared from amongst the students satisfying following eligibility criteria Student must have taken admission to entry level semester of the degree program under autonomy. No student absorbed from RTMNU will be considered Student must have completed the programme in minimum duration for the said programme. Student must have successfully completed all the courses that are required for successful completion of the programme as per the Scheme of the



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		<p>Examination in first attempt.</p> <p>The merit list (provisional and final) shall be prepared by Tabulation committee and shall be notified by Controller of Examinations, on behalf of Examination Committee.</p> <p>The merit list shall be prepared in two stages, the first stage being the provisional merit list.</p> <p>The notified lists, provisional as well as final, shall be given wide publicity and shall be available on the college website and major departmental notice boards.</p> <p>If anyone has any objection to the name(s) in the notified provisional merit list, the same shall be raised within 20 days after publishing the provisional merit list. The objections raised shall be submitted in writing giving the details in all respects, to the office of Controller of Examinations.</p> <p>The Controller of Examinations shall scrutinize the objections received and direct the Tabulation Committee to incorporate the objections, if found correct. The amended merit list shall be called as Final Merit List and shall be published on the college website and notice boards.</p>
	Structure of question paper format for ESE	It has been done more explicit as per decision of AC Meet #9



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AR19.2.4	Table No 4	<p>As per decision of AC#15</p> <p>The number of Table is revised to Table No. 4A (its contents remaining same) and Table No. 4B added for awarding grades in non-theory courses such as practicals, Seminars, projects etc. where the number of examinees at the examination is less than 30.</p> <p style="text-align: center;">Table No.4 (B) (For Non Theory Courses)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Range of Marks</th> <th style="text-align: center;">Gra</th> </tr> </thead> <tbody> <tr> <td>Marks equal to or greater than 90 %</td> <td style="text-align: center;">A+</td> </tr> <tr> <td>Marks equal to or greater than 80 % but less than 90%</td> <td style="text-align: center;">A</td> </tr> <tr> <td>Marks equal to or greater than 70 % but less than 80%</td> <td style="text-align: center;">B+</td> </tr> <tr> <td>Marks equal to or greater than 62 % but less than 70%</td> <td style="text-align: center;">B</td> </tr> <tr> <td>Marks equal to or greater than 58 % but less than 62%</td> <td style="text-align: center;">C+</td> </tr> <tr> <td>Marks equal to or greater than 54 % but less than 58%</td> <td style="text-align: center;">C</td> </tr> <tr> <td>Marks equal to or greater than 50 % but less than 54%</td> <td style="text-align: center;">D</td> </tr> <tr> <td>Marks less than 50%</td> <td style="text-align: center;">F</td> </tr> </tbody> </table>	Range of Marks	Gra	Marks equal to or greater than 90 %	A+	Marks equal to or greater than 80 % but less than 90%	A	Marks equal to or greater than 70 % but less than 80%	B+	Marks equal to or greater than 62 % but less than 70%	B	Marks equal to or greater than 58 % but less than 62%	C+	Marks equal to or greater than 54 % but less than 58%	C	Marks equal to or greater than 50 % but less than 54%	D	Marks less than 50%	F
Range of Marks	Gra																			
Marks equal to or greater than 90 %	A+																			
Marks equal to or greater than 80 % but less than 90%	A																			
Marks equal to or greater than 70 % but less than 80%	B+																			
Marks equal to or greater than 62 % but less than 70%	B																			
Marks equal to or greater than 58 % but less than 62%	C+																			
Marks equal to or greater than 54 % but less than 58%	C																			
Marks equal to or greater than 50 % but less than 54%	D																			
Marks less than 50%	F																			
AR19.2.5	<p>19.2.5 Provided further, the calculation of arithmetic mean (\bar{X}), Standard Deviation (σ), upper and lower cut offs of the various grades will be computed by using the marks scored by regular students at the examination for an individual course and the same values of grade cut-offs shall be used for processing the result of regular as well as ex-students (repeaters who are taking the examination for Second or more number of times in that course) appearing at the same examination. These cut off marks for the upper and lower limits of grades shall remain same for the subsequent re-sit examination.</p>	<p>As per AC#15, the provision has been made more explicit.</p> <p>Provided further, the calculation of arithmetic mean (\bar{X}), Standard Deviation (σ), upper and lower cut offs of the various grades will be computed by using the marks scored by regular students at the examination for an individual course and the same values of grade cut-offs shall be used for processing the result of regular as well as ex-students appearing at the same examination. These cut off marks for the upper and lower limits of grades shall remain same for the re-sit examination of that term only. (i.e cutoff of Odd ESE will be applicable to Odd Resit and cutoff of Even ESE will be applicable to Even Resit).</p> <p>Students appearing for examination as Ex-Student, where there are no regular students, the grading will be done by absolute grading system. (e.g. In Odd ESE students of IV, VI, VIII semester appearing as Ex-Students will be awarded grades as per absolute grading</p>																		



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		table.) In case of students appearing for examination in Summer Term, only absolute grading table will be used for awarding grade.
AR36	Medals and Citations	As per direction of AC#15. If there is more than one student who secure the same rank, then the tie will not be broken. Each one of them shall be awarded the same medal.

Changes made in original version: as per decision of Standing Committee AC

	Before revision	After revision
AR27	Temporary Withdrawal from the Programme	The clause is withdrawn due to revision in the government policy. The decision taken by Standing Committee Academic Council Dt. 24.03.2017.

Changes made in original version: as per decision of AC #17 and 18

	Before revision	After revision
AR43		As per direction of AC#17. Grace Marks <ol style="list-style-type: none">1. Grace marks shall be awarded for enabling an examinee for passing an examination, for all the schemes under autonomy.2. Maximum of 03 grace marks shall be awarded for the course, only if the grade changes to "D" from "F" grade.3. The grace marks shall be awarded in maximum two courses of given examination4. The grace marks shall not be awarded to audit courses.5. The grace marks shall be awarded only when the result in the examination changes to "pass".6. If total grace marks awardable result into fraction, it shall be converted to next higher integer.7. The grace marks shall be shown by one asterisk with added mark(s) above the head or right side of the original marks in tabulation register. However in grade sheet the grade so awarded (D grade) shall be indicated in terms of one asterisk(viz *). The following sign with a note shall be printed at the bottom of the grade sheet. "Note: (*) pass by grace marks vide Principal's Direction No 1 of 2017"8. The examinee passing the examination with grace marks shall not be eligible for any medal(s), prizes or any other awards pertaining to that examination.



Changes made in original version: as per decision of AC #19

	Before revision	After revision
AR16.3.1	For registration in third semester of UG, a student must have earned a minimum of 30 credits of first two semesters. The students who are admitted under lateral entry scheme, there shall be no minimum credit requirement. For the students of PTDP, they shall secure minimum of 60 % of the total credits proposed at first two semesters in the SoE of the respective programs.	For registration in third semester of UG, a student must have earned a minimum of 60% credits of first two semesters. The students who are admitted under lateral entry scheme, there shall be no minimum credit requirement. For the students of PTDP, they shall secure minimum of 60 % of the total credits proposed at first two semesters in the SoE of the respective programs.
AR 16.3.2	For registration at fifth semester of UG, a student must have earned all the credits of first two semesters and at least 30 credits of third and fourth semesters. For students admitted under lateral entry, a minimum of 30credits must have earned for registration to fifth semester. The students of PTDP shall have earned the all credits of the first two semesters and minimum of 60 % of the total credits proposed at third and fourth semesters in the SoE of the respective programs.	For registration at fifth semester of UG, a student must have earned all the credits of first two semesters and minimum of 60% credits of third and fourth semesters. For students admitted under lateral entry, a minimum of 60% credits must have earned for registration to fifth semester. The students of PTDP shall have earned the all credits of the first two semesters and minimum of 60 % of the total credits proposed at third and fourth semesters in the SoE of the respective programs.
AR 16.3.3	For registration at seventh semester of UG, a student must have earned all credits of first four semesters and at least 30 Credits of fifth and sixth semesters. For students admitted under lateral entry, a student must have earned all credits of third and fourth semesters and at least 30 Credits of fifth and sixth semesters. The students of PTDP shall have earned the all credits of the first four semesters and minimum of 60 % of the total credits proposed at fifth and sixth semesters in the SoE of the respective programs.	For registration at seventh semester of UG, a student must have earned all credits of first four semesters and minimum of 60% Credits of fifth and sixth semesters. For students admitted under lateral entry, a student must have earned all credits of third and fourth semesters and minimum of 60% Credits of fifth and sixth semesters. The students of PTDP shall have earned the all credits of the first four semesters and minimum of 60 % of the total credits proposed at fifth and sixth semesters in the SoE of the respective programs.



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AR19.2.5	<p>'I' Grade</p> <p>A student having attendance lower than 75% in a course, whatsoever may be the reason is prevented from appearing in the ESE for that course in that semester and the student will have to re-register for the course as and when it is offered. In such cases the student will be given "I" grade. The continuous assessment of laboratory course shall be null and void in such cases and the student shall have to re-register for the laboratory course as and when it is offered.</p>	<p>'I' Grade</p> <p>A student having attendance lower than 75% in a course, whatsoever may be the reason is prevented from appearing in the ESE for that course in that semester and the student will have to re-register for the course as and when it is offered. In such cases the student will be given "I" grade.</p> <p>In case of courses where evaluation is totally based on continues assessment (there is no End Sem Examination.) and the term work submitted is not satisfactory (ie term work of that course is not completed successfully). Then in such cases the student will be given "I" grade.</p> <p>The continuous assessment of laboratory course shall be null and void in such cases and the student shall have to re-register for the laboratory course as and when it is offered.</p>
18.12	<p>Rescheduling of MSE-I and MSE-II</p> <p>If a student misses to take the Mid Semester Examination, he can apply for the permission to take an examination in lieu of regular MSE, with relevant documents. It may be noted here that the permission will be granted by HoD/FYC if the grounds cited are sufficient and valid. The students cannot claim the permission to appear at the Rescheduled MSE as a matter of right.</p> <p>Student shall submit the application either before the exam or immediately after the exam. A test in lieu of scheduled MSE 1 or 2 will be conducted after about 15 days from missed MSE.</p> <p>Even if a student has missed 1 or many subjects, he shall have to take all the subjects for the rescheduled MSE 1 or 2. The MSE will be held during the regular working hours of the college. A student may have to miss the lectures of one or many subjects in order to take the exam.</p> <p>The attendance criterion of</p>	<p>lieu of regular MSE, with relevant documents. It may be noted here that the permission will be granted by HoD/FYC if the grounds cited are sufficient and valid. The students cannot claim the permission to appear at the Rescheduled MSE as a matter of right. Student shall submit the application either before the exam or immediately after the exam. A test in lieu of scheduled MSE 1 or 2 will be conducted after about 15 days from missed MSE. Even if a student has missed 1 or many subjects, he shall have to take all the subjects for the rescheduled MSE 1 or 2.</p> <p>However, if students has campus interview on scheduled MSE examination date, then he shall be allow to take rescheduled MSE 1 or 2 examination for only missed subjects .</p> <p>The MSE will be held during the regular working hours of the college. A student may have to miss the lectures of one or many subjects in order to take the exam. The attendance criterion of minimum 75% will not be relaxed on account of appearance of rescheduled MSE. HoD will be the authority to grant permission, draw out Time table and run the tests. The case papers will have to be sent to DAM office for record.</p>



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	<p>minimum 75% will not be relaxed on account of appearance of rescheduled MSE.</p> <p>HoD will be the authority to grant permission, draw out Time table and run the tests. The case papers will have to be sent to DAM office for record.</p>	
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Changes made in original version: as per decision of AC # 20

	Before revision	After revision
13.7	<p>Audit Courses (Optional) A student will be allowed to register for a maximum of two audit courses during the entire UG Program. Students will opt for audit courses only on recommendation of Faculty Advisor.</p> <p>Audit Course shall not carry any credit but will be reflected in Grade Card as "Audit" and will be awarded "G" grade if student passes the course with minimum attendance and evaluation requirements. However, these will not be considered in the CGPA calculation.</p> <p>If a student is unable to secure a "G" grade, he will be awarded "H" grade. For such cases, the student will either drop the course or re-register for the same course whenever the opportunity arises in subsequent semester.</p>	<p>Audit Courses (Optional) A student will be allowed to register for a audit courses during the entire UG Program. Students will opt for audit courses only on recommendation of Faculty Advisor.</p> <p>Audit Course shall not carry any credit but will be reflected in Grade Card as "Audit" and will be awarded "G" grade if student passes the course with minimum attendance and evaluation requirements. However, these will not be considered in the CGPA calculation.</p> <p>If a student is unable to secure a "G" grade, he will be awarded "H" grade. For such cases, the student will either drop the course or re-register for the same course whenever the opportunity arises in subsequent semester.</p>
13.9	<p>Comprehensive viva The examination of student under this head is aimed at assessing the student's understanding of various subjects studied during the entire program. The Viva-voce examination will be conducted by a panel of examiners consisting of the departmental committee and at least one external expert, preferably from an Industry</p>	<p>Comprehensive viva The examination of student under this head is aimed at assessing the student's understanding of various subjects studied during the entire program. The Viva-voce examination will be conducted by a panel of examiners consisting of the departmental committee and at least one external expert, preferably from an Industry To be deleted for SoE 2018</p>



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18.1	A student is evaluated for theory courses through Teachers Assessment (TA), two mid semester examinations (MSE) and one End Semester Examination (ESE)	A student is evaluated for theory courses through Teachers Assessment (TA), three mid semester examinations (MSE) and one End Semester Examination (ESE)
18.2	.The relative weightage is 10% for TA, 30% for MSE, and 60% for ESE. The teacher shall announce the method of TA at the beginning of the semester. All MSE and ESE are compulsory for all students. The marking will be on absolute basis. The total marks are calculated in each course as per the weightage indicated above. No credits are awarded if the student remains absent in the ESE.	The relative weightage is 10% for TA, 30% from any two better of three MSE, and 60% for ESE. The teacher shall announce the method of TA at the beginning of the semester. All MSE and ESE are compulsory for all students. The marking will be on absolute basis. The total marks are calculated in each course as per the weightage indicated above. No credits are awarded if the student remains absent in the ESE.
18.3	The laboratory courses will have Continuous Assessment (CA) which will be based on punctuality, turn to turn assessment of student's work, quality of records maintained, group discussions, overall understanding of the experiment and viva-voce examination (as per requirement of structure of course). The CA for laboratory courses shall be 40% and ESE may be on an experiment or viva or written test or a combination of these, and shall carry a weightage of 60%.	The laboratory courses will have Continuous Assessment (CA) which will be based on punctuality, turn to turn assessment of student's work, quality of records maintained, group discussions, overall understanding of the experiment and viva-voce examination (as per requirement of structure of course). The CA for laboratory courses shall be 40% and ESE may be on an experiment or viva or written test or a combination of these, and shall carry a weightage of 60%. Practical Courses with 100% continuous evaluation will not have ESE. The student shall either successfully complete the course or shall get I grade if the course work is not satisfactory
19.1.5	A student who has secured marks out of 100 and they are more than the minimum cut off as defined by Table No 2 (Statistical Method) or 4 (Absolute method) of AR, will be awarded suitable pass grade in that course only if he has scored at least 15 marks out of 60 at ESE in that course. This provision will be applicable to students of UG and PG programs who are studying under new "Autonomous 2014" scheme.	A student who has secured marks out of 100 and they are more than the minimum cut off as defined by Table No 2 (Statistical Method) or 4 (Absolute method) of AR, will be awarded suitable pass grade in that course only if he has scored at least 12 marks out of 60 at ESE in that course. This provision will be applicable from EVEN term 2018-19



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19.2.2	<p>The award of grades will be subjected to the following process:</p> <p>A) THEORY SUBJECTS If $(X - 1.5 \sigma) > 40$ then grade calculation for C+ ,C, D& F shall be as given below , while that for A+,A,B+ & B shall be same as per Table 2 of the Academic Regulations $C+ = > X - (X - 40)/3,$ $C \geq X - (X - 40) \times 2/3,$ $D \geq X - (X - 40) \times 3/3,$ $F \leq X - (X - 40) \times 3/3$</p> <p>B) THEORY SUBJECTS If $(X - 1.5 \sigma) < 40$ for all those theory subjects with passing marks of 40 then lower limit for award of D grade shall be reduced up to 35 marks step by step, so that failure % as calculated by formula, $\left(\frac{\text{Number of students having F Grade}}{\text{Total Students} - \text{Detained Students}} \right)$ Should not exceed 15%.</p> <p>C) PRACTICAL SUBJECTS: If $(X - 1.5 \sigma) < 50$ then Cutoff for passing shall be 50. But if $(X - 1.5 \sigma) > 50$ then grades calculation for C+, C, D & F shall be as given below, while that for A+, A,B+ & B shall be same as per Table 2 of the Academic Regulations $C+ = > X - (X - 50)/3 ,$ $C \geq X - (X - 50) \times 2/3 ,$ $D \geq X - (X - 50) \times 3/3 ,$ $F < X - (X - 50) \times 3/3$</p>	<p>The award of grades will be subjected to the following process:</p> <p>A) THEORY SUBJECTS If $(X - 1.5 \sigma) > 40$ then grade calculation for C+ ,C, D& F shall be as given below , while that for A+,A,B+ & B shall be same as per Table 2 of the Academic Regulations $C+ = > X - (X - 40)/3,$ $C \geq X - (X - 40) \times 2/3,$ $D \geq X - (X - 40) \times 3/3,$ $F \leq X - (X - 40) \times 3/3$</p> <p>B) THEORY SUBJECTS If $(X - 1.5 \sigma) < 40$ for all those theory subjects with passing marks of 40 then lower limit for award of D grade shall be reduced up to 30 marks step by step, so that failure % as calculated by formula $\left(\frac{\text{Number of students having F Grade}}{\text{Total Students} - \text{Detained Students}} \right)$ Should not exceed 15%.</p> <p>C) PRACTICAL SUBJECTS: If $(X - 1.5 \sigma) < 50$ then Cutoff for passing shall be 50. But if $(X - 1.5 \sigma) > 50$ then grades calculation for C+, C, D & F shall be as given below, while that for A+, A,B+ & B shall be same as per Table 2 of the Academic Regulations $C+ = > X - (X - 50)/3 ,$ $C \geq X - (X - 50) \times 2/3 ,$ $D \geq X - (X - 50) \times 3/3 ,$ $F < X - (X - 50) \times 3/3$</p>
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X 1 Introduction

Yeshwantrao Chavan College of Engineering, Nagpur, the flagship institution of the Meghe Group was founded in 1984 by Nagar Yuwak Shikshan Sanstha under the Chairmanship of Hon'ble Shri. Dattaji Meghe, Ex-Member of Parliament. The institution recently celebrated its Silver Jubilee Year. The institution offers 7 undergraduate (BE) programmes with an intake capacity of 1020. The institution also offers 7 full time M.Tech. programs. All eligible programs are accredited by the National Board of Accreditation (NBA). Institute is NAAC accredited with "A" Grade. All UG regular programmes are permanently affiliated with Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. Besides, the Institution is recognized as a center by Rashtrasant Tukadoji Maharaj Nagpur University for Higher Learning and Research.

Over the past 35 years, the Institution has grown to become a center of excellence in engineering education and a preferred destination for parents, students and leading software & core companies for recruitment of manpower. In the current year the institution has emerged as highest placement opportunity provider for college students in coveted and core sectors. It is also amongst the select few well performing institutions chosen under Technical Education Quality Improvement Programme (TEQIP) of Govt. of India, funded by the World Bank. The Institution received financial aid to the tune of Rs. 8.42 Crores under first phase of TEQIP, which has been spent on creating state-of-art infrastructure, laboratories, computational facilities, library etc.

YCCE has been granted 'Autonomous Status' by Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur on recommendations of University Grants Commission. YCCE is functioning as an Autonomous College from academic year 2010-11. The purpose of Grant of Autonomy is to promote Academic Excellence. As per National Knowledge commission report of Working group on Engineering Education (March 2008) provided sufficient guidelines for the structure, contents and base for curriculum development for undergraduate engineering education, the curriculum under Autonomy is designed and developed from the invaluable contributions from renowned subject experts from IIT – Mumbai, IIT – Roorkee, IIT – Khragpur, IIT – Delhi, IISc– Bangalore, BITS Pilani– Goa, SVNIT –Surat, VNIT – Nagpur, MNIT – Jaipur, DAIICT – Gandhinagar and scientists of BARC – Mumbai. The cutting-edge technology, up-to-date syllabus content at par with current requirement of the industry, effective scheme of examination, gradation pattern are some of the salient features of academic autonomy.

