

Sant Dnyaneshwar Shikshan Sanstha's

ANNASAHB DANGE COLLEGE OF ENGINEERING AND TECHNOLOGY

An Autonomous Institute affiliated to Shivaji University, Kolhapur
Accredited by NAAC Bangalore with **A++** in Second Cycle of Accreditation
An ISO 9001:2015 Certification



RULES AND REGULATIONS FOR EXAMINATIONS FOR UNDER GRADUATE PROGRAMS

Controller of Examinations



2023 - 2024

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ABBREVIATIONS

AC	: Academic Council
Academic Autonomy	: Freedom to Institute in all aspects of conducting its academic programs, granted by the University for promoting excellence.
ADCET	: Annasaheb Dange College of Engineering and Technology
AICTE	: All India Council for Technical Education, New Delhi
ATKT	: Allowed To Keep Terms
Autonomous Institute	: Institute designated as Autonomous Institute by Shivaji University, Kolhapur, as per University College Status and Regulations.
B.Tech	: Bachelor of Technology
BoS	: Board of Studies
CAC	: Central Assessment Centre
COE	: Controller of Examination
Course	: Theory, Practical, Project etc. Identified by its course number and course title, which is studied in a semester
Course Coordinator	: A faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s)
CPI	: Cumulative Performance Index
DEC	: Departmental Examination Coordinator
EDP	: Electronic Data Processing
ESE	: End Semester Examination
FYPI	: First Year Performance Index
GRDC	: Grievances Redressal and Discipline Committee
HOD	: Head of the department
IEC	: Institute Examination Committee
ISE	: In-Semester Evaluation.
Make Up	: Make Up Examination
MSE	: Mid Semester Examination
NEP	: National Education Policy 2020
QP	: Question Paper
QPQRS	: Question Paper Quality Review System
Re-ESE	: End Semester Re-Examination
SPI	: Semester Performance Index
SUK	: Shivaji University, Kolhapur
UG	: Under Graduate
UGC	: University Grant Commission, New Delhi

1**INTRODUCTION****1.1 PREAMBLE :**

Annasaheb Dange College of Engineering and Technology (ADCET) was established in the year 1999 with a vision to Create Educational Facilities to the Socially, Educationally and Economically Underprivileged Youth from rural areas in and around Ashta. ADCET is affiliated to Shivaji University, Kolhapur approved by the All India Council for Technical Education (AICTE), New Delhi and Government of Maharashtra. Initially Institute has started with the 3 UG courses viz. Mechanical Engineering, Electronics and Tele Communication Engineering and Information Technology with an total intake capacity of 180 students. Currently Institute is offering eight under graduate courses with total intake capacity of 660 students. ADCET campus is spread over a sprawling 25 acres in the heart of the town of Ashta, Sangli, where 3000 Under Graduate students build their lifelong career and connections while enjoying their educational journey.

From the Academic Year 2017-2018, University Grants Commission (UGC), New Delhi and Shivaji University, Kolhapur has conferred an Autonomous Status to ADCET for six years (up to academic Year 2022-2023). Now, the Autonomous Status is extended for ten year (academic Year 2023-2024 to 2032-2033) by UGC and Shivaji University, Kolhapur.

ADCET is accredited with “A++” Grade (3.52 CPGA, Second Cycle) by NAAC; All Eligible Programs are accredited by NBA and also having ISO 9001:2015 Certification. ADCET is committed to offer excellent engineering education to prepare the graduates with domain knowledge, requisite skills and right attitude. In last 25 years ADCET has achieved several milestones and reached to great heights.

This booklet gives comprehensive information on the Rules and Regulations for Examination Cell. Under Graduate programmes shall be governed by these rules and regulations. All departments will adhere to these rules and regulations approved by the academic council from time to time, keeping in view the ever-growing challenges and new developments. The Students and Parents/guardians are advised to be fully familiar with the academic system of the Autonomous Institute. Students should know the Examination rules and regulations governing academic requirements, evaluation system, and grading system. This booklet will bring transparency in academic system and examination related activities of the institute.

Programs offered by the Institute

Sr. No.	B. Tech. Degree in	Intake Capacity
1	Mechanical Engineering	120
2	Computer Science and Engineering	120
3	Electrical Engineering	120
4	Civil Engineering	60
5	Aeronautical Engineering	60

Sr. No.	B. Tech. Degree in	Intake Capacity
6	Food Technology	60
7	Artificial Intelligence and Data Science	60
8	Computer Science and Engineering (Internet of Things and Cyber Security including Block Chain Technology)	60
	Total	660

1.2 CONSTITUTION OF INSTITUTE EXAMINATION COMMITTEE (IEC):

The Academic Council has been conferred with powers and duties to decide the methodology for examination and evaluation of the programs run by this institute. The various committees shall be constituted to function and govern by the Academic Council. Institute Examination Committee (IEC) is one of committee constituted on similar lines as those of *Maharashtra University Act 2016*. Minimum two meeting to be conducted per semester to declare the results of respective semester and other related works. The constitution of IEC is as follows -

Sr. No.	Designation	Designation
1	Chairman	Director, ADCET, Ashta (Ex-officio)
2	Member	Executive Director, Sant Dnyaneshwar Shikshan Sanstha, Islampur
3	Member	Director, Board of Examination and Evaluation, Shivaji Univesity, Kolhapur (Ex-officio)
4	Member	Controller of Examinations of any premium Autonomous Institute/ Evaluation Expert
5	Member	Teacher with 10 years experience nominated in rotation by Director
6	Member	Teacher with 10 years experience nominated in rotation by Director
7	Member	Teacher with 10 years experience nominated in rotation by Director
8	Member Secretary	Controller of Examinations (Ex-officio)
9	Dy. Member Secretary	Assistance Controller of Examinations (Process) and Assistance Controller of Examinations (Quality) (Ex-officio)

The Core Committee Members are also be invited for the IEC meeting in the regarding the information of result analysis and action to be taken on for improvement in results.

1.3 AUTHORITIES OF INSTITUTE EXAMINATION COMMITTEE (IEC):

1. The BoE shall perform such duties and responsibilities that are assigned from time to time by Board of Management. For performing above functions smoothly the post of CoE is created who will work under Director. The organization and functioning of examination related activities.
2. Confirms Examiners, Moderators and Paper- setters amongst the persons included in the panels prepared by the respective BoS.
3. The committee shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, teachers, and supervisors etc.
4. Undertake new measures in examination reforms.

5. Every year respective Head of Departments shall submit a brief report about the discussion in BoS meeting of respective programme for consideration in Institute Examination Committee.
6. Institute Examination Committee will appoint Quality Assurance Squad (QAS) for checking quality during ISE, MSE and ESE.
7. Quality Assurance Squad will monitor the process of examination, quality of assessment etc. at any particular time and schedule.
8. QAS will submit a report if they found any loophole in the process to Chairman, Institute Examination Committee.
9. Chairman, Institute Examination Committee may forward any case if he feels to be investigated and prima facie for malpractice to Primary Investigation Committee (PIC) and then if it is required to Grievances Redressal Committee [GRDC].
10. Quality Assurance Squad (QAS) will also work as a flying squad for MSE/ ESE/ Re-examination/ summer term examination/100% examination/ make up examination.
11. Investigation and action against in-house faculty members who refuses to follow examination orders such as Examiner, Supervisor, Assessor, Question Paper setters may be recommended by COE to Chairman IEC for necessary action.
12. Grade Moderation Committee [GMC] will be formed for each Department by IEC. It includes three members with Director as Chairman, COE and respective head of the department.

1.4 ROLES AND RESPONSIBILITIES OF COE:

1. COE is authorized person to implement all rules and regulation laid by IEC.
2. COE is authorized person for declaration of results, grades and printing ledger, grade cards. He is In charge of all examination process for smooth functioning.
3. The COE shall prepare the examination schedule and plan for dates of declaration of the results at the beginning of the semester and notify the same in adherence to the Institute academic calendar.
4. Mid Semester Examination (MSE), End Semester Examination (ESE) and Make-Up Examination (MKUP) shall be conducted centrally through COE Office along with its assessment.
5. Declaration of Examination Schedule, Name list, Summary list and printing of Ledger, Grade cards for various examinations.
6. Stationary purchasing, its distribution to Sr. Supervisor / DEC and record keeping.
7. Appointment of Paper setters, Examiners, Evaluators, Sr. Supervisor, Central Assessment Cell Director and Staff related to conduct of Examinations.
8. Collection of Question paper (QP) set from Course Teacher, Moderation of Question Papers, Selection of QP Set, Printing of question papers and its security.
9. Examination Budget preparation and accounting at examination cell
10. In-charge, Student Facilitation Centre of COE office.
11. In-charge, Electronic Data Processing (EDP) at COE office
12. Authorized signatory for Grade cards and results.

1.5 WORK DISTRIBUTION AT COE OFFICE

1.5.1 Assistant Controller of Examination (Process) :

1. Collect the program wise structure and curriculum from respective BoS Chairman in prescribed format.
2. Examination form and its processing and printing, Time schedule, name list, summary list
3. Inward – Outward at COE office
4. EDP at COE office viz. data entry of theory marks and OE/POE in software, Result processing, verification, Ledger and Grade card printing, Result Statistical information
5. Upload the result on Institute's website
6. Co- Incharge, Student facilitation centre of COE office.

