



Sant Dnyaneshwar Shikshan Sanstha's
ANNASAHEB DANGE COLLEGE OF ENGINEERING AND TECHNOLOGY, ASHTA
An Empowered Autonomous Institute,
Affiliated to Shivaji University, Kolhapur, Approved By AICTE, New Delhi & Govt. of Maharashtra
Accredited by NAAC, Bangalore with 'A++' Grade (Second cycle)



RULES AND REGULATIONS

FOR EXAMINATIONS

FOR UNDERGRADUATE [REVISION-2] PROGRAMS



OFFICE OF THE CONTROLLER OF EXAMINATIONS

2025-2026

VISION OF THE INSTITUTE

To be a Leader in producing professionally competent engineers.

MISSION OF THE 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 society.
- M4.** Strengthening relationship with all the stakeholders.

OFFICE OF THE CONTROLLER OF EXAMINATIONS

VISION

To ensure transparent, fair, and outcome-based examinations that uphold academic integrity and professional competence.

MISSION

We, at the Controller of Examinations Section, ADCET Ashta, are committed to our vision by:

- M1.** Designing and implementing secure, structured, and outcome-based examination and evaluation processes aligned with academic standards and accreditation requirements
- M2.** Ensuring fair, timely, and transparent assessment of student performance to promote professional competence and ethical values.
- M3.** Leveraging technology-driven solutions such as digital evaluation, secure question paper management, and efficient result processing to enhance accuracy, reliability, and efficiency
- M4.** Facilitating effective coordination and communication among faculty, departments, students, and university authorities for the smooth conduct of examinations
- M5.** Upholding strict confidentiality, integrity, and ethical practices in all examination-related activities, thereby strengthening trust among all stakeholders



PREFACE (From the Director)

At Sant Dnyaneshwar Shikshan Sanstha's Annasaheb Dange College of Engineering and Technology, Ashta (ADCET), academic autonomy is exercised with a deep sense of responsibility, transparency, and commitment to excellence. As an empowered autonomous institute affiliated to Shivaji University, Kolhapur, ADCET continually strives to strengthen its academic processes in alignment with national policies, accreditation requirements, and stakeholder expectations.

The Rules and Regulations for Examinations for Undergraduate Programs have been meticulously framed to establish a robust, transparent, and fair assessment system. These regulations define the framework for examination planning, conduct, evaluation, grading, and declaration of results while ensuring adherence to ethical standards and academic integrity.

This document reflects the collective efforts of the Institute Examination Committee, Academic Council, Controller of Examinations, Boards of Studies, and faculty members, and is approved by the Academic Council. It is designed to ensure uniformity in procedures, accountability at every level, and clarity for students, faculty, and administrative staff.

I strongly believe that a well-defined examination system is the backbone of academic credibility. I urge all stakeholders to familiarize themselves with these rules and adhere to them in both letter and spirit, thereby upholding the standards of ADCET and reinforcing the trust placed in us by students, parents, and society.

I place on record my appreciation for the Controller of Examinations and the entire examination team for their diligent efforts in compiling and implementing these regulations.



Dr. L. Y. Waghmode
Director

Annasaheb Dange College of Engineering and Technology, Ashta



PREFACE (From the COE)

At Sant Dnyaneshwar Shikshan Sanstha's Annasaheb Dange College of Engineering & Technology, Ashta (ADCET), the foremost aim of our examination system is to uphold the integrity, fairness, and transparency of all academic assessments. As an empowered autonomous institute, affiliated to Shivaji University, Kolhapur, and approved by AICTE, we are continually committed to ensuring that our evaluation processes meet the highest standards.

The Rules & Regulations presented herein have been framed to provide clear guidance to students, faculty, and administrative staff regarding the conduct, responsibilities, and expectations associated with both internal and external examinations. These regulations are intended to ensure that every student has the opportunity to demonstrate his/her knowledge, skills, and competencies under equitable conditions.

As the Controller of Examinations, it is my duty and privilege to oversee examination-related activity in close coordination with all stakeholders—faculty, departments and students. Our aim is to maintain consistency, accuracy, and fairness in evaluation, grading, and certification. These rules serve as the guiding framework for carrying out examination work with professionalism, ethical standards, and a student-centric focus.

I urge all students and staff to acquaint themselves thoroughly with these Rules & Regulations, as adherence to them is essential to maintaining the credibility and academic excellence of ADCET.

Dr. Anil Ramkishanrao Kadam
Controller of Examinations

Annasaheb Dange College of Engineering & Technology, Ashta

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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	: Undergraduate
UGC	: University Grant Commission, New Delhi

1	INTRODUCTION
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1.1 INSTITUTE PROGRAMS OVERVIEW

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 a total intake capacity of 180 students. The Institute currently offers nine undergraduate engineering programs with a total intake capacity of 750 students. In addition to engineering, the Institute has diversified into management and computer application fields by introducing BBA and BCA programs in 2024, each with an intake of 60 students. ADCET campus is spread over a sprawling 25 acres in the heart of the town of Ashta, Sangli, where more than 3000 Undergraduate 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.

Programs offered by the Institute

Sr. No.	Programs	Intake Capacity
1	B.Tech in Mechanical Engineering	120
2	B.Tech in Computer Science and Engineering	180
3	B.Tech in Electrical Engineering	120
4	B.Tech in Civil Engineering	60
5	B.Tech in Aeronautical Engineering	60
6	B.Tech in Food Technology	30
7	B.Tech in Artificial Intelligence and Data Science	60
8	B.Tech in Computer Science and Engineering (Internet of Things and Cyber Security including Block Chain Technology)	60
9	B.Tech in Robotics and Artificial Intelligence	60
	Total	750

Sr. No.	Programs	Intake Capacity
1	Bachelor of Business Administration (BBA)	60
2	Bachelor of Computer Application (BCA)	60
	Total	120

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.

These Rules and Regulations shall apply to all students registered under the Revision-2 curriculum, including regular, direct second-year, readmitted, backlog and re-registered students, and shall remain in force until completion of all prescribed academic requirements under the Revision-2 curriculum. Students registered under the Revision-3 curriculum shall be governed by separate Rules and Regulations applicable to Revision-3.

This booklet gives comprehensive information on the Rules and Regulations for Examination Cell. Undergraduate 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.

1.2 CONSTITUTION OF THE 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. Tenure of the Institute Examination Committee (IEC) shall be for three academic years, from 2025 to 2028. The constitution of IEC is as follows -

Sr. No.	Designation	Name / Position
1	Chairman	Director, ADCET, Ashta (Ex-officio)
2	Member	Director, Board of Examination and Evaluation, Shivaji University, Kolhapur (Ex-officio)
3	Member	Controller of Examinations of a reputed Autonomous Institute affiliated to Shivaji University, Kolhapur
4	Member	Teacher with 10 years' experience nominated in rotation by Director
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 Secretary	Controller of Examinations (Ex-officio)
8	Dy. Member Secretary	Assistant Controller of Examinations (Process) and Assistant Controller of Examinations (Quality) (Ex-officio)

The Strategic Transformation Team 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 AUTHORITY OF THE INSTITUTE EXAMINATION COMMITTEE (IEC):

1. Institute Examination Committee (IEC) shall perform such duties and responsibilities as may be assigned from time to time by the Governing Body (GB). For the smooth functioning of examination-related activities, the post of Controller of Examinations (COE) is created, who shall work under the Director.
2. The IEC shall confirm Examiners, Moderators, and Paper Setters from among the persons included in the panels prepared by the respective Boards of Studies (BoS).
3. The IEC shall arrange for strict vigilance during the conduct of examinations to prevent the use of unfair means by students, teachers, supervisors, or any other personnel involved.
4. The IEC shall undertake and recommend new measures in examination reforms to ensure quality and transparency.
5. Every year, the respective Heads of Departments (HODs) shall submit a brief report on the discussions held in the BoS meetings of their respective programmes for consideration by the IEC.
6. The IEC shall appoint a Quality Assurance Squad (QAS) to monitor and ensure the quality of processes during Internal Semester Examinations (ISE), Mid-Semester Examinations (MSE), and End-Semester Examinations (ESE).
7. The QAS shall monitor the examination process, assessment quality, and adherence to procedures at any given time and schedule.
8. The QAS shall submit a report to the Chairman, IEC if any loopholes or irregularities are observed in the process.
9. The Chairman, IEC may forward any case requiring further investigation — in cases of suspected malpractice — to the Primary Investigation Committee (PIC) and, if required, to the Grievance Redressal Committee (GRDC) for necessary action.
10. The QAS shall also function as a Flying Squad for MSE / ESE / Re-Examinations / Summer Term Examinations / 100% Examinations / Make-up Examinations.
11. In cases where in-house faculty members refuse to comply with examination duties (such as Examiner, Supervisor, Assessor, or Question Paper Setter), the COE shall recommend appropriate action to the Chairman, IEC.
12. A Grade Moderation Committee (GMC) shall be formed whenever required for each Department by the IEC. It shall consist of four members: Director (Chairman), Dean Academics, respective Head of the Department and COE.

1.4 ROLES AND RESPONSIBILITIES OF COE:

1. The COE is the authorized person to implement all rules and regulations laid down by the Institute Examination Committee (IEC).
2. The COE is the competent authority for the declaration of results and grades, and for the printing of ledgers and grade cards. He/She is overall in-charge of all examination processes to ensure their smooth and efficient functioning.
3. The COE shall prepare the examination schedule and plan the dates for declaration of results at the beginning of each semester and notify the same in alignment with the Institute Academic Calendar.
4. The Mid-Semester Examinations (MSE), End-Semester Examinations (ESE), and Make-Up Examinations (MKUP) shall be conducted centrally through the CoE Office, including their assessment processes.
5. The COE Office shall be responsible for the declaration of examination schedules, preparation of name lists, summary lists, and the printing of ledgers and grade cards for various examinations.
6. The COE Office shall handle procurement of stationery, its distribution to Senior Supervisors / Department Examination Coordinators (DEC), and maintain proper records of its usage.
7. The COE shall oversee the appointment of paper setters, examiners, evaluators, senior supervisors, Central Assessment Cell directors, and other staff related to the conduct and evaluation of examinations.
8. The COE Office shall be responsible for collection of question paper sets from course teachers, moderation and selection of final sets, printing, and maintaining their confidentiality and security.
9. The COE Office shall prepare and manage the examination budget and maintain proper accounts for all examination-related expenses.
10. The COE shall act as In-charge of the Student Facilitation Centre of the COE Office, addressing students' examination-related queries and grievances.
11. The COE shall act as In-charge of the Electronic Data Processing (EDP) Cell within the COE Office, ensuring accuracy in result processing, record management, and data security.
12. The COE shall be the authorized signatory for all grade cards, result declarations, and official examination records.

1.5 WORK DISTRIBUTION AT COE OFFICE

1.5.1 Assistant Controller of Examination (Process) Responsibilities:

1. Collect the programme-wise structure and curriculum from the respective Board of Studies (BOS) Chairpersons in the prescribed format for examination planning and record purposes.
2. Handle examination forms including their distribution, receipt, verification, processing, and printing, along with the preparation of the time schedule, name lists, and summary lists for various examinations.

3. Manage the inward and outward correspondence of the COE Office, ensuring proper documentation and record-keeping.
4. Oversee Electronic Data Processing (EDP) activities at the COE Office, including:
 - Data entry of theory marks and OE/POE marks into the examination software.
 - Result processing, verification, and accuracy checks.
 - Printing of ledgers and grade cards.
 - Preparation of statistical information and reports related to examination results.
5. Upload examination results to the Institute's official website in a timely and secure manner.
6. Act as Co-Incharge of the Student Facilitation Centre at the COE Office, assisting students with examination-related queries, forms, and result issues.

1.5.2 Assistant Controller of Examination (Quality) Responsibilities:

1. Collect the course-wise examination panel from the respective Board of Studies (BOS) Chairpersons in the prescribed format for approval and record.
2. Oversee the appointment of Question Paper Setters (Internal and External), Practical/Oral Examiners, Evaluators, Senior Supervisors, Central Assessment Cell Directors, and other staff involved in the conduct and evaluation of examinations.
3. Manage the collection of question paper sets (internal and external), ensure moderation and final selection of sets for each examination, and supervise the secure printing, handling, and confidentiality of question papers.
4. Prepare the draft and final copies of examination schedules for End-Semester Examinations (ESE), Re-Examinations (Re-ESE), and 100% Examinations, ensuring timely notification.
5. Supervise the coding and decoding of answer books and coordinate with the concerned course evaluators for assessment and moderation of answer scripts.
6. Act as Co-Incharge of the Student Facilitation Centre at the COE Office, assisting students with examination-related concerns and support services.