YCCE is keen to play a significant role in providing excellence in education by adhering to the International benchmark and to become a role model for other Institution. Accordingly, an Academic Advisory Board comprising of renowned educationists and industrialists has been constituted. Inception of this Academic Advisory Board for the Institution is very positive step which demonstrates the desire of the Institution to play a key role in emerging global education paradigm in the next decade. The Institution has a formal International Advisory Board comprising of eminent personalities from the field of education, research and technology at international Universities.

The Institution is also committed towards its social responsibilities by rendering services to the community under TEQIP programme. From 2008-09 session the institution is also implementing 'Fee Waiver Scheme' for economically weaker section, women and physically handicapped meritorious students. The institute is striving to produce globally competitive and locally relevant engineers and is expected to be a benchmark institute in the global perspective.

OUR VISION

“To become the most preferred institution providing innovative, research and value based, professional education for the society at large”

OUR MISSION

YCCE is committed to-

- Attract best talent and create learning ambience
- Practice innovative teaching-learning & research
- Integrate Industry-Institute Collaborations
- Nurture students towards holistic development and choicest career



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1.1

Abbreviations

- “Autonomous Institution/ College” means an institution / college designated as autonomous institution / college by Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
- “Academic Autonomy” means freedom to a college in all aspects of conducting its academic programs, granted by University for promoting excellence
- “AC” means Academic Council
- “AICTE” means All India Council for Technical Education
- “AIEEE” means All India Engineering Entrance Examination
- “ATKT” means Allowed To Keep Terms
- “BE” means Bachelor of Engineering
- “BOM” means Board of Management
- “BOS” means Board of Studies
- “Branch” means specialization in a program like B.E. in Civil Engineering or M. Tech in Electronics Engineering.
- “CA” means Continuous Assessment
- “CAC” means Central Assessment Cell
- “CGPA” means Cumulative Grade Point Average
- “COE” means Controller of Examinations
- “Commission” or “UGC” means University Grants Commission
- “Course” or “Subject” means a theory/ practical/ other item mentioned in the Scheme of Examination, identified by the number and/or title
- “DAC” means Disciplinary Action Committee
- “DAM” means Dean (Academic Matters)
- “DCOE” means Deputy Controller of Examinations
- “DGRC” means Departmental Grade Review Committee
- “CD” means Compact Disc
- “DPPC” means Department Paper printing Committee
- “DSA” means Dean (Students Activities)
- “DTE” means Directorate of Technical Education, Maharashtra
- “EC” means Examination Committee.
- “EI” means Examination In charge
- “ESE” means End Semester Examination
- “FYC” means First Year Coordinator
- “GATE” means Graduate Aptitude Test in Engineering
- “Government” means Government of Maharashtra
- “HOD” means Head of Department.
- “Institution” or “College” or “YCCE” means Yeshwantrao Chavan College of Engineering, Nagpur unless indicated otherwise by the context.
- “M.E.” means Master of Engineering by Research Program
- “MSBTE” means the Maharashtra State Board of Technical Education
- “MSE” means Mid Semester Examination
- “PTDP” means Bachelor of Engineering (B.E.) Part Time Degree Program.
- “Post graduate” or “PG” Program means Master of Technology (M.Tech.) degree program
- “RRMC” means Result Review and Moderation Committee
- “SEC” means Subject Examination Committee
- “SGPA” means Semester Grade Point Average
- “SOE” means Scheme of Examination.
- “RRC” means Research Recognition Committee.
- “RTMNU “ or “University” means Rashtrasant Tukadoji Maharaj Nagpur University
- “TA” means Teachers Assessment
- “TC” means Tabulation Committee.
- “Undergraduate” or “UG” Program means Bachelor of Engineering (B.E.) degree program



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- “UMIC” means Unfair means Investigation Committee.
- “VS” means Vigilance Squad.

Please be noted that where the words “he”, “him”, “his”, occur, they also mean “she”, “her” and “hers”.

1.2 List of committees and sub committees

1. Examination Committee (EX-2)
2. Disciplinary Action Committee (EX 14A)
3. Sub- Committee for Appointment of Examiners (EX 14)
4. Subject Examination Committee (EX 15)
5. Vigilance Squad (EX 22)
6. RRC for Dissertation (EX 23.7.4(iii))
7. Central Assessment Cell (EX 24)
8. Grievance Redressal Committee (EX 14B)
9. Tabulation Committee (EX 36)
10. Result Review and Moderation Committee (EX 36B)
11. Unfair means Investigation Committee (EX 22A)
12. Online Examination Monitoring Committee (EX 20 B)

The tenure of these committees shall be of two years and the members will be eligible for re-nomination.

EX 2 Examination Committee (EC)

The examination committee shall be the supreme authority for conducting examination and making policy decisions regarding organizing and holding examinations, improving system of examination, appointing paper setters, examiners, valuers, moderators and also prepare schedule of dates of holding examinations and declaration of the results. The Examination Committee shall also observe and regulate conduct of examination in the Institution. The examination committee shall deal with all the matters in relation to examination and shall hear and decide the complaints received pertaining to any matter arising out of conduct of examinations. The procedure to be followed by the examination committee in their deliberation shall be such as may be prescribed.

The system of examination in each course in each semester will be decided from time to time and will be given in the Scheme of Examinations of the program.

The Examination Committee (EC) shall consist of the following members.

1	Director/Principal	01	Chairman
2	Three teachers of Institution, with minimum ten years of teaching experience, nominated by the Director/Principal By rotation	03	Members
3	Evaluation Expert nominated by the Principal/Director	01	Member
4	Controller of Examinations of the Institution	01	Member Secretary

EX 3 Power and duties of Examination Committee

The Examination Committee shall

- 3.1 Ensure proper organization of examinations and tests including moderation, tabulation and declaration of results.
- 3.2 Constitute a subcommittee for each Board of Studies, as mentioned in clause EX14, for appointing Paper Setters/ Moderators/ Valuers and Examiners from amongst the persons included in the panels prepared by the respective Boards of Studies.
- 3.3 Undertake exercise/experiments in examination reform.
- 3.4 Exercise such other powers in relation to examinations as may be assigned to it by or under the Act.
- 3.5 In case of any emergency requiring any action to be taken immediately, the Chairman of EC or any officer/person authorized by him in that behalf, shall take such action as he thinks fit and necessary and shall report these actions to the EC



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- at its next meeting for ratification of actions taken by him.
- 3.6 Take disciplinary action for malpractices and lapses on the part of candidates, papers setters, examiners, moderators, teachers, or any other persons connected with the conduct of examinations based on recommendations of statutory /non-statutory committees as it deems fit.
 - 3.7 Perform such duties and responsibilities which are assigned to it from time to time by the Board of Management.
 - 3.8 Arrange for strict vigilance during the conduct of the examinations to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc
 - 3.9 Arrange the central facility for valuation of answer-books and create academic records and maintain the transparency in the entire valuation process.
 - 3.10 Ensure the Process of grade conversion, tabulation, moderation and review of results.
 - 3.11 Prepare the financial estimates for incorporation in the budget of the institution and shall submit the same to the Finance Committee.
 - 3.12 Meet at least twice during the academic year and at such other times as may be required. Two third members shall constitute a quorum. If the meeting is adjourned for the want of quorum, then no quorum shall be required for such adjourned meeting.
 - 3.13 Have the tenure of two years and the members will be eligible for re-nomination.
 - 3.14 Prepare the rules & regulations of the examination.
 - 3.15 Prepare & implement the policy to avoid the malpractices in the examination & system.

EX 4 Roles and Responsibilities of COE

The Controller of Examinations (COE) shall be the principal officer-in-charge for the conduct of evaluation and examinations of the Institution and declaration of their results. He shall discharge his functions under the superintendence, direction and guidance of the EC. He shall be a full-time salaried officer of the Institution and shall work directly under the direction and control of the Principal.

His appointment shall be for a term of two years and he shall be eligible for reappointment for only one more term of two years. The qualification and experience for the purpose of selection of COE shall be as per the UGC/RTM Nagpur University norms.

The COE shall be the member-secretary of EC. He shall have the responsibilities to implement their decisions properly and promptly.
He shall

- 4.1 Keep and maintain the confidentiality of the examination & result system.
- 4.2 Organize the meeting of the EC and other institutional examination committees,
- 4.3 Give the instructions to all HODs and FYC/ Dean PTDP/EI for conduct of examination.
- 4.4 Receive the requirements of answer books, drawing sheets, types of graph paper such as IS codes, Data Handbooks, etc. related with examination and any other materials required for conducting the examination from the respective Chairpersons of Board of Studies and distribute the same to respective HoD/EI/FYC/Dean PTDP, and keep the record of the same.
- 4.5 List out the different nature of work regarding the conduction of Examinations (Theory / Practical) during the semester. Prepare and announce in advance the calendar of examination as per the academic calendar received from DAM and monitor the preparations of MSE's through HoDs / FYC/ Dean PTDP and of ESE through EI.
- 4.6 Issue appointment orders to paper setters/moderators/ valuers/ examiners and members of various committees constituted for smooth conduct of examinations.
- 4.7 Issue the appointment orders to paper setters/moderators/ valuers/ examiners in case of any emergency where immediate action is to be taken, as he deems fit and report such cases to EC at its next meeting.
- 4.8 Prepare a yearly plan for the purchasing process for items like answer books, and related stationery as per the existing norms.
- 4.9 Procure the detailed information of eligible examiners (internal and external) for



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- various courses from BOS and make it available to subcommittee constituted for appointments of the examiners for various courses/examinations and shall submit the recommendations to EC for the approval & to update the existing list of Examiners as per requirement.
- 4.10 Receive the "Examination Registration form" (Form No.E1) for ESE from the students section, to enroll the examinees, & to distribute the examination Admit card (Form No.E2) to the eligible candidates through student section.
 - 4.11 Ensure maintenance of all the machineries, equipment, Software, computerized systems related to all aspects of work of the office of CoE..
 - 4.12 Ensure the standards, quality, utility & availability of all the documents (Blank grade sheets, certificate, other such important documents) & other consumable stationery.
 - 4.13 Collect the sealed packet(s) of question paper from SEC & arrange the printing of each sealed packet randomly selected by the Principal. These sealed covers with seals intact shall then be sent to the printing press, along with work order.
 - 4.14 Receive the sealed packets of each question paper in required number of copies as per work order and store in confidential section.
 - 4.16 Prepare the Code Plan (Form No.E3) for answer books to be used for MSE/ESE.
 - 4.16 Distribute the required stationery, examination, formats, question paper, answer sheets, blank mark sheets for CA & TA, examiners certificates, remuneration bill form to the examiners and departmental examination committees. To collect the examination documents immediately after completion of work.
 - 4.17 Collect intermediate mark sheets from course teachers through HOD/FYC/ Dean PTDP and transfer the marks for processing of result.
 - 4.18 Get the result moderated from the RRMCM, to prepare the result sheets (gazette) and grade sheets.
 - 4.19 After approval from the EC, arrange to declare the result, and displaying it on institutional website within prescribed time and to distribute the grade reports to the candidates through the Institutional office.
 - 4.20 Receive the cases of misbehavior, malpractices, copy cases, grievance cases from HoDs/ FYC/ Dean PTDP, CAC or EI and place before UMIC or DAC or GRC for further necessary action. The recommended action shall be place before EC for approval. He shall notify the decision of EC.
 - 4.21 Postpone or cancel examinations in part or in whole, in the event of malpractices or if the circumstances so warrant and take disciplinary action or initiate any civil criminal proceedings against any person or group of persons alleged to have committed malpractice(s) with prior approval of EC.
 - 4.22 Prepare the list of faculty and staff who refused or neglected the examination duties and place it before the EC.
Maintain the list of teachers/persons who are debarred from examination work.
 - 4.24 Report the cases to EC for disciplinary action wherever necessary against the candidates, paper setter, examiners, moderators, or any other person connected with examination and found guilty of malpractices in relation to the examination.
 - 4.25 Maintain & store all the examination documents, confidential documents, important documents (along with hard copy & soft copy as a backup) & to store the softcopy of each result in the institutional custody.
 - 4.26 Certify bills of remuneration to the faculty & staff related to the examination work as per the approved norms of the institute
 - 4.27 Arrange for masking, valuation and demasking of all answer books for theory courses of ESE.
 - 4.28 Ensure the Process of grade conversion, tabulation, moderation and review of results
 - 4.29 Arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, teachers, invigilators, supervisors etc.
 - 4.30 Exercise such other duties as may be prescribed or assigned to him from time to time by the EC.
 - 4.31 The Controller of Examinations shall look after the work of any of the DCoE till the appointment of DCoE is made



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The Deputy Controller of Examinations will work under the controller of examinations (CoE) for pre-examination preparations (DCOE-1) and for post-examination preparations (DCOE-2). DCOE shall maintain secrecy of the work related to them.

Deputy Controller of Examinations (DCOE-1) shall be responsible for pre examination preparations. He shall

1. Take out notifications as per academic calendar for In-Semester and End Semester examinations.
2. Call the panel of examiners from Dean Academic matters.
3. Organize meetings of various committees such as DAC, UMIC, GRC, Sub-committees for appointment of examiners and subject examination committee and shall take out necessary notification for the same. After the meetings he shall submit the details in prescribed format to COE.
4. Prepare the schedule for conduct of meetings for paper settings and moderation and shall send necessary letters to concern examiners as per the list of examiners submitted by Sub-committees of various Boards.
5. Prepare time-table of theory and non-theory courses for ESE and shall take out necessary notification for the same.

Deputy Controller of Examinations (DCOE-2) shall be responsible for post examination preparations. He shall

1. Receive continuous assessment marks (MSE, CA, TA) and grades of audit courses.
2. Be custodian of the written answer books and confidential documents
3. Organize the work of Central Assessment Cell and processing of result and maintain the related records.
4. Maintain security at CAC.
5. Get solution for all question papers from valuers nominated by chairman BOS. And provide the copy to valuers.
6. Organize meetings of scrutinizers and tabulation committee
7. He shall certify the TA/DA/remuneration/conveyance allowances etc. bills for payment to all concerned persons (Form No. E38/E39).
8. Prepare tentative result analysis to place it before RRMCM for finalization of cutoff for regular examinations.
9. Reprocess the result as per finalized cutoffs and place before TC for further tabulation of result.
10. Submit all documents required for the result in final form with covering letter to COE for placing it before RRMCM.
11. Rectify and reprocess the results of withheld students as per recommendations of various committees. He shall forward the complaints/irregularities or lapse(s) on the part of the examiners, supervisor, etc. to the CoE.
12. Forward the discrepancies brought to the notice by the valuer(s) regarding any alleged use of unfair means to the CoE.
13. Submit detailed report of the work done at the CAC to the CoE.
14. Rectify and reprocess the results of grievance cases as per approved recommendations.

EX 5 Teacher Assessment (TA)

- 5.1 Course teacher shall evaluate the performance of the students in respective theory courses. Performance shall be evaluated by giving and checking home assignments/tutorials, taking surprise tests/seminars in class, allotting fieldwork, etc. Course teacher shall declare to the students at the beginning of the semester, the way in which he is going to evaluate the performance. Performance shall be regularly monitored, and record of assessment shall be maintained as per prescribed format (Form No. E4) The maximum weightage for TA shall be 10 %.



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- 5.2 At the end of the semester, course teacher shall tabulate marks allotted to students for Teachers Assessment in the (Form No.E5), hand over the copy of the same to Head of Department. / First Year Coordinator/ Dean PTDP
- 5.3 Head of Department / First Year Coordinator/ Dean PTDP shall receive the marks for TA for all courses in all semesters, compile them semester wise through Faculty In-Charge, sign the consolidated mark sheets and hand over the hard copies of the same to CoE

EX 6 Mid Semester Examinations Organization

- 6.1 All the Mid Semester Examinations (MSE) shall be conducted as per the schedule given in the academic calendar prepared by the Dean (Academic Matters).
- 6.2 Generally, there shall be examinations for two courses in a day.
- 6.3 HoDs/ FYC/ Dean PTDP shall act as coordinators for conducting MSEs of their respective Departments and shall be responsible for smooth and proper conduct of the examinations.
- 6.4 HoDs/FYC/ Dean PTDP can appoint a faculty-in-charge for making the arrangements for examinations. They shall, however, take the services of faculty and staff of their departments for conducting examination.
- 6.5 It shall be mandatory for the faculty and staff to accept the responsibility of examination work assigned by the HoD /FYC/ Coordinator PTDP.
- 6.6 Heads of Departments (HoD/FYC/ Dean PTDP) shall prepare the time table for holding the examination in various courses as per the scheme of examination (SoE) and submit it to the CoE,
- 6.7 HoDs/FYC/ Dean PTDP shall display a copy of the Time Table on notice boards of their respective departments, a minimum of seven days before commencement of examinations.
- 6.8 A copy of Time Table shall also be circulated among the course teachers and other concerned staff members.
- 6.9 Seating arrangement for students during examinations shall be made for MSEs in each Department.
- 6.10 The seating plan and roll list of students shall be submitted to the CoE a week before the commencement of examination.
- 6.11 Faculty appointed by HoD/FYC/ Dean PTDP shall collect, from the CoE, the bundles of answer books and code plan one day before the commencement of examination.
- 6.12 The Mid Semester Examination will be conducted as under from academic session 2019-20 onwards:-
Mid Semester Examination – I (MSE-I) Based on Unit I & II
Mid Semester Examination – II (MSE-II) Based on Unit III & IV
Mid Semester Examination – III (MSE-III) Based on Unit V & VI
Marks or continuous assessment will be considered from better two of above three MSEs. UMIC punishment if any, shall be considered as better. Re-MSE will not be conducted.
If a student caught in copy case i.e. use of unfair means during MSE exam, will be marked as '403' by teacher. After UMIC decision 403 may be retain or marks may be uploaded as per direction of UMIC.
While choosing better two marks out of three MSEs marks, priority shall be given to "403".
- If there is one entry of "403" out of three marks entries, then Top 1 must be "403", & Top 2 will be from remaining two marks entries.
 - If there are two entries of "403" out of three marks entries, then Top 1 & Top 2 both will be "403".

EX 7 MSE QP Handling

- 7.1 The HoDs/FYC shall appoint the paper setter for MSE, from among those teaching



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- the course.
- 7.2 The appointed paper setter/teacher shall prepare the question papers for MSEs of his respective course as per provisions laid down and described in Appendix 1 and in format Form No. E6.
- 7.3 The respective HoDs/FYC shall finalize the question papers of MSEs with the help of senior teacher(s) and paper setter(s).
- 7.4 HoDs/FYC/ Dean PTDP shall constitute a Departmental Paper Printing Committee (DPPC) at departmental level. HoDs/ FYC shall communicate the number of copies of question papers required for conduct of examination to the DPPC.
- 7.5 The DPPC shall make the required number of copies of the question papers at least three days before the commencement of examination and seal the copies in a cloth bound envelopes stating the details on the envelopes (Form No.E7).
- 7.6 On the day of examination, the HoD /FYC/ Dean PTDP shall inspect the seals on envelopes and sign on the front of sealed envelope. He shall also show the intactness of seals and obtain the signature of at least two more faculty members on the front of envelope.
- 7.7 The sealed packets of question papers will be then opened by HoD/FYC/ Dean PTDP twenty minutes before the commencement of the examination.
- 7.8 The course teacher/ coordinator (paper setter) shall inspect the printed question paper and will ensure that there are no errors. If there are errors, the paper setter(s) will make the corrections on the printed questions papers and put his signature. The corrected copies of question papers shall be sent to different rooms for ready reference of invigilators and students.
- 7.9 The question papers will be distributed to rooms as per the seating plan (Form No.E8), 15 minutes before the commencement of examination through member of departmental committee.
- 7.10 HoDs/FYC/ Dean PTDP shall take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination. He shall also send the relieving supervisors to various rooms/halls to relieve the invigilators for not more than 10 minutes at a time.
- 7.11 HoDs/FYC/ Dean PTDP shall forward the cases of misbehavior, indiscipline, malpractices, attempt to copy, copying cases to CoE.
- 7.12 If any examinee is not in position to write at all, or write as fluently as normal student, on account of physical disability or injury due to accident just before the examination and produces a medical certificate from the Civil Surgeon on this account, then a writer shall be allowed to such examinee. Such a writer shall not be a student of any program of B. E. / M. Tech. of the Institute or any other Technical
- 7.13 Diploma or Degree course of other Institutes. The examinee shall, however, apply in a prescribed (Form No.E9) to HoD/FYC/ Dean PTDP asking for permission to allow for such a writer. HoD/FYC/ Dean PTDP, then, shall verify the medical certificate and give a permission letter to the examinee for the writer after taking an undertaking from the writer in a prescribed (Form No.E9). The examinee shall produce the permission letter (Form No.E10) to the invigilator for examination of each course.
- 7.14 In case of physically disabled examinee, who can write but at much slower speed as compared to normal student, he may be allowed to write for 15 to 30 minutes extra for all the courses, provided he seeks permission from HoD/FYC/ Dean PTDP for extra writing time on account of his disability by producing a medical certificate from Civil Surgeon to this effect.
- 7.15 Sealing assistant shall maintain the account of answers books and graphs, drawing sheets etc received and consumed for the examination in a register.