1.5.2 Assistant Controller of Examination (Quality):

1. Collect the Course wise examination panel from respective BoS Chairman in prescribed format
2. Appointment of Question Paper Setters (Internal and External), Practical/Oral Examiners, Evaluators, Sr. Supervisor, Central Assessment Cell Director and Related staff.
3. Collection of Question Paper (Internal and External) set, Moderation of Question Papers, Selection of QP set for Examination, Printing of Question papers and its security.
4. Draft and Final copy of the Examination schedules of ESE, Re-ESE and 100% Examinations
5. Coding and Decoding, Assessment/Moderation of answer books from concerned course evaluator
6. Co- Incharge, Student facilitation centre of COE office.

1.5.3 Head of the Department:

1. Head of Department will take follow up from examiners and paper setters from amongst the persons included in the panels prepared by the respective BoS regarding assigned tasks, and to be reported to the COE office time to time.
2. As per academic rules and regulations, ISE shall be conducted by respective course co-ordinator and monitored by respective academic coordinators and Head of the Department. The report to be submitted to the COE office in prescribed format through Head of Department at allotted time period.
3. Prepare course wise Structure, Curriculum and Examination panel as per the decision taken in BoS and Academic Council and submit to the Examination Cell.
4. Maintain the coordination, follow up of examination related activities with DEC and Course Coordinator, and take necessary actions if required.
5. Submit the detained students list to the exam section at the end of term.
6. Strictly follow the deadlines for timely submission of necessary information/reports required by the Examination Cell.
7. Timely submission of ISE marks.

1.5.4 Departmental Examination Co-ordinator (DEC)

Every Department have a faculty (working as DEC) for liasoning purposes with the exam cell who will be working under HoD. Some of the responsibilities are

1. Preparation of schedule of ESE for Laboratory, Seminar and Dissertation phases in coordination with HoD and Examination cell.
2. Coordination of ESE for Laboratory, Seminar and Dissertation phases.
3. Prepare and submit examination related bills in prescribed format to the account section.
4. Coordination of grade moderation and rechecking process at department level.
5. Recording and maintaining all examination related documents.

1.5.5 Course Co-ordinator :

There shall be a course coordinator for each course. In case of single division, by default the course teacher shall be the course coordinator. If there are multiple divisions then the BoS Chairman will decide the appropriate course coordinator for the respective course. The course coordinator shall –

1. Prepare the course content delivery plan and coordinate the execution of the same.
2. Be responsible for the quality of the question paper.
3. Make necessary arrangements for timely evaluation/moderation/revaluation is concerned
4. Work in coordination with BoS chairman/DEC for grade moderation and paper rechecking.

1.6 VARIOUS COMMITTEES AT COE OFFICE:

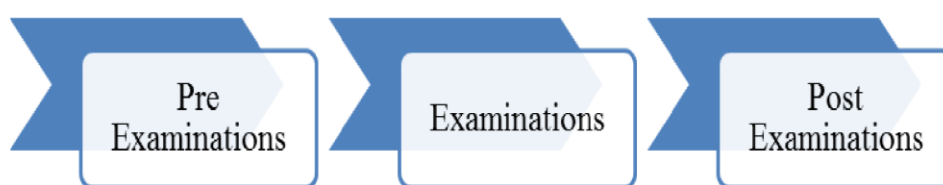
Sr. No.	Name of Committee	Duration	Composition	Duties
1.	Quality Assurance Squad (QAS)	1 Year	Five members from Institute with one senior member as chairman and one ladies representative	• Monitor the process of examination, quality of assessment, quality of question paper, marking scheme etc. at any particular time and schedule. • Flying squad for MSE, ESE, ESE Makeup Examination
2.	Primary Investigation Committee (PIC)	1 Year	1. Director [Chairman] 2. Dean Academics [Member] 3. Respective Head of Department [Member] 4. Controller of Examination [Member Secretary]	• In order to primary investigate and take primary disciplinary action for malpractices and lapses on part of the candidates, paper-setter, examiners, moderators, teachers or any other persons connected with the conduct of examinations. • The recommendations of the Primary Investigation Committee shall be placed before the institute examination committee, which take the disciplinary action in the matter as it deems fit. (Presence of all members is mandatory).

Sr. No.	Name of Committee	Duration	Composition	Duties
				• This primary investigation committee may recommend the critical cases to the Grievance Redressal and Discipline Committee [GRDC].
3.	Grade Moderation Committee (GMC)	Statutory	1. Director [Chairman] 2. Respective HOD [Member] 3. CoE [Member Secretary]	• Monitoring of Grades • Recommendation for modification if any • Decisions on critical grades in particular course • Recommendation of special re-examination for particular case due to low or high grade • Uneven distribution of grads
4	Question Paper Quality Review and Scrutiny (QPQRS)	1 Year	Two members from department with HoD as Chairman and one Senior member	• Monitor the process of quality of question paper, marking scheme etc. at any particular time and schedule.

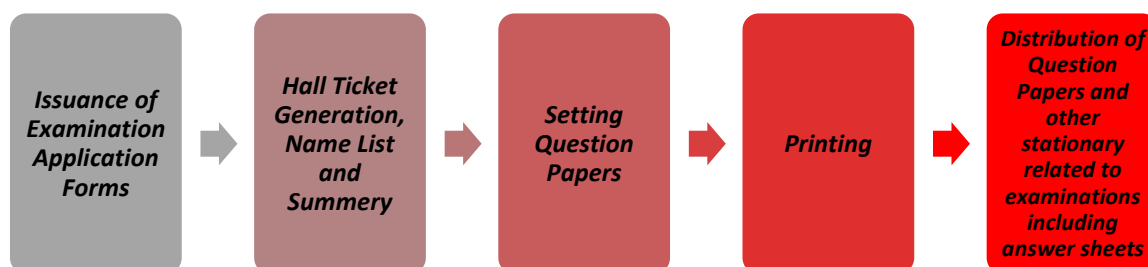
2**OVERVIEW OF EXAMINATION PROCESS**

A Examination Process consists of three broad phases:

1. Pre-Examination Activities
2. On Examinations Activities
3. Post-Examination Activities

Major Phases of Examinations Process**2.1 PRE EXAMINATIONS ACTIVITIES :**

There are various activities like Student registration with Professional Elective and Minor Courses, Revised Curriculum (if any), Internal/External Examiner panel, Notifications & Schedule of Examinations [Draft and Final copy], etc. in addition to this, following activities are carried out during the Pre Examination.

***i. Issuance of Examination Application Forms***

Schedule for issue of Examination application forms is notified by COE. Accordingly, Examination forms duly filled by student and verified by Account office within due date. These filled forms are arranged Examination wise, course wise and branch wise by COE office.

ii. Hall Ticket Generation, Name List and Summary

On the basis of examination forms collected, hall tickets, Name list and Summary of appearing students are generated for the examinations. Students are required to have possession of hall tickets on at the time of examinations. In the event of non-possession or loss of hall ticket, the duplicate hall ticket shall be issued on student request. [Application form is available on institute's website url <https://www.adcet.ac.in/files/application/hall.pdf>].

iii. Setting Question Papers

Experts in the subjects and recognized as paper setters/examiners by IEC are selected as question paper setters/examiners.

iv. Printing

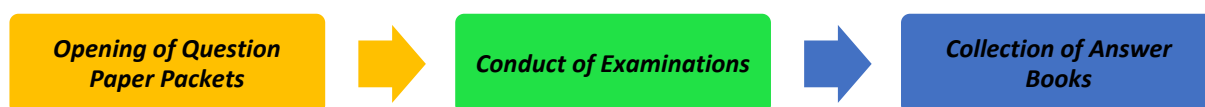
COE office has in-house printing infrastructure where they print the selected Question Papers and other stationary items. They make the sealed packets of Question Paper arranged code wise, which will be further distributed to Sr. Supervisor as per examination schedule.

v. Distribution of Question Papers and other stationary related to examinations including answer sheets

The Question papers, properly packaged by confidential are handed over to the Sr. Supervisor at prescribed examination schedule.

2.2 ON EXAMINATION ACTIVITIES :

On Examinations involves the following activities:

**i. Opening of Question Paper Packets**

The Senior Supervisor at the examination centre personally check the covers containing the question papers for the intactness of the seal, correctness of the question paper code, and open the covers. Discrepancies, if any, are immediately brought to the notice of the Controller of Examinations. Sr. Supervisor opens the Question papers packets half an hour before the examination and make it ready for block wise distribution.

ii. Conduct of Examinations

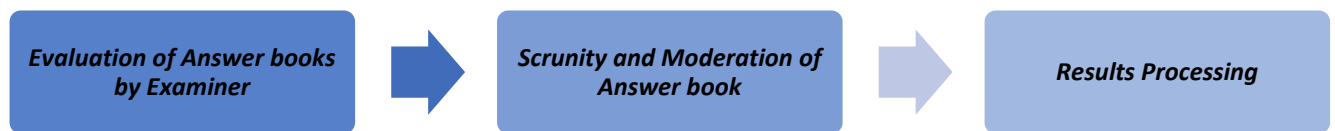
Sr. Supervisor prepares the block wise seating arrangement of students as per the examination schedule. Jr. Supervisor issue question paper and answer book to the students at the prescribed time. Unused question papers and answer books are returned to the Sr. Supervisor's Examination office. The students should write the examination details on the answer book provided to them.

iii. Collection of Answer Books

Jr. Supervisor should collect the answer books from all the students at the end of the examination. Sr. Supervisor then arrange the answer books course wise, branch wise etc. and send to the CAC Director's office for further process.