1.5.3 Role of Head of the Department (HoD):

1. Follow up with Examiners and Paper Setters (from the panels prepared by the respective Boards of Studies – BoS) regarding their assigned tasks and ensure timely submission of required work/reports to the COE Office.
2. As per the academic rules and regulations, the Internal Semester Examinations (ISE) shall be conducted by the respective Course Coordinators and monitored by the Academic Coordinators and the HoD. A consolidated ISE report shall be prepared in the prescribed format and submitted to the COE Office within the allotted time frame.
3. Prepare the course-wise structure, curriculum, and examination panel as per the decisions of the BoS and Academic Council and submit them to the Examination Cell in the prescribed format.
4. Maintain coordination and follow-up of all examination-related activities with the Department Examination Coordinator (DEC) and Course Coordinators and take necessary actions when required to ensure smooth operations.

5. Submit the list of detained students (if any) to the Examination Section at the end of the term, as per institute rules.
6. Strictly adhere to the deadlines set by the Examination Cell for the timely submission of necessary information, data, and reports.
7. Ensure timely submission of ISE marks to the COE Office in the prescribed format.

1.5.4 Departmental Examination Coordinator (DEC) Responsibilities:

Each department shall nominate a faculty member as the Departmental Examination Coordinator (DEC) to act as the liaison between the department and the Examination Cell, working under the guidance of the Head of the Department (HOD). The key responsibilities include:

1. Prepare the schedule for End-Semester Examinations (ESE) related to Laboratory, Seminar, and Dissertation phases in coordination with the HoD and the Examination Cell.
2. Coordinate the smooth conduct of ESE for Laboratory, Seminar, and Dissertation phases, including necessary arrangements and compliance with COE guidelines.
3. Prepare and submit examination-related bills in the prescribed format to the Accounts Section for timely processing.
4. Coordinate the grade moderation process and manage the rechecking / revaluation requests at the department level in line with institute procedures.
5. Record, maintain, and securely store all examination-related documents at the department level for future reference and audit requirements.

1.5.5 Course-Level Academic Responsibility:

There shall be a Course Coordinator for each course:

- In case of a single division, the course teacher shall, by default, act as the Course Coordinator.
- In case of multiple divisions, the Chairman of the Board of Studies (BoS) shall designate the appropriate Course Coordinator for the respective course.

The Course Coordinator shall:

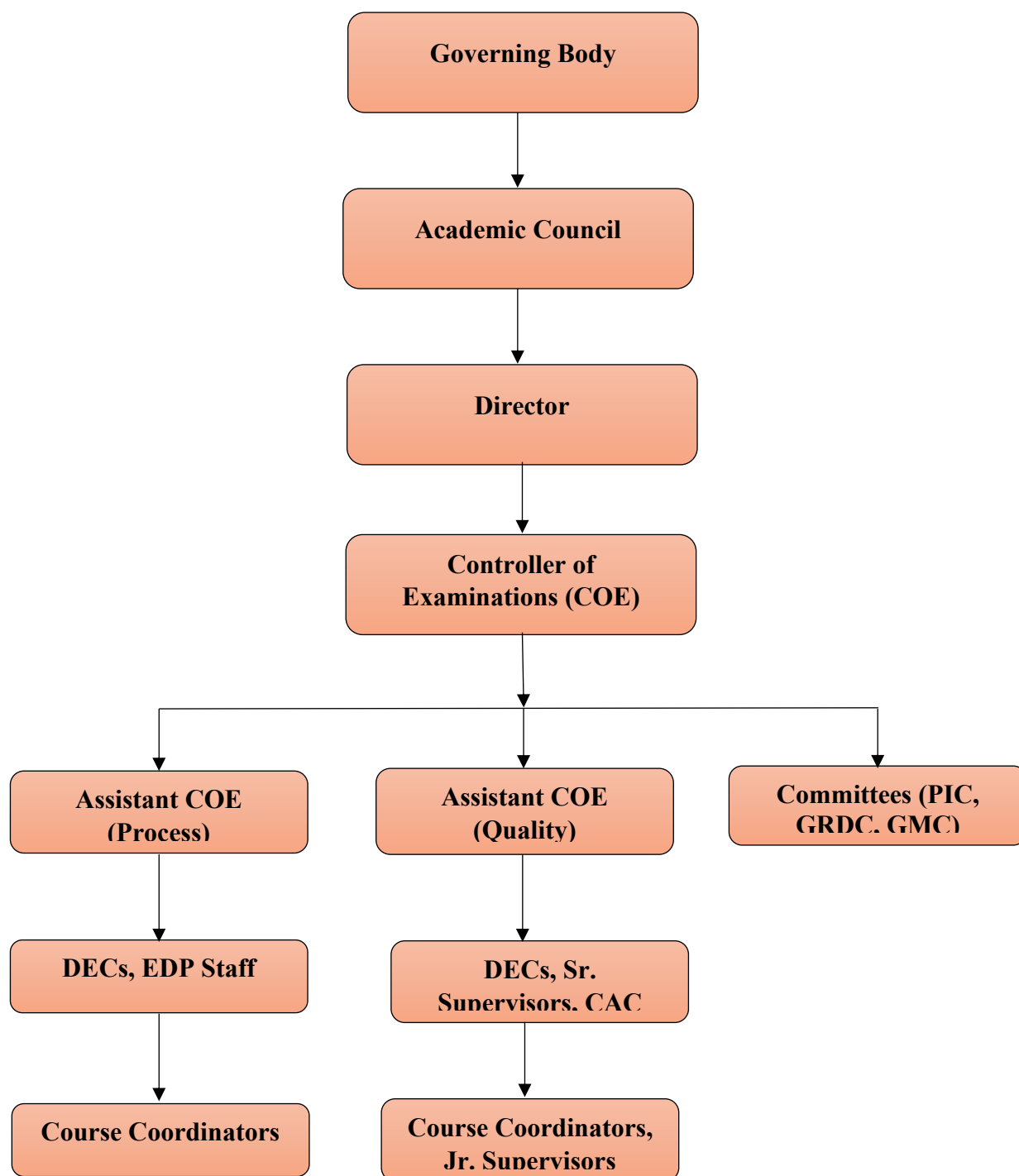
1. Prepare the Course Content Delivery Plan (CCDP) and ensure its effective implementation throughout the semester.
2. Be responsible for the quality, relevance, and standard of the question paper prepared for the course.
3. Make necessary arrangements to ensure timely evaluation, moderation, and revaluation of answer scripts as applicable.
4. Work in close coordination with the BoS Chairman and the Departmental Examination Coordinator (DEC) for grade moderation and paper rechecking processes.

1.6 EXAMINATION-RELATED COMMITTEES:

Sr. No.	Name of Committee	Duration	Composition	Duties
1.	Question Paper Quality Review and Scrutiny (QPQRS)	1 Year	Two members from department with HoD as Chairman or person appointed by the 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.	Quality Assurance Squad (QAS)	1 Year	Three members from Institute with one senior member as chairman and one lady's 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
3.	Primary Investigation Committee (PIC)	Statutory	1. Controller of Examinations [Chairman] 2. Respective Head of Department [Member] 3. Respective Departmental Exam Coordinator [Member] 4. Asst. Controller of Examinations [Member] 5. Sr. Supervisor/CAC Coordinator [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 shall take the disciplinary action in the matter as it deems fit. (Presence of all members is mandatory). - This primary investigation committee may recommend the critical cases to the Grievance Redressal and Discipline Committee [GRDC].
4.	Grievance Redressal and Discipline Committee [GRDC]	Statutory	1. Director- [Chairman] 2. Dean, Academics- [Member] 3. Dean, Institutional Performance and Quality Assurance- [Member] 4. Dean, Faculty & Student Affairs-[Member] 5. Nominee of faculty – [Member] 6. Controller of Exam- [Member Secretary]	- To inquire into cases of unfair means, malpractice, or disciplinary violations referred by the PIC or COE. - To provide the concerned examinee/person a reasonable opportunity of hearing in accordance with principles of natural justice. - To examine relevant records, evidence, and reports and assess the severity of the offence. - To recommend appropriate penalties or disciplinary action as per the Maharashtra Act, 1982 and Institute regulations. - To ensure timely disposal of cases and communicate decisions through the COE Office.

Sr. No.	Name of Committee	Duration	Composition	Duties
5.	Grade Moderation Committee (GMC)	Statutory	1. Director [Chairman] 2. Dean Academics [Member] 3. Respective HOD [Member] 4. COE Secretary [Member]	• 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 grades

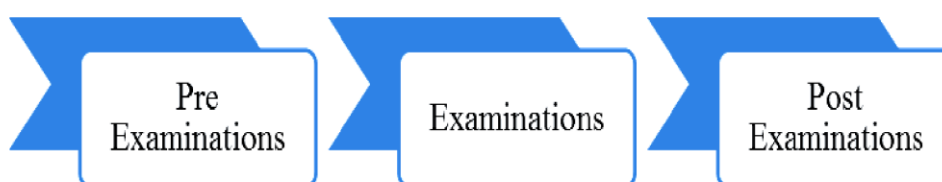
1.7 ORGANIZATIONAL STRUCTURE OF THE COE OFFICE



2**OVERVIEW OF EXAMINATION PROCESS**

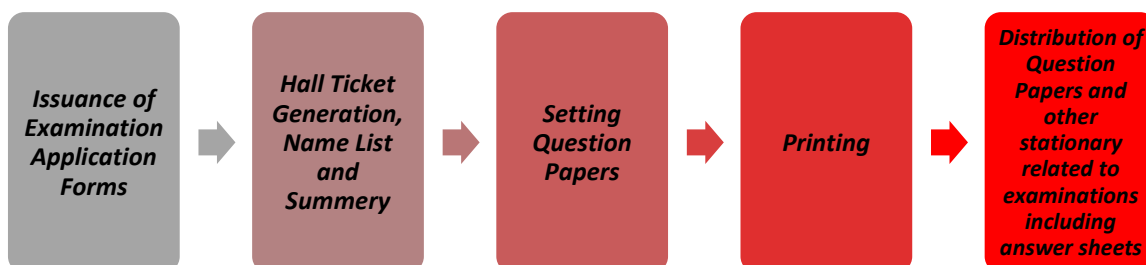
The Examination Process at the institute shall broadly consist of the following three phases:

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 such as student registration with Professional Elective and Minor Courses, implementation of any revised curriculum, preparation of the Internal/External Examiner panel, and drafting and finalization of notifications and examination schedules.

In addition to these, the following activities are carried out during the Pre-Examination Phase:

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

The schedule for the issue of Examination Application Forms shall be notified by the COE Office. Accordingly, students are required to submit their duly filled forms, verified by the Accounts Section, within the prescribed due date.

ii. Hall Ticket Generation, Name List and Summary

On the basis of the examination application forms received, the COE Office generates the Hall Tickets, Name Lists, and Summary of students appearing for the examinations. Students are required to carry their Hall Ticket at the time of every examination. In case of non-possession or loss of the Hall Ticket, a duplicate Hall Ticket may be issued upon the student's request by

submitting the prescribed application form. The application form for a duplicate Hall Ticket is available on the institute's website at <https://www.adcet.ac.in/files/application/hall.pdf>].

iii. Setting Question Papers

Experts in the respective subjects, who are recognized and approved by the Institute Examination Committee (IEC) as Question Paper Setters / Examiners, shall be appointed to set the question papers for the examinations.

iv. Printing

The COE Office has an in-house printing facility for printing the selected question papers and other required stationery items. After printing, the question papers are securely sealed in packets, arranged code-wise, and prepared for distribution. These sealed packets are then delivered to the Senior Supervisors as per the approved examination schedule, ensuring confidentiality and security at all stages.