EX 8 Invigilation in MSEs

- 8.1 Invigilator shall be appointed from the following person in order of preference in which they are named :
- a. Teachers of the Institution
 - b. Physical Training Instructors of Institution, and
- 8.2 HoD/FYC/ Dean PTDP shall appoint the required number of Invigilators as per the



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- examination schedule, from among the faculty of respective Department. First Year Coordinator, however, shall invite the faculty of all those departments who participate in the teaching at first year level.
- 8.3 The examination duty is mandatory and can be waived only in case of extreme emergency only, with the prior approval of CoE.
- 8.4 The course teacher, whose examination falls on a particular day, shall be one of the invigilators.
- 8.5 On the day of examination, the invigilator will report to the departmental examination control room to collect the bundles of fresh answer books, at least 30 minutes before the commencement of examination.
- 8.6 The invigilator shall fill the details in the format and sign the attendance sheet (Form No.E12) of examination duty in the departmental examination control room.
- 8.7 He shall inspect the bundles of answer books with regard to the following:
- i. Each answer book will have a unique number and Seal of Examination Section. (Form No. E13)
 - ii. The number of answer books in the bundle.
 - iii. The answer book serial numbers are according to the range mentioned in Invigilator Diary (Form No.E14).
- 8.8 The invigilator shall then carry the bundles of answer books to the allotted rooms along with the keys to the locks on room doors. Invigilators shall enter their classes/halls at least 15 minutes before the start of examination.
- 8.9 Invigilator shall ask examinees to deposit their belongings outside the room.
- 8.10 He shall ensure that the students occupy their respective seats as per the Seating Plan.
- 8.11 Invigilator shall distribute the answer books to the students at least 10 minutes before the start of the examination.
- 8.12 The invigilator shall ask students to write the details required on the front page of the answer books. He shall also read out the instructions printed on the answer book.
- 8.13 He shall also announce that using unfair means during examinations is punishable offence.
- 8.14 He shall distribute question papers at beginning of the examination.
- 8.15 He shall announce the correction in the printed question papers, if any.
- 8.16 He shall check the identity card of each student and ensure that the details on Identity card match with the student taking the examination.
- 8.17 He shall also check whether students have correctly filled the details on front page of answer books and then sign on the answer books of the students.
- 8.18 He shall then ask student to write the serial number of the answer book in the attendance record (Form No.E15) and obtain his signature. He shall also sign on the attendance record after verification of information written by the student.
- 8.19 He shall maintain the attendance (Form No.E15) of the students of his class/hall during examination period. He will report the details of students who remain absent.
- 8.20 He shall maintain the record of examination in the Invigilation Diary (Form No.E14).
- 8.21 He shall distribute the graph papers/drawing sheets/IS Codes/Data Tables to the students as and when demanded by the students and maintain its record,
- 8.22 He shall maintain general discipline in the classroom by frequently moving in the class room/hall and preventing any malpractices, attempt of copying by the students
- 8.23 He shall report cases of student's misbehavior, indiscipline, malpractices and copying cases to the HoD/FYC/ Dean PTDP along with his and student's statement (Form No.E16A & E16B). Hod /FYC/ Dean PTDP shall submit the report of all unfair means cases to the COE on same day for further necessary action (Form No.E16).
- 8.24 He shall announce the completion of Hour(s) of examination in the hall. Similarly he will alert the students about the last 10 minutes of examination time.
- 8.25 At the end of the examination, he shall ask students to tie the graph papers/drawing sheets, any additional permitted material used by the students securely to the main answer book with the help of twin thread.
- 8.26 He shall then collect the answer books from the students, scratch the left out unused blank pages in each answer book, put his signature on the last line of written page, arrange them sequentially as per the roll numbers of the students, separately for each course, and hand over the same to HoD/ FYC/ Dean PTDP along with the students' attendance record, room report and invigilation diary.
- 8.27 Invigilator shall lock the room after conclusion of examination and hand over the key to the in-charge of the departmental examination.



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8.28 Invigilator shall not use Mobile unless

EX 9 Processing after MSEs

- 9.1 The HoD/FYC/ Dean PTDP shall collect the bundles of answer books from the invigilators after counting them as per the record on invigilator diary.
- 9.2 The HoD/FYC/ Dean PTDP shall compile the written answer books in sequential order received from different rooms into one bundle and send them to the departmental evaluation center on the same day.
- 9.3 HoD/ FYC/ Dean PTDP shall maintain the record of answer books received from CoE and consumed for the examinations The unused answer books shall be returned to CoE at the end of examination along with the account of used answer book. (Form No. E17).
- 9.4 The details of bundle of answer books will be written in the “Bundle Slip” (Form No. E18) which will be on top of the bundle.
- 9.5 The course teacher shall report to the departmental evaluation center on the next day of examination for evaluation of the answer books.
- 9.6 After evaluation, the course teacher will enter the marks secured by students into the MIS and also print two copies of mark sheets. The course teacher shall ensure that there is no error in the entry of marks, and then sign both the copies of mark sheet. One copy will be given to the course teacher for his record while the other copy will be retained by HoD/ FYC/ Dean PTDP.
- 9.7 The course teacher will show the answer books to the students. Students shall go through the answer books and they may discuss the valuation with the course teacher. The course teacher shall obtain the signatures of students on the answer book.
- 9.8 A course teacher shall report to the Examination Section, changes in marks secured by students, if any in (Form No. E40) within three days from completion of the evaluation of answer books.
- 9.9 A course teacher shall submit the bundle of valued answer books, arranged in sequential order, to the HoD/FYC/ Dean PTDP which shall be kept in the safe custody of department.

EX 10 Flow Chart of MSE Examination

SN	Activity	Time	Responsibility
1	Band of dates for examination	As per Academic calendar	Dean(Academic Programs)
2	Submission of a) Time table for examination showing date/time/subject, b) Seating Plan c) List of course teachers, d) Number of students appearing for each course. to CoE	10 days before commencement of examination	HoD/FYC/ Dean PTDP
3	Announcement of Examination Schedule to students	7 days before commencement of examination	HoD/FYC/ Dean PTDP
4.	Invigilation Duty Chart	7 days before commencement of examination	HoD/FYC/ Dean PTDP
5.	Setting and Printing of question papers (15 copies more than the number of students appearing in the examination) Packing them securely in sealed envelopes and keeping them in safe custody.	Min 3 days before the examination day	DPPC
6.	Collecting the bundles of blank answer	One day before	HoD/FYC/ Dean



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	books and sealed envelopes of question papers (Form No. E7, E7A, E7B) from Examination Section	commencement of examination	PTDP / Faculty authorized by HoD/FYC
7.	Question paper scrutiny and checking	20 minutes before commencement of examination	Course Teacher in presence of HoD/FYC/ Dean PTDP
8.	Distribution of question papers to the rooms.	15 minutes before commencement of examination	HoD/FYC/ Dean PTDP Faculty authorized by HoD/FYC
9.	Distribution of answer books and question papers in rooms	10 minutes before commencement of examination	Invigilators
10.	Ensuring seating as per plan, checking ID cards of each examinee, ensuring the correct information of examinee on answer book, maintaining the discipline, collection of answer books at the end of examination, arranging them in serial order, and hand over them to HoD	During and at the end of examination	Invigilators
11.	Arranging answer books of same course in one bundle and packing them securely with information label on the envelop/packet.	End of examination	HoD/FYC/ Dean PTDP
12.	Handing over the bundles to departmental evaluation centre	On the same day of examination	HoD/FYC/ Dean PTDP
13.	Evaluation of answer books, entry of marks. Showing the answer books to students, satisfying the students about fairness of valuation, obtaining their signatures, reporting changes in marks, if any, to CoE	Within 6 days from the date of course examination	Course Teacher
14.	Compilation of marks of all courses of all students of one section and submission to CoE	Within 10 days from last date of examination.	HoD/FYC/ Dean PTDP

EX 11 Continuous Assessment for Laboratory Courses

- 11.1 In all laboratory courses, every practical
- 11.2 exercise / experiment shall be evaluated based on conduct of experiment / exercise on continuous basis. In addition, the course teacher shall ask questions about the practical performed by a student to evaluate the understanding of a topic of experiment.
- 11.3 In case of drawing courses, CA generally consists of a regular evaluation of drawing sheets and frequent viva on the sheets submitted.
- 11.4 The criteria for arriving at the internal assessment marks shall be announced in the Handout released at the beginning of the course.
- 11.5 The mode of CA in the case of Mini projects, Projects, Dissertations and Seminars shall be made known to the students at the beginning of the semester by the Course Teachers/HoD/FYC/ Dean PTDP. The criteria shall be based on the directives of AC.
- 11.6 The CA for laboratory based courses and other non theory courses shall be compiled by the Course Teachers in Form No.E20 and submitted to HoDs/ FYC/ Dean PTDP in Form No. E20A. HoDs/ FYC/ Dean PTDP shall submit CA marks in consolidated statement (E20B) which shall be available from MIS, after due scrutiny,



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to CoE office.

EX 11A Guidelines for conducting the practical examination in ESE

The End Semester Examination for practical/ lab courses shall be conducted as per the following guidelines.

1. The examination will be vertically split into two components, one being the performance, wherever possible, or a written test and the other being the viva voce. Both components shall have 30 marks each.
2. The performance, if selected by examiners, will consist of three sub components, practical outline, observation/ readings/ computer programming and inference/conclusion. The performance shall not last more than 2 hours.
3. Each of three components mentioned at Sr No. 2 shall carry 10 marks each.
4. If written test is selected by the examiners, shall be conducted for the students and shall not be more than one hour in duration. The next one hour shall be allotted for evaluation of test papers by internal and external examiners.
5. The test shall be conducted on the topics included for the laboratory course.
6. The test shall carry 30 marks which should be evenly distributed over the course contents.
7. The viva voce examination shall be conducted jointly by the external and internal examiners for each individual student. The student shall be examined thoroughly during the viva voce examination.
8. The marks compiled as per the different heads as mentioned above shall be clubbed together and reported as out of a total of 60. The total marks secured by the examinees shall be reported in the prescribed format in two copies, one being FOIL and the other being COUNTERFOIL. Both the copies shall be filled in by the examiners in their own handwriting.
9. The mark-sheets i.e. FOIL and COUNTERFOIL shall be securely sealed in the envelop supplied by CoE. Each examiner shall put his signature across the joints of envelop. The transparent adhesive tape shall be pasted all along the joints of envelops.
10. The sealed envelope shall be handed over to the examination in-charge of the department, who shall submit it to the office of CoE within 24 hours of completion of examination.
11. The Travelling allowance and Dearness allowance bills of remuneration shall be obtained from the external examiners immediately on their arrival on the campus. These TA/DA bills shall be sent to the office of CoE for approval, who will return them to the department well before the completion of examination.
12. The payments including the remuneration to examiners/ conveyance/TA/DA shall be made by the In Charge of the examination in the respective departments.
13. On completion of all practical examination of the respective department, the In-charge faculty shall compile the statement of accounts and shall submit it along with necessary supporting documents to the office of CoE within 3 working days.

EX 12 Eligibility Criteria regarding Appointment of Paper setter/moderator at ESE

- 12.1 The paper setter/moderator shall be appointed by Examination Committee (Form No.E21). The paper setter /moderator appointed for undergraduate course shall have at least undergraduate degree in concerned/ allied branch of engineering and the paper setter appointed for post graduate course shall have at least post graduate degree in concerned/ allied branch of engineering.
- 12.2 The paper setters/moderator shall have at least three years of teaching experience and preferably one-year experience of teaching the same/similar course for which appointment is to be made. In case paper setter is appointed from outside i.e. Industry/ Organization/ Field, he shall have preferably two years of professional experience in the related field.
- 12.3 No person can claim appointment as paper setter/moderator or any other appointment related to examination work as a matter of right.



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- 12.4 Appointment of person as paper setter/moderator shall be made One months before the commencement of end semester examination.
- 12.5 In case Paper setter/moderator is from outside the Institution, he shall communicate his acceptance (Form No.E22) immediately; however, if it is not possible to accept the appointment due to his preoccupation, he shall communicate the same to CoE well in advance. In case no communication is received from paper setter /moderator / Valuer/ Practical examiner within prescribed time limit it will be presumed that the appointment is not accepted.
- 12.6 If a teacher of the Institution is appointed as paper setter/moderator, it shall be mandatory on part of teacher to accept appointment. However, if a “near relative” is appearing at the examination to which the teacher is offered the appointment as paper setter/moderator then the teacher shall state this fact along with details and refuse the appointment as paper setter/moderator immediately on the receipt of appointment. “Near Relation” shall mean and include the son, daughter, father, mother, brother, sister, wife, husband, first cousin, direct in-law, direct grandchildren, and direct dependent of the teacher.
- 12.7 The paper setter shall follow all the directions given by the EC from time to time in respect of pattern of question papers, setting of question papers model answers scheme of marking etc.

EX 13 Eligibility Criteria regarding Appointment of valuer/ examiner for Practical & Theory Courses for ESE

- 13.1 The valuer/examiner for Practical & Theory Courses shall be appointed by EC (Form No.E23/ E24). The valuer/examiner appointed for undergraduate course shall have at least undergraduate degree in concerned/ allied branch of engineering and for post graduate course shall have at least post graduate degree in concerned/ allied branch of engineering.
- 13.2 The valuer/ practical examiner shall have preferably two years of teaching experience and one-year experience of teaching the course for which appointment is to be made. In case paper setter is appointed from outside i.e. Industry/ Organization/ Field, he shall have preferably two years of professional experience in the related field.
- 13.3 However, if experts are not available as per the norms mentioned above, the teachers from relevant field may be appointed as a valuer/ practical examiner as a special case with the approval of EC.
- 13.4 No person can claim appointment as valuer/ practical examiner or any other appointment related to examination work as a matter of right.
- 13.5 Appointment of person as valuer/ practical examiner shall be made 15 days before the commencement of end semester examination.
- 13.6 In case valuer/ practical examiner is from outside, he shall communicate his acceptance immediately (Form No.E22). However if it is not possible to accept the appointment due to his preoccupation, he shall communicate the same to CoE well in advance. In case no communication is received from Valuer/ Practical examiner within prescribed time limit, it will be presumed that the appointment is not accepted.
- 13.7 If a teacher of the Institution is appointed as Valuer/ Practical examiner, it shall be mandatory on part of teacher to accept appointment. However, if a “near relative” is appearing at the examination to which the teacher is offered the appointment as paper setter then a teacher shall state this fact along with details and refuse the appointment as paper setter. “Near Relation” shall mean and include the son, daughter, father, mother, brother, sister, wife, husband, first cousin, direct in-law, direct grand children, and direct dependant of the teacher.

EX 14 Sub- Committee for Appointment of Examiners for ESEs

- 14.1 In order to appoint paper setter, examiners, valuers and moderators from the panel



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recommended by the BoS, the EC shall constitute a sub committee for each Board of Studies. The Sub-committee shall consist of the following members.

SN	Sub Committee Members	Number	Designation
1	Chairman of Board of Studies	01	Chairman
2	Senior teacher from the relevant discipline nominated by chairman BoS	02	Member

- 14.2 The sub-committee shall prepare the list of persons for various examinations from amongst the persons included in the panel prepared by the Board of Studies (YA-11 and YA12) and shall submit recommendation list to EC for its consideration and approval of appointment. (Form No.E25 & E25A)

EX 14A Disciplinary Action Committee (DAC)

The Disciplinary Action Committee (DAC) shall be constituted by the Chairman, EC as follows

SN	DAC Members	Number	Designation
1	Senior Faculty of Professor/Asso. Professor rank	01	Chairman
2	Senior teachers from the college	02	Member

Duties and Responsibilities of DAC:

The Disciplinary Action Committee (DAC) shall remain present on a date, time & place fixed for the meeting by COE.

The COE shall place all before received cases the DAC for investigation. The DAC shall investigate and recommend disciplinary action for, mal-practices and lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other person connected with the conduct of examinations including the pre-examination stage and the post-examination stage or at any stage whatsoever

After investigation DAC shall submit its report and recommendations, as per the provisions in Appendix III and Appendix VI of Examination Manual, to EC.

Approved recommendations will be notified by COE on behalf of EC.

EX 14 B Grievance Redressal Committee (GRC)

The Grievance Redressal Committee (GRC) shall be constituted by the Chairman, EC as follows.

S N	GRC Members	Number	Designation
1	Senior Faculty of Professor./Asso. Professor rank	01	Chairman
2	Senior teachers from the college	02	Member

Duties and Responsibilities of GRC

The Grievance Redressal Committee (GRC) shall remain present on a date, time & place fixed for the meeting by COE and shall investigate the grievances of the students regarding the evaluation of answer books/ improper posting/entry of marks in the software.

1. The COE shall place all grievance cases before the GRC for investigation. The GRC shall scrutinize these grievances
2. Grievances shall be verified from the original records available with office of COE/HOD/Faculty.



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3. For the cases of undervaluation GRC should suggest name of valuer from the panel / external expert for valuation. As per guidelines GRC should recommend the change or no change in marks
4. After verification GRC shall put their recommendatory remark on each grievance case and submit the same along with consolidated report, to EC.
Approved recommendations will be notified by COE on behalf of EC.

Guidelines for Grievance Redressal Committee

As directed by "Examination Committee" in its meeting held on 27-04-2019, vide item number 5 the Guidelines for Grievance Redressal Committee regarding valuation of answer book are as follows:

If any student applies for Grievance regarding under valuation of ESE answer book, his/her complete answer book shall be re-valued by second valuer (revaluation).

1. After second valuation, if the change of marks is +1, +2, -1, -2, then it shall be treated as 'No Change'. And original marks are retained.
2. After second valuation, if the change of marks is +3, +4, +5, -3, -4, -5, then it shall be treated as 'Change' and committee shall award marks given by second valuer.
3. After second valuation, if the change of marks, increased or decreased by 6 or more marks, then answer book shall be valued by 3rd valuer.
4. If the answer book is valued by three valuers as per above para 3, then 'marks allotted by any two valuers which are close to each other' shall be considered and higher of these two marks shall be awarded for deciding the case subject to para 1 above. Also Committee shall call all the three valuers together along with books recommended in syllabus and solution of the question paper. Discuss with them regarding correctness of the solution and accept the correct marks.
5. If final change of marks is +3, -3 or more, then it shall be treated as change.

EX 15 Subject Examination Committee

Constitution, Roles and Responsibilities

The paper setting will be done centrally within the premises of the Institution. The CoE will convene the meeting of **Subject Examination Committee (SEC)** which will consist of the following:

1	Chairperson of the Board of Studies	Chairman
2	Paper setter(s) for the respective course	member(s)
3	Subject expert(s) for moderation nominated by Chairman	member(s)
The chairman, if feels it necessary for any subject, may co-opt additional member(s) on SEC in that subject for moderation with the permission of CoE.		