2.3 POST EXAMINATION ACTIVITIES :

Post Examination involves the following activities:



i. Evaluation of Answer Books

All the answer books submitted by Sr. Supervisor are masked and coding is done before assessment. These answer books are issued to the Examiners for evaluation.

ii. Scrutiny and Moderation of Answer Books

All evaluated answer books are scrutinized by assigned staff. Moderation is done on the basis of 1. Obtained marks > 15 and < 19, 2. Obtained marks > 35 all cases and from remaining random select two answer books from each bunch. All moderation cases marks will be masked and handover to another examiner for moderation.

iii. Results Processing

CAC Director will hand over the all evaluated answer books for EDP to COE office. Following activities are performed during the result processing –

- Marks are entered into the ERP.
- Absent students entry
- ISE, MSE and Practical Oral Examinations marks entry
- Verification and validation of entered marks
- Result processing
- Provisional result declaration,
- Students Grievances and Re-evaluation process.
- Generation of Ledgers, Grade cards, Rank Certificate and Provisional Certificate (Final Year B.Tech. VIII Semester students).

3.1 ELIGIBILITY CRITERIA REGARDING APPOINTMENT OF PAPER SETTER / EXAMINER / MODERATOR / PRACTICAL EXAMINER (MSE / ESE / Make Up)

1. The Paper setter / Examiner / Moderator shall be approved by BoS of concerned department and appointed by COE office. The examiner appointed shall have at least postgraduate degree in concern/ allied branch of engineering.
2. The paper setters shall have at least 05 years of teaching experience and at least three years experience at the course level for which appointment is to be made. However, if experts are not available as per the norms mentioned above, the experienced teachers shall be appointed as a special case with due approval from Chairman, Examination Committee.
3. No person can claim appointment as paper setter / Examiner / Moderator or any other appointment related to examination work as a matter of right.
4. Appointments of person as paper setter / Examiner / Moderator / Practical examiner shall be made as per the following guidelines.
 - a. Appointment of setter shall be made one months before the examination.
 - b. Appointment of assessor shall be made fifteen days before the examination.
 - c. Appointment of practical examiner shall be made fifteen days before the scheduled practical examination.
5. In case the practical examiners appointed from outside (Industry/ Organization/ Field) he/she shall have at least three years of professional experience in the related field.
6. In case Paper setter / Assessor/ Moderator / Practical examiner is from outside he/she shall communicate his/her acceptance immediately, however if it is not possible to accept the appointment due to his/her pre-occupation he/she shall communicate the same to concern authority well in advance at least a week before the date of appointment. In case no communication is received from Paper setter / Examiner / Moderator / Practical examiner within prescribed time limit, it will be presumed that the appointment is accepted.
7. He/ She should not disclose any question to the student
8. The paper setter / Examiner Moderator shall follow all the directions given by the institute examination committee time to time in respect of pattern of question papers, setting of question papers, model answers scheme of marking etc.
9. If he/ she has not performing his duties as per norms, IEC shall recommend for black listing him/her from examiner list.
10. Nature of question paper should be precise. Paper setter should design question paper such that the questions should be,
 - Written with simple, straight forward, meaningful wording and follow blooms cognitive level
 - Unambiguous

- Asked for relevant marks
- Cover the entire syllabus for the course.

3.2 ELIGIBILITY CRITERIA REGARDING APPOINTMENT OF PRACTICAL EXAMINER INTERNAL

1. Course co-ordinator is by default appointed as Examiner for Practical Examiner (Internal) for ESE/Make up.
2. In case of no. of divisions are more than one, Head of Department has authority to appoint the Examiner for ESE/Make up.
3. Follow the instructions issued by COE time to time and met the deadlines properly.

3.3 INSTRUCTIONS TO THE QUESTION PAPER SETTER [MSE / ESE EXAMINATION]

1. The question paper for Mid / End semester examination shall be for 50 marks and maximum duration shall be 2 hours. However, for design and drawing subjects the duration may be 2.5 hrs, as mentioned in the curriculum.
2. Question Paper for Mid Semester Examination (MSE) should be set as per Curriculum for the MSE examination of weightage 30%. Question paper is set on unit no. 1, 2, 3.
3. Question Paper for End Semester Examination should be set as per Curriculum for the ESE examination of weightage 30%. Question paper is set on unit no. 4, 5, 6.
4. The paper setter shall not disclose his/her appointment and shall not make any correspondence on post cards are regarding any matter connected with the examination.
5. Paper setter shall submit his/her willingness/ unwillingness to the authority within fifteen days from the date of the letter of appointment as paper setter in written format to COE. It is mandatory for the teaching staff members of ADCET, Ashta to accept the appointment as paper setter, if he/ she qualifies as a paper setter. [Performa No-2]
6. The paper setter shall submit question paper sets as per appointment order.

3.4. INSTRUCTIONS TO THE QUESTION PAPER SETTER [Make-up Examination]

1. The question paper for make-up examination shall be for 100 marks and maximum duration shall be 3 hours. However, for design and drawing subjects the duration may be 4 hrs, as mentioned in the curriculum.
2. Question Paper for make-up Examination should be set as per Curriculum on unit no. 1,2,3,4, 5 and 6.
3. The paper setter shall not disclose his/her appointment and shall not make any correspondence on post cards are regarding any matter connected with the examination.
4. Paper setter shall submit his/her willingness/ unwillingness to the authority within fifteen days from the date of the letter of appointment as paper setter in written format to COE.

It is mandatory for the teaching staff members of ADCET, Ashta to accept the appointment as paper setter, if he/ she qualifies as a paper setter. [Performa No-2]

5. The paper setter shall submit paper sets as per appointment order.

3.5 COMMON GUIDELINES TO PAPER SETTER:

1. There shall be maximum three questions in all with overall 30% internal choice. The students have to attempt all question.
2. The questions should be serially numbered as 01, 02 & 03.
3. Sub-questions, if any, shall be numbered as a, b, c, d ... etc.
4. Marks shall be indicated on the right-side of sub-question or the question.
5. Question should 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.
6. Diagrams or sketches or graphs, if any, should be drawn in black ink or with black ball pen and should be attached separately (to the question paper) with question number mentioned below the sketch/graph.
7. For guidance of assessment of answer books, paper-setters should prepare the model answer sheet with scheme of marking, giving distribution of marks for different points in the question.
8. In case of numerical problems, solution of the problems with distribution of marks for different stages should be given in scheme of marking.
9. The paper-setter should specifically mention the charts, tables, IS codes, data books etc. required for the examination.
10. Each paper setter will have to submit a declaration (In Form: E-03), along with the paper.
11. The paper-setter has to submit camera ready paper.
12. Each External Paper-Setter is provided with a copy of curriculum of that course submitted by a course teacher who has taught the course. Paper-Setter may refer this teaching scheme while setting question paper so as to understand the depth of a particular topic of syllabus dealt by course teacher.
13. The hard copy of the question paper shall be placed in the blue envelope (Cover – A) and the scheme of marking shall be placed in pink envelope (Cover – B). These two envelopes (Cover–A and Cover – B) and shall be submitted, along with the declaration (in Form: E-03) in outer yellow envelope (Cover C).
14. In case of any difficulty regarding any matter, the setter may report to the COE/ Head of Department.
15. TA/ DA and Remuneration shall be paid for such work for external examiners, if he/she submits it personally at COE office, ADCET Ashta.
16. Only Remuneration shall be paid for such work is for internal paper setter and external paper setter (if question paper received)

3.6 PROCEDURE FOR SCRUTINY OF QUESTION PAPERS (QPQRS) :

1. Sealed envelope received from external and internal examiner will be moderated for its correctness of course code, marking scheme, total and question wise marks by COE office only.
2. Following particulars should be checked and moderated accordingly:
 - a) Check the cover of envelope A and hard copy of the question paper.
 - b) All necessary corrections are to be carried out on hard copy of the question paper.
 - c) Check and correct the Course code, course name, time allotted, number of questions, and total marks, instructions given to the students.
 - d) Check total number of questions (maximum 06) and, wherever possible, check and correct marks allotted per question, internal choice and total option given (max. 30%).
 - e) Check repetition of questions, format and readability of the figures, while moderating the question paper set.
 - f) Check the cover and contents of envelope B, and will submit information on whether the envelope B contains solution or not.

3.7 EVALUATION OF THE MSE/ESE QUESTION PAPER :

In order to maintain the quality and standard of question papers of the, MSE/ESE question papers shall be evaluated from the various academic/industrial subject experts time to time. The Format for Evaluation is given below.

Question Papers Quality Scrutiny System (QPQSS)

A) General Information		
Question Paper Code :	Branch :	Date of Meeting :
Course Code :	Class :	Time of Meeting :
Course Name :		
Name of Examination :		

B) Curriculum and Numerical Aspect of Question Paper	Yes / No
Does the paper cover all content and skills as prescribed by the syllabus?	
No any questions contains from outside the prescribed syllabus?	
Does the weight age for various types of questions like descriptive, short answer type, numerical based and Comparative type questions, data response, and essay type questions is appropriate?	
Are the numerical examples and illustrations of diagrams suitable and appropriate?	
Fair relationship between mark allocation, level of difficulty and time allocation among the QP	
Is there a clear differentiation between content suitable for weak and bright student?	