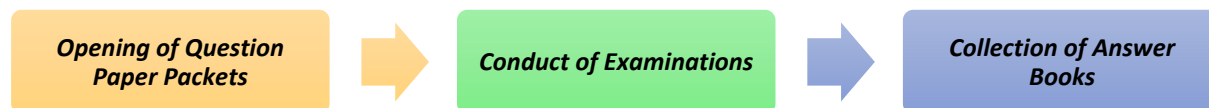
v. Distribution of Question Papers and Examination Stationery

The question papers, after being securely packaged under strict confidentiality by the COE Office, are handed over to the Senior Supervisor at the prescribed time as per the examination schedule.

All other examination-related stationery — including answer sheets, supplementary sheets, attendance reports, and other required materials — is also distributed in a secure and documented manner to ensure proper accountability.

2.2 ON-EXAMINATION ACTIVITIES:

On-Examinations involves the following activities:



i. Opening of Question Paper Packets

The Senior Supervisor at the examination centre shall personally check the question paper packets for the intactness of the seal and the correctness of the question paper code before opening them. If any discrepancy (such as a broken seal, incorrect paper code, or shortage of papers) is detected, it must be immediately reported to the Controller of Examinations (COE) for necessary action. The Senior Supervisor shall open the question paper packets 30 minutes prior to the scheduled start of the examination and prepare the papers for block-wise distribution to the respective rooms/halls.

ii. Conduct of Examinations

The Senior Supervisor shall prepare the block-wise seating arrangement of students as per the approved examination schedule and ensure that all examination rooms are properly set up. The Junior Supervisors shall issue the question papers and answer books to students at the prescribed start time of the examination and maintain discipline and vigilance during the exam. Unused question papers and answer books shall be collected and returned to the Senior Supervisor's Examination Office immediately after the examination. Students are required to

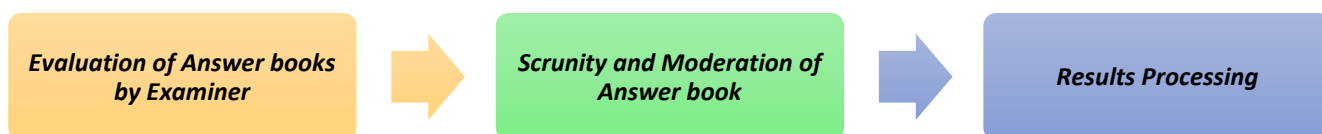
fill in all necessary examination details (such as course name, course code, seat number, date, and signature) on the answer book provided to them before starting the paper.

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

After evaluation, all answer books shall undergo scrutiny by the assigned scrutiny staff to verify the correctness of marking, totalling, and data entry.

Moderation of evaluated answer books shall be carried out based on the following criteria:

1. All answer books with obtained marks greater than 15 and less than 19.
2. All answer books with obtained marks greater than 35.
3. From the remaining answer books, two answer books shall be selected randomly from each bundle (bunch) for moderation.

For moderation, the marks awarded by the original examiner shall be masked, and the selected answer books shall be assigned to another examiner for independent moderation to ensure fairness, consistency, and uniformity in the evaluation process.

iii. Results Processing

CAC Director will hand over 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 performed his duties as per norms, IEC shall recommend for blacklisting 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 and cover the entire syllabus for the course.
 - Asked for relevant marks

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. The Question Paper for the Mid-Semester Examination (MSE) shall be prepared strictly in accordance with the approved curriculum. It shall carry a weightage of 30% (as prescribed in the course structure) and shall cover Unit Nos. 1, 2, and 3 (First Half) of the syllabi.
3. The Question Paper for the End-Semester Examination (ESE) shall be prepared strictly in accordance with the approved curriculum. It shall carry a weightage of 30% (as specified in the course structure) and shall cover Unit Nos. 4, 5, and 6 (Second Half) of the syllabi.
4. The marks obtained out of 50 in the Mid-Semester Examination and End-Semester Examination shall be proportionately converted to marks out of 30 each for result processing.
5. 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.
6. 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]
7. 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 marks obtained in the Make-Up Examination out of 100 shall be proportionately converted to 60 marks and combined with the retained or approved ISE marks out of 40 for determining the final marks and grade in the course.

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 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% maximum internal choice. The students must attempt all question.
2. The questions should be serially numbered as 01, 02, 03...so on.
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 must 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 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 to internal paper setters and to external paper setters (if the question paper is received without personal submission).

3.6 PROCEDURE FOR SCRUTINY OF QUESTION PAPERS (QPQRS)

1. Sealed envelopes received from external and internal examiners shall be scrutinized and moderated by the COE Office for correctness of the course code, marking scheme, total marks, and question-wise marks before approval.
2. During scrutiny, the following particulars shall be checked and moderated as required:
 - a) Verify the cover of Envelope A and the hard copy of the question paper for accuracy and completeness.
 - b) Ensure that all necessary corrections (if any) are made on the hard copy of the question paper.
 - c) Check and correct the course code, course name, time allotted, number of questions, total marks, and instructions to students.
 - d) Confirm the total number of questions. Where applicable, check and correct marks allotted per question, internal choices, and the total percentage of optional questions (maximum 30%).
 - e) Check for repetition of questions, verify the format and readability of figures/diagrams, and ensure overall clarity while moderating the question paper set.
 - f) Verify the cover and contents of Envelope B and confirm whether it contains the solutions/answer key for the question paper.

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 Review System (QPQRS)

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 the Question Paper <i>(To be answered as Yes / No with remarks wherever necessary)</i>	Yes / No
Does the paper cover all the content and skills as prescribed in the approved syllabus?	
Are all the questions strictly within the prescribed syllabus?	
Is the weightage for various types of questions (descriptive, short-answer, numerical-based, comparative, data-response, essay-type) appropriate and balanced?	
Are the numerical examples, illustrations, and diagrams suitable and appropriate to the level of the course?	
is there a fair relationship between marks allocation, level of difficulty, and time required to solve each question?	

Is there a clear differentiation between content suitable for average/weak students and challenging questions for bright students?	
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C) Cognitive Aspect of the Question Paper <i>(To be answered as Yes / No with remarks wherever necessary)</i>	Yes / No
Is there a correct and balanced distribution of questions across cognitive levels (as per Bloom's Taxonomy)?	
Does the question paper adequately address the core conceptual constructs of the course (e.g., reasoning ability, ability to compare and contrast, and expressing an argument clearly)?	
Are the questions appropriately challenging and do they allow for analytical or creative responses from students?	
Is the course-specific terminology used accurately and consistently throughout the paper?	

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 / member appointed by the HOD	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 will be provided by the office of COE for scrutiny. Soft copies of the question paper will also made available 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 four 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 cannot 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 one week 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, COE select the one set randomly and forwarded to printing section. At printing section original copy of question paper will be 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 be 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.

3.9 CONFIDENTIALITY AND SECURITY OF EXAMINATION MATERIALS

All examination-related materials, including question papers, marking schemes, answer books, moderation reports, examiner panels, confidential correspondence, and electronic examination data, shall be treated as strictly confidential.

The Controller of Examinations (COE) shall be responsible for ensuring the secure handling, storage, transmission, and disposal of all confidential examination materials. Access to such materials shall be restricted only to authorized personnel as approved by the COE.

All persons involved in the examination process, including paper setters, moderators, examiners, supervisors, evaluators, printing staff, and support staff, shall be bound by confidentiality obligations and shall not disclose or misuse any examination-related information at any stage.

Any breach, loss, leakage, or compromise of confidential examination materials shall be reported immediately to the COE, and appropriate action shall be initiated in accordance with the Institute Examination Rules, including disciplinary and legal action wherever applicable.

The confidentiality and security requirements shall apply before, during, and after the conduct of examinations and shall remain in force until the completion of all related examination processes.

4	EXAMINATION CONDUCT AND ELIGIBILITY
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4.1 GENERAL PROVISIONS

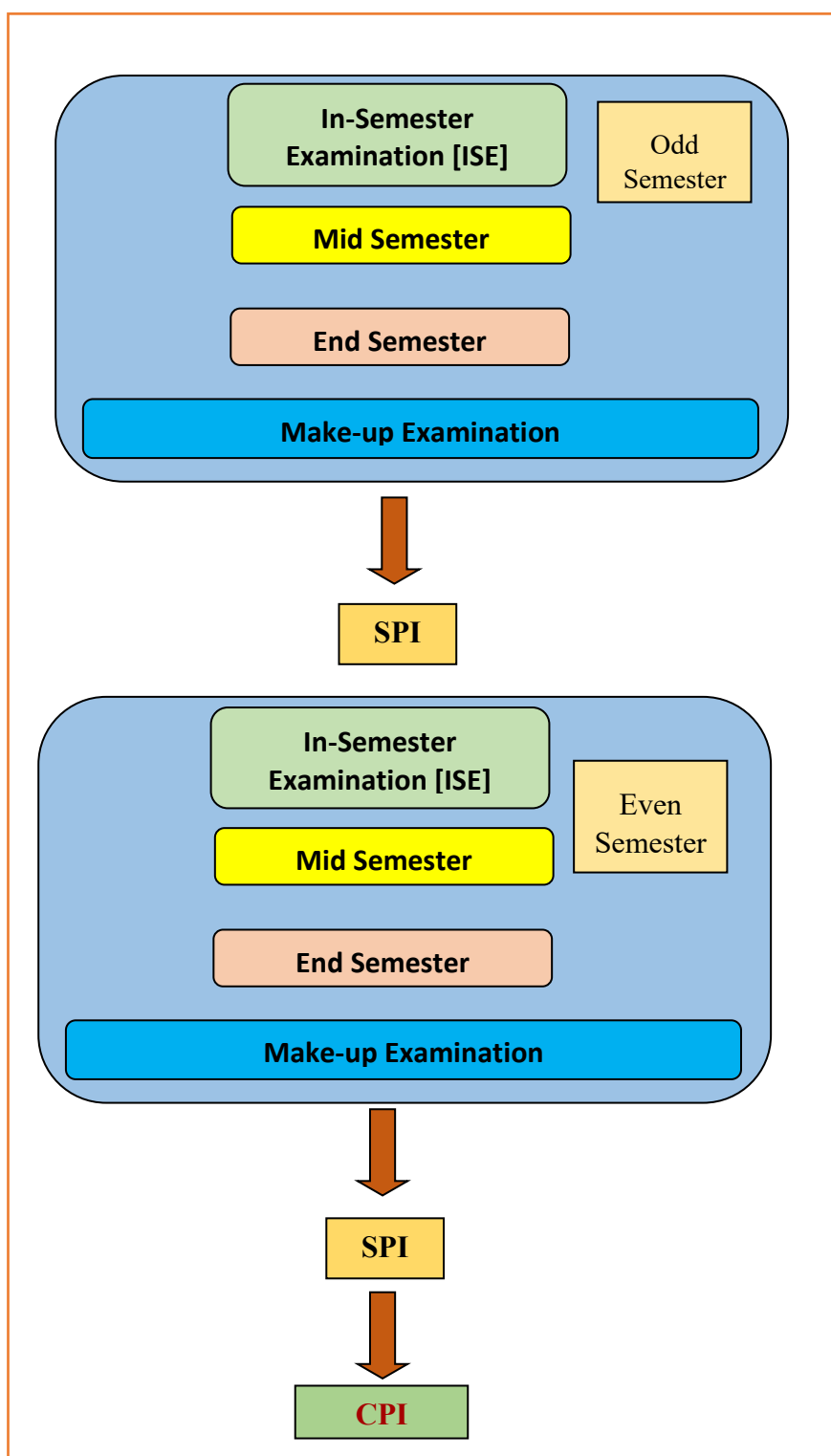
1. The various examinations for B.Tech. shall be conducted in accordance with the Rule No. 10 (*Academic Rules and Regulations*) of the Rules and Regulations for B.Tech. Programmes and Rule No.8 (*Academic Rules and Regulations*) of the Rules and as per the Examination schemes approved by Board of Studies 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 the Academic Calendar, the Mid-Semester and End-Semester Examinations shall be conducted for every theory course. Each examination shall consist of a theory paper of 50 marks with a duration of 2:00 hours or 2:30 hours, as specified in the examination scheme approved by the respective Board of Studies.
4. The marks obtained in MSE and ESE out of 50 each shall be proportionately converted to 30 marks each for calculating the final course marks.
5. Practical examination shall be conducted for every practical course, seminar and Project, at the end of the semester.