Subject Examination Committee (U.G. & P.G.) shall-

- 15.1 Prepare the sets of Question papers as per the syllabus and the supplied format of question paper
- 15.2 Ensure that the marks allotted to the various question make up a total of the number of marks allotted in the paper(s).
- 15.3 Give clear instruction to the CoE in case the use of any specific articles like graph papers, drawing sheets etc is required in the examination so that arrangement for supply of the same can be made before hand.
- 15.4 Satisfy itself that the question paper set in each paper for the examination is within the syllabus and of prescribed standard.
- 15.5 Satisfy itself that the full question papers can be answered within the stipulated time allotted to them.
- 15.6 Ensure that the question paper is evenly spread over the syllabus prescribed for that paper.
- 15.7 Follow such other instruction as may be issued from time to time by the Principal..
- 15.8 Each member of the subject examination committee shall check the final question papers and shall sign on each page of the same.
- 15.9 A hard copy of question papers be placed in covers (A) which shall be sealed at both ends by the chairman.



EX 16 Instructions to the Paper Setter(s)/ Moderator(s)

- 16.1 The paper setter(s)/moderator(s) shall not disclose his appointment and shall make correspondence, if required, in sealed envelope regarding any matter connected with the examination.
- 16.2 The question paper for ESE shall be set for the marks and duration as mentioned in the SoE of the particular course.
- 16.3 Paper setter(s)/moderator(s) shall submit his willingness/ unwillingness to CoE immediately after the date of receipt of the letter of appointment as paper setter. It is mandatory for the teaching faculty of YCCE to accept the appointment as paper setter, if he qualifies as a paper setter(s)/moderator(s).
- 16.4 Paper setter(s)/moderator(s) shall set the question papers as per pattern of question paper along with distribution of marks prescribed, if any, by the DAM from time to time.
- 16.5 The paper setter(s)/moderator(s) shall submit the number of different sets of question papers as specified in the appointment letter.
- 16.6 Paper setter(s)/moderator(s) shall not set question(s) outside the scope of the syllabus.
- 16.7 Paper setter(s)/moderator(s) shall not repeat the same question in other question of the same set or in different set.
- 16.8 Nature of question paper should be precise. Paper setter should design question paper such that the questions
 - i. are written with simple, straight forward and meaningful wording
 - ii. are unambiguous
 - iii. are asked for relevant marks
 - iv. Cover the entire syllabus for the course.
- 16.9 All questions in the paper set shall be compulsory. There shall be internal choice for each question.
- 16.10 The questions should be serially numbered as 1, 2, 3, 4 & 5 while Sub-questions, if any, shall be numbered as a, b, c, d ... etc.
- 16.11 Marks shall be indicated on the right side of sub-question or the question.
- 16.12 Question shall be set in such a way that it will test the skill of applying the knowledge acquired, rather than testing merely book information. The question paper may contain questions based on testing knowledge, memory and skill and thinking ability.
- 16.13 Diagrams or sketches, if any, shall be drawn in black ink or with black ball pen.
- 16.14 The paper setter(s)/moderator(s) shall specifically mention the charts, tables, IS codes, data books etc. permitted during the examination in the "instructions to students" mentioned in question papers. These resources will be supplied to students and permitted to be used in the examination halls.
- 16.15 The Paper setter(s)/moderator(s) shall be provided the format of question paper and common instructions to candidates. However, paper setter(s)/moderator(s) is requested to delete excess instructions or add some instructions, if required. The Paper setter(s)/moderator(s) is expected to attend the meeting of SEC duly prepared for setting of question paper(s) in the appointed course. (Form No.E26)
- 16.16 Each Paper setter(s)/moderator(s) will have to submit a declaration (Form No.E21A), along with the paper.
- 16.17 The Paper setter(s)/moderator(s) and members of SEC shall meet together in a committee room and finalize the question paper sets duly moderated in one sitting only. They should also ensure the destruction of any material related to question paper(s).
- 16.18 The hard copy of a question paper set shall be placed in the white envelope (Cover-A) and will be sealed individually in presence of committee members and paper setter in blue envelope. These blue sealed envelopes shall then be submitted to CoE along with the minutes of SEC meeting duly signed by paper setter, moderator and chairman of SEC (Form No.E27) .
- 16.19 The covers shall clearly state the name of Programme, Course Code and Course Name. There shall be no other identifiable mark on the envelopes.
- 16.20 In case of any difficulty regarding getting hard copy, the SEC may report the matter to CoE. The SEC members from outside YCCE shall be paid traveling and related expenses as per prevailing rules.
- 16.21 The Paper setter(s)/moderator(s) and members of SEC shall observe absolute



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- secrecy with regard to the contents of the question papers set (s) either set/moderated/seen by them.
- 16.22 The paper setter (s)/ moderators should not leak the question set whether intentionally or due to negligence before the time of Examination.
- 16.23 **Guidelines for question paper setting, moderation and evaluation**
The paper setters should follow the guidelines for setting Question papers. The moderators should ensure that the guidelines are followed as stated under and should moderate question paper accordingly:
1. Choice between theoretical and numerical to be avoided.
 2. Due weightage to be given to numerical questions.
 3. Programme based question should be asked in Computer programming based subject.
 4. Individual Theoretical questions should not have more than 8 marks.
 5. Proper distribution of short answer questions in the question paper should be done. Weightage of 12 to 15 marks must be given for short questions including MCQs.
 6. To minimize mistakes/error in question papers manuscript should be computerized and not hand written.
 7. The clarity in the questions should be there to avoid **Ambiguity** for the students.
 8. Due care must be taken while setting the question paper so that time for solving the question papers is sufficient.
 9. The solutions prepared should have stepwise marking as per the format of CoE office.
 10. Solutions prepared by junior faculty members should be validated by some experts from the respective departments to avoid confusing or wrong solutions.
 11. For Question papers, where multiple valuers are appointed the solution shall be certified by all valuers.
 12. Revised Question paper format attached herewith should be strictly followed during paper setting/moderation.
 13. Use of Bloom's Taxonomy to be enhanced while paper setting,

The appointment of the teacher/person as a paper setter/examiner/moderator shall be ordinarily made at the time of odd semester and even semester examination of ESE. The same panel of examiners shall look after the works of Re-sit examination and summer term, if any, in the particular semester. However, if it is necessary to do so, the appointment of paper setters/ examiners/ moderators may be made at other time(s) necessitated by the circumstances. Whenever possible appointment letters for paper setting/valuation can be sent by the CoE through email.

EX 17 Format of the question papers

Question paper formats shall be as per directives of Dean (Academic Matters). (Appendix –I of Exam manual). The question paper formats will be displayed on notice boards/ Institution website for information of the students

EX 18 Selection of Set for Printing for ESE Question Paper

- 18.1 The number of sets required for examination will be decided by the CoE and shall be communicated to the SEC. The SEC shall prepare and moderate question paper sets for examination according to instructions received from CoE.
- 18.2 The CoE will place before the Principal, the number of different question paper sets prepared, moderated and sealed by SEC. The Principal will select one sealed envelope for each course. The selection of envelopes will be done at random. The selected sealed envelopes will be sent for printing.
- 18.3 The remaining sealed envelopes containing the moderated question paper sets will be transferred to safe custody of CoE. The CoE shall maintain the record of all used and unused sealed envelopes containing question papers sets.



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EX 19 Distribution of Question Papers in ESE

The printed question papers in sealed packets will be kept in safe custody by CoE till the day of examination. The sealed packets of printed question papers will be opened 20 minutes before the time of examination by Examination In charge–ESE(DCOE-1) in control room. The question papers will be put in the packets of different rooms according to the seating plan and will be given to the appointed invigilators for distribution to students 10 minutes before the commencement of examination.

EX 20 Organization of ESE

- 20.1 End Semester Examinations for all programs shall commence as per the schedule published in Academic Calendar. However, in case of any emergency, the Chairman, Examination Committee is empowered to reschedule any examination.
- 20.2 The ESE shall be conducted under the direct control of CoE. He shall however be assisted by EI-ESE(DCOE-1) and his committee for smooth conduct of examination.
- 20.3 All HoDs/FYC/ Dean PTDP shall extend all the help and cooperation along with all the faculty and staff under their jurisdiction for the conduct of ESE.
- 20.4 All faculty and staff of all departments shall be under the direct control of CoE for conducting the examination related works during examination period defined in Academic Calendar. Hence, faculty/staff shall not undertake any assignment outside the Institution or shall not avail any leave during examination period. Under extreme emergency, Principal may permit such persons to handle assignments outside the institution or to avail leave. The advance permission from CoE shall, however, be necessary in this regard. (Form No.E28)
- 20.5 The HoDs, faculty and staff shall not leave the Headquarter without the permission of CoE during examination period defined in Academic Calendar.
- 20.6 The complete infrastructure of the Institute shall be under the direct control of CoE and shall not be used for any program without the advance written permission of CoE from three days before and during the schedule of examination.
- 20.7 The required staff for conducting the ESE such as Invigilators, additional invigilator, and relievers etc. shall be appointed from amongst the faculty of respective Departments by EI with prior approval from CoE as per the following structure:

i	Invigilators	One invigilator for every unit of 35 students or less in a room subjected to a maximum three per class room.
ii	Additional invigilators	One for every 15 invigilators appointed
iii	Reliever	One per five class rooms
iv	Packing & sealing Assistants	Five class III employees from the Department
v	Exam peons	Two for examination
vi	Watermen	One for three class rooms, one for each drawing hall
vii	Sweeper	One for each departmental building
Additional requirements, if any, shall be sanctioned by the Director/Principal		

- 20.8 EI shall show the intactness of the seals of the packets of question papers to any two invigilators and obtain their signatures on all the packets indicating the date and time of opening the packets. (Form No.E29)
- 20.9 EI shall open the packets of question papers at least 20 minutes before the start of examination. He shall then take out the required number of question papers from the packets and maintain the account of question papers on each packet. (Form No. E30)
- 20.10 EI shall handover the bundles of fresh answer books to invigilators as per the seating arrangement for the day.
- 20.11 The invigilator shall ensure that he has received the answer books as per the record in the Invigilator's Diary (Form E14). Discrepancies, if any, in number of answer books/seal of Examination Section, unique serial number, etc may be brought to the notice of EI immediately.



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- 20.12 The invigilators shall scratch the blank pages/ unused portions of pages after conclusion of examination and shall sign on the last written line of each answer book. They shall arrange the answer books in serial order according to examination seat numbers.
- 20.13 The invigilators shall bring the bundles of answer books to Control Room themselves and hand over to EI, who will check the account of answer books as per the Diary of Invigilator and accept the bundle of answer books.
- 20.14 The answer books collected in such manner will be handed over to In-charge of CAC (DCOE-2) for valuation and further processing.
- 20.15 CoE shall certify the remunerations of staff involved in the end semester examination as per rules. Remuneration shall be paid to the staff after the examination is over.
- 20.16 Those student leaving examination hall before 3 hours will have to submit question paper along with answer book to invigilator. Student will be allowed to take question paper outside the examination hall only after 3 or 4 hours
- 20.17 Undertaking from student at Examination Centre shall be taken by invigilator if student do not have College ID Card or Admit Card at the time of Examination. The student will have to pay fine of Rs. 500=00

EX 20A Organization of Examination for Audit course

The examination will be conducted at the end of semester to test the knowledge of the students. The examination of two hours duration shall be conducted along with the ESE of the respective terms by the Examination-In-Charge with the seating arrangement similar to ESE. The examination will be scheduled just before ESE of the respective terms. The question paper will be set by the faculty nominated by the Principal/Controller of Examinations. The examination paper shall consist of multiple choice questions for 50 marks and descriptive questions for 25 marks while the assignments will carry 25 marks. The answers to multiple choice questions will be marked on the question paper itself, and will be attached to the answer-book supplied to the students.

The faculty will evaluate the answer books and submit the grades awarded to the students. It may please be noted that Grade G shows successful completion of the audit course while Grade H shows fail in the audit course.

The students who secure 40 or more marks will be presumed to have acquired the requisite knowledge of the subject and will be awarded G grade.

The grades will be displayed on the students' individual grade sheets as the audit course. However, the grades obtained in the audit course shall not be used to compute the Semester Grade Point Average (SGPA) or Cumulative Grade Point Average (CGPA).

There shall be three Audit course s out of which the student can opt two audit course s. The students will have to clear the two audit courses during their course of studies up to 7th semester and who have not cleared their audit courses, the result of 8th semester shall be kept withhold till successful completion of the audit courses.

EX 20B On Line Examination Procedure Constitution of Online examination monitoring Committee

The Principal shall constitute a committee headed by senior faculty member to monitor the online examination. Number of members of the committee shall be decided as per the work requirements.

Following procedure shall be adopted for the conduct of On Line Examination for the course of Engineering Graphics (ME 101).

1. Upload the e-question paper before batch starts in case of Mid Semester Examination-I,II through LAN network. In case of End Semester Examination only ortho grid template will be uploaded on client machines.
2. Allow students inside the examination room before 15 minutes for MSE and 30 minutes before for ESE.
3. Ask students to open the uploaded file and SAVE it as his ID number. [e.g. 10MEG01MSEI or 10MEG****ESE].
4. Distribute the question paper for ESE. Start the exam.



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5. Pass on the hard copy format of evaluation sheet to students to enter ID | Name /Signature |Roll No.|Sec.| Work Station No.
 6. All the computer systems used for examination shall be on backup power supply
 7. Once the exam starts, Course Coordinator of the exam shall give instructions to valuers/examiners regarding online evaluation system..
 8. Once the time is over, announce to SAVE & EXIT. DO NOT use QUIT Command. Ask them to sit silently. Evaluator will come to student for evaluation with given evaluation sheet.
 9. Normally 10-15 students will be evaluated in 30 minutes.
 10. Model solution key is available before start evaluation.
 11. After evaluation of ESE is done by instructor, a print command is to be given to have the hard copy of the answer sheet and duly signed by student and it is submitted for record.
 12. Once the evaluation is over then evaluator should come out of AutoCAD with EXIT command, shut down the PC. Ask student to leave the exam hall.
 13. The student is also required to save this file in ESE Solution Folder on Desktop.
- Grievances about evaluation, if any, shall be redressed by course coordinator.
The online Examination Monitoring committee shall monitor scrupulously conduct of online examinations.

EX 21 Time Alerts during Examinations

EI shall instruct the examination peon to ring the siren as per following timings during all examinations:

Sr. No.	Type of bell	Schedule of bell for Morning /Afternoon Session	Remarks
1	Long siren	Fifteen min. before the beginning of examination	To indicate that the students should occupy their seats in the class / hall
2	Two short sirens	beginning of examination	To indicate start of the examination
3	One short Siren	Hourly warning	To indicate end of an hour(s) of examination
4	Two short sirens	Ten min. before the end of examination	To indicate last 10 minutes of exam time.
5	Long Siren	At the end of examination	To indicate end of duration paper

EX 22 Vigilance Squad (VS)

- 22.1 The EC shall constitute vigilance squad(s) (VS) under the chairmanship of any one senior faculty member and four faculty members to visit the examination halls. The squad shall have at least one lady member. All the members of the VS shall be informed through a letter as per (Form No.E31).
- 22.2 The tenure of VS shall be for two years.
- 22.3 A senior member of the Examination committee shall act as the Chairman of the VS appointed by the Principal / Director.
- 22.4 The chairman of Vigilance squad is authorized to form vigilance teams of three members (preferably from senior faculty) each and teams formed shall work during the examination period as per examination time table. The team will submit the daily vigilance report through the chairman of vigilance squad to COE. The member of such teams shall get the remuneration as per rate of invigilators.
- 22.5 The members of the team shall visit the examination hall to ensure that;
 - i. The examinations are conducted as per norms laid down from time to time.



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- ii. The rules and instructions for conduct of examinations are scrupulously followed.
- iii. The seating arrangement made in examination hall and facilities available to the students/ examinees during the examination are satisfactory and adequate.
- iv. The examination premises are well protected so that no trace passers or outsiders can enter the premises unnoticed.
- v. All requirements for smooth conduct of examination are properly provided.
- vi. No way is available to the examinees to try to resort to unfair means/ malpractice like smuggling out of the blank answer book or smuggling in of written answer book based on the question paper set at the examination or any coping material, during the conduct of examination.
- vii. The answer books supplied to the examinees are in good condition. The pages of the answer books are serially numbered. Answer books in bad condition/ answer books without page number serially/ answer books containing loose pages/ answer book without number on cover page, etc are cancelled by the CoE.
- viii. In the examination hall, the Invigilators are performing their duties as per instruction issued i.e. checking the condition of answer books, printed Sr.Nos., entries made by the students on answer books, signing at the end of last written page by the examinee, canceling the blank pages of an answer book by drawing a line across the blank page etc.
- ix. Immediately report any sort of lack or shortcomings in the arrangements made at the examination halls. CoE shall take prompt action to rectify them.

22.6 VS is authorized to visit the examination center/ hall/CAC without prior intimation to the in- charge faculty.

22.7 The members of the VS are authorized to enter in the block/hall/room of the examination for checking the students/ examinees, identity card, admission card etc, to ascertain the authenticity of the examinee(s).

22.8 The members of the VS are authorized to detect unfair means/ malpractices in the examination(s) for which, if required, they may take physical search of the examinee(s).

22.9 The members of the VS shall submit the report of surprise visit to CoE in (Form No.E32). The CoE shall place it before the EC for its consideration and necessary action thereon.

22.10 EC may inspect the following records to their satisfaction the and submit their reports thereon to the Principal for issuing instruction to the Controller of Examination to take immediate action, if required, :

- i. The stock and record of receipt and utilization/cancellation of answer books.
- ii. The stock and record of receipt and utilization of question papers.
- iii. The record of unfair means/ malpractices cases.
- iv. The seating plan of the examinees at the Center.
- v. Record of appointments of Invigilators and supporting staff at the center.
- vi. Record of dispatch of written answer books to CoE.
- vii. Confirming whether the dockets containing the roll number of the absent examinee are dispatched along with the answer books.
- viii. Any other record relating to the conduct of examinations.

EX 22A Unfair means Investigation Committee (UMIC)

The Unfair means Investigation Committee (UMIC) shall be constituted by Chairman, EC as follows.



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SN	UMIC Members	Number	Designation
1	Senior Faculty of Professor /Asso. Professor rank	01	Chairman
2	Senior teachers from the college	02	Member

Duties and Responsibilities of UMIC

The **UMIC** shall remain present on a date, time & place fixed for the meeting by COE.

1. The Unfair Means Investigation Committee will function as an enquiring and recommendatory body and submit its recommendations in the form of a report to the EC through COE.
2. The committee shall investigate the matter related with Unfair Means of the reported cases of the students, as per the provisions made in **Clause EX40** and its sub-clauses.
3. Reasonable opportunity, including oral hearing shall be given to the examinee in his defense before the Committee. The reply / explanation given by the examinee shall be considered by the Committee before making final recommendations in the case.
4. If student fails to appear before the committee, the Committee shall take decision in his case in his absentia, on the basis of the available evidence / documents which shall be binding on the student concerned.
5. The Committee shall work in the spirit of the principles of natural justice.
6. The Committee shall submit its report to the **EC** through COE along with its recommendation regarding punishment to be imposed or otherwise.
7. Approved recommendations will be notified by COE on behalf of EC.

EX 23 Practical Examination

- 23.1 Practical examination shall be conducted as per the examination schedule published by CoE. However in case of any emergency the Examination may be rescheduled with the prior approval of Chairman, EC.
- 23.2 HoDs/FYC shall act as coordinators for conducting practical examinations of their respective Departments and shall be responsible for various related activities. They shall, however, take the services of faculty/staff of their departments for this purpose.
- 23.3 HoDs shall propose detailed timetable (batch-wise) for the practical examination to CoE. A consent of Heads of other departments shall be taken, if necessary, to avoid overlapping of schedule or any other problem. The CoE shall finalize the schedule of practical examinations and publish the notifications.

23.4 Structure of staff for practical examination shall be as under.

i	Laboratory Expert	One for each practical course, preferably laboratory assistant of the respective laboratory proposed by the HoD
ii	Laboratory Attendant	One for each course, preferably of the respective laboratory as proposed by the HoD
For conduct of workshop practical, bellow mentioned staff shall be required in addition to Internal and external Examiners.		
iii	Forman	One for each practical course as proposed by WS
iv	Shop Instructor	One for each shop, in which the examination is to be conducted, as proposed by WS
In case of common courses in the same semester of different programs, different internal and external examiners may be appointed for each program.		