C) Cognitive Aspect of Question Paper	Yes / No
Is there correct distribution in terms of cognitive levels (Bloom's taxonomy)	
Proper conceptual constructs of the course does the QP fulfills. Ex. Reasoning ability, ability to compare and contrast, express an argument clearly	
Are the questions challenging and allowing for creative responses from students	
Is the course terminology used correctly	

D) Conclusion : (Tick Appropriate)

Accepted

Rejected

Accepted With Minor Correction

Not Accepted (Major Correction)

E) Correction Suggested :

3.7.1 Procedure of Question Paper Quality Review Scrutiny (QPQRS) :

- 1) After receiving all the question paper sets, the office of the Controller of Examinations will appoint a question paper quality scrutiny committee for this process.
- 2) The composition of the scrutiny committee is as follows,

Sr. No.	Committee Member	Designation	Recommended by
1.	Head of Department from the respective department	Chairman	
2.	Expert member from the respective department	Member	HoD
3.	One of the paper setter/ Course Co-ordinator	Member	HoD

- 3) The CoE office also prepares the schedule of meetings.
- 4) During the meeting, all available sealed question paper envelopes were provided by the office of CoE for scrutiny. Soft copies of the question paper are also provided to the committee. The CoE office provides one staff member, necessary documents, and a Personal Computer.
- 5) It is expected that the committee should go through all the available QPs. Check the question paper quality regarding content, complexity, curriculum, bloom levels, formatting, typographic error, and repetition of questions.
- 6) A scrutiny committee can take any of the following three decisions:
 - Accepted: QP has passed all quality checks and is recommended for printing.
 - Accepted with minor correction: The minor correction can be made in the soft copy and accepted for printing

- Not Accepted (Major Correction): QP is sent back to the paper setter for modification (Needs to be resubmitted as a new QP within two days)
 - Rejected: QP quality is not up to the marks; hence, rejected (Show cause will be issued to paper setter expecting his explanation and revised QP must be submitted within two days rectifying correction observed by scrutiny committee)
- 7) The decision of the QP Quality Scrutiny Committee is final and can not be challenged.
- 8) Precautions:
- i) The Scrutiny committee should follow the schedule prepared by the CoE office.
 - ii) Committee members must maintain secrecy and confidentiality about the QP.
 - iii) Committee meetings must be conducted at the designated place at the COE office; a meeting place change is not preferred.
 - iv) Use of phones or electronic gadgets during the meeting is strictly prohibited.

3.8 PRINTING AND SEALING OF QUESTION PAPER PACKETS :

- 1) Selected QP is kept in the strong room.
- 2) Printing of necessary copies of selected QP is done by the office of CoE staff four days before the actual start of the examination.
- 3) The sealed envelopes are prepared and handed over to the senior supervisor one day before the start of the examination.
- 4) On the day of the examination, a sealed question paper is opened in the presence of the Sr. Supervisor and COE and distributed in packets to the respective examination hall.
- 5) At the start of the actual examination, one copy of the QP is handed over to the respective students in the examination hall.

3.8.1 Printing Procedure for Question Papers:

1. After moderation of question paper from all received set of question papers, Chairman IEC committee and COE select the one set randomly and forwarded to printing section. At printing section original copy of question paper will retained for at least for one year.
2. Printing of the question paper shall be done before one week from start of the examination.
3. No. of copies to be printed will be decided by the following formula, Subjected to a minimum of 5 and maximum of 20 question papers

$$T = N + A$$

Where, T = Total number of question papers to be printed,

N = No. of candidates appearing,

A= Additional 7 question papers.

4. Maximum 100 question papers will seal in single Green Packet.
5. On the sealed packet, a strip contains course code, course name, examination date, number of question papers etc, (Format No- 006)
6. Open end of the packet shall be pasted with gum and packets will sealed by transparent PVC tape.
7. Sealed packets shall be arranged date-wise in sequence (Green Packets)
8. Sealed packets then hand over to senior supervisor one day before examination at COE office, the acknowledgement shall be taken.

9. Damaged question papers, extra copies of question paper, part of the question paper, the upper portion of which is affixed on the packet and stencils if any, etc. shall be taken in possession by the COE office.

3.8.2 Format of the Question Paper:

1. Page setup for question paper will be A4 size paper setup.
2. Both the sides of the papers would be used for printing.
3. A3 paper may be used if matter extends two pages. The question papers are to be folded after printing.
4. Following format shall be used.
 - a. The question papers shall be prepared in MS-Word format only
 - b. Font to be used shall be Arial Narrow, size 11 pt.
 - c. After moderation of question paper MS-word format is converted in PDF and used for Printing of question paper.
 - d. After printing of question papers all soft copies will be deleted from system.

4.1 GENERAL

1. The various examinations for B.Tech. shall be conducted in accordance with the Rule No. 10 (*Academic Rules and Regulations*) of the Rules and Regulations for B.Tech. Programmes and Rule No.8 (*Academic Rules and Regulations*) of the Rules and also as per the Examination schemes approved by Board of Studies for the various Programmes, Institute Examination Committee.
2. The students shall be evaluated for his/her academic performance in a Course through In Semester Evaluation, Mid Semester Examination, End Semester Examination and Practical Examination.
3. As per academic calendar, Mid/End Semester Examination is conducted for every theory course. It shall consist of theory examination of 50 marks and 2:00 hours/2:30 hour durations, as mentioned in the examination scheme approved by Board of Studies of the respective Programmes.
4. Practical examination shall be conducted for every practical course, seminar and Project, at the end of the semester.

Theory Integrated Practical courses with ESE					
	Theory			Practical	
Examination	ISE	MSE	ESE	ISE	ESE
Marks	Specified by course teacher	50 Marks	50 Marks	50	50
Duration		2 / *2:30 Hours		---	---
Contribution	40 %	30 %	30 %	100%	100%

*- Specific Courses

4.2 IN SEMESTER EVALUATION (ISE):

1. Course teacher shall evaluate the performance of the students in respective theory courses. Performance shall be evaluated based on various activities like Seminar, Video Presentation, Role play, Case studies, Assignments/tutorials, Open book tests, Class tests and Allotting fieldwork etc. Course teacher shall declare the activity planned to the students at the beginning of the semester, the way in which he/she is going to evaluate the performance. Performance shall be regularly monitored and record of assessment shall be maintained in the prescribed Proforma.
2. After every evaluation, course teacher shall tabulate marks allotted to students for ISE, display it on notice board for students' reference and hand over the copy of the same to COE

office through DEC. DEC should collect mark lists for all courses and collectively submit it to COE office.

3. Course co-ordinator is solely responsible for conducting and evaluation of student in ISE, however he has to follow time schedule framed by COE office.
4. Course co-ordinator should follow instruction given by COE and IEC.
5. If the performance of a student is less than 40% in ISE, he/she is eligible for “XX” grade. It will be announced one week before ESE examination by respective Head of the Department. It will be notified to COE office with given Performa by Dean Academics.
6. Such students will not be issued Hall Tickets for particular course of ESE examination by COE office. Such a student shall not be permitted to take the ESE of that course.

4.3 CONDUCTION OF MID/END SEMESTER EXAMINATION (MSE/ESE)

1. COE shall prepare Institute-level timetable for Mid/End Semester Examination for all the programs in adherence to Institute academic calendar.
2. Seating arrangement shall be made for MSE/ESE in at central level by Sr. Supervisor. Master plan for seating arrangement shall be made at Institute level by Sr. Supervisor, by taking into considerations the total number of students appearing for the Examination.
3. Sr. Supervisor shall send the requirement of answer books, drawing sheets, graph papers, blank Performa related with MSE/ESE and any other materials required for conducting the MSE/ESE to COE Office well before the examination and obtain the same from COE office well in advance and keep it in his/her custody.
4. Sr. Supervisor should collect for sealed question papers one day before examination starts.
5. Sr. Supervisor shall hand over the required material to the Jr. Supervisor, at least 20 minutes before the start of the examination.
6. Sr. Supervisor shall instruct the exam peon to ring the bell as per timings
7. Sr. Supervisor shall take rounds in the different rooms/halls to confirm that Jr. Supervisors are performing their duties well and discipline is being maintained during examination. He/she shall also send the relieving supervisors to various rooms/halls to relieve the Jr. Supervisor for not more than 10 minutes at a time.
8. If any examinee is not in position to write at all, or write as fluently as normal student, on account of Person With Disability (PWD) or injury due to accident just before the examination and produce same medical certificate from the Civil Surgeon this account, then a writer shall be allowed to such examinee. Such a writer shall not be a student of any Programme of B.Tech. / M.Tech. of the Institute or any other Technical Diploma or Degree course of other Institutes. The examinee shall however, apply in prescribed pro-forma to Senior Supervisor asking for permission to allow for such a writer. COE then shall verify the medical certificate and give a permission letter to the examinee for the writer after taking the undertaking from the writer in a prescribed pro-forma. The examinee shall produce the permission letter to the invigilator for examination of each course.
9. In case of Person With Disability (PWD) examinee, who can write but at much slower speed as compared to normal student, he/she may be allowed to write for 15 to 30 minutes extra for all the courses, provided he/she seeks permission from Senior Supervisor for extra writing

time on account of his/her disability by producing medical certificate from Civil Surgeon to this effect.