Odd Semester [Semester I]	Exam Pattern for Odd and Even semester						Even Semester [Semester II]	
	Examination	Theory				Practical		
		ISE I	MSE	ISE II	ESE	ISE		ESE
	Contribution	As Prescribed in the Course Structure						
	Marks	Specified by Course Teacher	50 Marks	Specified by Course Teacher	50 Marks	Specified by Course Teacher		As Prescribed in the Course Structure
	Duration	Specified by Course Teacher	2 Hrs.	Specified by Course Teacher	2 Hrs. (*2.5 Hrs.)	Specified by Course Teacher		As Prescribed in the Course Structure
	Conduction	Department	COE Office	Department	COE Office	Department		COE Office

*- Specific Courses

ISE = In semester Evaluation, MSE = Mid-Semester Examination, ESE = End Semester Examination

Exam Pattern for Odd and Even semester



4.2 IN-SEMESTER EVALUATION (ISE):

1. In-Semester Evaluation (ISE) is an academic activity conducted by the Course Teacher / Course Coordinator under the supervision of the Head of the Department (HoD) and the Dean (Academics).
2. The planning, conduct, and evaluation of ISE shall not fall under the direct purview of the COE Office.
3. The role of the COE Office in ISE shall be limited to processing, verification, and record-keeping of ISE marks received from the respective departments through the Departmental Examination Coordinator (DEC).
4. The DEC shall submit consolidated ISE mark lists of all courses to the COE Office within the notified timelines for examination eligibility verification, hall ticket generation, and result processing.
5. Students whose ISE performance is below the prescribed minimum [16 out of 40] shall be assigned an “XX” grade by the concerned department.
6. The list of such students, approved by the Dean (Academics), shall be communicated to the COE Office in the prescribed format.
7. Based on the information received, the COE Office shall declare examination ineligibility and shall not issue hall tickets for the End-Semester Examination (ESE) of the concerned course.
8. The COE Office shall not modify, reassess, or adjudicate ISE marks and shall act solely on the authenticated data submitted by the departments.

4.3 CONSEQUENCES OF FAILURE IN IN-SEMESTER EVALUATION

1. A student shall secure a minimum of 40% marks in the In-Semester Evaluation (ISE) of each course, i.e., a minimum of 16 marks out of 40, to become eligible to appear for the End-Semester Examination of that course.
2. A student who secures less than the prescribed minimum marks in ISE or fails to complete the prescribed ISE activities within the notified schedule shall be declared failed in ISE and shall be assigned an “XX” grade in the concerned course.
3. A student awarded an “XX” grade shall be ineligible to appear for the End-Semester Examination and the Make-Up Examination of the concerned course.
4. No hall ticket shall be issued to such a student for the End-Semester Examination or Make-Up Examination of the concerned course.
5. All prescribed ISE activities shall be completed within the academic schedule notified for the semester. No remedial ISE, re-ISE or post-semester improvement opportunity shall be provided after the finalisation and submission of ISE marks.
6. A student awarded an “XX” grade shall be required to re-register for the concerned course when it is offered subsequently and fulfil the prescribed attendance, ISE and other assessment requirements afresh.
7. The concerned department shall submit the authenticated list of students awarded an “XX” grade to the COE Office within the notified timeline, after approval by the Dean (Academics).

8. The COE Office shall process examination eligibility, hall tickets and results strictly based on the authenticated information submitted by the Academic Office or concerned department.

4.4 CONDUCT OF MID/END SEMESTER AND MAKE-UP EXAMINATION

1. The Controller of Examinations (COE) shall prepare and notify the Institute-level timetable for the Mid-Semester Examination (MSE), End-Semester Examination (ESE), and Make-Up Examination in accordance with the Institute Academic Calendar.
2. The conduct of MSE/ESE/Make-Up Examination at each examination centre shall be supervised by the Senior Supervisor, who shall ensure proper seating arrangements, discipline, and smooth conduct of examinations as per the approved schedule.
3. The COE Office shall arrange and supply all examination materials, including answer books and related stationery, to the Senior Supervisor as per requisition and schedule.
4. Question papers, sealed and secured by the COE Office, shall be issued to the Senior Supervisor strictly as per the prescribed procedure, ensuring confidentiality and security.
5. The Senior Supervisor shall ensure timely distribution of question papers and answer books to the Junior Supervisors and shall oversee the conduct of the examination in all allotted rooms/halls.
6. Special provisions such as writer assistance, extra writing time, or other approved accommodations for eligible candidates (PwD / medical / extraordinary cases) shall be implemented strictly based on prior approval granted through the COE Office.
7. After completion of the examination, the Senior Supervisor shall collect, verify, and consolidate answer books course-wise and class-wise and submit them to the COE Office as per the notified schedule, obtaining due acknowledgement.
8. Upon receipt, the COE Office shall carry out coding, masking, and bundling of answer books and forward them to the Central Assessment Centre (CAC) for evaluation as per prescribed procedures.
9. The model answers and marking scheme, after due approval, shall be made available to students as per the guidelines issued by the COE Office.

4.5 ELIGIBILITY TO APPEAR FOR MSE/ESE/MAKE-UP EXAMINATION

1. A student shall be eligible to appear for the MSE, ESE, and Make-Up Examination of a course only if the academic requirements prescribed by the Institute are fulfilled.
2. A student shall be eligible to appear for the Mid-Semester Examination (MSE) in a course only if he/she has secured a minimum attendance of 50% in that course.
3. A student shall be eligible to appear for the End-Semester Examination (ESE) in a course only if he/she has secured a overall minimum attendance of 75% in that course, as certified by the concerned department.
4. Eligibility shall be determined based on compliance with In-Semester Evaluation (ISE) requirements and other academic conditions approved by the Academic Council.
5. A student shall be eligible to appear for the ESE or Make-Up Examination of a course only after securing the prescribed minimum passing marks in the ISE of that course.

6. A student who fails in ISE shall be assigned an “XX” grade and shall not be permitted to appear for either the ESE or Make-Up Examination of the concerned course. Such a student shall re-register for the course when it is offered subsequently.
7. Presence in both the Mid-Semester Examination and End-Semester Examination shall be mandatory for completion of the regular assessment of a theory course.
8. A student who has passed ISE but remains absent in either the MSE or ESE shall be assigned an “II” grade in the concerned course.
9. A student awarded an “II” grade due to absence in MSE or ESE shall be eligible to appear for the subsequent Make-Up Examination, subject to the prescribed conditions and payment of the applicable examination fee.
10. A student shall not be declared pass in a theory course based only on the combined MSE and ESE marks unless the student has appeared in both MSE and ESE.
11. The COE Office shall process eligibility, hall tickets, and results strictly on the basis of authenticated data submitted by the office of Dean Academics

4.6 SPECIAL ARRANGEMENTS (PWD / MEDICAL / EXTRAORDINARY)

1. Special examination arrangements may be provided to eligible students with disabilities (PwD), certified medical conditions, or extraordinary circumstances, as per institutional provisions and Government of Maharashtra regulations.
2. Students with benchmark disabilities or medically certified conditions may receive:
 - a. Extra writing time (typically 15 to 30 minutes)
 - b. Permission for a scribe/writer (as per eligibility and certificate)
 - c. Separate seating arrangements or accessible seating
 - d. Use of assistive devices (as approved)
 - e. Alternative modes of assessment where required (written/oral) with proper approval of Chairman of IEC committee
 - f. Any other academic accommodation permitted under regulations
3. Eligibility requires submission and verification of:
 - a. A valid disability certificate / medical certificate
 - b. Issued by a competent authority (e.g., Civil Surgeon / Government Medical Board)
4. PwD students who write at a significantly slower pace may be permitted additional writing time (15–30 minutes per course), subject to approval through the prescribed process.
5. All provisions shall be implemented as per the Government of Maharashtra Higher & Technical Education Department GR dated 04 March 2017 and related applicable rules.
6. The examination authorities shall ensure that assistance is provided while maintaining confidentiality, dignity, fairness, and equal opportunity.

4.7 CONDUCT OF EXAMINATION FOR BRIDGE/ADDITIONAL/EQUIVALENT COURSES

1. Bridge / Additional / Equivalent Course examinations shall be conducted for the following categories of students, based on approvals issued by the Dean (Academics) and concerned Department:
 - a. Branch Transfer students (lateral transfer between departments/programmes)
 - b. Direct Second Year (DSE) admitted students

- c. Readmitted students (gap/term drop/repeat term cases)
- d. Students requiring curriculum/credit equivalence due to revised scheme or NEP transition
2. The schedule for Bridge / Additional / Equivalent Course examinations shall be declared by the COE Office and shall normally be conducted after the completion of the regular End-Semester Examination (ESE).
3. Students failing in an Odd Semester Bridge Course examination shall re-appear for that course during the subsequent Even Semester Bridge Course Examination. Students failing in an Even Semester Bridge Course examination shall be examined immediately after the Make-Up Examination, as per the notified schedule.
4. Bridge Course examinations are treated as regular examinations for the concerned students. However, the student's Semester Grade Card shall be printed only after the declaration of Bridge Course results, and such results shall form an integral part of the academic record.
5. The COE Office shall conduct the examination and declare results only based on the authenticated and approved list of eligible students received from the Office of Dean (Academics) and the respective Head of Department.
6. Students are not automatically eligible for exemption, grade waiver, or subject replacement. Any such request must undergo approval by:
Course Coordinator → HoD → Dean (Academics) → COE (for exam processing only)
7. Re-registration / Make-Up Examination for Bridge Courses shall be permitted only when approved academically. The COE Office shall process the result or re-exam eligibility strictly as per the approved list; it shall not decide academic suitability.
8. Attendance or ISE criteria for Bridge Courses shall be governed by the academic approvals of the Dean (Academics). The COE Office shall process examinations only upon receipt of eligibility confirmation.

4.8 GUIDELINES TO SENIOR (SR.) SUPERVISOR:

1. The Controller of Examinations (COE) shall prepare and notify the Institute-level timetable for the Mid-Semester Examination (MSE), End-Semester Examination (ESE), and Make-Up Examination in accordance with the Institute Academic Calendar.
2. The Senior Supervisor shall be responsible for the overall conduct, discipline, and supervision of the examination at the allotted examination centre, including seating arrangements, strictly as per the instructions issued by the COE Office.
3. The COE Office shall supply sealed question papers and required examination materials to the Senior Supervisor as per the prescribed procedure, ensuring confidentiality and security.
4. After completion of the examination, the Senior Supervisor shall collect, verify, and submit the answer books course-wise to the CAC Coordinator as per the notified schedule and prescribed procedure.

4.9 DUTIES OF JUNIOR (JR.) 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, notebooks 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.

4.10 DUTIES OF THE RELIEVER

A Reliever is usually the faculty/staff who temporarily replaces a Junior Supervisor/Invigilator during an exam to allow short breaks or handle urgent needs, while ensuring security and smooth conduct. Duties of the Reliever as follows:

1. Report to the Senior Supervisor at least 20 minutes before the examination begins and sign the attendance/register for relievers.
2. Collect the list of blocks/halls where relief may be required.
3. Relieve a Junior Supervisors (Invigilator) in the assigned block whenever a short break, urgent call, or any unforeseen situation arises.
4. Maintain strict vigilance over students during the relief period to prevent malpractice, copying, or use of prohibited material.
5. Ensure no disruption of examination discipline while changing over with the Junior Supervisor.
6. During relief, check that no extra/unauthorized material is brought in or taken out of the hall.
7. Immediately report any suspected malpractice or unfair means observed during the relief period to the Senior Supervisor.
8. When the Junior Supervisor returns, hand over the block smoothly (including any extra sheets issued, answer books collected, or incidents noted).
9. Sign off in the Reliever's Attendance/Log Register at the end of duty.

4.11 CONTINGENCY & EMERGENCY PROTOCOLS DURING EXAM

1. In case of any unforeseen contingency or emergency during examinations (such as power failure, natural calamity, medical emergency, or other disruptions), the Senior Supervisor shall take immediate steps to ensure the safety of students and staff.
2. The Senior Supervisor may take temporary measures to maintain the continuity and integrity of the examination and shall report the incident immediately to the COE Office.
3. The Controller of Examinations (COE) shall decide further action, including continuation, rescheduling, or re-examination, in consultation with the competent authority.
4. All decisions taken under emergency conditions shall be binding and uniformly applicable to all affected candidates.