- 23.5 In case external examiner doesn't report for the examination due to emergency, the HoD shall communicate the same to CoE. The CoE shall communicate the alternative examiner from the approved panel. The HoD/Internal Examiner shall contact the new examiner and arrange to conduct the examination as per the published schedule. In case no examiner is available in the panel; the Chairman, BoS shall make suitable arrangement with the consent of CoE. The CoE shall send



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- the appointment letters (Form No.E24) to all such the external/internal examiners.
- 23.6 Internal examiners along with laboratory experts and laboratory staff shall make all the necessary arrangements of equipment/laboratory setup required for conducting practical examination for their respective courses.
- 23.7 Practical/Project/Dissertation/Seminar/Viva etc. examination shall be conducted in any one of the following manner:
- 23.7.1. Oral examination (viva voce) only. Both internal and external examiners shall ask questions to the students based on the contents of the submission like practical record, reports, surveys analysis, etc, so as to assess his knowledge of the course. Industrial/work/site visit/Training
- 23.7.2. Practical examination, in which student is required to perform a given practical/ make the given job in the workshop/draw a drawing on the drawing sheet / prepare a program on computer in the given computer language, a seminar presentation, followed by the oral examination (viva voce) based on the content of the course.
- 23.7.3. Project UG
The assessment of the UG Project work shall be done on
- Preliminary presentation (25% of the total weightage),
 - Initiative, interest, effort and regularity shown (25% weightage), and
 - Oral examination (50% weightage).
- A panel of examiners for the assessment of UG project examination shall consist of
- One senior faculty from the parent department of the Institution
 - One Examiner from outside the institution, preferably from the industry, who is a graduate engineer with more than 05 years professional experience.
 - The supervisor for project work
- 23.7.4. Dissertation/ Project PG
- i. The topic for dissertation/project for PG courses shall be proposed by the student in consultation with the supervisor. The synopsis for the work proposed under the dissertation shall be submitted to the PG Coordinator of the concerned department. The topic and synopsis shall be finalized in presence of DPRC members , which may suggest the modifications to the topic / proposed work, and shall approve the topic, proposed work and the supervisor.
 - ii. A recognized post graduate teacher shall act as the supervisor for the dissertation work. The supervisor may also include the co-supervisor, either from the Institution or outside with prior permission.
 - iii. The student shall carry out the dissertation work from the beginning of Third Semester to the end of fourth Semester under the guidance of supervisor. The work shall be carried out within premises of the Institution. The student may be permitted to work at facilities of the research/industrial units out side the Institution. However, the permission to carry out the work elsewhere shall be obtained from the concerned HoD before commencement of the work.
 - iv. At the end of dissertation work, a student shall deliver Pre-submission seminar in presence of DPRC members, if permitted shall submit three printed copies of report and also a soft copy to the HoD of the concerned department by the date stipulated in the academic calendar. If the work is found suitable and satisfactory, the report shall be certified by the supervisor and HoD of the department where the work was carried out.
 - v. The report shall be evaluated on the basis of the suitability of the topic, technical contents of the report, the literature cited, the experimental work conducted, the design proposed, the analysis of data, conclusion and overall utility of the work in current scenario.
 - vi. The student shall be given an opportunity to present his work.
 - vii. The assessment of the dissertation/project work shall be done on the basis of 'Rubrics' defined by the department
 - viii. A panel of examiners for the assessment of dissertation/project work shall consist of



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- One senior faculty from the parent department of the Institution
 - One senior faculty from other department of the Institution
 - One Examiner from outside the institution, preferably from the industry, who is a graduate engineer with more than 05 years professional experience.
 - The supervisor for dissertation/project work
- ix. On conclusion of examination, the panel may accept the report and award the marks to the student in the mark sheet with the signatures of all the members of panel. The mark-sheet (Form No.E33A) shall be put into the envelope and it shall be sealed. The external examiner shall sign across the joints of envelop at prominent places.
- x. The HoD shall collect the sealed envelopes containing the marks of Dissertation/project examination and then sent all of them to CoE for tabulation and further processing.

23.7.2. Comprehensive Viva

The viva voce shall be conducted to ascertain the understanding of student of various subjects studied during the entire program. The examination shall test the basic technical skills the student has acquired in dealing with the problems he shall face in his professional life. Hence the nature of questions shall not consist of the formulae or similar such things but focus on principles and the methods which could be useful to tackle the technical problems.

A panel of examiners for the Comprehensive Viva shall consist of

- Two senior faculty from the parent department of the Institution
- One examiner from outside the institution, preferably from the industry, who is a graduate engineer with more than 05 years professional experience.

- 23.8 The performance of the students shall be judged jointly by the Internal and External examiners.
- 23.9 In case of difference of opinion in award of marks for any examination between the internal and external examiner, then decision and valuation of external examiner shall be final and binding on Internal examiner.
- 23.10 After the practical examination of the course is over, internal examiner along with the external examiner shall fill in the marks given to the students in the mark sheet, sign on it, seal it in a packet, write all details on the packet and hand over the same to HoD/FYC/ Dean PTDP on the same day, or latest on the next day.
- 23.11 The marks obtained by the students under the various heads of evaluation for practical examination shall be known to the students through HoD/FYC.
- 23.12 Internal examiner shall pack the valued answers books/drawing sheets/workshop jobs of the practical examination in a secured packet and seal it with the details on the face of the bundle. This bundle shall be handed over to HoD/FYC for safe keeping for duration mentioned in the Examination Manual elsewhere.
- 23.13 Head of Department shall hand over the sealed envelopes of mark sheets of all practical courses by his department to the CoE for further processing.
- 23.14 The office of CoE shall acknowledge the receipt of sealed envelopes from HoD/FYC/ Coordinator PTDP.
- 23.15 The remunerations to the external examiners shall be paid as per rules and regulations, after the examination of the respective course is over. However, remuneration to the internal examiners and other staff after shall be paid after the practical examination of the department by the Accounts Officer. In both the case, the remuneration shall be certified by HoDs and CoE for payment.
- 23.16 The traveling expenses and dearness allowance or conveyance expenses to the examiners shall be submitted in the (Form No.E34) duly certified by the HoD/FYC/ Dean PTDP and COE for payment as per rules, and will be paid by the Accounts Officer.



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Constitution of DPRC

Head of the department shall constitute Departmental Project Review Committee(s) for all PG programmes offered by the department.

One senior member of faculty offering PG projects in a programme shall function as chairman and two to three senior faculty members shall function as members of DPRC.

Duties and Responsibilities of DPRC

- i. The DPRC shall monitor all progress seminars and pre-submission seminars of students of concerned PG programmes.
- ii. The DPRC shall advise the students in selection of PG project topic, drafting synopsis.

The DPRC shall give suggestions in improving quality of PG projects.

EX 24 Central Assessment Cell (CAC)

For assessment of answer books of all examinations, the COE will constitute a Central Assessment Cell (CAC) (DCOE-2) as per EX 26 with the prior approval from Principal/Director

The appointment letters will be issued to examiners by CoE ,from list of approved recommendations of EC(Form E-25). After receipt of acceptance from examiners, list of such examiners shall be prepared course wise and examination wise with their contact details such as addresses, mobile numbers and email addresses. This list shall be supplied to In-Charge, CAC.

Normal working hours of CAC shall be 10.00 a.m. to 5:00 pm. Considering quantum of work and stipulated time period, working hours may be decided as per requirement.

The CAC shall be headed by the In charge.

EX 25 Organization of work at CAC

The Deputy controller of examination (DCOE2) will be the overall In charge of CAC. He shall be from the category of Professor or Associate Professor and who is not associated with any of the examination work other than this.

Work Flow for CAC

He shall make the arrangement of the valuation work in the following sequence:

1. Receipt of the bundles of sealed answer books.
2. Sorting out of sealed answer book bundles examination-wise/ course-wise/ paper-wise.
3. Opening of the sealed answer book bundles.
4. Checking / Verification of the number of answer books, contained in the bundles as per Invigilator's Diary(Form No.E14) and keep the record of these diaries which will be required for filling the absentees at the time of making entries of the marks,
5. He shall arrange to paste transparent plastic tape on the Roll No. , Enrolment No. etc., written on each answer-book (including graph papers etc.) immediately.
6. Noting down in the, the roll numbers of absentee students, if any from the work record of unvalued answer books(Form No.E36).
7. masking of the cover page of these answer books and prepare bundles of 30 answer books so that the Roll No., Registration number etc., (including on graph papers, drawing sheets etc, if any,) will not be visible and nobody will be able to identify the roll no./registration number of the examinee
8. place 'Bundle Slip' (Form No.E35) on the top of each bundle of 30 answer books. He shall give the number to each bundle of 30 answer books and shall fill in the necessary information in the 'Bundle Slip' placed on the top of each



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- bundle.
9. After masking the answer-books, mix-up the 30 answer books in bundle and handover the bundle to the room supervisor. Then the room supervisor shall acknowledge the receipt in the (Form No.E37).
 10. Issuing answer books bundles to the Examiner for valuation by the Room supervisor, CAC.
 11. Handing over the valued answer books to the scrutinizer for checking marks by the checker.
 12. Receipt of the scrutinized answer books by the Room Supervisor from Scrutinizer.
 13. Demasking of answer books after scrutiny.
 14. Handing over the answer books to data entry operator for entry of marks.
 15. Getting a print of mark sheets and obtain signature of valuers and scrutiny officer on the mark sheet.
 16. Handing over the bundle of answer books to course teachers for showing to students and obtaining his receipt(Form No.E18).
 17. Collecting back the answer books from course teachers after they are shown to students and having obtained their signatures along with the report of change of mark, if any in(Form No.E40).
 18. Collection of mark sheets and arranging them in the sequence of the Course/paper. Course wise/ paper wise, in sequence of the roll numbers. All mark sheets shall be put in one cover. Details such as Course code, Course Name, Name of Programme, Term, Academic Year etc. be mentioned on each cover and these sealed cover be handed over to the CoE.
 19. Arrange the answer books in sequential order and seal them in paper pack and hand over to In-charge for storage.

EX 26 Staff at CAC

For effective working of CAC, the In-Charge CAC shall be supported by the following staff structure.

1. Room Supervisors
2. Masking and Demasking Assistants
3. Valuation Room Clerks
4. Scrutiny Officer
5. Checkers
6. Computer Programmer
7. Data entry Operators
8. Peons
9. Assistants in CAC

However the number required in above mentioned staff structure will be worked out by the In Charge, CAC.

EX 27 Instructions to Valuer(s)

~~The Institution is grateful to all teachers who have consented to work as valuers. The instructions given below, may sound rather strict and stringent, but the teachers are requested to appreciate that these instructions are meant solely to ensure confidentiality and impartiality in the assessment, to avoid use of unfair means and to ensure full justice to the students. The valuers are requested to adhere to following instructions scrupulously~~

- 27.1 After receiving the order for assessment of answer books, the Valuer shall not disclose the order as it is confidential.
- 27.2 He shall report to the CAC at appointed date and time.
- 27.3 Once an examiner accepts the work, he shall not be allowed to leave the CAC before completion of the allotted work given to him/her.
- 27.4 Every examiner shall assess the minimum 30 answer-books per day. Minimum and Maximum limits are to be scrupulously followed. The In charge of CAC may relax this limit depending upon the circumstances.
- 27.5 Valuer should use only **Red Ink** for the assessment of answer book. While the moderator shall use Green ink for moderation of answer books.
- 27.6 He shall collect a bundle of masked answer books from CAC officials, count all the answer books in the bundle and check proper masking of answer books. If any discrepancy is noticed, the examiner shall bring it to notice of In-Charge CAC



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- immediately and seek correction.
- 27.7 He shall collect question paper and solution/scheme of marking of the course from CAC officials. He shall not assess any answer book without solutions/scheme of marking.
- 27.8 He shall point out if there any missing data or mis-print(s) of any nature in the question paper.
- 27.9 He shall award step-wise marks for each solved question.
- 27.10 He shall enter the marks for each answer in the left margin at the end of the each answer and write the same number of mark/marks on the front page against the particular question. The marks shall be entered on front face of the answer books as zero, 01, 02, 03, etc i.e. in double digit and not as 0, 1, 3, 4 etc in the space provided on the front page of the answer book. The "00" marks shall be awarded in that question to which answer/s written by the examinee is completely wrong. Double dash (- -) shall be entered in that question which is not attempted (completely ignored) by the examinee.
- 27.11 He should not leave any part of the answer book unassessed. He shall also carefully see that the marks entered in the front page are the same as entered in the answer book as per question no.
- 27.12 Fractional marks should be rounded off to the nearest next digit in the Grand total only on the front page.
- 27.13 He shall assess the answer in terms of marks only. He neither shall put any comment nor shall put any markings
- 27.14 He shall assess all the answers written by the students and if it is found that the students has answered to more number of questions than required, then the question having the lowest marks shall be ignored put a comment as "excess" against that question number on the front page of answer book. The marks awarded to excess answers mentioned above shall be ignored while calculating the total marks.
- 27.15 If any valuer makes any mistake while assessing the answer book, he must not overwrite to correct the mistake. Instead he/she should encircle the mistake putting two parallel lines across the wrong figure and then write the correct marks beside it with his/her signature.
- 27.16 He shall put signature with his name in the space provided on the front page of the answer book.
- 27.17 He shall put his signature on the "Bundle Slip" (Form No.E35) and handover valued answer books to Room supervisor.
- 27.18 He will receive the next packet of answer books for assessment only after completion of assessment of the first.
- 27.19 He shall hand over the answer book to In charge of CAC, if it contains any of the following
- i. A written request stating cancellation of previously written answer,
 - ii. A multiple-writings,/ with multiple use of inks.
 - iii. Attached with any currency note to the answer book
 - iv. Requesting valuer to assess answer book favorably,
 - v. mass copying,
 - vi. identity of the examinee in any form with a intent to get clear-cut illegal benefit,
 - vii. abusive and threatening language
- 27.20 Each valuer is expected to finish the allotted quota of valuation for one course within three working days.
- 27.21 Every valuer shall sign the Attendance Record of CAC (Form No.E41) on completion of his assessment work on daily basis.
- 27.22 He will get T.A., D.A. & remuneration as per norms of the Institution.
- 27.23 Decision taken by the CoE in any matter of the CAC will be final.

EX 28 Moderation of Valued Answer Books

- 28.1 Moderation of valued answer books shall be made on the recommendations of the Grievances Redressal Committee. The marks awarded by the moderator shall be taken as final.



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- 28.2 The last date for submission of Grievance forms related to answer books by the students shall be as per academic Calendar. The last date for submission of grievance from related to error in posting of marks will be as per exam activity band notification. Grievance regarding valuation, complete answer book will be evaluated. The change in marks will be effected only if there is increase or decrease by at least 03 marks. There should be masking system in grievance system of evaluation.

EX 29 Scrutiny of answer books

Scrutinizer shall

- 29.1 Check all questions and sub questions are valued
- 29.2 Ensure that the marks given by the valuer are as per the marks allotted to the questions.
- 29.3 Check correct posting of marks allotted by the valuer to each question/ sub-question on the Front Page of answer book.
- 29.4 Make totals of marks awarded to each sub question(s) and questions and overall grand total.
- 29.5 See that the valuer has signed at the place provided.
- 29.6 Report to Scrutiny Officer in case of any discrepancy, which shall be amended by bringing it to notice of the concerned valuer. In any case, the Scrutinizer or any person of CAC shall not correct any such mistakes on their own.
- 29.7 After removal of discrepancies, if any, transparent adhesive tape shall be pasted on the marks obtained by the candidate.
- 29.8 Scrutinizer shall put his signature on the bundle slip provided with the bundle to certify that scrutiny has been done satisfactorily.
- 29.9 In case of onscreen valuation, take necessary care to cover all above matter through suitable programming.

EX 29A Scrutinizer

The scrutinizers for tabulation of results will be appointed by the Chairman, EC. These scrutinizers will work under DCoE2.

Duties and Responsibilities of Scrutinizers

The scrutinizers shall remain present on a date, time & place fixed for the meeting by DCOE2.

1. Scrutinizers shall verify data posted on ITR/TR/ gazette generated by the software from the original data provided by office of CoE and shall point out the discrepancies, if any.
2. They shall verify the course name, course code, credits and total credits as per the SoE.
3. Verify "I" grade for detained students. They shall verify grade card/ final grade report with final TR

EX 30 Demasking of Answer books

Once the answer books for one course are evaluated and scrutinized they shall be demasked to reveal the roll number and other details of examinee. The answer books shall be arranged in sequential order of the examination seating numbers. The bundle will be then handed over to the data entry operator for the preparation of the mark sheet. In case of onscreen valuation, take necessary care to cover all above matter through suitable programming.

EX 31 Mark sheets of assessed answer books

After demasking, the answer books shall be given to the data entry operator who will



prepare the mark sheet on the computer by entering the marks into the software program specially prepared for the purpose.

Both Scrutiny officer/ room supervisor and valuer shall ensure the correctness of the mark sheet prepared by data entry operator/valuer and shall sign the two copies of the mark sheet. One copy of the mark sheet shall be retained with the CAC and one copy shall be kept in the bundle of answer books. In case of onscreen valuation, take necessary care to cover all above matter through suitable programming

EX 32 Transparency in assessment

- a) The bundle of answer books, then, shall be handed over to the course teacher so that he can show the same to the students in order to maintain the transparency in the assessment process. After obtaining the signatures of students on the front face of answer books, he shall return the answer books to the CAC. In case of onscreen valuation, take necessary care to cover all above matter through suitable programming.
- b) If the course teacher is not the valuer and found any discrepancy regarding the assessment then he shall bring it to the notice of CAC In-Charge. CAC In-Charge shall invite the original valuer to look at the cases having discrepancies and submit the modification in marks, if any in (Form No.E40) .
- c) If the course teacher is himself the valuer and found any discrepancy regarding the assessment then he shall submit the modification in marks, if any in (Form No.E40) to CAC In-Charge.
- d) The answer books of all written examinations will be shown to students after the valuation has been done within seven days from the date of examination. The student shall sign the cover page of answer book and return it to the course teacher if he is satisfied with the valuation.
- e) If the student is unsatisfied with the valuation, he can meet the HoD of the concerned department, discuss the matter and shall apply in (Form No.E42) mentioning the details of his grievances regarding assessment. On the recommendation of HOD such case shall be placed before the Grievances Redressal Committee for further action. The grievance related to posting of marks & totaling mistake will be handled at department level & in case of onscreen valuation at DCOE level. The grievance related to under valuation or any other type of grievance will be placed before Grievances Redressal Committee.
- f) The Grievances Redressal Committee will investigate the grievances. They will appoint second valuer for revaluation of answer book. In case increase / decrease of marks is more than ± 5 then third valuer will be appointed. After revaluation committee will give their recommendation. The recommendations of GRC are placed before EC and after approval of EC the change / no change shall be notified.

EX 32A Display of marks of practical / non theory courses

Marks of practical / non theory courses for all programmes shall be displayed on notice board on next day after completion of examination for information of students.

EX 33 Collection of answer books and modified mark sheets

- 33.1 After showing the answer books to students and obtaining their signatures, they shall be arranged in sequential order according to the roll numbers. The In-Charge of CAC shall count the number of answer books as mentioned in "Bundle Slip" (Form No.E18).
- 33.2 The mark sheet for the entire bundle, report of change in marks, if any, and the written objection raised by the student, if any, shall also be submitted along with the bundle of answer books to In-Charge of CAC.
- 33.3 The CAC shall arrange to print one modified mark sheet with the words "MODIFIED" written in the right hand top corner (Form No.E40). The modified mark-sheet shall be printed for the complete bundle of answer book. The valuer shall sign the modified mark sheets and submit to In-charge of CAC.



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- 33.4 The In charge of CAC shall write the words: "Modified" against the roll numbers of students in the original mark sheet, whose marks are modified.
- 33.5 In case of onscreen valuation, take necessary care to cover all above matter through suitable programming.

EX 34 Receipt of Marks

In-Charge CAC shall receive the statement of marks of students of one semester for all courses under various categories like, Teachers Assessment, Mid Semester Examinations and Continuous Assessment for Practical courses duly signed by course teacher and certified by HoDs\FYC/ Coordinator PTDP, in a tabular format as prescribed in (Form No.E43). These statements of marks shall then be submitted to the tabulation committee for compilation.