10. After examination Sr. Supervisor will collect answer books from Jr. Supervisor and make a bunch of maximum 20 answer book/ class wise/ course wise and keep it in his/her custody.
11. After receiving the answers books from Jr. Supervisor, Sr. Supervisor shall check them as per the attendance, record submitted by the Jr. Supervisor and then sorts out the answer books of each course separately.
12. Sr. Supervisor should submit prepared answer sheet bunches to COE office as per schedule and take acknowledgement of same.
13. After receiving answer books to COE office coding and masking of answer book will be done on the same day and bunch of maximum 20 answer books will be prepared. After it will be hand over to the Director, Central Assessment Center.
14. The model answers and marking scheme shall be made available to students after Examination.

4.4 GUIDELINES TO Sr. SUPERVISOR:

1. Sr. Supervisor is responsible for overall conduction of examination and all necessary arrangement for smooth conduction of examination.
2. Collect sealed question paper packets from COE office one day before examination.
3. Question paper packet: Made up of cloth woven paper, thickness greater than 140 gsm, size 9x6.5 inch, the plain side of which shall be printed with the statement to be signed by the Senior Supervisor while opening the packet 30 minutes before starting the final examination.
4. Sr. Supervisor should maintain all required documentation for examination.
5. At end of examination sr. supervisor should submit a report about stationary, absent student, malfunctioning cases to the COE office in prescribed formats.

4.5 DUTIES OF JUNIOR SUPERVISOR:

1. Duty of Jr. Supervisor is mandatory to each staff of the institute if assigned.
2. If Jr. Supervisor is not available, he/she must adjust his/her load to colleagues with prior permission of Sr. Supervisor/Director.
3. Jr. Supervisor shall distribute the answer books to the students at least 10 minutes before the start of the exam, and question papers at beginning of the exam.
4. Ask the students to keep their books, note books and their written materials at the front of the room/ outside the room,
5. Check whether the students have occupied their seats as per the seating arrangement plan.
6. He/she shall check the identity cards of the students, check whether the students have occupied their right seats as per the seating arrangement plan, check whether students have correctly filled the details on front page of answer books and then sign on the answer books of the students.
7. He/she shall then fill the Jr. Supervisor report in given Performa and maintain the attendance record of the students of his/her class/hall.

8. Jr. Supervisor shall observe the general discipline in the class/hall during the test and report the cases of indiscipline, misbehaviour and copying cases to the Sr. Supervisor for further necessary action.
9. Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given pro-forma,
10. Give warning to the students to tie their supplements, 10 minutes before the end of examination,
11. At the end of the exam, he/she shall collect the answer books from the students and arrange them sequentially as per the Exam seat numbers of the students, separately for each course, and hand over the same to Sr. Supervisor.

4.6 CENTRAL ASSESSMENT CENTER:

1. For smooth working of assessment process Director and staff for Central Assessment Center will be appointed by COE.
2. Assessment work is mandatory for all faculties of ADCET.
3. Normal working hours of CAC shall be 9.00AM to 5.00 PM considering quantum of work and stipulated time period (7 days) for result declaration, working hours may be extended or may be decided as per requirement

4.7 ASSESSMENT PROCEDURE:

1. After receiving the order for assessment of answer books, the assessor shall not disclose the order as it is confidential. (Refer Form No. E19)
2. Report at the CAC.
3. Submit the "Evaluator's Declaration" form given by CAC officials. (Form No. E20)
4. Collect sealed bundle of answer books from CAC Director/officials; count all the answer books in the bundle. If any difference in number of answer books is there, get it clarified from CAC officials immediately. If any answer book is found to be unmasked, contact immediately coordinator for masking & get it masked. In any case, do not receive any unmasked answer book.
5. Collect question paper and solution/scheme of marking of the course from CAC Director/officials.
6. Do not assess any answer book without solutions/scheme of marking.
7. Award step-wise marks for each solved question.
8. Transfer marks carefully on the front-page of the answer book and carry out total of marks correctly.
9. Write marks as 00, 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. Write 00 marks in that question to which answer/s written by the examinee is completely wrong. Write - - (double dash) in that question which is not attempted (completely ignored) by the examinee
10. Assess the answer in terms of marks only. he/she neither shall put any comment nor shall put any markings
11. Put signature with his/her name in the space provided on the front page of the answer book.
12. Hand over the bundle, in following cases report immediately to CAC officials for further

action if any complaints regarding the answer books such as,

- a) Answer book found with a written request stating cancellation of previously written answer,
- b) Found with multiple-writings, with multiple use of inks.
- c) Found attached with any currency note to the answer book and or found requesting assessor to assess answer book favourably,
- d) Mass copying,
- e) Found disclosing identity of the examinee in any form with a intent to get clear-cut illegal benefit,
- f) Found writing abusive and threatening language
- g) Question paper with missing data, misprint of any nature and all other such cases

13. Handover valued answer books to CAC Centre.

4.8 SCRUTINY PROCEDURE:

1. CAC Director shall assign the task of scrutiny to Jr. Clerk assigned to him.
2. Appointed staff shall see that examinee attempted the questions considering the internal choice and shall check the marks given by the assessor are as per the marks allotted to the questions.
3. Appointed staff shall see all questions and sub questions are valued and awarded marks.
4. Appointed staff shall report to Director CAC in case of any discrepancy, Director will get it corrected from the concerned examiner.
5. Check moderation cases in bunch of answer books (1. Obtained marks > 15 and < 19 , 2. Obtained marks > 35) all cases and from remaining random two form bunch. All moderation cases marks will be masked and handover to the other examiner for moderation.
6. After scrutiny CAC Director will hand over the Answer book to COE office in prescribed scheduled.

4.9 PRACTICAL/ ORAL EXAMINATION (ESE):

1. Practical examination shall be conducted as per the examination schedule approved by COE. However in case of any emergency the Examination may be rescheduled with the prior approval of Chairman, examination committee.
2. Heads of Departments shall appoint Department Examination Coordinator (DEC) who will act as coordinator for conducting practical examinations of their respective Departments and shall be responsible for various related activities. They shall, however, take the services of staff of their Departments for this purpose.
3. Respective DEC shall prepare detailed timetable (batch- wise) for the practical examination within allotted time span by COE. A consent of Heads of other departments shall be taken, if necessary, to avoid overlapping of schedule or any other problem.
4. Head of Department shall appoint staff for practical examination as per following structure and forward the copy of the same to COE office.

i.	External Examiner: One for each practical course, as approved by Examination Committee
ii.	Internal Examiner: One for each practical course, preferably the course teacher, as approved by Examination Committee
iii.	Laboratory Expert: (For performance in practical examination only) One faculty member for each practical course
iv.	Laboratory assistant: One Laboratory assistant of the respective laboratory
v.	Laboratory Peon: One for each course, preferably peon of the respective laboratory.

5. In case of common courses in the same semester of different Programs, different internal examiners and external examiners may be appointed for each Program.
6. BOS shall recommend the list of external/internal examiners for practical examination of each course to examination committee. Examination Committee shall finalize the names of external examiners, from among the list recommended by BOS. In case external examiner doesn't report for the examination due to emergency, the concern Head shall make alternative arrangement from the list of panels. In case no examiner available in the panel; the Head/DEC is empowered to make suitable arrangement with the consent of Chairman Examination Committee. Heads of Departments shall send the appointment letters to the external/internal examiners.
7. Internal examiners along with laboratory experts and laboratory peons shall make all the necessary arrangements of equipment/laboratory setup required for conducting practical examination for their respective courses.
8. Internal examiner shall submit the answers books/drawing sheets /workshop jobs of the practical examination to CoE Office.
9. 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 ERP at CoE office, Take print out, sign on it, seal it in a packet, write all details on the packet and hand over the same to CoE office on the same day.
10. DEC shall prepare the estimate for T.A./D.A. and remunerations of external examiners, internal examiners and other staff involved in the practical examination as per rules. Remuneration to internal/external examiners and other staff after shall be paid after the practical examination and account of payment shall be submitted to the office within a week.

4.10 DISPLAY OF MARKS:

After receipt of masked answer books from CAC Director, COE office will arrange for unmasking and prepare mark list for end semester examination.

5	GRADING SYSTEM
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5.1 PASSING CRITERIA :

For every course student has to secure minimum 40% marks in each assessment tool as per following table.

Theory Integrated Practical Course

	Theory			Practical	
Examination	ISE	MSE	ESE	ISE	ESE
Marks	Specified by course teacher	50 Marks	50 Marks	50	50
Duration		2 / 2:30 Hours		---	---
Contribution	40%	30%	30%	100%	100%
Min. Passing Marks	16	24		20	20

5.2 GRADING SYSTEM (Relative Grading System-Statically Method) :

Letter Grade	Grade Points	Marks Obtained				Descriptions of Performance
		Regular Examination		Make-up Examination		
		Min.	Max.	Min.	Max.	
AA	10	K ₁	100	K ₁	100	Excellent
AB	09	K ₂	K ₁ - 1	K ₂	K ₁ - 1	Very Good
BB	08	K ₃	K ₂ - 1	K ₃	K ₂ - 1	Good
BC	07	K ₄	K ₃ - 1	K ₄	K ₃ - 1	Fair
CC	06	K ₅	K ₄ - 1	K ₅	K ₄ - 1	Above Average
CD	05	K ₆	K ₅ - 1	K ₆	K ₅ - 1	Average
DD	04	K ₇	K ₆ - 1	K ₇	K ₆ - 1	Below Average
FF	00	0	K ₇ - 1	0	K ₇ - 1	Fail
FT	00	0	TH <40%	0	<40%	Fail in Theory (Applicable for Theory Integrated Practical Course)
FP	00	0	PM <40%	0	<40%	Fail in Practical (Applicable for Theory Integrated Practical Course)
XX	00	--		--		Not Eligible, Detained, Eligible for 100 % Examinations, Re-Register for course
II	--	--		--		Incomplete Assessments
PP	--	--		--		Passed (Audit Course)
NP	--	--		--		Not Passed (Audit Course)
DR	--	--		--		Dropped Out

Where M- Marks obtained out 100 for each course

TM- Theory Marks obtained out 60 for each course in MSE and ESE

PM- Practical Marks obtained out 25/50 for each course

K₁- If Average marks for first top 10% students from respective course. If average marks of first top 10% students are less than 80 Marks then K₁ is highest mark for student in that course.