4.12 GUIDELINES TO CENTRAL ASSESSMENT CENTER COORDINATOR

1. The Central Assessment Centre (CAC) Coordinator shall be responsible for the overall coordination and smooth conduct of the assessment process, strictly in accordance with the instructions issued by the Controller of Examinations (COE).
2. The CAC Coordinator and required supporting staff shall be appointed by the COE for effective functioning of the Central Assessment Centre.
3. The CAC Coordinator shall receive answer books course-wise from the Senior Supervisor, ensure proper verification, and maintain secure custody and confidentiality of all examination materials.
4. The CAC Coordinator shall ensure systematic distribution and collection of answer books to and from evaluators, strictly following the prescribed procedures.
5. Assessment work is mandatory for all faculty members of ADCET as assigned by the COE, and the CAC Coordinator shall ensure compliance.
6. The CAC Coordinator shall ensure that assessment is completed fairly, uniformly, and within the stipulated timelines prescribed for result declaration.
7. The normal working hours of the CAC shall be from 9.00 AM to 5.00 PM. However, depending on the quantum of work and result declaration timelines, working hours may be extended as decided by the COE.
8. Any discrepancy, irregularity, or issue observed during the assessment process shall be immediately reported to the COE Office.

4.13 ASSESSMENT PROCEDURE

1. Assessment work is mandatory for all faculty members of ADCET as assigned by the COE.
2. After receiving the assessment order for answer books, the assessor shall treat the order as strictly confidential and shall not disclose it to anyone. (Refer Form No. E19)
3. Report to the Central Assessment Cell (CAC) at the designated time.
4. Submit the "Evaluator's Declaration" form provided by CAC officials. (Form No. E20)
5. Collect sealed bundle of answer books from CAC Director/officials; count all the answer books in the bundle. If there is any discrepancy in the number of answer books, clarify it with CAC officials on the spot. If any answer book is found unmasked, contact the coordinator for masking and ensure masking is completed before assessment. Do not accept or assess any unmasked answer book.
6. Collect the question paper and the approved solution/marking scheme for the course from the CAC Director/officials.

7. Do not begin assessment of any answer book without the approved solutions/markings scheme.
8. Award stepwise marks for each solved question according to the approved marking scheme.
9. Transfer the awarded marks carefully to the front page of the answer book and ensure the total marks are added correctly.
10. Record marks in two-digit format (e.g., 00, 01, 02, 03 ...). Write 00 for a completely incorrect answer. Write -- (double dash) for any question not attempted by the examinee. Avoid writing marks as single digits (e.g., do not write 0, 1, 2; use 00, 01, 02 instead).
11. Assess the answers in terms of marks only — the assessor shall not write comments, remarks, or any additional markings on the answer book.
12. Sign and write your name clearly in the space provided on the front page of the answer book after completing the assessment.
13. 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
14. After completing the evaluation, hand over the valued answer books to CAC Centre.

4.14 SCRUTINY PROCEDURE:

1. The CAC Director shall assign the task of scrutiny of answer books to the designated Junior Clerk / appointed staff under his supervision.
2. The appointed staff shall verify that the examinee has attempted the questions correctly considering the internal choices provided and shall check whether the marks awarded by the assessor correspond accurately to the marks allotted to each question.
3. The appointed staff shall ensure that all questions and sub-questions attempted by the student are valued and awarded marks appropriately.
4. In case of any discrepancy or omission, the appointed staff shall report immediately to the CAC Director, who will get the issue corrected by the concerned examiner.
5. The appointed staff shall specifically check for moderation cases in each bundle of answer books:
 - Case 1: Answer books with obtained marks > 15 and < 19
 - Case 2: Answer books with obtained marks > 35
 - Additionally, two random answer books shall be checked from the remaining bundle.
 - All moderation cases shall have their marks masked and be handed over to another examiner for moderation.

6. After scrutiny is completed, the CAC Director shall hand over the scrutinized answer books to the COE Office as per the prescribed schedule.

4.15 CONDUCT OF 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 COE.
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.
11. For First-Year examinations, the Practical/Oral Examination (POE) shall be conducted by examiners appointed from within the institute only.

4.16 DISPLAY OF MARKS:

After receiving the masked answer books from the CAC Director, the COE Office shall:

1. Arrange for unmasking of the answer books in a secure and confidential manner.
2. Prepare the mark lists for each course/programme based on the verified and moderated marks.
3. Forward the final mark lists to the respective Heads of Departments (HoDs) for record keeping and internal academic processes.
4. Display the marks to students through the official institute portal/website or by other approved notification methods within the scheduled timeline announced by the COE Office.

5	ASSESSMENT, GRADING AND AWARD OF DEGREE
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5.1 PASSING CRITERIA

There shall be no separate minimum passing marks for MSE and ESE. For passing a theory course, a student shall secure a minimum of 16 marks out of 40 in ISE and a minimum of 24 marks out of 60 in the combined MSE and ESE component. Presence in both MSE and ESE shall be mandatory.

A student absent in either MSE or ESE shall be assigned an “II” grade and shall not be declared pass in the course, irrespective of the combined marks obtained. Passing separately in ISE and in the combined MSE–ESE component is mandatory.

For every course, student must secure minimum 40% marks 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 (40%)	16 (Out of 40)	24 (Out of 60)		20	20

5.2 GRADING SYSTEM (RELATIVE GRADING SYSTEM-STATISTICAL METHOD):

If the number of registered students is twenty (20) or more, Relative Grading shall apply.

Grade Table for Regular Semester			
Letter Grade	Grade Determination Range	Grade Point	Description of performance
AA	$M \geq K_1$	10	Excellent
AB	$K_1 > M \geq K_2$	9	Very Good
BB	$K_2 > M \geq K_3$	8	Good
BC	$K_3 > M \geq K_4$	7	Fair
CC	$K_4 > M \geq K_5$	6	Above Average
CD	$K_5 > M \geq K_6$	5	Average
DD	$K_6 > M \geq K_7$	4	Below Average
FF	$M < K_7$	0	Fail

XX	--	0	Detained, Re-register for course
II	---	--	Incomplete (absent in MSE/ESE examination), eligible for Make-Up examination
PP	---	--	Passed (Audit Course)
NP	---	--	Not Passed (Audit Course)
DR	---	--	Dropped Out

Where M- Marks obtained out 100 for each course

TM- Combined weighted theory marks obtained out of 60 in the Mid-Semester Examination and End- Semester Examination

PM- Practical Marks obtained out of 25 or 50 for each course

K₁- If Average marks for first top 10% students from respective course. If average marks of first top10% students are less than 80 Marks, then K₁ is highest mark for student in that course.

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

$$k_2 = k_1 - c$$

$$k_3 = k_2 - c$$

$$k_4 = k_3 - c$$

$$k_5 = k_4 - c$$

$$k_6 = k_5 - c$$

$$k_7 = 40$$

Note: The same Grade Table and Grade Determination Range as prescribed for the regular semester shall be uniformly applied to Make-Up Examinations to ensure academic consistency, fairness, and parity in evaluation.

In courses with low enrolment (Bridge Courses / Additional / Equivalent Courses / Special Academic Cases) where the number of registered students is less than twenty (20), the course shall be evaluated using the Absolute Grading method.

Marks (% of Total)	Grade	Grade Point
≥ 90%	AA	10
80 – 89%	AB	9
70 – 79%	BB	8
60 – 69%	BC	7
50 – 59%	CC	6
45 – 49%	CD	5
40 – 44%	DD (Pass)	4

< 40%	FF (Fail)	0
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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 make-up 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 POLICY FOR AWARD OF GRACE MARKS FOR COURSE PASSING

5.4.1 Applicability

- Grace marks may be awarded only in the End-Semester Examination (ESE) or Make-Up Examination (MU Examination) to enable a student to pass a course and consequently clear the concerned semester.
- Grace marks may be awarded in a maximum of two courses in a semester.
- Grace marks shall not be treated as a right of the student and shall be awarded strictly in accordance with the rules approved by the Academic Council and/or Institute Examination Committee (IEC).

5.4.2 Eligibility Conditions

- The student shall have secured the prescribed minimum passing marks in the In-Semester Evaluation (ISE) of the concerned course.
- For the regular examination, the student shall have appeared in both the Mid-Semester Examination (MSE) and End-Semester Examination (ESE) of the concerned course.
- For the Make-Up Examination, the student shall have appeared for the complete Make-Up Examination of the concerned course.

- The shortfall in the prescribed passing marks shall be within the permissible grace-mark limit applicable to the concerned curriculum revision.
- Grace marks shall be awarded only when their addition enables the student to pass the concerned course and consequently clear the semester.
- Grace marks shall not be awarded in ISE, practical examination, oral examination, project, dissertation, seminar, internship, industrial training or any other course component not having a written examination.

5.4.3 Extent of Grace Marks

- A maximum aggregate of four (4) grace marks may be awarded to a student in a semester.
- Grace marks may be awarded in a maximum of two courses.
- A maximum of three (3) grace marks may be awarded in any one course.
- Accordingly, the permissible maximum distribution of grace marks shall be 3+1, 2+2, or 3+0, depending on the actual shortfall.
- For the regular examination, grace marks shall be added to the combined MSE and ESE marks out of 60 and shall not be assigned separately to either the MSE or ESE component.
- Grace marks shall not be awarded in the In-Semester Evaluation (ISE) component.
- In the case of the Make-Up Examination, the marks obtained out of 100 shall first be proportionately converted to 60 marks. Grace marks, wherever admissible, shall be added to the converted Make-Up Examination marks out of 60.
- Grace marks shall be awarded only when their addition enables the student to pass the concerned course or courses and consequently clear the concerned semester.
- If the student does not clear the semester even after the proposed award of grace marks, no grace marks shall be granted.

5.4.4 Restrictions

- Grace marks shall not be awarded to a student whose result is withheld or against whom disciplinary action or an unfair-means/malpractice case is pending or has been established for the concerned examination.
- A student who has availed grace marks shall not be eligible for merit awards, ranks or medals based on the concerned examination result.
- Grace marks shall not be considered for CPI improvement, class improvement or for securing a higher class.

5.4.5 Result Indication:

- The award of grace marks shall be indicated by a “+” sign preceding the grade in the Grade Card and Ledger Copy of the concerned examination.

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 totalling 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 POLICY FOR AWARD OF GRACE MARKS FOR GETTING HIGHER CLASS

A Final Year B.Tech. candidate shall be eligible for class improvement grace marks under the following conditions:

- The student's overall result is "Pass."
- The student has obtained at least a "DD" grade in all courses of the Final Year (both semesters, if applicable).
- The student has not received any benefit of grace marks under Clause 5.4 during the last (8th) semester of the undergraduate program.
- The student's Cumulative Performance Index (CPI) is short of the required threshold for securing the next higher class (e.g., Second Class or First Class).

If the above eligibility conditions are met, the student may be awarded grace marks as follows:

- Up to 01% (one percent) of the aggregate marks of the last semester of the program OR a maximum of 10 (ten) marks — whichever is less — shall be granted to elevate the student to the next higher class or grade, as applicable.

Methodology for Implementation:

1. The benefit of the above-mentioned grace marks shall be extended only for examinations where the provision for award of class is prescribed, i.e., the final year of the Undergraduate (UG) program.
2. A student who has applied for CPI (Cumulative Performance Index) improvement shall not be eligible to receive the benefit of grace marks for obtaining a higher class.
3. The grace marks awarded shall be indicated using the symbol ‘**’ placed in front of the Result and Grade on the Grade Card and in the Ledger copy of the concerned examination.

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

Conversion of CPI into Equivalent Percentage

Where an equivalent percentage is required, it shall be calculated using the following formula:

$$\text{Equivalent Percentage} = (\text{CPI} - 0.75) \times 10$$

The equivalent percentage shall be used only for official certification or comparison purposes and shall not alter the CPI, class or degree classification of the student.