The End Semester Examination marks of various programmes and courses shall be handed over to tabulation committee by the In-Charge of CAC.

The Dean (Academic Matters) shall provide previous data of students absorbed in autonomous system for conversion into grades to CoE office.

EX 35 The Grading System

35.1 Introduction of Grading System (As described in Section 19.1 of Academic Regulations)

The evaluation of students will be done based on grades as detailed below

- 1 For every course, the students will be evaluated based on the grading system. Table 2 shows the various grades that can be awarded to students.
- 2 For every course taken by a student, he will be assigned a grade based on his combined performance in all the assessments. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point.
- 3 The academic performance of a student shall be graded on a ten-point scale. The grades and their equivalent grade points are listed in Table 3.
- 4 The Grades (up to D only) awarded to a student in all the courses shall be converted into a semester performance index and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) respectively.
- 5 A student who has secured marks out of 100 and they are more than the minimum cut off as defined by Table No 2 (Statistical Method) or 4 (Absolute method) of AR, will be awarded suitable pass grade in that course only if he has scored at least 12 marks out of 60 at ESE in that course. This provision will be applicable to students of UG and PG programs.

35.2 Statistical Method for the Award of Grades (As described in section 19.2 of relevant academic regulations)

Award of Grades in a course (As described in section 19.2.1 of relevant academic regulations)

For the award of grades in a course, all component-wise evaluation shall be done in marks. The marks of different components viz. Teachers Assessment (TA), Mid-Semester Examinations (MSE), End-Semester-Examination (ESE), would be reduced to relative weightages of each component as given in Scheme of Examination. Marks so obtained would be converted to grades at the end of semester, as per the guidelines given below:

For 30 or more number of students in a course, the statistical method shall be used with marginal adjustment for natural cut-off.

The mean (\bar{X}) and the standard deviation (σ) of marks obtained of all the



students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per Table 2 given below.

Whenever a course examination has less than 30 students, grades will be based on absolute marks and conversion will be done as per Table No. 4

If there are regular as well as ex-students at the examination, the grade cut off will be calculated based on marks scored by regular students and will be applicable to all students.

Table 2 : Awards of Grade Using Statistical Method

Table showing method for conversion of marks into			
RANGE OF MARKS			G
$\geq X + 1.5 \sigma$			A
$\geq X + 1.0 \sigma$		$< X + 1.5 \sigma$	A
$\geq X + 0.5 \sigma$		$< X + 1.0 \sigma$	B
$\geq X$		$< X + 0.5 \sigma$	B
$\geq X - 0.5 \sigma$		$< X$	C
$\geq X - 1.0 \sigma$		$< X - 0.5 \sigma$	C
$\geq X - 1.5 \sigma$		$< X - 1.0 \sigma$	D
$< X - 1.5 \sigma$			F
Where X is arithmetic mean and σ is Standard deviation			

35.3 Process for award of Grades

The award of grades will be subjected to the following process: (As described in section 19.2.2 of relevant academic regulations)

Relative grading system shall be used for free electives. However absolute grading will be used for courses project phase II, mini project and seminar for all UG programmes.

A) THEORY SUBJECTS

If $(X - 1.5 \sigma) > 40$ then grade calculation for C+, C, D & F shall be as given below, while that for A+, A, B+ & B shall be same as per Table 2 of the Academic Regulations

$$\begin{aligned} C+ &= X - (X - 40)/3, \\ C &\geq X - (X - 40) \times 2/3, \\ D &\geq X - (X - 40) \times 3/3, \\ F &\leq X - (X - 40) \times 3/3 \end{aligned}$$

B) THEORY SUBJECTS

If $(X - 1.5 \sigma) < 40$ for all those theory subjects with passing marks of 40 then lower limit for award of D grade shall be reduced up to 30 marks step by step, so that failure % as calculated by formula,

$$\left(\frac{(\text{Number of students having F Grades})}{(\text{Total Students} - \text{Detained Students})} \right) \times 100 ,$$

RRMC to decide looking at the actual average marks & cutoff for "D" grade of that subject.



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C) PRACTICAL SUBJECTS:

If $(X - 1.5 \sigma) < 50$ then Cutoff for passing shall be 50.

But if $(X - 1.5 \sigma) > 50$ then grades calculation for C+, C, D & F shall be as given below, while that for A+, A, B+ & B shall be same as per Table 2 of the Academic Regulations

$$C+ = > X - (X - 50)/3 ,$$

$$C \geq X - (X - 50) \times 2/3 ,$$

$$D \geq X - (X - 50) \times 3/3 ,$$

$$F < X - (X - 50) \times 3/3$$

35.4 Conversion of Grades into Grade Points

The conversion of grades into grade points shall be as per section 19.2.3 of relevant academic regulations, details are given below:

The grades awarded to the students will be converted into the equivalent grade points according to the Table no. 3

Table 3: Grades, Equivalent Grade Points & Academic Performance		
Academic Performance	Conversion of Grades into Grade Points	
	Grade	Grade Point
Outstanding	A+	10
Excellent	A	9
Very Good	B+	8.25
Good	B	7.5
Average	C+	6.75
Below Average	C	6
Marginal	D	5
Poor	F	0
Satisfactory completion of Audit Course	G	Nil
Non completion of Audit Course	H	Nil
Incomplete Course requirements	I	Nil
Revoking of Continuous Assessment marks	T	Nil

35.5 Award of Grades if Examinees are less than 30

If number of examinees in an examination are less than 30, grades shall be as per section 19.2.4 of relevant academic regulations, details are given below:

Table 4(A) will be used for theory courses while Table 4(B) will be used for Non-Theory courses like Practical, Seminars, Projects etc. for award of grades.

Table No.4 (A) (For Theory)

Range of Marks	Grade
Marks equal to or greater than 90 %	A+



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Marks equal to or greater than 80 % but less than 90%	A
Marks equal to or greater than 72 % but less than 80%	B ⁺
Marks equal to or greater than 64 % but less than 72%	B
Marks equal to or greater than 56 % but less than 64%	C ⁺
Marks equal to or greater than 48 % but less than 56%	C
Marks equal to or greater than 40 % but less than 48%	D
Marks less than 40%	F

Table No.4 (B) (For Practical)

Range of Marks	Grades
Marks equal to or greater than 90 %	A ⁺
Marks equal to or greater than 80 % but less than 90%	A
Marks equal to or greater than 70 % but less than 80%	B ⁺
Marks equal to or greater than 62 % but less than 70%	B
Marks equal to or greater than 58 % but less than 62%	C ⁺
Marks equal to or greater than 54 % but less than 58%	C
Marks equal to or greater than 50 % but less than 54%	D
Marks less than 50%	F

35.6 Cut-offs for award of grades to Ex-students appearing in an examination

The Cut-offs for award of grades to ex-students appearing in examination shall be as per section 19.2.5 of relevant academic regulations, details are given below:

Provided further, the calculation of arithmetic mean (\bar{X}), Standard Deviation (σ), upper and lower cut offs of the various grades will be computed by using the marks scored by regular students at the examination for an individual course and the same values of grade cut-offs shall be used for processing the result of regular as well as ex-students appearing at the same examination. These cut off marks for the upper and lower limits of grades shall remain same for the re-sit examination of that term only. (i.e cutoff of ODDESE will be applicable to ODD RESIT and cutoff of EVEN ESE will be applicable to EVEN RESIT).

Students appearing for examination as Ex-Student, where there are no regular students, the grading will be done by absolute grading system. (e.g. In ODD ESE students of IV, VI, VIII semester appearing as Ex-Students will be awarded grades as per absolute grading table.)

In case of students appearing for examination in Summer Term, only absolute grading table will be used for awarding grade.

35.6.1 Maximum 3 Grace Marks /per subject can be given in two subjects of semester provided:

- Student is failed in only two subjects of that semester and all other subjects are clear pass.
- If Student is going to clear pass that semester after grace then grace will be given
- If student score less than 09 marks out of 60 in ESE then he / she is not eligible for grace marks
- If Student is failed in 3 or more subjects then grace marks will not be given in any subject (not Eligible)

35.6.2 The benefit of extra time and grace marks, will be given to physically handicapped students as mentioned in the GR of Higher & Technical Education Department, Government of Maharashtra (GR No. संकीर्ण – 2016/ प्र. क्र.302/ विशि – 3 dated 04



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35.7 Explanation of Grades

The explanation of grades shall be as per section 19.2.6 of relevant academic regulations, details are given below:

'F' Grades

A student who was awarded "F" grade in a core course has to repeat it compulsorily when it is offered next and until a passing grade is obtained.

For the elective courses in which 'F' grade has been obtained, the student may take the same course or any other course from the same category.

Further, 'F' grades secured in any course stay permanently on the grade card. The weightage of these grades is not counted in the calculation of the CGPA, however these are counted in the calculation of the SGPA

'G' Grade

A student will be awarded "G" grade in a course if the student has registered for audit course only and provided that the student satisfies the attendance requirements as stipulated. This grade would carry no grade points and will not be used in computation of SGPA or CGPA. However, the grade sheet will show this course along with the grade "G".

'H' Grade

A student will be awarded "H" grade in a course if the student has registered for audit course only and he fails to satisfy the attendance requirements as stipulated. This grade would carry no grade points and will not be used in computation of SGPA or CGPA. However, the grade sheet will show this course along with the grade "H" and will remain permanently on the grade card.

'I' Grade

'I' Grade : A student having attendance lower than 75% in a course, whatsoever may be the reason is prevented from appearing in the ESE for that course in that semester and the student will have to re- register for the course as and when it is offered. In such cases the student will be given "I" grade.

The continuous assessment of laboratory course shall be null and void in such cases and the student shall have to re-register for the laboratory course as and when it is offered

The courses where all 100 marks are internal with no ESE marks and if the student scores marks of 'Fail' Grade, then 'I' grade shall be awarded while preparing the result.

'T' Grade

If a student is absorbed into autonomy from RTM Nagpur University, and has not completed the semester successfully, then he is subjected to the absorption scheme for that semester, prepared by the respective BoS. If he has done the term work for the university course previously, which is equivalent to autonomous course, a student will be granted term under autonomy also. A student has to take the examination of equivalent autonomous course in the institution. In such cases, a student shall be given "T" grade in such subjects.

The "T" grade will also be shown in the courses where the student has failed in the course and has opted to forego the continuous assessment marks. This grade will later be converted into suitable pass grades according to performance of the student in the institutional examinations.



35.8 Grade Point Average

The grade point average shall be as per section 19.3 of relevant academic regulations, details are given below:

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.

$$SGPA = \frac{\sum C_i P_i}{\sum C_i}$$

where,

C_i = The number of credits for the i^{th} course of a semester for which SGPA is to be calculated

P_i = Grade points 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.

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 weighted average of the grade points obtained in all the courses registered by the student since he entered the Institution.

$$CGPA = \frac{\sum C_j P_j}{\sum C_j}$$

Where,

C_j = The number of credits for the j^{th} course up to the semester for which CGPA is to be calculated

P_j = Grade points earned in the j^{th} course.

$j = 1, 2, \dots, m$ 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.

CGPA calculations for lateral entry students

The CGPA calculations for lateral entry students shall be as per section 19.3.3 of relevant academic regulations, details are given below:

Students admitted under lateral entry scheme,

The CGPA of diploma holder students admitted to direct second year B.E. under autonomy shall be calculated from third semester of undergraduate program onwards.

35.9 Conversion of SGPA and CGPA into Percentage

The conversion of SGPA and CGPA in to Percentage and vice versa to be considered as per the following formulae for the conversion.

- a. Percentage of Marks = $[SGPA - 0.75] \times 10$
- b. Percentage of Marks = $[CGPA - 0.75] \times 10$
- c. Percentage of Marks = $(10 \times \text{Grade Points}) - 7.5$

$$SGPA = \left(\frac{(\text{percentage} + 7.5)}{10} \right) \text{ up to and equal to } 85\%$$

- b. For any percentage above 85%, SGPA= 9.25

35.10 Equivalent Class / Division



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As per the Academic Regulations, the equivalent class/ division secured by the students based on CGPA is as below.

1. First class with division for CGPA 8.25 and above
2. First class for CGPA more than 6.75 and less than 8.25

The students scoring CGPA marginally less than 6.75 for first class 8.25 for distinction class Shall be given condonation up to 0.05 points for award of division equivalent to CGPA .

Thus

- a) Students having CGPA 6.70 to less than 6.75 shall be presumed to be secured First Division
- b) Students having CGPA 8.20 to less than 8.25 shall be presumed to be secured Distinction Division

Such students shall be granted the remark "Division by Condonation" on Grade Report without changing the original academic record including CGPA.

35.11 Semester Grade Reports

The semester grade reports shall be as per section 19.4 of relevant academic regulations, details are given below:

1. The semester grade report reflects the performance of the student in that semester (SGPA) and the cumulative performance (CGPA).
2. The semester grade card issued at the end of each semester/ summer term to each student, after the publication of result, duly signed by CoE will contain the following:
 - Name and Identification of student.
 - Month and year of appearance at examination
 - Branch and Term of examination
 - The credits for each course registered for that semester.
 - The letter grade obtained in each course.
 - The total number of credits earned by the student at the end of each semester.
 - Grade point average of semester (SGPA)
3. Semester grade card will not indicate class or division or rank.
4. The final semester grade sheet will show the performance of the student in all the semesters of degree program along with CGPA.

35.12 Scrutiny of Grades

The scrutiny of grades shall be as per section 19.5 of relevant academic regulations, details are given below:

A student may apply for scrutiny of grades to the Controller of Examinations on payment of prescribed fees, within three days from the date of display of grades / result. The RRMC may check the entry of the weightages from different components of evaluation and their addition, the addition of marks in the final answer scripts and unchecked questions, if any. The results of scrutiny may lead to either a change in grade due to mistake(s) in any of the aspects scrutinized by

the committee or the grade may remain unchanged. The results will be intimated to the Academic section within three days from the date of receipt of an application.

The fee paid by the student will be refunded if the grades are revised to the higher grades.



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36.1 Organization of work

The Tabulation Committee (TC) (which will work under CAC) shall be constituted for tabulation of marks, conversion of marks to grades, prepare trial result and final result and declare the final result. The orders of TC and Scrutinizers shall be drawn by CoE. The TC shall be given support of the computer programmers and operators for completing the work in stipulated time for declaration of result. The computer personnel shall be dedicated for the examination/tabulation work during the examination period.

36.2 Tasks

The processing of data shall be done in the following sequence.

- 36.2.1 TC shall obtain the marks of T.A., MSE and CA for theory / practical courses, and marks for ESE in theory and practical courses. The final marks for ESE in theory courses shall contain all the modifications done by the valuers after showing the answer books to students.
- 36.2.2 These marks will be assigned the weightages as given in Scheme of Examination of the program.
- 36.2.3 The marks will be added together to get the total marks out of 100 obtained by the student in the course.
- 36.2.4 TC shall convert these marks out of 100 into grades to be awarded to the students in respective course by using the rules given in Academic Regulations No.19.
- 36.2.5 TC shall prepare a trial result as per the Form No.E44 which shall show the following points:
 - i. the absolute marks as well as the grades awarded to each student.
 - ii. the grade points for each course taken by each examinee.
 - iii. the credits earned by each examinee.
 - iv. the Semester Grade Point average and Cumulative Grade Point Average for each examinee.
- 36.2.6 TC shall also prepare the analysis of result for each course in the semester which shall include students appeared, student passed, student fail, and results withhold etc.
- 36.2.7 The scrutinizers shall check and scrutiny the tabulation and trial result and remove errors/discrepancies, if any. They shall sign the tabulation registers.
- 36.2.8 All cases of modification in marks shall be reviewed by the RRMC, if needed concerned valuers may be called for justification. The trial result shall then be submitted to DGRC (Departmental grade review committee by TC.
- 36.2.9 Grade Cutoff of all UG courses will be recommended to RRMC by Departmental Grade Review Committee (DGRC) for each course.
- 36.2.10 RRMC shall review the result and its analysis, recommendations of DGRC. RRMC may moderate the grades/result recommended by DGRC as it deems fit, and direct TC to incorporate its recommendations into the result. A report of directives from RRMC shall, then, be given to TC for finalizing the result.
- 36.2.11 The TC shall incorporate the directions given by RRMC to modify the tabulation/conversion of grades etc. The result will be prepared again and will be scrutinized. The final Tabulation Register (Form No.E44) and Result Gazette (Form No.E45) shall be printed, signed by Scrutinizers and members of TC. The final Tabulation Registers and result gazette shall be submitted to RRMC for its approval and declaration of results.
- 36.2.12 The members of RRMC shall put their signatures on every page of the Tabulation Register and Result Gazette as a mark of their approval.



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36.2.13 COE office shall print the Semester Grade cards (Form No.E46) for each student & get it scrutinize. Only SGPA will be reflected in results and grade cards of all examinations except final examination. The final Grade report shall contain all CGPA (Form No. E46A).

36.2.14 RRMC shall prepare the confidential report of discrepancies noticed in valuation, and any other irregularities noticed. The report shall be submitted to EC.

EX 36A Tabulation Committee (TC)

The Tabulation Committee (TC) shall be constituted by the by Chairman, EC as follows.

	TC Members	Number	Designation
1	Senior Faculty of Professor/Asso. Professor rank	01	Chairman
2	Senior teachers from the college	02	Member

Duties and Responsibilities of TC

The TC shall remain present on a date, time & place fixed for the meeting by DCOE.

1. TC shall verify and certify the allotment of grades, earned grade points, SGPA and CGPA as calculated by MIS software, for each student.
2. They shall prepare result analysis semester wise, course wise and section wise and shall submit the copy duly signed by the members and Chairman.
3. The TC shall incorporate the directions given by RRMC to modify the tabulation / conversion of grades etc., and resubmit the same.
4. TC shall prepare Merit List for final year of each programmes
5. TC shall prepare toppers list for each semester of all the programmes.

EX 36B Departmental Grade Review Committee (DGRC)

As approved by Academic Council #20 dt 02nd March 2019, the Grade Cutoff of all UG courses will be recommended to RRMC by Departmental Grade Review Committee (DGRC) for each course. The DGRC will be constituted for each course as under:

SN	DGRC Members	Number	Designation
1	HOD	01	Chairman
2	Senior Faculty	01	Member
3	Course Teacher	01	Member

Duties and Responsibilities of DGRC:

The DGRC shall work on the lines of RRMC and recommend the Grade Cutoff of all UG courses to RRMC

EX 36C Result Review and Moderation Committee (RRMC)

The Result Review and Moderation Committee (RRMC) shall be constituted by the Chairman, EC as follows.

SN	RRMC Members	Number	Designation
1	Senior Faculty of Professor/Asso.. Professor rank	01	Chairman
2	Senior teachers from the college	02	Member

Duties and Responsibilities of RRMC:

The RRMC shall remain present on a date, time & place fixed for the meeting by COE and shall review all the results as per the guide lines as mentioned below.



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1. RRMC shall review all marks of MSE within fifteen days from the date of declaration of MSE results and TA at the end of the session and shall submit their recommendations to Chairman EC.
2. The RRMC shall review and analyze results of ESE / Recommendations of DGRC before declaration and Specific observations about undervaluation or over valuation shall be submitted to the chairman, EC.
3. Tentative result analysis is to be put before RRMC based on actual cutoffs calculated by using statistical method without rider of 40 or 50 marks for theory & practical respectively. Practice to be followed from academic session 2016-17.
4. For theory minimum passing marks is 40, but RRMC can review the result based on average marks (\bar{x}) and standard deviation (σ) and take decision for cutoff of "D" grade between 39 to 30 marks. In any case not below 30 marks.
5. For practical subject minimum passing marks is 50. RRMC will review the result analysis and should put their observations. Cutoff for "D" grade will not be less than 50 marks
6. In case of absolute grading system cut off for "D" grade will be as per existing table i.e. Cutoff for "D" grade will not be less than 40 marks (for theory) and 50 marks (for practical).
7. The RRMC is authorized to review the result. If RRMC think appropriate, then the results cut offs can be moderated for a course. RRMC should be proactive while recommending the review and moderation the result.

EX 37 Publication of Results

The results will be published by CoE on the notice boards of the Institution as well on the web site of the Institution and mobile app after recommendation of RRMC on subsequent approval of EC.