K₇ - 40

$$c = \frac{(k_1 - k_7)}{6}$$

$$k_2 = k_1 - c$$

$$k_3 = k_2 - c$$

$$k_4 = k_3 - c$$

$$k_5 = k_4 - c$$

$$k_6 = k_5 - c$$

5.3 CALCULATION OF PERFORMANCE INDICES

The performance indices viz. Semester Performance Index (SPI), First Year Performance Index (FYPI), Cumulative Performance Index (CPI) represent the performance of a student in a semester (SPI), cumulated for two semesters of first year (FYPI) and cumulated over all semesters from the third semester onwards till current semester (CPI) on a scale of 10.

5.3.1 Semester Performance Index (SPI):

- 1) The performance of a student in a semester shall be indicated by a number called SPI.
- 2) SPI shall be the weighted average of the grade points obtained in all the courses registered by the student during a semester.
- 3) If G_i shall be a grade with numerical equivalent as g_i obtained by a student for the course with credits C_i then, SPI for that semester is calculated using formula.

$$SPI = \frac{\sum_i C_i g_i}{\sum_i C_i}$$

where summation is for all the courses registered by a student in that semester. The calculated SPI is rounded off to two decimal places.

- 4) SPI shall be affected because of the grades “XX” and “FF” obtained by the student in any of the courses.
- 5) For the students acquiring “II” grade (which is only a temporary grade) in any of the courses, SPI, CPI shall be calculated only after 100% examination.

- 6) SPI once calculated shall never be modified.

5.3.2. First Year Performance Index (FYPI):

- 1) For a student registered in autonomous ADCET right from the First semester, First-Year-Performance-Index (FYPI) shall be calculated as weighted average of the grade points obtained in all the courses registered by him/her in semesters I and II only.

$$FYPI = \frac{\sum_i C_i g_i}{\sum_i C_i}$$

where summation is for all the courses registered by a student in first two semesters. FYPI shall be arrived when SPI for the second semester is calculated. FYPI shall be rounded off to two decimal places.

- 2) FYPI shall reflect all the courses undergone by a student in the first year including the courses in which he/she has failed. FYPI may get modified in the subsequent semesters whenever a student clears his/her first year backlog courses.
- 3) If a student has been awarded “II” grade in the regular semester course of the first year then, FYPI shall be calculated after 100% examination.
- 4) If a student has obtained grade “FF” or “XX” at any time in any of the courses registered by him, then zero grade points corresponding to these grades shall be taken into consideration for calculation of FYPI.
- 5) If a student has a backlog of first year, then his/her FYPI shall be recalculated only after he/she clears his/her backlog.

5.3.3. Cumulative Performance Index (CPI):

- 1) An up-to-date assessment of the overall performance of a student for the courses from the first semester onwards till completion of the program shall be obtained by calculating an index called Cumulative Performance Index (CPI).
- 2) CPI is the weighted average of the grade points obtained in all the courses registered by a student since the beginning of the first semester of the program.

$$CPI = \frac{\sum_i C_i g_i}{\sum_i C_i}$$

where summation is for all the courses registered by a student from first semester till that semester. CPI shall also be calculated at the end of every semester from the first semester onwards and shall be rounded off to two decimal places.

- 3) CPI shall reflect all courses undergone by a student including courses in which he/she has failed. Thus, similar to SPI, “FF” and “XX” grade shall also affect the CPI of a student.
- 4) If a student is awarded with a pass-grade for a course in which he/she was awarded previously “FF” or “XX” grade then, CPI shall be calculated by replacing corresponding C_i and g_i in both numerator and denominator of the above formula. Thus a course shall be

included only once in CPI calculation. The latest performance of a student in a course shall be considered for CPI.

5.4 GRACE MARKS AT END SEMESTER EXAMINATIONS :

The student will be confirmed with grace marks with eligibility and methodology as mentioned below,

The student is eligible for a maximum of Four Grace Marks out of Total Marks (100 One Hundred marks) in each Semester Examinations viz. End Semester Examination [ESE], and Make-up Examination [MU Exam], if he/she fulfills the following criteria,

- i. With the grace marks, a student will able to acquire a “DD” grade in all courses of that semester.
- ii. The grace marks should be allotted to a maximum of two courses to get a “DD” grade.
- iii. He / She is eligible to get a maximum of Four marks either in Total Marks [100 Marks] (ISE + MSE + ESE) **OR** Three Marks in ESE [60 Marks] to clear the 40% eligibility in a particular case whenever it is necessary.
- iv. Grace Marks is/are indicated by using the ‘+’ sign in front of Grade in the Grade Card, Ledger copy of the concerned Examinations.

5.5. AMENDMENT OF RESULTS DUE TO ERRORS

In case it is found that the result of an examination has been affected by errors, the CoE shall amend such result in such a manner as shall be in accordance with true position and make such declaration as is necessary. A report listing such amendments shall be submitted by the COE to Director. The amended results shall be endorsed by Director before its declaration. The error means i) error in computer / data entry, printing or programming ii) clerical error, manual / machine error, in totaling or entering marks on ledger register iii) error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result tabulation.

5.6 ACADEMIC PROGRESS RULES (ATKT RULES)

- 1) A student shall be allowed to register for the courses of the next year’s odd semester (From third semester onwards) only if he/she has earned all the credits of the previous year and has earned at least 70% credits of the current year. If 70% calculation turns out to be a mixed number (integer + fraction) then only the integer part of that number shall be considered for deciding the eligibility for ATKT.
(For example, for registration of the fifth semester courses (i.e. Third year of program), a student must have earned all the credits of the first year and 70% credits of the second year. Similarly for registration of the seventh semester courses (i.e. Fourth year of program), a student must have earned all the credits of the second year and 70% credits of the third year.)
- 2) The maximum duration for getting B. Tech. degree for students admitted in the first semester of U.G. program shall be 16 semesters (Eight academic years) while for direct second year

students admitted in the third semester shall be 12 semesters (Six academic years) from their date of admission. The maximum duration of the program includes the period of withdrawal, absence and different kinds of leaves permissible to a student but excludes the period of rustication of a student from the institute. However, genuine cases on confirmation of valid reasons may be referred to Academic Council for extending this limit by additional one year.

- 3) If a student is unable to gain all credits of first year in three years from the date of his/her admission, then he/she shall be declared as “Not Fit for Engineering” leading to discontinuation of his/her registration with the institute.
- 4) Depending upon the academic progress of a student, Academic Council may take a decision regarding continuation or discontinuation of his/her registration with the institute.

5.7 GRACE MARKS FOR GETTING HIGHER CLASS:

Final Year B.Tech. Candidate whose overall result is “Pass” and having at least “DD” grade in all the courses at the Final Year of his/her graduation and not received a benefit of grace marks as per the 5.4 at the last (8th of UG) semester of his/her graduation and whose CPI short for securing Second Class or First Class.

This Grace Mark will be confirmed to a candidate with the above eligibility, with not more than 01 (One) percent of the Aggregate Marks at last semester of the program or up to a maximum of 10 (ten) marks. Out of these two which-ever is less, shall be given the required marks to get the next higher class or grade as the case may be.

Methodology for Implementation:

1. Provided further that benefit of the above-mentioned Grace Marks shall be given to the candidate for such examinations only for which provision of award of the class has been prescribed i. e. last year for UG.
2. Student if applied for CPI improvement, in that case, he/she not eligible for getting the benefit of Grace Marks for getting Higher Class.
3. Grace Marks is/are indicated by using the ‘**’ sign in front of Result and Grade in the Grade Card, Ledger copy of the concerned Examinations.

Table of CPI and Class for reference

Class	Pass Class	Second Class	First Class	First Class with Distinction
CPI	CPI ≥ 4.75 and < 5.75	CPI ≥ 5.75 and < 6.75	CPI ≥ 6.75 and < 7.75	CPI ≥ 7.75

CPI	6.25	6.75	7.25	7.75	8.25
Equivalent Percentage	55%	60%	65%	70%	75%

5.8 CPI IMPROVEMENT POLICY FOR AWARD OF DEGREE

An opportunity shall be given to a student who has earned all the credits required by the respective program with CPI greater than or equal to 4.00 but less than 4.50 (Refer 16.2) his/her grade by allowing him/her to appear for make up examinations of maximum two theory courses of the seventh and eighth semester. Such examinations shall be scheduled along with re-examinations of the eighth semester. However, CPI shall be limited to 4.5 even though the performance of a student as calculated through modified CPI becomes greater than 4.5

5.9 AWARD OF DEGREE:

Following rules prevail for the award of the degree.