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

The CPI Improvement Policy is intended to provide a one-time academic opportunity to students who have successfully earned all the credits prescribed for their programme but have not attained the minimum Cumulative Performance Index (CPI) required for the award of the degree. Under this policy, eligible students may improve their CPI by reappearing for selected courses having written examinations, subject to the prescribed eligibility conditions, course limits, examination procedure, and approval of the competent authority. The policy aims to support deserving students while maintaining fairness, transparency, and the academic standards of the Institute.

Accordingly, the following eligibility conditions and provisions shall apply:

- A student who has earned all the credits prescribed for the respective programme and has obtained a CPI greater than or equal to 4.00 but less than 4.75 shall be eligible for CPI improvement.

- The student may appear for improvement examinations in a maximum of five previously passed courses having a written examination.
- The courses may be selected from the Sixth, Seventh and/or Eighth Semesters.
- Courses involving only practical, oral, project, mini-project, seminar, internship, industrial training, or similar components shall not be eligible for CPI improvement.
- Once the courses are selected and the application is approved, the selected courses shall not be changed.
- The CPI improvement examinations shall be conducted only after the completion and declaration of the results of the Eighth Semester Make-Up Examination, according to a separate schedule notified by the Examination Section.
- The examination shall be based on the entire syllabus of the selected course and shall follow the examination pattern prescribed in the applicable curriculum.
- The better grade obtained between the original examination and the CPI improvement examination shall be considered for recalculating the CPI.
- For eligibility for the award of the degree, the revised CPI under this policy shall be restricted to 4.75, even if the CPI calculated after the improvement examinations exceeds 4.75.
- This opportunity may be availed only once and before the issuance of the Final Degree Certificate by Shivaji University, Kolhapur.
- If a student is found involved in any malpractice during the CPI improvement examination, the case shall be dealt with in accordance with the applicable unfair-means and malpractice provisions of these Rules and Regulations.
- The student shall be eligible for the award of the degree only after attaining the prescribed minimum CPI and fulfilling all other academic and examination requirements specified in these Rules and Regulations.

5.9 CONDITIONS FOR AWARD OF B. TECH 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 ≥ 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.
- 4) Students availing Early Exit / Certificate / Diploma (as permitted under NEP-2020 Multiple Entry–Exit Framework) shall be awarded the respective credential only after fulfilling the specified credit, skill, and assessment requirements.

5.10 NOMENCLATURE OF AWARD / DEGREE TITLE TO BE PRINTED ON GRADE CARD

The degree title printed on the Grade Card, Provisional Certificate, and Final Degree Certificate shall strictly adhere to the nomenclature approved by:

- The Board of Studies (BoS)
- The Academic Council

- The Governing Body
- Applicable guidelines issued by UGC / AICTE / NEP-2020

The award nomenclature shall reflect the exact academic pathway completed by the student.

The nomenclature printed on the Grade Card/Degree Certificate shall be as per the programme structure, credit requirements, and approvals of the Academic Council / IEC and applicable statutory guidelines, as amended from time to time.

Depending on the structure of the programme, one of the following titles shall appear:

Table: Nomenclature of Award / Degree Title (Including Early Exits Under NEP-2020)

Sr. No.	Academic Pathway Completed	Degree Title to be Printed on Grade Card / Degree Certificate	Remarks
1.	Early Exit – After 1st Year	Undergraduate Certificate in [Programme Name]	Successfully completed 1st year (36–40 credits)
2.	Early Exit – After 2nd Year	Undergraduate Diploma in [Programme Name]	Successfully completed 2 years (72–80 credits)
3.	Regular B.Tech Programme	B.Tech. in [Programme Name]	For students completing core programme requirements only.
4.	B.Tech with Single Minor	B.Tech. in [Programme Name] with Minor in [Minor Area]	Minor as per approved NEP/Academic Council structure.
5.	B.Tech with Double Minor	B.Tech. in [Programme Name] with Double Minor in [Minor 1] and [Minor 2]	Applicable only if double minor scheme is approved and successfully completed.
6.	B.Tech (Honours)	B.Tech. (Honours) in [Programme Name]	Honours track as per additional credit / performance norms.
7.	B.Tech (Honours by Research)	B.Tech. (Honours by Research) in [Programme Name]	For students completing approved Honours by Research pathway (research credits, thesis, etc.).
8.	B.Tech (Honours) with Single Minor	B.Tech. (Honours) in [Programme Name] with Minor in [Minor Area]	Both Honours and Minor requirements must be fully completed.
9.	B.Tech (Honours) with Double Minor	B.Tech. (Honours) in [Programme Name] with Double Minor in [Minor 1] and [Minor 2]	Only where Academic Council has explicitly permitted this combination.

5.11 CLASS IMPROVEMENT POLICY FOR AWARD OF SECOND CLASS, FIRST CLASS AND FIRST CLASS WITH DISTINCTION

1. A student who has passed the undergraduate programme, earned all the credits prescribed for the respective programme and is eligible for the award of the degree may apply for Class Improvement for upgrading the final classification to Second Class, First Class or First Class with Distinction.
2. Class Improvement shall be permitted only before the issuance of the Final Degree Certificate by Shivaji University, Kolhapur.

3. The Class Improvement opportunity may be availed only once and within a maximum period of two academic years from the date of declaration of the final semester result, subject to the condition specified in Point 2.
4. This policy shall apply only to the improvement of the final class and shall not be used for clearing up failed courses or pending backlogs.
5. A student having any pending backlog, re-examination, result grievance or unresolved examination-related case shall not be eligible to apply for Class Improvement until the concerned matter is resolved and the student is declared to have passed the programme.
6. A student may select a maximum of five previously passed courses having a written examination from the Sixth and/or Seventh and/or Eighth Semester.
7. Practical courses, oral examinations, projects, mini-projects, seminars, internships, industrial training and other courses not having a written examination shall not be eligible for Class Improvement.
8. Once the courses are selected and the application is approved, the selected courses shall not be changed.
9. The Class Improvement Examination shall be based on the entire syllabus of the selected course and shall follow the question-paper pattern prescribed for full-syllabus examination pattern under the applicable curriculum.
10. The student shall apply in the prescribed format to the COE Office, obtain approval from the Head of the Department and Dean (Academics), and pay the prescribed examination fee within the notified schedule.
11. The grades obtained in all the selected courses during the Class Improvement Examination shall be considered together for calculating the revised CPI. Selective retention or replacement of grades among the selected courses shall not be permitted.
12. The higher of the original CPI and the revised CPI obtained after the Class Improvement Examination shall be considered for declaration of the final result and classification.
13. Where the revised CPI is higher than the original CPI, the revised CPI and corresponding class shall replace the earlier CPI and classification in the Institute records.
14. If the revised CPI does not result in a higher class, the original CPI and classification shall remain unchanged.
15. If a student is found involved in malpractice during the Class Improvement Examination, the case shall be dealt with under the applicable unfair means and malpractice provisions of these Rules and Regulations.
16. The detailed schedule, examination mode, application procedure and other operational instructions shall be notified separately by the COE Office.

5.12 PROVISIONAL DEGREE

A Provisional Degree Certificate shall be issued to a student who has successfully completed all academic and administrative requirements for the award of the degree and is awaiting the formal convocation.

1. The Provisional Degree shall be issued only after verification that the student has:
 - a. Cleared all prescribed courses and credit requirements.
 - b. No pending revaluation, disciplinary, or examination-related cases.
 - c. Submitted the No-Dues Certificate from all concerned departments.

2. The Provisional Degree shall remain valid until the official Convocation of the University, at which the final Degree Certificate will be conferred.
3. The format of the Provisional Degree shall be as per Proforma R-10 approved by the Institute Examination Committee (IEC).
4. The Provisional Degree shall not be treated as a substitute for the final Degree Certificate; it is a temporary transitional document for academic and employment purposes.

5.13 PRESERVATION OF ASSESSED ANSWER BOOKS

All valued answer books shall be preserved for eight consecutive semesters in examination cell. Digital or scanned records, wherever applicable, shall follow the same preservation timeline.

6	UNFAIR MEANS / MALPRACTICE AT EXAMINATION
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6.1 GENERAL PROVISIONS

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

The following authorities shall be responsible for supervising, controlling, and taking decisions related to examination conduct, assessment, and malpractice handling within their respective jurisdictions. All decisions shall be recorded and communicated through the Controller of Examinations (COE).

6.2.1 Authority at Examination Centre

The Senior Supervisor shall be the primary authority at the Examination Centre.

- Ensures smooth conduct of MSE/ESE/Make-Up examinations.
- Maintains discipline, seating arrangement, attendance, and distribution/collection of answer books.
- Reports suspected unfair means cases immediately to the COE Office in prescribed formats.
- May take immediate preventive action (seating change, material seizure, written statements, etc.) to avoid escalation.
- The Senior Supervisor shall forward the report to the COE for further action as per rules.

Reporting Line:

Junior Supervisor → Senior Supervisor → COE → PIC / GRDC (if required)

6.2.2 Authority at Central Assessment Centre (CAC)

The CAC Coordinator shall be the competent authority during assessment and scrutiny.

- Responsible for allocation of answer books, evaluator assignments & masking/coding confidentiality.
- Oversees adherence to evaluation timelines, result submission, and documentation.
- Identifies and reports discrepancies (error, negligence, or suspected malpractice) to the COE.
- For suspected academic misconduct by faculty/evaluator, the CAC Coordinator shall forward the case to the Primary Investigation Committee (PIC) through COE.

Reporting Line:

Evaluator/Assessor → CAC Coordinator → COE → PIC / GRDC (if required)

6.2.3 Authority in Paper Setting and Printing

The following authorities shall control confidentiality, authorization and secure handling of question papers:

- COE – Overall custodian of question paper setting, moderation, printing, sealing, and secure storage.
- Question Paper Setter / Moderator – Responsible for academic integrity, correctness & confidentiality of content.
- Designated Confidential Printing Officer / Vendor – Executes printing & sealing under approval of COE.

Any breach, sharing, leakage, unauthorized copying, or confidentiality violation shall be reported to the COE and forwarded to the Grievance Redressal and Discipline Committee (GRDC) for appropriate disciplinary action.

Reporting Line:

Paper Setter / Moderator / Confidential Printing Staff → COE → GRDC (for action)

6.3 PROCEDURES FOR HANDLING UNFAIR MEANS / MALPRACTICE CASES

To maintain the integrity and fairness of examinations, any incident of unfair means or malpractice shall be dealt with as per Institute rules and the Maharashtra Malpractices Act, 1982. Cases reported during examination, assessment, or paper setting/printing shall be recorded, verified, and forwarded to the competent authorities for action. Each implicated person shall be given an opportunity to explain their case, and decisions will be taken through the prescribed committees based on evidence and due process.

6.3.1 Procedure at Examination Centre

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

1. The student shall be asked to immediately surrender to the Senior Supervisor any unfair means material found in his/her possession, along with the current answer book.
2. The signature of the concerned examinee shall be obtained on all seized material and the list of such material. The concerned Invigilator/Junior Supervisor shall also sign all relevant material and documents, which shall then be countersigned by the Senior Supervisor.
3. The answer book along with the seized unfair means material shall be removed and clearly marked as “Suspected Unfair Means Case / Copy Case.”
4. Obtain the student’s undertaking in Form No. E-24, stating that the decision of the competent authority in his/her case shall be final and binding, and then allow the student to continue with the ongoing examination.
5. Obtain the statement of the concerned Invigilator/Junior Supervisor in Form No. E-23. The Head of the concerned Department shall review the case and add forwarding remarks in the same format. If the examinee refuses to make a statement or to give the undertaking, the concerned Invigilator/Junior Supervisor and the Head of Department shall record this refusal and sign accordingly.
6. Issue a show-cause notice to the examinee in Form No. E-25, instructing him/her to appear

- before the Primary Investigation Committee (PIC) for further inquiry.
7. In cases of impersonation or violence, the concerned examinee shall be immediately expelled from the examination hall and not allowed to appear for any remaining examinations. The action taken shall be reported in writing to the COE Office without delay.
 8. All materials and documents — including the seized materials and list of items (as per clause a), the statement of the examinee (Form No. E-22), the undertaking of the examinee (Form No. E-24), and the statement of the Invigilator/Junior Supervisor (Form No. E-23) with forwarding remarks of the Head of Department — shall be forwarded by the Head of the concerned Department to the Senior Supervisor in a separate, sealed, and confidential envelope clearly marked “Unfair Means Case / Copy Case.”
 9. In the case of oral unfair means, the Invigilator / Junior Supervisor and/or other authorized personnel shall record the facts in writing and report the case through the Head of the concerned Department and the Senior Supervisor to the COE Office.
 10. Upon receiving the case from the Head of the concerned Department, the Senior Supervisor shall examine the documents and, if a prima facie case of malpractice is established, shall forward it to the Primary Investigation Committee (PIC).
 11. The Senior Supervisor or the designated officer shall act as the Presenting Officer of the case before the PIC, and where required, before the police authorities or the Court of Justice, until the case is finally disposed of.