The CoE office shall send hard copy of the result to AR Student Section and hard and soft copy to office of Dean (Academic Matters) & All HoD's. Result analysis shall be sent in soft copy (pdf) to all HoD's, AR, Dean (AM), Registrar & office of the Principal

EX 38 Preservation of Records

The answer books for theory examinations like MSE, ESE and practical examinations as well TA, CA and all other material related with the evaluation of students shall be retained **for six months from the date of declaration of the results**. After the elapse of above period, no representations/ grievances from the students or any other person shall be entertained.

EX 39 Destruction of Records

After the expiry of six months from the date of declaration of result of examination, all the material connected with the evaluation processes may be destroyed.

EX 40 Unfair Means Cases

The "EC" of the Institution shall be the competent authority to take appropriate disciplinary action against students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means during the examination period.

40.1 Definitions

- a) "Student" means and includes person who is admitted to the Institute according to prescribed methods of admissions and is enrolled as such by RTMNU and is receiving instructions qualifying for any degree awarded by the RTMNU. It also includes Repeater students and students



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- registered as candidates (examinees) for any of the degree, diploma or certificate examination.
- b) **“Unfair Means Investigation Committee (UMIC)”** means a Sub-Committee constituted by EC for investigation of cases related to Unfair Means.
- c) **“Unfair means”** means one or more of the following acts or commissions on the part of the students in the examination precincts.
- i. Possessing unfair means material and / or copying there from.
 - ii. Transcribing any unauthorized material or any other use thereof.
 - iii. Unauthorized communicating with other examinees or anyone else inside or outside the examination hall.
 - iv. Mutual / mass copying
 - v. Smuggling-out either blank or written, or smuggling-in of answer books as copying material
 - vi. Smuggling-in blank or written answer book and forging signature of the Invigilator thereon.
 - vii. Interfering with or counterfeiting of Institution seal, or answer books or office stationary or any other official material used in the examinations.
 - viii. Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.
 - ix. Revealing identity in any form in the answer written or in any other part of the answer book by the student at the Institution examination.
 - x. Impersonation at the Institution examination.
 - xi. Intimidating or using obscene language or threatening or use of violence against invigilator, HoDs or a person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the invigilator or causing disturbances in any manner in the examination period.
 - xii. Any other similar acts or commission which may be considered as unfair means by the Competent Authority.
 - xiii. Possession and/or use of electronics devices like mobiles, pagers, radio transceivers etc.
- d) **“Paper-setter, Examiner, Invigilator, Moderator & Teacher”** means and includes persons duly appointed/deputed as such for the examination work.
- e) **“Malpractices”** mean and include one or more of the following acts or commissions on the part of the persons included at 40.1(c) above relating to the examinations:
- i. Leakage of questions or question paper set for the examination before the start of examination.
 - ii. Any members of the Subject Examination Committee copying down the material from the sets of the question papers, which they are setting and/or moderating.
 - iii. Invigilator / or any other person appointed by the Institution for conduct of examination aiding / abetting / allowing / instigating students to use malpractices.
 - iv. Examiner / moderator intentionally awarding marks to student in assessment of answer books, practical work project work or internal assessment to which the student is not entitled or not assigning marks to the student to which the student is entitled.
- f) **“Lapses”** mean and include one or more of the following acts or commissions on the part of the persons included at 40.1(c) above relating to the examinations:
- i. Invigilator / or any other person appointed by the Institution for conduct of examination showing negligence / apathy in carrying out duties
 - ii. Any other similar acts and / or omissions, which may be considered as malpractices or lapses by the competent



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- authority.
- iii. Paper-setter omitting question, Sr. No. of Questions, repeating question or setting question outside the scope of syllabus or not setting the question paper unit wise.
 - iv. Examiners showing negligence in detecting malpractice used by students
- g) **“Unfair means material”** means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the student (examinee) or on desk or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc., which is not allowed and permitted in the examination hall.
- h) **“Unfair means material in Possession of Examinee”** means having any unauthorized material on his person or desk or chair or table or at any place within his reach, in the examination center and its environs or premises at any time during the examination hours.
- i) **“Student found in possession”** means a student, reported in writing, as having been found in possession of unfair means material by Invigilator, member of the Vigilance Squad or Examination Committee or any other person authorized for this purpose, even if the unfair means material is not produced as evidence because of its being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the examinee or by any other person acting on his behalf to such an extent that it has become illegible. Provided that report to that effect is submitted by the HoD/FYC or any other authorized person to the Controller of Examinations or to any officer authorized on his behalf.
- j) **“Material related to the subject of Examination”** means and includes,
 - a) if the material is produced as evidence, any material certified as related to the subject of the examination by a HoD/FYC and
 - b) if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (40.1(i)) above, the presumption shall be that the material did relate to the subject of the examination.
- The **“EC”** shall be the Competent Authority to take disciplinary action against a student / examinee or any other person, for use of unfair means by him during the examinations conducted by the Institution.
- a) The **EC** shall constitute a sub-committee called as Unfair Means Investigation Committee of not more than three persons of whom one shall be a chairman. Such committee shall investigate unfair means cases and submit its report along with its recommendations to the EC which shall take disciplinary action against a student/person involved in the unfair means / malpractice directly or indirectly in the matter as it deems fit.
- b) The Unfair Means Investigation Committee will function as a enquiring and recommendatory body and submit its recommendations in the form of a report to the EC, which will issue final orders with regard to the penal action, if any, to be taken against the students or any other person after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the concerned implicated student or person concerned in his defense, the principles of natural justice have been followed and then recommend quantum of punishment in accordance with the guidelines laid down in this behalf.
- 40.3** During the examination if the student/ examinee is found using unfair means the disciplinary action shall be initiated against him/her as under:
- a) The student / examinee shall be called upon to surrender to the EI along with the unfair means material found in his possession, if any, and his answer books.
 - b) Signature of the concerned student / examinee shall be obtained on the relevant materials along with the signature of the concerned Invigilator. Finally the EI shall put his signature on the incriminating material / documents received from the student / examinee.
 - c) Statement of student / examinee and his / her undertaking in the prescribed format (Form No. E16A) along with the statement of the



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concerned invigilator in Form No. E16B shall be recorded in writing by the EI. However, if the student / examinee refused to make the statement or to give undertaking to the concerned invigilator, EI shall record accordingly under his/her signature.

- 40.4** The report against a student / examinee received in Form Nos. 16,16A,16B for his / her misconduct or unfair means committed by him / her during the examinations, by the Examination In-Charge, shall be submitted in a separate and confidential sealed envelope marked “**suspected unfair means case**” to COE. The COE shall place these cases before the Unfair Means Investigation Committee for their investigation and recommendations.
- 40.5** CoE shall take one or more decisions depending upon seriousness / gravity of the cases as under:
- i) In the case of impersonation or violence, expel the concerned student from the examination and not allow him to appear for remaining examination and shall inform the action taken to the CoE immediately.
 - ii) Obtain undertaking in the prescribed form (**Appendix-V**) from the student to the effect, that decision of the concerned competent authority in his / her case shall be final and binding and allow him / her to continue with his / her examination.
 - iii) May report the case to the concerned Police Station as per the provisions of Maharashtra Act No. XXXI 1982- An Act to provide for preventing Malpractices at University, Board and other specified examinations (**Appendix-VII**).
 - iv) Confiscate his answer book, mark it as “suspected unfair means case” and issue him fresh answer books duly marked.
- 40.6** If the **examiner** at the time of assessment of answer book suspects that there is a prima-facie evidence that the students whose answer books the examiner is assessing, appears to have resorted to unfair means in the examination, the examiner shall forward his report, through the In Charge, CAC, in case the assessment of answer book is being done centrally, along with the evidence, to the CoE with his opinion in separate confidential sealed envelope marked as “**suspected unfair means case**”. In case of those examinations, where the assessment of answer book is not done centrally, the examiner shall send his report directly, in sealed envelope, marked as “**suspected unfair means case**” along with evidence to the CoE.
- 40.7** Prima-facie cases of unfair means reported by the examiners shall be inquired into by the Unfair Means Investigation Committee. In the event of cases of unfair means reported through any other sources, the CoE shall collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility and then shall submit the said case with his preliminary report to the Director/Principal. If the EC is satisfied that there is a prima-facie case it shall place the same before the Unfair Means Investigation Committee for further investigation. The CoE/ In Charge, CAC, through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Investigation Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed off.
- 40.8** **Examinations results** of the concerned students involved in such cases shall be ‘**Withhold**’ under “**Unfair Means Category**” till the EC takes final decision in the matter.
- a) The student shall be asked to appear before the Unfair Means Investigation Committee on a day, time & place fixed for the meeting, with written reply / explanation to the show cause notice served on him therein. The student himself only shall present his case before the Committee.
 - b) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge(s) against the student shall be shown to him by the **Unfair means Investigation Committee**, if the student presents himself before the Committee. The evidence, if any, shall be recorded in the presence of delinquent.
 - c) Reasonable opportunity, including oral hearing shall be given to the examinee in his defense before the Committee. The reply / explanation



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given by the examinee to the show cause notice shall be considered by the Committee before making final recommendations in the case.

- d) After serving a show cause notice, if the implicated student fails to appear before the **Unfair Means Investigation Committee** on the day, time and place fixed for the meeting, the Committee shall take decision in his case in his absentia, on the basis of the available evidence / documents which shall be binding on the student concerned.
- e) The Committee shall follow the above procedure in the spirit of the principles of natural justice.
- f) The Committee shall submit its report to the 'EC' along with its recommendation regarding punishment to be imposed or otherwise.

40.9 The **EC** after taking into consideration the report of the **Unfair Means Investigation Committee**, shall pass such orders as it deem fit, including granting the student benefit of doubt, issuing warning or exonerating him from the charges and may impose any one or more of the following punishments on the students found guilty of using unfair means:

- a) Annulment of performance of the student in full or in part in the examination he appeared for.
- b) Debarring student from appearing for any examination of the Institute for a stipulated period not exceeding three years.
- c) Debarring student from taking admission for any course in the Institution for a stipulated period not exceeding three years.
- d) Cancellation of the Institute scholarships or awards or prize or medal etc. awarded to him in that examination.
- e) The student concerned be informed of the punishment finally imposed on him in writing by the EC or by the officer authorized by it in this behalf.
- f) The Court matters in respect of the unfair means cases should be dealt with by the CoE.
- g) As far as possible the quantum of punishment should be as prescribed (category wise) as mentioned in **Appendix – II**.

40.10 The **EC** shall take appropriate disciplinary action like disqualification from examination work against the paper-setters, examiner, moderators, teachers or any other persons connected with the conduct of examination committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractices in the examination conducted by the Institution.

40.11 The **Unfair Means Investigation Committee** appointed by the **EC** under the rules to investigate unfair means reported in respect of students at the Institution examinations shall also investigate the cases of malpractices used and or lapses committed by the paper-setters, examiners, moderators, teachers or any other persons connected with the conduct of examinations at the Institution examinations.

- a) **Malpractices or lapses** committed by the paper setters, examiners, moderators, teachers or any other persons connected with the conduct of examinations, reported to the Institution. The CoE shall place the same before the **Unfair Means Investigation Committee** for further investigation. The concerned officer through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the **Unfair Means Investigation Committee**, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- b) The CoE shall inform the implicated person (paper-setter, examiner, moderator, teacher or any other person connected with the examination) in writing of the act of malpractice used and / or lapses committed by him at the examination and shall ask him to show cause as to why the charges leveled against him should not be held as proved and the punishment stipulated in the show cause notice be not imposed.

- c) The concerned person shall be asked to appear before the **Unfair Means Investigation Committee** on the day, time and place fixed for



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- meeting, with written reply / explanation to the show cause notice served on him and charge leveled against him therein. The concerned person himself only shall present his case before the Committee.
- d) The documents that are being taken into consideration or to be relied upon for the purpose of proving charges against the concerned person shall be shown to him by the **Unfair Means Investigation Committee**, if he presents himself before the Committee. The evidence, if any, shall be recorded in presence of the delinquent.
 - e) Reasonable opportunity, including oral hearing shall be given to the concerned person in his defense before the Unfair Means Investigation Committee. The reply / explanation given to the show cause notice shall also be considered by the Unfair Means Investigation Committee before marking final report / recommendation.
 - f) If the concerned person fails to appear before the **Unfair Means Investigation Committee** on the day, time and place fixed for the meeting, he shall be given one more opportunity to appear before the Committee in his defense. If even after providing two chances, the concerned person fails to appear before the Committee, the Committee shall take decision in his case in his absentia on the basis of whatever evidence / documents which are available before it and same shall be binding on the concerned implicated person.
 - g) The **Unfair Means Investigation Committee** shall follow the above procedure in the spirit of principles of natural justice.
 - h) The Committee shall submit its report to the 'EC' along with its recommendations regarding punishment to be imposed on the concerned person or otherwise.

40.12 The **EC**, after taking into consideration the report and recommendations of the Committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him from the charges and shall impose any one or more of the following punishment on the implicated person found guilty of using malpractices or committing lapses at the examinations:

- a) Declaring the concerned paper-setter, examiner, moderator, teacher or any other person connected with the examination to be disqualified from any examination work either permanently or for a specified period.
- b) Referring his case to the concerned disciplinary authorities i.e. the Vice-Chancellor / Registrar of RTMNU and/or Management of Institution for taking such disciplinary action as deemed fit as per the rules governing his service conditions.
- c) The officer authorized in this behalf, shall inform the concerned person of the decision taken in his case and the punishment imposed on him.
- d) The court matters in respective cases of malpractices / lapses should be dealt with by the respective competent authority.
- e) As far as possible the quantum of punishment shall be as prescribed (category wise) as mentioned in Appendix – III

EX 41 Process of Filling of Examination form for appearing for End Semester / Re-sit Examination

Before the commencement of ESE/Re-Sit/Summer Term ESE all the students shall fill the Examination Form (Form No E-1) as per the guide lines mentioned below. The COE shall take out notification for the same well in advance before the commencement of ESE/Re-Sit/Summer Term ESE. The student shall pay the prescribed examination fee for every examination for which he/she shall appear,

1. Examination forms shall be made available online through MIS with required details.



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2. Student shall
 - a. Check the information,
 - b. Accept the same if correct, tick the courses,
 - c. Deposit the fee in account section as per the schedule,
6. In case of any discrepancies in Examination form, student shall approach CoE office for necessary correction.
8. CoE Office shall prepare the discrete list of students from MIS according to Programme, Semester, Section, Term (ODD/Even/Re-sit/Summer), Academic year, Student category (Regular/ Ex/ Abs). Name of student, Gender, Reg. ID
10. The examination section must ensure following things
 - 10.1 Detained student shall not appear for ESE without Re – registration.
 - 10.2 The absorbed student shall not appear for ESE without completing the term for the course not studied in RTMNU pattern.
 - 10.3 The student who cancelled the admission temporary / permanently shall not appear for the examination.
 - 10.4 The student promoted by mistake of operator shall be taken due care. (above students may not be in detained list)
11. The student section shall send duly certified examination forms along with discrete list to the office of controller of Examination.
12. CoE office shall print the admit card and send to student section.
13. Student section shall distribute the Admit card to the concerned student by confirming the outstanding dues against the student with the help of account section.
14. The student section shall distribute the grade card to the concerned student.
15. Any discrepancies pointed out by any student in admit card or grade card shall be forwarded to the office of CoE by student section.
16. CoE office shall do the necessary corrections in admit card/ grade card and send to student section for distribution.
17. The CoE office shall send the list of failure students as soon as the results are declared and will print the notice stating the dates of declaration of result, last date without fine and with fines.
18. The student section shall arrange for the examination forms to be filled by the student as above for preparation of Re-sit examination or Ex-student for ESE as applicable.
19. In case of online examination form, take necessary care to cover all above matter through suitable programming.

EX 41A Instructions To The Students/Examinees

- 41A.1 (a) Examinee shall write his/her Roll number in English, in figures as well as in words.

(b) The examinee should not write anything on the answer book, except their Roll Number, Enrolment number, Registration Number, Course and date of examination, at the places provided for the purpose, before he receives the question papers.
- 41A.2 The examinee should read the instruction on the inside cover page of answer book carefully and write their answers on the both sides of the leaf of answer book supplied.
- 41A.3 The examinee shall not get the additional answer book. They should write their answers within the answer book supplied to them.
- 41A.4 (a) A warning will be given ten minutes before the concluding time of the examination.
(b) During the last ten minutes before the concluding time of the examinations, Examinee (s) shall not leave examination hall, unless the answer books of all the examinee are collected by the invigilators at the end of the paper(s)



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- 41A.5 Examination will be held on the dates and time mentioned in the program/Time table of the examination.
- 41A.6 Examination hall shall open half an hour before the prescribed time on the first day of examination and 15 minutes before the succeeding days.
- 41A.7 Entry without the Identity/ Admit card is prohibited.
- 41A.8 Identity /Admit card will be checked during the examination.
- 41A.9 The candidate must be in his seat in the hall ten minutes before the commencement of the examination. However, the CoE at his discretion may allow late-comer up to half an hour. There after no permission to entry in examination room.
- 41A.10 Every candidate shall maintain peace in examination hall.
- 41A.11 Examinee shall not bring with him any book(s), written/Printed papers of any objectionable material etc. in the examination hall unless otherwise permitted by the instructions printed on the question paper.
- 41A.12 Before writing the roll number on the answer book the examinee shall observe the condition of the answer book. If found bad, containing loose pages, pages are not serially numbered, answer book is without serial number on its cover page etc. then he shall bring the discrepancy to the notice of the invigilator and CoE immediately, and obtain new answer book.
- 41A.13 Examinee shall not write anything on the question paper supplied to him.
- 41A.14 No examinee shall be allowed:-
(a) To leave his seat with in the first half an hour.
(b) To submit his answer book before completion of an hour from the starting of the examination.
- 41A.15 Examinee shall leave the hall only after handing over his Identity/Admit Card to the invigilator.
- 41A.16 The examinee who has submitted answer book and left the examination hall will not be allowed to enter the examination hall again.
- 41A.17 Examinee shall sign the attendance sheet.
- 41A.18 Examinee found using unfair means or violating the rules shall be liable for punishment by the Examination Committee of the Institution.
- 41A.19 Examinee will not ordinarily be allowed to change seating arrangement.
- 41A.20 Facility of lesser qualified amanuensis /writer to the handicapped students can be availed by the examinee after submission of original medical certificate issued by the civil surgeon/Orthopedics surgeon for verification to the CoE of their respective examination.
- 41A.21 Facility of one additional hour (over and above the stipulated time limit of the paper) to the writer of the examinee and extra half an hour (over and above the stipulated time limit of the paper) to the writer of handicapped examinee can also be availed.
- 41A.22 Facility of extra hour (over and above stipulated time of the paper) to write answer during the examination can be availed by orthopedically handicapped examinee who have and co-ordination problem/visually handicapped examinee.
These examinees should obtain prior permission well in advance from the CoE before the commencement of the examination by the submitting original certificate issued by the civil surgeon/ orthopedic surgeon for verification.
- 41A.23 The examinees shall not bring with them any mobile/cell phone/ communications devises in the examination hall.
- 41A.24 Those students leaving examination hall before 3 hours will have to submit question paper along with answer book to invigilator. Student will be allowed to take question paper outside the examination hall only after 3 or 4 hours
- 41A.25 Undertaking from student at Examination Centre shall be taken by invigilator if student do not have College ID Card or Admit Card at the time of Examination. The student will have to pay fine of Rs. 500=00
- 41A.26 The student who is not allowed the examination due to detention or punishment due to unfair means shall not appear the examination of that course otherwise action will be taken.



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41A.27 If there is change in status of detention, the examinee shall immediately submit the admit card to COE for correction.

41A.28 Write correct question number on answer book, otherwise zero marks will be allotted.

The Institution reserves the right to cancel the admissions of the students at any stage when it is detected that his admission to the examination or to the institution is against the rules.