- 1) A student has registered and passed all the prescribed courses under the general institutional and departmental requirements.
- 2) **A student has obtained $CPI \geq 4.75$.**
- 3) Institute authorities shall recommend the award of a B. Tech degree to a student who is declared to be eligible and qualified for the above norms. However, the final degree shall be conferred by University, Kolhapur.

5.10 PROVISIONAL DEGREE:

The institute shall issue “Provisional Degree” to the outgoing students who, otherwise has completed all the requirements for award of degree. The format for provisional degree shall be as per proforma R-10 and shall be valid till the convocation.

5.11 PRESERVATION OF ASSESSED ANSWER BOOKS:

All valued answer books shall be preserved for eight consecutive semesters; in examination cell.

UNFAIR MEANS / MALPRACTICE AT EXAMINATION

6.1 GENERAL:

Maharashtra Act No XXXI, 1982, (Appendix-A) providing of Government of Maharashtra providing for preventing Malpractices at University/ Colleges/ Board of Examinations. Under the section of the act use of unfair means of any kind by an examinee/ any person/ person related to examination during the conduct of examination is a cognizable and non-bail able offence. Following procedure shall be adopted for implementation of it.

6.2 COMPETENT AUTHORITY:

On receipt of a report regarding use of unfair means by any student/ person at examination, including breach of any rules laid down by institute authorities, for proper conduction of examination. The Grievance Redressal and Discipline Committee [GRDC] shall be the competent authority to investigate, recommend and take appropriate disciplinary action against the student /person/s using, attempting to use, aiding, abating, instigating or allowing using unfair means at examination centre. In case of teaching staff/ other staff related with conduct of examination involved in unfair means at examination, complaint redress committee shall investigate into the matter and forward the facts and finding of inquiry to complaint redress committee along with recommendation. Complaint redress committee will take appropriate disciplinary action against the staff.

Structure of Grievance Redressal and Discipline Committee [GRDC]:-

1. Executive Director- Member
2. Director - Member
3. Educationist/ Professor from any reputed institute- Member
4. Shivaji University Nominee- Member
5. Dean, Academics- Member
6. Nominee of faculty – Member
7. Controller of Exam- Member Secretary

6.2.1 Procedure for dealing with Unfair means Cases at Examination Center:

In case of unfair means, Senior Supervisor shall follow the following procedure,

- a. The student shall be called upon for surrender to the Senior Supervisor unfair means material found in his /her possession, if any, and his/her answer book.
- b. Signature of the concerned examinee shall be obtained on the relevant material and list thereon. Concerned invigilator/junior supervisor shall also sign on all relevant material and documents and countersigned by Senior Supervisor.
- c. Remove his /her answer book along with unfair means material; mark it as “suspected

- unfair means Case/Copy case”. Obtain the Statement of the examinee in Form No. E-22 and if demanded issue him/her fresh answer book duly marked as “Second Answer book”
- d. Obtain his /her undertaking in Form No.E-24 to the effect that decision of the concerned competent authority in his /her case shall be final and binding on him and allow him to continue with his /her examinations
 - e. Statement of the concerned invigilator/Jr. Supervisor in Form No.E-23, shall be obtained by the Head of concerned Department and he/she shall make forwarding remark in the same format. If examinee refuses to make statement or to give undertaking the concerned invigilator/Jr. Supervisor and Head of Department shall record accordingly under their signature.
 - f. Issue show-cause notice in Form No.E-25 to the examinee instructing to appear before Primary Investigation Committee [PIC].
 - g. In the case of impersonation or violence, expel the concerned examinee from the examination and not allow him/her to appear for remaining examination and report the action taken to the COE in written format.
 - h. All the materials and list of materials mentioned in clause a) and statement and undertaking of examinee in Form No E-22 & E-24 respectively and statement of Invigilator/Jr. Supervisor in Form No. E-23 along with the forwarding remarks shall be forwarded by the Head of concerned Department to Sr. Supervisor in separate and confidential sealed envelope marked with “Unfair means case/ Copy Case”.
 - i. In case of unfair means of oral type invigilator/ Jr. Supervisor and/or concerned authorized person shall record the facts in writing and report the same through Head of concerned Department, Sr. Supervisor to the COE office.
 - j. Sr. Supervisor after finding the prima-facie of the case of malpractice received from the Head of concerned Department shall send it to Primary Investigation Committee [PIC]. Sr. Supervisor/concerned officer shall be the presenting officer of the case of malpractice which is originated through him before Primary Investigation Committee [PIC], police authority, court of Justice and shall deal with the case till it is finally disposed off.

6.2.2 Procedure to be followed at Central Assessment Centre:

During the assessment of answer book, if examiner suspects that there is prima facie evidence that the examinee/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, examiner shall forward his/her report along with the evidence and his/her opinion to the CAC Director. CAC Director, shall then forward the case in separate sealed envelope marked with “suspected unfair means case” to the complaint Grievance Redressal and Discipline Committee [GRDC] through COE office. If any staff is found involved in any type of malpractice/unfair means, CAC Director shall report the case to Complaint Redress Committee for further action Coordinator through COE office, CAC Director will be the presenting officer of the case of malpractice which is originated through him before Complaint Redress Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

6.2.3 Procedure to be followed at Paper setting/printing:

If any student/staff/any person/s/ Person related with paper setting/person at printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, COE, shall report the case to Grievance Redressal and Discipline Committee [GRDC] for further action. COE will be the presenting officer of the case of malpractice which is originated through him before Complaint Redress Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

6.3 PROCEDURE TO BE FOLLOWED BY GRIEVANCE REDRESSAL AND DISCIPLINE COMMITTEE [GRDC]:

6.3.1 For Examinee/Person Involved in Unfair Means :

- a) For the purpose of investigating unfair means resorted to by examinee/ examinee/s at the examination, the Governing Council shall appoint Grievance Redressal and Discipline Committee [GRDC] which will function as a body which will investigate in to the matter and decide the punishment on the basis of facts and findings of the case after ensuring that reasonable opportunity has been given to the concerned implicated student/examinee/ person in his/her defence.
- b) The complaint redress committee will then issue final order/s with regard to the penal action to be taken against the implicated examinee/person/s.
- c) The complaint redress committee shall inquire; decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means prescribed in Appendix-B & Appendix-C, in respect of cases of unfair means referred to it. However depending on the situation committee may quantify the severity of the punishment.
- d) As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges on him/her. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defence. The committee shall also consider the reply/explanation given by the examinee before making the final decision.
- e) After issuing show cause notice if the implicated examinee fail to appear before committee on the day, time and the place fixed for the meeting, the committee shall take decision in his/her case in absentia, on the basis of available evidence/documents, which shall be binding on the examinee concerned.
- f) In disciplinary action against concerned implicated student/ examinee/ person, committee can also cancel Institution scholarship/s rewards or prize or medal etc. awarded to him/her in that examination.
- g) The committee shall dispose off the case within three days from the last date of examination and in no case latter than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee shall be issued to the respective examinee and same shall be informed to the Director, concerned officer through which the case is reported.
- h) Complaint redress committee shall recommend punishment to examination committee. The examination committee shall approve the recommendations and shall forward it to the academic board for final noting.

6.3.2 For Paper Setter / Examiner / Moderator / Evaluator / Teacher / Other Person Involved In Unfair Means:

- a) In case of paper setter, examiner, moderator, evaluator, teacher or any other person related with conduct of examination, after receiving the report of malpractice case along with primary documents shall investigate in to the matter and submit the report along with the recommendations to Governing Council. Concerned officer through which the case is originated shall be the presenting officer before the Grievance Redressal and Discipline Committee [GRDC], police authorities, and court of justice and shall be dealt with case till it is finally disposed off.
- b) The implicated person shall be informed in writing of the act of malpractices used and/or lapses committed by him at the examination and to ask him/her to be present before the committee on particular day, date, time and place.
- c) The documents pertaining to malpractices, for which the person is implicated, shall be shown to him/her and reasonable opportunity including oral hearing shall be given to the concerned person in his/her defence before the committee. The reply/ explanation given by the concerned person shall also be considered by the committee before making final report/ recommendation.
- d) The committee shall follow the procedure in the spirit of natural justice.
- e) If the concerned person fails to appear before the committee, on the day, date , time, and place fixed for meeting, the committee shall take the decision in his/her case in absentia on the basis of whatever evidence/ documents which are available before it and same shall be binding on concerned implicated person.
- f) The committee shall submit its report to the GC along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise after taking in to consideration the categories prescribed in Appendix-C
- g) After receiving the report along with the recommendations from Complaint Redress Committee regarding punishment the senate will pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning, or exonerating him/her from charges and shall impose any one or more of punishment taking in to consideration the categories mentioned in Appendix- C.

6.4 MALFUNCTIONING IN ISE AND ORAL/ PRACTICAL EXAMS:

Guidelines for Imposing Punishment on the Examinees Who Caught Coping/ Involved In Any Type Of Misconduct During ISE Head of the department will be the competent authority to take action on the student who caught in copying /involved in malpractices in class test to his/her best judgment. Obtain the statement of the student in Form No.E-28 and statement of the invigilator with forwarding remark of Head of concerned Dept. in Form No.E-29. In cases such as violence/ other matter where it is felt necessary to take severe action he/she may refer the case to the complaint redress committee.

TABULATION AND DECLARATION OF RESULTS /PROCEDURE FOR DECLARATION OF RESULT

7.1 IN SEMESTER EVALUATION (ISE):

Concerned Course Co-ordinator shall prepare and display the results of each ISE (I/II) of respective course within three days from the last date of completion of ISE. He/she shall allow the students to see the evaluated answer books of the ISE. One copy will be displayed on notice board in respective department, one copy will be sent to COE through Head of Department, one copy will be retained by course co-ordinators / Program Head in respective department.