6.3.2 Procedure at Central Assessment Centre

During the assessment of answer books, if examiner suspects prima facie evidence that an examinee (or examinees) may have resorted to unfair means in the examination, the examiner shall:

1. Prepare and forward a detailed report describing the suspected unfair means, along with any supporting evidence and the examiner’s written opinion, to the CAC Coordinator.
2. The CAC Coordinator shall place the report and evidence in a separate, sealed, and confidential envelope clearly marked “Suspected Unfair Means Case” and forward it to the Grievance Redressal and Discipline Committee (GRDC) through the COE Office for further action.
3. If any staff member is suspected to be involved in malpractice or unfair means, the CAC Coordinator shall report the case to the Complaint Redressal Committee through the COE Office.
4. The CAC Coordinator shall act as the Presenting Officer for the case before the Complaint Redressal Committee, police authorities, or the Court of Justice, and shall pursue the matter until it is finally resolved and disposed of.

6.3.3 Procedure in Paper Setting / Printing

If any student, staff member, or any person involved in the process of paper setting or paper printing is found or suspected to be involved in malpractice or unfair means related to the confidentiality, preparation, or printing of question papers, the following procedure shall be followed:

1. The Controller of Examinations (COE) shall immediately document and report the case to the Grievance Redressal and Discipline Committee (GRDC) for further investigation and action.
2. The COE shall act as the Presenting Officer for the case before the GRDC and, where required, before the Complaint Redressal Committee, police authorities, or Court of Justice.
3. The COE shall pursue and represent the case until it is finally resolved and disposed of as per the rules and recommendations of the competent authorities.
4. 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.

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

6.4.1 For Examinee/Person Involved in Unfair Means

- a) For the purpose of investigating cases of unfair means resorted to by any examinee or person during examinations, the Governing body shall constitute a Grievance Redressal and Discipline Committee (GRDC). The GRDC shall function as an investigating and recommending body, examining the facts of the case, determining responsibility, and deciding the appropriate penal action after ensuring that reasonable opportunity for defence has been provided to the implicated student/examinee/person.
- b) The GRDC shall issue the final order(s) regarding the penal action to be taken against the implicated examinee/person, based on the evidence and findings.
- c) The GRDC shall conduct inquiries and determine punishments in accordance with the Guidelines for Imposing Punishments on Examinees/Others Involved in Unfair Means (Appendix–B). However, the Committee may adjust or quantify the severity of punishment depending on the seriousness and circumstances of the case.
- d) The implicated examinee shall be required to appear physically before the Committee and shall submit a written reply or explanation to the charges. The GRDC shall provide reasonable opportunity, including an oral hearing, to the examinee/person in his/her defence. The Committee shall consider the written reply and oral explanation before making its final decision.
- e) If, after receiving a show-cause notice, the implicated examinee fails to appear before the Committee on the scheduled date, time, and place, the Committee shall make its decision in absentia, based solely on the available evidence and documents. Such a decision shall be binding on the concerned examinee/person.
- f) As part of the disciplinary action, the Committee may also cancel institutional scholarships, rewards, prizes, medals, or any other recognitions awarded to the implicated examinee/person in that examination.
- g) The GRDC shall dispose of the case within three (3) working days from the last date of the examination, and in no case later than the declaration of Grade Points for the concerned students. The decision and/or order of penal action shall be communicated in writing to the

implicated examinee/person and simultaneously informed to the Director and the concerned officer/authority through whom the case was reported.

- h) The GRDC shall recommend the punishment to the Institute Examination Committee (IEC). The IEC shall review and approve the recommendation and forward it to the Academic Board for final noting and record.

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

- a) In the case of any paper setter, examiner, moderator, evaluator, teacher, or any other person associated with the conduct of examinations, if a report of malpractice along with primary supporting documents is received, the matter shall be investigated in detail. After the investigation, a report with findings and recommendations shall be submitted to the Grievance Redressal and Discipline Committee (GRDC). The concerned officer through whom the case originated shall act as the Presenting Officer before the Grievance Redressal and Discipline Committee (GRDC), and where required, before the police authorities and the Court of Justice, and shall pursue the case until it is finally resolved and disposed of.
- b) The implicated person shall be informed in writing of the alleged act of malpractice and/or lapses committed during the examination process and shall be summoned to appear before the Committee on a specified day, date, time, and place.
- c) All documents and evidence pertaining to the malpractice or lapses shall be shown to the implicated person, and reasonable opportunity, including an oral hearing, shall be provided for him/her to present a defence. The written reply / explanation submitted by the concerned person shall also be considered by the Committee before making its final report and recommendations.
- d) The Committee shall conduct the inquiry in accordance with the principles of natural justice, ensuring fairness and transparency throughout the proceedings.
- e) If the implicated person fails to appear before the Committee on the scheduled day, date, time, and place, the Committee shall take a decision in absentia, based on the available evidence and documents. Such a decision shall be final and binding on the concerned person.
- f) The Committee shall submit its report to the Governing Body (GB) along with its recommendations regarding the punishment to be imposed (if any), after taking into account the categories and severity levels prescribed in Appendix-B.
- g) Upon receiving the report and recommendations from the Grievance Redressal and Discipline Committee (GRDC), the Governing Body shall deliberate and pass appropriate orders as it deems fit. These may include granting the benefit of doubt, issuing a warning, exonerating the person from charges, or imposing one or more punishments in accordance with the categories specified in Appendix-B.

6.5 PUNISHMENTS FOR UNFAIR MEANS / MALPRACTICE

Penalties for malpractice shall be imposed based on the nature and severity of the offence. The Institute Examination Committee (IEC) / GRDC reserves the right to decide appropriate punitive

action in alignment with institutional rules, the Maharashtra Prevention of Malpractices Act (1982), and approved examination regulations.

6.5.1 Punishments for Examinees

A. Internal Semester Evaluation (ISE) / Class Tests / Practical & Oral Exams

In cases of copying or any type of malpractice/misconduct during Internal Semester Examinations (ISE), class tests, oral or practical examinations, the Head of the Department (HoD) shall be the competent authority to investigate and take disciplinary action, exercising due judgment in accordance with institute rules. The HoD may impose actions including score cancellation, grade penalty, or disqualification from the specific assessment, and shall report the action to the COE Office for record.

B. Mid-Semester Examination (MSE)

If a student is found indulging in copying or any form of malpractice during the MSE, the entire MSE performance of that student (all subjects in that term) shall be treated as cancelled.

C. End-Semester Examination (ESE)

If any student is found copying, possessing unauthorized material, using electronic devices, assisting others, or engaging in any malpractice during the ESE:

- The performance of the concerned subject shall be cancelled, OR in severe cases, the entire ESE performance (all subjects of that term) may be cancelled.
- and
- A fine between ₹5,000 to ₹10,000 shall be imposed depending on severity.

D. Oral / Practical Examinations

The rules applicable to ESE theory examinations shall also apply to Oral and Practical examinations. Cancellation of performance, fines, and further disciplinary actions may be enforced as per the decision of the competent authority.

The statement of the student shall be recorded in the prescribed Form No. E-28, and the statement of the invigilator shall be obtained in Form No. E-29 with the forwarding remarks of the Head of the concerned Department.

In cases of serious misconduct, such as violence, intimidation, group indiscipline, or any other grave matter where it is deemed necessary to take severe action, the HoD shall forward the case to the Grievance Redressal and Discipline Committee (GRDC) through the proper channel for further inquiry and penal decision.

6.5.2 Punishments for Paper Setter / Examiner / Evaluator / Staff

If a paper setter, examiner, evaluator, supervisor, reliever, or any examination-related staff member is found to be involved in negligence, malpractice, misconduct, or violation of examination rules, the punitive actions may be initiated depending on the severity of the case as mentioned in Appendix B.

6.5.3 Punishment in Case of Repeated or Severe Offences

Case Type	Punitive Measure
Repeated malpractice by a student	Cancellation of full semester + debarment for next exam
Serious fraud, impersonation, paper leak, digital cheating	Debarment for one academic year + police complaint if required
Violent misconduct / threats in exam hall	Suspension + complaint to disciplinary authority
Staff involvement in malpractice conspiracy	Removal from academic/exam duties + legal proceedings if applicable

6.5.4 Cancellation of Results, Scholarships, Awards, Medals

- In confirmed cases of malpractice, the student shall forfeit eligibility for:
 - Rank positions / merit lists
 - Academic awards and medals
 - Institute-funded scholarships & fee concessions
- The Institute reserves the right to:
 - Mark results as “Cancelled due to Malpractice”
 - Withhold grade card / result / provisional degree until disposal of the case

6.6 MALFUNCTIONING IN ISE AND ORAL/ PRACTICAL EXAMINATIONS:

Guidelines for Imposing Punishment on Examinees Caught Copying or Involved in Misconduct During ISE

1. In cases of copying or any type of malpractice/misconduct during Internal Semester Examinations (ISE), class tests, oral or practical examinations, the Head of the Department (HoD) shall be the competent authority to investigate and take disciplinary action, using his/her best judgment in accordance with institute rules.
2. The statement of the student shall be recorded in the prescribed Form No. E-28, and the statement of the invigilator shall be obtained in Form No. E-29 with the forwarding remarks of the Head of the concerned Department.
3. In cases of serious misconduct, such as violence, intimidation, group indiscipline, or any other grave matter where it is deemed necessary to take severe action, the HoD shall forward the case to the Grievance Redressal and Discipline Committee (GRDC) through the proper channel for further inquiry and penal decision.

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/>)

7.5 REVALUATION, PHOTOCOPY AND RESULT GRIEVANCE REDRESSAL**A. General Provisions**

1. Students may apply for Photocopy and Revaluation of answer books only after the declaration of results and within the prescribed schedule notified by the COE Office.
2. All applications must be submitted in the prescribed format, along with the applicable fee. Incomplete or late applications will not be accepted.
3. The photocopy and revaluation process will follow the timeline and workflow defined below.
4. No revaluation shall be permitted for Practical/Oral/Project/Term Work components.

B. Timeline and Processing Schedule

Process Stage	Duration/Condition
Result Declaration	Day 0

Notice for Photocopy & Revaluation Applications	Issued on the next working day after results
Window for Applying for Photocopy	2 working days from notification
COE Office Processing (Photocopy Requests)	1 working day
Issuance of Photocopies to Students	On the 2nd day evening after processing
Window for Applying for Revaluation	2 working days from receipt of photocopy
COE Office Processing (Revaluation Requests)	1 working day
Revaluation Evaluation	Conducted one approved moderator (independent of original examiner, if required)
Final Revaluation Result	Uploaded after evaluation and approval

Note: If any stage coincides with a holiday, the next working day shall apply.

C. Revaluation and Finalisation of Marks

1. The answer book shall be independently revalued by one approved moderator
2. If the difference between the original marks and the marks awarded by the moderator does not exceed 10% of the maximum raw marks of the examination, the marks awarded by the moderator shall be considered final.
3. If the difference exceeds 10% of the maximum raw marks, the answer book shall be referred for a third valuation by another approved moderator.
4. The marks awarded in the third valuation shall be considered final, irrespective of whether they are higher or lower than the marks awarded in the original assessment or first revaluation.
5. The final marks determined through this procedure may increase, decrease or remain unchanged and shall replace the original marks for revision of the grade, SPI, CPI and result, wherever applicable.
6. The difference of 10% shall be calculated with reference to the maximum raw marks of the examination before conversion or application of weightage.

For clarity:

For a 50-mark examination, the permissible difference is 5 marks.

For a 100-mark examination, the permissible difference is 10 marks.