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Appendix -1

Revised ESE Question Paper Format
 (for three MSEs with two better off from three)

Option 1: Maximum Marks 60

Level -1	Level - 2	Level 3	Description 1	C O
Q No	Sub Question	Sub Question		
1 (On Unit -1)	A	A1, A2, A3	You may set 3 sub-questions (A1 & A2 & A3) with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
	OR			
	B	B1, B2, B3	You may set 3 sub-questions (B1 & B2 & B3) with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
2 (On Unit -2)	A	A1, A2, A3	You may set 3 sub-questions (A1 & A2 & A3) with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
	OR			
	B	B1, B2, B3	You may set 3 sub-questions (B1 & B2 & B3) with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
3 (On Unit -3)	A	A1, A2, A3	You may set 3 sub-questions (A1 & A2 & A3) with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
	OR			
	B	B1, B2, B3	You may set 3 sub-questions (B1 & B2 & B3) with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
4 (On Unit -4)	A	A1, A2, A3	You may set 3 sub-questions (A1 & A2 & A3) with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
	OR			
	B	B1, B2, B3	You may set 3 sub-questions (B1 & B2 & B3) with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
5 (On Unit -5)	A	A1, A2, A3	You may set 3 sub-questions (A1 & A2 & A3) with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
	OR			
	B	B1, B2, B3	You may set 3 sub-questions (B1 & B2 & B3) with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
6 (On Unit -6)	A	A1, A2, A3	You may set 3 sub-questions (A1 & A2 & A3) with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
	OR			
	B	B1, B2, B3	You may set 3 sub-questions (B1 & B2 & B3) with combination of 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	



Option 2 : Maximum Marks 60

Level -1	Level - 2	Description 1	Remarks	CO
Q No	Sub Question			
1 (On Unit -1)	A, B , C	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____ C) Solve any One C1 _____ C2 _____	Each question will compulsorily have three sub questions Max marks for each question will be 10 Marks combination for Sub questions A B C will be 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
2 (On Unit -2)	A, B , C	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____ C) Solve any One C1 _____ C2 _____	Each question will compulsorily have three sub questions Max marks for each question will be 10 and Marks combination for Sub questions A B C will be 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
3 (On Unit -3)	A, B , C	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____ C) Solve any One C1 _____ C2 _____	Each question will compulsorily have three sub questions Max marks for each question will be 10 and Marks combination for Sub questions A B C will be 6,2,2 or 5,3,2 or 4, 3, 3	
4 (On Unit -4)	A, B , C	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____ C) Solve any One C1 _____ C2 _____	Each question will compulsorily have three sub questions Max marks for each question will be 10 and Marks combination for Sub questions A B C will be 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
5 (On Unit -5)	A, B , C	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____ C) Solve any One C1 _____ C2 _____	Each question will compulsorily have three sub questions Max marks for each question will be 10 and Marks combination for Sub questions A B C will be 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	
6 (On Unit -6)	A, B , C	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____ C) Solve any One C1 _____ C2 _____	Each question will compulsorily have three sub questions Max marks for each question will be 10 and Marks combination for Sub questions A B C will be 6,2,2 or 5,3,2 or 4, 3, 3 or 4, 4, 2 marks	



Option 3 : Maximum Marks 60 (For Design type of courses)

Level -1	Level - 2	Description 1	Remarks	CO
Q No	Sub Question			
1 (On Unit -1)	A, B	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____	Each question will compulsorily have two sub questions Max marks for each question will be 10 Marks combination for Sub questions A B will be 8,2 or 7,3 marks	
2 (On Unit -2)	A, B	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____	Each question will compulsorily have two sub questions Max marks for each question will be 10 Marks combination for Sub questions A B will be 8,2 or 7,3 marks	
3 (On Unit -3)	A, B	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____	Each question will compulsorily have two sub questions Max marks for each question will be 10 Marks combination for Sub questions A B will be 8,2 or 7,3 marks	
4 (On Unit -4)	A, B	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____	Each question will compulsorily have two sub questions Max marks for each question will be 10 Marks combination for Sub questions A B will be 8,2 or 7,3 marks	
5 (On Unit -5)	A, B	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____	Each question will compulsorily have two sub questions Max marks for each question will be 10 Marks combination for Sub questions A B will be 8,2 or 7,3 marks	
6 (On Unit -6)	A, B	A) Solve any one A1 _____ A2 _____ B) Solve any one B1 _____ B2 _____	Each question will compulsorily have two sub questions Max marks for each question will be 10 Marks combination for Sub questions A B will be 8,2 or 7,3 marks	



APPENDIX – II
UNFAIR MEANS RESORTED TO BY STUDENTS AT THE INSTITUTION EXAMINATION AND THE PUNISHMENT FOR EACH CATEGORY

Sr. No.	Nature of Malpractice	Quantum of Punishment	Total Punishment
1	Possession of copying material	Annulment of the performance of the student at the Institution examination for the course.	01
2	# Possession of Mobile during examination	Annulment of the performance of the student at the Institution examination for the course	01
3	# Actual copying from the copying material from Mobile during examination	Annulment of the performance of the student at the institution examination for the course/ complete examination. Exclusion of the student from Institution examination for the course, for One additional examination.	1+1
4	# Possession of Mobile during examination & Transferring question paper & Receiving of Answers using mobile	Annulment of the performance of the student at the Institution examination for the course. Exclusion of the student from Institution examination for the course/ complete examination, for Two additional examination. (BOTH STUDENTS/ all involved)	1+2
5	# Helping other examinees in unfair means activity by supplying answers of questions via mobile or in hard copy (Externally)	Exclusion of the student from Institution examination for the complete examination.	1 Complete Exam
(Note : This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. 2 to Sr. No. 12 in addition to the punishment prescribed thereat).			
6	Actual copying from the copying material	Exclusion of the student from Institution examination for the course for one additional examination.	1 + 1
7	Possession of another students answer-books	Exclusion of the student from Institution examination for the course for one additional examination. (BOTH STUDENTS)	1 + 1 Both Students
8	Possession of another students answer-books + actual evidence of Copying there from	Exclusion of the student from Institution examination for the course, for two additional examinations. (BOTH STUDENTS)	1 + 2 Both Students
9	Mutual / Mass copying	Exclusion of the student from Institution examination for the course for two additional examination (BOTH STUDENTS)	1 + 2 Both Students
10	a) Smuggling-out or smuggling-in of Question paper/ answer-book as copying material	Exclusion of the student from Institution examination for the course for two additional examinations.	1 + 2
	b) Smuggling-in of written answer-book based on the question paper set at the examination.	Exclusion of the student from Institution examination for the course for three additional examinations	1 + 3
	c) Smuggling-in of written answer-book and forging signature of the Invigilator Supervisor thereon.	Exclusion of the student for Institution examination for the course for four additional examinations.	1 + 4
11	Attempt to forge the signature of the invigilator on the answer book or supplement.	Exclusion of the student from Institution examination for the course for four additional examinations.	1 + 4
12	Interfering with or counterfeiting of institution seal or answer-books / supplement	Exclusion of the student from Institution examination for the course for four additional examinations.	1 + 4
13	Answer book written outside the examinations hall or any other insertion in answer-books	Exclusion of the student from Institution examination for the course for four additional examinations.	1 + 4



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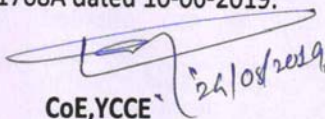
14	Insertion of currency notes / to bribe or attempting to bribe any of the persons connected with the conduct of examination.	Exclusion of the student from Institution examination for the course for four additional examination	1 + 4
Note: This money shall be credited to the Institution Fund.			
15	Using obscene language / violence threat at the examination centre by a student to Invigilator / HOD/FYC/ any other person connected with the conduct of examination.	Exclusion of the student from Institution examination for the course for four additional examinations.	1 + 4
16	a) Impersonation at the Institution examination.	Exclusion of the student from Institution examination for the course for five additional examinations.	1 + 5
	b) Impersonation by a College / Institution student at Institution examination	Exclusion of the student from Institution examination for the course for five additional examinations.	1 + 5
Both the students if impersonator is an Institute student.			
17	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the Institution examination.	Annulment of the performance of the student at the Institution examinations for the course I	01
18	Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the student at the Institution examination for the course.	01
19	All other malpractices not covered in the aforesaid categories	Annulment of the performance of the student at the Institution examination for the course and further punishment depending upon the gravity of the offence.	01
20	Misuse of Hall Ticket for Unfair Means	Annulment of the performance of the student at the Institution examination for the course.	01
21	If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he / she is caught again for malpractices used at the examinations, in this event he / she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.		
22	Student involved in malpractices at Practical / Dissertation / Project Report examinations shall be dealt with as per the punishment provided for the theory examination.		
23	# Student involved in malpractices at MSE / Practical Examination shall be dealt with as per the punishment provided for the theory examination. (Punishment shall be from a. Annulment of the performance in the examination in which the examinee has used malpractices/ b. Cancellation of performance of MSE-I, MSE-II & MSE-III/ c. Registration cancellation of that subject and / d. or not allow to appear for next one or two MSE Examinations). However, while calculating final performance of MSE, punishment shall be considered on priority.		

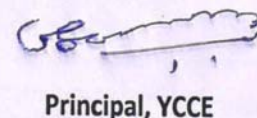
Note: For punishment regular exams are counted i.e. ODD ESE & EVEN ESE

For example: Student has been given punishment of 1+1 because of unfair means in exam of **ODD ESE 2016-17**, then it means his ODD ESE is cancelled and he is not allowed to appear for next one more exam i.e. **EVEN ESE** and he will be **allowed to appear in ODD ESE 2017-18**.

It means he/she is not allowed to appear for examinations in **ODD RESIT, EVEN ESE, EVEN RESIT & not allowed to register for Summer 2016-17**.

Amendment sr. no. 2,3,4,5 & 23 as per decision in EC meeting dated 01/09/2016, YCCE/CoE/2019-20/1708A dated 10-06-2019.


CoE, YCCE


Principal, YCCE



APPENDIX – III

**UNFAIR MEANS RESORTED BY PAPER-SETTERS, EXAMINERS, MODERATORS,
TEACHERS OR ANY OTHER PERSONS CONNECTED WITH THE EXAMINATION**

Sr. No.	Nature of Malpractice / Lapses	Punishment
1	Paper-setter found responsible for leakage of the question set in the Institution examinations whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination work + disciplinary action by concerned rules applicable.
2	Leakage of questions / question paper set in the Institution examination, before examination at the center, by any persons connected with examinations.	Disciplinary action against the guilty / responsible persons as per the prevailing rules by the concerned authority.
3	Favoring a student (examinee) by examiner, moderator, in assessment of answer books / dissertation / project report / Thesis by assigning the student marks to which the student is not entitled to at the Institution examinations.	Disqualification from any examination work + disciplinary action by the concerned authorities.
4	Examiner/Moderator intentionally/negligently not assigning the student in assessment of his / her answer books / dissertation / project work, the marks to which the student is entitled to at the Institution examinations	Disqualification from any examination work + disciplinary action by the concerned authorities.
5	Paper-setter omitting question at the time of finalization of question paper set at examination or repeating Sr. No. of question while writing	Disqualification from any examination work for a period of three years .
6	Paper-setter setting questions outside the scope of the syllabus	Disqualification from any examination work for a period of three years .
7	Paper-setter setting questions outside the scope of the syllabus	Disqualification from any examination work for a period of three years .
8	While assessing answer book examiners showing negligence in detecting malpractices used by the students.	As decided by the authorities of the Institution.
9	Guiding Teacher showing negligence in supervision of dissertation / project work (e.g. use of manipulated data by a student)	As decided by the authorities of the Institution.
10	HOD/FYC showing apathy in carrying out duties related to examinations (e.g. not taking rounds to the examination hall at the examination center during examination period or opening the packet of question paper before prescribed time).	As decided by the authorities of the Institution.
11	Invigilator / HOD/FYC helping student in copying answers in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty.	Disqualification from any examination work up to a period of three years + disciplinary action by the concerned authorities as per the rules if he / she is an Institution / College / Institution employee.
12	Invigilator helping student (examinee) in mass-copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned authorities as per the rules if he / she is a University / College / Institution employee.
13	The Competent Authority may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of the Maharashtra Act No. XXXI of 1982.	



APPENDIX – IV

FORM OF UNDERTAKING

Full Name of the Examinee :

Permanent / Local Address :

.....

To,

The Controller of Examinations

Yeshwantrao Chavan College of Engineering (Autonomous),

Wanadongri, Nagpur.

1. I, the undersigned, Examinee of
..... College / Institute appearing
for Institution Examination at the
..... Department Centre do
hereby state, on solemn affirmation as under :-

.....

.....

.....

2. I understand that I am involved in respect of an alleged use of “Unfair Means” in the examination hall and therefore a case against me is being reported to the Institution.

3. That in spite of the registration of a case of Unfair Means against me, I request the Institute authorities to allow me to appear in the present paper and the papers to be set subsequently and / or at the Institute Examination to be held thereafter.

4. In case my request is granted, I do hereby agree that my appearance in the examination will be provisional and subject to the decision of the Institute authorities in the matter of disposal of the case of alleged use of Unfair Means referred to above.

5. I also hereby agree that in the event of myself being found guilty at the time of investigation of the said case, my performance at the examination to which I have been permitted to appear provisionally consequent upon my special request, is liable to be created as null and void.



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In witness whereof I set my hand to this undertaking.

Signature of the Candidate

Date :

Signed Before me

Place :

Time :

Signature of Invigilator

Seal of the Examination In-Charge

Date :



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APPENDIX – V

To,
The Inspector / Sub-Inspector,
..... Police Station,
.....

Subject :- Complaint against the student for the alleged use of Unfair Means at the
..... examination held at Yeshwantrao Chavan College of Engineering, Nagpur

Sir,

On behalf of the Yeshwantrao Chavan College of Engineering, Wanadongri, **NAGPUR**,
the..... examination held in the First Half / Second Half of 2 ___ is conducted in the
premises of the Yeshwantrao Chavan College of Engineering, Nagpur. I have been authorised
by Yeshwantrao Chavan College of Engineering, Nagpur, to act under the provisions of
Maharashtra Act XXXI of 1982.

I furnish herewith the details of the following students who has / have used unfair
means at the examination.

1. Name of the Student :
.....
2. Examination Seat No. :
.....
3. Name of the College :
.....
appeared for the examination
4. Name of the Subject :
.....
5. Name of the Invigilator :
OR Name of the Centre Supervisor/person
Who detected the case
6. Material found with the Examinee :
.....
7. Other information if any in :
.....
connection with the case

According to Section 7 of the Maharashtra Act XXXI of 1982 – An Act to provide
for preventing malpractices at University / Board and other specified examinations, Shri
/ Ku. has committed the offence at
the Examination and therefore, I
lodge a complaint against him / her with the Police Station.
.....

Name of the Police Station.

Yours faithfully

Place :

Signature of CoE
with Seal

Date :



APPENDIX – VI
Malpractices at Examination

1982 : Mah. XXXI]

10231

THE MAHARASHTRA ACT No. XXXI OF 1982¹

[THE MAHARASHTRA PREVENTION OF MALPRACTICES AT UNIVERSITY, BOARD
AND OTHER SPECIFIED EXAMINATIONS ACT, 1982].

[This Act received assent of the President on the 11th October, 1982; assent was first
published in the *Maharashtra Government Gazette*, Part IV, Extraordinary, on the
14th October, 1982].

Amended by Mah. 22 of 1991

**An Act to provide for preventing malpractices at University, Board
and other specified examinations.**

WHEREAS both Houses of the State Legislature were not in session;

AND WHEREAS the Governor of Maharashtra was satisfied that circumstances
existed which rendered it necessary for him to take immediate action to have a special law
in this State to provide for preventing malpractices at examinations held or proposed to
be held by any University or the Board or any other authority specified by the State
Government in this behalf, including leakages of question papers or copying at such
examinations, and for matters connected therewith, and, therefore, promulgated the
Maharashtra Prevention of Malpractices at University, Board or other specified
Examinations Ordinance, 1982, on the 25th May 1982;

Mah.
Ord.
IV of
1982.

AND WHEREAS it is expedient to replace the said Ordinance by an Act of the State
Legislature; It is hereby enacted in the Thirty-third Year of the Republic of India as
follows :—

1. (1) This Act may be called the Maharashtra Prevention of Malpractices at
University, Board and other specified Examinations Act, 1982.

Short title and
commence-
ment.

(2) It shall be deemed to have come into force on the 25th May 1982.

2. In this Act, unless the context otherwise requires,—

Definitions.

(a) “ Board ” means the Maharashtra State Board of Secondary and Higher
Secondary Education established under the Maharashtra Secondary and Higher
Secondary Education Boards Act, 1965 or any of its Divisional Boards;

Mah.
XLI of
1965.

(b) “ Examination ” means any examination held or proposed to be held by any
University or the Board and includes such other examination held or proposed to be
held by such other authority as may be specified in this behalf, from time to time, by
the State Government by notification in the *Official Gazette* ;

(c) “ University ” means any University established by law in the State of
Maharashtra.

3. (1) Any person who is appointed as a paper setter at any examination shall not
supply or cause to be supplied the question paper drawn by him or a copy thereof or
communicate the contents of such paper to any person or give publicity thereto in any
manner, except in accordance with the instructions given to him in writing by his
appointing authority in this behalf.

Duties of
paper setters
and punish-
ment for
contravention.

(2) Any person who contravenes the provisions of sub-section (1) shall, on conviction,
be punished with imprisonment for a term which may extend to one year, or with fine
which may extend to one thousand rupees, or with both.

¹ For Statement of Objects and Reasons, see *Maharashtra Government Gazette*, Part V, dated 14th October
1982, at page 282.



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Examinations Act, 1982.*

Duties of persons entrusted with printing, etc. of question papers and punishment for contravention.

4. (1) Any person who is entrusted with the work of printing, cyclostyling, typing or otherwise producing copies of any question paper set for the purposes of any examination shall not supply or cause to be supplied a copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the work to him.

(2) Any person who contravenes the provisions of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

Duties of persons entrusted with custody of question papers and punishment for contravention.

5. (1) Any person who is entrusted with the custody, or is otherwise in possession, of any question paper set up for the purposes of any examination shall not supply or distribute or cause to be supplied or distributed any copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the custody or gave possession thereof to him.

(2) Any person who contravenes the provisions of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

Prohibition of supply or publication of any question paper before examination is held.

6. Whoever has in his possession any question paper set or purported to be set for any examination and supplies or causes to be supplied or offers to supply a copy thereof, or communicates or offers to communicate the contents thereof, to any person, whether for any consideration or otherwise, or gives publicity thereto in any manner, except in accordance with the instructions issued in writing by an authorised officer of the University, Board or other authority concerned with the examination, at any time before the examination is held, shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

Prohibition of copying and impersonating at examinations.

7. Whoever is found in or near an examination hall by the invigilator or any other person appointed to supervise the conduct of the examination, copying answers to the question paper set at the examination, from any book, notes or answer papers of other candidates, or appearing at the examination for any other candidate or using any other unfair means, shall, on conviction, be punished with imprisonment for a term which may extend to six months, or with fine which may extend to five hundred rupees, or with both.

Punishment for abetment [of] offences.

8. Whoever abets any offence punishable under this Act shall be punishable with the punishment provided for the offence.

Offences to be cognizable and non-bailable.

9. Notwithstanding anything contained in the Code of Criminal Procedure, 1973, all offences under this Act shall be cognizable offences and shall be non-bailable.

II of 1974.

Offences to be tried summarily.

10. Notwithstanding anything contained in the Code of Criminal Procedure, 1973, all offences under this Act shall be tried in a summary way by any Metropolitan Magistrate or any Judicial Magistrate of the First Class and the provisions of sections 262 to 265 (both inclusive) of the said Code shall, as far as may be, apply to such trial :

II of 1974.

Provided that in the case of conviction for any offence in a summary trial under this section, it shall be lawful for the Magistrate to pass a sentence of imprisonment for any term for which such offence is punishable under this Act.

¹ This word was substituted for the word " or " by Mah. 22 of 1991, Second Schedule.



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Mah. Ord. IV of 1982. **11. (1) The Maharashtra Prevention of Malpractices at University, Board and other specified Examinations Ordinance, 1982, is hereby repealed.** Repeal of Mah. Ord. IV of 1982 and saving.

(2) Notwithstanding such repeal, anything done or any action taken (including any notification issued) under the said Ordinance shall be deemed to have been done, taken or issued, as the case may be, under the corresponding provisions of this Act.

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