7.2 INTERNAL ASSESSMENT OF PRACTICAL COURSE:

Concerned Course Co-ordinator shall display the marks of Internal Assessment of Practical Course in at the end of each semester. One copy will be displayed on notice board in respective department, one copy will be sent to COE through Head of Department, and one copy will be retained by course co-ordinators / Program Head in respective department.

7.3 MID SEMESTER EXAMINATION (MSE):

COE shall prepare the consolidated results for Mid Semester Examination and displayed on Institute website [url - <https://www.adcet.ac.in/results>].

7.4 END SEMESTER EXAMINATION (ESE)/MAKE UP EXAMINATION:

After conduction of Examination, CAC Director will responsible for the assessment to be completed within working three days. CAC Director will hand over the evaluated answer books to COE office for result processing. Result will be declared on institute's website (url <https://examresult.adcet.ac.in/>)

APPENDIX - A

Mah. Ord. IV of 1982 Short title And com- mencement Definitions. Duties of paper setters and punishment for contrive-	ST/Conff/57/or-68/02-03/3TH From No. 96 MAHARASHTRA ACT NO. XXXI OF 1982 (First published, after having the assent of the Presidents, in the Maharashtra Government Gazette” on the 14 the October 1982) An Act to provide for preventing malpractice’s at University, Board and other specified examination. 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 the take immediate action to have a special proposed to be provide for preventing malpractice 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 leakage’s questions papers or copying at such examinations, and for matters connected Malpractice at University, Board or other specified examinations. Ordinance, 1982, on the 25 May 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. (I) This Act may be called the Maharashtra prevention of Malpractices at University, Board and other specified Examinations Act, 1982. (2) It shall be deemed to have come into force on the 25th may 1982. 2. In this Act, unless the context otherwise requires, a) “Board” means the Maharashtra State Board of Secondary and Higher Secondary Education established under the Maharashtra Secondary and Higher, Secondary Education Board Act, 1965 or any its Divisional Boards. b) “examination” means any examinations held or proposed to be held by any University or the Board and included such other examinations 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 by University established by law in	Mah. XLI of 1965
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ntion. Duties of person entrusted with the printing etc of question paper and punishment for contra-vention. Duties of person entrusted with custody of question papers and punishment of contrav-ention Prohibition or supply of publication of any question paper before examination held	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 conten of such paper to any person or give publicity therto in any manner except in accordance with the instruction given to him in writing by his appointing authority in this behalf. 2) Any person who contravenes the provisions of sub section 4. shall on conviction be punished with imprisonment for a term which may extends to one year or with fine which may extends to one thousand Rupees, or with both. 1) Any person who is entrusted with the work of printing cyclostyling typing or otherwise producing copies of any question paper set for the purpose of any examination shall not supply or cause to be supplied a copy their of/or communicate the contents there of any person or given to him in writing by the authority which entrusted the work to him. 2) Any person who contravenes the provision of sub-section I 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. 5. 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 their of or communicate the contents their of any person or give publicity theirto in any manner, except in accordance with instruction given to him in writing by the authority which entrusted the custody or gave possession thereof to him. 2) Any person who contravenes the provision of sub-section I) 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. 6. Whoever has in his possession any question paper set or purported to be set for any examination and supplies or caused to be supplied or offers to supply thereof, or communicates or offers to communicate the contents thereof in any manner, except in University, Board or other authority concerned with the examination, at any time before the examinations is held, shall on conviction be punished with imprisonment for a term which may extend to one year, or with fine which may extend	Prohibition of copying and impersona-ting at examination
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11 of 1974 11 of 1974 Mah. Ord. IV of 1982	to one thousand rupees, or with both. 7. Whoever is found in or near an examinations hall by the invigilator or any other person appointed to supervise the conduct of the examination, copying answer to the question paper set at the examination, from any book, notes or answer papers of other candidates of 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 8. Whoever abets any offence punishable under this Act shall be punishable with the punishment provided for the offence. 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. 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. Provided that in 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. 11. 1) The Maharashtra Prevention of Malpractices at University, Board and other specified Examinations Ordinance, 1982, is hereby repealed. 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.	Punishment for abetment or offences. Offences to be cognizable Offences to be tried summarily Repeal of Mah. Ord. IV of 1982 and saving.
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APPENDIX - B

Sant Dnyaneshwar Shikshan Sanstha's

Annasaheb Dange College of Engineering and Technology, Ashta

(An Autonomous Institute affiliated to Shivaji University)

Controller of Examination**Code of Conduct for Paper-setter/ Examiners and Disciplinary Action**

Action for Malpractice and Lapses on the part of the Paper-Setter, Examiner, Teacher or any other person connected with the conduct of Examinations.

Sr. No	Nature of punishment	Quantum of punishment
1	Paper-setter found responsible for leakage of the questions set/ question/ Questions/ Model answers in the examination/s whether intentionally or due to the negligence before the time of examinations.	Disqualification from all examination work for a period of minimum three years + Fine of Rs. 15,000/- + Show cause notice and/or disciplinary action by CRC
2	Favouring a student (examinee) by examiner in assessment of Answer Books/ Dissertation / Project Report / Thesis by assigning the student marks to which the student is not entitled, at examination.	Disqualification from all examination work for a period of minimum three years + Fine of Rs. 5,000/- to Rs.10,000/- + Show cause and/or disciplinary action by CRC.
3	Examiner 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 all examination work for a period of minimum three years + Fine of Rs. 4,000/- to Rs. 10,000/- + Show cause and/or disciplinary action by CRC
4	Paper-setter omitting question/s at the time of finalization of question paper set at examination or repeating Sr. No. of questions while writing or wrong insertion of question paper in the envelope.	1) Fine of Rs. 2,000/- for first mistake 2) Fine of Rs. 4,000/- for second mistake 3) Repeating of the same disqualification from all examination work.
5	Paper-setter repeating questions in same / different section/s.	Fine of Rs. 2,000/- per error.
6	Paper-setter setting questions outside the scope of the syllabus.	Fine of Rs.1, 000/- per mark for the questions out of the scope of the syllabus.
7	While assessing answer book examiner showing negligence in detecting malpractice used by the student/s.	Fine of Rs.1,000/-to Rs.5,000/-
8.	A Research Guide showing negligence in supervision of Thesis/dissertation / project work (e.g. use of manipulated data by a student)	Disqualification as a Research Guide and disqualification from any examination work as decided by the CRC

Sr. No	Nature of punishment	Quantum of punishment
9.	Sr. Supervisor showing apathy in carrying out duties mentioned in the examination instruction rules and regulation	Show cause notice + Fine of Rs.10,000/- + Disqualification from any examination work as decided by the CRC
10.	Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answer by students when on supervision duty	Show cause notice + Disqualification from all examination work up to a period of minimum three years + Fine of Rs. 10,000/- minimum and/or disciplinary action by CRC
11.	Jr. Supervisor helping student (examinee) in mass copying while on examination duty.	Show cause notice + Permanent disqualification from any examination work + Fine of Rs. 15000/- minimum and/or disciplinary action by CRC
12.	While assessing Answer Book Examiner / Moderator not assessing answer/s	Fine of Rs.500/- per answer book
13.	While assessing Answer Book making mistakes in totaling the marks, and such other lapses	Fine of Rs.200/- per mistake
14.	Refusal of examination work without any genuine reason to do so, as a) Jr./Sr. Supervisor / Paper Setter/ Examiner b) Moderator / Director CAP c) Any other work concerning any examination.	Show cause+ Fine of Rs. 5,000 and/or Disciplinary action by CRC
15.	HOD/ Deans refusing to provide services of teaching and non-teaching staff and other facilities at any examination work.	Fine of Rs. 10,000/- in each case and/or disciplinary action by CRC
16.	Wrong distribution of Question Paper by the Senior / Junior Supervisor/s.	Fine of Rs 5,000/-
17.	Violation of any of the instruction to the Paper-setter and Examiner/Moderators	Rs. 200/- Per Action
18.	Late submission of ISE mark sheet	Rs. 2,000/- Per day + Show cause notice

In addition to above provisions following provisions are also applicable.

- 1) Institute Examination Committee will be the competent authority to decide the quantum of punishment and to take disciplinary action
- 2) Disciplinary action such as show cause notice, strong warning, noting of the offence in the service book of the concerned person, fine, withholding or extending the promotion, withholding. The increment/s, withdrawing the recognition, suspension and termination shall be implemented by the Management concerned.
- 3) All types of monetary fines should be credited in account section under head of Examination. This fund should be used for Examination work only with the prior approval of Institute Examination Committee
- 4) All serious malpractices relating the examination work should be reported to the CRC

- 5) In addition to the above mentioned punishment, the competent authority may impose a fine and or punishment on the concerned person if declared guilty.
- 6) 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.

Vision of Institute

To be a Leader in producing professionally competent engineers.

Mission of Institute

We, Annasaheb Dange College of Engineering & Technology, Ashta, are committed to achieve our vision by,

M1. Imparting effective outcome-based education.

M2. Preparing students through skill-oriented courses to excel in their profession with ethical values.

M3. Promoting research to benefit the society.

M4. Strengthening relationship with all the stakeholders.

Time flow of various theory examinations conducted in an academic year:-