D. Result Grievance (If Still Not Satisfied)

- A written representation may be submitted within the notified schedule.
- COE will forward the case to the Grievance Redressal and Discipline Committee (GRDC).
- Decision of the GRDC shall be final and binding.

8	FEES, FINES AND OTHER EXAMINATION-RELATED CHARGES
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8.1 GENERAL PROVISIONS

1. All examination-related fees, fines, and service charges shall be paid as per the schedule approved by the Institute and notified by the COE Office.
2. Fees must be paid within the prescribed dates; late submissions will attract a late fee as notified.
3. No hall ticket, result, grade card, or official document shall be issued if any dues or penalties remain unpaid.
4. Fees once paid are non-refundable and non-transferable, except in cases of verified administrative error.
5. Charges for revaluation, photocopy, duplicate documents, transcripts, and other services shall be applied as per the approved fee structure.
6. Financial penalties due to unfair means/malpractice shall be imposed as per GRDC decisions and Maharashtra Act No. XXXI of 1982.
7. In case of dispute or clarification, the decision of the Director / IEC shall be final and binding.

8.2 EXAMINATION-RELATED CHARGES

Sr. No.	Particulars / Service	Fee / Charge (₹)	Late Fee (₹)	Remarks / Conditions
A. Examination Fees				
1	Regular Semester Examination (Theory + Practical)	As per Institute/GB approval	—	Per year
2	Make-Up Examination (Per Course)	500	—	Applicable only after eligibility confirmation
3	Re-Registration for Course (XX Grade Case)	500 per course	—	On approval by Dean Academics
B. Academic Documents / Certificates				
4	Photocopy of Assessed Answer Book	200 per course	—	Application within notified schedule
5	Revaluation Fee	300 per course	—	After photocopy only, if applicable
6	Correction in name on Grade Card	500	—	Correction allowed only with valid supporting documents (Aadhaar /

				SSC Certificate / Gazette if applicable). Name change requests without valid proof will not be processed.
7	Duplicate Provisional Degree Certificate	500	—	Valid till convocation only
8	Duplicate Hall Ticket	50	—	Identity verification required
9	Duplicate Grade Card (Lost/Damaged)	500	—	FIR / affidavit may be required (Final year Gradecard)
10	Transcript (Full Set, 8 Copies)	1200	—	Extra copy @ ₹100 each
C. Penalties / Fines				
11	Late Submission of Exam Form	200	—	Beyond notified last date
12	Malpractice Fine (ESE)	5,000 to 10,000	—	As per GRDC decision & severity
13	Damage / Loss of Exam Property (material/books)	Actual Cost + 25% Penalty	—	Assessed by COE Office

8.3 CONDITIONS AND LIMITATIONS

1. Examination-related payments (fees, fines, or service charges) must be made within the notified timeline; delayed submissions will attract applicable late fees.
2. All charges are non-refundable and non-transferable, except in cases of proven administrative error certified by the COE Office.
3. No request for services (photocopy, revaluation, duplicate documents, transcripts, etc.) will be processed if the student has outstanding dues or penalties.
4. Revaluation requests shall be accepted only after obtaining the photocopy of the answer book; revaluation without photocopy will not be permitted.
5. Revaluation does not guarantee an increase in marks; marks may increase, decrease, or remain unchanged, and the revised marks shall be final and binding.
6. Duplicate documents (hall ticket, grade card, etc.) will be issued only upon submission of an application and identity proof.
7. Students penalized for malpractice shall not be eligible for revaluation, photocopy, or result grievance for the subject/courses concerned.
8. In case of dispute, the decision of the Director / IEC / COE shall be final and binding.

8.4 REVISION OF CHARGES

1. All examination-related fees, fines, and service charges are subject to periodic revision based on administrative requirements, inflationary changes, and policy updates.
2. Revised charges shall be approved by the Director / IEC / Academic Council before implementation.

3. Any change in fee structure shall come into effect only after issuance of an official circular/notification by the COE Office.
4. Ongoing applications submitted before the date of revision shall be processed as per the previous fee; applications submitted after the revision date shall be charged as per the revised fee.
5. Emergency or special services requested outside scheduled timelines may carry additional processing charges, subject to approval.
6. In case of ambiguity or dispute, the decision of the Director / IEC shall be final and binding.

9 REMUNERATION AND HONORARIUM FOR EXAMINATION DUTIES

9.1 General Provisions

1. Remuneration and honorarium shall be paid to faculty, staff, and external examiners for examination-related duties as per the approved remuneration structure of the Institute.
2. Payments shall apply to duties such as question paper setting, moderation, supervision, assessment, practical/oral examination, scrutiny, and Central Assessment Centre (CAC) activities.
3. The remuneration norms shall remain uniform across all departments unless revised and notified by the Director / COE Office.
4. No examination duty is optional. All assigned personnel are required to perform duties as part of academic responsibility.

9.2 Remuneration Structure

Remuneration Chart for MSE/ESE/MUE/Re-exam if any

Sr. No.	Activity/Post	Remuneration Rate In Rs. (2024-25)	Remuneration Rate In Rs. (2025-26)
Paper Setting			
1.	Paper Setting 1. UG (Final Year) 2. UG (FY SY TY)	750/- per set 375/- per set	750/- per set 375/- per set
2.	UG Make Up Exam/100%	750/- per set	750/- per set
Theory Examination			
3	Sr. Supervisor	Rs. 125/- Per Session	Rs. 150/- Per Session
4	Jr. Supervisor	Rs. 50/- Per Session	Rs. 75/- Per Session
5	Clerk	Rs. 100/- Per day	Rs. 120/- Per day
6	Peon	Rs. 60/- Per day	Rs. 75/- Per day
7	Watermen	Rs. 60/- Per day	Rs. 75/- Per day
8	Sweeper	Rs. 50/- Per Day	Rs. 50/- Per Day
Practical Examination			
9	Practical Exam/Mini-project/Projects/Seminar/Dissertation		
10	UG		
	1. Oral/Practical(UG)	15/- per student	15/- per student
	2. Oral/Practical(PG)	20/- per student	20/- per student
11	PG		
	3. Mini-Project(UG)	20/- per student	20/- per student
	4. Mini-Project(PG)	40/- per student	40/- per student
12	UG		
	5. Project work(UG) Sem.I	20/- per student	20/- per student

	6.	Project work(UG)I Sem.II	40/- per student			40/- per student		
13	PG							
	7.	Dissertation work(PG)	250/- per student			250/- per student		
	8.	(Minimum Remuneration)	150/- per course			150/- per course		
	9.	Dissertation work(PG) Sem I	100/- per student			100/- per student		
	10	Dissertation work(PG) Sem II	200/- per student			200/- per student		
	11	Examiner for Seminar Presentation PG	100/- Per Student			100/- Per Student		
14	Laboratory Expert		100/- per day			100/- per day		
15	Laboratory Assistant		90/- per day			90/- per day		
QPQRS								
16	QPQRS Remuneration / Course		500 /- External			500 /- External / Internal		
Assessment								
17	CAC Director		250/- per day			250/- per day		
18	Assessment- PG (Minimum Remuneration)		MSE	ESE	MUE/100%	MSE	ESE	MUE/100%
			10/- per answer book Min 75/-	10/- per answer book Min 75/-	20/- per answer book Min 150/-	10/- per answer book Min 75/-	10/- per answer book Min 75/-	20/- per answer book Min 150/-
			Final Year	20/- per answer book Min 150/-		Final Year	20/- per answer book Min 150/-	
19	Peon		60/- per day			75/- per day		
20	Scrutiny		100/- per day			120/- per day		
21	Lunch for Internal and External Examiner for practical exam		As Per Institute Policies			As Per Institute Policies		
Travelling Allowance								
22	Sangli/ Jaysingpur/ Islampur/ Wathar/Peth, Talsande.		Rs.450/-			Rs. 450/-		
	Karad/Kolhapur/ Ichalakarnji/ warananagar/Vita/Yadrav/ Atigre		Rs. 900/-			Rs. 900/-		
	Satara/ Belgaum/Solapur		Rs. 1100/-			Rs. 1100/-		
	Pune		Rs. 1300/-			Rs. 1300/-		
	Others		Maximum 1500/-			Maximum 1500/-		
Dearness Allowance								

23	Dearness Allowances	Rs.130/- Per day	130/- Per day
TA and DA for staff at COE office			
24	Travelling Allowance	Rs. 2 / km	Rs. 2 / km
25	Dearness Allowances	Full Day- Rs.130/- Half Day-Rs. 65/-	Full Day- Rs.130/- Half Day-Rs. 65/-
26	Process of QP Quality Review	As Per Institute Policies	
27	Flying Squad	Rs. 500 /- For Examination	

9.3 Mode of Payment and Claim Procedure

1. Payment shall be processed through the COE Office based on duly signed claim forms and attendance records.
2. Claim bills must be certified by the concerned authority (HoD / CAC Coordinator / COE).
3. Payments will be made through bank transfer; no cash disbursement will be allowed.
4. Incomplete, unsigned, or improperly documented claims will not be processed.

Remuneration Claim Submission Matrix

Sr. No.	Examination Duty / Work Type	Eligible Personnel	Claim Documents Required	Time Limit for Claim Submission	Approving Authority
1	Paper Setting / Moderation / QPQRS Scrutiny	Internal / External Faculty	As per Exam order	NA	COE / Director
2	Invigilation (Senior / Junior Supervisor)	Internal Faculty / Staff	Attendance sheet, duty slip	Within 5 working days after last exam of schedule	Sr. Supervisor → COE
3	Reliever / Exam Support Staff	Internal Staff / Approved personnel	Duty slip, attendance record	Within 5 working days from duty date	Sr. Supervisor / COE
4	Assessment at CAC (Evaluation / Scrutiny / Masking)	CAC Assessor / Faculty	Assessor sheet, bundle record, claim form	Within 5 working days from completion of CAC session	CAC Coordinator → COE
5	Practical / Oral / Viva-Voce Examination	Internal & External Examiners	Practical exam report, attendance sheet, claim form	Within 2 working days from conduct of exam	HoD → COE
6	Special / Make-Up / Summer Term Assistance	Assigned Faculty / Staff	Duty slip + approval of COE	Within 5 working days from duty completion	COE

9.4 Revision of Remuneration

1. The Institute reserves the right to revise honorarium and remuneration rates based on policy updates, budget approvals, or academic committee recommendations.
2. Any revisions will take effect only after approval by the Director and notification by the COE Office.
3. Revisions shall not be applied retrospectively unless explicitly approved.

APPENDIX - A

1982 : Mah. XXXI]

*The Maharashtra Prevention of Malpractices at
University, Board and other Specified
Examination Act, 1982*

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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.]

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 (Mah. Ord. IV of 1982) on the 25th 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. Short title and commencement.— (1) 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. Definitions.— 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 Boards Act, 1965 (Mah. XLI of 1965) or any of its Divisional Boards;

(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. Duties of paper setters and punishment for contravention.— (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.

(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.

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

¹ For Statement of Objects and Reasons of the L. A. Bill No. XXII of 1982, see *Maharashtra Government Gazette*, Extraordinary, Part V, dated 14th October 1982, at page 282.

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.

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

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

7. Prohibition of copying and impersonating at examinations.— 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.

8. Punishment for abetment ¹[of] offences.— Whoever abets any offence punishable under this Act shall be punishable with the punishment provided for the offence.

9. Offences to be cognizable and non-bailable.— Notwithstanding anything contained in the Code of Criminal Procedure, 1973 (II of 1974), all offences under this Act shall be cognizable offences and shall be non-bailable.

10. Offences to be tried summarily.— Notwithstanding anything contained in the Code of Criminal Procedure, 1973 (II of 1974), 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 the case of conviction for any offence in a summary trial under this section, it shall be lawful for the Magistrate to pass sentence of imprisonment for any term for which such offence is punishable under this Act.

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

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

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(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.

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 PIC/GRDC
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 PIC/GRDC
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 PIC/GRDC
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 PIC/GRDC
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 PIC/GRDC

Sr. No	Nature of punishment	Quantum of punishment
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 PIC/GRDC
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 PIC/GRDC
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 totalling 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 PIC/GRDC
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 PIC/GRDC
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 following provisions are also applicable.

- 1) Grievance Redressal and Discipline Committee (GRDC) 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 PIC/GRDC.
- 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.